City of Graham City Council Meeting Agenda July 8, 2025



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

CALL TO ORDER: Mayor Jennifer Talley

INVOCATION & PLEDGE OF ALLEGIANCE

CONSENT AGENDA:

- A. To approve the June 10, 2025, City Council Meeting and June 27, 2025, Special Meeting minutes.
- **B.** To award the City of Graham's audit contract for \$31,270 for the fiscal year ending June 20, 2025, to Stout Stuart McGowen & King, LLP.
- C. To approve a revision to Section 6-9. Law Enforcement Officers' Special Separation Allowance, to the City of Graham's Personnel Policy.
- **D.** To appoint Kevin Squires to the Graham Fire Department's Relief Fund Board of Trustees.
- **E.** To approve a Budget Amendment recognizing \$30,000.00 in Federal Drug Forfeiture revenue.

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, May 13, and June 10, 2025 Council meetings.)

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

A public hearing has been continued to consider rezoning a 0.51-acre lot, located on 2090 South Marshall Street, from O-I (Office and Industrial) to B-2 (General Business). (Planning Board recommended denial 6-0) (Continued from the April 8, May 13, and June 10, 2025 Council meetings.)

3. REZONING – 1.7 ACRE LOT – GANT ROAD

A public hearing has been continued to consider rezoning a 1.7-acre lot on Gant Road from I-1 (Light Industrial) to R-G (General Residential) for the purpose of constructing a manufactured home for living purposes. (Planning Board recommended approval 6-0)

4. 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 and June 10, 2025 Council meetings.) (Staff request to table to the August 12, 2025 City Council meeting.)

5. TEXT AMENDMENT – DEVELOPMENT ORDINANCE - TOBACCO, VAPE, HEMP SALES

A public hearing has been scheduled to consider an Ordinance amendment to Article 2, Section 10.16, Article 4, Section 10.135, and Article 4, Section 10.149 to add language to the Development Ordinance defining and creating a use type for Tobacco, CBD, and Vapor Shops. (Planning Board recommended approval 5-1)

6. SPECIAL USE PERMIT – 1205 E HARDEN STREET

A public hearing has been continued to 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. (Continued from the June 10, 2025 Council meeting.) (Planning Board recommended approval.)

NEW BUSINESS:

7. MOU – ALAMANCE COUNTY SHERIFF'S OFFICE – EMERGENCY DETENTION EVACUATION

The City Council will consider renewing a Memorandum of Understanding between the City of Graham and the Alamance County Sheriff's Office, detailing the response to an Emergency Detention Evacuation.

8. ORDINANCE AMENDMENT - CIVIL PENALTIES - PARKING FINE INCREASE

The City Council will consider an Ordinance amendment to Chapter 20 – Traffic and Vehicles, Article I – In General, Section 20-2 Civil Penalties to replace the penalty chart for parking violations.

9. CITY OF GRAHAM'S BOARDS AND COMMISSIONS - APPOINTMENTS

ABC Board

Robert Parrish Request Reappointment

No vacancy after reappointment

Appearance Commission/Tree Board

Emily O'Dell Request Reappointment

No vacancy after reappointment **Applicant:** Benjamin Beushausen

Graham Historical Museum Board

Karen Chin Request Reappointment
Gail Walker Request Reappointment

Two vacancies after reappointments

Applicant: Casey Bosley

2

Graham Housing Authority

One vacancy

Applicants: Sonya Carter, Maynard Jeannis

Historic Resources Commission

Two vacancies

Applicants: Casey Bosley, Benjamin Beushausen

Planning Board/Board of Adjustment

Dean Ward

Toney Bailey

Request Reappointment

Request Reappointment

Request Recommendation

(Appointed by Alamance County)

No vacancies after reappointments

Applicants: Benjamin Beushausen, Maynard Jeannis, Emily O'Dell

Recreation Commission

Nicki Smith

Jay Cook

Request Reappointment

One vacancy after reappointments

No Applicants

Request Reappointment

PUBLIC COMMENT PERIOD

CITY STAFF COMMENTS

CITY COUNCIL COMMENTS

CLOSED SESSION:

City Council will consider going into closed session in accordance with North Carolina General Statute 143-318.11(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 for both current (County Motor Land Company, LLC, Petitioner, v. The City of Graham, Respondent; File 18CVS279), potential litigation, and a personnel issue.

ADJOURN

City of Graham City Council Meeting Agenda June 10, 2025



The City Council of the City of Graham held a regularly scheduled meeting on June 10, 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 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

RECOGNITION: Recreation and Parks Staff – Arts Around the Square Event

Council recognized and thanked Recreation and Parks Staff for their leadership and role in making the Arts Around the Square event a success.



FY2024 AUDIT PRESENTATION: Patricia Rhodes, Stout Stuart McGowen & King, LLP, will present to the City Council the results of the FY2023/2024 audit.

Mayor Talley introduced Patricia Rhodes, Stout, Stuart, McGowen, and King, LLP. Ms. Rhodes introduced Joey Purgoson, of Stout, Stuart, McGowen, and King, and Becky Loy of Cobb Ezekiel Loy & Company. Ms. Rhodes stated that Ms. Loy worked with City staff to streamline the year-end process and financial statement preparation. She stated Ms. Loy's firm also assists during the year with accounting and software conversion matters. Ms. Rhodes stated the audit had been completed for the fiscal year ending June 30, 2024. She noted the opinion letter stated that the preparation of the financial statements was the responsibility of management. The expression of an opinion on the financial statements based on the audit was the responsibility of the auditor. The financial statements were prepared in accordance with generally

accepted accounting principles, and the audit was conducted in accordance with generally accepted auditing standards.

Ms. Rhodes stated the audit firm was issuing an unmodified opinion on the financial statements, and that was the best and cleanest opinion that could be received. She stated there was a major change from the prior year, specifically the Garage Fund, which was absorbed into the General Fund. As a result, there is no longer a separate statement for the Garage Fund; therefore, the numbers in the General Fund have been adjusted accordingly. She stated there were no new governmental accounting standards pronouncements adopted in these financial statements in 2024.

Ms. Rhodes noted the Management's Discussion and Analysis was an overall summary of a very detailed report, which consisted of 107 pages. She stated the auditors consider internal control during the audit and are required to report to the Council any material weaknesses or significant deficiencies that come to attention during the audit. She happily stated there were no reporting concerns that needed to be corrected.

Ms. Rhodes reviewed the overall financial statement for the City of Graham. She stated it represented all funds. Total assets of \$172,594,000, total liabilities of \$31,038,000, and the total net position of \$144,332,000.

Ms. Rhodes reviewed the balance sheet for the governmental funds. She stated the total assets for the General Fund \$17,658,000, liabilities \$1,012,000 and the total fund balance for the General Fund was \$16,122,000 of that \$11,286,000 was unassigned and the available fund balance was \$12,446,000 which was 62% of the General Fund expenditures and was a reasonably healthy percentage compared to other cities of similar size.

Mayor Talley asked if the State mandated that a city keep 8% in its fund balance.

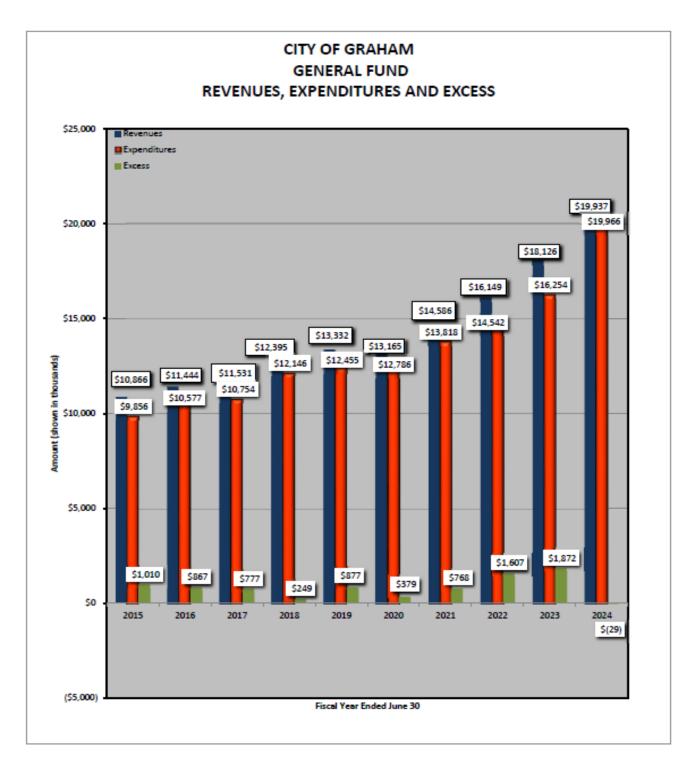
Ms. Rhodes said that was correct.

Ms. Rhodes reviewed the statement of revenues, expenses, and changes in fund balance. She shared total revenues were budgeted at \$18,459,000, and the expenditures were budgeted at \$20,412,000, and noted that almost \$2 million was appropriated from the general fund to balance the budget. She said revenues were \$19,937,000 and expenditures were \$19,966,000, with \$30,000 coming from the general fund.

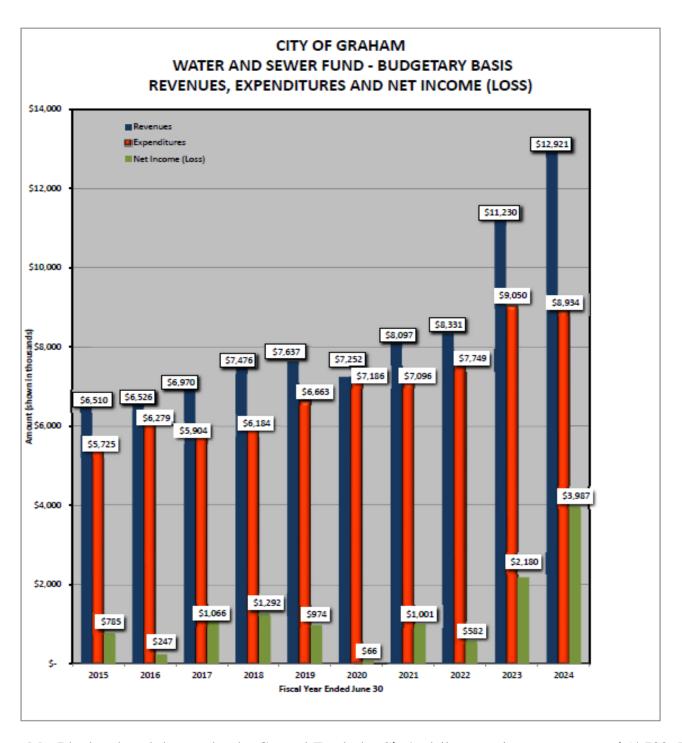
Statement of Fund Net Position, Proprietary Funds, are the water and sewer fund and capital project funds. Total assets for water and sewer funds were \$122,055,000, total liabilities were \$10,706,000, and the net position was \$111,836,000. She shared that \$15,710,000 was unrestricted.

Statement of Revenues, Expenses, and Changes in Fund Net Position for Proprietary Funds. Total operating revenues were \$12,538,000, and operating expenses were \$9,332,000; the operating income for the water and sewer fund was \$3,206,000.

Ms. Rhodes stated the City's revenues exceeded expenditures in the General Fund by almost \$2 million before any transfers. The ad valorem tax revenue was up over \$500,000 from the prior year. She stated the tax collection rate remained high at 97.95%. She noted that public safety was a significant part of the general fund budget and had increased by \$1.351 million.



Ms. Rhodes reported the Water and Sewer Fund's total revenues were \$12,921,000, reflecting an overall increase of \$1,691,000 or 15%. She noted the expenditures decreased overall by \$116,000. The total expenditures were \$8,934,000. The revenues exceeded the expenditures by \$3,987,000, and there was an increase in the charges for services, which is part of the revenue, by over \$1 million from the previous year. The connection fee revenues increased by \$340,000.



Ms. Rhodes shared that, under the General Fund, the City's daily operating expenses are \$54,703. The number of days available in cash and investments, minus any current liabilities, is 231 days. For the Water and Sewer Fund, the daily operating expenses are \$25,566, and the number of days available cash, minus current liabilities, is 183.

Ms. Rhodes concluded the presentation with a letter to the Council, as required by her firm's professional standards, which highlighted key points to the Council. She summarized the letter, informing the Council that the auditors had no issues communicating or performing their duties. She stated they had no difficulties or disagreements with management.

Ms. Rhodes stated the City had been extremely busy with the software conversion and numerous water and sewer capital projects in progress. She shared it was fortunate for the City that well-planned financing and grants have helped fund large projects, and the City was in a good place. She thanked the Council for allowing them to continue auditing the City of Graham and also thanked City staff for their assistance throughout the process.

Mayor Talley thanked City Manager Garner for her role in the City's budget, audit, and finances.

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.

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 that 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.

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 at this time.
 - 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).

	CITY OF G	RAHAM			
BUDGET AMENDMENT ORDINANCE 2024-2025					
BE IT ORDAIN THE 2024 - 2025 BUDG	ED BY THE CITY COUNG ET ORDINANCE SHALL				
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
<u> </u>	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	\$2,238,687.00	40,000.00		40,000.00
Adopted this 10th day of June 2025.	2,198,687.00	2,238,687.00	40,000.00	-	40,000

F. To approve a Capital Project Ordinance in the amount of \$490,000 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 the 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 \$ 490,000

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

Professional & Contracted Services \$ 490,000 **TOTAL** \$ 490,000

- 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 10th day of June 2025.

G. To approve tax refunds in the amount of \$7,520.26 and tax releases in the amount of \$126.17.

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

PUBLIC HEARINGS:

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

A public hearing was 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.)

Assistant City Manager Holland stated the petitioner was requesting to table this item until the July 8, 2025 Council meeting. He shared the petitioner was able to get good news regarding the stream on the property and would be able to come back for this item to be considered.

Mr. Andy Shaver, representing his team, stated the Army Corps of Engineers was conducting a jurisdictional review, but it took a longer period of time for completion. He said it was in everyone's best interest to have that issue cleared up.

Motion by Council Member Whitaker to table the rezoning to the July 8, 2025 City Council meeting, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

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

A public hearing was 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)

Assistant City Manager Holland stated the petitioner was requesting to table this item until the July 8, 2025 Council meeting.

Mayor Talley asked the reason for another delay.

Assistant City Manager Holland stated he did not know a specific reason.

City Manager Garner stated the planner reached out, but the applicant was unable to attend because he was on a flight and was unsure if he would arrive in time. She stated his request was to table the public hearing until the July 8, 2025 meeting.

Motion by Council Member Whitaker to table the rezoning to the July 8, 2025, City Council meeting, and that it would not be tabled again if no one shows up, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ITEM 3: JOINT ANNEXATION ORDINANCE-BURLINGTON-GRAHAM - RACE TRACK ROAD

A public hearing was 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.)

Assistant City Manager Holland stated that the Council requested an attorney review the agreement. Mr. Paul Koontz had been retained and would be on next month's agenda.

Motion by Mayor Pro Tem Hall to table the rezoning to the July 8, 2025 City Council meeting, seconded by Council Member Whitaker. The motion passed unanimously.

ITEM 4: REZONING – 24.18 ACRES – JIM MINOR ROAD

A public hearing was scheduled to consider rezoning 24.18 acres of property from Unzoned to C-R (Conditional Residential) to construct a maximum of 143 townhomes located on Jim Minor Road. (Planning Board recommended approval 4-1.)

Assistant City Manager Holland stated this was a request to rezone 24.18 acres of property from Unzoned to C-R (Conditional Residential) to construct a maximum of 143 townhomes. The site plans to have public roadways and connect to water and sewer through the existing utilities surrounding the property. The development yields approximately 5.9 dwelling units per acre, which meets the appropriate density in the suburban residential land use zone, which ranges from 3 to 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 exceeds five acres

in size, the applicant was required to provide open space within the development, as shown on the site plan. The Planning Board recommended approval with a vote of 4-1, with the following conditions: Lots 1-10 shall be limited to two stories. Amenities are to include only a pickleball court, a dog park, and a children's play area equipped with suitable play equipment. 3-foot-tall berm and 8-foot-tall evergreen plantings along the entire frontage of Jim Minor Road, as well as other planting requirements. 3-foot-tall berm and evergreen plantings along the left side of the property until it meets the sewer easement, as well as other planting requirements. He stated the Council could approve all conditions or part of the conditions.

Mr. Scott Krusell, Project Engineer at VennTerra Land Development, for the Jim Minor Road townhome division, requested rezoning and annexation. He stated the site was located in Southeast Graham, right outside the City limits, and was connected and adjacent to the City limits. Mr. Krusell stated they were looking for a conditional residential zoning, which they believe was an appropriate zoning for this area. He shared that they were proposing three-bedroom townhomes, two stories, and approximately 1,550 square feet, with a price range of around \$300,000 and an HOA. He shared they met with neighbors and had one attendee, listened to the staff, and the Council. He said they went strong on parking by adding 50% more than the requirement, 17-foot driveways for parking, so cars would not overhang on the sidewalks.

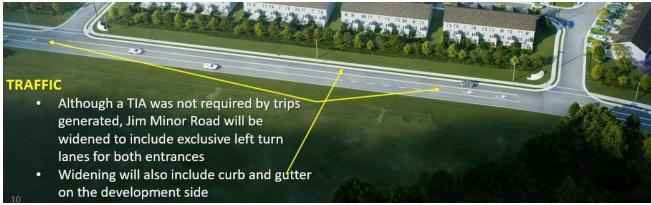
Mayor Talley voiced concerns with parking in the event of a birthday party or family gatherings.

Mr. Krusell discussed the location of the extra 19 parking spaces within the division. He also shared that on 31-foot-wide roads, you could park on the side of the street, and the road would still be functional.



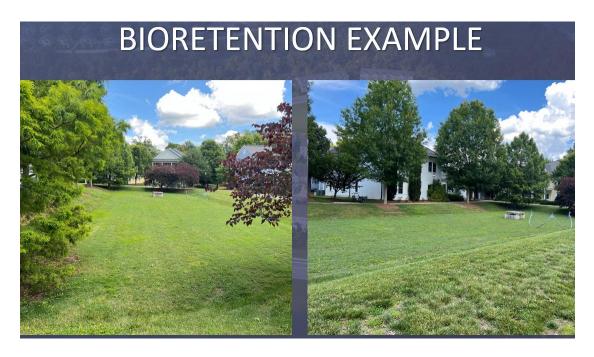
Mr. Krusell shared that they would be providing sidewalks along the entire frontage of Jim Minor Road, and left-turn lanes were suggested at each entrance, as well as curb and gutter would be included. He said the ordinance required only 8 feet of street plantings, and they wanted to go stronger on shrubs and trees at 35 feet of street planting, and would retain as many trees as possible.





Regarding open recreation space, the petitioners again aimed to exceed the 10% required by the City, proposing 30%. He shared there was a stream in the back, and they would be installing a bio retention pond. It would resemble a depressed, sodded field, except during a rain event, when it would be filled with water. He said it would not be a wet pond.





Mr. Krusell requested they not be limited to just three uses, with no flexibility to add amenities as the residents would like. He said they wanted to have a dog park, two pickleball courts, and a gazebo with flexibility to add amenities.

Planned Growth – He shared the proposed development was quite far from the City's utilities and would require significate extensions. He said the sewer line would be extended 1,600 feet across the creek, providing City sewer access to the west of the development. Additionally, it would extend the sewer another 150 feet beyond the project to provide a manhole connection to the properties south of the development. He also shared the water line would be extended 2,000 feet from Riley's Meadow and would be adding five hydrants along Jim Minor Road.



Mayor Talley stated she preferred the bio pond over a retention pond. She voiced concern about the first two rows being close together and asked if it was possible to move the townhomes back to get more parking.

Mr. Krusell said no because they would be pushed against the stream, and there was simply no more room.

Council Member Whitaker asked about the price point.

Mr. Krusell stated the targeted price was \$300,000.

Council Member Chin inquired whether some of the townhomes would be three stories high.

Mr. Krusell stated that they intended to do only two stories; however, they feel there should be some market flexibility in case there is enough interest, which would allow for one of the buildings to be three stories.

Mr. Shawn Cummings, VennTerra, clarified if they did go to three stories, just in case the market changed, each unit would stay at three bedrooms, because then you would have parking issues. He said the units would have larger rooms but not more bedrooms. He shared that each unit would have three parking spots, and some units would accommodate up to four cars. He stated the roads would be wider, with a minimum of three parking spots per unit, and an additional 13-19 spots would be located next to the amenity center.

The public hearing was opened, and the following spoke.

Mr. Tom Boney of Alamance News stated that he did not hear anything about a berm with three-foot plantings as discussed at the Planning Board meeting.

Mr. Cummings stated that they respectfully disagreed due to the topography, as it would not be aesthetically pleasing.

Ms. Angela Willis, 1408 North Jim Minor Road, inquired about the space between the back of the buildings and her property line.

Mr. Krusell shared that the edge of the right-of-way is approximately 60 feet from the back of the building to the edge of the property line, 35 feet to the edge of the developer's right-of-way line, with a total of 95 feet. He said Lot 10 would be the closest to her property line, and it would be approximately 152 feet.

Ms. Willis inquired about the berm and landscaping. She said that going down her side of the property, the berm would give her more privacy.

Mr. Krusell stated it would give her more privacy, and they would construct that berm on her side.

Mr. Cummings stated they would be happy to put in a berm, but it would have to be on her side of the property, at their cost. He would be placed from the flood plain to approximately 500 linear feet along the property line to Jim Minor Road, as long as no trees have to be taken down. He also said that mailboxes would be replaced if any had to be taken out to widen the road.

Mayor Talley requested clarification on the request to reduce the width from 25 feet to 20 feet between the buildings.

Mr. Scott stated it was side to side, not front to back.

Mayor Talley read out the following conditions to make sure everything was included: enhance buffering on west side, replace any mailbox, width between the buildings from 25 to 20 feet, all aspects of zoning will be met, the units would not be more than two stories for units 1 through 10, not to exceed three bedrooms for all units, the developer would install benches at their discretion.

Mr. Krusell stated those were just recommended amenities, not what they had agreed to. He said they were committing to 4.2 acres of active recreation space.

Mr. Cummings stated they wanted to commit to two pickleball courts with lighting and fencing, a dog park with fencing, animal waste receptacles inside the park and throughout the community, and the gazebo. He asked to leave the other list as options, but would do those first three things.

Mr. Tom Boney stated that Planning Board member Mr. Stockert voiced concerns that there was not enough open space, and was not happy with leaving a 50-foot height requirement.

Mr. Krusell stated the 50-foot height referred to the arch of the building, and if the Council wanted to include a 'not to exceed' height of 38 feet, so that it would be officially considered three stories.

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

Mayor Talley asked Council to approve or deny the rezoning of 24.18 acres of property from Unzoned to C-R (Conditional Residential) to construct a maximum of 143 town homes located on Jim Minor Road, and that it would be consistent with policies 3.3.2, 5.2.1, and Strategies 1.1.2 and 4.3.2 of the Graham's 2035 Comprehensive Plan and the City of Graham Development Ordinance, with the following conditions: enhance buffering on the west side, replace any existing mailboxes disturbed due to the development, require the buffer surrounding the project leave as many mature trees as possible, not to disrupt the erosion and protect the natural buffer that exists as of today, two pickleball courts with lights and fencing, gazebo, dog park with fencing, and optional amenities would be left up to the builders discretion going forward, no more than three bedrooms regardless of two-stories or three-stories, not any of the units exceed 38 feet high and all amenities be in place and built out prior to the first certificate of occupancy, lots 1 through 10 would not be more than two-stories tall, would allow a reduction from 25 feet to 20 feet between the buildings, all aspects of MF rezoning would be met, and as well as opaque buffering's along Jim Minor Road area as shown in the proposed plans.

Motion by Council Member Whitaker that we approve the rezoning of 24.18 acres of property from Unzoned to C-R (Conditional Residential) to construct a maximum of 143 town homes located on Jim Minor Road, and that it would be consistent with policies 3.3.2, 5.2.1, and Strategies 1.1.2 and 4.3.2 of the Graham's 2035 Comprehensive Plan and the City of Graham Development Ordinance, keeping all the restrictions stated by Mayor Talley, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ITEM 5: ANNEXATION – 24.18 ACRES – JIM MINOR ROAD

City Council considered 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.

Assistant City Manager Holland stated the City had received a petition requesting 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 Jim Minor Road and contains approximately 24.18 acres in total. The applicants wish to extend utilities and tie onto the City's infrastructure.

The public hearing was opened and no one spoke.

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

Motion by Council Member Chin to approve the annexation ordinance, seconded by Council Member Chin. The motion passed unanimously.

ITEM 6: SPECIAL USE PERMIT – 1205 E HARDEN STREET

City Council considered 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.

Assistant City Manager Holland stated the engineer Chad Huffine, was not present because he had gotten tied up at Elon's Council meeting. He did ask for this to be moved to end of the agenda in case he made it to the Council meeting.

The petitioner was unable to attend the meeting.

Motion by Mayor Talley to table this item to the July 8, 2025, City Council meeting, seconded by Council Member Whitaker. The motion passed unanimously.

ITEM 7: FY2025-2026 BUDGET

A public hearing had been scheduled to consider the adoption of the Fiscal Year 2025-2026 Budget Ordinance, the 2025-2026 Pay Plan, and the 2025-2026 Rates and Fee Schedule.

City Manager Garner stated the annual budget process began in December with a City Council Planning Session, January opened the department heads to start entering their budget, March three was part two of the City Council Planning Session, and from March to the time you received your budget in May, there were multiple departmental meetings. She shared the intent behind the two-part City Council budget work sessions in December and March was to get direction from City Council on what it wanted the budget to look like for the upcoming fiscal year. She shared those meetings were very beneficial, and the priorities were communicated to staff to keep those in mind as their overarching goals.

These are the priorities we were able to accomplish this current fiscal year:

- Digital signing at City Hall
- Addressing the Sesquicentennial Park repair

Strategic Priorities – FY26

These are the strategic priorities that City Council identified that staff are working to accomplish through the budget proposal:

 Restructure Sanitation – routine adjustments were made with a proposed sanitation collector position

- Implement Edmunds software, Personnel Policy, and payroll went live in June 2025.
- High-quality infrastructure \$1.3 million proposed in FY26 to continue the neighborhood waterline enhancement project.
- Complete the Comprehensive Plan plans to come back to City Council for consideration in 2025.
- Hire a City engineer action item on tonight's agenda.
- Update the Unified Development Ordinance action item for a future City Council meeting.

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 \$0.3099 to the tax rate
Street resurfacing proposed to increase for 12 th consecutive year
Expenditures for public safety (\$9.426.110) are expected to exceed all of the ad valorem tax levy

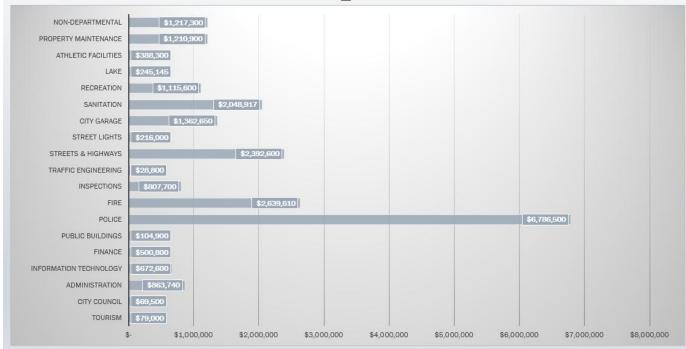
City Manager Garner shared that the General Fund was balanced at \$22,750,562 based on a \$0.3099 tax rate.

General Fund (10)

(\$7,964,500) by over \$1,461,610

☐ Deferred maintenance/capital items equate to over \$1,500,000
☐ Mandatory employer retirement contribution increase
☐ Health insurance increase of 4%
 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)

General Fund Departments



City Manager Garner shared the above General Fund chart depicts where the money is spent.

Water and Sewer (Fund 31) 1,000 gallons 5,000 gallons Balanced at \$13.093.600 Proposed rate increase of 4% \$9.95 Current water \$27.33 ☐ Increase for 1,000 gallons ~\$0.92/month ☐ Increase for 5,000 gallons ~ \$3.39/month \$10.35 Proposed water \$28.42 No new positions or reclassification funded \$12.91 Current sewer \$57.42 \$13.43 Proposed sewer \$59.72

City Manager Garner shared the water/sewer (Fund 31) was balanced at \$13,093,600 with the proposed rate increase of 4%. She shared that Hazen and Sawyer had suggested a 9% increase, but staff was able to make several modifications to the budget, which reduced that increase to 4%.

Water and Sewer (Fund 31)



The above chart shows how the money is allocated.

Summary of Changes from Council Work Session

☐ Fee schedule page 22

Current wording: meter re-read with no City error (per re-read)

Revised wording: meter re-read with no City error or leak detected (per re-read)

☐ Fee schedule page 23

All 3/4" meter costs: proposed at \$475 increases to \$525

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

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

Mayor Talley stated the sales tax revenue was estimated correctly. She indicated there was no leftover money to add to the fund balance because the proposed budget was using part of the fund balance to balance the budget. She noted the majority of the increase was coming from growth, sanitation truck, and an employee. She asked the City Manager to speak about the initial requests and how items were cut, breaking down what we have before us.

City Manager Garner stated that from the first budget planning session, the Council's priorities were communicated to the departments, and the budget process was opened in January, with departments entering their budgets directly into our financial software. There were at least two rounds of individual meetings with each department to review requests, and more than \$2 million from the amounts requested to the amounts in the proposed budget was eliminated. She shared departments were not permitted to use any personnel-related expenses to keep their department in the positive, and they are personally held to the line-item detail, even though, for audit purposes, as long as the department as a whole is not overspent. She shared that if a department were over, they would need to make cuts elsewhere. She continued to share her findings after reviewing individual accounts, sometimes more than twice, comparing the overall budget to estimated revenues, and relaying the information to the relevant departments. She said department heads were very cognizant of City Council priorities, which was very helpful in understanding exactly where the Council's priorities were, so staff could focus on that and deliver a budget to you that mirrored priorities and key strategic actions as closely as possible.

Mayor Talley stated that raising taxes and water and sewer rates was difficult, but everyone on the Council pays the same rates as citizens. She acknowledged the issues and problems, but emphasized the entire north side of Graham needs updated water lines. She shared the City had its largest capital improvement project costing \$86 million to upgrade the wastewater treatment plant. She mentioned securing a \$10 million grant to assist with waterline replacements and upgrades to the water treatment plant, along with another \$3 million for utility improvements. She described the neighborhood enhancement project, where a neighborhood's water lines are replaced gradually. She stated that, although it was necessary, she wished there were no tax increase. She reminded citizens that a year ago, the Council reduced the tax rate, while others raised. She noted that it was the most significant tax decrease in the City's history. She stated that, regardless of the waterline costs, she believes the work should be done and appreciated the City Manager making it a priority. Mayor Talley stated the City had a significant debt service, but was able to secure the loan at essentially zero percent interest. She mentioned that she wished there were no proposed tax increase of 2 cents, but it has to be said that that would even require taking money from savings to keep taxes low. She pointed out it was important and would not be fair to say that two years ago, we lowered the tax rate from .47 cents to .28 cents when everyone else raised theirs. She stated it was frustrating because we do not control the value of things. She shared that the library would continue to be funded by the County, as well as the School Resource Officers, who the State would fund for the Municipal SROs. She stated that staff had done a lot of work to reduce costs. She shared by not allowing coverage for weight loss medication, the increase in insurance went from 5% to 4%. She said it was important that our trash gets picked up weekly and that all services continue. She also shared that one boom truck is equivalent to one cent on the tax rate.

Lastly, Mayor Talley shared that the City Manager had cut over two million dollars from the original budget before presenting it to the Council and was consistently researching grants.

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

Motion by Council Member Whitaker to approve the 2025-2026 Budget Ordinance, 2025-2026 Pay plan and Rates and Fee Schedule, seconded by Mayor Pro Tem Hall. The motion passed 4-1. Mayor Talley voted no.

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 10th day of June 2025.

Mayor Talley asked if staff had heard from Mr. Chad Huffines regarding Item 6.

Assistant City Manager Holland stated he was still in a Council meeting with the Town of Elon. (See Item 6 for Council's action.)

NEW BUSINESS:

ITEM 8: MUNICIPAL ENGINEERING SERVICES

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

Assistant City Manager Holland stated 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, Alley, Williams, Carmen & King (AWCK). Meetings were scheduled with the prospective firms in the following weeks to discuss the current engineering services and expectations moving forward. He shared after the meeting, Bowman withdrew from consideration following internal discussions with their staff and was unable to meet the City's demands. Based on the staff review of the remaining two firms, the staff recommended retaining the services of AWCK.

Mayor Pro Tem Hall asked if we elected AWCK, could we get a different liaison engineer?

Assistant City Manager Holland stated yes, and it was part of the Council's approval.

Council Member Chin has voiced concerns over the past several years that none of the grants submitted by AWCK have been successful, except for one.

Assistant City Manager Holland stated there was one that both AWCK and Hazen and Sawyer applied for on our behalf for a utility-related grant. He stated there were a number of grants we applied for, such as the CDBG, that were unsuccessful, that AWCK had worked on, but that was two or three years ago. He shared that he, Mayor Talley, and Josh Johnson had met to discuss options for better communication, which was the biggest complaint we were hearing from developers and other engineers that we felt could be

improved. He also shared monthly meetings had been scheduled with the Council liaison to review current projects, ensuring everyone stays informed about ongoing projects.

Council Member Whitaker voiced concerns with AWCK billing methods and would like to see changes to a more detailed billing.

Mayor Talley shared that Mr. Johnson seemed very receptive to making several changes that would save the City money and support more enhanced projects.

Council Member Chin stated that he would like to see a climate where developers present plans that have already been approved by an engineer before coming to the Planning Board and TRC, ensuring they are ordinance-compliant.

City Manager Garner said there had been similar instances in recent years when the City Council wanted staff to report back mid-year on their progress so the Council could consider revising fees mid-year. She asked the Council if they wanted staff to plan for a December report after tracking these plans.

Mayor Talley asked if the City had seen a decrease in reinspections because of the fee.

City Manager Garner stated that regarding Public Works, they had indeed seen a decrease. She mentioned that they prepared a mid-year report for the Council, which included pictures showing what they observed then, compared to what they are seeing now, due to the increase in reinspection fees.

Mayor Talley stated she wanted to attract development, but she wanted to hear back from Mr. Johnson on how many plans he reviews and what we should be spending.

City Manager Garner stated that staff would be happy to implement the more detailed billing and return to the Council in December to present their findings and possibly suggest revisions to the fee schedule.

Motion by Council Member Whitaker to approve AWCK for municipal engineering services and with feedback in December on rate fees and changes in billing to include detail, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

PUBLIC COMMENT PERIOD

There were no public comments.

CITY STAFF COMMENTS

There were no City Staff comments.

CITY COUNCIL COMMENTS

Mayor Talley shared upcoming events:

- Hike on June 14th to the lookout at Cane Mountain in Snow Camp
- Juneteenth Event June 21
- Dalton Davis in Concert on June 21st at 7:00 p.m. with a car show at 4:00 p.m.
- Thursdays at Seven June 26 Phatt City Band

- Slice of Sumer June 28th
- 8K Run to benefit ALCO Vets Burlington Sock Puppets
- For a list of events, you may go to CityofGraham.com

Mayor Talley thanked the City Manager and staff for their work on the budget and software implementations.

ADJOURN

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Chin. The motion passed unanimously. The meeting adjourned at 8:58 p.m.

Renee M. Ward, CMC
City Clerk

City of Graham City Council Special Meeting Minutes June 27, 2025 12:00 PM



The City of Graham City Council held a special meeting at 12:00 p.m. on June 27, 2025, in the Council Chamber, City Hall, located at 201 South Main Street, Graham, NC.

Council Members Present:

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

Staff Present:

Megan Garner, City Manager Aaron Holland, Assistant City Manager Bryan Coleman, City Attorney - Absent Bob Ward, City Attorney - Absent Renee Ward, City Clerk - Absent

CONSENT AGENDA:

A. To approve a budget amendment in the amount of \$110,000 to reallocate existing funds in the general fund adopted budget.

Motion by Mayor Pro Tem to approve the budget amendment, seconded by Council Member Chin. The motion passed 4-0.

ADJOURN

Mayor Pro Tem Hall motioned to adjourn, seconded by Council Member Whitaker. The motion passed 4-0.

The meeting was adjourned at 12:05 p.m.

Renee M. Ward, CMC
City Clerk



SUBJECT:	AUDIT SERVICES RFP
PREPARED BY:	MEGAN GARNER, CITY MANAGER/AARON HOLLAND, ASSISTANT
	CITY MANAGER/FINANCE OFFICER

REQUESTED ACTION:

Approve the audit contract for Fiscal Year 2025 to Stout Stuart McGowen & King LLP.

BACKGROUND/SUMMARY:

The Local Government Budget and Fiscal Control Act requires that all units of local government "have its accounts audited as soon as possible after the close of each fiscal year by a certified public accountant..."

Due to a concern in local government circles regarding auditor independence, the City is continuing its hybrid method of financial reporting and auditing. Under this hybrid arrangement, the City's former auditors, Cobb, Ezekiel, Loy & Company, P.A., will assist staff with audit preparation and financial reporting, and Stout, Stuart, McGowen & King, LLP, will complete the required audit for the City.

FISCAL IMPACT:

The City's annual budget ordinance already includes an appropriation for audit services. The fee stipulated is \$31,270, which is \$1,770 higher than fiscal year 2024.

STAFF RECOMMENDATION:

Award the audit contract to Stout Stuart McGowen & King LLP.

SUGGESTED MOTION(S):

Make a motion to award the City of Graham's audit contract for the fiscal year ending June 30, 2025 to Stout Stuart McGowen & King, LLP.

The	Governing Board		
of	Primary Government Uni	t	
and	Discretely Presented Cor	nponent Unit (DPCU) (if applicable)	
	Primary Government Uni	it, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)	
and	Auditor Name		
	Auditor Address		
	Hereinafter referred to as	Auditor	
for	Fiscal Year Ending	Date Audit Will Be Submitted to LGC	
		Must be within six months of FYE	

hereby agree as follows:

- 1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the! Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall besubjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall!be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate!DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic!financial statements shall include budgetary comparison information in a budgetary comparison statement,!rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
- 2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$750,000 for a federal single audit and \$500,000 for a State Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

- 3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 §600.42.
- 4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
- 5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

- 6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within six months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
- 7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

- 8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
- 9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. the invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
- 10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
- 11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
- 12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
- 13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

- 14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
- 15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
- 16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
- 17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
- 18. Special provisions should be limited. Please list any special provisions in an attachment.
- 19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
- 20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
- 21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
- 22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

- 23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
- 24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
- 25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
- 26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
- 27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

- 28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:
 - a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
 - b) the status of the prior year audit findings;
 - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
 - d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.
- 29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

- 30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).
- 31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit
- 32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.
- 33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

Code of Conduct (as applicable) and <i>Govern</i> this contract for specific requirements. The forpresented to the LGC without this information	I adhere to the independence rules of the AICPA Professional ment Auditing Standards,2018 Revision. Refer to Item 27 of Illowing information must be provided by the Auditor; contracts will be not be approved. Auditor Governmental Unit Third Party			
If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:				
Name: Title an	d Unit / Company: Email Address:			
OR Not Applicable (Identification of SKE Individual GAAS-only audits or audits with	on the LGC-205 Contract is not applicable for n FYEs prior to June 30, 2020.)			
2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.				
3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.				
this contract, or to an amendment to this contrapproval for services rendered under this cont for the unit's last annual audit that was submit in an audit engagement as defined in 20 NCA	dited financial report and applicable compliance reports subject to act (if required) the Auditor may submit interim invoices for ract to the Secretary of the LGC, not to exceed 75% of the billings ted to the Secretary of the LGC. All invoices for services rendered C .0503 shall be submitted to the Commission for approval before ral is a violation of law. (This paragraph not applicable to contracts is).			
Primary Government Unit				
Audit Fee (financial and compliance if applicable)	\$			
Fee per Major Program (if not included above)	\$			
Additional Fees Not Ir	ncluded Above (if applicable):			
Financial Statement Preparation (incl. notes and RSI)	\$			
All Other Non-Attest Services	\$			
TOTAL AMOUNT NOT TO EXCEED	\$			
Discretely Presented Component Unit				
Audit Fee (financial and compliance if applicable)	\$			
Fee per Major Program (if not included above)	\$			
Additional Fees Not In	cluded Above (if applicable):			
Financial Statement Preparation (incl. notes and RSI)	\$			
All Other Non-Attest Services	\$			
TOTAL AMOUNT NOT TO EXCEED	\$			

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SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
STOUT STUART MCGOWEN & KING, LLP	
Authorized Firm Representative (typed or printed)* Patricia B. Rhodes	Signature*
Date*	Email Address*
06/26/25	pbrhodes@ssmkllp.com

GOVERNMENTAL UNIT

Governmental Unit* City of Graham	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Jennifer Talley	Signature*
Date	Email Address* jtalley@cityofgraham.com

Chair of Audit Committee (typed or printed, or "NA") Jennifer Talley	Signature
Date	Email Address jtalley@cityofgraham.com

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$ 31,270		
Primary Governmental Unit Finance Officer* (typed or printed	Signature*		
Aaron Holland			
Date of Pre-Audit Certificate*	Email Address*		
	aholland@cityofgraham.com		

SIGNATURE PAGE – DPCU (complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*
Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU - PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.



STOUT
STUART
MGGOWEN
& KING LLP

Certified Public Accountants

Advisors to Management June 26, 2025

Ms. Jennifer Talley, Mayor City of Graham Graham, North Carolina

Dear Mayor Talley:

We are pleased to confirm our understanding of the services we are to provide for City of Graham for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of City of Graham as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Graham's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Graham's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

Mailing Address:

P.O. Box 1440

Member of PCPS.

the AICPA Alliance For CPA Firms

Street Address: 1233 South Church Street Burlington, NC 27215

Burlington, NC 27216-1440

336-226-7343 fax 336-229-4204 www.ssmkllp.com e-mail: ssmk@ssmkllp.com

- 1) Management's Discussion and Analysis.
- 2) Law Enforcement Officers' Special Separation Allowance Schedule of Changes in Total Pension Liability
- 3) Law Enforcement Officers' Special Separation Allowance Schedule of Total Pension Liability as a Percentage of Covered Payroll
- 4) Other Postemployment Benefits Schedule of Changes in the Total OPEB Liability and Related Ratios

- 5) Local Government Employees' Retirement System Schedule of Proportionate Share of Net Pension Liability
- 6) Local Government Employees' Retirement System Schedule of Contributions
- 7) Firefighters' and Rescue Squad Workers' Pension Plan Schedule of Proportionate Share of Net Pension Liability

We have also been engaged to report on supplementary information other than RSI that accompanies City of Graham's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole [in a separate written report accompanying our auditor's report on the financial statements].

- 1) Schedule of expenditures of federal and State awards.
- 2) Combining and individual fund financial statements and schedules.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Graham's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Graham's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of Graham's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported

audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on October 15, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of STOUT STUART McGOWEN & KING LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to grantor agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of STOUT STUART McGOWEN & KING LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the grantor agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Patricia B. Rhodes is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 15, 2025. Our fee for these services will be at \$31,270 in accordance with our audit contract dated June 26, 2025.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City of Graham. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an

audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to City of Graham and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

RESPONSE:

STOUT STUART M'EDWEN & KING LLP

This letter correctly sets forth the understanding of	City of Graham.
Management signature:	
Title:	
Date:	
Governance signature:	
Title:	
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.

On June 13, 2025, House Bill 50 (Session 2025), was enacted with an effective date of July 1, 2025. Detail of which can be found below.

Section 6-9. Law Enforcement Officers' Special Separation Allowance.

Current

A. Eligibility for Special Separation Allowance

The City shall provide a special separation allowance to qualified law enforcement officers in accordance with North Carolina General Statutes. To be eligible for this allowance, the officer must meet all of the following criteria:

- 1. Creditable Service: The officer must have either:
 - Completed at least 30 years of creditable service; or
 - Attained age 55 and completed at least 5 years of creditable service immediately before service retirement (as defined by N.C.G.S. § 143-166.42).
- 2. Age Limit: The officer must be under age 62 at the time of retirement.
- 3. Continuous Service: The officer must have completed at least 5 years of continuous service as a law enforcement officer immediately prior to retirement (as defined by N.C.G.S. § 143-166.41(a)(3) and 143-166.41(b)).

B. Termination of Separation Allowance

The special separation allowance payments will cease if the officer meets any of the following conditions:

- 1. The officer reaches age 62.
- 2. The officer dies.

3. The officer is reemployed in any capacity by the State of North Carolina or any of its political subdivisions, including local government employers.

Exception: Re-employment by a local government employer in a public safety position that does not require participation in the Local Governmental Employees' Retirement System will not cause the allowance to cease. However, the officer must notify the City of any such re-employment.

C. Notification Requirement for Re-Employment

Upon separation from City employment, officers receiving the special separation allowance must notify the City of any new employment involving local law enforcement duties. The notification should include the nature of the employment, the extent of the duties, and any changes in employment status.

Proposed

Section 6-9. Law Enforcement Officers' Special Separation Allowance

A. Eligibility for Special Separation Allowance

The City shall provide a special separation allowance to qualified law enforcement officers in accordance with North Carolina General Statutes, including House Bill 50 (Session 2025), effective July 1, 2025. To be eligible, an officer must meet either of the following pathways:

- 1. Standard Eligibility (N.C.G.S. § 143-166.42):
 - The officer has attained age 55, and
 - Has completed at least five (5) years of creditable service immediately prior to retirement.
 - The officer must be under the age of 62 at the time of retirement.
 - The officer must have at least five (5) years of continuous service as a law enforcement officer immediately prior to retirement, as defined in N.C.G.S. § 143-166.41.
- 2. Optional Fixed Allowance Eligibility (House Bill 50 Effective July 1, 2025):
 - The officer has completed at least thirty (30) years of creditable service, regardless of age.
 - The officer must be under the age of 62 at the time of retirement.
 - The officer must have at least five (5) consecutive years of service as a law enforcement officer immediately prior to retirement.
 - Breaks in service due to temporary disability retirement or leave shall not disqualify eligibility if the officer returns to service within forty-five (45) days of the conclusion of such leave.

B. Calculation of Separation Allowance

Prior to the first payment of the allowance, the eligible officer must elect one of the following benefit calculation options. This election shall be one-time and irrevocable. If no election is made, the Fixed 30-Year Allowance (Option 2) will be applied by default.

1. Standard Allowance (Option 1):

- 0.85% of the officer's most recent annual base rate of compensation before retirement, multiplied by the officer's years of creditable service.
- 2. Fixed 30-Year Allowance (Option 2):
 - 0.85% of the officer's annual base rate of compensation at the time the officer completed 30 years of creditable service, multiplied by 30.

C. Duration of Payment

- 1. Under the Standard Allowance, payments shall cease upon the earlier of:
 - The officer reaching age 62,
 - The officer's death, or
 - The officer's re-employment in a position with the State of North Carolina or any of its political subdivisions that require participation in a State-administered retirement system.
- 2. Under the Fixed 30-Year Allowance, payments shall continue for a period equal to:
 - The number of years between the officer's age at 30 years of creditable service and age 62.
 - For example, if the officer was age 52 when reaching 30 years of service, the benefit will be paid for 10 years, even if this extends beyond age 62.

D. Re-Employment and Termination of Benefits

- 1. If the officer becomes reemployed in any capacity by the State of North Carolina or any local government employer in a position that requires participation in the Local Governmental or State Employees' Retirement System, the allowance shall cease.
- 2. Exception: If re-employment occurs in a public safety position not requiring participation in a State-administered retirement system, the benefit may continue. The officer must report such re-employment to the City immediately.

E. Notification Requirement

All retired officers receiving the separation allowance are required to notify the City of any post-retirement employment with a public employer. The notification must include:

- Employer name;
- Nature of the employment;
- Whether the position requires participation in a retirement system;
- Any changes in employment status that could affect eligibility.

Failure to notify the City of re-employment may result in overpayment recovery or discontinuation of the allowance.

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:	COUNCIL APPOINTMENT TO GFD RELIEF FUND BOARD
PREPARED BY:	CHIEF TOMMY COLE

REQUESTED ACTION:

Council appointment of Kevin Squires to the Graham Fire Department Relief Fund Board of Trustees

BACKGROUND/SUMMARY:

There are five members that make up the Relief Fund Board of Trustees for the Graham Fire Department (NCGS 58-84-30). There is currently a vacancy on the board with the resignation of Billy Braxton, who stepped down for health-related reasons. At the June GFD Department-Wide meeting, Kevin Squires (Volunteer Captain) and Kevin Pickard (Volunteer Support Member) were nominated to fill the vacant position. Online voting via a Google Form was available to all GFD members. Voting concluded at 8:00 am on June 27, 2025. All votes were successfully validated, and Kevin Squires received the majority of votes from the GFD membership.

The position previously held by Mr. Braxton is one of the two appointments to the Relief Fund Board made by City Council. Chief Cole respectfully requests City Council's approval of Kevin Squires for this appointment. Please note that there are no term limits associated with positions on the Relief Fund Board.

FISCAL IMPACT:

There is no Fiscal Impact

STAFF RECOMMENDATION:

Staff recommends that Council approve the appointment of Kevin Squires to the Graham Fire Department Relief Fund Board.



SUBJECT:	FEDERAL FORFEITURE FUND BUDGET AMENDMENT 2025-2026
PREPARED BY:	CAPTAIN DANIEL SISK

REQUESTED ACTION:

The Graham Police Department requests the transfer of federal drug forfeiture revenue to the Police Department account number 20-5100 for use.

BACKGROUND/SUMMARY:

The Graham Police Department participates in the Department of Justice Asset Forfeiture Program. This program "is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations, deprives wrongdoers of the proceeds of their crimes, recovers property that may be used to compensate victims, and deters crime" (DOJ, 2009). "One of the ancillary benefits of asset forfeiture is the potential to share federal forfeiture proceeds with cooperating state and local law enforcement agencies through equitable sharing" (DOJ, 2018). Being one of the recipient agencies, the police department receives these funds as we participate in certain investigations.

To use these funds, as directed by NCGS 159-8 contained in the Local Government Budget and Fiscal Control Act, the law enforcement agency's governing body must authorize the transfer of these revenue funds to a required, separate, budgeted account for its use. The use of these funds rests with the head of the law enforcement agency. Equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only to add to the department's budget, not supplement it.

The Police Department is requesting a budget amendment on behalf of Chief MK Baker for the use of these funds. This request complies with the rules and regulations for the use of forfeiture funds under Federal guidelines.

FISCAL IMPACT: THIS ACTION WILL NOT IMPACT THE OPERATING BUDGETS

There is no cost to the City of Graham, as transferred funds come from the equitable sharing program. The funds to be transferred to the federal drug fund budget total \$30,000.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S)

Make a motion to approve a budget amendment recognizing \$30,000.00 in Federal Drug Forfeiture revenue.

CITY OF GRAHAM

BUDGET AMENDMENT ORDINANCE 2025-2026

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT THE 2025 - 2026 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 7.					MODEAGE
CAPITAL PROJECTS AND OTHER SPECIAL FUNDS REVENUES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Federal Drug Fund Balance	-	30,000.00	30,000.00		30,000.00
	-	30,000.00	30,000.00	-	30,000.00
Section 7. CAPITAL PROJECTS AND OTHER SPECIAL FUNDS EXPENDITURES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Federal Drug Funds	\$0.00	\$30,000.00	30,000.00		30,000.00
====	-	30,000.00	30,000.00	-	30,000.00
Adopted this 8th day of July 2025.					
Attest:	Mayor Jennifer Tal	lley			
Renee M. Ward, City Clerk					



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, June 10th, 2025 and July 8th, 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

SARAH WILLIAMS AVESARA B-3B-3 Graham Zoning R-18 1-1 1-1 I-1 EGILBREATHST. R-MF R-MF City of Graham R-18 R-18 Legend R-18/R-18 — Streets TO REGILER REAL ST Tax Parcels (unofficial) Zoning Districts R-7 R-7 B-1, Central Business District B-2, General Business District -PVT-DR B-3, Neighborhood Business C-B, Conditional Business C-I, Conditional Industrial R-18 C-MXC. Conditional Commercial Mixed Use C-MXR, Conditional Residential Mixed Use WEY RO C-O-I, Conditional Office and Institutional C-R, Conditional Residential District R-18 R-18 ATTERLEEL I-1, Light Industrial District I-2, Heavy Industrial District EGILBREATH ST. O-I, Office and Institutional R-7, High-Density Residential R-9, High-Density Residential District DAVIS LIN DE SIETE R-12, Medium-Density ADLER COL Residential District 1-1 R-15, Medium-Density Residential District R-G R-18, Low-Density Residential R-G Graham GIS, Graham, C Planning, Alamance GIS, Guilford C Community Maps Contributors, Town of Cary, Alamance County, State of Carolina DOT, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraphs GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau C-MXR R-12 & C-MXR R-18 R-18 1:4,514 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.

Page 55 of 142

Print Date: 11/21/2024

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

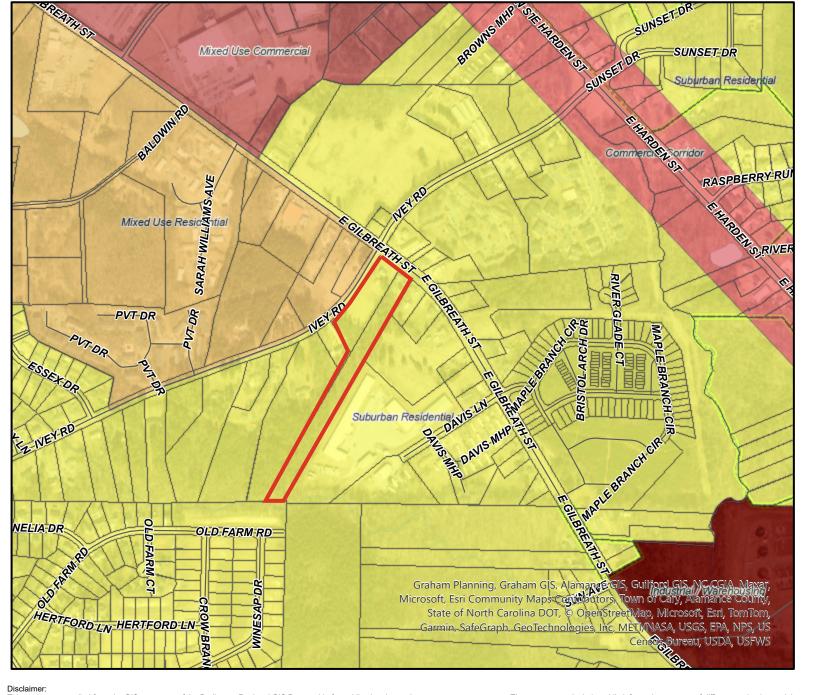
--- Railroads

ALAM INTEREST POINT



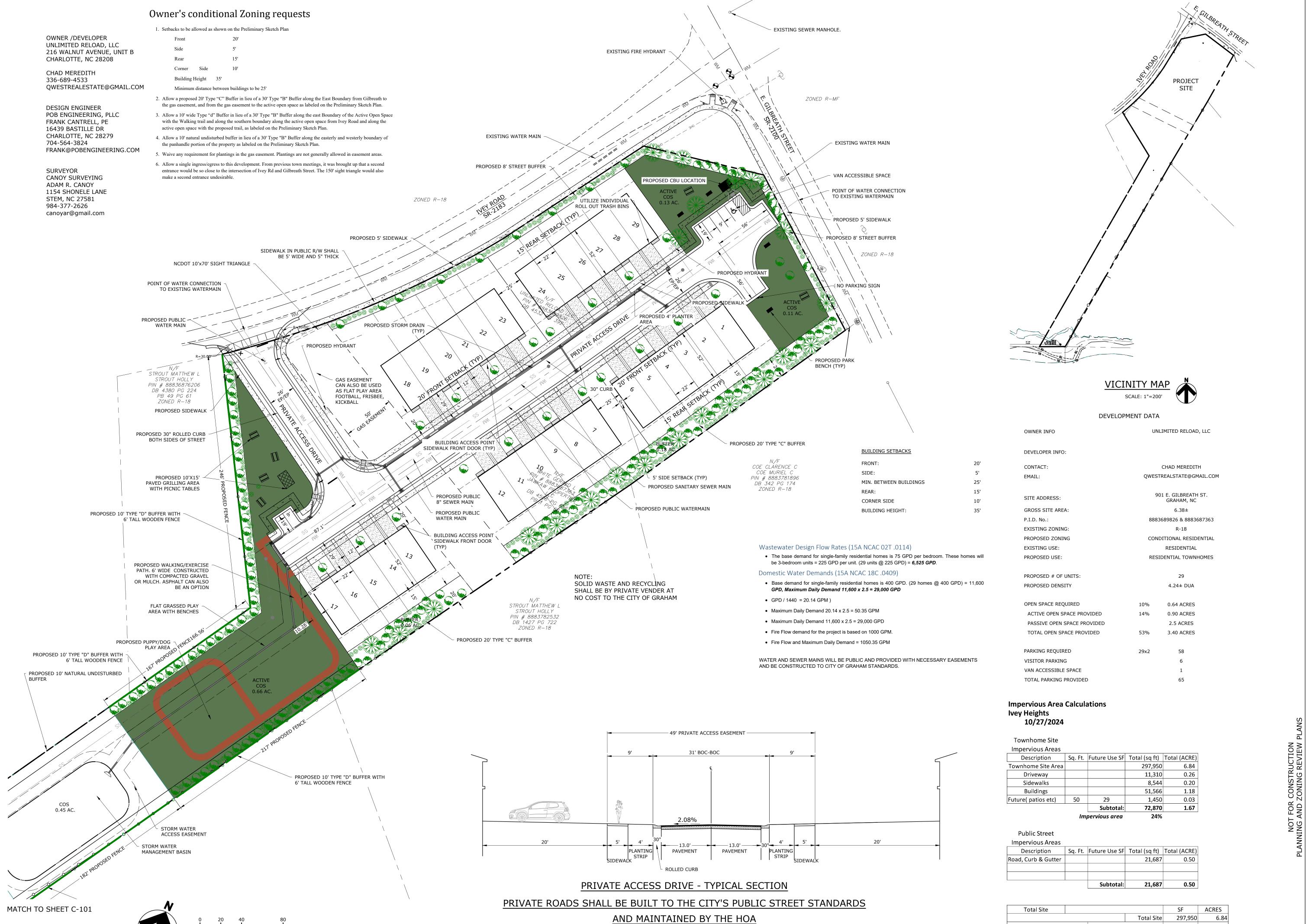
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Print Date: 12/10/2024



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.

Page 56 of 142



NTS

Total Site Impervious

Total Site Impervious percentage

94,557

DRAWN

CHECKED

SHEET NUMBER

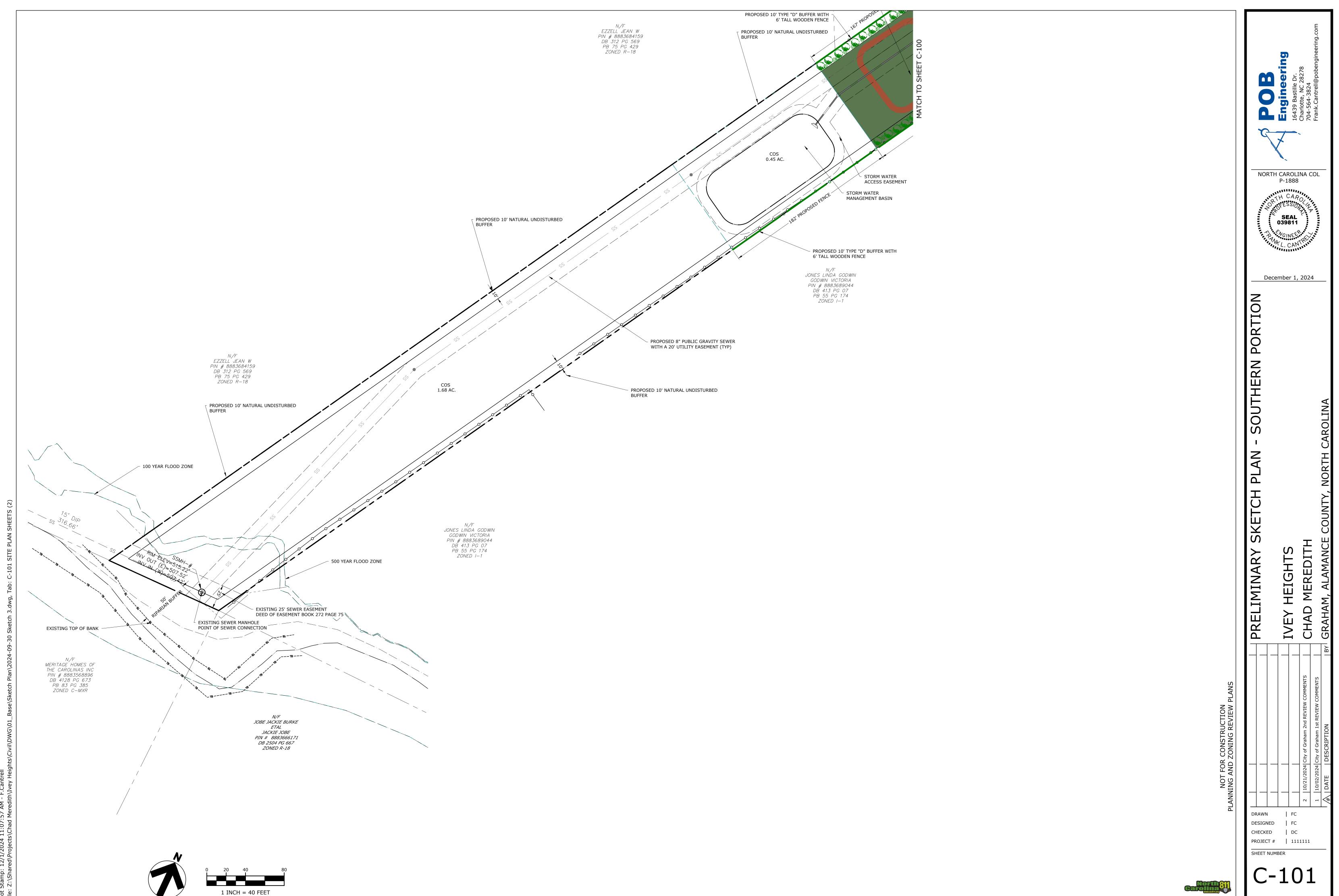
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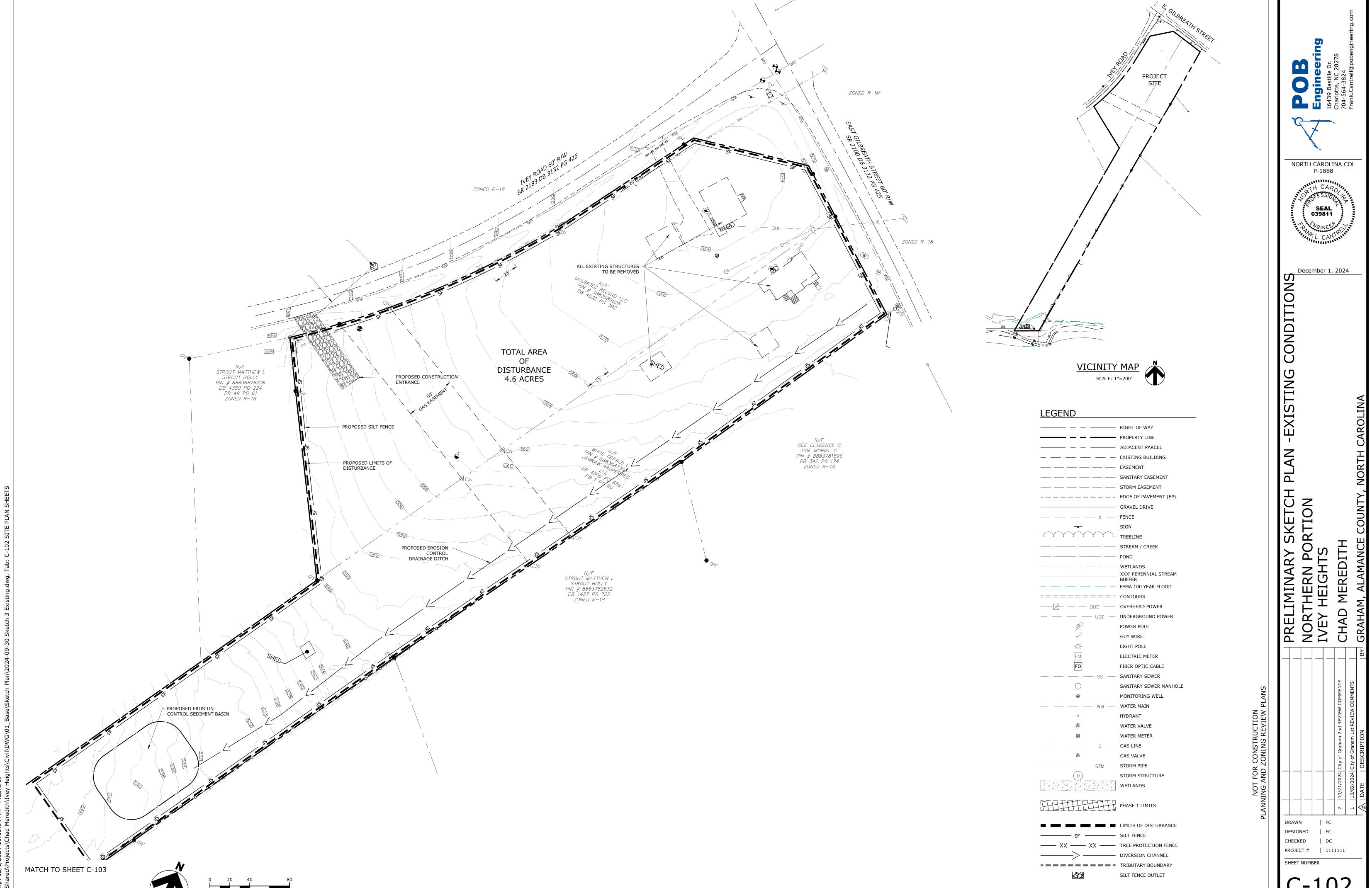
PROJECT # | 1111111

NORTH CAROLINA COL

P-1888

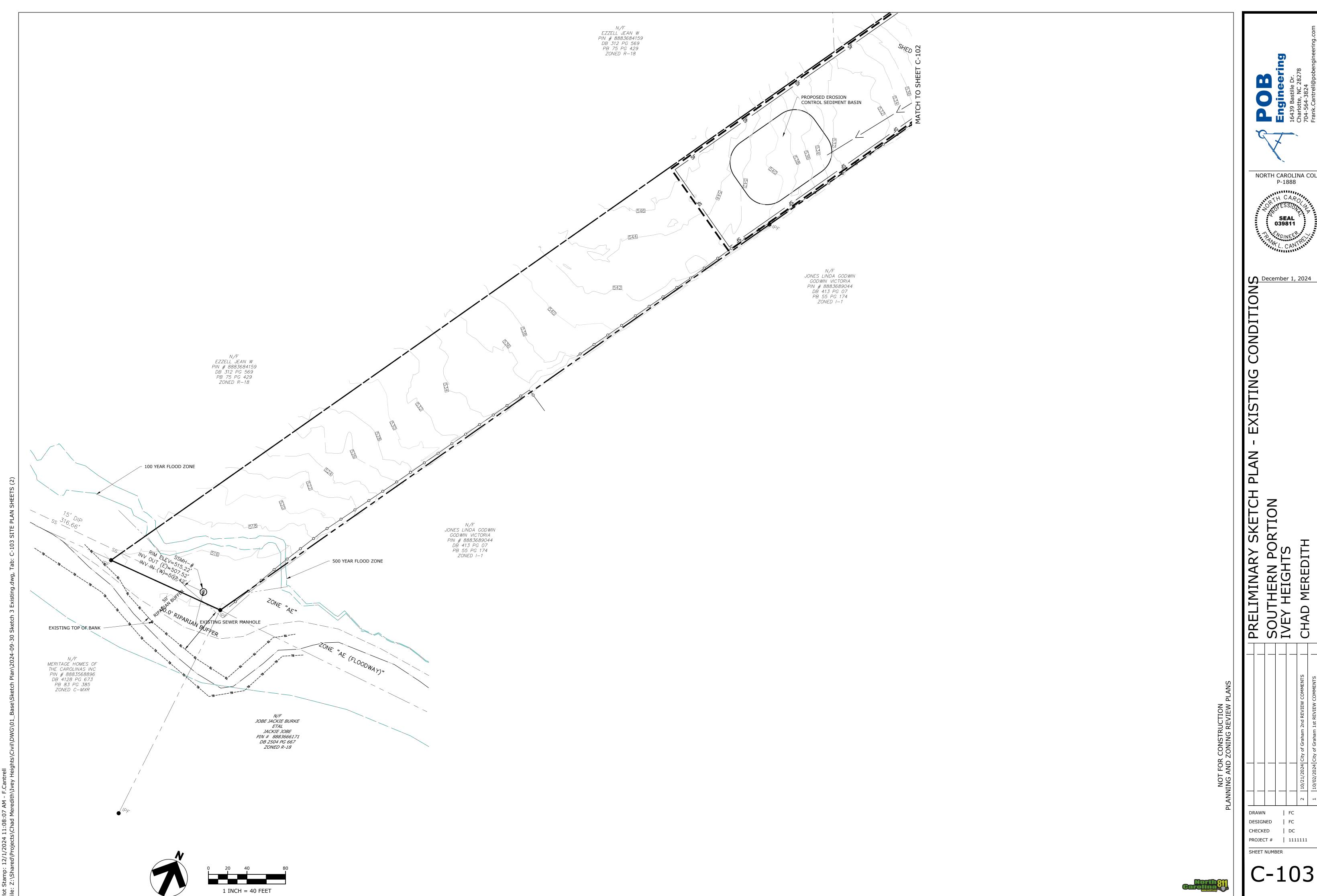
December 1, 2024





North 811.

C-10



NORTH CAROLINA COL PRELIMINARY SKETCH P
SOUTHERN PORTION
IVEY HEIGHTS
CHAD MEREDITH
GRAHAM, ALAMANCE COUNTY, NO

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:

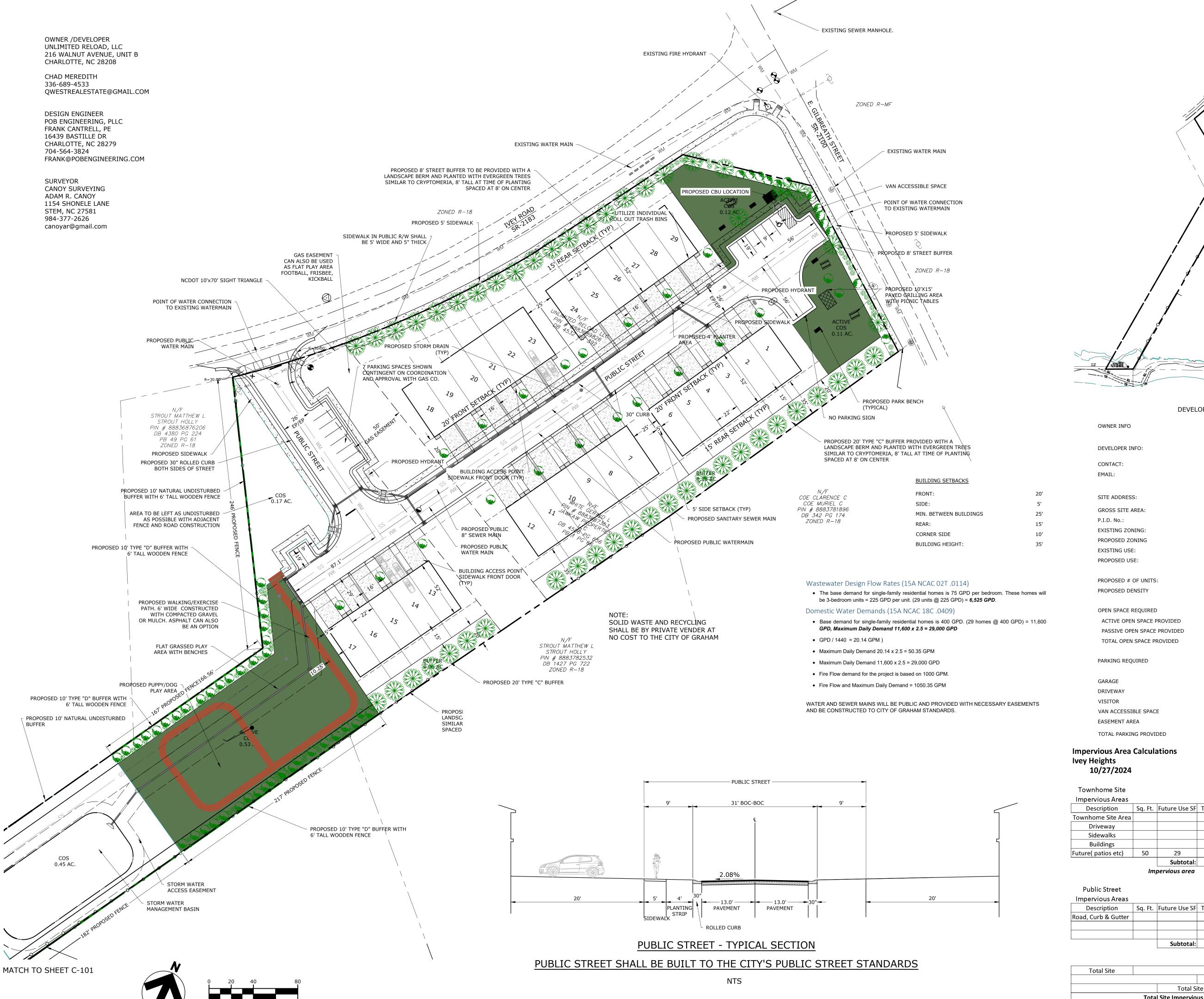
Planning Board Recommended approval of the project at a vote of 5-0. Along with the recommendation, the Planning Board recommended multiple conditions as well. Those are: To accept the updated owners conditions presented during the meeting, Require an 8 foot tall, at time of planting, evergreen tree 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.

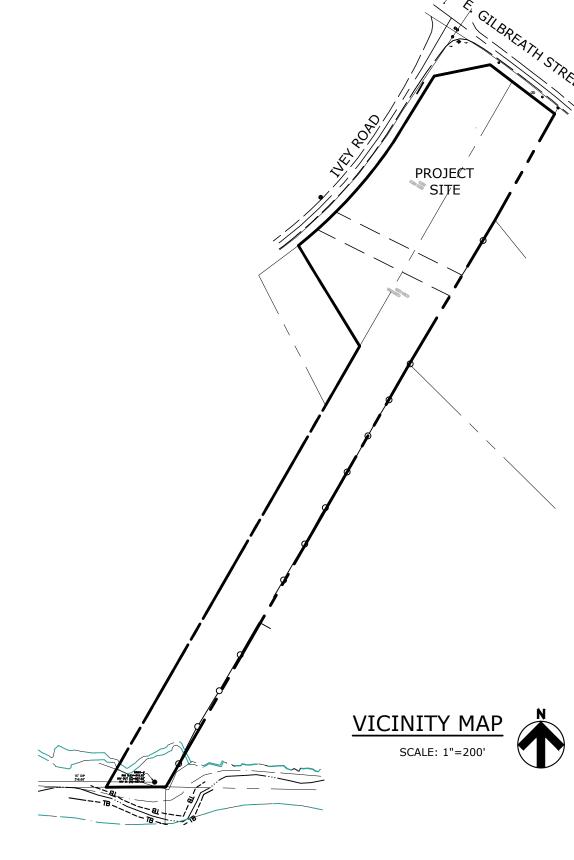
Planning Type Neighborhoods

Development Type Suburban 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





DEVELOPMENT DATA

UNLIMITED RELOAD, LLC

3.5 SPACES

PER UNIT

		•	
DEVELOPER INFO:			
CONTACT:		CHAD MEREDITH	
EMAIL:	QWES	TREALSTATE@GMAIL.COM	
SITE ADDRESS:	901 E. GILBREATH ST. GRAHAM, NC		
GROSS SITE AREA:		6.38±	
P.I.D. No.:	888	3689826 & 8883687363	
EXISTING ZONING:	R-18		
PROPOSED ZONING	CONDITIONAL RESIDENTIAL		
EXISTING USE:	RESIDENTIAL		
PROPOSED USE:	RESIDENTIAL TOWNHOMES		
PROPOSED # OF UNITS:		29	
PROPOSED DENSITY		4.24± DUA	
OPEN SPACE REQUIRED	10%	0.64 ACRES	
ACTIVE OPEN SPACE PROVIDED	14%	0.90 ACRES	
PASSIVE OPEN SPACE PROVIDED		2.5 ACRES	
TOTAL OPEN SPACE PROVIDED	53%	3.40 ACRES	
PARKING REQUIRED	29x2	58	
GARAGE		29	
DRIVEWAY		58	
VISITOR		7	
VAN ACCESSIBLE SPACE		1	
EACEMENT AREA		-	

	Impervious area		24%	
		Subtotal:	72,870	1.67
Future(patios etc)	50	29	1,450	0.03
Buildings			51,566	1.18
Sidewalks			8,544	0.20
Driveway			11,310	0.26
Townhome Site Area			297,950	6.84
Description	Sq. Ft.	Future Use SF	Total (sq ft)	Total (ACRE)
Impervious Areas				

		Subtotal:	21,687	0.50
Road, Curb & Gutter			21,687	0.50
Description	Sq. Ft.	Future Use SF	Total (sq ft)	Total (ACRE
Impervious Areas				

Total Site				SF	ACRES
			Total Site	297,950	6.84
		Total Site Impervious		94,557	2.17
Total Site Impervious percentage			32%		



NORTH CAROLINA COL

P-1888

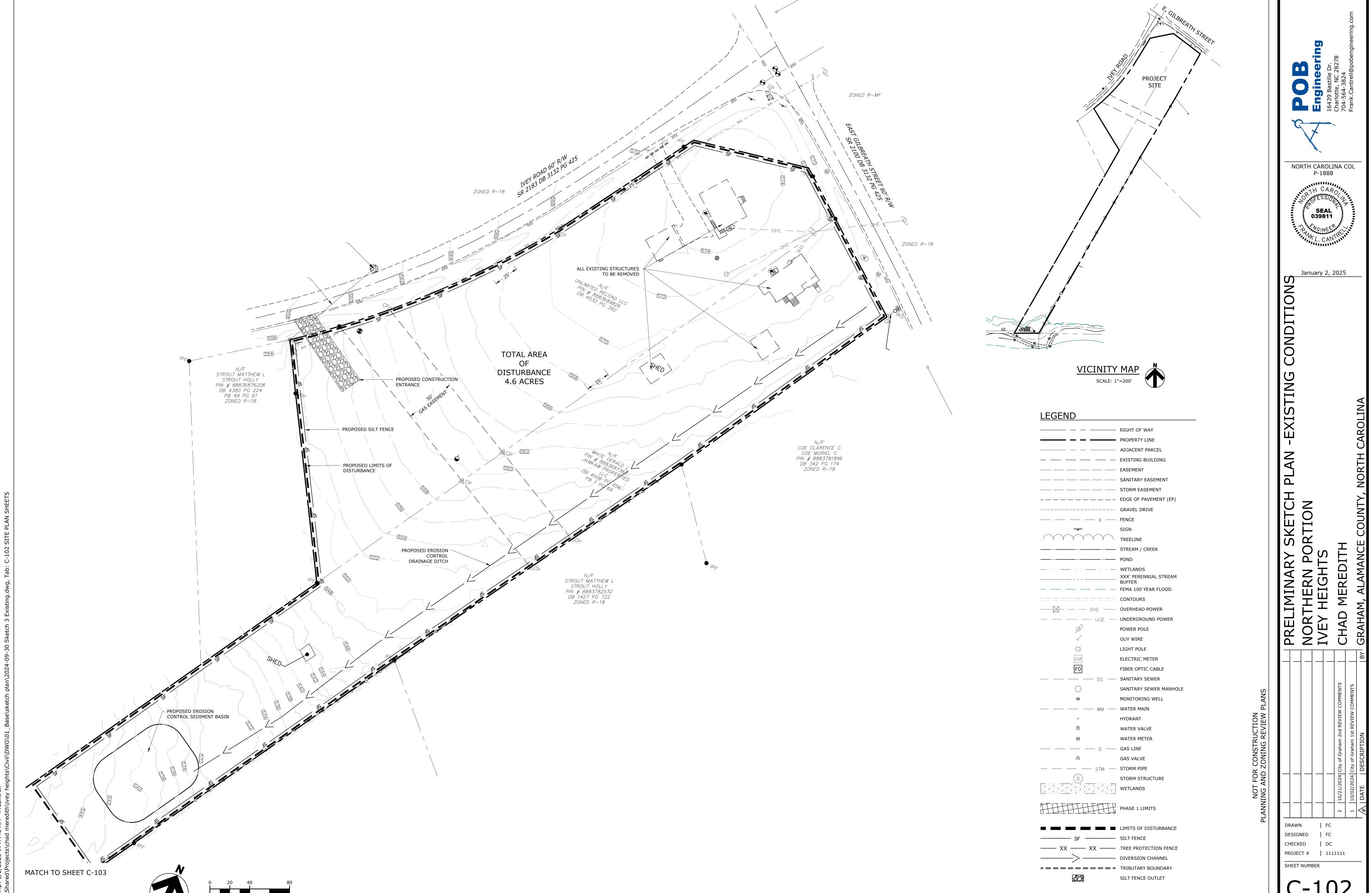
July 1, 2025

DESIGNED | FC CHECKED DC

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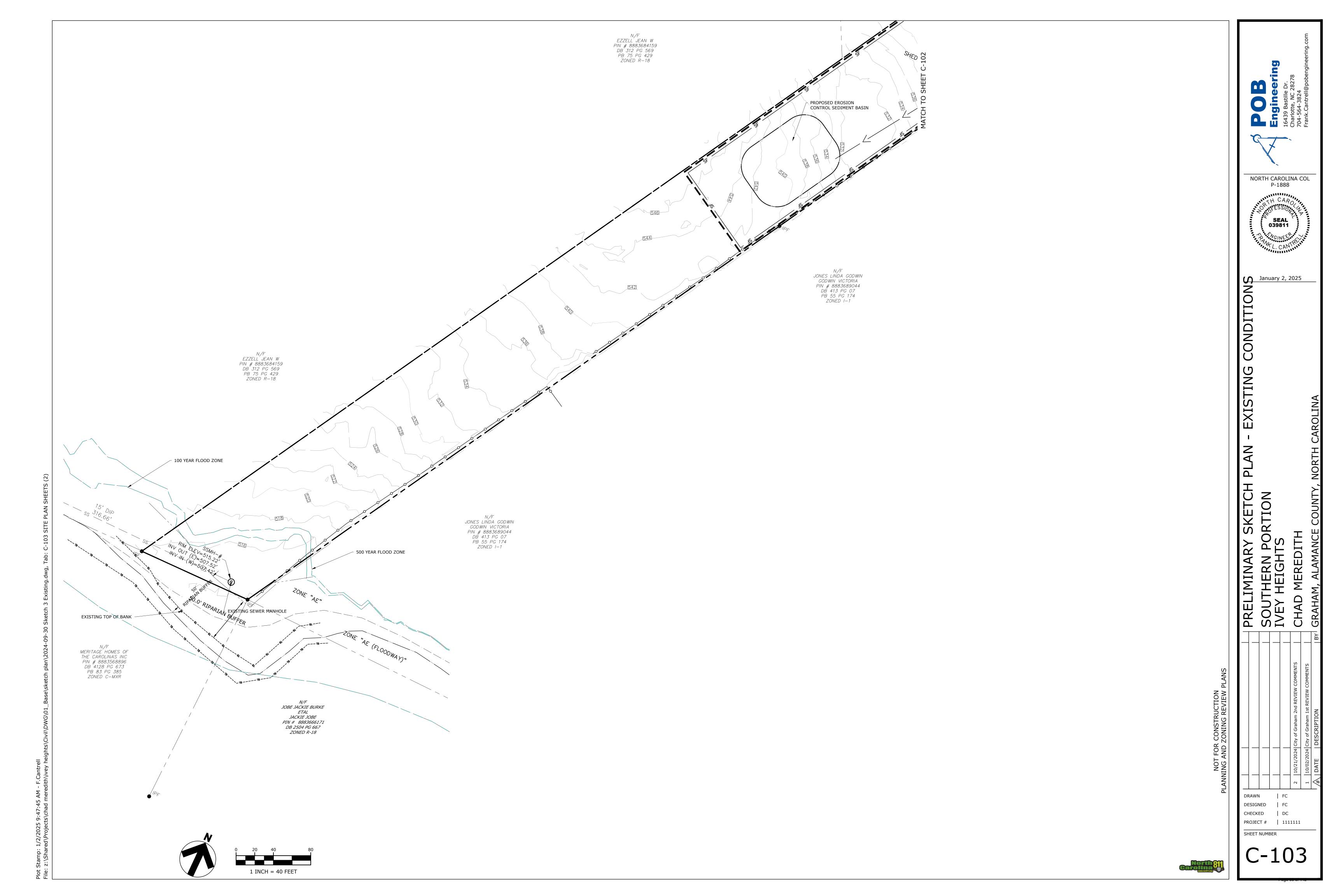


NORTH CAROLINA COL IVEY HEIGHTS
CHAD MEREDITH
GRAHAM, ALAMANCE



North 811 Carolina

|C-1|





S Marshal B-2 (RZ2501)

Type of Request: Rezoning

Meeting Dates

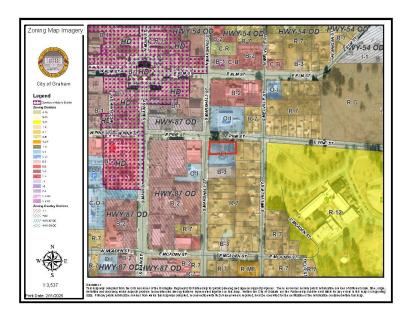
Planning Board: February 18th, 2025 & March 18th

2025

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

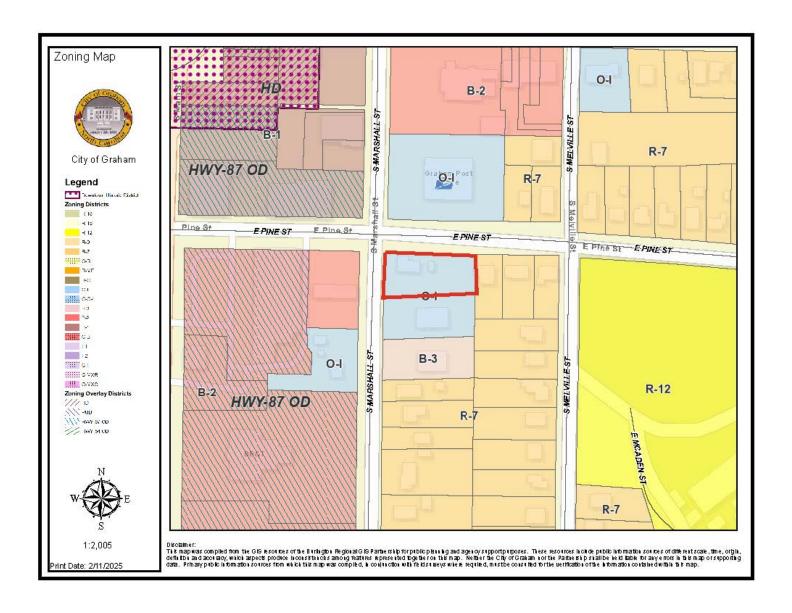
Public Water & Sewer

Yes

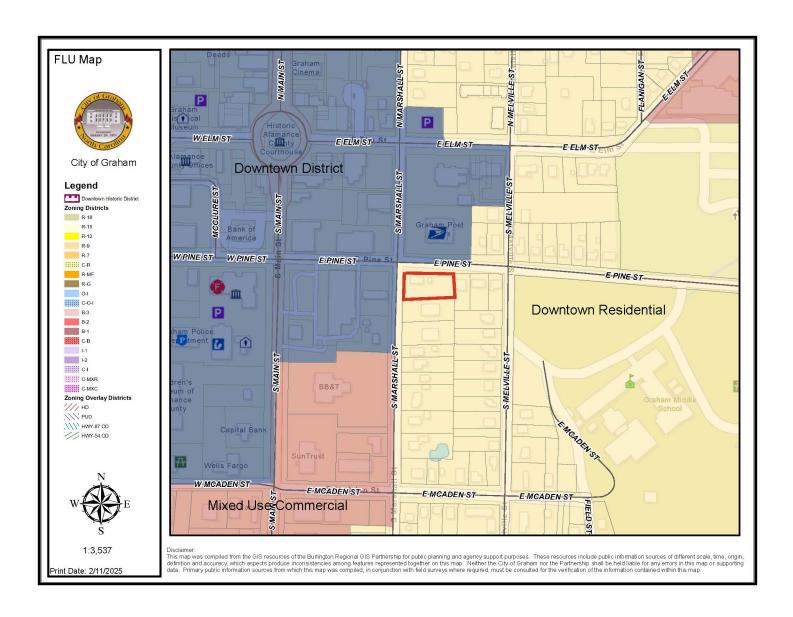
Floodplain

No

Zoning Map



Future Land Use Map



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



Gant Road R-G (RZ2503)

Type of Request: Rezoning

Meeting Dates

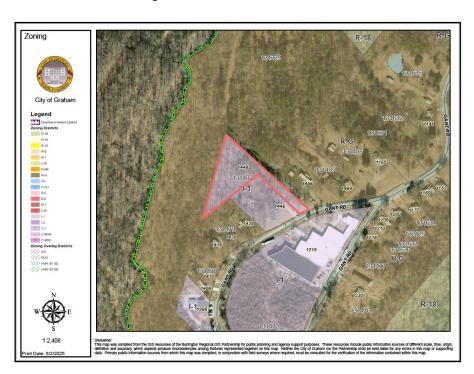
Planning Board: June 17th, 2025 City Council on July 8th, 2025

Contact Information

Phyliss Davis 1448 Gant Road, Graham, 27253 336-380-0252 jchristiedavis2005@gmail.com

Summary

This is a request to rezone a 1.7-acre lot, 0 Gant Road from I-1 (Light Industrial) to R-G (General Residential) for the purpose of constructing a manufactured home on the lot for living purposes. The lot is currently vacant and is surrounded by other manufactured homes and an Industrial building across the street. Manufactured Homes are only permitted to be constructed in the R-G zoning district hence the request for this zoning type. The lot if rezoned would meet all the lot dimension requirements for the R-G zoning district. This property is listed on the Future Land Use Map as Suburban Residential. This land use area describes principle uses as Predominantly detached single family homes; new neighborhoods may include a range of duplexes, townhomes, and small scale multifamily dwellings of twelve units or less. This request would be consistent with the future land use plan and the surrounding areas if approved and developed. Planning Board recommended approval of the rezoning at a vote of 6-0.



Location

0 Gant Road

GPIN:

8873794403

Current Zoning

I-1 (Light Industrial)

Proposed Zoning

R-G (General Residential)

Overlay District

N/A

Surrounding Zoning

R-G and I-1

Surrounding Land Uses

Single Family, Warehouse, Manufactured Home

Size

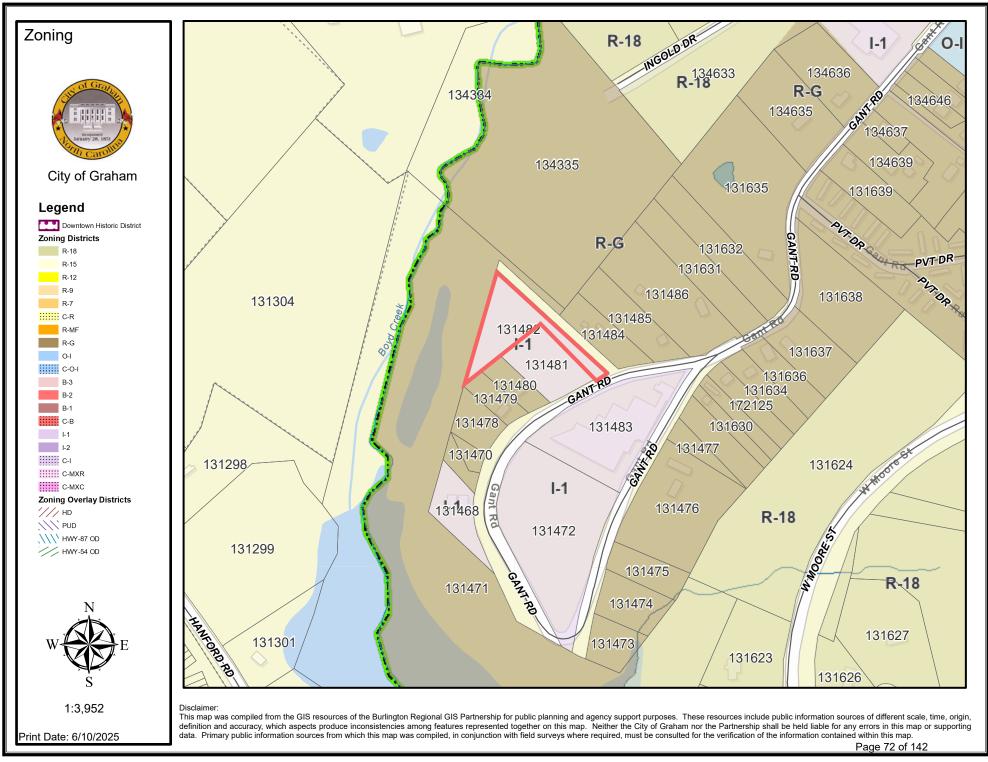
1.7 acres

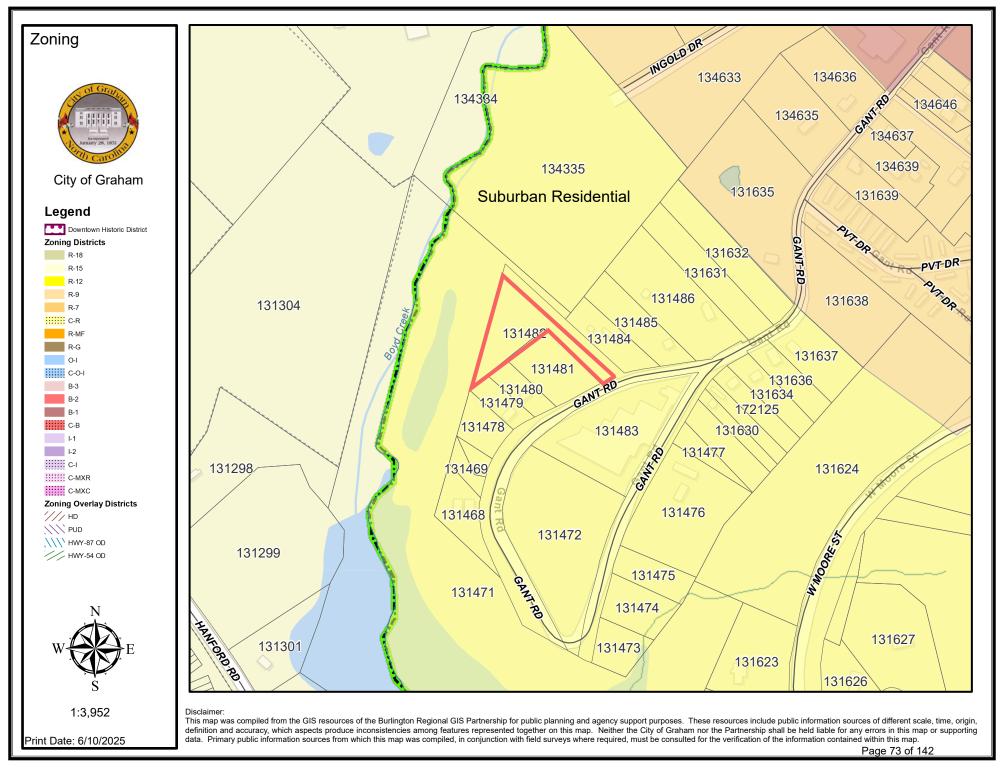
Public Water & Sewer

Water is. Sewer is not

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.
- 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.
- 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

Staff Recommendation

Based on the *Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff recommends **Approval** of the rezoning. The following supports this recommendation:

- The proposed use of a zoning is consistent with the current land zoning and land use plan for the overall goal of building a structure on the lot.
- Rezoning the property would be consistent with the Suburban Residential type and furthers policy 3.3.2, and strategy 4.3.1, as put forth by the Graham 2035 Comprehensive Plan.

STAFF REPORT

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 C	ity 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 _____, 2025.

CITY OF BURLINGTON

JAMES BUTLER, MAYOR

BEVERLY D.SMITH, CITY CLERK

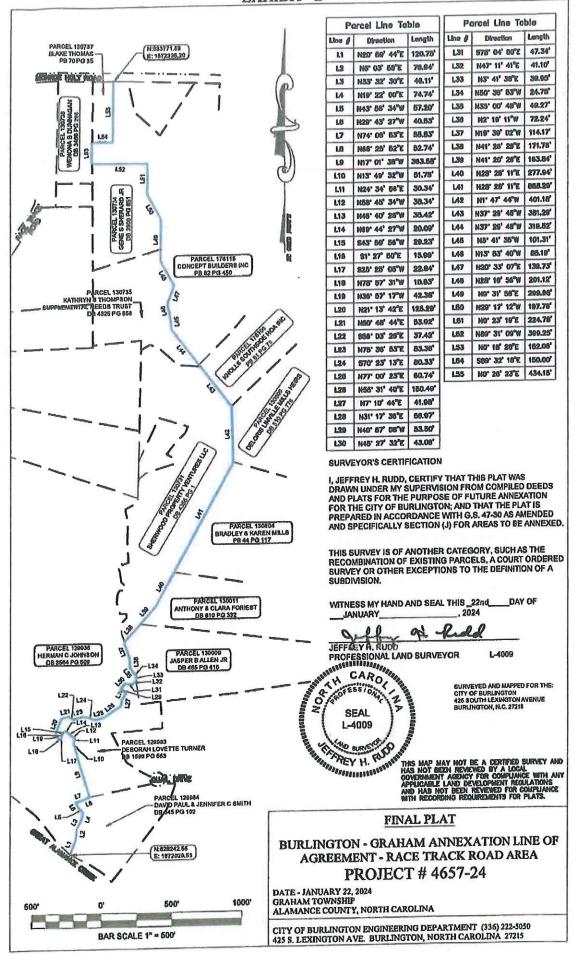
APPROVED AS TO FORM:	
CITY ATTORNEY	
	CITY OF GRAHAM
ATTEST:	
CITY CLERK	JENNIFER TALLEY, MAYOR
APPROVED AS TO FORM:	
CITY ATTORNEY	

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" E 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 UNDERSTANDING

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 shortly 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 goal of having a recommended Annexation Agreement before the parties' respective governing boards in May 2026.
Ad	lopted this 8 th day of July 2025.
	Craig Honeycutt, City Manager City of Burlington
	Megan Garner, City Manager,
	City of Graham

NORTH CAROLINA ALAMANCE COUNTY

MEMORANDUM OF UNDERSTANDING

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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 shortly 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; Burlington's eastern corporate limits abut Graham's western corporate limits running north of Interstate 85/40 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 in Alamance County outside the City of Burlington and the City of Graham respective corporate limits. She desires the City of Burlington to provide water and sewer utility services for the project. Burlington has water and sewer 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 goal of having a recommended Annexation Agreement before the parties' respective governing boards in May 2026.

Craig Honeycutt, City Manager
City of Burlington

Megan Garner, City Manager, City of Graham



STAFF REPORT

SUBJECT:	TOBACCO, CBD, AND VAPOR SHOPS TEXT AMENDMENT
PREPARED BY:	CAMERON WEST, PLANNER

REQUESTED ACTION:

Amend Development Ordinance to add language to the Development Ordinance to define and create a use type for Tobacco, CBD, and Vapor Shops.

BACKGROUND/SUMMARY:

The City Council has requested City Staff address the lack of use types and regulations for tobacco, CBD, and Vapor Shops within the Development Ordinance and update it. Before the update, the use was viewed as a retail sale with little to no regulation associated with it. This amendment will provide a definition, a special use permit, or a conditional zoning requirement, along with other regulations, to facilitate the approval of a potential use. All the supporting documentation has been provided to you in your agenda packets for discussion. The Planning Board recommended approval of the amendment with a vote of 5-1, with the following changes to the language: increasing the distance between the listed uses from 1000 feet to 1500 feet. The separation from the same shops was to increase from 1000 feet to 2,640 feet (half a mile). Lastly, to remove the designation that these standards and requirements be applied to any retail use that uses the lesser of 5% or 500 square feet of gross floor area dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of vapes, tobacco, CBD, or related products. The recommended language and initial language have been provided below.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S):

To approve the Ordinance amendment to Article 2, Section 10.16, Article 4, Section 10.135, and Article 4, Section 10.149 to add language to the Development Ordinance to define and create a use type for Tobacco, CBD, and Vapor Shops.

Tobacco, CBD, and Vapor Shop Current Language

Definition: A commercial establishment, operated as a principal use, engaged in the retail sale of tobacco, nicotine, hemp-derived compounds, including CBD, for the purposes of human ingestion as authorized for sale by the State, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, or any other preparation of tobacco, tobacco-related paraphernalia of any type, electronic cigarettes, any electronically-actuated device or inhaler meant to simulate cigarette smoking that causes the user to exhale any smoke, vapor, or substance other than that produced by unenhanced human exhalation

Approvable only by Special Use Permit and Conditional Business Zoning

Standards:

Tobacco, CBD, and vapor shops, as defined by this Ordinance, shall be subject to the following standards:

- 1. Such uses shall secure and maintain all licenses and permits, including licenses to sell vapor products, required by the State prior to operation;
- 2. Such uses shall be separated from the following use types by at least 1,000 linear feet:
 - **a.** An adult business
 - **b.** A bar, cocktail lounge, or private club,
 - **c.** A child day care;
 - **d.** A community/youth/senior center;
 - e. A cultural facility, library, or museum;
 - **f.** An elementary, middle, or high school;
 - g. Fairgrounds;
 - **h.** A nightclub or dance hall;
 - i. A park (whether public or private);
 - i. A religious institution; or,
 - k. Another tobacco, CBD, or vapor shop.
- 3. All measurements shall be made by drawing straight lines from the nearest point of the lot line where the proposed adult establishment is to be located to the nearest point of the lot line or boundary of the closest adult establishment, residence, residentially zoned district, public or private elementary or secondary school, child day care center or nursery school, public park, church, community college, bar, or night club
- 4. No smoking shall be permitted on the premises at any time; and
- **5.** No outdoor storage, outdoor activity areas, or outdoor vending machine sales of tobacco, CBD, or vapor products are permitted on the site.

Designation:

- 1. Except for a grocery store use of 10,000 square feet of floor area or more, these standards shall be applied to any retail use type engaged in the sale of tobacco, tobacco products, electronic cigarettes, and related products where the lesser of five percent or 500 square feet or more of the use's gross floor area is for the display, sale, distribution, delivery, offering, furnishing, or marketing of cigarettes, tobacco, electronic cigarettes, or any related product.
- 2. Grocery store uses of 10,000 square feet of floor area or more that meet the definition of a grocery store in this Ordinance shall not be considered a tobacco, CBD, or vapor shop despite the retail sale of cigarettes, tobacco, electronic cigarettes, or any related product.

Tobacco, CBD, and Vapor Shop Language Planning Board Changes

Definition: A commercial establishment, operated as a principal use, engaged in the retail sale of tobacco, nicotine, hemp-derived compounds, including CBD, for the purposes of human ingestion as authorized for sale by the State, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, or any other preparation of tobacco, tobacco-related paraphernalia of any type, electronic cigarettes, any electronically-actuated device or inhaler meant to simulate cigarette smoking that causes the user to exhale any smoke, vapor, or substance other than that produced by unenhanced human exhalation

Approvable only by Special Use Permit and Conditional Business Zoning

Standards:

Tobacco, CBD, and vapor shops, as defined by this Ordinance, shall be subject to the following standards:

- 1. Such uses shall secure and maintain all licenses and permits, including licenses to sell vapor products, required by the State prior to operation;
- 2. Such uses shall be separated from the following use types by at least 1,000 1,500 linear feet:
 - a. An adult business
 - **b.** A bar, cocktail lounge, or private club,
 - c. A child day care;
 - **d.** A community/youth/senior center;
 - e. A cultural facility, library, or museum;
 - f. An elementary, middle, or high school;
 - g. Fairgrounds;
 - **h.** A nightclub or dance hall;
 - i. A park (whether public or private);
 - j. A religious institution; or,
 - k. Another tobacco, CBD, or vapor shop.
- 3. The distance between another tobacco, CBD, or vapor shop shall be 2,640 feet (a half-mile).
- 4. All measurements shall be made by drawing straight lines from the nearest point of the lot line where the proposed adult establishment is to be located to the nearest point of the lot line or boundary of the closest adult establishment, residence, residentially zoned district, public or private elementary or secondary school, child day care center or nursery school, public park, church, community college, bar, or night club
- 5. No smoking shall be permitted on the premises at any time; and
- **6.** No outdoor storage, outdoor activity areas, or outdoor vending machine sales of tobacco, CBD, or vapor products may take place on the site.

Designation:

- 1. Except for a grocery store use of 10,000 square feet of floor area or more, these standards shall NOT be applied to any retail use type engaged in the sale of tobacco, tobacco products, electronic cigarettes, and related products where the lesser of five percent or 500 square feet or more of the use's gross floor area is for the display, sale, distribution, delivery, offering, furnishing, or marketing of cigarettes, tobacco, electronic cigarettes, or any related product.
- 2. Grocery store uses of 10,000 square feet of floor area or more that meet the definition of a grocery store in this Ordinance shall not be considered a tobacco, CBD, or vapor shop despite the retail sale of cigarettes, tobacco, electronic cigarettes, or any related product.

district or an historic landmark. "Historic" means a district or landmark, which has been nominated, to the National Register of Historic Places.

Outside Storage:

Outside storage is not permitted on the tower site.

Use: Tobacco, CBD, and Vapor Shops

Special Use Districts: B-2

- 1. Such uses shall secure and maintain all licenses and permits, including licenses to sell vapor products, required by the State prior to operation;
- 2. Such uses shall be separated from the following use types by at least 1,000 linear feet:
 - a. An adult business
 - b. A bar, cocktail lounge, or private club,
 - c. A child day care;
 - d. A community/youth/senior center;
 - e. A cultural facility, library, or museum;
 - f. An elementary, middle, or high school;
 - g. Fairgrounds;
 - h. A nightclub or dance hall;
 - i. A park (whether public or private);
 - j. A religious institution; or,
 - k. Another tobacco, CBD, or vapor shop.
- 3. All measurements shall be made by drawing straight lines from the nearest point of the lot line where the proposed adult establishment is to be located to the nearest point of the lot line or boundary of the closest adult establishment, residence, residentially zoned district, public or private elementary or secondary school, child day care center or nursery school, public park, church, community college, bar, or night club
- 4. No smoking shall be permitted on the premises at any time; and
- 5. No outdoor storage, outdoor activity areas, or outdoor vending machine sales of tobacco, CBD, or vapor products may take place on the site.

Designation:

- Except for a grocery store use of 10,000 square feet of floor area or more, these standards shall be
 applied to any retail use type engaged in the sale of tobacco, tobacco products, electronic cigarettes,
 and related products where the lesser of five percent or 500 square feet or more of the use's gross
 floor area is for the display, sale, distribution, delivery, offering, furnishing, or marketing of
 cigarettes, tobacco, electronic cigarettes, or any related product.
- 2. Grocery store uses of 10,000 square feet of floor area or more that meet the definition of a grocery store in this Ordinance shall not be considered a tobacco, CBD, or vapor shop despite the retail sale of cigarettes, tobacco, electronic cigarettes, or any related product.



Use Type															6	6				
						fr.						8-1 C-B [-1 (Note 19)								
	R-18	R-15	R-12	R-9	R-7	C-R	R-MF	R-G	I-0	I-0- ጋ	B-3	B-2	B-1	C-B	(N)	I-2 (N	C.	C-MXR	C-MXC	LUC
School, commercial, vocational									S	С	S	X	Х	С	Х	X	С	С	С	1
School, music, art, martial arts, or dancing											Х	Х	Х	С	Х		С	С	С	1
Septic Tank Installation and Servicing Businesses															Х	Х	С			3
Sexually Oriented Business												S			S					5
Shooting Range, Indoor															Х	Х	С			3
Shooting Range, Outdoor																S				4
Short-Term Rental			Х	Х	Х			Х				Χ	Х							
Solar Farm (See Note 24)						С				С				С	Х	Χ	С	С	С	2
Stable, including riding facilities	S														S	S	С			1
Storage Yard, See Note 13															Х	Χ	С			5
Tanning Salon									Χ	С		Χ	Χ	С				С	С	3
Tattoo Business												Χ			Х	Χ				3
Taxidermist												Х		С	Х		С		С	3
Temporary Construction or Real Estate Office, Storage Facilities – use to be terminated upon completion of construction	Х	х	х	х	Х	С	х	х	Х	С	Х	Х	Х	С	х	Х	С	С	С	n/a
Theater (indoor)												Х	Х	С	Х		С	С	С	3
Tire Recapping and Retreading (principal use)															Х	Х	С			3
Tire Sales												Х		С	Х		С		С	3
Tobacco, CBD, and Vapor Shop												S		С						3
Towers, Radio, Television, Cellular and Digital Communication															S	S	С			5
Truck and Utility Trailer Rental and Leasing												Х		С	Х	Χ	С			4
Trucking or Freight Terminal, Storage, Repair, Wash, or Stop															S	S	С			4
Unattended facilities for public utilities, See Note 16	Х	Х	Х	Х	Х	С	Х	Х	Х	С	Х	Х	Х	С	Х	Х	С	С	С	2
Utility building sales, sales of storage sheds and trailers												Х			Х	Х	С			
Unified Business Development, Heavy									S	С		S	S	С	S		С	С	С	3





E Harden Street UBD (SUP2501)

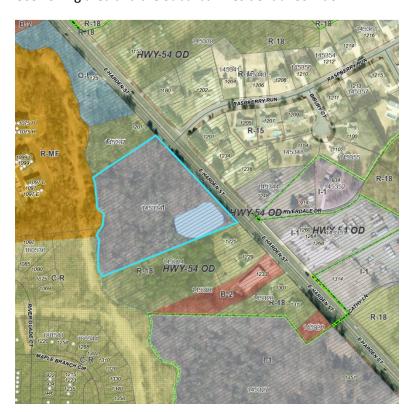
Type of Request: Special Use Permit

Meeting Dates

Planning Board on May 20, 2025 City Council on June 10, 2025 & July 8, 2025

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.



Contact Information

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

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

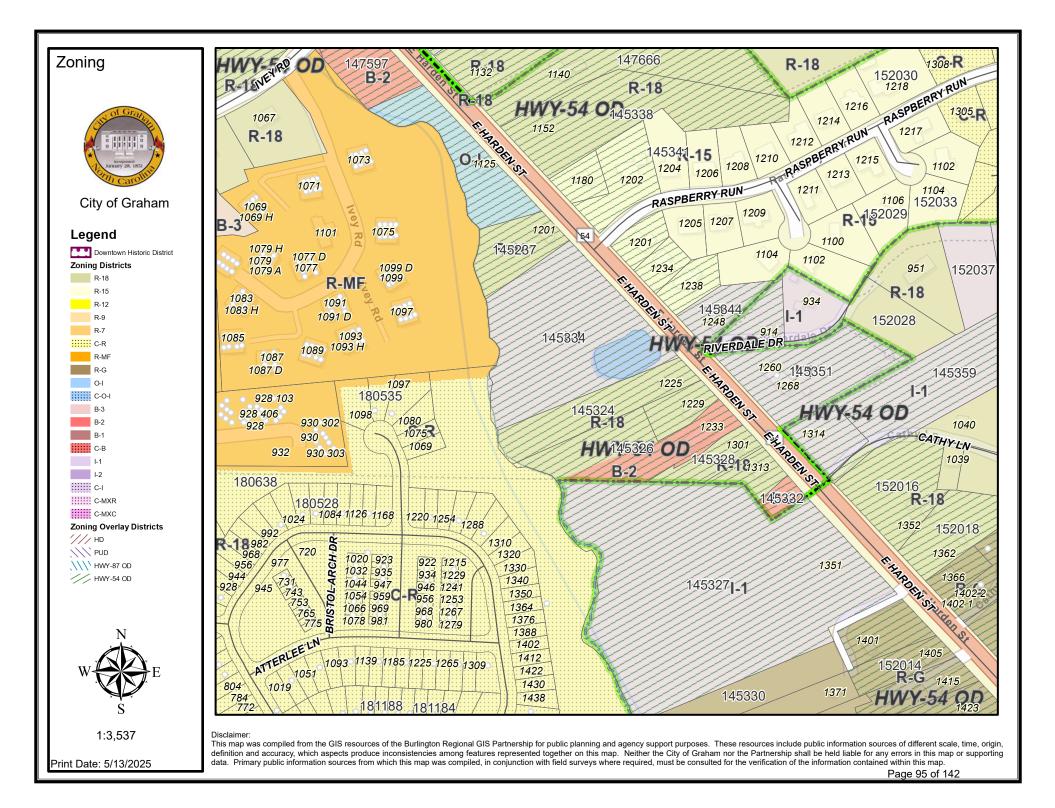
Single Family Houses and Multi-Family

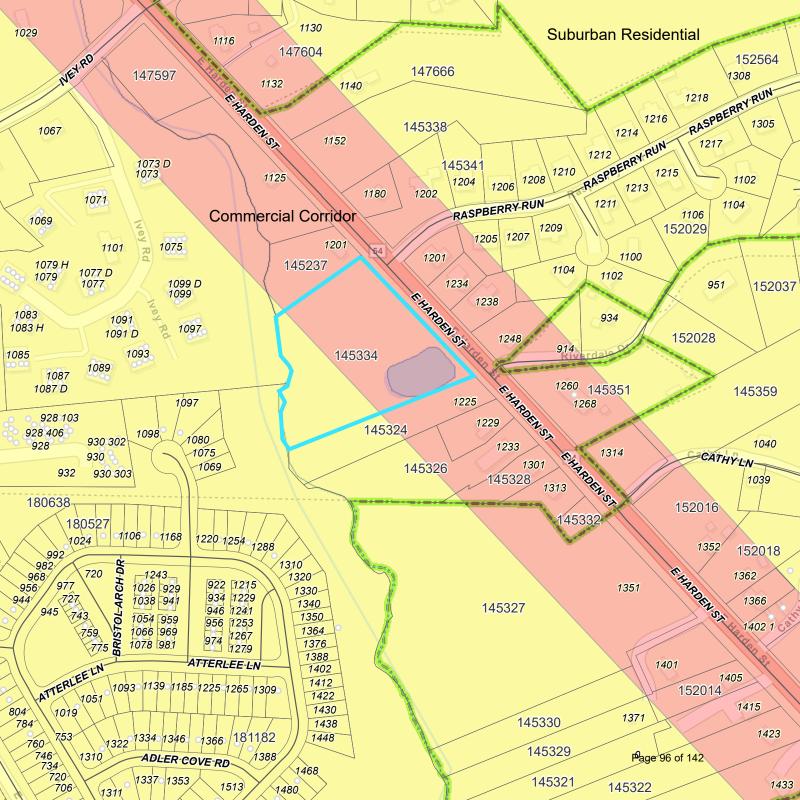
Public Water & Sewer

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.
- 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 does not promote a cohesive urban fabric.
- Policy 4.3.1: Land Use Patterns Promote development of efficient land use patterns to allow
 continued quality and efficiency of water systems. Discourage the extension of water service into
 areas that are not most suitable for development.

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.

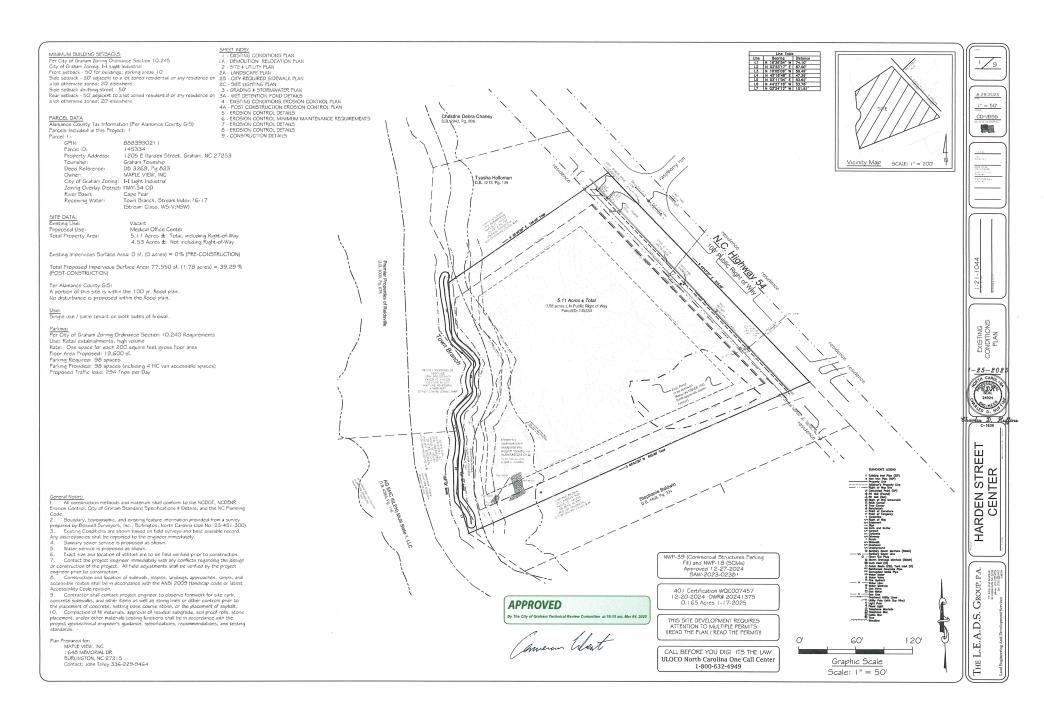
- 1. All applicable regulations of the zoning district in which the use is proposed are complied with.
 - The property is zoned I-1. "Unified Business Development" is permitted in the I-1 zoning district.
 The property will allow all uses allowed in a B-2 district, with the exceptions as noted our ordinance, 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.

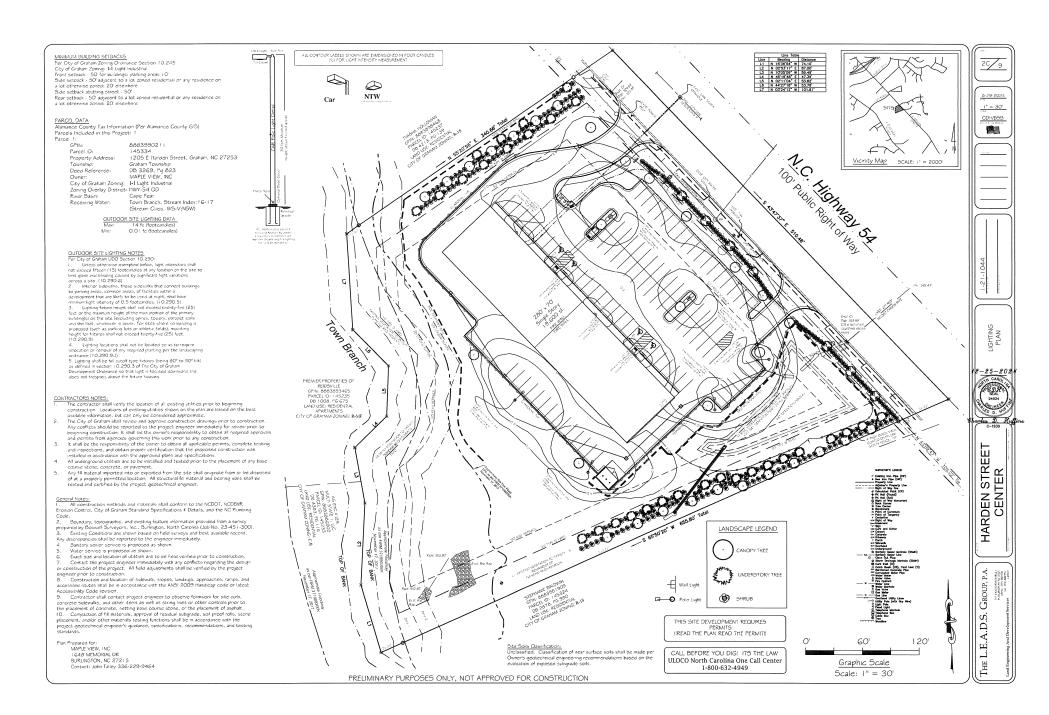
- The Unified Business District will be located along a major road in a commercial corridor land use area and is in general conformity with the Graham 2035 Comprehensive Plan
- 6. Satisfactory provision has been made for the following, when applicable: vehicle circulation, parking and loading, service 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.



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SUBJECT:	MEMORANDUM OF UNDERSTANDING BETWEEN ALAMANCE COUNTY, ALAMANCE COUNTY SHERIFF, AND CITY OF GRAHAM FOR EMERGENCY DETENTION EVACUATION
PREPARED BY:	BRIAN FAUCETTE, DIRECTOR OF RECREATION AND PARKS

REQUESTED ACTION:

Alamance County requests renewal of the MOU detailing the response for Emergency Detention Evacuation.

BACKGROUND/SUMMARY:

This request represents an updated MOU, which was initially signed in 2019. Highlights of the 2025 MOU include:

- The City reserves the discretion to determine the priority of use of its facilities (i.e., for use by City residents and/or Red Cross) in the event of any disaster; however, the City intends to make reasonable efforts to assist as outlined herein.
- This MOU establishes procedures and delineates responsibilities for the evacuation and temporary housing of Alamance County inmates at the Graham Recreation Center in the event of a disaster or emergency that exceeds the County's and Sheriff's response capacity.
- Upon request by the County or Sheriff, and subject to facility availability, the City shall make available space to temporarily house up to 500 inmates as a secondary evacuation location, provided such use does not unreasonably disrupt City operations or cause undue hardship.
- The Sheriff shall provide all personnel, security, and supplies necessary to house, supervise, and care for inmates while at the Graham Recreation Center.
- The Sheriff may initiate an evacuation request verbally; however, all requests must be confirmed in writing as soon as practicable.

FISCAL IMPACT:

Complete reimbursement and financial responsibilities are outlined in Section 6 of the MOU. Sub-section (a) states: To the extent permitted by law and without waiving any legal defenses or immunities, the County shall reimburse the City for all reasonable and necessary costs incurred as a result of the evacuation, including costs related to use, breakage, damage, replacement, or return of borrowed materials, and for any personnel or equipment provided by the City.

STAFF RECOMMENDATION: TO APPROVE THE MOU.

MEMORANDUM OF UNDERSTANDING BETWEEN ALAMANCE COUNTY, ALAMANCE COUNTY SHERIFF, AND CITY OF GRAHAM FOR EMERGENCY DETENTION EVACUATION

WHEREAS, Alamance County ("County"), the Alamance County Sheriff ("Sheriff"), and the City of Graham ("City") recognize the importance of coordinated planning and response in the event of a disaster or local emergency;

WHEREAS, North Carolina local governments are authorized to enter into agreements for cooperation under the terms of N.C. Gen. Stat. § 160A-461 *et seq*.

WHEREAS, the Sheriff is responsible for the custody, care, and evacuation of inmates from the Alamance County Detention Center and may require temporary relocation of inmates due to partial or complete evacuation;

WHEREAS, the City is willing, subject to the terms set forth herein, to provide its facilities to support the County and Sheriff during such emergencies;

WHEREAS, the parties wish to clarify their respective roles, responsibilities, and reimbursement obligations in the event of such an emergency;

WHEREAS, the City reserves the discretion to determine the priority of use of its facilities (i.e., for use by City residents and/or Red Cross) in the event of any disaster, however it is the intent of the City to make reasonable efforts to assist as outlined herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein, the parties agree as follows:

1. Term

This Memorandum of Understanding ("MOU") shall be effective from July 1, 2025, through June 30, 2028. The MOU shall automatically renew for successive three-year terms unless any party terminates the agreement under the terms of this Agreement.

2. Purpose and Scope

This MOU establishes procedures and delineates responsibilities for the evacuation and temporary housing of Alamance County inmates at the Graham Recreation Center in the event of a disaster or emergency that exceeds the County's and Sheriff's response capacity.

3. Obligations of the City of Graham

- (a) Upon request by the County or Sheriff, and subject to facility availability, the City shall make available space to temporarily house up to 500 inmates as a secondary evacuation location, provided such use does not unreasonably disrupt City operations or cause undue hardship.
- (b) The City shall coordinate with County and Sheriff officials to ensure safe and secure access to its facility, consistent with established protocols.

4. Obligations of the County and Sheriff

- (a) The Sheriff shall provide all personnel, security, and supplies necessary to house, supervise, and care for inmates while at the Graham Recreation Center.
- (b) The County shall provide any food and other supplies as required, by separate agreement, and coordinate with the Sheriff to ensure the tracking, documentation, and supervision of all transferred inmates.
- (c) The County and Sheriff shall maintain complete documentation for all inmates transferred and comply with all applicable state and federal laws and regulations.

5. Evacuation Requests and Procedures

- (a) The Sheriff may initiate an evacuation request verbally; however, all requests must be confirmed in writing as soon as practicable.
- (b) The Sheriff shall specify the number of inmates to be relocated, their general detention status, and any transportation needs.
- (c) All transferred inmates must be accompanied by appropriate documentation at check-in to the Graham Recreation Center.

6. Reimbursement and Financial Responsibility

- (a) To the extent permitted by law and without waiving any legal defenses or immunities, the County shall reimburse the City for all reasonable and necessary costs incurred as a result of the evacuation, including costs related to use, breakage, damage, replacement, or return of borrowed materials, and for any personnel or equipment provided by the City.
- (b) The County shall reimburse the City for the actual salaries and benefits of City personnel providing services under this MOU, as well as reasonable costs associated with defending liability claims, except where the City has failed to provide appropriate maintenance or repair of equipment.
- (c) The County shall make reimbursement within ninety (90) days following receipt of an invoice from the City.

7. Liability and Insurance

- (a) The Sheriff shall assume legal and financial responsibility for all inmates during their period of housing at the Graham Recreation Center.
- (b) The City shall ensure proper credentialing of its personnel and the safety and integrity of equipment provided for County or Sheriff use.

8. Confidentiality

The parties shall maintain the confidentiality of inmate records and all other sensitive information as required by applicable law.

9. Miscellaneous Provisions

- (a) This MOU shall be governed by and construed in accordance with the laws of the State of North Carolina. Venue for any dispute shall lie exclusively in the Superior Court of Alamance County, North Carolina.
- (b) Amendments to this MOU must be in writing and signed by all parties.

- (c) Operational procedures, forms, or other tools necessary to implement this MOU shall be developed jointly by the parties prior to any implementation of this MOU.
- (d) Nothing in this MOU is intended to create any rights, privileges, or claims for any third party.

10. Termination

This MOU may be terminated by any party upon sixty (60) days' written notice to the other parties.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the dates set forth below.

ALAMANCE COUNTY
By:
Name: Heidi York
Title: County Manager
Date:
ALAMANCE COUNTY SHERIFF
By:
Name: Terry S. Johnson
Title: Sheriff
Date:
CITY OF GRAHAM
By:
Name: Megan Garner
Title: City Manager

Date:



SUBJECT:	ORDINANCE TO AMEND CHART FOR PARKING FINES
PREPARED BY:	CAPTAIN DANIEL SISK

REQUESTED ACTION:

Amend City Ordinance Sec. 20-2 (Civil Penalties) to reflect the parking fine increases approved in the 2025-2026 Rates and Fees Schedule.

BACKGROUND/SUMMARY:

The Graham City Council approved several fee schedule amendments with the adoption of the FY26 Budget last month that will become effective July 1. In order to avoid any confusion related to the Police Department's parking fines, staff is requesting replacing the existing penalty chart in the Code of Ordinances with the proposed chart which cites the fee schedule. This would allow any future changes to be reflected in the fee schedule at that time.

FISCAL IMPACT:

Council has already approved the increases.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

I move to approve the Ordinance amendment to CHAPTER 20- TRAFFIC AND VEHICLES, ARTICLE I- IN GENERAL, Section 20-2 Civil penalties to replace the penalty chart for parking violations.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAHAM, AMENDING CHAPTER 20, ARTICLE I, SEC. 20-2 TO THE CODE OF ORDINANCES OF THE CITY OF GRAHAM, NORTH CAROLINA

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

Sec. 1. That the Code of Ordinances, City of Graham, North Carolina, is hereby amended by amending section(s) 20-2, which said sections read as follows:

Chapter 20 - TRAFFIC AND VEHICLES

ARTICLE I. - IN GENERAL

Sec. 20-2. – Civil penalties. **DELETE CHART BELOW**

Parking over the allowed time	\$10.0	
	0	
Violators may receive additional citations in 2 hour increments at the rate of		
\$10.00 per increment, for so long as the vehicle remains in the space.		
Upon the placement of a 4th notice of violation within any 24-hour period, the		
violator's vehicle will be subject to removal and storage at the owner's expense.		
Parking between 2:00 a.m. and 6:00 a.m.	10.00	
Parking more than 12 inches from curb	10.00	
Parking within an illegal distance from street corner	10.00	
Parking within 15 feet of fire hydrant	10.00	
Parking in a non-parking space	10.00	
Illegal use of loading zones, bus stops, taxi stands	10.00	
Parking at entrance of alley, and driveway	10.00	
Parking on left side of curb	10.00	
Double parking	10.00	Ì
Not displaying proper lights	10.00	
Making U-turn in street where prohibited	10.00	1
Obstructing traffic	10.00	1
Failure to comply with traffic-control signal	10.00	
Parking in designated parking area on Court Square	10.00	1
		-

REPLACE WITH FOLLOWING

Parking over the allowed time	The applicable penalties shall be set forth
Parking between 2:00 a.m. and 6:00 a.m.	in the City's Rates and Fees schedule on
Parking more than 12 inches from curb	file in the office of the City Clerk.
Parking within illegal distance from street corner	
Parking within 15 feet of fire hydrant	
Parking in a non-parking space	
Illegal use of loading zones, bus stops, taxi stands	
Parking at entrance of alley, and driveway	
Parking on left side of curb	
Double parking	
Not displaying proper lights	
Making U-turn in street where prohibited	
Obstructing traffic	
Failure to comply with traffic-control signal	
Parking in designated parking area on Court Square	
Late Payment	

publication, as provided by law, and all o	rdinances in conflict herewith are hereby repealed.
This the day of2025.	
ATTEST:	Jennifer Talley, Mayor
Renee M. Ward, City Clerk	

Sec. 2. That this Ordinance shall be in full force and effect from and after its passage, approval, and



2025-2026 Boards and Commissions Appointments July 8, 2025 | City Council Agenda

ABC Board

Robert Parrish Request Reappointment

No vacancy after reappointment

Appearance Commission/Tree Board

Emily O'Dell Request Reappointment

No vacancy after reappointment

Applicant: Benjamin Beushausen

Graham Historical Museum Board

Karen Chin Request Reappointment
Gail Walker Reappointment

Two vacancies after reappointments

Applicant – Casey Bosley

Graham Housing Authority

One vacancy

Applicants – Sonya Carter, Maynard Jeannis

Historic Resources Commission

Two vacancies

Applicants: Casey Bosley, Benjamin Beushausen

Planning Board/Board of Adjustment

Dean Ward

Tony Bailey

Request Reappointment

Request Reappointment

Request Recommendation

(Appointed by Alamance County)

No vacancies after reappointments

Applicants: Benjamin Beushausen, Maynard Jeannis, Emily O'Dell

Recreation Commission

Nicki Smith Request Reappointment
Jay Cook Request Reappointment

One vacancy after reappointment

No Applicants

Board/Commission	Name
ABC Board Graham Appointee	Robert Parrish
ABC Board Graham Appointee	Robert F. Sykes, Member
ABC Board Burlington Appointee	Frank Longest, Esq., Member
ABC Board Burlington Appointee	Lisa Kirkpatrick, Board Member
ABC Board Mebane Appointee - Chair	Chip Foushee
Appearance Commission/Tree Board	Clell Britt
Appearance Commission/Tree Board	Emily O'Dell - filling unexpired seat
Appearance Commission/Tree Board	Bernadette Konzelmann
Appearance Commission/Tree Board - Chair	Zipporah Clark Baldwin
Appearance Commission/Tree Board	Cheryl Ray
Appearance Commission/Tree Board - Staff Liaison	Evan Workman - Tim Covington
Appearance Commission/Tree Board - Council Liaison	Council Member Bonnie Whitaker
Graham Historical Museum Advisory Board	Melissa Holmes - Resigned
Graham Historical Museum Advisory Board	John Harrington
Graham Historical Museum Advisory Board	Karen Chin
Graham Historical Museum Advisory Board	Chuck Talley
Graham Historical Museum Advisory Board - Chair	Gail Walker - filling an unexpired term
Graham Historical Museum Advisory Board - Vice Chair	James "Jim" Mullen
Graham Historical Museum Advisory Board - Secretary	Noelle Purcell – Resigned - VACANT
Graham Historical Museum Advisory Board - Staff Liaison	Brian Faucette
Graham Historical Museum Advisory Board - Council Liaison	Council Member Joey Parsons
Graham Housing Authority	Lisa Kyle Moser
Graham Housing Authority	Thomas Foust
Graham Housing Authority	Larry Brooks
Graham Housing Authority - Chair	Robert Sykes
Graham Housing Authority	Suzanne Moser - VACANT
Historic Resources Commission	Jim Young
Historic Resources Commission	Karen Chin - Resigned VACANT
Historic Resources Commission - Chair	Zipporah Clark-Baldwin
Historic Resources Commission	Ben Beushausen
Historic Resources Commission	Vacant
Historic Resources Commission - Staff Liaison	Evan Workman
Historic Resources Commission - Council Liaison	Council Member Joey Parsons
Planning Board/Board of Adjustment	Jim Young (BOA Alternate)
Planning Board/Board of Adjustment - Chair	Dean Ward
Planning Board/Board of Adjustment	John Wooten
Planning Board/Board of Adjustment	Tony Bailey
Planning Board/Board of Adjustment	James Stockert
Planning Board/Board of Adjustment Extra Territorial	Charles (Chad) Huffine (ETJ)
Planning Board/Board of Adjustment Extra Territorial	Mike Benesch (ETJ Member)
Planning Board/Board of Adjustment - Staff Liaison	Cameron West
rianning Doaid/Doaid of Adjustinent - Stail Liaison	Cameron west

Recreation Commission	Nicki Grafos Smith
Recreation Commission	Casey Johnson
Recreation Commission - Chair	Jay Cook, Jr
Recreation Commission	Brian Cutlip
Recreation Commission	Carmen Larimore – Resigned - Moved
Recreation Commission	Laurie Pickard
Recreation Commission	Patrick Burnette
Recreation Commission - Council Liaison	Council Member Bonnie Whitaker
Recreation Commission - Staff Liaison	Brian Faucette



Name: Tony Bailey	Email Address: LOAiley 58@ NAHOO. COM		
Home Address: 1139 Challenge Dr.	Mailing Address:		
City, State, Zip: GVAHAM	City, State, Zip: N.C. 27253		
Home Phone: (336)558-6328	Alternate Phone:		
Please list the board(s) and/or commissions on which you are currently serving:			
PLANNING BOARd			
Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):			
Alcohol Beverage Control Board	Historical Museum Advisory Board		
Appearance/Tree Commission	Historic Resources Commission		
Canine Review Board	Planning Board/Board of Adjustment		
Graham Housing Authority	Recreation Commission		
Library Committee (Alamance County)	Economic Development & Marketing Committee		
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.			
RELEVANT EXPERIENCE			
Current employer/retired: AVEVIH EX WESS Employer address: 10314 Chapel Hill Rd City, State, Zip: Marisville, DC 27560			
Job title and description of responsibilities:			
Sales			

Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying			
(select all that apply):		7, 2, 2, 3, 1, 1, 1, 1, 2, 3	
(select all that apply): History Architecture Research Program Development Historical Preservation Event Planning Landscape Design Gardener/Arborist Adaptability	Legal Graphic Design Creativity Marketing/Social Media Economic Development Community Organizing Athletics/Sports Problem Solving Interpersonal Skills	Critical Thinking Data Analysis Active-Listening Effective Communication Education & Outreach Conflict Resolution Time Management Other:	
you are applying?		(s) and/or commission(s) to which	
Have you attended a meeting of the board(s) and/or commission(s) for which you are applying? Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?			
PLEASE NOTE: The City of Graham will conduct a background check on each candidate before consideration.			
Additional relevant information	•	For City Clerk Use Only Date Received:	

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofqraham.com or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253



Nome: Michael T Benesch	Email Address: muf 2286833@ao .ca
Home Address: 1730 Cherry LANE	Mailing Address: 1230 Cherry Lane
City, Store, Do: GRAHAM, NC 27253	City, Stote, Zip: FRAham, N.C 27253
Hame Phone: 336 578 4011	Alternate Phone: 336 516 5323
Please list the board(s) and/or commissions on	which you are currently serving:
PIANNING/ZONING	BOARD of Adjustments
Please select up to, two (2) boards and/or com- which you would like to be considered and ind selection (1 = first choice and 2 = second choice	licate your preference for each
Alcohol Beverage Control Board	Historical Museum Advisory Board
Appearance/Tree Commission	Historic Resources Commission
Canine Review Board	Planning Board/Board of Adjustment
Graham Housing Authority	Recreation Commission
Library Committee (Alamance County)	Economic Development & Marketing Committee
Note: If you wish to change your selections for desir will need to file a new application with the City Clark: will be presented to City Council.	ed board(s) and/or commission(s) your Only the most recent application on file
RELEVANT EXPERIENCE	
current employer/retired: AIM Exhaust -	Systems Doll to NO
DE LEGICIONE CONTROL SI	City, State, Zip: BURLINGTON, NC 27217
on title and description of responsibilities:	
OWNER/ OPERATOR MANAG	monata Finacial

(select all that apply):		
K) History	[Legal	Critical Thinking
Architecture	Graphic Design	Data Analysis
Research	Oventivity	Active-Ustening
Program Development	Marketing/Social Media	Effective Communication
Historical Preservation	Economic Development	Education & Outreach
Event Planning	Community Organizing	Conflict Resolution
Landscope Design	Athletics/Sports	Time Management
Gardener/Arborist	Problem Solving	Other:
Adaptobility	Interpersonal Skills	
the City of &		present the City st of the community
the City of & Of BRAHAM I HAVE SERVED THAN 10 YRS	NAME TO THE MALE TO THE BOARD AND AM AN ACTIVE	PRESENT the City st of the community & BOA for more GCONCERNED CITIZEN
the City of & Of BRAHAM I HAVE SERVED THAM I OVES WE you attended a meet with the che which you are applying ASE NOTE: The City of	AND AM AN Active sting of the board(s) and/or consideration	PRESENT THE City ST OF THE COMMUNITY SE BOA FOR MORE SCONCERNED CITIZEN Immission(s) for which you are Wes No board(s) and/or commission(s)

application by email to: Renee Ward at manifectivolgraham com or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253



Name: Benjamin Beushausen	Email Address: benwhite list@gmail.com		
Home Address: 1107 E. Gilbreath	Mailing Address: 1107 E. Gilbreath		
City, State, Zip: Graham, NC, 27253	City, State, Zip: Graham, NC, 27253		
Home Phone: 417-576-6458	Alternate Phone:		
Please list the board(s) and/or commissions on which you are currently serving:			
Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):			
Alcohol Beverage Control Board	Historical Museum Advisory Board		
Appearance/Tree Commission	Historic Resources Commission		
Canine Review Board	Planning Board/Board of Adjustment		
Graham Housing Authority	Recreation Commission		
Library Committee (Alamance County)	Economic Development & Marketing Committee		
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.			
RELEVANT EXPERIENCE			
Current employer/retired: Starbucks Employer address: 2401 Utah Ave S City, State, Zip: Seattle, WA98134			
Job title and description of responsibilities:			
Lead the Refail Technology Finance Team I Make sure invoices from our vendors are enter contracts and report on project spend mentor them as needed.	ec correct of paid in a timely manner. I also		

	vant knowledge, skills, abilitie g to the board(s) or commission ply):	
History	Legal	Critical Thinking
Architecture	Graphic Design	Data Analysis
Research	Creativity	Active-Listening
Program Development	Marketing/Social Media	X Effective Communication
Historical Preservation	Economic Development	Education & Outreach
Event Planning	Community Organizing	Conflict Resolution
Landscape Design	Athletics/Sports	X Time Management
Gardener/Arborist	X Problem Solving	Other:
Adaptability	Interpersonal Skills	
commission(s) to which you		
0		likes to help get Things may I can and get
Have you attended <i>a meetin</i> <i>Iou are applying?</i>	g of the board(s) and/or com	nmission(s) for which
		Yes No
Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?		
Additional relevant information:		
		For City Clerk Use Only Date Received:

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC_{age 120 of 142}

APPLICATION

NORTH CAROLINA

Page 121 of 142

The following application is used by the Graham City Council to identify individuals interested in serving on a City board or commission. To ensure that your application and details about each board, please visit cityofgraham.com/boards-commissions

Name: Casey Bosley	S S S S S S S S S S S S S S S S S S S		
Home All	Email Address: moronohas la Romail		
Home Address: 1698 Palmer Dr.	Email Address:		
City, State, Zip: Graham, NC 2725	53 City, State, Zip:		
Home Phone: 330-290-4572	Alternate Phone:		
Please list the board(s) and/or commission	ns on which you are currently serving:		
AU			
Please select up to, two (2) boards and/orwhich you would like to be considered an selection (1 = first choice and 2 = second	d indicate your preference for each		
Alcohol Beverage Control Board	Historical Museum Advisory Board		
Appearance/Tree Commission	2 Historic Resources Commission		
Canine Review Board	Planning Board/Board of Adjustment		
Graham Housing Authority	Recreation Commission		
Library Committee (Alamance Coun			
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.			
RELEVANT EXPERIENCE			
Current employer retired River Mill Academy, The Burlington School City, State, Zip:			
Employer address.			
ob title and description of responsibilitie	s:		
I have recently left ea Haught Theatre, English 9th	vication after 20 years. I have 1-12th Social Studies. I have 11 as ran a theatre program		
created arriculum as we	il as lan a treate program		

thich of the following relevant knowledge, sleperiences would you bring to the board(s) collect all that apply):	cills, abilities, interest, and/or		
elect all that apply):	which you are applying		
History Legal	Critical Thinking		
Architecture Graphic Design	n Data Analysis		
X Research Creativity	Active-Listening		
Program Development Marketing/So	cial Media		
Historical Preservation Economic De			
Event Planning Community	Organizing Conflict Resolution		
Landscape Design Athletics/Spor	ts Time Management		
Gardener/Arborist Problem Solvi	ng Other:		
Adaptability Interpersonal	Skills		
Vhy do you believe you would be an asset to are applying?			
I have a deep lave of re	search and history.		
I have spent many years	s working with others		
to collaborate on large scale projects. I believe			
I have a deep lave of research and mistory. I have spent many years working with others to collaborate on large scale projects. I believe strongly in historical preservation and education. Strongly in historical preservation and education. I have experience in working with the public. I have experience in working with the public.			
I have experience in wo	-king with posite.		
lave you attended a meeting of the board(s) and/or commission(s) for which you are			
ave you attended a meeting of the bounds	I No		
pplying?	Yes No No And/or commission(s)		
lave you met with the chairperson or Staff	Liaison of the board(s) and comments		
or which you are applying	duct a		
LEASE NOTE: The City of Graham will con ackground check on each candidate before c	consideration.		
Additional relevant information:	For City Clerk Use Only Date Received:		
TOUTE OF THE PARTY			
	经 基础		
City of Graha	m's boards and commissions. Submit this		



Name: Sonya Carter	Email Address: sscarterlcsw@gmail.com	
Home Address: 508 Wildwood Lane	Mailing Address:	
City, State, Zip: Graham, NC 27253	City, State, Zip:	
Home Phone: (336) 264-5556	Alternate Phone:	
Please list the board(s) and/or commissions on	which you are currently serving:	
None currently		
Please select up to, two (2) boards and/or communich you would like to be considered and indicated selection (1 = first choice and 2 = second choice	cate your preference for each	
Alcohol Beverage Control Board	Historical Museum Advisory Board	
Appearance/Tree Commission	Historic Resources Commission	
Canine Review Board	Planning Board/Board of Adjustment	
Graham Housing Authority (1)	Recreation Commission	
Library Committee (Alamance County)	Economic Development & Marketing Committee (2)	
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.		
RELEVANT EXPERIENCE		
Current employer/retired: Community Care of North Carolina		
Employer address: 110 Donmoor Ct City, State, Zip: Garner, NC 27529		
Job title and description of responsibilities:		
I currently work from home as an Integrated Care Coordinator. Some of my responsibilities include utilizing data to inform planning and implementation of Integrated Care programming Identify educational needs of care management staff; develop and present specialized behavioral health training or workshops to staff Participate in community collaborative meetings; provide education on behavioral health system and resources to members I am also a psychotherapist who maintains a local private practice.		

Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying			
(select all that apply):			
History	Legal	✓ Critical Thinking	
Architecture	Graphic Design	✓ Data Analysis	
√ Research	✓ Creativity	✓ Active-Listening	
Program Development	Marketing/Social Media	✓ Effective Communication	
Historical Preservation	Economic Development	Education & Outreach	
✓ Event Planning	✓ Community Organizing	Conflict Resolution	
Landscape Design	Athletics/Sports	√ Time Management	
Gardener/Arborist	✓ Problem Solving	Other:	
√ Adaptability	Interpersonal Skills		
Why do you believe you wou you are applying? 	ıld be an asset to the board(s	s) and/or commission(s) to which	
I have lived in Alamance county pretty much all my life. I have resided, with my family, in Graham since 1995. I have also worked in the mental health field in Alamance county for over twenty years. Being a local resident has afforded me the opportunity to meet and work with a lot of awesome community leaders and heads of agencies. Being a social worker and therapist, I have assisted many Alamance county residents with accessing services from the local housing authorities, recreational centers, DSS, school system, court system, and other helping agencies. I have worked with several residents who live in public housing as a social worker/therapist. I want to do my part to make Graham a great place to live, with opportunities and the best services and supports, for all its residents. I have also volunteered and served on the board of the Women's Resource Center. I current volunteer with the American Red Cross, Alzheimer's Association, and Crossroads Advocacy Center.			
Have you attended a meeting of the board(s) and/or commission(s) for which you are			
applying?		Ves √ No	
	person or Staff Liaison of the	board(s) and/or commission(s)	
for which you are applying?			
PLEASE NOTE: The City of Graham will conduct a			
Additional relevant information:		For City Clerk Use Only	
		Date Received:	
g			

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NGag272453142



Name: Kawas L. Chin	_Email Address: Lavenc 938 amail. con		
	_ Email Address: <u> </u>		
City, State, Zip: (Grafram, NC 27253			
	_City, State, Zip: Qualiam, NC 27253		
Home Phone: 571-235-8071	Alternate Phone:		
Please list the board(s) and/or commissions on	which you are currently serving:		
Graham Historical Museum Adrisory Board an HRC			
Please select up to, two (2) boards and/or com-	, ,		
which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):			
Alcohol Beverage Control Board	Historical Museum Advisory Board		
Appearance/Tree Commission	Historic Resources Commission		
Canine Review Board	Planning Board/Board of Adjustment		
Graham Housing Authority	Recreation Commission		
Library Committee (Alamance County)	Economic Development & Marketing Committee		
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.			
RELEVANT EXPERIENCE			
Current employer/retired:			
Employer address:N K City, State, Zip:			
ob title and description of responsibilities:			
	1		

Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying			
(select all that apply):			
History Architecture Research Program Development Historical Preservation Event Planning Landscape Design Gardener/Arborist Adaptability Why do you believe you woulyou are applying?	Legal Graphic Design Creativity Marketing/Social Media Economic Development Community Organizing Athletics/Sports Problem Solving Interpersonal Skills	Critical Thinking Data Analysis Active-Listening Effective Communication Education & Outreach Conflict Resolution Time Management Other: and/or commission(s) to which	
pravious service and membership in WorkHoust ARTS CENTER, Lorton, VA. Former DC prison turned ARTS CTR. purchard by Fairfax County VA. Severed as both participant and Leader in Womens Frison Museum + Active Autist at this Cunter.			
Have you attended a meeting applying?	of the board(s) and/or comperson or Staff Liaison of the	nmission(s) for which you are Yes No board(s) and/or commission(s) Yes No	
Additional relevant information:		For City Clerk Use Only Date Received:	

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to: Gity Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253



Name: Jay Cook	Email Address: wicook & stokes cook.com		
Home Address: 926 Hanford Road	Mailing Address: Same		
City, State, Zip: Graham, NC 27253	_ City, State, Zip:		
Home Phone: 336-240-7280	Alternate Phone:		
Please list the board(s) and/or commissions or	n which you are currently serving:		
Recreation: Panks			
Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):			
Alcohol Beverage Control Board	Historical Museum Advisory Board		
Appearance/Tree Commission	Historic Resources Commission		
Canine Review Board	Planning Board/Board of Adjustment		
Graham Housing Authority	Recreation Commission		
Library Committee (Alamance County)	Economic Development & Marketing Committee		
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.			
RELEVANT EXPERIENCE			
Current employer/retired: Stokescock Wealth Management			
Employer address: 208 5 Marshall St City, State, Zip: Graham, NC 27253			
Job title and description of responsibilities:			
Rugistered Financial Advisor			

Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying			
(select all that apply):			
History Architecture Research Program Development Historical Preservation	Legal Graphic Design Creativity Marketing/Social Media Economic Development	 ✓ Critical Thinking Data Analysis ✓ Active-Listening ✓ Effective Communication Education & Outreach 	
Event Planning Landscape Design Gardener/Arborist	Community Organizing ✓ Athletics/Sports ✓ Problem Solving	Conflict Resolution Time Management Other:	
Adaptability Interpersonal Skills Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?			
Experience			
Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?			
Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?			
PLEASE NOTE: The City of Goackground check on each can	didate before consideration.	Yes No	
Additional relevant information:		For City Clerk Use Only Date Received:	

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NG₉₉27253₄₂



Name: Maynard Jeannis	Email Address: MLJEANNIS@GMAIL.COM		
Home Address: 544 Woodland Dr	Mailing Address: 544 Woodland Dr		
City, State, Zip: Graham NC 27253	City, State, Zip: Graham NC 27253		
Home Phone: 631-885-3815	Alternate Phone: 631-885-3815		
Please list the board(s) and/or commissions on			
Please select up to, two (2) boards and/or communich you would like to be considered and indicated selection (1 = first choice and 2 = second choice	cate your preference for each e):		
Alcohol Beverage Control Board	Historical Museum Advisory Board		
Appearance/Tree Commission	Historic Resources Commission		
Canine Review Board	Planning Board/Board of Adjustment		
X Graham Housing Authority	Recreation Commission		
Library Committee (Alamance County)	Economic Development & Marketing Committee		
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.			
RELEVANT EXPERIENCE			
Current employer/retired: First Citizens Bank Employer address: 5417 Page Rd	City, State, Zip: Durham NC 27703		
lob title and description of responsibilities:			
Hub Financial Sales Manager			
	5		

experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):			
History	Legal	Critical Thinking	
Architecture	Graphic Design	✓ Data Analysis	
✓ Research	✓ Creativity	✓ Active-Listening	
Program Development	✓ Marketing/Social Media		
Historical Preservation	Economic Development	✓ Education & Outreach	
Event Planning	Community Organizing	✓ Conflict Resolution	
Landscape Design	✓ Athletics/Sports	✓ Time Management	
Gardener/Arborist	✓ Problem Solving	Other:	
Adaptability	✓ Interpersonal Skills		
I look forward to being an asset by fostering positive relationship with the community and commissioners. Show commitment to short and long term initiatives and projects. Utilize my professional background, knowledge, valuable insight and expertise to contribute to innovative ideas and solutions.			
Have you attended a meeting you are applying?	g of the board(s) and/or com	mission(s) for which	
Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?			
Additional relevant information:		For City Clerk Use Only Date Received:	

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253



Name: Emily O'Dell	_ <i>Email Address:</i> emilyodell25@gmail.com		
Home Address: 207 Banks St.	Mailing Address: 207 Banks St.		
City, State, Zip: Graham, NC 27253	City, State, Zip: Graham, NC 27253		
Home Phone: N/A	Alternate Phone: 919-906-4861		
Please list the board(s) and/or commissions on	which you are currently serving:		
Please select up to, two (2) boards and/or com which you would like to be considered and indi selection (1 = first choice and 2 = second choice	icate your preference for each		
Alcohol Beverage Control Board	Historical Museum Advisory Board		
Appearance/Tree Commission	Historic Resources Commission		
Canine Review Board	Planning Board/Board of Adjustment		
Graham Housing Authority	Recreation Commission		
Library Committee (Alamance County)	Economic Development & Marketing Committee		
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.			
RELEVANT EXPERIENCE			
Current employer/retired: Elevate Textiles (Burlington Finishing) Employer address: 906 N. Anthony St. City, State, Zip: Burlington, NC 27217			
Job title and description of responsibilities:			
HR Manager of approx. 180 employees. I have a bachelor's degree in economics and a masters d			

Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):			
History Architecture Research ✓ Program Development Historical Preservation Event Planning Landscape Design Gardener/Arborist ✓ Adaptability	Legal Graphic Design ✓ Creativity ✓ Marketing/Social Media ✓ Economic Development Community Organizing Athletics/Sports ✓ Problem Solving Interpersonal Skills	Critical Thinking ✓ Data Analysis Active-Listening ✓ Effective Communication Education & Outreach Conflict Resolution ✓ Time Management Other:	
Why do you believe you wou commission(s) to which you	uld be an asset to the board(s	s) and/or	
you are applying? Have you met with the chair	g of the board(s) and/or com person or Staff Liaison of the	Yes No	
commission(s) for which you Additional relevant information:		Yes No	
,	T.	For City Clerk Use Only Date Received:	

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NCpage 132 of 142

CITY OF GRAHAM

VOLUNTEER BOARD & COMMISSION APPLICATION



Page 133 of 142

and details about each board, please visit cityorgranam.com/boards-commissions
Name: POBERT L. PARRIS L. Email Address: VOBERT PARRISH/953 DyAHO.
Home Address: 1512 STONECATE DR Mailing Address:
City, State, Zip: GRAHAN NC 27253City, State, Zip:
Home Phone: 336 228 7998 Alternate Phone: 336 675 6404 NiBI
Please list the board(s) and/or commissions on which you are currently serving:
ALAMANIE COUNTY ABC BOARD
Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):
Alcohol Beverage Control Board Historical Museum Advisory Board
Appearance/Tree Commission Historic Resources Commission
Canine Review Board Planning Board/Board of Adjustment
Graham Housing Authority Recreation Commission
Library Committee (Alamance County) Economic Development & Marketing Committee
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.
RELEVANT EXPERIENCE
Current employer/retired: DUKE ENERGY (FOTTRE) Employer address: 1205 N CHURCH & City, State, Zip: BARLINGTON NC.
Job title and description of responsibilities:
SENIOR ENGINEERING ASSOCIATE

Which of the following rele experiences would you bring	vant knowledge, skills, abilitie g to the board(s) or commissi	s, interest, and/or on(s) to which you are applying
(select all that apply):		7
History Architecture Research Program Development Historical Preservation Event Planning Landscape Design Gardener/Arborist Adaptability	Legal Graphic Design Creativity Marketing/Social Media Economic Development Community Organizing Athletics/Sports Problem Solving Interpersonal Skills	Critical Thinking Data Analysis Active-Listening Effective Communication Education & Outreach Conflict Resolution Time Management Other Exercises Constant
Why do you believe you wo you are applying?	uld be an asset to the board(s) and/or commission(s) to which
applying? Have you met with the chai for which you are applying? PLEASE NOTE: The City of (Yes No No No No Yes No
Additional relevant information		For City Clerk Use Only Date Received:

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to: Pajey3 Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253

CITY OF GRAHAM

VOLUNTEER BOARD & COMMISSION APPLICATION



Name: Nicki G. Smith	_Email Address: <u>Nectariagrates@.gmail.co</u> u
Home Address: 402 South Maple Street	Mailing Address: 402 South Maple Street
City, State, Zip: Graham NC 27253	City, State, Zip: <u>Graham, NC 27253</u>
Home Phone: N/A	Alternate Phone: 919 428 0425
Please list the board(s) and/or commissions or	which you are currently serving:
Recreation Commission	
Please select up to, two (2) boards and/or comwhich you would like to be considered and ind selection (1 = first choice and 2 = second choice	icate your preference for each
Alcohol Beverage Control Board	Historical Museum Advisory Board
Appearance/Tree Commission	Historic Resources Commission
Canine Review Board	Planning Board/Board of Adjustment
Graham Housing Authority	Recreation Commission
Library Committee (Alamance County)	Economic Development & Marketing Committee
Note: If you wish to change your selections for desi will need to file a new application with the City Clerk. will be presented to City Council.	
RELEVANT EXPERIENCE Plea	ise see attached Resume
Current employer/retired:	
Employer address:	City, State, Zip:
Job title and description of responsibilities:	

experiences would you bring	to the board(s) or commissi	on(s) to which you are applying
(select all that apply):		
History	Legal	Pritical Thinking
Architecture	Graphic Design	Data Analysis
Research	Creativity	Active-Listening
Program Development	Marketing/Social Media	Effective Communication
Historical Preservation	Economic Development	Education & Outreach
Event Planning	Community Organizing	Conflict Resolution
Landscape Design	Athletics/Sports	Time Management
Gardener/Arborist	Problem Solving	Other:
Adaptability	Interpersonal Skills	
you are applying?		(s) and/or commission(s) to which
	tional programming, contact	
Mamanery, continued	work in recreation + leise	ire, and walkertjogger
around form.		, , , , , , , , , , , , , , , , , , ,
наve you attended <i>a meetin</i> applying?	ng of the board(s) and/or con	mmission(s) for which you are
		Yes No
Have you met with the chai for which you are applying?		ne board(s) and/or commission(s)
PLEASE NOTE: The City of C	Graham will conduct a	Yes No
background check on each ca Additional relevant information	ndidate before consideration.	
Additional Televant Injormation	,	For City Clerk Use Only Date Received:

Which of the following relevant knowledge, skills, abilities, interest, and/or

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NG@2725342

NECTARIA GRAFOS SMITH

Graham, NC 27253 Cell: 919.428.0425 nectariagrafos@gmail.com

Leadership Professional with exceptional time management, communication and organizational skills. Active and engaging coach, mentor and educator of staff and volunteer teams. Skilled recruiter, trainer and optimizer of employee talent. Adept at facility project and program management.

Professional Experience

General Manager - February 2022 - present

Southern Village Club, Chapel Hill, NC

- · Recruit, hire, train staff at all levels
- Audit, revise, create and implement policies and procedures
- · Direct planning and programming for camp and aquatic facility
- Tennis program oversight
- Interface with and select vendors and contractors for facility maintenance and capital improvements
- Assess and improve upon existing HR and risk guidelines and protocols
- · Perform pool / pump room operations and general custodial and maintenance work including DENR inspections

Head Lifeguard - May 2021 - March 2022

City of Burlington - Aquatics Division

- Responsible for shift supervision of aquatic staff
- Ensured quality customer experience through positive communication and role modeling
- Managed day to day operations with regards to pool chemistry and maintenance

Interim Aquatics Director - August 2021 - November 2021

Alamance County Community YMCA

- Directly supervised 17 aquatics staff
- Assisted with recruiting, onboarding and training
- Designed, planned and implemented programs
- · Led preventative maintenance and pool operations
- · Collaborated with teams to create positive experience for youth and active older adult programs

Plant Manager - June 2019-March 2021

Interstate Narrow Fabrics Inc., Haw River, NC

- Assisted with day to day functions regarding production and machine scheduling
- · Assessed and acted on critical needs of customers on demand as needed
- · Monitored, audited and performed inventory control
- · Partnered with local agencies to recruit new staff and promote the industry
- · Implemented safety practices as assigned

Associate Executive Director-Healthy Living - July 2014-June 2019

YMCA of the Triangle, Chapel Hill-Carrboro YMCA Branch

- Prepared, forecasted and managed a \$2 M budget
- Led full 5 full time staff in development, maintenance and evaluation of program quality with particular focus on the member experience
- Improved and optimized cross selling additional products and services through relationship building and acquired understanding of member needs
- Implemented, evaluated and refined risk and safety procedures for areas of responsibility
- Created, implemented and organized events
- Resolved conflicts and member complaints
- · Led community outreach initiatives
- Recruited and led volunteer teams responsible for annually raising over \$100,000
- Participated in cross functional learning cohorts and teams that influence and shape the organization's future vision and goals

Senior Program Director - November 2008- June 2014

Chapel Hill-Carrboro YMCA/YMCA at Meadowmont, Chapel Hill, North Carolina

- Prepared, forecasted and a managed a budget of \$750,000 in revenues
- Direct supervision and mentoring of 3 full time staff
- Responsible for operating and maintaining all swimming pools and food service environment in accordance with NC DENR codes
- Developed partnerships with community organizations focused on community outreach drowning prevention summer series with Town of Chapel Hill
- Managed day-to-day operations including program development and project management, facility safety and risk management, community awareness
- Managed marketing and advertising
- Successfully recruited, hired and trained staff

Nicki Smith, p.2

Program Director, Aquatics - June 2006-October 2008

Chapel Hill-Carrboro YMCA, Chapel Hill, NC

- Prepared, forecasted and managed program and operational budget of over \$250,000
- Directly responsible for recruiting, hiring, on-boarding and training staff
- Audited, revised, created and implemented new risk safety policies and procedures
- · Responsible for operating and maintaining all swimming pools in accordance with NC DENR codes
- · Established community relationships with the purpose of advancing program partnerships

Program Director, Aquatics - August 1999 - June 2006

Alamance County Community YMCA, Burlington, North Carolina

- Prepared, forecasted and managed program and operational budget
- Designed and implemented programming tripling department revenue in 7 years
- Responsible for recruiting, hiring and training staff
- Responsible for operating and maintaining all swimming pools in accordance with NC DENR codes
- Created and implemented risk policies and procedures
- Represented the Y in the community by participating on committees and in health fairs

Alamance Community College, Graham, North Carolina - 2002

Instructor, Anthropology, Huskins Program at Graham High School

Education

Wilfrid Laurier University, Waterloo, Ontario, Canada Master of Arts, Religion and Culture, October 1997

University of Windsor, Windsor, Ontario, Canada Bachelor of Arts, Anthropology, June 1995

Certifica0/14/2024tions

- Certified Pool Operator, expires August 2027
- USA Swimming Coach, In Good Standing (2025)
- National Federation of High Schools, Level 1 Coach, 10/14/2025
- Red Cross Lifeguard, current expires August 2026
- Youth and Adult Mental Health First Aid Certified, expires 2026

Community Involvement

- · Philoptochos Women's Ministry Board Member, 2023 present
- Graham Historical Museum Board Member (Chair 2021-2023), 2019 2023
- City of Graham Parks and Recreation Commission Member, 2019-current
- Sunday School Teacher and Youth Advisory Committee Member, 2019-present
- Safe Kids Orange County, Vice Chair, 2012
- The ARC of Alamance County; Board Member, 2005 2011
- Alamance County American Red Cross, Volunteer, 2001 2005
- Safe Kids Coalition of Alamance County, Vice Chair, 2001 2002
- Alamance County Special Olympics, Volunteer Coach, Aquatics Program 2000 2004
- International Archaeologist, Volunteer, 1995, 1996
- Volunteer Archaeologist, University of Windsor, Duff-Baby House, 1992



Name: GAIL WALKER	Email Address: GWALKER 1358 @ GMAIL CO
Home Address: 213 N.MARSHALLST	
City, State, Zip: GRAHAM NC 277363	
Home Phone: 336-396-0327	Alternate Phone:
Please list the board(s) and/or commissions on	which you are currently serving:
N/A	
Please select up to, two (2) boards and/or communich you would like to be considered and indicated selection (1 = first choice and 2 = second choice	cate your preference for each
Alcohol Beverage Control Board	Historical Museum Advisory Board
Appearance/Tree Commission	Historic Resources Commission
Canine Review Board	Planning Board/Board of Adjustment
Graham Housing Authority	Recreation Commission
⇒ Library Committee (Alamance County)	Economic Development & Marketing Committee
Note: If you wish to change your selections for desire will need to file a new application with the City Clerk. Of will be presented to City Council.	, , ,
RELEVANT EXPERIENCE	
Current employer/retired: RETIRED	
Employer address:	City, State, Zip:
Job title and description of responsibilities:	

experiences would you bring applying (select all that app	g to the board(s) or commissi ply):	on(s) to which you are
History	Legal	X Critical Thinking
Architecture	Graphic Design	🔀 Data Analysis
X Research		X Active-Listening
Program Development	Marketing/Social Media	X Effective Communication
Historical Preservation	Economic Development	X Education & Outreach
X Event Planning	X Community Organizing	X Conflict Resolution
Landscape Design	Athletics/Sports	χ Time Management
Gardener/Arborist	X Problem Solving	Other:
Adaptability	Interpersonal Skills	
MEXPERIENCE WITH	H MANUSCRIPTS PH MANACEMENT	·
* PRIOR HEALTHO	LARE/MANAGEMEN TALS	T EXPERISIONE AT
	507012/0011808 1100	•
	DEVELOPING COL	
	ng of the board(s) and/or con	NTY ORGANIZATIONS
you are applying?	•	X Yes No
	rperson or Staff Liaison of the	e board(s) and/or
commission(s) for which you	are applying?	X Yes No
Additional relevant information	:	For City Clerk Use Only Date Received:
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		00000000000000000000000000000000000000
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Which of the following relevant knowledge, skills, abilities, interest, and/or

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at rward@cityofgraham.com or in person to derk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253



Name: Joel Dean Ward	_ Email Address:jadconc@gmail.com	
Home Address: 483 W. Moore St	Mailing Address: PO. Box 5007	
City, State, Zip: Graham, NC 27253	City, State, Zip: Burlington, NC 27216	
Home Phone: 336-516-5000	_ Alternate Phone:	
Please list the board(s) and/or commissions on	which you are currently serving:	
Planning Board/ Board of Adjustment		
Please select up to, two (2) boards and/or com which you would like to be considered and indi selection (1 = first choice and 2 = second choice	icate your preference for each	
Alcohol Beverage Control Board	Historical Museum Advisory Board	
Appearance/Tree Commission	Historic Resources Commission	
Canine Review Board	Planning Board/Board of Adjustment	
Graham Housing Authority	Recreation Commission	
Library Committee (Alamance County)	Economic Development & Marketing Committee	
Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.		
RELEVANT EXPERIENCE		
Current employer/retired: Retired		
Employer address:	City, State, Zip:	
Job title and description of responsibilities:		

	ant knowledge, skills, abilities to the board(s) or commissio	s, interest, and/or on(s) to which you are applying
(select all that apply):		
History	√ Legal	✓ Critical Thinking
Architecture	Graphic Design	Data Analysis
Research	Creativity	Active-Listening
Program Development	Marketing/Social Media	Effective Communication
Historical Preservation	Economic Development	Education & Outreach
Event Planning	Community Organizing	Conflict Resolution
✓ Landscape Design	Athletics/Sports	√ Time Management
Gardener/Arborist	✓ Problem Solving	Other:
Adaptability	Interpersonal Skills	
Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying? I have many years of experience setting on this board along with my background in construction, property development, and real estate. Have you attended a meeting of the board(s) and/or commission(s) for which you are		
applying?	g of the board(s) ana/or com	
Have you met with the chair for which you are applying? PLEASE NOTE: The City of Good background check on each car	Graham will conduct a	Yes No Proper board(s) and/or commission(s) ✓ Yes No
Additional relevant information:		For City Clerk Use Only Date Received:

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