



City of Graham

City Council Meeting Agenda

September 9, 2025

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

CALL TO ORDER: Mayor Jennifer Talley

INVOCATION & PLEDGE OF ALLEGIANCE

PROCLAMATIONS:

- National Hispanic Heritage Month
- Children's Chapel United Church of Christ – 150th Anniversary

RECOGNITION:

- Graham Firefighters, Police Officers, City Staff, and a Graham Resident – Rescue Efforts During Tropical Storm Chantal

CONSENT AGENDA:

- A. To approve the August 12, 2025, City Council meeting minutes and August 26, 2025, Special Closed Session meeting minutes.
- B. To approve a resolution awarding a police badge and service sidearm to Retired Assistant Police Chief Rodney King.
- C. To approve a resolution authorizing the submission of an application to the Hazard Mitigation Grant Program for the Travora Street Stormwater Mitigation Project.
- D. To appoint Tim Allen to the Graham Historical Museum Advisory Board to fill an unexpired term ending June 30, 2027.
- E. To approve a Budget Amendment transferring \$20,000 of Federal Drug Forfeiture Revenue to the Police Department for use.
- F. To approve a Budget Amendment transferring \$3,000 of State Drug Forfeiture Revenue to the Police Department for use.
- G. To approve a Budget Amendment for \$250,000 for repairs at the Wastewater Treatment Plant, \$84,000 for repairs at Back Creek #2, and \$140,000 for water usage payment to Burlington due to the impact of Tropical Storm Chantal.
- H. To approve a request to close parking spaces on E. Elm Street on September 13, 2025, from 7:00 am to 8:00 pm for the fall Big C Community Christian Concert.

- I.** To approve a request from Alamance County Veterans Services for the Veteran Day Parade on November 8, 2025, to include the closure of McAden Street, pending approval from NCDOT for closures of state roads.
- J.** To approve a request from First United Methodist Church of Graham for a Fall Carnival event on October 4, 2025, located on E. Market Street between N. Main Street and N. Marshall Street from 2:00 p.m. to 9:00 p.m. (Includes setup and cleanup).
- K.** To adopt an amended Traffic Schedule to restrict weight limits for Oneida and Market Streets.
- L.** To approve the Drinking Water Emerging Contaminants Construction Project and the 2025-2035 Water Capital Improvement Plan Resolutions.
- M.** To approve tax releases in the amount of \$3,069.14.

PUBLIC HEARINGS:

1. AMEND DEVELOPMENT ORDINANCE – MINOR SUBDIVISIONS

A public hearing has been scheduled to consider an amendment to the Development Ordinance Article 8, Section 10.337 (1) to update the existing language regarding Minor Subdivisions.

2. SESQUICENTENNIAL PARK – LOCATION

A public hearing has been scheduled to discuss the location of the Sesquicentennial Park.

PUBLIC COMMENT PERIOD

CITY STAFF COMMENTS

CITY COUNCIL COMMENTS

CLOSED SESSION

City Council will consider going into closed session pursuant to N.C.G.S. 143-318.11(a)(5) to consider the purchase of 1771 N. Jim Minor Road in Haw River, parcel ID number 152551, owned by Thomas and Linda Stewart, adjacent to Graham Regional Park, for the intended use of park and recreational facilities and to discuss potential litigation in accordance with N.C.G.S. Section 143-318.11(a)(3).

ADJOURN



GRAHAM
NORTH CAROLINA

STAFF REPORT

SUBJECT:	RECOGNIZING FIREFIGHTERS, POLICE OFFICERS, CITY STAFF, AND A CITIZEN THAT ASSISTED IN RESCUE EFFORTS DURING TS CHANTAL AND A HISTORIC FLOODING EVENT IN THE CITY OF GRAHAM
PREPARED BY:	CHIEF TOMMY COLE

REQUESTED ACTION:

Fire Chief Cole is requesting a moment during the City Council meeting on September 9, 2025, to recognize fire department staff, Police Officers, Public Works Director Robertson, GRPD Director Faucette, and Graham citizen Brenda Cruz for their assistance in rescue efforts during Tropical Storm Chantal and a historic flooding event in Graham on July 6, 2025.

BACKGROUND/SUMMARY:

On July 6, 2025, Tropical Storm Chantal made landfall and moved through central North Carolina, dumping hurricane-level rainfall in our area. Rainfall totals for our area ranged between 7 and 10 inches in a matter of a few hours. The storm hovered over the Graham and Mebane area, creating massive flooding for our community. The initial response to the storm was provided by Graham Firefighters and Police officers. Public Works Director Burke Robertson was contacted shortly after the flooded areas were evaluated and deemed catastrophic in nature. Once residential areas in the city began to flood, we knew rescuing and evacuations were imminent. Chief Cole requested water rescue teams for assistance, along with GRPD Director Brian Faucette for a bus from his department to assist with transporting evacuees to designated shelter locations in the county. Before water rescue teams arrived, PW Director Robertson responded with and operated a front-end loader with firefighters in the bucket to begin rescues and evacuations throughout the city. Soon, Guilford County Rescue 50 water rescue team was assigned to Graham and conducted additional water rescue and evacuations as well. On Darrell Drive, a mobile home park was flooding at a rapid rate, and we were faced with a language barrier in our attempts to communicate with the residents. Graham citizen Brenda Cruz, and resident of the mobile home park, quickly assisted Chief Cole in translating to reassure the residents we were there to help them and provided instructions for the residents to move to safe areas. Had it not been for Ms. Cruz, our efforts would have been much harder and possibly ineffective, resulting in injury or death for those citizens.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff recommends that Council assist Chief Cole in formally recognizing the Graham firefighters, police officers, Guilford County Rescue 50, City Staff, and Brenda Cruz who was instrumental in saving lives as a result of Tropical Storm Chantal and a historic flooding event in Graham on July 6, 2025. Their heroic efforts, unwavering commitment, and willingness to assist impacted communities exemplify the highest values of these individuals and departments. Acknowledging their service would be a meaningful way to honor their dedication and bravery in the face of extraordinary challenges.

SUGGESTED MOTION(S):

City of Graham City Council Meeting Agenda August 12, 2025



The City Council of the City of Graham held a regularly scheduled meeting on July 8, 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 - *Absent*
Mayor Pro Tem Ricky Hall
Council Member Bobby Chin
Council Member Joey Parsons
Council Member Bonnie Whitaker

Staff Present:

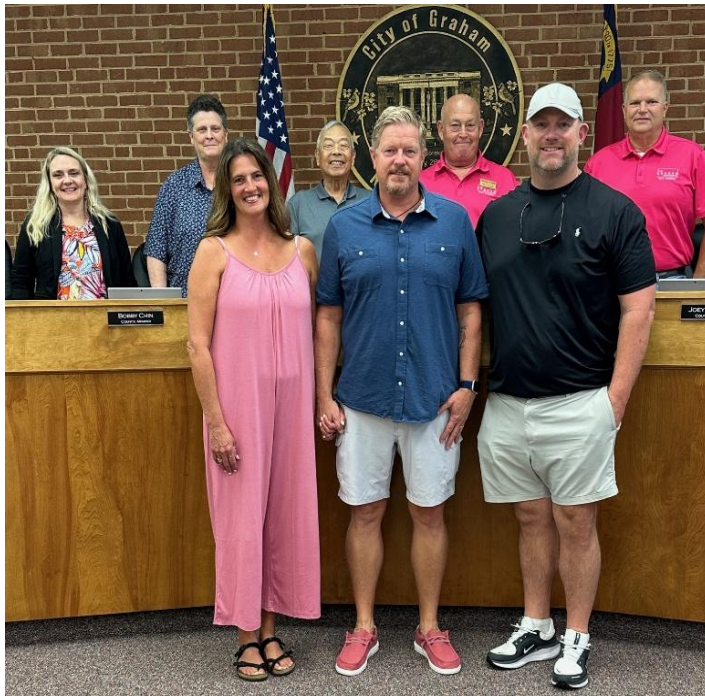
Megan Garner, City Manager
Aaron Holland, Assistant City Manager
Bryan Coleman, City Attorney
Bob Ward, City Attorney
Renee Ward, City Clerk

CALL TO ORDER: Mayor Pro Tem Ricky Hall

INVOCATION: Council Member Chin gave the invocation, and all stood for the Pledge of Allegiance.

RECOGNITION: Kevin Pugh – Inspector of the Year

City Council recognized Inspector Kevin Pugh for being selected as the Inspector of the Year in District 4. Assistant City Manager Aaron Holland shared the following:



“Kevin Pugh was selected as District 4 Inspector of the Year for his exemplary dedication, unwavering commitment to public safety, and exceptional inspection skills. Kevin handled all residential inspections for the City of Graham, inspecting all four trades, and successfully finalized 546 new single-family dwellings and one 44-unit apartment building, all in the last year. He demonstrated exceptional time management, keen analytical abilities, and thorough attention to detail, complemented by in-depth knowledge of building, plumbing, mechanical, and electrical codes. Kevin's proactive and fair approach with contractors has fostered a stronger relationship between contractors and the City of Graham's Inspections Department, resulting in a decrease in code violations. Kevin's tireless work ethic, integrity, and passion to work well with others

made him a deserving recipient of this prestigious honor.”

CONSENT AGENDA:

- A.** To approve the July 8, 2025, City Council and Closed Session meeting minutes.
- B.** To approve a resolution awarding a police badge and service sidearm to Retired Police Chief Mary Kristine Baker.
- C.** To approve a resolution awarding a contract to Pipeline Utilities, Inc., in the amount of \$501,134.00, for the East Harden Street waterline replacement project.
- D.** To approve a Budget Amendment recognizing anticipated after-school revenue and allocating those funds for a full-time Youth Programs Director and part-time after-school staff, and to approve an amendment to the Pay Plan to include the new positions and amend the Fee Schedule to set fees for a new after-school program.

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 1.					
EXPENDITURES					
DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Recreation - Salaries & Benefits	608,000.00	690,000.00	82,000.00		82,000.00
	608,000.00	690,000.00	82,000.00	-	82,000.00
Section 2.					
REVENUES					
	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Recreation Income	100,000.00	182,000.00	-		82,000.00
	100,000.00	182,000.00	-	-	82,000.00
Adopted this 12th day of August 2025.					

- E.** To approve a settlement of uncollected Real and Personal Property taxes totaling \$104,449.27, for fiscal year 2024-2025, and tax releases for \$4,650.54.

Mayor Pro Tem Hall requested to remove Item D for discussion.

Motion by Mayor Pro Tem Hall to approve Consent Agenda Items A, B, C, and E, seconded by Council Member Chin. The motion passed unanimously.

Mayor Pro Tem Hall recognized City Manager Megan Garner to share information on Item D.

City Manager Garner stated during the COVID era, the Recreation Center offered after-school activities. She shared that there had been more interest from parents in need of after-school programs. She said the staff would pick up the kids and transport them to the Recreation Center, similar to the Summer Day Camp program. Based on a certain number of students, the program is expected to sustain itself through both an in-city and an out-of-city cost. She shared the revenue generated from the after-school program was anticipated to cover the cost of the budget amendment with no increase to taxpayers. She invited Brian Faucette, Recreation and Parks Director, to share more details of the proposed program.

Brian Faucette, Recreation and Parks Director, stated there had been increased interest over the past few years for an after-school program. He noted that, based on the Summer Day Camp Program, there was ample space at the Recreation Center to operate an after-school program. He shared that students from North Graham, South Graham, River Mill, and Graham Middle Schools needed additional after-school options. He noted that the City had the infrastructure using existing buses; therefore, there would be no upfitting for the program and would simply be providing a much-needed service to our community with fair pricing.

Tom Boney of Alamance News asked if the Youth Program Director was included in the budget.

City Manager Garner replied that there was a Summer Day Camp Program Coordinator position in the budget, but the full-time position was not. This change necessitated a pay plan revision for approval.

Tom Boney asked if this would be a year-round position or a seasonal one, and how much it would cost.

City Manager Garner stated that it would be a year-round position at a pay grade 18.

Mr. Boney asked how many part-time staff would be needed.

Mr. Faucette stated it would depend on registration. He mentioned that they prefer to maintain a staff-to-student ratio of one staff person to 15 kids. He said if there were 45 participants, that would be a director and two part-time staff.

Mr. Boney asked what the total amount of the budget amendment was.

Ms. Garner stated \$82,000.

Mayor Pro Tem Hall motioned to approve Item D budget amendment and amendments to the Pay Plan, and Fee Schedule, seconded by Council Member Parsons. The motion passed unanimously.

PUBLIC HEARING:

ITEM 1: JOINT ANNEXATION ORDINANCE– BURLINGTON-GRAHAM – RACE TRACK ROAD

A public hearing had 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, June 10, and July 8, 2025 Council meetings.)

Assistant City Manager Holland stated this item had been tabled a few times. He noted this was brought up by a private developer at Glenwood Homes looking to annex property off of Racetrack Road into the City of Graham. He shared the majority of the property was within the boundaries of Graham's ETJ, with a small area in the City of Burlington's ETJ. He stated this property had been in a stalemate position because Graham was unable to service the property with utilities, and Burlington could. He noted that Burlington had a policy: if they offered any utility, the property had to come into the city limits. He stated that the agreement was proposed to enable Burlington to bring this property into its city limits, thereby

connecting it to the area's utilities, which Graham does not provide. He stated it was up to the Council whether or not to move forward with this agreement.

The public hearing was opened, and no one spoke.

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 ordinance for the Burlington Graham joint annexation agreement and the MOU as presented, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

NEW BUSINESS:

ITEM 2: SPECIAL EVENT – FALL FEST – DOWNTOWN GRAHAM

City Council will consider approving a Special Events application to use the sidewalks around downtown for vendor tents and available parking spaces for food trucks on September 27, 2025, from 8:00 am to 6:00 pm for the Fall Fest event.

Assistant City Manager Holland stated the applicant, Cheryl Rich, was present to speak about the event. He noted Ms. Rich was looking to host a Fall Fest on Saturday, September 27, 2025. He shared that no streets are being proposed for closure, but they are requesting to utilize the sidewalks around the downtown area for vendor tents as well as parking spaces for food trucks. The event was expected to run from 8:00 a.m. to 6:00 p.m., which would include setup and cleanup time.

The Mayor Pro Tem asked how many food trucks would be there.

Ms. Rich stated there would be three food trucks. She said one food truck would be set up at the Amphitheater, and two others would be on the street in parking spaces.

Mayor Pro Tem Hall asked if businesses had been notified.

Ms. Rich stated all businesses had been notified and were in support.

Mayor Pro Tem Hall asked how much of the sidewalk would be used.

Ms. Rich stated that the standard 10 x 10-foot tents would be set up, providing enough room for the public to use the sidewalks.

Council Member Whitaker asked how many tents there would be.

Ms. Rich stated they had not completed planning everything until approval, and then we would continue with vendor registration.

Motion by Mayor Pro Tem Hall to approve the Fall Fest event as presented, seconded by Council Member Chin. The motion passed unanimously.

ITEM 3: BOARDS AND COMMISSION APPOINTMENTS

City Council considered the following appointments to Graham Boards and Commissions:

Planning Board/Board of Adjustment

ETJ Member Recommendation to Alamance County

Mike Benesch

Applicant: Mike Benesch

Recreation Commission

One Vacancy

Applicant: Hayley Olsavsky

Motion by Mayor Pro Tem Hall to appoint Hayley Olsavsky to the Recreation Commission and recommend Mike Benesch as the ETJ member of the Planning Board/Board of Adjustment to Alamance County for appointment, seconded by Council Member Whitaker. The motion passed unanimously.

PUBLIC COMMENT PERIOD

- Mr. Bill Mebane, Deacon of Children's Chapel United Church of Christ, 334 East Hardin Street. He shared several issues with the new roundabout, which was affecting the church when trying to exit after services.
- Ms. Barbara Lake-Harrison, 325 East Hardin Street, shared the following issues with the new roundabout exit onto Hardin Street when entering and exiting her driveway, construction materials left behind with 3-inch staples, excessive dust/dirt on her house and the neighbor's house, large hole on Elm Street, muddy puddle in the middle of the roundabout, her mailbox was supposed to be moved, Flanagan Street is in bad condition due to large trucks coming in and out.

Assistant City Manager Holland shared that staff would pass those concerns to NCDOT since it is their highway and project. He noted if there are any issues that result from the project, even when the crew is gone, DOT is still responsible for any of the maintenance that goes with that project.

CITY STAFF COMMENTS

Assistant City Manager Holland shared that staff had received some complaints from citizens who live around the Oneida Mills Apartments. He shared that in the past, there was a specific part of Oneida Street and Market Street that allowed for truck traffic to make deliveries and unload. He said the building was no longer a mill, but people had begun parking transfer trucks and trailers there and were using it as overnight parking. He shared he had spoken to the Public Works Director, and the way to address the issue was to amend the traffic schedule's weight restriction and no parking in specific areas if the Council agreed.

Council consensus was to allow staff to amend the traffic schedule to prohibit tractor-trailers from parking at Onida Mills Apartments.

CITY COUNCIL COMMENTS

Council Member Whitaker thanked Council Member Joey Parsons for his excellent work as a Councilman. She shared that he would be moving out of the City and would miss his experience, level-headedness, and leadership. She said he would be significantly missed and to stay in touch. She also shared several accomplishments by the Graham Library and thanked the staff for all they do.

Council Member Chin shared an event to recognize first responders, the Hometown Heroes Festival, Saturday, October 11, 2025, 11:00 a.m.

Council Member Parsons shared that a few months back, he put his house on the market, knowing he would be moving soon, and that time had come. He said this was his last council meeting and he would be available until the end of the month. He thanked all the citizens who supported him and elected him to this position. He stated, "I hope I served you well, and I just appreciate all these folks sitting here with me, and it's kind of a sad day, but thank you."

ADJOURN

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Chin. The motion passed unanimously. The meeting adjourned at 6:43 p.m.

Renee M. Ward, CMC
City Clerk



**City of Graham
City Council
Special “Closed Session” Meeting Minutes
August 26, 2025 | 11:30 a.m.**

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:

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

CALL TO ORDER: Mayor Jennifer Talley

CLOSED SESSION:

City Council went into closed session to discuss potential litigation in accordance with N.C.G.S. Section 143-318.11(a)(3).

Motion by Mayor Pro Hall to go into closed session to discuss a potential litigation in accordance with N.C.G.S. Section 143-318.11(a)(3), seconded by Council Member Chin.

The Closed Session was held.

Motion by Mayor Pro Tem Hall to go out of Closed Session, seconded by Council Member Whitaker. The motion passed unanimously.

OPEN SESSION:

Motion by Council Member Parsons to return to Open Session, seconded by Council Member Chin. The motion passed unanimously.

No action was taken in open session.

ADJOURN:

Motion by Council Member Parsons to adjourn, seconded by Mayor Pro Tem Hall. The motion passed unanimously. (1:04 pm)

Renee M. Ward, CMC
City Clerk

August 26, 2025
Special Closed Session Meeting



**RESOLUTION AWARDING POLICE BADGE AND
SERVICE SIDE ARM TO
ASSISTANT POLICE CHIEF RODNEY SCOTT KING**

WHEREAS, Rodney Scott King was an employee of the City of Graham as a member of the Graham Police Department for 21 years and 6 months; and

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

NOW, THEREFORE, BE IT BE RESOLVED BY THE GOVERNING BODY OF THE CITY OF GRAHAM, NORTH CAROLINA THAT: The City of Graham does hereby award the service side arm (Glock Model 43x Serial # AKSD991) and police badge to Rodney S. King for his years of service to the City of Graham upon securing the necessary permit(s) according to N.C.G.S. 14-402 and receipt of one dollar (\$1.00).

Adopted this the 9th day of September 2025.

**Jennifer Talley
Mayor**

ATTEST:

**Renee M. Ward, CMC
City Clerk**

§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city, and county law enforcement agencies; weapons of active members.

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city, and county law enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law, or if the weapon has been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law enforcement officers, the head of the department.

(b) Active members of North Carolina State, city, and county law enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State, city, or county from the sale of similar weapons during the preceding year.

(c) For purposes of this section, certified probation and parole officers shall be considered members of a North Carolina State law enforcement agency. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122; 2013-369, s. 19; 2016-77, s. 9(b); 2021-116, s. 1.3.)

STAFF REPORT

SUBJECT:	FEMA HAZARD MITIGATION GRANT PROGRAM RESOLUTION
PREPARED BY:	BURKE ROBERTSON, PUBLIC WORKS DIRECTOR, AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Approve a resolution to move forward with submission of an application for a Hazard Mitigation Grant Program for the Travora Street Stormwater Mitigation Project.

BACKGROUND/SUMMARY:

The Hazard Mitigation Grant Program provides assistance to state, local, tribal, and territorial governments to plan for and implement activities that reduce or mitigate future disaster losses in their communities. As stated in the application, the City of Graham requests Advance Assistance for DR-4827-NC to obtain data to prioritize and develop a shovel-ready construction project for mitigating flooding on local roads while improving stream water quality within the project area. The Travora Street Stormwater Mitigation Project will replace the existing conveyance system with one that allows for hydraulic continuity and incorporates best practices in design, thereby expanding the conveyance through an existing neighborhood park.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S):

I move that we approve the resolution to move forward with submission of an application for a Hazard Mitigation Grant Program for the Travora Street Stormwater Mitigation Project.

FEMA Hazard Mitigation Grant Program (HMGP)

ADVANCE ASSISTANCE SUBAPPLICATION

A. Applicant/Subapplicant Information

1. Subapplicant Legal Name	Graham, NC
2. Organizational Unit	City Administration
3. Project Title	Travora Stormwater Mitigation Project
4. Type of Subapplicant	<input type="checkbox"/> State Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Indian Tribal Govt <input type="checkbox"/> Special Governmental District <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other (please specify)
5. Proposed Project Costs	Proposed Project Total Cost: \$467,500 ○ Federal Share (75%): \$350,625 ○ Non-Federal Share (25%): \$116,875

6. Certifications

The undersigned assures fulfillment of all requirements of the Hazard Mitigation Grant Program, as contained in the program guidelines, and affirms that all information contained herein is true and correct to the best of my knowledge. The governing body of the applicant duly authorized the document and hereby applies for the assistance documented in this application. The applicant recognizes that the project may proceed ONLY AFTER FEMA APPROVAL is granted.

Typed Name of Authorized Representative/Applicant Agent	Title	Phone Number
Burke Robertson	Public Works Director	(336) 570-6709

Signature of Authorized Representative/Applicant Agent	Date Signed
X	

7. Does your community or Tribe have a current FEMA approved hazard mitigation plan?

☒ Yes ☐ No

a. Title of the Plan: Eno-Haw Regional Hazard Mitigation Plan

b. Plan dates:

Plan Approval Date	Plan Adoption Date	Plan Expiration Date
Sept. 22, 2020	Sept. 2020	Sept. 22, 2025

c. Does the project align with the State/Territorial/Tribal Hazard Mitigation Plan?

☒ Yes Page(s): 11 Section: §2.1.2.3

8. Does the community participate in the National Flood Insurance Program?

☐ Yes ☐ No

9. Tax ID Number: 56-6001234 **FIPS Code (5 digits):** 27280

CID Number (6 digits): 370283 UEI Number (9 characters): PH8FN6PCA465

10. U.S. Congressional District: NC-9

11. State Legislative District: NC-50

12. Primary Representative Point-of-Contact

Name	Burke Robertson				
Title	Public Works Director				
Agency/Organization	City of Graham, NC				
Primary Phone	(336) 570-6709	Type	<input checked="" type="checkbox"/> Work	<input type="checkbox"/> Mobile	
Secondary Phone		Type	<input type="checkbox"/> Work	<input type="checkbox"/> Mobile	
Email	brobertson@cityofgraham.com				
Address line 1	201 S. Main St.				
Address line 2					
City	Graham	State	NC	ZIP Code	27253

13. Secondary Representative Point-of-Contact

Name	Megan Garner				
Title	City Manager				
Agency/Organization	City of Graham, NC				
Primary Phone	(336) 570-6700	Type	<input checked="" type="checkbox"/> Work	<input type="checkbox"/> Mobile	
Secondary Phone		Type	<input type="checkbox"/> Work	<input type="checkbox"/> Mobile	
Email	mgarner@cityofgraham.com				
Address line 1	201 S. Main St.				
Address line 2					
City	Graham	State	NC	ZIP Code	27253

14. Authorized Applicant/Subapplicant Agent

Person listed *MUST* be the chief executive officer, mayor, or person of comparable status who is authorized to sign contracts, authorize funding allocations or payments, etc.

Name	Megan Garner				
Title	City Manager				
Agency/Organization	City of Graham, NC				
Primary Phone	(336) 570-6700	Type	<input checked="" type="checkbox"/> Work	<input type="checkbox"/> Mobile	
Secondary Phone		Type	<input type="checkbox"/> Work	<input type="checkbox"/> Mobile	
Email	mgarner@cityofgraham.com				
Address line 1	201 S. Main St.				
Address line 2					
City	Graham	State	NC	ZIP Code	27253

B. Project Narrative and Scope of Work

1. **The City of Graham, North Carolina**, requests Advance Assistance for DR- 4827-NC to obtain data to prioritize and develop a shovel ready construction project for mitigating flooding on local roads while improving stream water quality within the project area. This project will complete activities that allow the City to advance directly to construction.
2. **Describe the project in detail.**

Travora Street sits in a low-lying saddle between Parker Street and Boyd Creek on the east side of Graham, North Carolina, less than a quarter mile from the Haw River floodplain. Extreme storm event runoff from a 48-acre urban catchment converges in the Travora corridor, crosses the roadway through a pair of corrugated-metal culverts installed in the 1970s, and then outfalls into an eroded channel behind post-war homes. During FEMA declared events, inflows far exceed drainage capacity, water ponds curb-to-curb, and access to about forty homes, a community house of worship, and at least two daycare facilities are cut off for hours.

The Travora Street Stormwater Mitigation Project will replace the existing conveyance with a system that allows hydraulic continuity and integrates best practices in design that expands the incorporation of conveyance through an existing neighborhood park. Upstream curb inlets will intercept flow along Pomeroy, Marshall, and Travora Streets and route it into 18-inch reinforced-concrete pipe sized for 10-year storm events. At the low point, the existing 2 X 36-inch pipes will be removed and replaced with a 12-ft-wide X 6-ft-high precast concrete box culvert set six inches below streambed to re-establish natural substrate and aquatic passage.

Downstream, an armored stilling basin transitions to a channel with 3:1 ratio bio-engineered banks and a 25-ft flood-plain bench planted in silky dogwood and black willow. Two off-line

bioretention basins (0.6 acres combined) capture first-flush runoff, detain flows for 48 hours, and achieve a projected 81 percent reduction in total suspended solids before controlled release. Because Travora Street is one of three east-west evacuation routes, construction will always keep at least one traffic lane open. Pre-construction activities encompass surveying, hydrologic/hydraulic modeling, greenspace resource screening, planning for temporary or permanent easements necessary for construction, 30-/60-/90-percent design, environmental permitting, application support and completion of a full NEPA Environmental Assessment. Together, these elements transform a chronic emergency hindrance site into a stormwater alleviation project benefitting an entire neighborhood.

Easement activities include identification of easement corridors, preliminary coordination with property owners, cost estimation for future acquisition, and development of exhibits to support a future HMGP application for construction work. The budget does not include acquisition, execution, or compensation related to easement rights.

3. Describe the need for the project, the existing conditions, and the hazard(s) that need to be addressed.

The Travora culvert was sized for approximately fifty cubic feet per second (cfs); updated data show the 10-year storm now delivers about 130 cfs. Ponding depths reach 1.2 feet over Travora Street's crown in a 25% annual chance event, making the roadway impassable to emergency responders. Field crews log five to seven full closures each year, and nineteen crawl-space flood claims have been filed since 2017. Because the Travora low point controls the local network, Marshall Street—immediately west of the project area—also floods when Travora overtops. The Pomeroy Street gutter overtops in a 50-year storm, further extending ponding east to west.

Mitigating the Travora Street constriction will also alleviate chronic downstream flooding that affects multiple North Carolina Department of Transportation (NCDOT) corridors in Graham but most significantly negatively impacts City roads. These areas experience recurring ponding that disrupts both local and state-maintained roads, underscoring the regional benefit of this mitigation project. Downstream from these locations, the receiving channel is incised up to six feet, threatening infrastructure via sediment into Branch Creek and nutrient-sensitive Jordan Lake, posing compliance challenges for the City's Total Maximum Daily Load (TMDL) requirements.

Affected NC DOT Roads Impacting City Roadways Include:			
1. E. Elm St (NC 49)	2. Townbranch Rd	3. Woody Dr	4. Whittemore Rd
5. Harden St (NC 54)	6. Ivey Rd	7. Cooper Rd.	

3. List the proposed activities, deliverables and estimated cost.

#	Activity	Deliverable(s)	Estimated Cost
1	Engineering Project Management	Coordination of all activities including data & documentation Q/A	\$18,000
2	Application development	Develop complete HMGP AA application including review & regulatory support; City staff time	\$10,000
3	Survey (boundary, topo, easement plats, subsurface utilities)	Signed survey plat; digital terrain model (CAD & GIS files)	\$30,000
4	Soil borings & geotechnical testing	Geotechnical report with boring logs and foundation recommendations	\$27,375
5	Hydrologic & hydraulic modelling	Calibrated HEC-HMS/HEC-RAS models; peak-flow & water-surface profiles	\$25,000
6	30% design	30% plan set and preliminary cost opinion	\$20,000
7	60% design	60% plan set, outline specifications, updated cost estimate	\$40,000
8	90% design	90% sealed drawings ready for permit review	\$17,000
9	Environmental Assessment and permits	Environmental evaluation, 404/401 permits, NC DEQ NOI, agency concurrence letters	\$10,125
10	Erosion Control Permit	Permit Application	\$40,000
11	Floodplain Permit	Permit Application	\$20,000
12	Bid & Construction Documents	Bid-ready plans, specifications, contract front-end	\$25,000
13	Easement planning	Documentation and activities to determine easement requirements including legal fees	\$175,000

#	Activity	Deliverable(s)	Estimated Cost
14	BCA Data Modeling for Construction Project	Data collection and alternative modeling for construction	\$10,000
Subtotal			\$467,500
Federal Share (75% of Subtotal)			\$350,625
Non-Federal Share (25% of Subtotal)			\$116,875

C. Estimated Work Schedule

Cost estimates should directly link to the scope of work and work schedule.

Task/Activity	Start Month	End Month	Timeline
Engineering Project Management	1	12	12 months
Application development	1	2	1 month
Survey (boundary, topo, easement plats, subsurface utilities)	1	3	3 months
Easement planning	1	12	12 months
Soil borings & geotechnical testing	2	4	2 months
Hydrologic & hydraulic modelling	2	4	2 months
30% design	3	4	2 months
60% design	5	6	2 months
Environmental Assessment and permits	5	10	5 months
90% design	7	8	2 months
Erosion Control Permit	7	10	3 months
Data Modeling for BCA Projections	7	12	5 months

Floodplain Permit	8	10	2 months
Bid Package (100% Design)	10	12	2 months
Total Months			12

D. Budget Estimating

1. Costing Methodology

Select from options provided below; more than one option may be selected.

The method(s) used to estimate project costs is (provide backup documentation for method(s) used):

- ☒ Estimates obtained from contractors/consultants and similar vendors
- ☐ Historical data from previous projects/activities with an inflation factor, as needed
- ☐ RS Means, Marshall & Swift or other national cost estimating service
- ☐ Other, please explain in the space provided below:

Enter explanations, as needed:

The total cost is prepared based on consultant estimate for the needed site investigation (borings, wetland delineations), topographic survey, subsurface utility investigation, boundary survey, easement plats, hydrologic & hydraulic modeling, design report, construction drawings, technical specifications, opinion of probable construction cost, preparation of bid package, and completing the construction grant application. The design includes 30%, 60%, and 90% tasks to allow for city and permitting agencies reviews and revisions to be incorporated into the bid package (100% design).

2. Cost Estimate

The Applicant/Subapplicant must ensure that all project costs are reasonable and necessary for the activity according to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The costs included in this project are listed, as applicable, and detailed in the justification box as follows: The subapplicant may request that FEMA obligate Advance Assistance funds incrementally, based on when the subapplicant needs the funds. Please list the obligation schedule by activity.

Activity	Unit Type & Quantity	Initial Amount Requested	Second Amount Requested	Third Amount Requested	Total Requested
All activities included in scope of work	1	\$467,500	\$0	\$0	\$467,500
		\$	\$	\$	\$

3. Budget Narrative

Provide a budget narrative with explanations, justifications, and line-item details of the project costs noted in the table above. Attach an additional sheet, if necessary. Define cost line items, provide information of how they were estimated, and disclose any assumptions to justify the values used.

The budget for engineering services was developed using consultant estimate of effort needed to complete the project. The total cost is prepared based on consultant estimate for the needed site investigation (borings, wetland delineations), topographic survey, subsurface utility investigation, boundary survey, easement plats, hydrologic & hydraulic modeling, design report, construction drawings, easement planning, technical specifications, opinion of probable construction cost, preparation of bid package, and completing the construction grant application. The design includes 30%, 60%, and 90% tasks to allow for city and permitting agencies reviews and revisions to be incorporated into the bid package (100% design). The budget does not include acquisition, execution, or compensation related to easement rights as these costs would be directly related to construction activities.

E. Nonfederal Funding Share (25% of Total Project Costs)

Source	Name of Source Agency	Type of Funding	Amount	Commitment Letter Attached
State of North Carolina	NC Division of Emergency Management (NCEM)	State Budget	\$116,875	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

F. Required Documentation Attached

- ☒ Jurisdiction Details Form
- ☒ Detailed budget with narrative
- ☒ Fund commitment letter(s) that list(s) the sources and amounts used in the nonfederal share requirement, including all in-kind services.

- ☒ Completed and signed assurances (FEMA Form 112-0-3C or 20-16c (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements), and SF-LLL (Disclosure of Lobbying Programs))
- ☒ Completed SF-424a (Non-Construction Programs) (optional for subapplications in HMGP)
- ☒ Designated Authorized Agent Documentation, designating the Chief Executive Officer or Mayor to be able to sign contracts, authorize funding allocations or payments, etc., and signed by the ruling body of the applicant

Other comments, information, or explanation:

The Eno-Haw HMP specifically calls for actions to reduce localized flooding in urbanized areas, particularly those with vulnerable populations or infrastructure constraints. The plan states:

“Upgrade stormwater conveyance systems and drainage infrastructure to reduce repetitive losses and prevent localized street flooding that limits emergency access and damages homes and public property.”

Local Drainage to FEMA-Mapped Stream – The Travora tributary joins Branch Creek; Branch Creek and Stillhouse Creek converge just upstream of the City’s wastewater-treatment-plant entrance on Gilbreath Street. Outflow enters a FEMA National Flood Hazard Layer Zone AE mapped tributary immediately east of Travora Street.

Eno-Haw HMP Priority Area	Graham, NC - Travora Street Project Alignment
Stormwater Infrastructure Upgrades	Replaces failing culverts and expands drainage capacity
Localized Flood Risk Mitigation	Addresses flooding from frequent named storm events
Emergency Services Access Improvement	Restores passable conditions for EMS and fire services
Support For Vulnerable Groups	Project area includes elderly, disabled, and renters
Pre-Construction Activity Eligibility	Includes BCA, H&H modeling, NEPA review, and design development

**RESOLUTION
AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE HAZARD
MITIGATION GRANT PROGRAM**

WHEREAS, the Hazard Mitigation Grant Program provides assistance to state, local, tribal, and territorial governments so they can plan for and implement activities that reduce or mitigate future disaster losses in their communities' long term; and

WHEREAS, the City of Graham requests Advance Assistance for DR-4827-NC to obtain data to prioritize and develop a shovel-ready construction project for mitigating flooding on local roads while improving stream water quality within the project area; and

WHEREAS, the Travora Street Stormwater Mitigation Project will replace the existing conveyance with a system that allows hydraulic continuity and integrates best practices in design that expands the incorporation of conveyance through an existing neighborhood park; and

WHEREAS, mitigating the Travora Street constriction will also alleviate chronic downstream flooding that affects multiple North Carolina Department of Transportation (NCDOT) corridors in Graham, most significantly negatively impacting City roads; and

WHEREAS, the City Council authorizes the City Manager and Public Works Director to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act (Public Law 93-288 as amended) or as otherwise available.

NOW, THEREFORE, be it resolved that the Graham City Council hereby directs City staff to move forward with submission of an application for a Hazard Mitigation Grant Program for the Travora Street Stormwater Mitigation Project.

Adopted this the 9th day of September 2025.

Jennifer Talley, Mayor
Graham City Council

Attest:

Renee Ward, City Clerk
City of Graham

VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, please visit cityofgraham.com/boards-commissions

Name: Tim Allen Email Address: tim1jackie@gmail.com
Home Address: 8152 Sylvan Rd Mailing Address: _____
City, State, Zip: Liberty, NC 27298 City, State, Zip: _____
Home Phone: 336-420-0857 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):

- | | |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board | <input checked="" type="checkbox"/> Historical Museum Advisory Board |
| <input type="checkbox"/> Appearance/Tree Commission | <input type="checkbox"/> Historic Resources Commission |
| <input type="checkbox"/> Canine Review Board | <input type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Graham Housing Authority | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

RELEVANT EXPERIENCE

Current employer/retired: Retired

Employer address: _____ City, State, Zip: _____

Job title and description of responsibilities:

Professor of History, Religion and Humanities

Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> History | <input type="checkbox"/> Legal | <input type="checkbox"/> Critical Thinking |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Data Analysis |
| <input checked="" type="checkbox"/> Research | <input type="checkbox"/> Creativity | <input type="checkbox"/> Active-Listening |
| <input type="checkbox"/> Program Development | <input type="checkbox"/> Marketing/Social Media | <input type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development | <input checked="" type="checkbox"/> Education & Outreach |
| <input checked="" type="checkbox"/> Event Planning | <input type="checkbox"/> Community Organizing | <input type="checkbox"/> Conflict Resolution |
| <input type="checkbox"/> Landscape Design | <input type="checkbox"/> Athletics/Sports | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Gardener/Arborist | <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Interpersonal Skills | |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I have years of history teaching experience; I have published three local history books with a fourth coming out late this year. Good knowledge of NC history. I have experience with event planning. Extensive public speaking experience,

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

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



STAFF REPORT

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 20-5100-1400 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.

As directed by NCGS 159-8, the law enforcement agency’s governing body must authorize the transfer of these revenue funds to a separate, budgeted account for its use. The use of these funds rest with the law enforcement agency head. Equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only to add to the department’s budget, not to supplement.

The Police Department is requesting a budget amendment on behalf of Chief CW Smith for the use of these funds for training opportunities for our existing officers. This request is in compliance with the rules and regulations for the use of forfeiture funds under Federal guidelines.

FISCAL IMPACT:

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 \$20,000 t.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S)

Make a motion to approve a budget amendment recognizing \$20,000 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.

CAPITAL PROJECTS AND OTHER SPECIAL FUNDS
REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Federal Drug Fund Balance	30,000.00	50,000.00	20,000.00		20,000.00
	30,000.00	50,000.00	20,000.00	-	20,000.00

Section 7.

CAPITAL PROJECTS AND OTHER SPECIAL FUNDS
EXPENDITURES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Federal Drug Funds	30,000.00	50,000.00	20,000.00		20,000.00
	30,000.00	50,000.00	20,000.00	-	20,000.00

Adopted this 9th day of September 2025.

Attest:

Mayor Jennifer Talley

Renee M. Ward, City Clerk



STAFF REPORT

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

REQUESTED ACTION:

The Graham Police Department requests Council approved a budget amendment in the amount of \$3,000 in state drug forfeiture revenue to the state account balance for use.

BACKGROUND/SUMMARY:

The Police Department is requesting a budget amendment on behalf of Chief CW Smith for the use of these funds to replace a broken piece of gym equipment at the Police Department. This request is in compliance with the rules and regulations for the use of forfeiture funds under State guidelines.

FISCAL IMPACT:

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 state drug fund budget total \$3,000.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S)

Make a motion to approve a budget amendment recognizing \$3,000 in state 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.

CAPITAL PROJECTS AND OTHER SPECIAL FUNDS
REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
State Drug Fund Balance	-	3,000.00	3,000.00		3,000.00
	-	3,000.00	3,000.00	-	3,000.00

Section 7.

CAPITAL PROJECTS AND OTHER SPECIAL FUNDS
EXPENDITURES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
State Drug Funds	0.00	3,000.00	3,000.00		3,000.00
	-	3,000.00	3,000.00	-	3,000.00

Adopted this 9th day of September 2025.

Attest:

Mayor Jennifer Talley

Renee M. Ward, City Clerk



STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – WWTP, BACK CREEK #2 REPAIRS, WATER USAGE PAYMENT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Approve the budget amendment in the amount of \$250,000 for repairs at Wastewater Treatment Plant, \$85,000 for repairs at Back Creek #2, and \$140,000 for water usage payment to Burlington.

BACKGROUND/SUMMARY:

Due to the impact of Tropical Storm Chantel, significant damage to both the electrical components and pumps at the Wastewater Treatment Plant as well as Back Creek #2 resulted in repairs in the amount of \$250,000 and \$85,000 respectively. These repairs were not covered by insurance for the event and will require an amendment to the corresponding accounts to cover repair costs. In addition, there was also a need to utilize the water interconnection with Burlington to provide water which resulted in a bill of \$140,000.

FISCAL IMPACT:

Increases in the Wastewater-Capital Outlay Equipment 31-5900-7400, Maintenance & Lift Stations-Capital Outlay Equipment 31-4700-7400, and Water Treatment Plant- Contracted Services 31-4800-4500 budget lines as indicated in the attached budget ordinance will need to be approved to cover repair costs.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S)

I move we approve the budget amendment in the amount of \$250,000 for repairs at Wastewater Treatment Plant, \$85,000 for repairs at Back Creek #2, and \$140,000 for water usage payment to Burlington.

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 1.

EXPENDITURES

DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Maintenance & Lift Stations	65,000.00	150,000.00	85,000.00		85,000.00
Wastewater	100,000.00	350,000.00	250,000.00		250,000.00
Water Plant	90,000.00	230,000.00	140,000.00		140,000.00
	255,000.00	730,000.00	475,000.00	-	475,000.00

Section 2.

REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Fund Balance Appropriation	\$0.00	\$475,000.00	475,000.00		475,000.00
	-	475,000.00	475,000.00	-	475,000.00

Adopted this 9th day of September 2025.

Attest:

Mayor Jennifer Talley

Renee M. Ward, City Clerk



STAFF REPORT

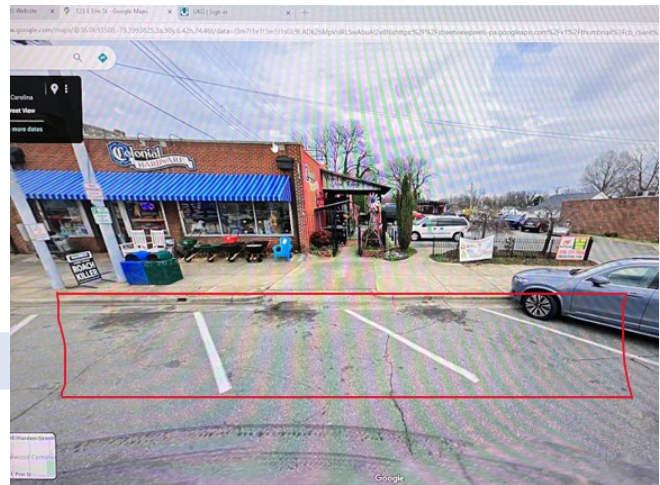
SUBJECT:	REQUEST BY JACKIE FORTNER FOR THE FALL BIG C COMMUNITY CHRISTIAN CONCERT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Consider a request to close parking spaces on E. Elm Street for the fall Big C Community Christian Concert.

BACKGROUND/SUMMARY:

Jackie Fortner of the Big C Community Christian Concert, Inc. has submitted an application requesting to close the parking spaces (shown attached) on E. Elm Street for a Community Christian Concert. According to the application, the event is requested for September 13, 2025, from 7:00 a.m. to 8:00 p.m. (including setup and cleanup).



FISCAL IMPACT:

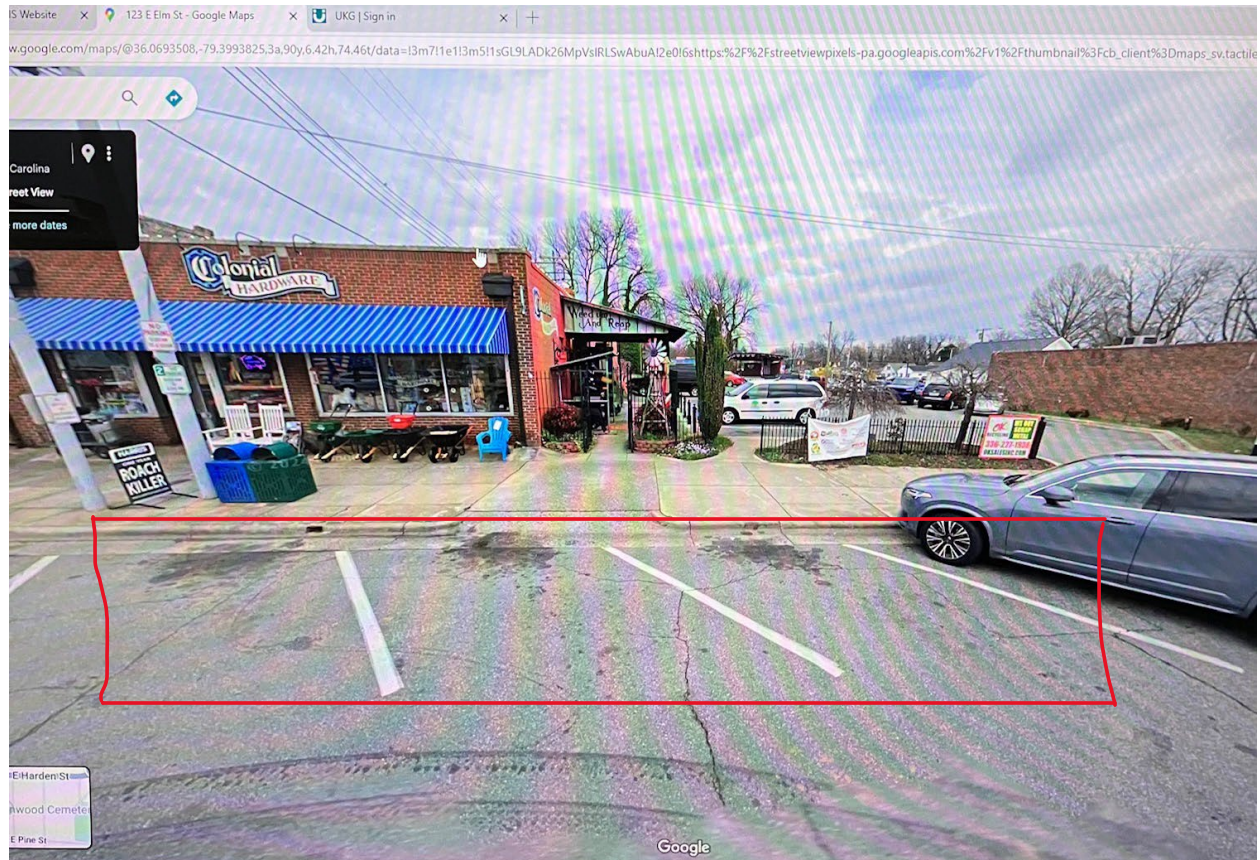
N/A

STAFF RECOMMENDATION:

Approval. The various City departments that may be involved have reviewed the request and provided the organizer with pertinent information that must be satisfied.

SUGGESTED MOTION(S):

I move that we approve the request from Jackie Fortner to close parking spaces (as shown) on E. Elm Street on September 13, 2025, from 7:00 a.m. to 8 pm for the fall Big C Community Christian Concert.



Amendment of Request: We are only requesting these spots in front of the Hardware store for one food truck. We understand that the spaces marked in Red and sidewalk are City Property and we are including the Insurance paper work to cover the City of Graham in case of an incident.

Thank you for your help in walking us through this process.

Thanks

Jackie

CITY OF GRAHAM SPECIAL EVENT APPLICATION

Thank you for considering Graham to host your Special Event, we're glad you see our City as a great place to hang out!

All requests for parade and street events under the City of Graham's ordinance Chapter 20, Article V, Section 171 - 174 and 183 - 185 will be reviewed by the Graham Special Events Committee (SEC). Any Street closures or use of public spaces will need City Council approval.

SEC* - Public Works Director, Fire Chief, Police Captain, Recreation Director, and Assistant City Manager

Next Steps** - Depending on the location of the event and the request(s), applicants may be required to provide event insurance which names the City as an additional insured, schedule public safety through Extra Duty Solutions, provide an event map, give detail for sanitation purposes, and other similar logistical information. **Please be sure to notify the affected businesses of the proposed event and provide the City with a copy of the notification.**

Applicants are encouraged to reach out to the Assistant City Manager prior to completing this form if they have any questions pertaining to the City's requirements, event locations, event logistics, etc.

City of Graham
Aaron Holland, Assistant City Manager
201 South Main Street
Graham, NC 27253
336.570.6700
aholland@cityofgraham.com

1. Your email: jackie.fortner@alamancecountync.gov
2. Event name (if applicable): The Big C Concert
3. Reason for the event (be specific): Free Christian Concert for First Responders and citizens of Alamance County and ALCOVETS
4. Event date(s): September 13, 2025
5. Provide your event's setup, start, end, and cleanup times. (Ex: Name of Event 6:30 a.m. - 8 a.m. setup | 8 a.m. event start | 2 p.m. event ends | 2 p.m. - 4 p.m. cleanup):
Name of Event-1000-1800 Set up time-0700 clean up and out by 2000

6. Event category

Please check all that apply appropriate category for your event.

☒ Concert/Performance

☐ Exhibit

☐ Farmer's Market

☐ Festival/Fair

☐ Parade/Procession

☐ Run/Walk

☐ Food Truck Rodeo

☐ Other: _____

7. Where are you requesting for your event to occur?

Be specific identifying street names or City facilities being requested for use?

104 E. Elm St. Graham, NC 27253 The Graham Amplitheather

8. Does your event include the request to close streets?

Yes _____ No XX

9. Identify the street(s) you are requesting to have closed for your event.

N/A

10. Identify your street closure time(s) and will you anticipate when they will return to normal traffic flow.

N/A

11. What is your anticipated event attendance total? 200-500 people

12. Does your event include musical entertainment?

☒ Yes ☐ No

13. Where will your musical entertainment be located?

104 E. Elm St. Graham, NC In Lot at Graham Amplitheater

14. Will sound amplification be used? ☒ Yes ☐ No

If yes, provide the start time and end time.

1000-1800

15. Will inflatables or similar devices be used at your event? ☐ Yes ☒ No

If yes, please describe. *Please note, Insurance requirements must be met in order to offer this activity.

16. Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

☐ Yes ☒ No

If yes, please describe. ***Note: These requests will be subject to the approval of the City of Graham Police & Fire Departments in conjunction with State Laws governing this type of activity.

17. Will alcohol be served, sold or consumed at your event?

☐ Yes ☒ No

If you answered yes to the question above, please check all that apply to your event.

☐ Alcohol will be available free of charge

☐ Alcohol will be by purchase only

☐ Alcohol being served and or sold at my event includes

☐ Beer only

☐ Wine only

☐ Beer & Wine

18. Describe your security plan to ensure the safe sale and or distribution of alcohol at your event.

N/A

19. Does your event include food concession and/or food preparation areas?

Yes ☒ No ☐

If yes, please select the method of cooking that pertains to your event.

☐ Gas

☐ Electric

☐ Charcoal

☒ Other: food trucks

20. Do you plan to provide portable toilets at your event?

Yes ☒ No ☐

If yes, list the total number of portable toilets: 2

21. Portable toilet company name: Piedmont Portables

If no, please explain _____

22. Explain your plan for cleanup and removal of trash, waste, and garbage during & after your event.

Does your event require additional trash receptacles?

Yes ☒ No ☐

If yes, what is the requested number of additional trash receptacles? Request extra City trash cans

23. Will there be any tents, canopies or temporary structures at your event?

Yes ☐ No ☒

24. Applicant name and affiliated agency if applicable

Jackie Fortner The Big C Community Concert Inc.

25. Applicant's Address

7668 Oak Flat Lane Snow Camp, NC 27349

26. Applicant's phone number

336-269-7218

27. Applicant's email address

jackie.fortner@alamancecountync.gov

28. Provide the event's point of contact if different from the applicant. (First & Last name, Phone number, & Email Address)

29. How many years has this event taken place? 6 years



STAFF REPORT

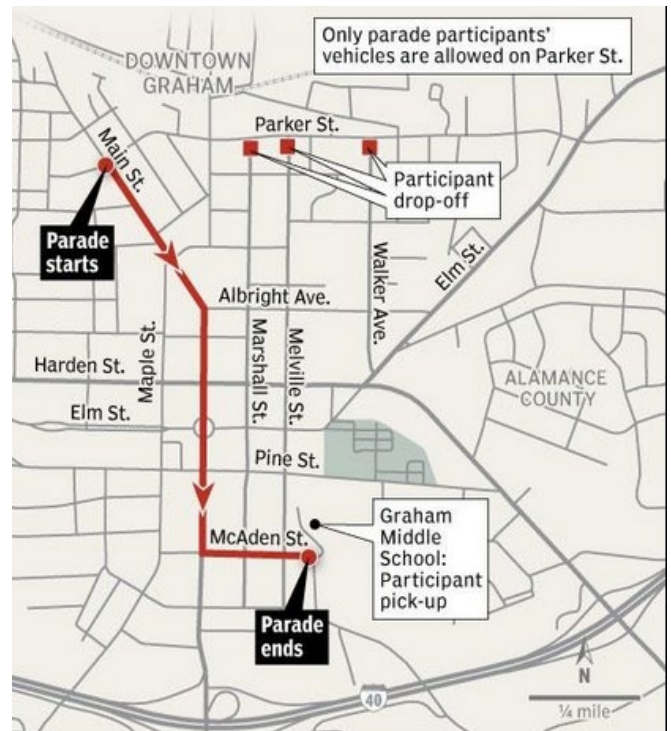
SUBJECT:	STREET CLOSURE FOR VETERANS DAY FESTIVAL
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Approve the Veterans Day Parade request and closure of McAden Street submitted by the Alamance County Veteran Services for November 8, 2025.

BACKGROUND/SUMMARY:

The Alamance County Veterans Services requests the approval of the Veterans Day Parade as described in the attached application and the following parade route. The route would include the procession beginning at Parker Street and North Main Street, proceeding down North Main Street to South Main Street, and ending on McAden Street at Graham Middle School's back parking lot. The requested closure of these streets would be from 6 am to 1 pm and would need to be approved by NCDOT, as these are State roads, excluding McAden Street, which is a City street.



FISCAL IMPACT:

There is no fiscal impact to the City of Graham in closing the street.

STAFF RECOMMENDATION:

Approval. The various City departments that may be involved have reviewed the request and provided the organizer with pertinent information that must be satisfied.

SUGGESTED MOTION(S):

I move we approve the request from Alamance County Veterans Services for the Veterans Day Parade on November 8, 2025, which includes the closure of McAden Street, pending approval from NCDOT for the closure of state roads.



1. Your email: tammy.thompson@alamancecountync.gov

2. Event name (if applicable): Veteran's Day Parade

3. Reason for the event (be specific): To honor Veterans

4. Event date(s): Nov. 8, 2025

5. Provide your event's setup, start, end, and cleanup times. (Ex: Name of Event 6:30 a.m. - 8 a.m. setup | 8 a.m. event start | 2 p.m. event ends | 2 p.m. - 4 p.m. cleanup):

Setup: 6:00-8:00 am/Event start: 10:00am/Event ends: 1:00 pm

6. Event category

Please check all that apply appropriate category for your event.

☐ Concert/Performance

☐ Exhibit

☐ Farmer's Market

☐ Festival/Fair

☒ Parade/Procession

☐ Run/Walk

☐ Food Truck Rodeo

☐ Other: _____

7. Where are you requesting for your event to occur?

Be specific identifying street names or City facilities being requested for use?

Main Street

8. Does your event include the request to close streets?

Yes ☒ No ☐

9. Identify the street(s) you are requesting to have closed for your event.

Parker, McAden, Main

10. Identify your street closure time(s) and will you anticipate when they will return to normal traffic flow.

6:00am-1:00pm



11. What is your anticipated event attendance total? _____

12. Does your event include musical entertainment?

___ Yes ☒ No

13. Where will your musical entertainment be located?

14. Will sound amplification be used? ___ Yes ☒ No

If yes, provide the start time and end time.

15. Will inflatables or similar devices be used at your event? ___ Yes ☒ No

If yes, please describe. *Please note, Insurance requirements must be met in order to offer this activity.

16. Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

___ Yes ☒ No

If yes, please describe. ***Note: These requests will be subject to the approval of the City of Graham Police & Fire Departments in conjunction with State Laws governing this type of activity.

17. Will alcohol be served, sold or consumed at your event?

___ Yes ☒ No

If you answered yes to the question above, please check all that apply to your event.

___ Alcohol will be available free of charge

___ Alcohol will be by purchase only

___ Alcohol being served and or sold at my event includes

___ Beer only

___ Wine only

___ Beer & Wine



18. Describe your security plan to ensure the safe sale and or distribution of alcohol at your event.

19. Does your event include food concession and/or food preparation areas?

Yes ☐ No ☒

If yes, please select the method of cooking that pertains to your event.

☐ Gas

☐ Electric

☐ Charcoal

☐ Other: _____

20. Do you plan to provide portable toilets at your event?

Yes ☒ No ☐

If yes, list the total number of portable toilets: 5

21. Portable toilet company name: Lloyd's Portable Toilet Rental

If no, please explain _____

22. Explain your plan for cleanup and removal of trash, waste, and garbage during & after your event.

Does your event require additional trash receptacles?

Yes ☐ No ☒

If yes, what is the requested number of additional trash receptacles? _____

23. Will there be any tents, canopies or temporary structures at your event?

Yes ☐ No ☒



24. Applicant name and affiliated agency if applicable

Tammy Thompson-Alamance Co. Veteran Service

25. Applicant's Address

102 N. Maple St. Graham, NC 27253

26. Applicant's phone number

336-290-0398

27. Applicant's email address

tammy.thompson@alamancecountync.gov

28. Provide the event's point of contact if different from the applicant. (First & Last name, Phone number, & Email Address)

29. How many years has this event taken place? 12

STAFF REPORT

SUBJECT:	STREET CLOSURE FOR FUMC FALL CARNIVAL EVENT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

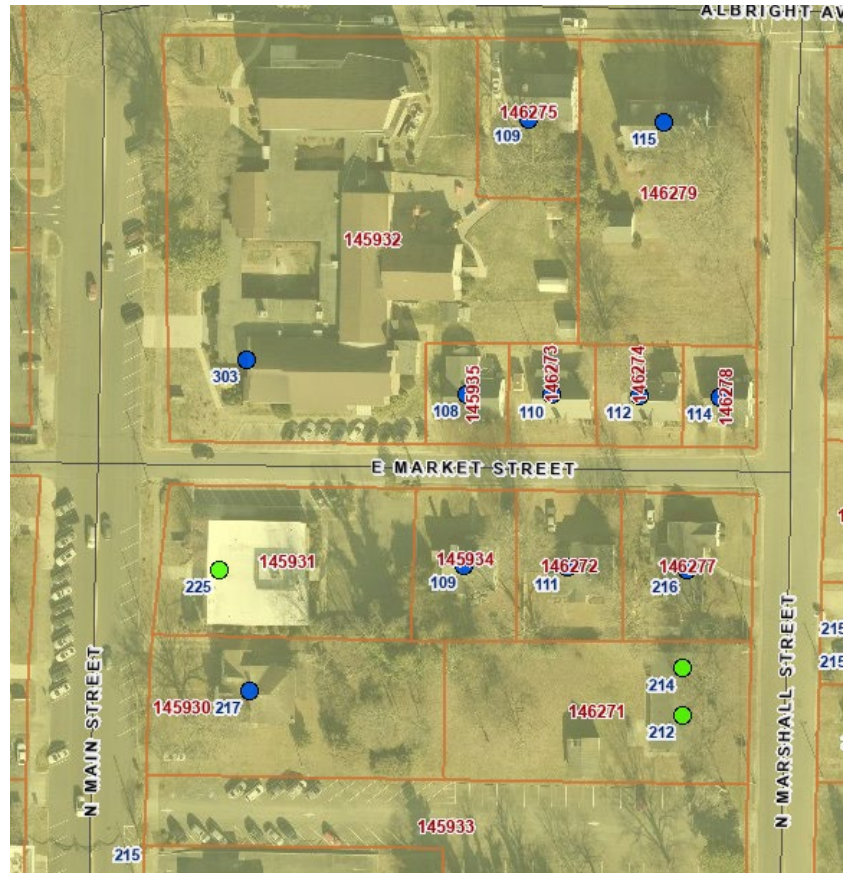
Approve the street closure of E. Market Street between the N. Main Street and N. Marshall Street on October 4, 2025.

BACKGROUND/SUMMARY:

Jerrica VanAlstyne with First United Methodist Church (FUMC) of Graham requests a street closure for a Fall Carnival on October 4th, located on E. Market Street between N. Main Street and N. Marshall Street, as described in the attached application. The requested closure would be from 2:00 p.m. to 9:00 p.m. (including setup and cleanup).

FISCAL IMPACT:

N/A



STAFF RECOMMENDATION:

Approval. The various City departments that may be involved have reviewed the request and provided the organizer with pertinent information that must be satisfied.

SUGGESTED MOTION(S):

I move that we approve the request from Jerrica VanAlstyne with FUMC of Graham for the Fall Carnival Event on October 4, 2025, located on E. Market Street between N. Main Street and N. Marshall Street from 2:00 p.m. to 9:00 p.m.

CITY OF GRAHAM SPECIAL EVENT APPLICATION

Thank you for considering Graham to host your Special Event, we're glad you see our City as a great place to hang out!

All requests for parade and street events under the City of Graham's ordinance Chapter 20, Article V, Section 171 - 174 and 183 - 185 will be reviewed by the Graham Special Events Committee (SEC). Any Street closures or use of public spaces will need City Council approval.

SEC* - Public Works Director, Fire Chief, Police Captain, Recreation Director, and Assistant City Manager

Next Steps** - Depending on the location of the event and the request(s), applicants may be required to provide event insurance which names the City as an additional insured, schedule public safety through Extra Duty Solutions, provide an event map, give detail for sanitation purposes, and other similar logistical information. **Please be sure to notify the affected businesses of the proposed event and provide the City with a copy of the notification.**

Applicants are encouraged to reach out to the Assistant City Manager prior to completing this form if they have any questions pertaining to the City's requirements, event locations, event logistics, etc.

City of Graham
Aaron Holland, Assistant City Manager
201 South Main Street
Graham, NC 27253 336.570.6700
aholland@cityofgraham.com

1. Your email:

_____jsnow07@yahoo.com_____

2. Event name (if applicable): _____FUMC Fall Carnival_____

3. Reason for the event (be specific): __Community outreach_____

4. Event date(s): _____10/04/25_____

5. Provide your event's setup, start, end, and cleanup times. (Ex: Name of Event 6:30 a.m. - 8 a.m. setup | 8 a.m. event start | 2 p.m. event ends | 2 p.m. - 4 p.m. cleanup):

_____2pm-9pm_____

6. Event category

Please check all that apply appropriate category for your event.

____ Concert/Performance

____ Exhibit

____ Farmer's Market

____ Festival/Fair

____ Parade/Procession

____ Run/Walk

____ Food Truck Rodeo

____X____ Other: _____Church event_____

7. Where are you requesting for your event to occur?

Be specific identifying street names or City facilities being requested for use? _____In the road church parking area on Market street between Main St. and Marshall St.

8. Does your event include the request to close streets?

Yes ____X____ No _____

9. Identify the street(s) you are requesting to have closed for your event.

____Market Street between Main St. and Marshall St._____

10. Identify your street closure time(s) and will you anticipate when they will return to normal traffic flow.

11. What is your anticipated event attendance total? _____

12. Does your event include musical entertainment?

___ Yes ___ No

13. Where will your musical entertainment be located?

_____ Inside the church _____

14. Will sound amplification be used? ___ Yes ___X No

If yes, provide the start time and end time.

15. Will inflatables or similar devices be used at your event? __X_ Yes ___ No

If yes, please describe. *Please note, Insurance requirements must be met in order to offer this activity.

___ We are renting inflatables to be used on Church Property through Bounce to You. _____

16. Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

___ Yes ___X No

If yes, please describe. ***Note: These requests will be subject to the approval of the City of Graham Police & Fire Departments in conjunction with State Laws governing this type of activity.

17. Will alcohol be served, sold or consumed at your event?

___ Yes ___X No

If you answered yes to the question above, please check all that apply to your event.

___ Alcohol will be available free of charge

___ Alcohol will be by purchase only

___ Alcohol being served and or sold at my event includes

___ Beer only

___ Wine only

___ Beer & Wine

18. Describe your security plan to ensure the safe sale and or distribution of alcohol at your event.

19. Does your event include food concession and/or food preparation areas? Yes ____ No X__

If yes, please select the method of cooking that pertains to your event.

☐ Gas

☐ Electric

☐ Charcoal

☐ Other: _____

20. Do you plan to provide portable toilets at your event?

Yes ____ No X__

If yes, list the total number of portable toilets: _____

21. Portable toilet company name: _____

If no, please explain _____

22. Explain your plan for cleanup and removal of trash, waste, and garbage during & after your event.

Does your event require additional trash receptacles?

Yes ____ No X__

If yes, what is the requested number of additional trash receptacles? _____

23. Will there be any tents, canopies or temporary structures at your event? Yes ____ No ____

24. Applicant name and affiliated agency if applicable

Jerrica VanAlstyne

25. Applicant's Address

1255 Pebble Dr. Graham, NC 27253

26. Applicant's phone number

(336) 549-9392

27. Applicant's email address

jsnow07@yahoo.com

28. Provide the event's point of contact if different from the applicant. (First & Last name, Phone number, & Email Address)

29. How many years has this event taken place? 2nd year (2024 was the first year)



STAFF REPORT

SUBJECT:	TRAFFIC SCHEDULE UPDATE FOR ONEIDA AND MARKET STREETS
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Update the Traffic Schedule on file in the City Clerk's office to restrict weight limits for Oneida and Market Streets.

BACKGROUND/SUMMARY:

The City has received several complaints recently from residents around the former Oneida Mills pertaining to tractor-trailers parking along Market and Oneida Streets. Sections of both streets have weight restrictions, but the area around the mill that once served the property does not. Staff is recommending adding the remaining sections to the traffic schedule as weight restricted to be in line with the area.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S):

I move we adopt the amended Traffic Schedule update to restrict weight limits for Oneida and Market Streets.



Jones Street--Pine Street to dead end.
Kernodle Drive.
Kingston Lane.
Kress Drive.
Lacy Holt Road—Rogers Rd to dead end.
Longdale Drive.
Lorraine Street--Florence Street to dead end.
Maple (North) Street--West Harden Street to North Main Street.
Market (West) Street--Maple Street to West Elm Street .
Marshall (South) Street--Pine Street to Gilbreath Street.
Mayfield Drive.
McBride Street.
Melville (South) Street--Elm Street to Gilbreath Street.
Mendel Terrace.
Mill Street--West Market Street to College Street.
Moore Street--Ivey Road to Cornelia Drive.
Moser Street.
Nan McCoy Drive.
North Court.
North Street--West Harden to Climax Street.
Oakgrove Drive--East Harden Street to Doggett Drive.
Oakley Street--West Elm to Providence Road.
Old Farm Road--South Main Street to Cornelia Drive.
Oneida Street.
Paris Street.
Parker Street (West)--North Main Street to Sideview Street.
Patton Street.
Pepperstone Drive.
Pine (East) Street--Marshall Street to Harden Street.
Pomeroy Street.
Poplar Street.
Ralph Graham Drive.
Raspberry Run.
Ridgecrest Street--Rogers Road to dead end.



STAFF REPORT

SUBJECT:	RESOLUTIONS AUTHORIZING STATE FUNDING ASSISTANCE
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Approve Resolutions for the following:

- Drinking Water Emerging Contaminants Construction Project
- 2025-35 Water Capital Improvement Plan that lists the project

BACKGROUND/SUMMARY:

The City of Graham is seeking to secure State funding for a water treatment plant emerging contaminants construction project described as Graham-Mebane Water Treatment Plant Improvements. Part of the SRF application requires the approval of a resolution acknowledging the need and intention to conduct the project as well as a resolution approving an updated Capital Improvement Plan (CIP) that lists the project.

FISCAL IMPACT:

Mere application for funding has a negligible fiscal impact.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

I move we approve the Drinking Water Emerging Contaminants Construction Project and 2025-35 Water Capital Improvement Plan resolutions as presented.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The City of Graham has need for and intends to perform a Drinking Water Emerging Contaminants Construction Project described as Graham-Mebane WTP Improvements, and

WHEREAS, The City of Graham intends to request State loan and/or grant assistance for the project,

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

That the City of Graham, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Graham to make a scheduled repayment of the loan, to withhold from the City of Graham any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Megan Garner, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9th day of September 2025 at Graham City Hall, North Carolina.

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Graham does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City Council of the City of Graham duly held on the 9th day of September 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of September 2025.

(Signature of Recording Officer) (Renee M. Ward)

CITY CLERK

(Title of Recording Officer)

**RESOLUTION TO ADOPT AND APPROVE THE
2025 WATER SYSTEM CAPITAL IMPROVEMENT PLAN**

WHEREAS, the City of Graham has developed a water system in and around the City of Graham; and

WHEREAS, said municipal water system is operated and maintained by the City of Graham; and

WHEREAS, the City of Graham recognizes the need for, and advantage of, maintaining adequate short-term and long-term planning for capital improvements for the water system.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Graham that the 2025 Water Capital Improvement Plan is hereby adopted and approved.

BE IT FURTHER RESOLVED that the City Council authorizes staff to update the plan as new information becomes available.

Adopted this the 9th day of September 2025.

Jennifer Talley, Mayor

ATTEST:

Renee M. Ward, City Clerk

CITY OF GRAHAM
RELEASE ACCOUNTS

SEPTEMBER

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
19334	2025	ANA Y MARTINEZ	YEAR & VALUE INCORRECT ON MH	\$5.49
19488	2025	LAND ACQUISITION #180552	BILLED TO WRONG OWNER	\$139.46
19519	2025	LAND ACQUISITION #180603	BILLED TO WRONG OWNER	\$139.46
19520	2025	LAND ACQUISITION #180604	BILLED TO WRONG OWNER	\$139.46
2936	2025	WAGNER, JODI R	QUALIFIED FOR HOMESTEAD EXEMPTION 50%	\$280.74
5198	2025	MATHERLY, JANE S	QUALIFIED FOR DISABLED VETEREAN EXEMPTIO	\$139.46
15266	2025	RILEY MEADOWS OWNERS	COMMON AREA - EXEMPT	\$2.11
14740	2025	SOMSAVATH, LAMOU	DID NOT OWN JAN 1 2025	\$12.64
17456	2025	DIETZ, HENRY LOUIS	DID NOT OWN JAN 1 2025	\$4.18
17592	2025	CLAPP, CLAYTON ALEXANDER	NOT IN CITY LIMITS	\$4.80
18158	2024	SOMSAVATH, LAMOU	DID NOT OWN JAN 1 2024	\$12.64
18407	2025	PACK, BRANDON THOMAS	SOLD VEHICLE	\$11.33
19337	2025	BRITT, SARAH	NOT IN CITY LIMITS	\$1.39
19802	2025	BARE, MARK ANTHONY	DOUBLE LISTED	\$43.39
63	2025	203 OAKGROVE LLC	BILLED TO WRONG OWNER	\$542.24
4845	2025	203 OAKGROVE LLC	BILLED TO WRONG OWNER	\$410.26
4846	2025	203 OAKGROVE LLC	BILLED TO WRONG OWNER	\$453.86
6423	2025	203 OAKGROVE LLC	BILLED TO WRONG OWNER	\$726.22

TOTAL RELEASES \$3,069.13

STAFF REPORT

SUBJECT:	MINOR SUBDIVISION REVISION TEXT AMENDMENT
PREPARED BY:	CAMERON WEST, PLANNER

REQUESTED ACTION:

Amend the Development Ordinance to update the existing language regarding Minor Subdivisions.

BACKGROUND/SUMMARY:

The City Council has requested City Staff to analyze the existing Minor Subdivision classification and update it to allow for one additional lot and add a clearer synopsis of how the parent parcel is treated in these subdivisions. A timeframe requirement was also added for when previous subdivisions could be subdivided again as a minor subdivision. Planning Board recommended approval of the amendment at a vote of 6-0, with the removal of the timeframe requirement, and to change public street to public right of way.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S):

I move to approve the Ordinance amendment to Article 8, Section 10.337 (1) to amend the Development Ordinance to update the existing language regarding Minor Subdivisions.

- (5) The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the General Statutes.
- (c) The City may require only a plat for recordation for the division of a tract or parcel of land in single ownership if all of the following criteria are met:
- (1) The tract or parcel to be divided is not exempted under subdivision (2) of subsection (a) of this section.
 - (2) No part of the tract or parcel to be divided has been divided under this subsection in the 10 years prior to division.
 - (3) The entire area of the tract or parcel to be divided is greater than five acres.
 - (4) After division, no more than three lots result from the division.
 - (5) After division, all resultant lots comply with all of the following:
 - a. Any lot dimension size requirements of the applicable land-use regulations, if any.
 - b. The use of the lots is in conformity with the applicable zoning requirements, if any.
 - c. A permanent means of ingress and egress is recorded for each lot."

Section 10.337 Classes of Subdivisions

The following classes of subdivisions are hereby established:

- (1) Subdivision, minor. A subdivision that divides a tract or parcel of land into no more than ~~four (4)~~ **five (5)** residential lots, **including the parent parcel, and** does not involve the construction or extension of any public street or utility, **and no part of the tract or parcel to be divided has been divided as a subdivision in the 5 years prior to division.**
- (2) Subdivision, major. A subdivision that is not a minor subdivision.

Section 10.338 Procedures for Minor Subdivisions

- (a) Pre-Application. Before submitting a final plat, applicants are encouraged to contact the Planner to discuss the procedures, standards and regulations required for approval.
- (b) Review and Approval. The applicant shall submit two (2) reproducible copies and one (1) paper copy of the final plat, along with a digital copy in a format suitable to the City, prepared according to the specifications for final plats in Section 10.340, a fee fixed by the City council, and any applicable recording fees. The Planner shall review and find that the proposed minor subdivision either does or does not meet the requirements of this ordinance, the City's Code of Ordinances and State Law. If approved, the Planner shall cause the final plat to be recorded and shall file one (1) reproducible copy of the final plat with the City.

