City of Graham
City Council Meeting Agenda
November 10, 2026

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

CALL TO ORDER: Mayor Chelsea Dickey

INVOCATION & PLEDGE OF ALLEGIANCE - Invocation – Dr. Rev. Rodney Foxx – Children's Chapel United Church of Christ

CONFLICT OF INTEREST/CIVILTY: City Clerk Renee Ward

ADOPTION OF AGENDA:

CONSENT AGENDA:

A. To approve the October 13, 2026 City Council Meeting and Closed Session minutes.

B. To approve a resolution opting out of the Class Action Settlements regarding Aqueous Film Forming Products Liability litigation.

C. To approve a Budget Amendment recognizing $792,091 in loan proceeds for the purchase of a sanitation truck and motor grader.

D. To approve tax refunds in the amount of $622.16 and tax releases in the amount of $6,204.64.

PUBLIC HEARINGS:

1. **REZONING – 10.05 ACRES – OFF 0 HANFORD ROAD**

   A public hearing has been continued to consider rezoning 10.05 acres of property from R-18 (Low-Density Residential) to C-R (Conditional Residential) to construct 15 cottage homes and 9 custom-built homes off Hanford Road. (Continued from June 9, 2026, August 11, 2026, and October 13, 2026 City Council meetings) (Planning Board recommends approval)

2. **REZONING – 0.24-ACRE LOT – 1208 SOUTH MAIN STREET AND 0.55-ACRE LOT – 102 ANDREWS AVENUE**

   A public hearing has been scheduled to rezone a 0.24-acre lot at 1208 South Main Street from R-12 (Medium Density Residential) and a 0.55-acre lot at 102 Andrews Avenue from R-18 (Low Density Residential), both to B-2 (General Commercial) for the purpose of recombining these parcels with 1204 South Main Street and selling the properties for future commercial use.
   (Planning Board recommends approval)

3. **AMENDMENT – DEVELOPMENT ORDINANCE – VEHICLE SALES**

City Council will consider an amendment to address the lack of regulation for Vehicle Dealers/Rentals (new and used) as a land use type in the Development Ordinance.
(Planning Board recommends approval with suggested changes.)

NEW BUSINESS:

4. **REVISIONS – FIRE PREVENTION AND FIRE DEPARTMENT ORDINANCES**

City Council will consider revisions to the City of Graham Code of Ordinances concerning fire prevention and protection, Fire Department Administration, Emergency Access, Mutual Aid, and Open Burning, subject to final legal review and assignment of section numbers.

5. **MAIN STREET CONFERENCE REIMBURSEMENT**

City Council will discuss the reimbursement of $260 owed by Mayor Dickey.

6. **PROCESS FOR PROCLAMATIONS**

City Council will discuss a method for addressing proclamation requests.

7. **DOWNTOWN BENCHES UPDATE**

City Council will direct staff on its wishes for the downtown benches.

8. **SMALL BUSINESS INITIATIVE**

City Council will direct staff on its preferred action on Council Member Young's proposed small business growth plan.

9. **ALAMANCE COUNTY RESCUE TAX**

City Council will consider approving a resolution supporting the creation of a county-wide tax base for the Alamance County Rescue Unit (ACRU).

10. **DOWNTOWN PARK APPRAISAL**

City Council will provide staff with next steps pending receipt of the appraisal opinion.

PUBLIC COMMENTS

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(a)(3) to consult with an attorney employed or retained by the public body to preserve the attorney-client privilege between the attorney and the public body for current litigation City of Mebane versus City of Graham, Case #25CV007126-000.

ADJOURNMENT

City of Graham
City Council Meeting Minutes
October 13, 2026

The City Council of the City of Graham held a regularly scheduled meeting on October 13, 2026 at 6:00 p.m. in the Council Chamber, City Hall Municipal Building, 201 South Main Street, Graham, NC.

Council Members Present:
Mayor Chelsea Dickey
Mayor Pro Tem Ricky Hall
Council Member Bobby Chin
Council Member Bonnie Whitaker
Council Member Jim Young

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

CALL TO ORDER: Mayor Dickey called the meeting to order and presided.

INVOCATION & PLEDGE OF ALLEGIANCE

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

CONFLICT OF INTEREST/CIVILTY: City Clerk Renee Ward

There were no conflicts reported.

ADOPTION OF AGENDA:

Council Member Whitaker asked to table public hearing Item 2, Rezoning of property located off Hanford Road, to the November 10, 2026 Council meeting.

Motion by Mayor Pro Tem to approve the agenda,

Motion by Council Member Whitaker to table the rezoning of 10.05 acres of property off 0 Hanford Road to the November 10, 2026 Council meeting, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

Motion by Mayor Pro Tem Hall to approve the agenda, including tabling Item 2, seconded by Council Member Young. The motion passed unanimously.

CONSENT AGENDA:

A. To approve the September 8, 2026 City Council Meeting and Closed Session minutes.

B. To approve an amendment to the Traffic Schedule to prohibit parking on the south side of Whitsett Street, starting at North Street and extending 160 feet east.

C. To adopt a resolution awarding a contract to Pipeline Utilities, Inc., in the amount of $971,760 for the 10" water main replacement Phase 2A project, pending approval from the North Carolina Division of Water Infrastructure.

RESOLUTION OF TENTATIVE AWARD

WHEREAS, the City of Graham, North Carolina, has received bids, pursuant to duly advertised notice, therefore, for construction of the 10" Water Main Replacement – Phase 2A; and

WHEREAS, Alley, Williams, Carmen & King, Inc., the Consulting Engineers, have reviewed the bids; and

WHEREAS, Pipeline Utilities, Inc. was the lowest bidder for the 10" Water Main Replacement – Phase 2A, in the total bid amount of $1,274,950.00, and

WHEREAS, negotiations with the low bidder and the City of Graham have revised the scope of the improvements and resulted in an agreed construction contract amount of $971,760.00.

WHEREAS, Alley, Williams, Carmen & King, Inc. recommends **TENTATIVE AWARD** to the lowest bidder at the contract amount of $971,760.00.

NOW, THEREFORE, BE IT RESOLVED that TENTATIVE AWARD is made to Pipeline Utilities, Inc. in the Total Bid Amount of $971,760.00.

BE IT FURTHER RESOLVED that such TENTATIVE AWARD be contingent upon the approval of the North Carolina Department of Environmental Quality.

RESOLUTION was unanimously adopted this 13th day of October 2026.

D. To approve the Alamance County Veterans Day Parade on Saturday, November 14, 2026, and the closure of McAden Street from 6:00 am to 1:00 pm, pending approval from NCDOT for the closure of a state road.

E. To approve a request to endorse the appointment of City Employee Jonathan Buckley to the Alamance County Board of Commissioners as a Plat Review Officer.

F. To approve the 65th Annual Graham Christmas Parade request for street closures beginning at Parker Street from Sideview to Elm Street, proceeding down North Main Street to South Main Street, and ending on McAden Street at Graham Middle School's parking lot. The requested street closures would be on Saturday, December 5, 2026, from 8:00 am to 1:30 pm (including setup and cleanup), pending NCDOT approval for the closure of a state road.

G. To approve the Project Ordinance for the Graham-Mebane Lake Spillway Repair Project. FEMA has obligated funding for the Graham/Mebane spillway repairs, covering 75% ($15,809,232.89) of the

estimated $21,078,977.18 total cost. North Carolina Emergency Management will fund the remaining 25% ($5,269,744.29). The spillway sustained structural damage during Tropical Storm Chantal in July 2025.

CAPITAL PROJECT ORDINANCE
GRAHAM-MEBANE LAKE SPILLWAY REPAIR 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 Graham-Mebane Lake Spillway Repair 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 FEMA and NCEM	$ 21,078,977.18
TOTAL	$ 21,078,977.18

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

Professional & Contracted Services	$ 21,078,977.18
TOTAL	$ 21,078,977.18

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 13th day of October 2026.

H. To award financing for a sanitation truck and motor grader to Atlantic Union, as included in the Fiscal Year 2027 budget.

RESOLUTION EXPRESSING OFFICIAL INTENT REGARDING CERTAIN CAPITAL EXPENDITURES TO BE REIMBURSED FROM OR PAID WITH PROCEEDS OF AN OBLIGATION TO BE ISSUED BY ATLANTIC UNION

* * *

WHEREAS, the Board of City of Graham (the *"Board"*) City Council (the *"City"*), has developed a list of capital projects described in *Exhibit A* hereto (the *"Projects"*); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the *"Expenditures"*) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the District reasonably expects to reimburse itself for or pay for the Expenditures with the proceeds of one or more obligations.

NOW, THEREFORE, Be It, and It Is Hereby Resolved by the City of Graham City Council, as follows:

Section 1. *Incorporation of Preambles*. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true, and correct and does incorporate them into this Resolution by this reference.

Section 2. *Intent to Reimburse*. The City of Graham reasonably expects to reimburse or pay the Expenditures with proceeds of one or more obligations.

Section 3. *Maximum Amount*. The maximum principal amount of the obligation or obligations expected to be issued for the Projects is $781,345.

Section 4. *Ratification*. All actions of the officers, agents and employees of the City that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 5. *Severability*. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. *Repeal*. All resolutions or parts thereof in conflict herewith be, and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted this the 13th day of October 2026.

AUTHORIZING RESOLUTION

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF GRAHAM, AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT AND SEPARATE EQUIPMENT SCHEDULES WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

WHEREAS, the City of Graham (the *"Lessee"*), a city duly organized and existing under the laws of the State of North Carolina, is authorized by the laws of such State to purchase, acquire and lease personal property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, the Lessee desires to purchase, acquire and lease certain equipment and other property necessary for the Lessee to perform essential governmental functions; and

WHEREAS, in order to acquire such equipment and other property, the Lessee proposes to enter into that certain Master Equipment Lease-Purchase Agreement (the *"Master Lease"*) and separate Equipment Schedules from time to time as provided in the Master Lease with Atlantic Union Public Finance, Inc. (or its affiliates), as lessor (the *"Lessor"*), the form of which has been presented to the governing body of the Lessee at this meeting; and

WHEREAS, the governing body of the Lessee deems it for the benefit of the Lessee and for the efficient and effective administration thereof to enter into the Master Lease and the separate Equipment Schedules as provided in the Master Lease for the purchase, acquisition and leasing of the equipment and other property to be therein described on the terms and conditions therein provided;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the governing body of the City of Graham as follows:

Section 1. Approval of Documents. The form, terms and provisions of the Master Lease and the separate Equipment Schedules as provided in the Master Lease are hereby approved in substantially the forms presented at this meeting, with such insertions, omissions and changes as shall be approved by the City Manager of the Lessee or other members of the governing body of the Lessee executing the same, the execution of such documents being conclusive evidence of such approval. The City Manager of the Lessee is hereby authorized and directed to execute, and (if required by applicable law or policy of the Lessee) the City Manager of the Lessee is hereby authorized and directed to attest, the Master Lease and each Equipment Schedule and any related Exhibits attached thereto and to deliver the Master Lease and each Equipment Schedule (including such Exhibits) to the respective parties thereto, and (if required by applicable law or policy of the Lessee) the City Manager of the Lessee is hereby authorized to affix the seal of the Lessee to such documents.

Section 2. Other Actions Authorized. The officers and employees of the Lessee shall take all action necessary or reasonably required by the parties to the Master Lease and each Equipment Schedule to carry out, give effect to and consummate the transactions contemplated thereby (including the execution and delivery of acceptance certificates and any tax certificate and agreement, each with respect to separate Equipment Schedules, as contemplated in the Master Lease) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Master Lease and each Equipment Schedule.

Section 3. No General Liability. Nothing contained in this Resolution, the Master Lease, any Equipment Schedule nor any other instrument shall be construed with respect to the Lessee as incurring a pecuniary liability or charge upon the general credit of the Lessee or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Master Lease, any Equipment Schedule or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Lessee or any charge upon its general credit or against its taxing power, except to the extent that the rental payments payable under each Lease (as such term is defined in the Master Lease) are special limited obligations of the Lessee as provided in such Lease.

Section 4. Appointment of Authorized Lessee Representatives. The City Manager and Assistant City Manager of the Lessee are each hereby designated to act as authorized representatives of the Lessee for purposes of the Master Lease and each Equipment Schedule until such time as the governing body of the Lessee shall designate any other or different authorized representative for purposes of the Master Lease and each Equipment Schedule.

[*Section 5. Designation for Purposes of Section 265(b)(3) of the Internal Revenue Code of 1986.* The governing body of the Lessee hereby designates Equipment Schedule No. <H> to be dated <I>, and that incorporates by reference the terms and conditions of the Master Lease, as a "qualified tax-exempt obligation" for purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.] [NOTE: Section 5 to be used if applicable to the particular transaction.]

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repealer. All bylaws, orders and resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any bylaw, order, resolution or ordinance or part thereof.

Section 8. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

ADOPTED AND APPROVED by the governing body of the Lessee this 13th day of October, 2026.

I. To approve amendments to the Rules and Procedures for Elected Officials, Rule 16, Order of Business, adding Ethics and Civility Statements, and Rule 22, Second Not Required to Second Required.

J. To approve a Budget Amendment in the amount of $1,950 for the purchase of three plaques designating buildings located at 334 East Harden, 118 North Main, and 135 West Elm Streets as historical properties in the City of Graham.

CITY OF GRAHAM

BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.
EXPENDITURES

DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
City Council - Miscellaneous Expense	$ 6,500.00	$ 8,450.00	$ 1,950.00		$ 1,950.00
	$ 6,500.00	$ 8,450.00	$ 1,950.00	$ -	$ 1,950.00

Section 2.
REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Fund Balance	$ 4,639,935.00	$ 4,641,885.00	$ 1,950.00		$ 1,950.00
	$ 4,639,935.00	$ 4,641,885.00	$ 1,950.00	$ -	$ 1,950.00

Adopted this 13th day of October 2026.

K. To approve a revision to the previously adopted ARPA Enabled Project Ordinance to reflect the final total for the salt shed project and transfer the unspent balance of $10,574 to the Property Maintenance budget for building maintenance.

RESOLUTION ESTABLISHING THE BUDGET FOR
ARPA ENABLED FUNDS GRANT ORDINANCE

WHEREAS, on March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President;

WHEREAS, Section 9901 of ARPA amended Title VI of the Social Security Act (the Act) to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which established the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds);

WHEREAS, on June 8, 2021, the City Council of the City of Graham hereby created an American Rescue Plan Act (ARPA) Local Fiscal Recovery Fund.

WHEREAS, the Grant Project Ordinance was amended numerous times to include various projects throughout the City Departments; and

WHEREAS, on April 9, 2024, the City Council of the City of Graham approved the use of the revenue replacement option for the use of the ARPA funds.

WHEREAS, on May 12, 2026, the City Council of the City of Graham approved a revision to the project ordinance for the inclusion of a salt shed;

WHEREAS, on October 13, 2026, the City Council of the City of Graham approved a revision to the project ordinance to reduce the amount of the salt shed and transfer the balance of $10,574 to the Property Maintenance building maintenance line;

WHEREAS, by such action, the previously designated ARPA projects are now considered ARPA-enabled projects;

NOW, THEREFORE, 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 Project Ordinance is hereby revised to include additional projects:

Section 1. The Project authorizes the use of ARPA Funds to be designed as revenue replacement, which allowed funding previously designated for personnel related expenses to be transition to ARPA enabled projects.

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 available to the City to complete the project:

ARPA Enabled Revenue Replacement	$4,986,340
TOTAL	$4,986,340

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

Project	Department	Total
10" Water Line Replacement	Utilities	$3,500,000
SROs & COPS Position Equipment	PD	$ 62,101
3 Vehicles	PD	$ 204,033
Fuel Master System Upgrade	IT	$ 18,000
Civic Center Repairs - Roof & Floor	REC	$ 66,343
Cameras at Parks - Entrances	IT	$ 11,128
GM Lake – Ramp Renovation	Lake	$ 195,000
Albright Ave Water Line Replacement	Utilities	$ 550,000
Garage Addition	Public Works	$ 215,000
Fire Department Equipment	FD	$ 33,016
Employee Dental	All	$ 54,000
Salt Shed	Public Works	$ 54,426
Property Maintenance Transfer	Public Works	$ 10,574
Subtotal		**$ 4,973,621**
ARPA Funding Allocation		**$ 4,986,340**

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

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

Section 7. This ordinance shall take effect upon passage.

This the 13th day of October 2026.

CITY OF GRAHAM

BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.
EXPENDITURES

DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Property Maintenance - Maint & Repair Building	$ 95,000.00	$ 105,574.00	$ 10,574.00		$ 10,574.00
	$ 95,000.00	$ 105,574.00	$ 10,574.00	$ -	$ 10,574.00

Section 2.
REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Transfer from ARPA	$ -	$ 10,574.00	$ 10,574.00		$ 10,574.00
	$ -	$ 10,574.00	$ 10,574.00	$ -	$ 10,574.00

Adopted this 13th day of October 2026.

L. To approve a Budget Amendment accepting a donation of $10,000 from the Friends of Graham Recreation and Parks to upgrade equipment at the Graham Recreation Center for use by the after-school and summer day camp programs.

CITY OF GRAHAM

BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.
EXPENDITURES

DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Recreation - Small Equipment Purchases	$ 2,500.00	$ 12,500.00	$ 10,000.00		$ 10,000.00
	$ 2,500.00	$ 12,500.00	$ 10,000.00	$ -	$ 10,000.00

Section 2.
REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Recreation Donations	$ 3,000.00	$ 13,000.00	$ 10,000.00		$ 10,000.00
	$ 3,000.00	$ 13,000.00	$ 10,000.00	$ -	$ 10,000.00

Adopted this 13th day of October 2026.

M. To approve tax refunds in the amount of $446.58 and tax releases in the amount of $977.28.

CITY OF GRAHAM

REFUNDS

OCTOBER

ACCT #	YEAR	NAME	REASON FOR REFUND	REFUND AMOUNT
5110	2026	BRADSHAW, RICHARD	QUALIFIED FOR HOMESTEAD EXEMPTION	$327.11
18713	2026	SAYRE, SANDRA K	APPEAL OF ASSESSMENT VALUE	$119.47
			TOTAL REFUNDS	446.58

CITY OF GRAHAM

RELEASE ACCOUNTS

OCTOBER

ACCT #	YEAR	NAME	REASON FOR RELEASE	AMOUNT RELEASED
21780	2026	WHITFIELD, LOGAN RUSSELL	DOES NOT LIVE IN THE CITY LIMITS - TRAILER	$40.86
2533	2026	LONGEST, SHERRIE L	QUALIFIED FOR HOMESTEAD EXEMPTION	$358.03
6837	2026	SOUTHERN, JACKIE T	QUALIFIED FOR HOMESTEAD EXEMPTION	$564.16
22406	2026	KAT LANCE LLC	BOAT NOT LOCATED IN CITY LIMITS	$6.19
22407	2026	KAT LANCE LLC	BOAT MOTOR NOT LOCATED IN CITY LIMITS	$8.04
			TOTAL RELEASES	***$977.28***

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

PUBLIC HEARINGS:

ITEM 1: 0.72 ACRE LOT – 311 CHEEKS LANE

A public hearing was scheduled to consider rezoning a 0.72-acre lot at 311 Cheeks Lane from R-18 (Low Density Residential) to C-B (Conditional Business) to develop an overflow parking lot for River Mill Academy. (Planning Board recommends approval)

Assistant City Manager Aaron Holland stated this was a request to rezone a 0.72-acre lot at 311 Cheeks Lane from R-18 (Low Density Residential) to C-B (Conditional Business) to develop an overflow parking lot for the school. The lot is currently vacant and surrounded by single-family homes and the school. This property is listed on the Future Land Use Map as Suburban Residential. This land use area describes principal uses as detached single-family homes with supporting uses of places of worship, daycares, park facilities, schools, civic spaces, and consideration of accessory dwelling units, provided they are designed to maintain the single-family character of neighborhoods. At its September meeting, the Planning Board recommended approval with no additional conditions.

Paul Koontz, 304 Travis Lane, Gibsonville, representing River Mill Academy. He stated the applicant would like to place a parking lot to the left of Cheeks Lane. He shared that the property directly behind this property belonged to Mrs. Belton, and she owns the driveway to the road; the two properties do not touch. He shared they worked with Mrs. Belton to obtain an easement across her driveway, where they would direct stormwater to the site's existing stormwater treatment. He said Mrs. Belton was in favor, and they obtained a recorded easement. Mr. Koontz stated there would be appropriate lighting, landscaping, and signage that would relay a private driveway back to Mrs. Belton's home. He also added that sidewalks would be installed connecting to the existing sidewalks.

The public hearing was opened, and no one spoke,

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

Motion by Council Member Young to approve the rezoning of a 0.72-acre lot at 311 Cheeks Lane from R-18 (Low Density Residential) to C-B (Conditional Business) to develop an overflow parking lot for River Mill Academy, which was consistent with the Suburban Residential Land Use type and policies 2.3.2 and 2.2.1, as put forth by the Graham 2035 Comprehensive Plan, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

ITEM 2: REZONING – 10.05 ACRES – OFF 0 HANFORD ROAD

A public hearing was scheduled to consider rezoning 10.05 acres of property from R-18 (Low-Density Residential) to C-R (Conditional Residential) to construct 15 Cottage Homes and 9 custom-built homes off Hanford Road. (Continued from June 9, 2026 and August 11, 2026, City Council meetings) (Planning Board recommends approval)

This item was tabled to the November 13, 2026 Council meeting.

NEW BUSINESS:

ITEM 3: STREET CLOSURE – MOORE STREET

City Council considered supporting the road closure of Moore Street near the Creative Directions building at 554 Moore Street for the first annual Community Impact and Business Expo from 8:00 am to 8:00 pm on Saturday, September 25, 2027. Moore Street is an NCDOT road and will require DOT approval.

Assistant City Manager Holland stated Mr. John Graves (Creative Directions, Inc.) requested to host the 1st Annual Community Impact and Business Expo on September 25, 2027. Mr. Graves is requesting a street closure on Moore Street near 554 Moore Street. Because Moore Street is not a city-maintained street, the City Council is asked to approve support for the event and the closure, as required by an NCDOT application to close state-maintained streets.

John Graves, Executive Director of Creative Directions, asked to hold a Business Expo to bring several businesses together to network and unite their services to support the community. There will be entertainment, and safety was their main concern. They plan to have police and EMS on site. He shared that no businesses were affected by closing a portion of Moore Street and asked Council to support closing Moore Street from their business to the curve.

Assistant City Manager Holland stated that the closure was part of the NCDOT application process to have the City's opinion.

Council Member Chin shared that Moore Road was a primary road and that motorists would have to go far out of the way to reach the main road. He asked if they could close one lane.

Mr. Graves said it was possible but needed some type of closure so people could cross the street safely and walk around the expo.

Mayor Pro Tem Hall asked about how it would affect emergency personnel.

Fire Chief Cole said he worked with Mr. Graves during the review process and asked them to move the event down so it would not block Gant Road and Ingold Road, since it is a one-way in and one-way out neighborhood. He shared it would not have a big impact on Fire and EMS.

Motion by Council Member Young to approve the street closure.

Council Member Whitaker voiced concerns about closing the street for 12 hours and forcing people to go a long way around.

Mayor Dickey seconded Council Member Young's motion. The motion failed 2-3. Voting no were Mayor Pro Tem Hall, Council Member Chin, and Council Member Whitaker.

ITEM 4: PRE-REGULATORY LANDFILL – NCDEQ

City Council will consider a request from the North Carolina Department of Environmental Quality regarding a Pre-Regulatory Landfill (PRLF) identified on two City-owned properties. A PRLF is a location where unregulated waste disposal occurred prior to January 1, 1983. The two identified locations are 402

Goley Street (Civic Center Area) and 1402 E. Gilbreath Street (Graham Memorial Area).

Assistant City Manager Holland stated the City of Graham recently received notice from the NC Department of NCDEQ Division of Waste Management related to a Pre-regulatory Landfill (PRLF) that has been identified on two City-owned properties. A PRLF is a location where unregulated waste disposal occurred prior to January 1, 1983. The two identified locations are 402 Goley Street (Civic Center Area) and 1402 E. Gilbreath Street (Graham Memorial Area). Because these locations predate modern landfill regulations and environmental standards, we recommend further assessment to investigate potential public health and environmental risks from past waste disposal practices.

He shared property owners who fully cooperate with the assessment and remediation process can receive these services at potentially no cost. The statewide solid waste disposal tax funds this initiative and also provides several other benefits.

Mayor Pro Tem Hall asked what that meant for Graham.

Assistant City Manager Holland said Council would decide whether to allow the assessment, and, if so, the City may not be responsible for paying it in the future. If the City did not agree, it would be responsible for funding the assessment and any potential remediation.

Mayor Dickey asked to inform the school system what would be happening.

Assistant City Manager Holland said once we understand what the State was actually scheduled to do, staff would convey that to the School System.

Motion by Mayor Pro Tem Hall to approve the assessment and remediation process, seconded by Council Member Whitaker. The motion passed unanimously.

ITEM 5: MARSHALL STREET PLAYGROUND – NEW EQUIPMENT

City Council will consider approving a budget amendment in the amount of $88,000 to purchase and install new equipment at the Marshall Street playground.

Recreation and Parks Director Brian Faucette shared the playground options and the need for adult exercise equipment.

20 community members attended the meeting, and 22 online responses were submitted. The top requests included:

- Playsets for ages 2-5 & ages 5-12, including slides and climbing elements
- Swings (specifically Expression Swings)
- Exercise Equipment for Adults/Older Youth
- Seating/Picnic Tables
- Shade
- Fencing

Mr. Faucette submitted two designs that included as many of the requested elements as possible.

Option #1 – $76,100 (includes $ 27,060 installation) – Highlights – play structure for children ages 5-12

featuring shading, climbers, slides, and accessible elements, swings, and a bench with shade

Option #2 - $95,595 (includes $32,120-installation) - Highlights – includes all options in #1 adds two adult exercise elements

Fencing - $10,000 - estimate for approx. 289'

Mr. Faucette shared that staff would do the demolition to save costs and would purchase and install the safety surfacing. He also shared they could save $5,000 by using 40 black play curbs they had in stock.

Mayor Dickey asked to prioritize the fence for safety. She asked Council about including adult exercise equipment.

Council Member Whitaker stated she did not want to spend any money on the park.

Council Member Chin asked about the equipment's age.

Mr. Faucette said it was put in the late 1990s and has no replacement parts.

Mayor Dickey said she was for replacing the equipment and could phase in the adult equipment.

Mayor Pro Tem Hall said he has not seen many people there and could not support spending the money.

Council Member Young asked what the City would need to do.

Mr. Faucette stated that to save as much money as possible, remove the old equipment and replace the surfacing once the new equipment is installed.

Council Member Young asked whether we could save money by not installing adult equipment while still doing something for that park.

Council Member Whitaker asked when it became the City's responsibility to place parks in certain neighborhoods and others.

Mayor Dickey said that if we wanted to explore placing more parks in more neighborhoods, we could. But the point is we have a liability of an old playground that is currently here.

Council Member Chin shared that, in the past, some developments were encouraged to build playgrounds and that, after a certain number of years, the playground would be gifted to the City. He believes this is one of those playgrounds.

Mr. Faucette shared that this was one of the oldest sections of town near the mills, and a piece of land that could not be built on because of the creek.

Motion by Mayor Dickey to approve the budget amendment in the amount of $88,000, with the potential of adding adult equipment in future phases to purchase and install new equipment at the Marshall Street Playground, seconded by Council Member Young. Motion passed 3-2. Voting no was Mayor Pro Tem Hall and Council Member Whitaker.

ITEM 6: PRE-MEETING FOR CITY COUNCIL

The City Council discussed holding a meeting before a regularly scheduled Tuesday City Council meeting.

City Manager Megan Garner stated at last month's City Council meeting, Mayor Dickey discussed holding a meeting to review the agenda before the regular second Tuesday meeting. She said this was Council's opportunity to direct staff on what they wanted this meeting to look like.

Mayor Dickey shared that some emails came in after last month's meeting, and it appeared Council had already reached consensus that they did not want to do this, but asked Council to share thoughts.

Council Member Whitaker said she did not think it was necessary. She said the Council had a week to review the agenda and contact the City Manager with questions.

Council Member Chin stated he felt the same. He said meetings just to have meetings were a waste of time.

Mayor Pro Tem Hall said he agreed with Council Member Whitaker.

Mayor Dickey said she thought it could be time to dive in, talk to Department Heads in more depth, and get a better understanding of some of these topics coming in. She said it would be very helpful and productive and would give Council more time to workshop some ideas like exploring parks in other neighborhoods. She said, however, this was not Council consensus.

Council Member Young said that when the agenda goes out, we all get the same message from the City Manager: if we have questions about the agenda items, call her. He shared that he has questions and has contacted the City Manager by email or by stopping by, and she has always answered them. He did not see the need for a pre-agenda meeting.

Council agreed there was no need for a pre-meeting before a Council meeting.

PUBLIC COMMENTS

Randy Philipps, 130 Burton Street, Graham, expressed concerns about flooding in the 100 block of Burton Street. He shared pictures with Council and expressed public safety concerns during flooding. He asked the City to put in curb and gutter.

Ronnie Isley, 510 Mendel Terrace, Graham, asked who paid for the engineering plans and drawings for the downtown park proposed to move to Elm Street. He also said the old mill was an eyesore.

Richard Wright, 235 S. Marshall Street, Graham, updated the Council on ongoing funding for the Sesquicentennial Park and said it was nice to see the area used during the fall festival and that the park remained important to the community.

Diane Foust, 211 E. Harden Street, Graham, raised concerns about her neighbor's tree, which has damaged her garage, and said she has spent a lot of money cutting it back. The neighbor refuses to cut it down. She asked the Council what it could do.

Eric Crissman, 208 Albright Avenue, Graham, spoke in opposition to Flock cameras. He congratulated the Council for listening to the community and replacing park equipment. He also said the Council could have created a nice downtown park for less than the playground equipment cost.

Caroline Laur, 500 Ward Street, Graham, spoke about stormwater issues on her property. She shared that the City told her the issue was on her property and therefore her responsibility. She asked the City to resolve the water issue.

CITY STAFF COMMENTS

City Manager Garner asked for consensus to allow the Fire Department to revise relevant sections of the Code of Ordinances that have been on the books for a long time and no longer reflect the Fire Department of today.

Council agreed.

CITY COUNCIL COMMENTS

Council Member Chin asked to place an item on the November 10, 2026, agenda under new business. The item would be the Alamance County Rescue proposed service district funding.

Council Consensus was to add it to the November 10, 2026 agenda.

Council Member Chin shared the North Carolina Pork Council held a BBQ cook-off, and Graham was represented by the Police and Fire Departments and proudly named Guns and Hoses. The departments competed and did a great job. He shared that the Pork Commissioner would like to make this an annual event in Graham. He thanked the Police and Fire Departments.

Council Member Whitaker asked Mayor Dickey for an update on the $260 Main Street Conference reimbursement to the City.

Mayor Dickey said she had an update from Attorney Bob Ward that she would email to the Council and it could be put on the November 10, 2026 agenda.

Council agreed to place an update on the Main Street Conference reimbursement on the November 10, 2026 agenda.

Council Member Young:

- Asked to add a procedure for proclamations on the November 10, 2026 agenda.

  Council agreed.

- Recognized the passing of Mike Carson and shared what a great person he was. He said Mike worked for the City of Graham and would be deeply missed.

- Recognized a 20-year Army Veteran, Shawn Lee, who recently passed away and shared how much he helped people from all over. He rescued several people during the war in Iraq.

- Council Member Young read the following statement:

  Transparency works both ways, and another month has passed since I raised concerns about the Mayor's Graham Community Committee being promoted through her political campaign website. At that meeting, the Mayor said she would add a statement to the website addressing my concerns. Another month has passed. I still don't see it.

  The Community Committee remains on the campaign website. The political donation links through ActBlue remain. And the same basic questions remain unanswered:

  - Who receives the information citizens submit?
  - Who has access to it?
  - Is it kept separate from campaign information?
  - And can it ever be used for political outreach or fundraising?

  I'm not claiming that information is being sent to ActBlue or anyone else. I'm asking the Mayor to tell citizens where it goes and put that answer in writing.

  ActBlue is worth mentioning now because they are currently under significant scrutiny. Congressional committees released another investigative report in September alleging serious problems with fraud prevention and controls involving potentially illegal foreign contributions. ActBlue disputes those allegations. The Missouri Attorney General has now opened a formal investigation and issued a Civil Investigative Demand requiring ActBlue to produce records. That does not mean anything improper happened here in Graham. But it certainly reinforces my question:

  - Why mix a supposedly civic community committee with political fundraising infrastructure in the first place?

  And here's where I see an interesting comparison. We've spent considerable time talking about Flock cameras and privacy. People want to know what information Flock collects, where it goes, who can access it, and how it's used. Those are legitimate questions. But somehow, we're comfortable voluntarily entering our names, email addresses, phone numbers, and other information into a questionnaire on a politician's campaign website without demanding those same answers. Think about that.

  With Flock, the question is: Who's collecting my information, where does it go, and what can they do with it? That's exactly what I'm asking here. The difference is that someone filling out this questionnaire may believe they're simply joining something called the Graham Community Committee. This could have been fixed a month ago. Put a disclaimer on the page:
  - This is not a City of Graham committee.
  - Here is who receives your information.
  - Here is who can access it.
  - Here is whether it is kept separate from campaign information.
  - And here is whether it can ever be used for political purposes.

  That's transparency. The Mayor talks frequently about transparency. I agree with her. But transparency isn't a standard we impose on everybody else. It starts with ourselves.

  After another month, I don't think asking citizens to simply trust where their information goes is good enough. If everything is completely separate and aboveboard, put it in writing. Give people the facts before they hit submit.

- He asked the City Manager if anything could be done with the tree issue on Ms. Foust's property.

City Manager Garner stated the general rule was the City could not expend public funds on a private purpose.

- He shared that excessive trash was along Ivey Road and asked staff to look into it.

Mayor Dickey:

Response to Mr. Isley's question about who paid for the engineering drawings for Elm Street Park. She said the funds came from a state grant, not Graham taxpayer dollars.

Response to Randy Phillips and Caroline Laur regarding stormwater issues. Mayor Dickey asked when the City last had an engineer assess the City's storm drains. She asked whether the City could get an engineer to conduct an assessment.

City Manager Garner asked whether City Council would want to fund it and whether it would be a comprehensive assessment of the entire City or certain areas. She shared that many areas had older storm drain infrastructure, not just the two people present tonight.

Mayor Dickey asked for a comprehensive, phased approach that starts with the older systems.

City Manager Garner said the problem was that the systems were old throughout the City. Historically, stormwater fees have never been nearly sufficient. She shared that it would take millions of dollars to redo the City's stormwater infrastructure.

Mayor Dickey asked if we could get Council consensus for staff to return with a potential quote or dollar amount for an engineer assessment of stormwater.

Council Member Whitaker asked for a quote on the two areas brought up tonight as well as a comprehensive study.

Council agreed.

A citizen from the audience, a retired Storm Water Manager for High Point, asked to speak.

Motion by Council Member Young to allow him to speak, seconded by Mayor Dickey. The motion failed 2-3. Voting no: Mayor Pro Tem Hall and Council Members Chin and Whitaker.

Mayor Dickey asked City Attorney Bob Ward whether the City could do anything legally about the tree on private property. City Attorney Ward said he needed to review the tree's location, but legally, if it is on City property, it would not be a question; if it is clearly on private property, it would be the homeowner's responsibility.

Mayor Dickey responded to the question about Flock cameras, saying the City pays for the service.

Mayor Dickey asked the City Manager for an update on replacing water meter caps, especially in downtown, and noted that a few are still broken.

City Manager Garner asked for the addresses so they could be addressed.

Mayor Dickey inquired about the downtown benches and said they need painting. She shared that cleaning and painting would cost $950 per bench and asked Council what could be done.

Council Member Young said he would like to view the benches and bring it back up at the next meeting.

Mayor Pro Tem Hall opposed putting the benches back out and painting them.

Mayor Dickey asked all members to review the benches and discuss next steps at the November meeting.

Council Member Young asked to add a small-business initiative idea for discussion at the next Council meeting.

Council agreed.

Mayor Dickey shared that the Fall Festival was a great event. She shared a new Recreation and Parks event, the Seven Nights of Fright, and Night 6: the Pumpkin Bash, Downtown Graham, Friday, October 30th, 6:00 pm to 9:00 pm.

Mayor Dickey and Council sent a heartfelt message to the family of the Durham Firefighter, Andrew Brokes, who lost his life while evacuating people from a burning structure.

CLOSED SESSION:

City Council will consider going into closed session in accordance with North Carolina General Statute 143-318.11(a)(3) to consult with an attorney employed or retained by the public body to preserve the attorney-client privilege between the attorney and the public body for both current (City of Mebane versus City of Graham, Case #25CV007126-000) and potential litigation.

Motion by Council Member Whitaker to go into closed session in accordance with North Carolina General Statute 143-318.11(a)(3) to consult with an attorney employed or retained by the public body to preserve the attorney-client privilege between the attorney and the public body for both current (City of Mebane versus City of Graham, Case #25CV007126-000) and potential litigation, seconded by Mayor Dickey. The motion passed unanimously.

Motion by Council Member Chin to end closed session, seconded by Council Member Whitaker. The motion passed unanimously.

Motion by Council Member Young to return to open session, seconded by Council Member Chin. The motion passed unanimously.

No action was reported.

ADJOURNMENT

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Young. The motion passed unanimously. (8:50 pm)

Renee M. Ward, CMC
City Clerk

STAFF REPORT

SUBJECT:	Opt-Out Resolution
PREPARED BY:	Megan Garner, City Manager

REQUESTED ACTION:

Approve the attached resolution opting out of the Class Action Settlements regarding Aqueous Film Forming Products Liability Litigation.

BACKGROUND/SUMMARY:

Thousands of lawsuits relating to PFAS have been combined into multi-district litigation in the U.S. District Court for the District of South Carolina regarding Aqueous Film Forming Products Liability Litigation. The U.S. District Court for the District of South Carolina has given preliminary approval to separate class-action settlements for each of the Carrier Defendants for drinking water claims; however, the Carrier Defendants Settlements include broad releases of future PFAS-related claims, going well beyond drinking water. it is in the public interest for the City of Graham to preserve any PFAS-related claims it may have against the Carrier Defendants and other potential defendants until the risks and impacts of PFAS are better understood.

Approval of the resolution authorizes that the City Manager, and/or outside counsel, F. Paul Calamita, is authorized to file an opt-out notice on behalf of the City of Graham in accordance with the Settlement Agreements.

FISCAL IMPACT:

Presently unknown.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

Make a motion to approve the attached resolution opting out of the Class Action Settlements regarding Aqueous Film Forming Products Liability Litigation.

Resolution Opting Out of the Carrier Global Group, Amerex Corp, Archroma US, Inc. and Nation Ford Chemical Company Class Action Settlements in Re: Aqueous Film Forming Products Liability Litigation US District Court of South Carolina

WHEREAS, per- and polyfluoroalkyl substances ("PFAS") are a large group of human-made chemicals, components of which break down very slowly over time and may be linked to harmful effects in humans and animals; and

WHEREAS, thousands of lawsuits relating to PFAS have been combined into multi-district litigation in the U.S. District Court for the District of South Carolina, *In re Aqueous Film-Forming Foams Products Liability Litigation* (No. 2:18-rnn-2873-RMG) ("MDL"); and

WHEREAS, hundreds of the cases in the MDL were brought by U.S. drinking water providers alleging that PFAS manufacturers, including the Carrier Global Group, Amerex Corp, Archroma US, Inc. and Nation Ford Chemical Company, (collectively, the "Carrier Defendants") contaminated the drinking water of those providers; and

WHEREAS, the U.S. District Court for the District of South Carolina has given preliminary approval to separate class-action settlements for each of the Carrier Defendants for drinking water claims ("Carrier Defendants Settlements"); and

WHEREAS, the City of Graham operates a regional public water utility with a water treatment plant, the Graham-Mebane Water Treatment Plant, processing raw water from the Graham-Mebane Lake watershed; and

WHEREAS, the City of Graham's public water utility is comprised of said water treatment plant and is a unified distribution system for the City of Graham and serving neighboring North Carolina municipalities, in whole or in part, including the Town of Green Level, the Town of Swepsonville, and the City of Mebane; and

WHEREAS, the City of Graham is a member of the proposed classes in the Carrier Defendants Settlements because it is a "Public Water System" under the terms of the Carrier Defendants Settlements; and

WHEREAS, the terms of the Carrier Defendants' Settlements require class members who do not wish to participate in the settlements to actively opt out to avoid being bound by the terms of the settlements; and

WHEREAS, members of the proposed classes of water providers have until December 22, 2026 to opt out of the Carrier Defendants Settlements; and

WHEREAS, the Carrier Defendants Settlements include broad releases of future PFAS-related claims, going well beyond drinking water; and

WHEREAS, PFAS is known to impact media other than drinking water, including soil, wastewater, and groundwater, and federal and state regulations for PFAS have been and are further expected to be enacted in the coming years; and

WHEREAS, the City of Graham has sampled for PFAS in its active drinking water sources in compliance with federal drinking water regulations and, to date, has detected PFAS in those sources; and

WHEREAS, the City of Graham plans to continue to regularly sample its active drinking water sources in accordance with federal and State drinking water requirements; and

WHEREAS, the State of North Carolina and the City of Graham have begun and plan to continue to sample and investigate various media including stormwater, groundwater, wastewater, and soil for PFAS contamination; and

WHEREAS, the City of Graham may incur costs associated with PFAS impacts in the future and more time is needed for the City of Graham to gain a better understanding of the scope of future legal, financial, and operational impacts of PFAS; and

WHEREAS, it is in the public interest for the City of Graham to preserve any PFAS-related claims it may have against the Carrier Defendants and other potential defendants until the risks and impacts of PFAS are better understood.

THEREFORE, the Graham City Council resolves that the City Manager, and/or outside counsel, F. Paul Calamita, is authorized to file an opt-out notice on behalf of the City of Graham in accordance with the Settlement Agreements.

Adopted this 10th day of November 2026.

_____

Chelsea Dickey, Mayor

Attest:

_____

Renee Ward, City Clerk

SUBJECT:	BUDGET AMENDMENT FOR SANITATION TRUCK AND STREET DEPT. MOTOR GRADER
PREPARED BY:	BURKE ROBERTSON, PUBLIC WORKS DIRECTOR

REQUESTED ACTION:

Approve a budget amendment recognizing $396,246 in loan proceeds for the purchase of a sanitation truck and $395,845 in loan proceeds for the Street Department's motor grader.

BACKGROUND/SUMMARY:

On October 13, City Council approved awarding financing for a sanitation truck and motor grader to Atlantic Union, with debt service included in the Fiscal Year 2027 budget. To properly allocate the funds, City Council must adopt a budget amendment.

FISCAL IMPACT:

Total financed cost is $792,091. In the current year's budget, City Council approved the first year of debt service for financing of the equipment.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

Make a motion to approve a budget amendment recognizing $792,091 in loan proceeds for the purchase of a sanitation truck and motor grader.

CITY OF GRAHAM

BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.

EXPENDITURES DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Sanitation - Capital Outlay Equipment	$ -	**$ 396,246.00**	**$ 396,246.00**		**$ 396,246.00**
Streets and Highways - Capital Outlay Equipment	$ -	**$ 395,845.00**	**$ 395,845.00**		**$ 395,845.00**
	$ -	**$ 792,091.00**	**$ 792,091.00**	**$ -**	**$ 792,091.00**

Section 2.

REVENUES	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Loan Proceeds	$ -	$ 792,091.00	$ 792,091.00		$ 792,091.00
	$ -	**$ 792,091.00**	**$ 792,091.00**	**$ -**	**$ 792,091.00**

Adopted this 11th day of November 2026.

Attest: Mayor Chelsea Dickey

Renee M. Ward, City Clerk

CITY OF GRAHAM

REFUNDS

NOVEMBER

ACCT #	YEAR	NAME	REASON FOR REFUND	REFUND AMOUNT
1460	2026	BOLEN, BARBARA	QUALIFIED FOR HOMESTEAD EXEMPTION	$454.20
6730	2026	ISLEY, RANDY	QUALIFIED FOR HOMESTEAD EXEMPTION	$167.96

TOTAL REFUNDS ***622.16***

CITY OF GRAHAM

RELEASE ACCOUNTS

NOVEMBER

ACCT #	YEAR	NAME	REASON FOR RELEASE	AMOUNT RELEASED
711041	2026	**AMAZON LOGISTICS INC	SEE BELOW	$4,693.25
3106	2026	PANAGIOTOGLOU, THERESE	QUALIFIED FOR HOMESTEAD EXEMPTION	$518.76
16042	2026	TATUM, JAMES & MONIKA	QUALIFIED FOR DISABLED VETERAN EXEMPTION	$152.96
15099	2026	DENNEY, TANNER & BAILEA	QUALIFIED FOR DISABLED VETERAN EXEMPTION	$152.96
955	2026	FOUST, KRISTIN	VALUE APPEAL	$268.88
2190	2026	HODILL, ALBERT	QUALIFIED FOR HOMESTEAD EXEMPTION	$264.87
16018	2026	LUNSFORD, DARRYL	QUALIFIED FOR DISABLED VETERAN EXEMPTION	$152.96

***FOR TAX YEAR 2026 - LISTING FORM WAS NOT RECEIVED FROM AMAZON; THEREFORE, VALUES WERE CARRIED FORWARD FROM 2025. A NON LISTING LETTER WAS MAILED TO AMAZON AND A RESPONSE WAS RECEIVED IN THE TAX OFFICE STATING THAT IT WAS MAILED. AMAZON HAD PROOF OF POSTMARK AND A NOTE FROM THE USPS WHERE THE LETTER HAD BEEN SENT BACK TO AMAZON IN ERROR. REQUEST WAS MADE BY AMAZON TO ABATE ALL CURRENT UNITS (TRAILERS) AND DISCOVER ALL NEW TO REFLECT THE PROPER RETURN WITHOUT PENALTY.*

TOTAL RELEASES ***$6,204.64***

STAFF REPORT

Prepared by Cameron West, Senior Planner

White Rock Estates W Moore Street C-R (CR2602)

Type of Request: Conditional Rezoning

Meeting Dates
Planning Board on April 21, 2026, May 19, 2026 and September 15, 2026.
City Council on June 9, 2026, August 11, 2026, October 13, 2026, and November 10, 2026

Contact Information

[redacted]

Summary

This is a request to rezone 10.05 acres of property from R-18 (Low-Density Residential) to C-R (Conditional Residential). The updated site plan reduces the number of homes to 15 cottage homes and 9 custom built homes (previous plan had 16 cottage and 10 custom built) and added additional on-street parking spaces. It also removes the 10-foot wide type D buffer and replaces it with an opaque evergreen buffer which abuts the west property owner based on comments from Planning Board. The plan still shows private roadways and connections to City Water. However, the plan also proposes private sewer connections with a sewer pump station on-site, located at the southern portion of the property. The applicant requested new conditions regarding minimum lot size and setbacks for both home types. The entirety of the parcel falls within 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 Future Land Use Plan also states that the appropriate density inside of the zone is 3−6 dwelling units per acre. The current 10.05 acre lot layout of the updated 24 home would fall just shy of the 3−6 dwelling units per acre. With there being a riparian buffer and pond on the lot, some of the area is un−developable. The total lot coverage and total area of roads and sidewalks come out to 4.97 acres. This acreage would allow for 29.82 lots to be developed based on the 6 dwelling units per acre with some additional room to increase that number based on open space not inside of the riparian buffer zone. Due to extensive changes to the plans, City Council previously motioned to have it resubmitted for second review. Upon resubmittal, Planning Board's previous concerns with density and parking were alleviated, and they recommended approval with proposed conditions.

Location
0 Hanford Road

GPIN:
8873964303

Current Zoning
R-18 (Single Family Residential)

Proposed Zoning
C-R (Conditional Residential)

Overlay District
N/A

Surrounding Zoning
R-12, R-18

Surrounding Land Uses
Single Family, Vacant

Size
10.05 acres

Public Water & Sewer
Yes

Floodplain
No

Zoning

City of Graham

Legend

Downtown Historic District

Zoning Districts

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

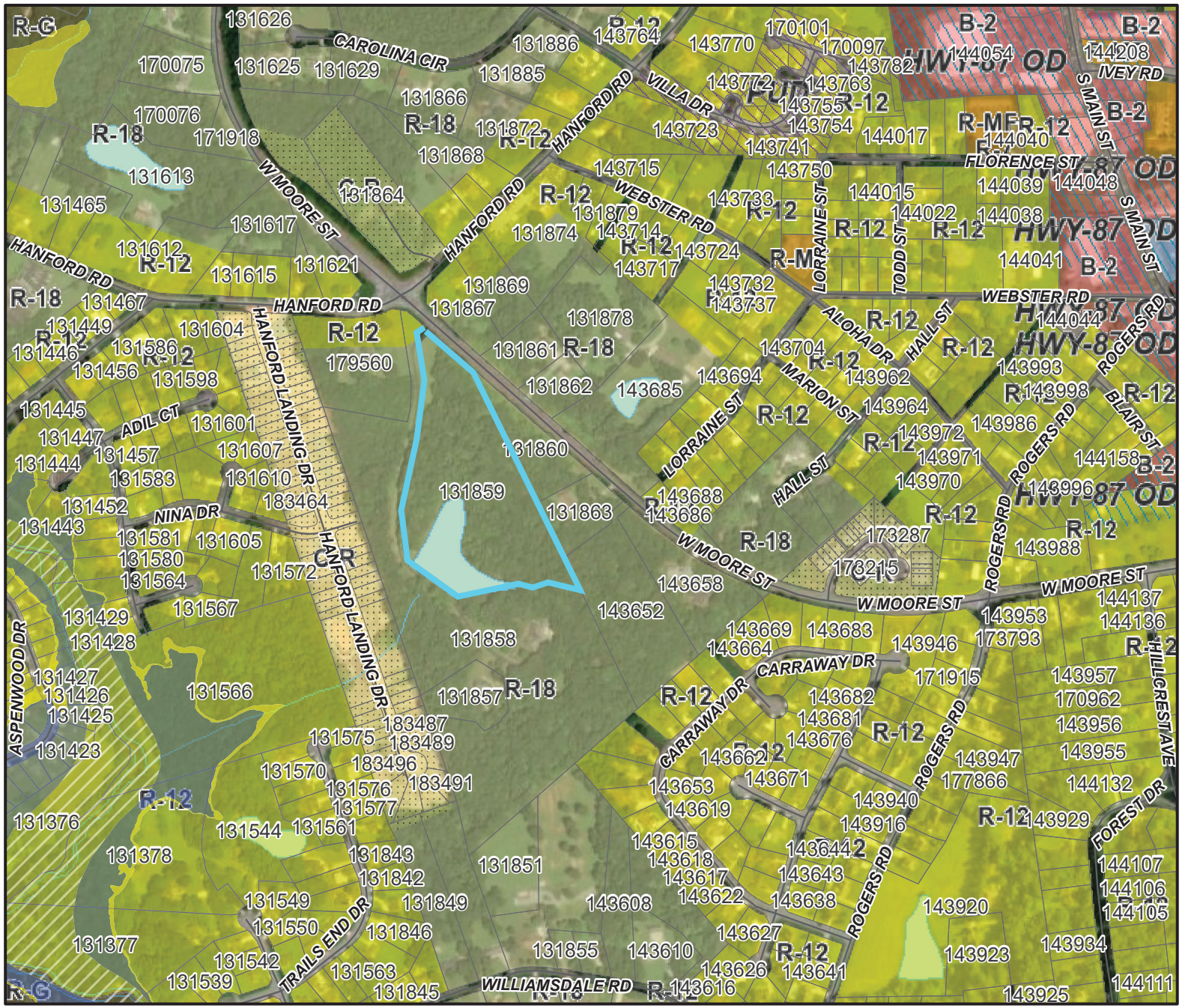
Zoning Overlay Districts

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

N W E S

1:7,147

Print Date: 4/6/2026



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

CR2602 FLUM Map

City of Graham

Legend

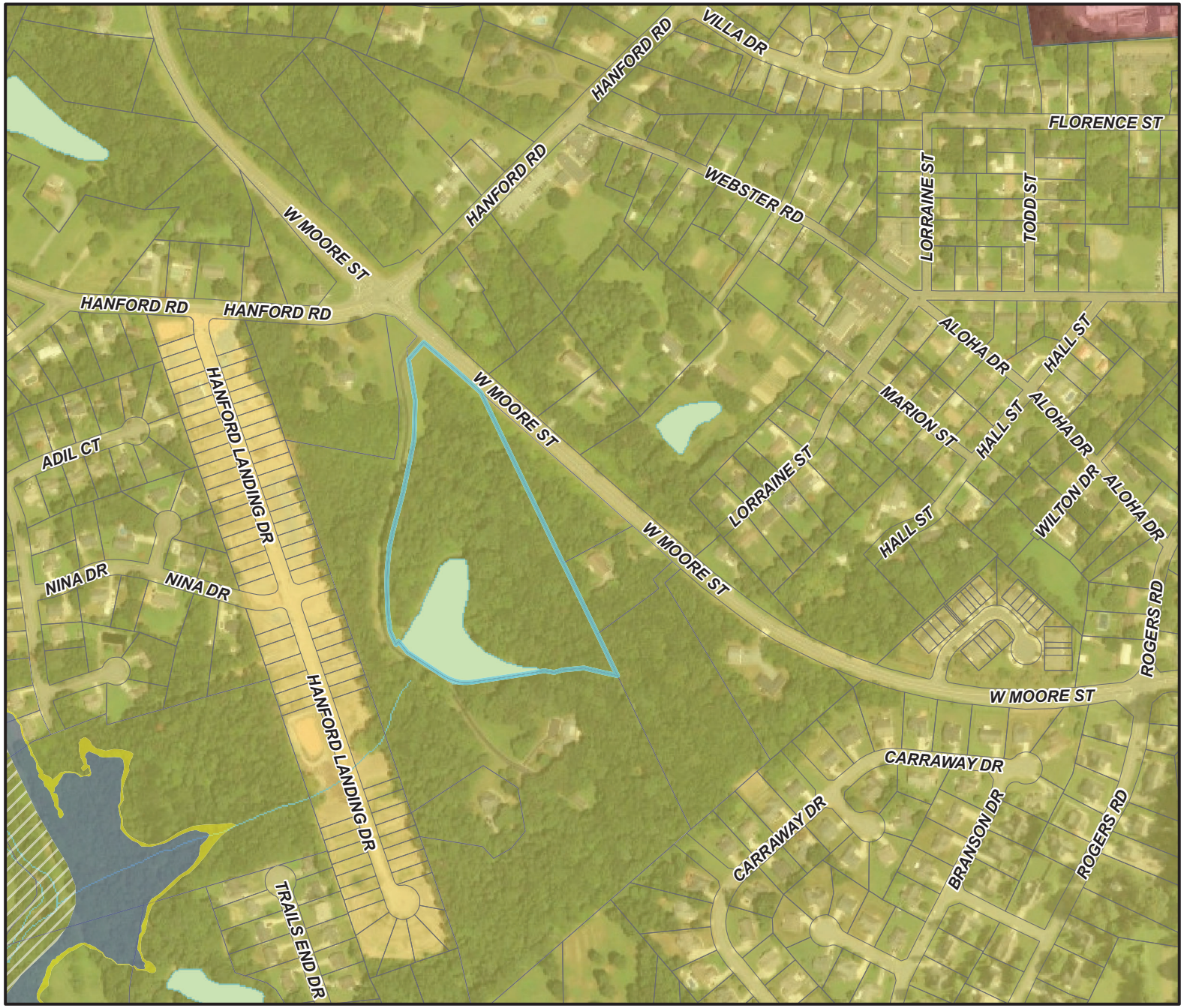
- Streets
- Parcels

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

ALAM_INTEREST_POINT

- Airport
- Cemetery
- Education/School
- Fire Station
- Government Office
- Historic/Museum
- Jail
- Library



N
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1:5,548

Print Date: 8/28/2026

Disclaimer:
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GENERAL NOTES:

1. THIS MAP IS NOT FOR CONVEYANCE, RECORDATION OR SALES.
2. BOUNDARY AND TOPOGRAPHIC SURVEYS WERE PERFORMED BY YOUR LAND SURVEYOR, PLLC. 5704 CARRIAGEHOUSE CT. APEX, NC 27539
3. STORMWATER DRAINS TO LITTLE ALAMANCE CREEK; RIVER BASIN: CAPE FEAR.
4. THERE ARE JURISDICTIONAL STREAM AND WETLANDS ON SITE.
5. ENVIRONMENTAL CONSULTING PROVIDED BY SOIL & ENVIRONMENTAL SERVICES DATED 8/6/2025
6. THERE ARE NO DESIGNATED SPECIAL FLOOD HAZARD ZONE (100-YEAR FLOODPLAIN) ON THE PROPERTY. (DFIRM PANEL # 8873 & 8883)
7. SOILS CONSIST OF LOW TO HIGH PLASTICITY CLAYS AND SILTS, OR SILT SAND.
8. GEOTECHNICAL ENGINEERING CONSULTING PROVIDED BY GEOTECHNOLOGIES INC. 3200 WELLINGTON CT #108, RALEIGH, NC 27615.
9. ALL CONSTRUCTION IS TO BE PER CITY OF GRAHAM, NCDOT, SPECIFICATIONS AND DETAILS.
10. STORMWATER DETENTION OR DOWNSTREAM EVALUATION HAS BEEN PROVIDED TO THE TOWN.

PROJECT DATA:

1.	DEVELOPMENT:	SINGLE-FAMILY RESIDENTIAL
2.	OWNER/DEVELOPER:	WACA PROPERTIES 988 DICKERSON DRIVE TROY, OHIO 45373 937-269-6676
3.	PROJECT ADDRESS:	HANFORD ROAD G GRAHAM, NC 27253

DENSITY INFORMATION

4.CURRENT ZONING:	R-18
CURRENT ALLOWABLE UNITS:	24.3
CURRENT DENSITY IN UNITS PER ACRE:	2.42 du/acre
5.PROPOSED ZONING:	CR
PROPOSED UNITS:	24
PROPOSED DENSITY IN UNITS PER ACRE:	2.38 du/acre

LAND USE INFORMATION:

6.LONG RANGE PLAN DESIGNATION:	SUBURBAN RESIDENTIAL
7.EXISTING CONDITIONS:	VACANT - WOODED WITH POND
8.PROPOSED USE:	RESIDENTIAL SINGLE-FAMILY
9.VICINITY LAND USES:	RESIDENTIAL

GIS INFORMATION:

10.PARCEL ID:	88739644303 131859 (PID)
11.PARCEL AREA:	10.05 ACRE

INFRASTRUCTURE INFORMATION

12.ACCESS:	WEST MOORE STREET
Streets:	Private
Sidewalks Sidepaths and Trails:	Private

13.MUNICIPAL UTILITIES:
- Water: City of Graham (8,640 gpd) built to public standards
- Sewer: City of Graham - Private built to public standards
- Stormwater: Private built to MDC and City Standards

DIMENSIONAL LOT INFORMATION

14.COTTAGE HOME LOTS =3,000 SQ. FEET
- min. lot width at setback: 48'
- min. lot depth: 55'
- PROPOSED SETBACKS: 20' FRONT, 10' SIDE & REAR

15.CUSTOM HOME LOTS =6,000 SQ. FEET
- min. lot width at setback: 61'
- min. lot depth: 84'
- PROPOSED SETBACKS: 20' FRONT, 10' SIDE & REAR

16. PARKING PROVISIONS:
Not less than 2 spaces per lot outside right of way.
Additional Parking provided in public use spaces at 0.5 space per lot
(8 common use parking spaces proposed)

PLANNING AND SPATIAL INFORMATION: PARCEL TOTAL AREA: 10.05 Acre
This is a cluster subdivision proposed to preserve natural features with integrated architectural home site designs

17. Area in 24 Parcels: 2.85 Acres (28% of the total)
Area in Right of Way: 2.12 Acres (21% of the total)
Area in Open Space: 5.07 Acres (50% of the total)

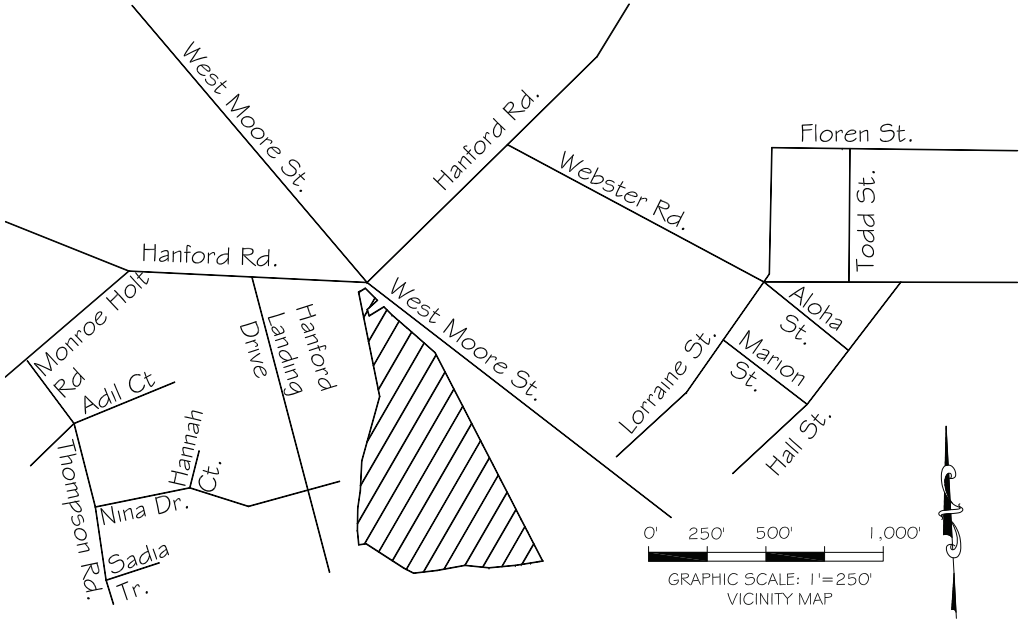
Percentage of total open space: 50%
Percentage of ACTIVE open space (1.88/5.07): 37%

IMPERVIOUS SURFACE INFORMATION:

18. Total Impervious Surface Proposed:	2.76 Acres (28%)
Roads Parking Sidewalks:	1.68 Acres (17%)
Private Driveways and Sidewalks:	0.33 Acres (3%)
Homesites Allocation - Cottages:	0.34 Acres (3%)
Homesite Allocation - Custom:	0.41 Acres (4%)

CONDITIONAL ZONING PLAN FOR

WHITE ROCK ESTATES



0 HANFORD ROAD
GRAHAM, NC 27253

Professional Design Engineer Certification

I, _____ PE, certify that, pursuant to generally accepted engineering standards in the community, it is my professional opinion that runoff from this project is controlled and treated for water quality and water quantity in accordance with the City of Graham's Stormwater Manual and that this project complies with the City of Graham's Stormwater, Floodplain, and Water Supply Watershed Ordinances

Seal By: _____, PE

Date: _____

SHEET INDEX

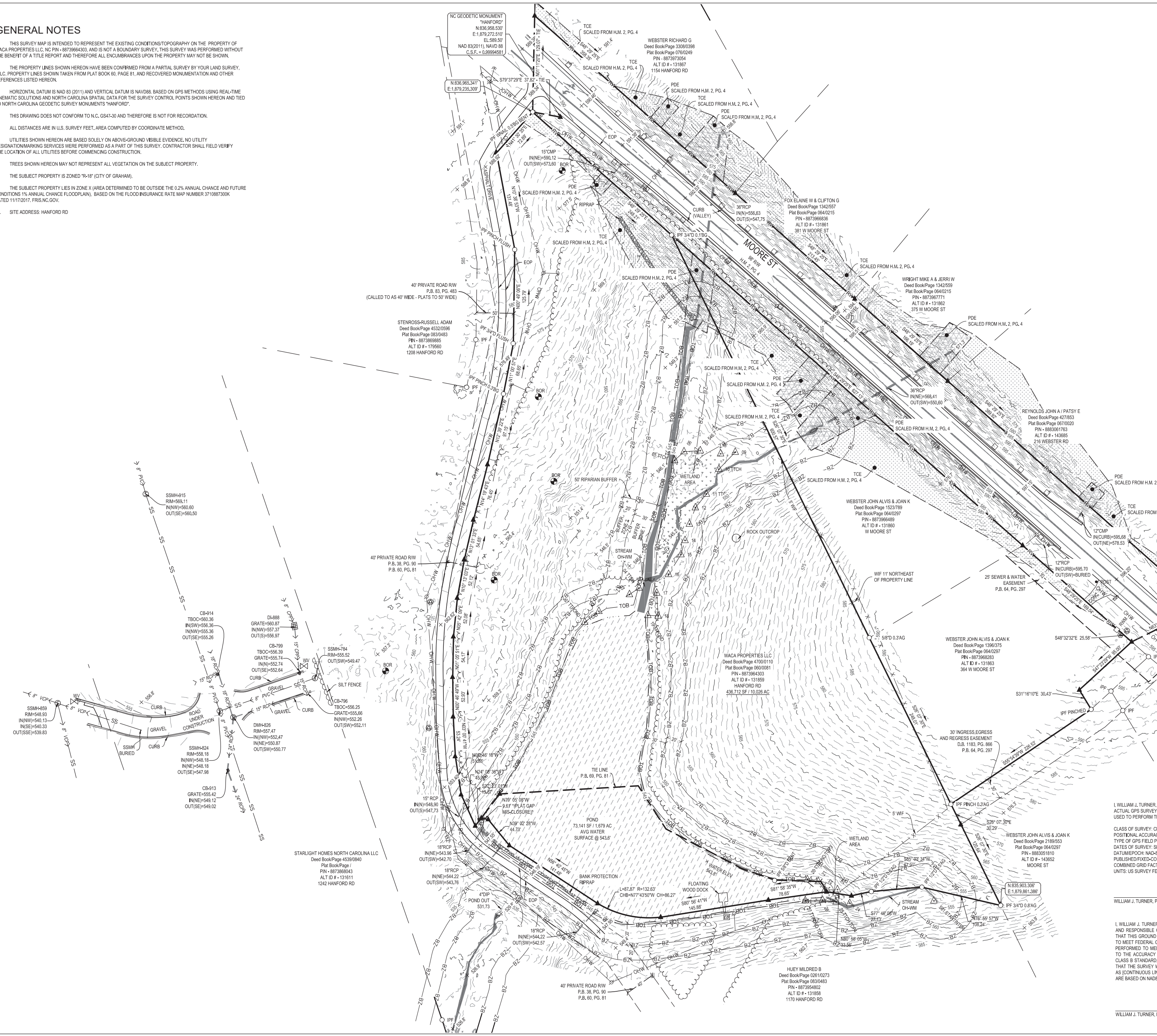
1 - COVER SHEET WITH VICINITY MAP
2 - EXISTING CONDITIONS SURVEY
3 - PRELIMINARY PLAT - CONDITIONS AND ZONING PLAN

SHEET 1 / 3
5-19-2026
per plan
CDH/BSB
REVISIONS
1-25-1007
COVER SHEET WITH VICINITY MAP
8-4-2026
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24924 CHARLES D. HUFFINE
Charles D. Huffine
C-1939
WHITE ROCK ESTATES

THE L.E.A.D.S. GROUP, P.A.
Land Engineering And Development Services

GENERAL NOTES

1. THIS SURVEY MAP IS INTENDED TO REPRESENT THE EXISTING CONDITIONS/TOPOGRAPHY ON THE PROPERTY OF WACA PROPERTIES LLC, NC PIN - 88739664303, AND IS NOT A BOUNDARY SURVEY. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE ALL ENCUMBRANCES UPON THE PROPERTY MAY NOT BE SHOWN.
2. THE PROPERTY LINES SHOWN HEREON HAVE BEEN CONFIRMED FROM A PARTIAL SURVEY BY YOUR LAND SURVEY, PLLC. PROPERTY LINES SHOWN TAKEN FROM PLAT BOOK 60, PAGE 81, AND RECOVERED MONUMENTATION AND OTHER REFERENCES LISTED HEREON.
3. HORIZONTAL DATUM IS NAD 83 (2011) AND VERTICAL DATUM IS NAVD88. BASED ON GPS METHODS USING REAL-TIME KINEMATIC SOLUTIONS AND NORTH CAROLINA SPATIAL DATA FOR THE SURVEY CONTROL POINTS SHOWN HEREON AND TIED TO NORTH CAROLINA GEODETIC SURVEY MONUMENTS "HANFORD".
4. THIS DRAWING DOES NOT CONFORM TO N.C. GS47-30 AND THEREFORE IS NOT FOR RECORDATION.
5. ALL DISTANCES ARE IN U.S. SURVEY FEET. AREA COMPUTED BY COORDINATE METHOD.
6. UTILITIES SHOWN HEREON ARE BASED SOLELY ON ABOVE-GROUND VISIBLE EVIDENCE. NO UTILITY DESIGNATION/MARKING SERVICES WERE PERFORMED AS A PART OF THIS SURVEY. CONTRACTOR SHALL FIELD VERIFY THE LOCATION OF ALL UTILITIES BEFORE COMMENCING CONSTRUCTION.
7. TREES SHOWN HEREON MAY NOT REPRESENT ALL VEGETATION ON THE SUBJECT PROPERTY.
8. THE SUBJECT PROPERTY IS ZONED "R-18" (CITY OF GRAHAM).
9. THE SUBJECT PROPERTY LIES IN ZONE X (AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE AND FUTURE CONDITIONS 1% ANNUAL CHANCE FLOODPLAIN), BASED ON THE FLOOD INSURANCE RATE MAP NUMBER 3710887300K DATED 11/17/2017. FRIS.NC.GOV.
10. SITE ADDRESS: HANFORD RD



LEGEND

IPF		IRON PIPE FOUND
IRF		IRON ROD FOUND
CMF		CONCRETE MON FOUND
RWM		R/W MON FOUND
		CALCULATED POINT
		STORM CATCH BASIN
		STORM CURB INLET
		FLARED END SECTION
		STORM MANHOLE
		SEWER MANHOLE
		FIRE HYDRANT
		WATER METER
WV		WATER VALVE
		TEL-COM PEDESTAL
		FIBER OPTIC BOX
		TRAFFIC SIGNAL BOX
		MAILBOX
		SIGN
POST		FENCE POST
WF		WETLAND FLAG
BZ		BUFFER ZONE
X		WIRE FENCE
		TREELINE
		STORM DRAIN LINE
OHW		OVERHEAD WIRES
		GUARDRAIL
		RIPRAP SURFACE
		CONCRETE SURFACE
		PERMANENT DRAINAGE EASEMENT
		TEMPORARY CONSTRUCTION EASEMENT
PDE		PERMANENT DRAINAGE EASEMENT
TCE		TEMPORARY CONSTRUCTION EASEMENT
RCP		REINFORCED CONCRETE PIPE
PVC		POLYVINYL CHLORIDE PIPE
CPP		CORRUGATED PLASTIC PIPE
VCP		VITRIFIED CLAY PIPE
WIF		WIRE FENCE
OH-WM		ORDINARY HIGH-WATER MARK

NORTH
NAD83(2011)

I, WILLIAM J. TURNER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

CLASS OF SURVEY: CLASS A
POSITIONAL ACCURACY: 0.15 HORIZ. / 0.15' VERT.
TYPE OF GPS FIELD PROCEDURE: RTK VRS
DATES OF SURVEY: SEPTEMBER 10TH, 2025
DATUM/EPOCH: NAD-83 (2011)
PUBLISHED/FIXED-CONTROL USE: >HANFORD, NC SPATIAL DATA
COMBINED GRID FACTOR: 0.99994581
UNITS: US SURVEY FEET

WILLIAM J. TURNER, PLS # 5598

I, WILLIAM J. TURNER, CERTIFY THAT THIS PROJECT WAS COMPLETED UNDER MY DIRECT AND RESPONSIBLE CHARGE FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THIS GROUND SURVEY WAS PERFORMED AT THE 95 PERCENT CONFIDENCE LEVEL TO MEET FEDERAL GEOGRAPHIC DATA COMMITTEE STANDARDS; THAT THIS SURVEY WAS PERFORMED TO MEET THE REQUIREMENTS FOR A TOPOGRAPHIC/PLANIMETRIC SURVEY TO THE ACCURACY OF CLASS A AND VERTICAL ACCURACY WHEN APPLICABLE TO THE CLASS B STANDARD, AND THAT THE ORIGINAL DATA WAS OBTAINED IN SEPTEMBER 2025; THAT THE SURVEY WAS COMPLETED ON NOVEMBER 4TH, 2025; THAT CONTOURS SHOWN AS [CONTINUOUS LINES] MAY NOT MEET THE STATED STANDARD; AND ALL COORDINATES ARE BASED ON NAD83(2011) AND ALL ELEVATIONS ARE BASED ON NAVD 88.

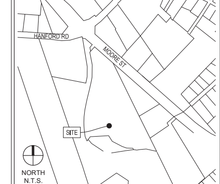
WILLIAM J. TURNER, PLS # 5598

5704 CARRIAGEHOUSE CT
APEX, NC 27539
919.904.3338

Firm License #: P-3151

YLS YOUR LAND SURVEYOR

Vicinity Map:



0 30 60 120

SCALE: 1" = 60'

Title:

EXISTING CONDITIONS SURVEY FOR:

WACA PROPERTIES LLC

GRAHAM TOWNSHIP,
ALAMANCE COUNTY, NORTH CAROLINA
DATE: 11/04/2025 SCALE: 1" = 60'
CONTOUR INTERVAL = 1 FOOT
PREPARED FOR:
CSD ENGINEERING

Revisions:

No.	Date	Description
--	--	--

Seal:

NORTH CAROLINA PROFESSIONAL SEAL L-5598 LAND SURVEYOR WILLIAM J. TURNER

Project #: YLS25021
Date: 11/04/2025
Drawn by: WJT
Sheet: **1 of 1**

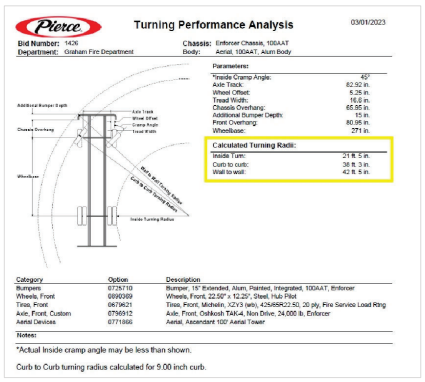
C:\Users\turne\OneDrive\YLS Documents\YLS Projects\YLS-25-021-John Oglesby-Graham NC AUG 30th\DWG\YLS25021-HANFORD RD.dwg Nov 04, 2025 - 1:37pm

PRELIMINARY SUBDIVISION PLAN NOTES:

1. THIS MAP IS NOT FOR CONVEYANCE OR SALES.
2. THIS IS A CONDITIONAL REZONING PLAN EXHIBIT R-18 to CR
3. THE CITY OF GRAHAM TECHNICAL REVIEW AND OTHER REVIEW AGENCIES REVIEW AND APPROVAL WILL BE REQUIRED FOR CONSTRUCTION.
4. CUL DE SACS AND ENTRY GATE SHALL CONFORM TO CITY OF GRAHAM / NC STATE FIRE CODE REQUIREMENTS
5. PRIVATE REFUSE COLLECTION IS PROPOSED.

PROPOSED LOT SUMMARY TABLE:

Lot Number	Lot Area (square feet)	Lot Designation	Frontage (feet)	Depth (feet)
1	3,571	Cottage	48.5	60
2	3,179	Cottage	48.5	60
3	4,547	Cottage	75.3	67
4	4,600	Cottage	83	55
5	3,277	Cottage	55	58
6	3,007	Cottage	45	72
7	3,910	Cottage	47	71
8	3,269	Cottage	41	69
9	3,546	Cottage	33.8	56
10	3,173	Cottage	50	65
11	3,149	Cottage	48	65
12	3,145	Cottage	48.5	64.8
13	3,283	Cottage	50.6	64.8
14	3,332	Cottage	51.3	64.8
15	3,091	Cottage	48.6	55.3
16	7,240	Custom	71	84.1
17	6,447	Custom	61	90
18	6,773	Custom	61.9	90.1
19	6,743	Custom	61	90.1
20	6,447	Custom	61	90
21	6,447	Custom	61	90
22	11,367	Custom	120	113.9
23	10,426	Custom	120	110
24	10,298	Custom	130	110



Pierce — Turning Performance Analysis — 03/01/2023

Bid Number: 1426 — Chassis: Enforcer Chassis, 100AAT
Department: Graham Fire Department — Body: Aerial, 100AAT, Alum Body

Parameters:

*Inside Cramp Angle:	45°
Axle Track:	82.92 in.
Wheel Offset:	5.25 in.
Tread Width:	16.6 in.
Chassis Overhang:	65.95 in.
Additional Bumper Depth:	15 in.
Front Overhang:	80.95 in.
Wheelbase:	271 in.

Calculated Turning Radii:

Inside Turn:	21 ft. 5 in.
Curb to curb:	38 ft. 3 in.
Wall to wall:	42 ft. 5 in.

Category	Option	Description
Bumpers	6735710	Bumper, 15" Extended, Alum, Painted, Integrated, 100AAT, Enforcer
Wheels, Front	6890369	Wheels, Front, 22.50" x 12.25", Steel, Hub Pilot
Tires, Front	6879621	Tires, Front, Michelin, XZY-3 (wb), 425/65R22.5D, 20 ply, Fire Service Load Rtng
Axle, Front, Custom	6795912	Axle, Front, Oshkosh TAK-4, Non Drive, 24,000 lb, Enforcer
Aerial Devices	6771866	Aerial, Ascendant 100' Aerial Tower

Notes:

*Actual Inside cramp angle may be less than shown.

Curb to Curb turning radius calculated for 9.00 inch curb.



PRELIMINARY PLANNING AND ZONING PURPOSES ONLY, NOT APPROVED FOR CONSTRUCTION

SHEET 3/3
5-19-2026
1" = 60'
CDH/BSB
1-25-1007
PRELIMINARY SUBDIVISION AND CONDITIONAL ZONING PLAN
9-28-2026
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24924 CHARLES D. HUFFINE
C-1939
WHITE ROCK ESTATES
THE L.E.A.D.S. GROUP, P.A.
Land Engineering And Development Services

Proposed Zoning Conditions - 0 Hanford Road -Graham - North Carolina

1) The project proposes a zoning change from R-18 residential to Conditional Residential zoning C-R with an average density of2.39 units per acre.

2) The proposed Maximum Number of Single-Family Residential Units shall be24 units.

3) The project offers two distinctive home type options that will be gated. The western side "custom cottage homes" option with setbacks as shown on the conditional zoning plan and the eastern side "custom ranch homes" option with setbacks as shown on the conditional zoning plan.

4) Private streets are proposed within this conditional zoning.

5) Private streets shall have a minimum right-of-way width of 45' and a street section of 27'back to back and the (HOA) homeowners will have maintenance responsibilities after the appropriate warranty period.

6) Each home will have 2 parking spaces and a total of 12 additional parking spaces: 8 additional spaces at the end of each street and 4 additional spaces at the split of the entry street. This provision results in an additional 0.5 parking spaces per unit. On-street parking shall only be allowed on one side of any street having width not less than 31' back-to-back.Streets narrower than this minimum will be signed no parking. City standard 48' R cul-de-sec will be provided.

7) The project proposes sidewalks on both sides of private streets on the Cottage Home Sections and on one side in the Custom Home Section. We will use roll curb throughout both street sections. NCDOT frame grate and hood curb inlet structures are proposed for the private streets.

8) The project proposes to connecttomunicipal water and sewer services from the City of Graham. The project proposes Private Sewer and Public Water, and both will be built to City Standards.

9) A self-managed home owner's association is proposed.

10) The home owner's association shall provide provisions to maintain all private and common areasand for both the legislation and enforcement of neighborhood regulations. Provisions will include prohibiting on-street parking within Private Streets, any long term parking, outside storage of unused vehicles, trailers or other nuisance items and activities.

11) The common and open spaces, private easements, private rights of way, other common features and common area maintenance not publicly dedicated shall be controlled in unified ownership through the home owner's association.

12) The project proposes both active and passive open space with inviting community amenities including a fishing pond with a fountain feature, walking trails, an outdoor pergola and seating areas throughout the neighborhood for residents. Trails within stream buffer areas shall be constructed in accordance with applicable standards.

13) Street trees shall be the responsibility of the home owner's association including long term care, pruning as needed and any associated infrastructure repairs as needed due to their maturity.

14) The project proposes to make an extensive effort to preserve existing vegetation and retain the scenic wooded views with modest and attractive landscaped entrance markers and supplemental buffers surrounding the perimeter of the development.

15) The project proposes architecturally integrated construction where homes are situated into the environment to blend with the natural features and topography as best as practical.

Revised plan noted for 8" Public Water

Note for Future Sewer Connection:
A Private Sanitary Sewer to be built to public (City of Graham standards), is proposed at White Rock Estates. A private pump station and force main are also proposed for construction, connecting to the existing City of Graham sewer in Moore Street or Hanford Road. Private sewer and pump station maintenance is proposed and will be provided for by the Homeowner's Association.

In the event that an easement providing access to a public gravity sewer connection becomes available, the Homeowner's Association reserves the right to propose a gravity public sewer connection to allow for the abandonment of both the private pump station and private force main, and the subsequent transfer of ownership and maintenance responsibility of the White Rock Estates sanitary sewer system.

Maintenance Provision:
The City of Graham shall have the right to access public water and sewer at White Rock Estates. Where the public utilities lie within paved streets or sidewalks owned by the Homeowner's Association, it shall be the responsibility of the Homeowner's Association to repair, replace, and restore any paved streets or sidewalks affected by the maintenace or repair of these utilties.

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 4.3.1: Land Use Patterns**. Promote development of efficient land use patterns to allow continued quality and efficiency of water systems. Discourage the extension of water service into areas that are not most suitable for development. *This amendment would allow for efficient land use and connection to existing services.*
- **Policy 5.1.2: Variety of ownership opportunities.** Encourage a variety of homeownership opportunities and choices by supporting the development of condominiums, cooperatives, and land trusts. *This amendment will offer flexibility in home ownership by presenting options for rental and/or owned residential units.*
- **Policy 5.2.1: Diverse Neighborhood.** Encourage a mix of housing types within Graham, including detached, duplex, multifamily, townhomes, and live-work units. *This amendment will diversify the City's residential housing stock and support the downtown landscape.*

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
3-6 dwelling units per acre

Staff Recommendation

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

- Rezoning the property would be consistent with the Suburban Residential land use areas and consistent with policies 4.3.1, 5.1.2, and 5.2.1, as put forth by the Graham 2035 Comprehensive Plan

Planning Board Recommendation

- Recommended approval on condition of an 8-foot tall privacy fence being installed along the east and west property lines and around the pump station, a vehicular turn-around before the front gate and implementation of all conditions proposed by the applicant. 4-0.

STAFF REPORT

Prepared by Cameron West, Senior Planner

1208 S Main & 102 Andrews Avenue B-2 (RZ2604)

Type of Request: Rezoning

Meeting Dates

Planning Board: October 20th, 2026

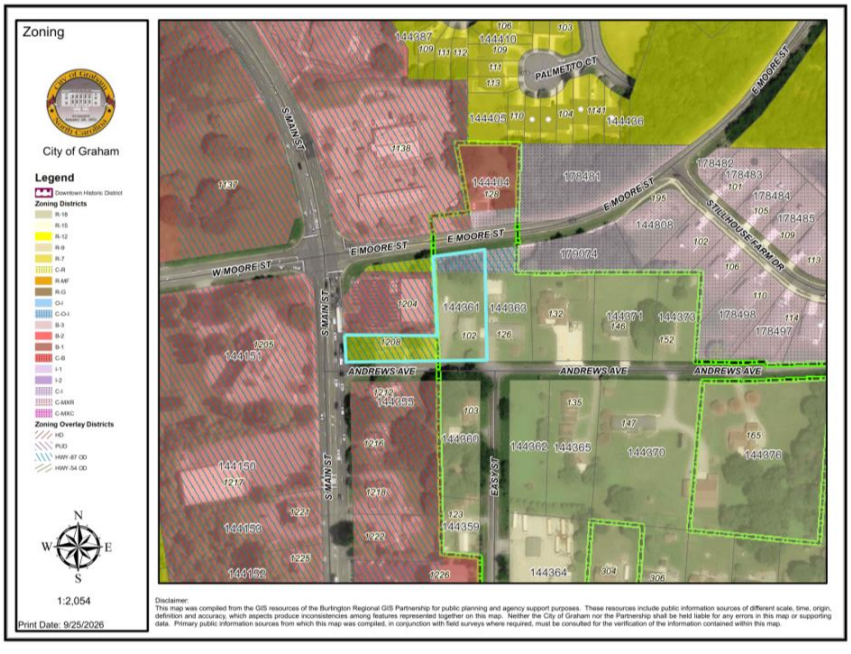
City Council on November 10th, 2026

Contact Information

[redacted]

Summary

This is a request to rezone a 0.24-acre lot at 1208 South Main Street from R-12 (Medium Density Residential) and a 0.55-acre lot at 102 Andrews Avenue from R-18 (Low Density Residential) both to B-2 (General Commercial) for the purpose of recombining these parcels with 1204 South Main Street and selling the properties for future commercial use. 1208 South Main also falls under the Highway 87 Overlay District and is classified under the Commercial Corridor Land Use category which supports the use of commercial growth of strategically located clusters within the NC-54 and NC-87 corridors. 102 Andrews Avenue falls under the Suburban Residential Land Use category which supports low-impact supporting uses within designated neighborhood centers, including small professional offices, live-work units and similar neighborhood-oriented commercial activities, provided they don't generate excessive traffic or parking. Uses surrounding the property include IT and medical offices, convenience stores, vacant land, and single-family homes. Planning Board recommended approval of the rezoning at a vote of 6-0.



Location
1208 S. Main Street & 102 Andrews Avenue

GPIN:
8883351819 & 8883352966

Current Zoning
R-12 & R-18 (Medium & Low Density Residential)

Proposed Zoning
B-2 (General Commercial)

Overlay District
South Main/Highway 87 Overlay

Surrounding Zoning
B-2, R-18 and C-MXR

Surrounding Land Uses
Offices, vacant, single family, and convenience stores.

Size
0.79 acres

Public Water & Sewer
Yes for 1208 S. Main; Neither for 102 Andrews Avenue.

Floodplain
No

Zoning

City of Graham

Legend

Downtown Historic District

Zoning Districts

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

Zoning Overlay Districts

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

N W E S

1:2,054

Print Date: 9/25/2026



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

FLUM

City of Graham

Legend

- Streets
- Parcels

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

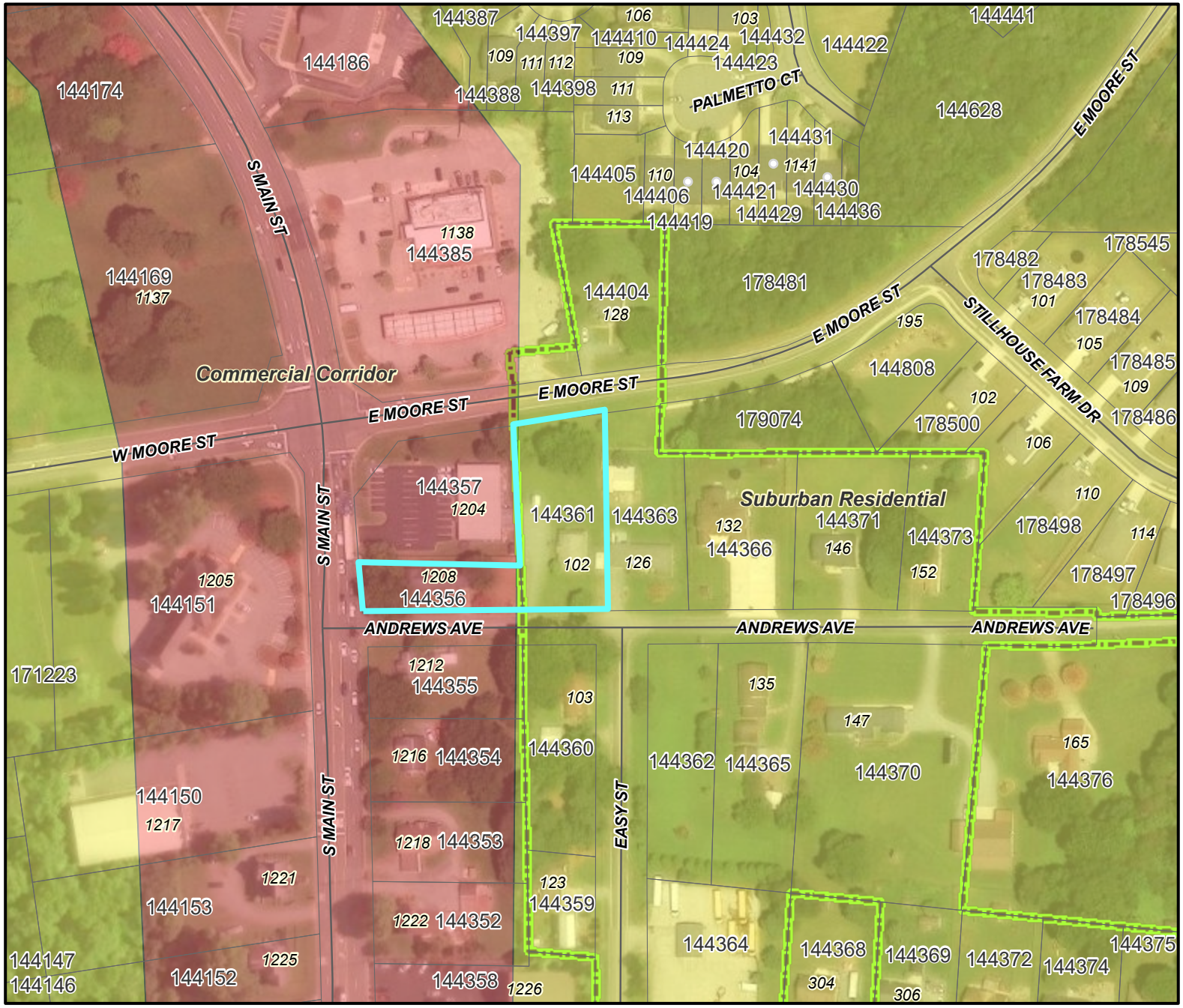
ALAM_INTEREST_POINT

- Airport
- Cemetery
- Education/School
- Fire Station
- Government Office
- Historic/Museum
- Jail
- Library

N W E S

1:2,054

Print Date: 10/8/2026



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

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

Applicable Policies and Strategies:

- 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.

Strategies

- 2.1.5: **Reduced barriers**: Work with local businesses and economic development partners to identify and address unnecessary barriers to local business development.

Policies

- 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.
- 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.

Staff Recommendation

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

- Rezoning these properties would be consistent with the Commercial Corridor land use type and furthers strategy 2.1.5 and policies 2.2.1, 2.3.2 and 2.3.3 as put forth by the Graham 2035 Comprehensive Plan.
- That said, rezoning would be inconsistent with the Suburban Residential land use type by allowing commercial uses permitted in the B-2 General Commercial district which may undermine the single-family character of neighborhoods and generate excessive traffic and parking.

STAFF REPORT

Prepared by Cameron West, Senior Planner

Text Amendment for:

Type of Request: Text Amendment for Vehicle Sales.

Meeting Dates

Planning Board on September 15 and October 20, 2026

City Council on November 10, 2026

Contact Information

On Behalf of Planning Staff from Council Request

Summary

City Council has requested Staff to address the lack of regulation for the Vehicle Dealers/Rentals (new and used) land use type inside of the Development Ordinance and update it. Prior to the update, the use was permitted by right in the B-2, I-1 and I-2 districts with no additional regulations associated with it. The use was also permitted by condition in the C-B, C-I and C-MXC districts. This amendment will provide additional standards for this use type in the districts where it can be approved by-right, which it now must meet to be approved. All the supporting documetation has been provided to you in your agenda packets for discussion. Planning Board recommended approval of the text amendment with changes to the language. Planning Board changed the minimum lot size requirement to allow for the use to operate on all lots of record, ommitted the distance requirement from residentially zoned districts, removed paving and striping requirements for parking areas, omitted the wheel stop, curb or bollard requirements, changed language regarding lighting to not require lighting installation, changed landscaping requirements from all new uses and construction to providing at least a type D buffer adjacent to residenatially zoned lots, ommitted the building requirement, and altered the accessory use requirment to not limit repair to minor and require the building for the repair work is screened from the public right of way. A copy of the original draft and Planning Board edits can be found in your agenda packet.

Project Name

Text Amendment for Vehicle Dealers/Rentals (New and Used) (AM2604)

Location

City-wide

Current Zoning

Not Applicable

Proposed Zoning

Not Applicable

Overlay District

Not Applicable

Staff Recommendation

Approval

Conformity to The Graham 2035 Comprehensive Plan and Other Adopted Plans

Not applicable.

Planning District
All

Development Type
All

Applicable Planning District Policies and Recommendations

- Not applicable; city-wide.

Staff Recommendation

Based on the comprehensive plan, staff **recommends approval** of the text amendment. The following supports this recommendation:

- The proposed amendment updates the language to provide additional development standards for the Vehicle Dealers/Rentals (New/Used) land use.

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

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

25. **Short-Term Rentals** – A Zoning Permit is required to operate the use. No signage advertising the use is permitted on site. All exterior lighting shall be residential in nature. 1 parking space per bedroom is required, not including on-street parking. Overnight occupancy will not exceed two-persons per bedroom. *(added 12/10/2024)*

26. **Development Standards for Vehicle Dealers/Rentals (New/Used)** - Permitted Use by Right B-2, I-1, and I-2. Current business uses who would fall into nonconforming status with the adoption of this ordinance would be able to continue operating under the current ordinance stipulations in effect at the time of ordinance adoption.

    a. Minimum Lot Size: The minimum lot size shall be the existing lot size of record. ~~two (2) acres in size along Highway 87 and Highway 54. The minimum lot size along all other roadways shall be five (5) acres.~~

    ~~b. Location: Vehicle Dealers/Rentals (New/Used) shall not be located within 250 feet from any residential zoning district. Measured from exterior property lines.~~

    c. Parking area: All required parking spaces and display areas within general traffic circulation areas shall be an all weather material ~~paved and striped~~ in accordance with the City of Graham Development Ordinance and no cars shall be displayed within a public right-of-way, ~~or~~ within driveway accesses ~~access driveways~~, and required landscaped areas.

    ~~d. Edge of Display: Wheel stops, curbs or bollards are required along the exterior parking spaces of the display area to prohibit parking within landscaped areas.~~

    e. Lighting: ~~Any new use of land for Vehicle Dealers/Rentals (New/Used) is required to install lighting and~~ All lighting shall conform to Section 10.290 of the City of Graham

Development Ordinance. A Lighting plan shall be submitted to and approved by the City Planner for conformity.

f. Landscaping: Any new use ~~or new construction~~ of land Vehicle Dealers/Rentals (New/Used) shall not provide less than a type D yard adjacent to residentially zoned lots ~~is required to install landscaping~~ and a new use increasing 2 or more land use classifications shall conform to Article V of the City of Graham Development Ordinance. A Landscaping plan shall be submitted to and approved by the City Planner for conformity.

~~g. Building: All new uses are required to have one (1) building on the lot for the sole purpose of conducting sales operations.~~

h. Accessory Use: For any accessory automobile service, repair shall be limited ~~to minor automotive repair or routine maintenance only for vehicles sold at that location, occur~~ within an enclosed building screened from the public right of way, and limit outdoor storage of vehicles awaiting repair to the side or rear of buildings.

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

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

25. **Short-Term Rentals** – A Zoning Permit is required to operate the use. No signage advertising the use is permitted on site. All exterior lighting shall be residential in nature. 1 parking space per bedroom is required, not including on-street parking. Overnight occupancy will not exceed two-persons per bedroom. *(added 12/10/2024)*

26. **Development Standards for Vehicle Dealers/Rentals (New/Used)** - Permitted Use by Right B-2, I-1, and I-2.

    a. Minimum Lot Size: The minimum lot size shall be two (2) acres in size along Highway 87 and Highway 54. The minimum lot size along all other roadways shall be five (5) acres.

    b. Location: Vehicle Dealers/Rentals (New/Used) shall not be located within 250 feet from any residential zoning district. Measured from exterior property lines.

    c. Parking area: All required parking spaces and display areas within general traffic circulation areas shall be paved and striped in accordance with the City of Graham Development Ordinance and no cars shall be displayed within a public right-of-way or within access driveways.

    d. Edge of Display: Wheel stops, curbs or bollards are required along the exterior parking spaces of the display area to prohibit parking within landscaped areas.

    e. Lighting: Any new use of land for Vehicle Dealers/Rentals (New/Used) is required to install lighting and shall conform to Section 10.290 of the City of Graham Development Ordinance. A Lighting plan shall be submitted to and approved by the City Planner for conformity.

f. Landscaping: Any new use or new construction of land Vehicle Dealers/Rentals (New/Used) is required to install landscaping and shall conform to Article V of the City of Graham Development Ordinance. A Landscaping plan shall be submitted to and approved by the City Planner for conformity.

g. Building: All new uses are required to have one (1) building on the lot for the sole purpose of conducting sales operations.

h. Accessory Use: For any accessory automobile service, repair shall be limited to minor automotive repair or routine maintenance only for vehicles sold at that location, occur within an enclosed building, and limit outdoor storage of vehicles awaiting repair to the side or rear of buildings.

Section 10.135 Table of Permitted Uses

Use Type	R-18	R-15	R-12	R-9	R-7	C-R	R-MF	R-G	O-I	C-O-I	B-3	B-2	B-1	C-B	I-1 (Note 19)	I-2 (Note 19)	C-I	C-MXR	C-MXC	LUC
ABC Store (liquor)												X	X	C					C	3
Accessory Uses, See Note 1	X	X	X	X	X	C	X	X	X	C	X	X	X	C	X	X	C	C	C	3
Office Space, Less than 5 employees									X	C	X	X	X	C	X			C	C	3
Office Space, More than 5 employees									X	C		X	X	C				C	C	3
Alteration, Clothing Repair											X	X	X	C				C	C	3
Ambulance, Fire, Police, Rescue Station	S	S	S	S	S	C	X	X	X	C	X	X	X	C	X	X	C	C	C	3
Amusement/Water Parks/Fairs/Carnivals												S			S	S	C			4
Animal Hospital/Commercial, with outdoor kennels or runs, provided all runs and pens are at least 50 ft. from any property line												S		C	X	X	C		C	3
Arts and Crafts Studio, See Note 25											X	X	X	C	X			C	C	3
Boutique Shops, No Outdoor Storage									S	C	X	X	X	C	X			C	C	3
Large Items Store (appliances, hardware, furniture)												X	X	C	X		C		C	3
Athletic Fields, See Note 2	S	S	S	S	S	C	S	S	X	C	X	X		C	X	X	C	C	C	1
Auditoriums, Stadiums, and similar facilities where admission is charged or organized athletic events are held, See Note 2							S	S	S			S	S	C	S		C		C	4
Vehicle Accessory and Supply Sales												X		C	X		C	C	C	3
Vehicle assembling, painting, upholstering, rebuilding, reconditioning; body and fender work															X	X	C			4
Vehicle body and fender repair conducted within completely enclosed building												X		C	X	X	C		C	3
Vehicle Dealers/Rentals (new and used), see Note 26												X		C	X	X	C		C	3
Vehicle repair shops, not including body or fender repair												X		C	X	X	C		C	4

STAFF REPORT

SUBJECT:	Proposed Revisions to Fire Prevention and Fire Department Ordinances
PREPARED BY:	Fire Chief Tommy Cole

REQUESTED ACTION:

Consider and approve revisions to the City of Graham Code of Ordinances concerning fire prevention, Fire Department administration, emergency access, mutual aid, and open burning, subject to final legal review and assignment of section numbers.

BACKGROUND/SUMMARY:

The proposed ordinance revisions modernize the City of Graham's fire prevention and protection regulations to better reflect current Fire Department operations, staffing, and safety requirements.

Key changes include removing the outdated 38-member staffing limit, updating personnel policies and training requirements, revising volunteer firefighter provisions, strengthening fire code enforcement, and establishing requirements for emergency access key boxes. Additional revisions update false alarm regulations, clarify automatic and mutual aid authority, address open-burning restrictions, and align applicable fees and penalties with the City's annually adopted fee schedule. These changes will improve operational efficiency, enhance public and firefighter safety, and ensure the ordinances reflect current practices and regulatory requirements.

FISCAL IMPACT:

The proposed ordinance changes do not require any immediate additional funding. Any new or updated fees and penalties will be included in the City's annual fee schedule.

STAFF RECOMMENDATION:

Staff recommends approval of the proposed ordinance revisions to modernize Fire Department administration, clarify enforcement procedures, and strengthen fire and life safety protections. Prior to adoption, the City Attorney should confirm the legal authority and numbering of new sections.

SUGGESTED MOTION(S):

I move to approve the proposed amendments to the City of Graham Code of Ordinances concerning fire prevention and protection, Fire Department administration, emergency key boxes, mutual aid, and open burning, subject to final review by the City Attorney and any necessary technical corrections.

City of Graham Fire Department Ordinances

DIVISION 1. - GENERALLY

Sec. 2-175. - Riding on fire engine, etc.

No person other than a member of the fire or police department shall mount any fire engine or apparatus before it leaves the station or while on its way to or from a fire, or at any other time, unless by permission of the fire chief or officer in command of such engine or other apparatus.

(Code 1978, ch. D, art. I, § 15; Code 1983, § 2-242)

Sec. 2-176. - Interference with firefighters or fire apparatus—Generally.

No person shall enter in or on any buildings or grounds occupied by the fire department or interfere with a firefighter in the discharge of their duties, or hinder a firefighter in the performance of said duty; nor shall any persons other than members of the fire department loiter about any fire station or change, handle or meddle in any manner with any fire engine or any other apparatus.

(Code 1978, ch. D, art. I, § 14; Code 1983, § 2-243)

Sec. 2-177. - Same—At fire.

No person shall be where a fire is in progress in such a way as to interfere with the duties of the fire department.

(Code 1978, ch. D, art. I, § 13; Code 1983, § 2-244)

Sec. 2-178. - Fire alarms—Generally.

(a) No person shall give or cause to be given any false alarm of fire.

(b) No person shall maintain, use or possess an operative alarm system, proprietary alarm or audible alarm which is faulty in that it signals or sounds an excessive number of false alarms.

(c) Any alarm system, proprietary or audible alarm shall be presumed to be in violation of this section whenever there are more than two false alarms received during any month of a calendar year, whether activated through the possessor's negligence, equipment malfunction or for any other reason within the possessor’s control, whether such causes are sole or in combination.

(d) For each false alarm received in excess of two false alarms during any month of a calendar year, the possessor of the alarm system shall be charged a service fee in the amount established in the annual city fee schedule adopted by the city council.

(Code 1978, ch. D, art. I, § 17; Code 1983, § 2-246; Ord. of 10-6-1981)

Secs. 2-179—2-198. - Reserved.

DIVISION 2. - FIRE PREVENTION CODE

Sec. 2-199. - Adoption by reference.

The International Fire Code and the North Carolina Fire Code, including its appendices, as adopted by the North Carolina Building Code Council, are adopted by reference and incorporated into this article. Amendments to the North Carolina Fire Code are adopted by reference in this section when adopted and published by the North Carolina Building Code Council and incorporated into the North Carolina Fire Code. References to the International Fire Code shall mean the North Carolina Fire Code, as amended from time to time.

Sec. 2-200. - Enforcement generally.

The code adopted in this division shall be enforced by a licensed and sworn North Carolina fire code official under the direction of the fire chief.

(Code 1978, ch. D, art. III, § 2; Code 1983, § 2-262)

Sec. 2-201. - Schedules of fees on file.

Fees for permits, certificates, approvals, inspections, and other functions performed under the city fire prevention code shall be established in the annual city fee schedule adopted by the city council and shall be payable to the city. The applicable fee shall accompany the application for a permit, approval, certificate, or other fee-related code function. No fee shall be charged unless specifically adopted by the city council.

A copy of the annual city fee schedule shall be kept on file in the offices of the fire chief and the city clerk.

Sec. 2-202. - Inspection—Upon complaint.

Whenever any person submits a written complaint to the fire chief or the fire department code official that any business or premises constitutes a fire hazard, the fire chief shall have the business or premises inspected immediately.

(Code 1978, ch. D, art. I, § 7; Code 1983, § 2-265)

Sec. 2-203. - Order to remedy hazard—Authorized.

Whenever the fire chief or code enforcement official finds that any building or premises constitutes a fire hazard, that official shall serve or cause to be served upon the owner and occupant a written notice specifying the hazardous condition, ordering it to be remedied promptly, and stating a reasonable time for compliance.

(Code 1978, ch. D, art. I, § 8; Code 1983, § 2-267)

Sec. [number to be assigned]. - Violations.

(a) Any person or business that violates any provision of the North Carolina Fire Prevention Code, as adopted by the City of Graham in section 2-199 of this article, shall be guilty of a Class 3 misdemeanor and shall be subject to the applicable fine established in the annual city fee schedule adopted by the city council.

(b) Any person or business that builds and maintains property in violation of any detailed statement of specifications or plans submitted and approved under the code, or in violation of any certificate or permit issued under the code, shall be subject to the applicable civil penalty established in the annual city fee schedule

adopted by the city council for the first violation and each subsequent violation of the same code provision. Such a violation shall also constitute a Class 3 misdemeanor, subject to the applicable fine established in that schedule.

(c) Failure to secure a permit required by the state fire code, as adopted in section 2-199 of this article, or by any provision of this chapter for construction or demolition of a building or other structure shall subject the offender to the applicable civil penalty established in the annual city fee schedule adopted by the city council for each violation and each subsequent violation. Such a violation shall also constitute a Class 3 misdemeanor, subject to the applicable fine established in that schedule.

(d) Failure to secure a permit required by the state fire code, as adopted in section 2-199 of this article, or by any provision of this chapter shall subject the offender to the applicable civil penalty established in the annual city fee schedule adopted by the city council for each violation and each subsequent violation. Such a violation shall also constitute a Class 3 misdemeanor, subject to the applicable fine established in that schedule.

(e) Violations of the state fire code, as adopted in section 2-199 of this article, or of any provision of this chapter that affects the safety of any person, including blocking or locking exit doorways, obstructing means of egress, and overcrowding, shall subject the offender to the applicable civil penalty established in the annual city fee schedule adopted by the city council for each violation and each subsequent violation. Such a violation shall also constitute a Class 3 misdemeanor, subject to the applicable fine established in that schedule.

(f) Any notice of violation, with the exception of the issuance of criminal process, will specify a period during which the violator must correct the violation. If the violation is not corrected within such specified time, the violator shall be guilty of a new and separate offense.

(g) Any person subject to a fine or civil penalty under this section shall have ten calendar days after its issuance to pay it. Any applicable late or delinquent payment charges shall be assessed in accordance with the annual city fee schedule adopted by the city council and applicable city policies or provisions of the City of Graham Code of Ordinances.

Sec. 2-204. - Third-party inspection reporting system.

Records of all required monthly, quarterly, and annual system inspections, tests, and maintenance, as required by sections 604.6, 901.6, 904.11, and 909.20 and their respective referenced National Fire Protection Association standards, shall be provided to the City of Graham through an approved third-party inspection reporting system. Reporting parties shall pay any fees associated with that service to the city's third-party service provider.

Sec. 2-205. - Appeals.

Whenever the fire chief or fire department code official shall disapprove an application or refuse to grant a permit applied for under this article, or when it is claimed that the provisions of the fire prevention code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal to the North Carolina Building Code Council.

(Code 1978, ch. D, art. III, § 4; Code 1983, § 2-272)

Secs. 2-206—2-241. - Reserved.

DIVISION 3. - FIRE DEPARTMENT GENERALLY

Sec. 2-242. - Fire department organization.

The fire department shall consist of the fire chief and an adequate number of firefighters to maintain and operate the department in a manner that permits it to be rated by the North Carolina Department of Insurance and the North Carolina Office of State Fire Marshal. The department may operate under policies and guidelines subject to the approval of the city manager.

Sec. 2-243. - Personnel policies and operating guidelines.

All members of the fire department shall be subject to and shall comply with the City of Graham Personnel Policy and the fire department's Standard Operating Guidelines and Policies.

Sec. 2-244. - Chief—General duties.

Subject to the supervision of the city manager, the fire chief shall have general control of the department, its personnel, and its apparatus and shall be responsible for enforcement of the fire prevention code. The fire chief shall assign duties to firefighters as the fire chief considers appropriate for the safety and welfare of the city and shall be responsible to the city manager for ensuring that firefighters faithfully perform their duties.

(Code 1978, ch. D, art. I, § 1; Code 1983, § 2-298)

State law reference— Duties of fire chief, G.S. 160A-292.

Sec. 2-245. - Same—Duty in case of fire or emergency call.

Whenever an emergency shall occur it shall be the duty of the fire chief or ranking officer to report immediately to the place of the incident and to assume command of the incident, if necessary.

(Code 1978, ch. D, art. I, § 3; Code 1983, § 2-299)

Sec. 2-246. - Fires—Investigation of cause.

Immediately after a fire, the fire chief or officer in command shall investigate or cause an investigation of its cause, origin, and circumstances and, as far as possible, determine whether the fire resulted from accident, carelessness, or intentional action. If the fire chief or officer in command has reason to believe that the fire is of suspicious origin, that official shall notify the proper authorities designated by law to investigate such matters and shall cooperate with those authorities in collecting evidence and prosecuting the case when properly instituted.

(Code 1978, ch. D, art. I, § 4; Code 1983, § 2-300)

Sec. 2-247. - Enforcement duties and rescue services.

(a) The fire chief and qualified employees of the fire department shall enforce all laws and ordinances of the city covering the following:

(1) The prevention of fires.

(2) The storage, sale, and use of combustible, flammable or explosive materials.

(3) The installation and maintenance of automatic and other fire alarm systems, fire extinguishing equipment, and emergency communications devices.

(4) The maintenance and regulation of fire escapes.

(5) The means and adequacy of exit in case of fire from factories, schools, hotels, lodging houses, asylums, hospitals, churches, halls, theaters, amphitheaters, and all other places in which numbers of persons work, live or congregate, from time to time, for any purpose.

(6) The investigation of the cause, origin, and circumstances of fires.

(7) The maintenance of fire cause and loss records.

(8) Unlawful parking in a fire lane, as prohibited by the applicable provisions of the City of Graham Code of Ordinances.

(9) Unlawful stopping or parking within 15 feet of a fire hydrant, as prohibited by the applicable provisions of the City of Graham Code of Ordinances.

They shall have such other powers and perform such other duties as are set out in other sections of this chapter, and as may be conferred and imposed from time to time by law or by the direction of the fire chief or the city manager.

(b) The fire department shall be responsible for providing rescue services within the corporate limits of the City of Graham. For purposes of this subsection, "rescue services" shall include, but not be limited to, providing medical first responder service and rescue services in emergency rescue situations, providing emergency medical technician assistance, assisting with removal of persons from endangerment or entrapment, and other services commonly needed in rescue operations that can reasonably be provided by fire department personnel and equipment. This subsection is not meant to establish the fire department as a provider of ambulance services.

(c) Applicable fines and civil penalties for violations of the laws and ordinances enforced under this section shall be assessed in accordance with the annual city fee schedule adopted by the city council.

Sec. 2-248. - Reserved.

Secs. 2-249—2-274. - Reserved.

DIVISION 4. - VOLUNTEER FIREFIGHTERS [5]

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Editor's note— Ord. No. 9-1-2015(1) amended Div. 4 in its entirety to read as set out herein. Former Div. 4, §§ 2-275—2-278, pertained to part-time firefighters and derived from the Code of 1983, §§ 2-316—2-319; Ord. adopted Aug. 4, 1981, § 3; Ord. adopted Oct. 4, 1983; Ord. adopted April 7, 1987; and Ord. adopted Dec. 6, 1988.

Sec. 2-275. - Membership qualifications; benefits generally.

(a) Any active or retired volunteer firefighter with 20 years of service shall receive a lifetime appointment as an honorary volunteer firefighter in acknowledgment of, and appreciation for, the firefighter’s devotion to public service.

(b) Full-time firefighters shall also receive benefits provided by the city for regular employees.

Sec. 2-276. - Compensation.

(a) Each year, the city council shall appropriate funds in the budget for volunteer firefighter fees.

(b) These funds shall be paid to volunteer members for attendance at fires, medical calls, and training from November through the following October. The fees shall be distributed during the first week of December each year.

Sec. 2-277. - Records.

The fire department treasurer shall keep records of funds received from sources other than city appropriations, and the disbursement of those funds, for all fire department accounts. These records shall be maintained in a secure location inside fire department headquarters under the direction of the fire chief and shall be open to inspection by the city manager at all times.

Sec. 2-278. - Dismissal for failure to meet training requirement.

At the end of the calendar year, any volunteer firefighter who has failed to meet the minimum training requirement established by the state shall be dismissed from the fire department. Personnel who fail to obtain the training hours required by the fire department's Standard Operating Guidelines and Policies shall also be subject to dismissal in accordance with those guidelines and policies.

Sec. [number to be assigned]. - Key boxes required for new construction with fire alarms or sprinklers.

(a) Installation. Approved key boxes shall be installed on all new construction where a fire alarm system or fire sprinkler system has been installed; on existing buildings where either system is newly installed; on access gates where fire department access may be delayed; and at any other occupancy where the fire code official deems a key box necessary. All key boxes shall be compatible with the approved key box system utilized by the fire department and shall be installed in a location approved by the Fire Code Official. Key boxes shall be installed and maintained at the expense of the property owner and shall contain current keys or access devices necessary to provide emergency access to the building, structure, or secured area.

(b) Accessibility. The fire chief or the fire chief's designee shall require a key box to be installed in an accessible location where immediate access is necessary to verify the existence of a fire or other emergency in buildings equipped with fire detection or fire suppression systems or equipment.

(c) Specifications for key boxes. Key boxes shall be of a manufacturer and type approved by the fire department. The fire department shall have complete control of the authorization and operation of the rapid key entry system.

(d) Location for key boxes. The key box shall be located on the exterior of a structure in a location approved by the fire chief or the fire chief's designee. The key box shall be installed no less than four feet and no more than six feet above grade.

(e) Administration. All keys deemed necessary by the fire chief or the fire chief's designee shall be secured within the key box. The fire chief or designee shall administer the program, provide all initial documentation, and maintain a current inventory control list.

(f) Compliance. Key boxes required for new construction shall be installed in accordance with the manufacturer's installation requirements before final fire inspection approval for occupancy. Existing locations requiring key boxes shall have up to three months to install them. Property owners who fail to comply shall be

subject to a reinspection fee in the amount established in the annual city fee schedule adopted by the city council.

Sec. [number to be assigned]. - Automatic and mutual aid; fire apparatus leaving the city.

Pursuant to G.S. 58-83-1, "Mutual Aid between Departments," the city has authority to send firefighters and apparatus beyond the area served by the fire department. The consent of the fire chief or officer in charge shall be required for any city fire engine, fire truck, or other fire apparatus to leave the city. No fire apparatus shall be used for purposes other than fire purposes without the consent of the fire chief.

ARTICLE III. - FIRE HAZARDS

Sec. [number to be assigned]. - Burning of trash or debris prohibited.

It shall be unlawful for any person to burn household garbage or set fire to any leaves, tree trimmings, grass, branches, or any similar matter on private property or in any street right-of-way, alley, or sidewalk within the city.

Sec. [number to be assigned]. - Permissible open burning.

While recognizing that open burning contributes to air pollution, the city council acknowledges that certain types of open burning may reasonably be allowed in the public interest. Therefore, the following types of open burning are permissible as long as such burning complies with applicable provisions of the North Carolina Fire Code and is not prohibited by ordinances and regulations of government entities having jurisdiction:

(1) Campfires and fires used solely for outdoor cooking and other recreational purposes, or for ceremonial occasions, or for human warmth and comfort and which do not create a nuisance and do not use synthetic materials or refuse or salvageable materials for fuel; and

(2) Outdoor fireplaces constructed of stone, rock, or other noncombustible materials, or purchased fireplaces that are UL approved.

The authority to conduct open burning permitted under this section does not exempt any person from the consequences, damages, or injuries which may result from this conduct nor does it exempt any person from complying with all applicable laws, ordinances, regulations, and orders of the governmental entities having jurisdiction even though the open burning is conducted in compliance with this section.

STAFF REPORT

SUBJECT:	MAIN STREET CONFERENCE REIMBURSEMENT
PREPARED BY:	MEGAN GARNER, CITY MANAGER

REQUESTED ACTION:

At the October 13, 2026 meeting, City Council requested an update on the $260 Main Street Conference registration reimbursement owed by Mayor Dickey. As of this date, the reimbursement has not been made and no additional information was provided by Mayor Dickey.

BACKGROUND/SUMMARY:

There was a budget amendment in the amount of $1,500 on the agenda of the March 10 City Council meeting. The funds included a donation earmarked for Mayor Dickey's attendance at the NC Main Street Conference, which City Council did not approve. In an email correspondence from Assistant City Manager Aaron Holland to Mayor Dickey on March 5, Mr. Holland relayed that, in accordance with advice from the City's auditors, the Mayor would have to reimburse the City the registration fee of $260 if the City Council did not approve acceptance of the donation. "Knowing that Council may not approve and you decide to attend, you would then acquire that risk, and the City would be in bounds to issue an invoice for the $260, and we would issue $1,500 back to Jane." Correspondence attached.

Mayor Dickey was billed on March 18 with a due date of April 19, 2026. A second notice regarding the delinquency was mailed on May 4. In email correspondence dated June 4, Mayor Dickey indicated she would write a check to pay it on Tuesday, June 9. However, in correspondence dated June 15, Mayor Dickey requested the City Manager "provide the specific law or legal obligation that requires me to pay the invoice." Full correspondence attached.

At the July 14, 2026 meeting, the following motion passed unanimously: Motion by Council Member Young to inform Mayor Dickey that she owes the $260, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

FISCAL IMPACT:

$260

SUGGESTED MOTION(S):

None.

From: Aaron Holland
To: Chelsea Dickey
Cc: City Attorney; Megan Garner
Subject: NC Main Street Donation Inquiry
Date: Thursday, March 5, 2026 12:39:11 PM
Attachments: image001.png

Hey Chelsea,

I had the opportunity to speak with Patricia Rhodes who's with Stout, Stuart, and McGowen (our auditing firm). The purpose of the conversation was to be sure that the City was operating within the financial bounds that we're afforded. As we're all aware, a $1,500 donation was made by Jane Albright who wished to remain anonymous at the time, but understood that we're required to provide that information if pressed. Although the $1,500 was in our possession, it was not technically available until Council approved the donation.

There was a registration time concern for the NC Main Street Conference and the date of the next Council meeting, so registering you for the conference was done with the potential that the donation might end up being denied and a risk of the fee being forfeited. According to Patricia, we were within bounds to register utilizing Travel funds as long as the funds were available in that account. Even so, the $1,500 was not available for payment to be pulled from and would not be until Council approved the donation.

As it currently stands, the risk of the $260 registration fee being forfeited is with Jane and she would be refunded her $1,500 donation minus that $260 registration amount if you decide to **not** attend. Knowing that Council may not approve and **you decide to attend**, you would then acquire that risk and the City would be in bounds to issue an invoice for the $260 and we would issue $1,500 back to Jane. Whatever is decided between you and Jane is not a concern for the City but I would advise that make sure you're not in any State violations.

I am more than happy to discuss further if you have any questions…

Thanks

Aaron Holland, *Assistant City Manager*
City of Graham
PO Drawer 357 (Mailing Address)
201 South Main St. Graham, NC 27253
PH: 336-570-6700

From: Megan Garner
To: Chelsea Dickey
Cc: Bobby Chin; Bonnie Whitaker; Jim Young; Ricky Hall; Aaron Holland
Subject: RE: Main Street conference reimbursement
Date: Monday, June 22, 2026 5:12:00 PM
Attachments: image001.png
image003.png

Chelsea,

As City Manager, I lack the authority to override or change a decision made by City Council. It was a City Council decision not to approve a budget amendment accepting the $1,500 donation for your attendance at the Main Street Conference.

As I mentioned to you last week when we spoke, this is not a staff matter. As such, I will be preparing an agenda item for City Council to discuss this item at the July meeting.

Because this appears likely to be unresolved by the end of this fiscal year, I believe I have an ethical obligation to report the delinquency to our auditors. When I do so, I will copy you and the City Council.

On a separate but somewhat related matter, please note we will not have an agenda discussion meeting in July.

Megan Garner, *City Manager*
City of Graham
O: 336-570-6700
201 South Main St. Graham, NC 27253
Website | Facebook | Instagram

From: Chelsea Dickey <cdickey@cityofgraham.com>
Sent: Monday, June 15, 2026 1:09 PM
To: Megan Garner <mgarner@cityofgraham.com>
Subject: Re: Main Street conference reimbursement

Hi Megan,

Per our conversation earlier today, I am requesting that you provide the specific law or legal obligation that requires me to pay the invoice.

It is my understanding that the city manager holds the authority to make purchases, and that this purchase was made prior to the donation being approved by council. Based on that, I'd like clarification on what legal grounds obligate payment on my end.

Please reply with the applicable statute, ordinance, or legal reference at your earliest convenience.

Thanks so much!
Chelsea

From: Megan Garner <mgarner@cityofgraham.com>
Sent: Thursday, June 11, 2026 5:12 PM
To: Chelsea Dickey <cdickey@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>
Cc: Bobby Chin <bchin@cityofgraham.com>; Bonnie Whitaker <bwhitaker@cityofgraham.com>; Jim Young <jyoung@cityofgraham.com>; Ricky Hall <rhall@cityofgraham.com>
Subject: RE: Main Street conference reimbursement

Chelsea,

I confirmed with Finance today this invoice remains unpaid. Per the email below, you indicated you would pay it Tuesday, June 9th.

Please let me know when you intend to reimburse the City for your $260 registration fee.

Megan Garner, *City Manager*

City of Graham
O: 336-570-6700
201 South Main St. Graham, NC 27253
Website | Facebook | Instagram

From: Chelsea Dickey <cdickey@cityofgraham.com>
Sent: Thursday, June 4, 2026 9:40 AM
To: Aaron Holland <aholland@cityofgraham.com>; Megan Garner <mgarner@cityofgraham.com>
Subject: Re: Main Street conference reimbursement

Hi Aaron + Megan,

That's totally fine and I can write a check when I get back. I was just waiting to hear the follow-up from the conversation that we had on March 9th since we hadn't had another conversation after the council voted to not accept the donation.

I'll bring a check by City hall on Tuesday when I come for Council.
Thanks so much!
Chelsea

Get Outlook for iOS

From: Aaron Holland <aholland@cityofgraham.com>
Sent: Thursday, June 4, 2026 8:32:38 AM
To: Chelsea Dickey <cdickey@cityofgraham.com>; Megan Garner <mgarner@cityofgraham.com>
Cc: Bonnie Whitaker <bwhitaker@cityofgraham.com>; Bobby Chin <bchin@cityofgraham.com>; Jim Young <jyoung@cityofgraham.com>; Ricky Hall <rhall@cityofgraham.com>; Renee Ward <rward@cityofgraham.com>
Subject: RE: Main Street conference reimbursement

Chelsea,

It appears that you're insinuating that we discussed applying the refund from the City State event and I gave you an impression that it could happen. The discussion that we had was pertaining to the fact that you received a refund from the City State conference that you weren't attending and wanted to offset the cost for the Main Street fee. The email that Megan attached was prior to the date you stated we discussed the "possibilities" and I was clear on the results if Council elected to not accept the donation. As a result of Council's decision, I advised that the directive of Council was to not apply any City funds towards Main Street and you would need to reach out to Jane personally to arrange her to cover the cost since the City did not accept the donation. For context, the directions in Megan's attached email from me to you align with guidance from our legal counsel. I made sure to draft my response very deliberately based on that advice.

Aaron Holland, *Assistant City Manager*
City of Graham
PO Drawer 357 (Mailing Address)
201 South Main St. Graham, NC 27253
PH: 336-570-6700

From: Chelsea Dickey <cdickey@cityofgraham.com>
Sent: Thursday, June 4, 2026 9:04 AM
To: Megan Garner <mgarner@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>
Subject: Re: Main Street conference reimbursement

Hi Megan,
Aaron and I had chatted about these possibilities on March 9th the day before the conference. We can hop on a call to talk through if you're interested.

Let me know if y'all are around this morning.
Thanks so much!
Chelsea

From: Megan Garner <mgarner@cityofgraham.com>
Sent: Thursday, June 4, 2026 9:00 AM
To: Chelsea Dickey <cdickey@cityofgraham.com>
Cc: Bobby Chin <bchin@cityofgraham.com>; Bonnie Whitaker <bwhitaker@cityofgraham.com>; Jim Young <jyoung@cityofgraham.com>; Ricky Hall <rhall@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>; Renee Ward <rward@cityofgraham.com>
Subject: RE: Main Street conference reimbursement

Chelsea,

I spoke with Aaron and he stated he does not recall any conversation related to whether you could apply the $100 refund towards the Main Street conference.

The issue is that City Council elected not to fund, through any sources, including the $1,500 donation, your attendance at the Main Street conference. Aaron was clear in his email to you dated March 5, 2026 that if you were not approved to attend, you would owe the City $260. Relevant section of the email is below and attached again for your reference.

"Knowing that Council may not approve and you decide to attend, you would then acquire that risk and the City would be in bounds to issue an invoice for the $260 and we would issue $1,500 back to Jane."

Please let me know when you will remit the $260.

Megan Garner, City Manager
City of Graham
O: 336-570-6700
201 South Main St. Graham, NC 27253
Website | Facebook | Instagram

From: Chelsea Dickey <cdickey@cityofgraham.com>
Sent: Thursday, June 4, 2026 8:38 AM
To: Megan Garner <mgarner@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>
Subject: Re: Main Street conference reimbursement

Hi Megan,
Sure thing. Aaron and I had discussed finding out how much was remaining in the city council fund, along with applying the $100 from the refunded City State Dinner Ticket to the $260.

Let me know if you have that figure, or if you'd like to discuss further next week.
Thanks so much!
Chelsea

From: Megan Garner <mgarner@cityofgraham.com>
Sent: Wednesday, June 3, 2026 5:14 PM
To: Chelsea Dickey <cdickey@cityofgraham.com>
Cc: Bobby Chin <bchin@cityofgraham.com>; Bonnie Whitaker <bwhitaker@cityofgraham.com>; Jim Young <jyoung@cityofgraham.com>; Ricky Hall <rhall@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>; Renee Ward <rward@cityofgraham.com>
Subject: Main Street conference reimbursement

Mayor Dickey,

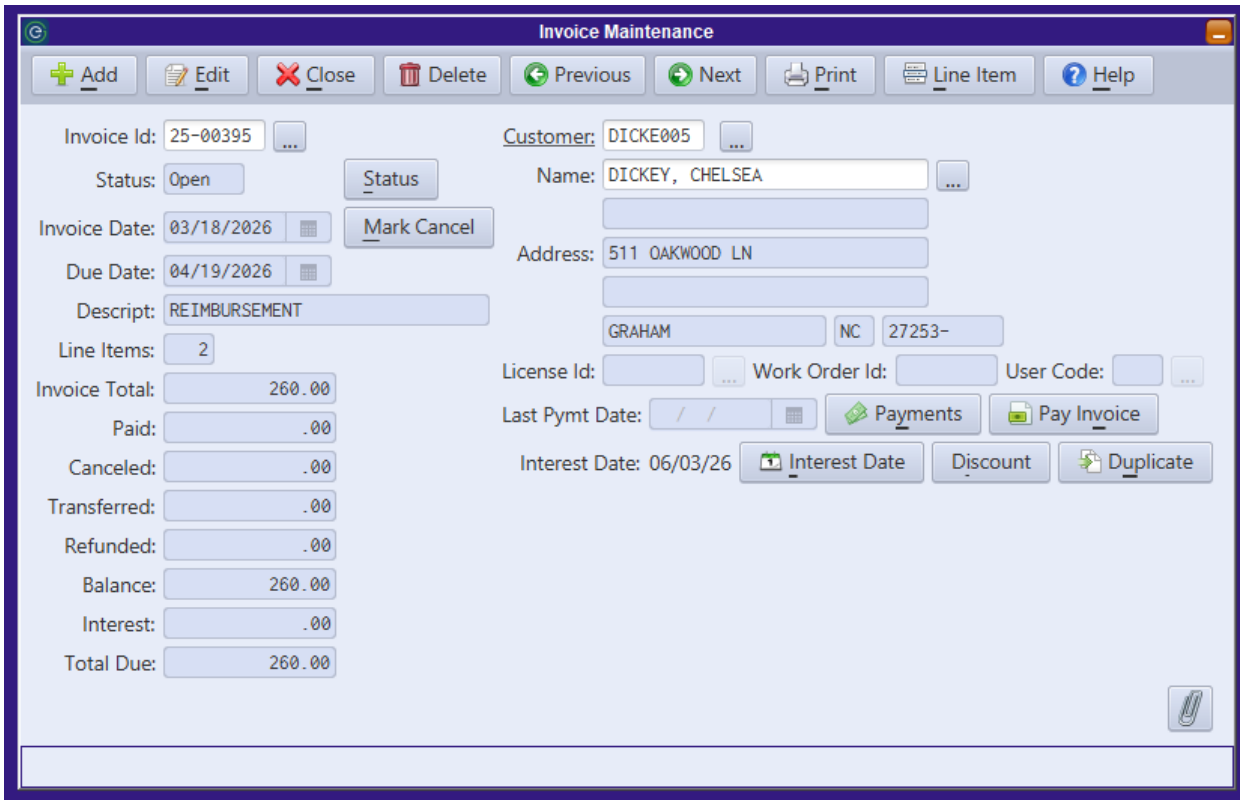
At the May 20th budget work session, I inquired with you about the repayment status of the $260 for your Main Street conference registration, at which point you nodded your head towards Assistant City Manager Aaron Holland and indicated something to the effect of more chats needed to be had about that. Since that date, I am unaware of any additional conversations that have occurred

and Aaron has confirmed the same.

Having said that, Aaron's email to you on March 5 (attached for your reference) indicates you acquired that risk when you decided to attend the conference.

An invoice was created and mailed to you on March 18 with a due date of April 19. Because it was unpaid, a second notice regarding your delinquency was mailed on May 4 with the original due date of April 19. As of today, June 3, the amount remains unpaid.

Please respond with how and when you intend to reimburse the City for these funds.



Megan Garner, *City Manager*
City of Graham
O: 336-570-6700
201 South Main St. Graham, NC 27253
Website | Facebook | Instagram

STAFF REPORT

SUBJECT:	Process for Proclamations
PREPARED BY:	Megan Garner, City Manager

REQUESTED ACTION:

Direct staff on City Council's preferred method for addressing proclamation requests.

BACKGROUND/SUMMARY:

At the October 13, 2026 meeting, Council Member Young requested a procedure for proclamations be added to the November 10 agenda and City Council agreed.

Proclamation Procedures
The proposed procedure would require any proclamation requested by the Mayor or a Council Member to be reviewed by the full Council and approved by a Council vote before being placed on an agenda for reading or presentation.

Wording for the Proclamation Procedure:

- Any proclamation proposed by the Mayor or a Council member for presentation at a Council meeting shall be submitted in writing to the City Clerk. The Clerk shall distribute the full proposed text to the Mayor and all Council members for review.
- The proclamation must be approved by majority vote of the Council at an open meeting before being placed on a later meeting agenda for reading or presentation.
- A proposed proclamation may be listed as a business item for Council review and approval. The text presented shall be the text approved by the Council.

Given proclamations are different from other action items on the agenda, City Council could consider adding them to the agenda and approving them at the same meeting.

FISCAL IMPACT:

None anticipated

STAFF RECOMMENDATION:

None.

SUGGESTED MOTION(S):

Dependent upon City Council action.

STAFF REPORT

SUBJECT:	DOWNTOWN BENCH UPDATE
PREPARED BY:	MEGAN GARNER, CITY MANAGER

REQUESTED ACTION:

Direct staff on City Council's wishes for the benches downtown.

BACKGROUND/SUMMARY:

At the October 13, 2026 meeting, City Council requested an update on the downtown benches. As indicated at said meeting, the cost to cleaning and painting would cost $950 per bench.

Council Member Young said he would like to view the benches and bring it back up at the next meeting.

Mayor Pro Tem Hall opposed putting the benches back out and painting them.

Mayor Dickey asked all members to review the benches and discuss next steps at the November meeting.

FISCAL IMPACT:

$950 per bench for a total of $8,550.

STAFF RECOMMENDATION:

Direct staff on City Council's wishes for the benches downtown.

SUGGESTED MOTION(S):

Dependent upon City Council action.

STAFF REPORT

SUBJECT:	Small Business Initiative
PREPARED BY:	Megan Garner, City Manager

REQUESTED ACTION:

Direct staff on City Council's preferred action for Council Member Young's proposed small business growth plan.

BACKGROUND/SUMMARY:

At the October 13, 2026 meeting, Council Member Young requested a small business initiative be added to the November 10 agenda and City Council agreed.

Included with the staff report are Council Member Young's proposed plan and additional information.

FISCAL IMPACT:

Presently unknown.

STAFF RECOMMENDATION:

None.

SUGGESTED MOTION(S):

Dependent upon City Council action.

Graham Small Business Growth Initiative

A practical starting point for helping local businesses

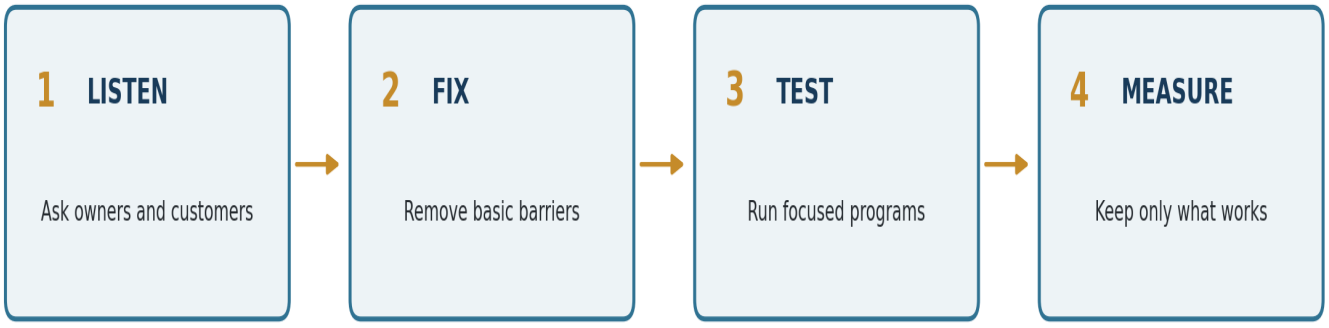
Why I Am Bringing This Forward

When a local business is having a hard time, I do not want our response to be just another slogan or a quick fix that only makes us feel better. I want us to meet with business owners, learn about their real challenges, and use public funds for ideas that have a good chance of making a difference.

I am not suggesting this plan because I think the City can make every business succeed. That is not possible. I am bringing it forward because I know how tough it is to run a small business. I have been self-employed since I was 23, so I understand the stress of making payroll, paying bills, finding customers, and hoping next month will be better.

I am just one member of the City Council. Sharing this idea does not mean it will happen exactly as I have written it. My goal is to start a helpful conversation and give the Council, staff, and local businesses something practical to build on.

The Simple Approach



The City should not start by picking signs, ads, festivals, or other tools. We need to start by figuring out what the real problem is. Then we can try targeted solutions and be honest about what actually worked.

What Success Should Look Like

- More people entering local businesses, not simply more people attending an event.
- Customers visiting more than one Graham business during the same trip.
- More repeat visits from Graham residents and nearby communities.
- Accurate business hours, menus, maps, parking information, and online listings.
- Public spending tied to results that Council and taxpayers can understand.

Phase One Listen Before Spending

During the first 30 to 45 days, the City and its partners should focus on listening. Business owners know where they are struggling, but we also need to hear from customers and gather basic facts. We should not let a single complaint shape the City's whole economic plan.

Questions We Need Answered

- Are customers having trouble finding downtown, finding parking, or finding businesses that are open?
- Which days and hours are weakest?
- Where do current customers live?
- Which City events produce real business traffic, and which ones do not?
- Would businesses take part in shared hours, promotions, or cross-business offers?
- What assistance do owners value most: advertising, photographs, online listings, storefront work, events, or training?

Deliverable: A short public findings report that identifies the two or three problems the pilot will address.

Phase Two Fix the Basics

Before we spend money to bring in visitors, we need to make sure they can find accurate information and have a good experience when they get here.

- Hold a Digital Business Cleanup Day to correct Google, Apple Maps, tourism listings, hours, menus, websites, and photographs.
- Create one mobile-friendly Graham page showing businesses, events, public parking, restrooms, hours, and current offers.
- Ask participating businesses to maintain dependable hours during promoted events.
- Use temporary signs during major events to test whether navigation is truly a problem before buying permanent signs.
- Conduct a mystery-visitor audit with people unfamiliar with Graham.

The Customer Journey



A campaign will not work if any part of the customer's visit goes wrong. Advertising does not help if business hours are incorrect. Events do not help if visitors never go inside a business. A first visit does not mean much if we do not give people a reason to come back.

Phase Three Test What Could Work

Instead of starting too many programs at once, I suggest we try three focused tests. Each one should have a clear target audience, a simple offer, and its own way to track results.

Test One Visit Graham Campaign

Run targeted social, search, video, and streaming advertisements in nearby communities and along the interstate corridor. Sell a specific experience instead of a vague invitation.

- Spend a Saturday in Graham.
- Five minutes off I-85 for local food, coffee, shopping, and history.
- Graham date night, family Saturday, or veterans weekend.
- Promote to Elon students, parents, faculty, nearby hotel guests, employees, and residents.
-

Test Two Shop Across Graham

We can use a simple passport, same-day receipt rewards, or business bundles to encourage customers to visit more than one business. Rewards should be gift cards bought from participating businesses so the promotional money stays in the community.

Test Three Turn Events Into Customers

Add a Tonight in Graham link and QR code to event advertising. Show what is open, where to park, current offers, and what people can do before and after the event. Participating businesses can offer event-night specials and dependable hours.

Ideas That Can Grow From the Pilot

Idea	How It Helps
Business bundles	Pair coffee, food, shopping, art, entertainment, and services into ready-made local experiences.
Hotel partnerships	Place specific Graham offers in nearby hotels, visitor areas, gas stations, and interstate-facing locations.
Employee ambassadors	Give nearby employers lunch guides, welcome cards, and Try Somewhere Local offers for workers.
Vacant storefront pop-ups	Let makers and online sellers test a physical location during weekends or holidays.
Resident-first campaign	Challenge Graham residents to try businesses they have never visited and reward repeat trips.
Graham After 5	Test shared evening hours with small-scale music, art, classic cars, demonstrations, and offers.

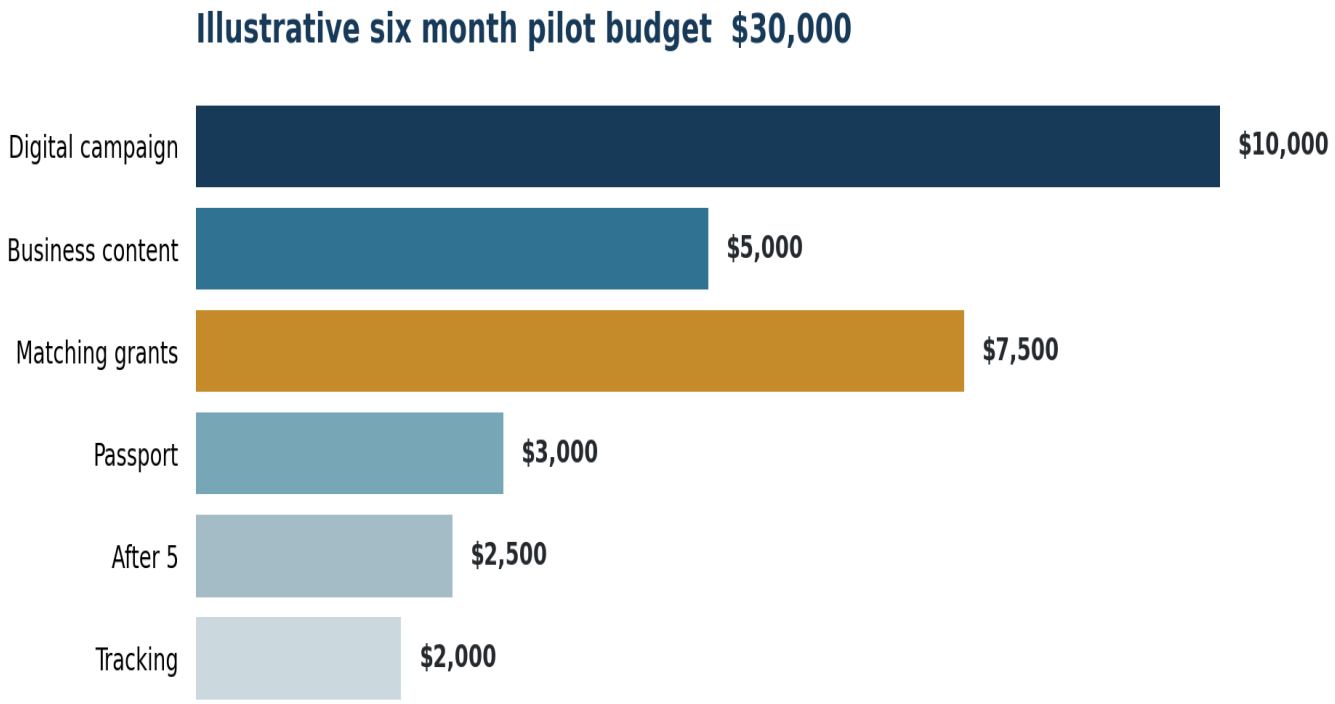
Phase Four Measure and Be Honest

Social media views alone are not enough. The City should report on measures that show if people took action and if businesses actually benefited.

- Number of redeemed offers and completed passports.
- Number of customers visiting multiple businesses.
- Customer ZIP codes and first-time versus repeat visits.
- Change in customer counts during promoted dates.

- Cost per redemption, visit, or reported new customer.
- Number and type of businesses participating.
- Voluntary and confidential business feedback, including percentage changes rather than private dollar amounts.
- Private business dollars contributed for every public dollar spent.

Illustrative Budget



This budget is just a starting point. Staff need to check grant restrictions, procurement rules, deadlines, which businesses are eligible, privacy protections, and whether direct business grants or customer rewards are allowed.

Guardrails

- **Open participation to eligible locally owned businesses throughout Graham whenever the funding source allows.**
- **Publish eligibility and selection rules before applications open.**
- **Do not allow customer information to be used for political or unrelated purposes.**
- **Keep individual business sales information confidential.**
- **Do not promise that public promotion can fix demand, pricing, hours, service, inventory, or management problems.**
- **Continue programs that show value, redesign weak programs, and end programs that cannot show results.**

What I Am Asking Council to Consider

I am asking Council to have staff review this idea, confirm what funding is allowed, talk with our local business and tourism partners, and come back with a six-month pilot plan based on real business needs and clear goals.

I am not saying I have all the answers. I do not. This is about making sure Graham's small businesses are heard and that, when we spend public money for them, we do our best to help in a way we can measure.

What This Proposal Is and Is Not

This Is	This Is Not
A starting point for honest discussion	A promise that government can save every business
A small test based on local information	A permanent program approved before results are known
A way to support businesses across Graham	A plan written for one business or one block
A commitment to measure public spending	An argument that signs or events have no value

A Reasonable First 90 Days

Days 1 through 30: Confirm legal and grant rules, assign a staff lead, invite partners, and prepare the business and customer surveys.

Days 31 through 60: Hold listening sessions, complete the online listing and visitor audit, gather baseline information, and identify the main problems.

Days 61 through 90: Return to Council with the final pilot design, participating partners, exact budget, public safeguards, and measures of success.

Prepared by Councilman Jim Young

From: Jim Young
To: Megan Garner; Aaron Holland
Subject: Add on to Small Biz plan
Date: Friday, September 18, 2026 10:59:31 AM

Here's something else to add to the mix:

Graham Business Referral Network.
The idea is simple: businesses recommend other Graham businesses that naturally connect to the customer's current purchase.
Examples:

- High Five Records displays framed albums with a sign: "Custom framing by 64 Harvard—located at…"
- A restaurant recommends a nearby coffee shop or dessert business.
- A coffee shop directs customers to local shopping, art, or entertainment.
- A boutique recommends a nearby salon, photographer, jeweler, or gift shop.
- Little Oblivion and Forgotten Road could participate in a Graham brewery trail rather than treating it as promoting a direct competitor.
- Event businesses could recommend restaurants for before the event and drinks or dessert afterward.
- Hotels could provide a "Spend a Day in Graham" card featuring locally owned businesses.

Each participating business could receive a small display with:

- A map of nearby participating businesses.
- Business cards or referral cards.
- QR codes linking directly to another business.
- "While You're in Graham" recommendations.
- Same-day receipt offers.
- A rotating "Local Business of the Month."

The important part is keeping it voluntary and useful. Businesses should choose partners that naturally fit their customers instead of the City deciding who promotes whom.
Here is language we can add to the initiative:

Graham Business Referral Network

Create a voluntary network that helps locally owned businesses recommend and promote one another. Participating businesses could display referral cards, QR codes, product information, maps, or small signs showing customers where related products and services can be found elsewhere in Graham.
For example, a record store could identify the local business that framed its album displays. Restaurants could recommend nearby coffee, dessert, shopping, or entertainment. Breweries could participate in a Graham brewery trail that encourages responsible visits to more than one local producer.
The City, GABA, and participating businesses could help create consistent materials, but each business would decide which businesses and offers it wants to promote.

The goal is to turn one local purchase into two or three while helping customers discover businesses they may not otherwise know exist.
This is exactly the kind of program the initiative needs: inexpensive, cooperative, easy to test, and easy to measure through referral cards, QR scans, or same-day offers.

Jim Young, Council member
Council Liaison to the North Carolina League of Municipalities
City of Graham
201 South Main St. Graham, NC 27253
jyoung@cityofgraham.com

STAFF REPORT

SUBJECT:	Resolution – Alamance County Rescue Unit County-Wide Tax Base
PREPARED BY:	Megan Garner, City Manager

REQUESTED ACTION:

Consider approval of a resolution supporting the creation of a county-wide tax base for the Alamance County Rescue Unit (ACRU).

BACKGROUND/SUMMARY:

At the October 13, 2026 meeting, Council Member Chin requested a resolution supporting the county-wide tax base for Alamance Rescue be added to the agenda and the City Council agreed. ACRU has requested support from municipalities for the funding source, which must be approved by the Alamance County Board of Commissioners.

FISCAL IMPACT:

Unknown.

STAFF RECOMMENDATION:

None.

SUGGESTED MOTION(S):

Make a motion to approve a resolution supporting the creation of a county-wide tax base for the Alamance County Rescue Unit (ACRU).

RESOLUTION SUPPORTING THE CREATION OF A COUNTYWIDE TAX BASE FOR THE ALAMANCE COUNTY RESCUE UNIT

WHEREAS, the Alamance County Rescue Unit has provided specialized lifesaving rescue services to the residents of Graham and Alamance County for decades, including heavy rescue, high-angle rescue, water rescue, and trench and structural collapse response; and

WHEREAS, the Alamance County Rescue Unit is a critical first-responder component ensuring the safety of all citizens, often operating in scenarios requiring specialized training and equipment not readily available to traditional EMS or fire departments; and

WHEREAS, the current funding model for the Alamance County Rescue Unit has faced uncertainty, jeopardizing its ability to maintain equipment, train personnel, and operate effectively; and

WHEREAS, the Alamance County Rescue Unit provides a vital county-wide service that benefits all residents, businesses, and visitors, requiring a stable, equitable, and sustainable funding source; and

WHEREAS, incorporating the Alamance County Rescue Unit into a county-wide tax base (establishing a county-wide service district tax) ensures that the burden of funding is shared equitably across the county while guaranteeing consistent, year-to-year funding for these critical services.

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

1. The City Council supports the creation of a specialized taxing district, per NC General Statute 153A-310, to provide stable and dedicated funding for the Alamance County Rescue Unit.
2. The City Council encourages the Alamance County Board of Commissioners to prioritize this funding mechanism in the upcoming fiscal year's budget to secure the future of the Alamance County Rescue Unit.
3. A copy of this resolution be forwarded to the Alamance County Board of Commissioners and the Alamance County Manager.

Adopted this 10th day of November 2026.

ATTEST:

_____
Mayor Chelsea Dickey

_____
City Clerk Renee M. Ward

STAFF REPORT

SUBJECT:	POTENTIAL SURPLUS PROPERTY DISCUSSION
PREPARED BY:	AARON HOLLAND. ASSISTANT CITY MANAGER

REQUESTED ACTION:

Provide staff with next steps pending receipt of appraisal opinion.

BACKGROUND/SUMMARY:

Following discussions in July and August, Council directed staff to secure a joint appraisal for the Sesquicentennial Park property. While the City has not yet received the final appraisal opinion, there is potential that it may arrive prior to the November 10th meeting. Because agenda packets must be distributed before the report is anticipated to arrive, staff is providing this update to keep Council informed.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

N/A

SUGGESTED MOTION(S)

Possible motions will be dependent upon Council discussion.