



AGENDA
REIDSVILLE CITY COUNCIL
MEETING
6:00 PM
Tuesday, August 13, 2024

This meeting will be livestreamed on the City of Reidsville's YouTube Channel.

1. Call to Order.
2. Invocation by Dr. Lance Cole, Pastor of First Baptist Church, 409 South Main Street, Reidsville.
3. Pledge of Allegiance.
4. Approval of Consent Agenda.
 - (A) Approval of July 9, 2024 Regular Meeting Minutes.
 - (B) Approval of An Amendment to The Employment Agreement With the City Manager.

- End of Consent Agenda -

5. Public Hearings:
 - (A) Consideration of a Conditional Rezoning Request for an undeveloped property located off Reid School Road, Rockingham County PIN #799410259246, with a current zoning designation of Residential S-12 (RS-12) to Traditional Neighborhood (TN). The applicant and property owner is Reidsville Bowman, LLC. (Docket No. CZ 2024-02) (Enclosure #1) - *Jason Hardin, Planning & Community Development Director*

- End of Public Hearings -

6. Presentations:
 - (A) Approval of Resolution Supporting the Rockingham County Outdoor Recreation Master Plan (Enclosure #2) - *Anna Wheeler with Dan River Basin Association and Lindsey Pegg with Rockingham County*
7. Budgetary Items:
 - (A) Consideration of Budget Ordinance Amendment No. 1 for \$24,500 to repair the wood beams at Market Square. (Enclosure #3) - *Montana Brown, Marketing & Economic Development Director*

8. Projects:
 - (A) Consideration of Resolution Accepting Funding, Corresponding Capital Project Ordinance Amendment and Awarding of Professional Services Agreement to Davis-Martin-Powell for Piedmont Street & Annie Penn Outfall Rehabilitation Project. (Enclosure #4) - *Chris Phillips, Assistant City Manager of Administration/Finance Director and Josh Beck, Public Works Director*
 - (B) Consideration of Resolution to Apply for a State Loan for the Water Treatment Plant's Whole Plant Generator Project. (Enclosure #5) - *Chris Phillips, Assistant City Manager of Administration/Finance Director*
9. Public Comments.
10. Board & Commission Appointments:
 - (A) August Appointments. (Enclosure #6)
11. City Manager's Report:
 - (A) Month of August. (Enclosure #7)
12. Council Members' Reports.
13. Announcement of Board & Commission Appointments.
14. Miscellaneous:
 - (A) For Information Only.
15. Move to the First-Floor Conference Room for a closed session to discuss a legal matter pursuant to NCGS 143-318.11(a)(3).
16. Adjourn.

**MINUTES OF THE REGULAR MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD TUESDAY, JULY 9, 2024
REIDSVILLE CITY HALL, COUNCIL CHAMBERS**

This meeting was livestreamed on the City of Reidsville's YouTube Channel.

CITY COUNCIL MEMBERS PRESENT: Mayor Donald L. Gorham
Mayor Pro Tem Harry L. Brown
Councilman Shannon Coates
Councilman William Hairston
Councilman William Martin
Councilmember Terresia Scoble

COUNCIL MEMBERS ABSENT: Councilwoman Barbara J. DeJournette

CITY STAFF PRESENT: Summer Woodard, City Manager
Angela G. Stadler, City Clerk
William F. McLeod, City Attorney
Josh Beck, Public Works Director
Shirrell Williams, IT Director
Jason Hardin, Planning & Community Development Director

CALL TO ORDER.

Mayor Gorham called the meeting to order.

INVOCATION BY PASTOR CHRISTOPHER BROWN OF FRIENDSHIP TABERNACLE HOLINESS CHURCH, 8658 FRIENDSHIP CHURCH ROAD, REIDSVILLE.

Pastor Christopher Brown of Friendship Tabernacle Holiness Church provided the invocation.

PLEDGE OF ALLEGIANCE.

Mayor Gorham and Council members led in the Pledge of Allegiance.

RECOGNITION OF CITY'S 2023 EMPLOYEE OF THE YEAR.

Mayor Gorham said they were going to deviate from the agenda for a special presentation. He turned it over to City Manager Summer Woodard.

Manager Woodard said we are very excited this year to be able to announce our "Employee of the Year". This young lady is our Assistant Finance Director and has been with the City for 35 years. She embodies the values of the City of Reidsville and the team atmosphere which we've created. I am so honored and humbled to recognize Ms. Rochelle Tucker, the City Manager said. She then invited Tucker to come forward and presented her with a Sesquicentennial Medallion to a round of applause.

The City Manager said she just wanted to tell her thank you. Manager Woodard then invited the Mayor and Council to say a few words about this remarkable lady's career here.

Mayor Gorham said that many of you might not know, but her name is Linda. Linda is very special, and she means a whole lot to the City of Reidsville, he continued. He talked of her being a big cheerleader for our City and said we are looking for 35 more years. Councilman Hairston said this is so deserving and we really do thank you for what you do because you put your heart into it. He told Tucker, "Your heart is in this City, in this job and in this community".

Mayor Pro Tem Brown thanked her, noting they call each other brother and sis. He said Rochelle is all over the place. He noted the tremendous work she does not only for the City but also for their church, NAACP and other organizations. "I love you girl", Mayor Pro Tem Brown told Tucker. Mayor Gorham joked he wanted to be her brother too, which drew laughter from the audience.

Councilmember Scoble told Rochelle she had been such a good friend, not only to all the employees that you have worked with, but also to the citizens and people who see you on the street. They recognize you, they appreciate you, they love you, and we appreciate you, the Councilmember said. Councilman Martin also thanked her for her service.

Council then moved back to the regular agenda.

APPROVAL OF CONSENT AGENDA.

Mayor Pro Tem Brown made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 6-0 vote, to approve the Consent Agenda.

CONSENT AGENDA ITEM NO. 1 - APPROVAL OF THE JUNE 11, 2024 REGULAR MEETING MINUTES.

With the approval of the Consent Agenda in a 6-0 vote, the Council approved the June 11, 2024 regular meeting minutes.

CONSENT AGENDA ITEM NO. 2 - APPROVAL OF REVISED FISCAL YEAR 2024-2025 BUDGET ORDINANCE.

With the approval of the Consent Agenda in a 6-0 vote, the Council approved the revised Fiscal Year 2024-2025 Budget Ordinance based on Assistant City Manager/Finance Director Chris Phillips' memo, which follows:

MEMORANDUM – 2024-2025 BUDGET ORDINANCE

To: Summer Woodard, City Manager
From: Chris Phillips, Asst. City Manager/Finance Director
Date: July 2, 2024

It has been discovered that the 2024-2025 budget ordinance approved by the City Council had two errors. The totals presented were correct and the budget did balance in total, but two of the summary lines were not correct. The detailed line item budget information presented in the book was correct and supports the numbers that should have been presented.

Below are the two discrepancies that were discovered:

General Fund Revenues

Other Tax presented \$125,000 should have been \$155,000.
(The incorrect number was left on the listing from the previous year.)

General Fund Expenses

Street Department presented \$2,907,250 should have been \$2,522,200.
(The incorrect number was actually a repeat of the amount presented for the Fire Dept.)

Attached is a clean copy of the correct budget ordinance.

I apologize for any confusion these two mistakes may have caused.

Please include the corrected copy on the July consent agenda for the City Council so that there can be an approval of this correction.

Thank you and let me know if there are any questions. (END OF MEMO)

The revised Budget Ordinance follows:

**AN ORDINANCE ESTABLISHING REVENUES
AND AUTHORIZING EXPENDITURES
FOR FISCAL YEAR 2024-2025
FOR THE CITY OF REIDSVILLE**

WHEREAS, the City Council of the City of Reidsville has prepared an operating budget for the City of Reidsville in compliance with Article 3, Chapter 159-7 of the General Statutes of the State of North Carolina, otherwise titled the Local Government Budget and Fiscal Control Act; and

WHEREAS, after a public hearing on said budget at 6:00 p.m. on June 11, 2024, and after receiving public comment, it is now the desire of the Mayor and City Council to adopt said budget;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that:

Section 1. The following revenues are hereby established for the operation of the City of Reidsville and its activities for Fiscal Year 2024-2025:

General Fund Revenues

Property Tax	\$10,749,300
MSD Property Tax	38,000
Sales Tax	5,356,500
Other Tax	155,000
Permits & Fees	123,000
Unrestricted Intergovernmental	1,734,850
Restricted Intergovernmental	846,000
Miscellaneous	59,900
Grants and Donations	90,000
Investment Earnings	425,000
Service Fees	568,750
Payment and Transfers	2,100,000
Proceeds of Debt	0
Fund Balance	<u>0</u>

Sub-total \$22,246,300

Recreation Fund Revenues

Service Fees \$259,100
Grants and Donations 45,000
Rent (Utility Reimbursements) 73,000
Payments and Transfers 1,709,950

Sub-total \$2,087,050

Reidsville Downtown Corporation Revenues

Fundraisers/Rent \$23,450

Sub-total \$23,450

Combine Enterprise Fund

Service Fees - Water \$6,333,950
Service Fees - Sewer 6,608,150
Investment Earnings 365,000
Payment and Transfers 588,150

Sub-total \$13,895,250

Police Separation Fund

Payments and Transfers \$130,700
Fund Balance 2,800

Sub-total \$133,500

Internal Service (Garage) Fund Revenues

Service Fees (Internal) \$757,700

Sub-total \$757,700

Insurance Reserve Fund

Service Fees (Internal) \$638,500

Sub-total \$638,500

Less Interfund Transfers (\$5,925,000)

Total \$33,856,750

Section 2.

The following expenditure totals are hereby authorized for the City of Reidsville and its activities for Fiscal Year 2023-2024:

General Fund Expenses

Governing Board	\$223,850	
Administration	495,200	
Personnel	319,650	
Public Works Administration	341,800	
Community Appearance	14,400	
Finance	1,064,450	
Information Technology	566,950	
Public Buildings & Grounds	321,300	
Police Department:		
Police Administration	1,752,200	
Police Detective Division	1,449,250	
Police Patrol Division	3,139,300	
Police Community Policing Division	<u>873,900</u>	
Combined Police Department	7,214,650	
Fire	2,907,250	
Code Enforcement	532,450	
Street	2,522,200	
Solid Waste Management	1,912,400	
Cemetery	146,100	
Planning	411,750	
Economic Development	651,500	
Community Affairs	1,798,950	
Marketing	126,500	
Main Street	174,750	
Penn House	213,200	
Engineering Services	<u>287,000</u>	
	Sub-total	\$22,246,300

Recreation Fund Expenses

Administration	\$260,850	
Facilities	399,750	
Teen Center	101,150	
Athletics & Other Programs	392,050	
Senior Citizens' Center	479,300	
Lake Reidsville	440,000	
Lake Hunt	<u>13,950</u>	
	Sub-total	\$2,087,050

<u>Reidsville Downtown Corporation Fund Expenses</u>	\$23,450
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Combined Enterprise Fund

Water Administration	\$1,618,200
Meter Reading	484,750
Water Plant	3,099,200
Water Distribution System	1,386,300
Park Ranger	105,450
Sewer Administration	1,644,950
Waste Water Treatment Plant	3,383,200
Sewer Collection System	1,351,800
Plants Maintenance	<u>821,400</u>
Sub-total	\$13,895,250
<u>Police Separation Fund</u>	\$133,500
<u>Internal Service (Garage) Fund</u>	\$757,700
<u>Insurance Reserve Fund</u>	\$638,500
Less Interfund Transfers	<u>(\$5,925,000)</u>
Total	<u>\$33,856,750</u>

- Section 3.** There is hereby levied a tax at the rate of \$.66 per one hundred dollar (\$100) valuation of property as listed as of January 1, 2024 for the purpose of raising the revenue listed as “Property Tax” in the General Fund revenues of this ordinance. This rate is based on an estimated total valuation of property for the purpose of taxation of \$1,611,247,542 and an estimated collection rate of 98.84%.
- Section 4.** There is hereby levied a special tax on the property in the downtown tax district of \$.25 per one hundred dollar (\$100) valuation for the purposes of revenue listed as “MSD Property Taxes” in the General Fund revenues of this ordinance.
- Section 5.** The water rates charged have increased by 65% from the current fiscal year (to complete an overall increase of 35% when combined with the sewer rates).
- Section 6.** The sewer rates charged have increased by 25% from the current fiscal year (to complete an overall increase of 35% when combined with the water rates).
- Section 7.** The monthly residential Landfill Rate is increasing by 5% from \$6.64 to \$6.98.
- Section 8.** There are other small fee increases, due to increased costs, reflected in the rate schedule for the City.
- Section 9.** The City Manager, as chief administrative officer and as budget officer, shall be authorized to carry out the activities as approved in this adopted annual budget in accordance with all applicable state and local laws, ordinances and regulations.

Adopted this the 11th day of June, 2024.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

CONSENT AGENDA ITEM NO. 3 - APPROVAL OF CHANGES TO THE CITY ATTORNEY CONTRACT.

With the approval of the Consent Agenda in a 6-0 vote, the Council approved revisions to City Attorney William F. McLeod Jr.'s contract based on the following memo:

Date: July 2, 2024
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: Proposed Revision to City Attorney Employment Contract

City Attorney William F. McLeod Jr. is requesting to revise his current employment contract dated May 14, 2018 to reflect an increase in his monthly retainer fee for his legal services to the City of Reidsville. He is requesting to go from \$3,600.00 to \$4,175.00 per month effective June 1, 2024. Please see attached memo.

By placing this item on the Consent Agenda, we are requesting that Council approve revising the City Attorney's employment contract retroactively starting June 1, 2024 from \$3,600.00 to \$4,175.00 per month.

The contract as approved follows:

NORTH CAROLINA

ROCKINGHAM COUNTY

EMPLOYMENT CONTRACT

THIS CONTRACT, made and entered into this the _____ day of _____, 2024, by and between the CITY OF REIDSVILLE, a Municipal Corporation of Rockingham County, State of North Carolina, and WILLIAM F. McLEOD, JR., Attorney-at-Law, of Reidsville, Rockingham County, State of North Carolina.

WITNESSETH:

That for and in consideration of the covenants and agreements hereinafter set forth, the parties hereto agree as follows: The City

of Reidsville (hereinafter referred to as "the City") hereby employs, and William F. McLeod, Jr., Attorney-at-Law (hereinafter referred to as "the City Attorney") accepts said employment as City Attorney for the City of Reidsville.

The terms and conditions of said Employment Contract are as follows:

1.

The City shall pay to the City Attorney the sum of Four Thousand One Hundred Seventy Five and 00/100 Dollars (\$4,175.00) per month as a retainer covering the first eighteen (18) hours of services rendered each month by the City Attorney to the City. Said retainer fee shall commence in the month of August, 2024 and shall be due and payable on or before the 10th day of August, 2024, with subsequent monthly retainer fees in the above amount being due and payable on or before the 10th day of each and every successive calendar month for so long as the terms and conditions of this

Employment Contract remain in full force and effect. Services to be rendered by the City Attorney to the City of Reidsville shall include but not be limited to the following:

- (a) Being on call to the City Manager and the City Council;
- (b) Review and preparation of ordinances and contracts;
- (c) Attending all regular meetings of the City Council as well as such other City Council meetings or other Board and City staff meetings as requested by the City Manager and or by the City Council;
- (d) Being available to respond to questions posed by citizens when referred to the City Attorney by the City Manager or by the City Council.

2.

Title examinations and document preparation incidental thereto shall be charged as follows:

- (a) Title examinations and preparation of deeds, deeds of trust, subordination agreements, releases, easements and other documents conveying an interest in real property shall be charged at the hourly rate hereinafter provided for general legal services.

3.

General legal services not otherwise provided for herein shall be charged by itemized billings at the rate of Two hundred Thirty and 00/100 Dollars (\$230.00) per hour.

4.

Fees for any matters not specified above shall be negotiated by the City Manager and the City Attorney. In the event that any services are rendered by the City Attorney and any questions arise as to whether or not said services should be included in the monthly retainer fee, the matter shall be determined by the City Manager and the City Attorney.

5.

The City shall pay expenses for the City Attorney to attend meetings, seminars, conventions, etc. in an amount of up to Seven Hundred Fifty and no/100 (\$750.00) per year.

6.

It is understood and agreed that, in the event the City Attorney is unable to be present, the City Attorney may provide for substitute legal counsel to be present in his stead, the selection of such substitute legal counsel to be within the discretion of the City Attorney.

7.

It is understood and agreed between the parties hereto that the City Attorney shall preclude himself from representing any client in any matters adverse to the City nor shall he accept employment with another

public agency without first discussing the matter and obtaining the approval of the City Council.

8.

It is understood and agreed between the parties hereto that the City Attorney will prioritize his law practice in order to ensure that the services rendered by the City Attorney to the City will be done in a timely manner.

9.

This Employment Contract may be canceled for good cause shown by either the City Council or by the City Attorney by giving the other affected party ninety (90) days advance notice that the Employment Contract is being terminated.

10.

This Employment Contract may be amended at any time by the written consent of the parties hereto.

IN WITNESS WHEREOF, the said William F. McLeod, Jr., Attorney-at-Law, has hereunto set his hand and seal, and the City of Reidsville, by and with the authority of the Reidsville City Council, has caused this Employment Contract to be executed by the Mayor of the City of Reidsville, and to be attested by the City Clerk and the seal of the City of Reidsville to be affixed thereto, the day and year first above written.

/s/ _____ (SEAL)

William F. McLeod, Jr. - Attorney-at-Law

CITY OF REIDSVILLE

BY: /s/ _____

Donald L. Gorham - Mayor

ATTEST:

/s/ _____

Angela G. Stadler - City Clerk

NORTH CAROLINA

ROCKINGHAM COUNTY

I, Melinda B. Johnson, a Notary Public for said county and state, do hereby certify that William F. McLeod, Jr., Attorney-at-Law, personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the uses and purposes therein expressed.

Witness my hand and notarial seal, this the _____ day of _____, 2024.

Notary Public
My Commission Expires: 5/24/2028

NORTH CAROLINA

ROCKINGHAM COUNTY

On the ____ day of _____, 2024, before me, _____, a Notary Public in and for said county and state, personally appeared Angela G. Stadler, City Clerk of the City of Reidsville, a Municipal Corporation of Rockingham County, North Carolina, who, being by me duly sworn, says that she knows the common seal of the City of Reidsville, and is acquainted with Donald L. Gorham, who is the Mayor of the City of Reidsville, and that she, Angela G. Stadler, is the City Clerk of said City, and that she saw the Mayor sign the foregoing instrument, and that she, the said City Clerk of the City of Reidsville, signed her name in attestation of the execution of said instrument.

Witness my hand and notarial seal, this the ____ day of _____, 2024.

Notary Public
My Commission Expires: 5/24/2028

(END OF CONTRACT)

CONSENT AGENDA ITEM NO. 4 – APPROVAL OF RESOLUTION FOR THE WASTEWATER TREATMENT PLANT BULK NUTRIENT REMOVAL PROJECT.

With the approval of the Consent Agenda in a 6-0 vote, the Council approved the Resolution based on the following memo from Public Works Director Josh Beck:

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: WWTP Biological Nutrient Removal Project – Approval of Resolution
DATE: July 9, 2024

At the January 9th, 2024 City Council meeting, Council approved several items related to the WWTP BNR project, including awarding the \$8,034,910 construction bid to Turner-Murphy Co, Inc., establishing a 5% contingency and approving a Capital Project Amendment and Budget Ordinance Amendment No. 14. All of this was contingent on the Local Government Commission’s approval of additional funding of \$4,897,311 from the Clean Water State Revolving Fund to cover the shortfall associated with this project. That approval has been received and a resolution is necessary to officially accept the funding.

Request:

Staff is recommending City Council approve the attached Resolution by the Governing Body that totals the new amount of the CWSRF loan. (END OF MEMO)

The following Resolution was approved:

RESOLUTION BY THE GOVERNING BODY OF THE CITY OF REIDSVILLE

- WHEREAS, The North Carolina Clean Water Revolving Fund and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and
- WHEREAS, The North Carolina Department of Environmental Quality has offered a State Revolving Fund Loan in the amount of \$8,860,400 for the construction of a Wastewater Treatment Plant Nutrient Removal Project, hereafter referred to as the “Project”, and
- WHEREAS, The City of Reidsville intends to construct said Project in accordance with the approved plans and specifications,

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

- That City of Reidsville does hereby accept the State Revolving Loan in the amount of \$8,860,400.
- That the City of Reidsville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II – Assurances will be adhered to.
- That Summer Woodard – City Manager, the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State

agency may request in connection with such application or the Project: to make the Assurances as contained above; and to execute such other documents as may be required in connection with the application; and

That the City of Reidsville has complied substantially or will comply substantially with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the Project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9th day of July, 2024, at Reidsville, North Carolina.

/s/

Donald L. Gorham, Mayor

July 9, 2024

(DATE)

- End of Consent Agenda -

PUBLIC HEARINGS:

CONSIDERATION OF AN APPLICATION TO REZONE THE PROPERTY LOCATED AT 2025 US 29 BUSINESS, ROCKINGHAM COUNTY PLAT BOOK 1666, PAGE 1728, FROM A CURRENT SPLIT ZONING DESIGNATION OF INDUSTRIAL-1 (I-1), INDUSTRIAL-2 (I-2) AND RESIDENTIAL-20 (R-20) TO INDUSTRIAL-2 (I-2). THE PROPERTY OWNER, JERRY BARKER, SUBMITTED THE APPLICATION. (DOCKET NO. Z 2024-03.)

In providing the staff report, Planning & Community Development Director Jason Hardin reviewed his June 28th memo, which follows:

M E M O R A N D U M

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: City of Reidsville Planning Staff
DATE: June 28, 2024
RE: Rezoning, Docket No. Z 2024-03

Reidsville Equipment is petitioning to rezone a recently recombined parcel (Rockingham County Register of Deeds Plat Book 1666 and Page 1728). This parcel encompasses a total combined area of 6.46 acres. An existing equipment supply and repair business operates on the subject property. Existing water service is available with main located in the ROW of US 29 Bus. The closest sewer main is around 800-feet north along US 29 Bus.

This property is located in Growth Management Area 4 – Rural, which encompasses the area to the east, southeast, north, and northwest of the City. While GMA 4 suggests limited development, it does not exclude it entirely. The Land Development Plan notes GMA 4 has existing road network that can easily accommodate growth. Therefore, staff finds the proposed rezoning is consistent with the 2022 Reidsville Land Development Plan. Staff finds the proposed rezoning to be consistent with the 2022 Reidsville Land Development Plan, reasonable, and in the public interest based on the information provided in this report and the attached statements of reasonableness and consistency.

The Planning Staff recommend the proposed rezoning application be approved.

PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the proposed rezoning be approved.

DRAFT MOTIONS TO APPROVE/DENY

Included are suggested motions to either approve or deny the proposed zoning map amendment depending on the position Council wishes to take on the case. (*END OF MEMO*)

As he reviewed the item, Hardin noted the proposed rezoning eliminates the existing split-zoned lot created by a recent instrument of recombination. The rear portion of the lot zoned I-2 was part of the Reidsville Industrial Park, he explained. In 2000, the City of Reidsville issued a Special Use Permit (SUP) for the land planned for the Reidsville Industrial Park requiring specific design standards for those businesses and industries that opened in the park. A Special Use District was created, which is a method not really used anymore in Planning & Zoning, he noted. North Carolina General Statute 160D actually converted Special Use Districts to a Conditional Zoning Districts, which the industrial park is now a Conditional Zoning industrial district by statute. Conditional Zoning districts may have stricter regulations than standard Heavy Industrial zoning with specific design standards for that district, he continued. Hardin noted that when this instrument of recombination was done, it took in a piece of property that used to be part of that land, which is why there are currently three different zoning designations on this lot. The proposed rezoning does eliminate that split zoning, he added.

Councilmember Scoble asked if all of the area encompassed in yellow on the map will be zoned all the same? Hardin said yes, to Heavy Industrial or I-2.

Mayor Gorham opened the public hearing at 6:09 p.m., asking if anyone wished to speak for the rezoning?

The applicant, Mr. Jerry Barker of 5720 Porterfield Road, Browns Summit, was on hand to answer any questions, but no questions were posed by Council. Someone from the audience asked what Heavy Industrial zoning means, which Hardin explained it is the most intense heavy manufacturing district. In answer to a question about whether it was Heavy Industrial now, he said it was currently three different things, Light Industrial, Heavy Industrial and residential R-20. She was wondering how it would affect her nearby property, the audience member said.

The Mayor asked if anyone wished to speak for or against the rezoning? With no one coming forward, the public hearing was closed at 6:11 p.m.

Mayor Pro Tem Brown then read the following prepared motion: "I make a motion to recommend the proposed rezoning be APPROVED for the specified parcels to the requested zoning district based upon the CONSISTENCY AND REASONABLENESS DETERMINATION statements that are included in the Council agenda packet, submitted during the rezoning presentation and as may be amended, incorporated into the motion, to be included in the minutes." The motion was seconded by Councilman Martin and unanimously approved by Council in a 6-0 vote.

The Consistency & Reasonableness Determination statements follow, along with the corresponding Resolution:

CONSISTENCY & REASONABLENESS DETERMINATION

The Reidsville City Council has reviewed **Case Z 2024-03**, rezoning from split zoned **Residential Agricultural-20 (RA-20)**, **Light Industrial (I-1)** and **Heavy Industrial (I-2)** to **Heavy Industrial (I-2)** and as required by North Carolina General Statute 160D makes the following findings:

1. The proposed action is found to be consistent with the adopted Reidsville Land Development Plan. This zoning amendment is supported by the intent and descriptions of **Growth Management Area 4 – Rural**.
 - A. This parcel is located in the **Growth Management Area 4 – Rural** according to the Reidsville Land Development Plan, and is characterized by large lot development.
 - B. The Reidsville Land Development Plan identifies an existing road network that can easily accommodate growth in **Growth Management Area 4 – Rural**.
 - C. Uses permitted within the **I-2** district are compatible with a variety of land uses including those in the surrounding area.
 - D. The subject property is contiguous to an existing Heavy Industrial district to the east.
2. The proposed action is found to be reasonable:
 - A. The subject property is contiguous to an existing Heavy Industrial District.
 - B. The uses allowed in the **I-2** district are appropriate for the land, considering its effect upon the landowners, neighbors and community, and are generally harmonious with uses found in the area surrounding these properties.
 - C. The Land Development Plan supports the expansion of large lot development in **Growth Management Area 4. (END OF STATEMENT)**

A RESOLUTION ADOPTING A STATEMENT OF CONSISTENCY AND REASONABLENESS REGARDING A PROPOSED AMENDMENT TO THE CITY OF REIDSVILLE ZONING ORDINANCE

ZONING MAP AMENDMENT DOCKET # Z 2024-03

WHEREAS, pursuant to North Carolina General Statutes Chapter 160D-605, prior to adoption or rejection of any zoning amendment, the Reidsville City Council is required to adopt a statement as to whether the amendment is consistent with the Land Development Plan and why the City Council considers the action taken to be reasonable and in the public interest;

WHEREAS, on July 12, 2022, the Reidsville City Council adopted the Land Development Plan which included a Future Land Use Map. Plans such as the City of Reidsville Land Development Plan are not designed to be static but are meant to reflect the City of Reidsville's needs, plans for future development and to remain in compliance with North Carolina State Law and the City of Reidsville's ordinances;

WHEREAS, the City of Reidsville received a request to a parcel encompassing a total area of 4.79 acres located at 2025 US 29 Business, Rockingham County Plat Book 1666, Page 1728.

WHEREAS, On May 15, 2024, the City of Reidsville Planning Board voted to RECOMMEND to the Reidsville City Council that the rezoning request be approved.

STATEMENT OF NEED: The rezoning of the subject property would enable it to be utilized in a way that would benefit the City of Reidsville in future development and growth. These uses are compatible with the surrounding commercial and residential districts.

STATEMENT OF CONSISTENCY: The goals of the 2022 City of Reidsville Land Development Plan are to make smart growth decisions by carefully managing growth to:

- A. Revitalize downtown through new development and redevelopment.
- B. Encourage economic development and bring a greater variety of businesses to the City.
- C. Expand available housing stock with options that are attractive and affordable.
- D. Develop community based opportunities for children and young adults.
- E. Improve our parks, trail systems to promote greater Greenway connectivity.
- F. Promote long-term visions for greater connectivity, while preserving our sense of community.

STATEMENT OF REASONABLENESS: The Reidsville City Council finds the rezoning amendment reasonable, in accordance with G.S. 160D-605(b), as the subject property allows for the growth and expansion of neighborhoods supporting the local economic base of the City while improving access to quality open spaces and environmental amenities to improve the quality of life for all Reidsville residents.

WHEREAS, The Reidsville City Council has considered the written recommendation of the Planning Board and has held a public hearing on the proposed amendment, and the Council desires to adopt a statement describing why the adoption of the proposed amendment is consistent with the City of Reidsville’s Land Development Plan, and why the City Council considers the proposed amendment to be reasonable and in the public interest;

NOW THEREFORE, BE IT RESOLVED BY THE REIDSVILLE CITY COUNCIL THAT:

1. The Reidsville City Council finds that the proposed amendment to the City of Reidsville’s Zoning Map is consistent with the goals and recommendations of the 2022 City of Reidsville’s Land Development Plan.
2. At no time are land use regulations or plans of the City of Reidsville or any jurisdiction in the State of North Carolina permitted to be in violation of the North Carolina General Statutes.
3. Therefore, based upon the foregoing information, the amendment to the City of Reidsville’s Zoning Map is reasonable and, in the public’s best interest.

ADOPTED this the _____ day of _____, 2024 by the City Council of the City of Reidsville, North Carolina.

/s/ _____
DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

/s/ _____
Angela G. Stadler, City Clerk

CONSIDERATION OF AN APPLICATION FOR A CONSIDERATION OF AN APPLICATION FOR A SPECIAL USE PERMIT (SUP) TO ALLOW A PERSONAL SERVICES BUSINESS TO OPERATE AT 600 W. HARRISON STREET, REIDSVILLE, SPECIFICALLY ROCKINGHAM COUNTY TAX PARCEL NO. 149807. THE SUP APPLICATION WAS SUBMITTED BY ANDREA MOORE. (DOCKET NO. S 2024-01)

Prior to the staff report, City Clerk Angela Stadler swore in Planning & Community Development Director Jason Hardin, the applicant Andrea Moore and Diane Sawyer.

In providing the staff report, Hardin reviewed his May 29th memo, which follows:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Director
DATE: May 29, 2024
RE: Special Use Permit, Docket No. SP 2024-01

Andrea Moore has requested a Special Use Permit (SUP) to allow a Personal Services business to operate at 600 W Harrison St., Reidsville, NC 27320, specifically Rockingham County Tax Parcel Number 149807. The property is zoned Office and Institutional (O&I) and Personal Services are allowed with a SUP. Andrea Moore is the applicant. Washburn Enterprises LLC is the property owner.

The abutting lots to the north are zoned R-6 and conditional zoning O&I. The lot to the east is zoned conditional zoning O&I. The lots to the south are zoned O&I and R-6. The lot to the west is zoned O&I. This area is characterized by a mix of office and institutional zoning and small lot residential zoning. This subject property is located in growth area 2 of the Land Development Plan, which includes a mixture of commercial and residential development. Therefore, a Personal Services business would be in alignment with the Land Development Plan. Please note there are standards for Personal Services identified in the Zoning Ordinance.

The standards in the Ordinance for Personal Services in the Office and Institutional zoning district are as follows:

Use: Personal Services
Approved By: City Council
Special Use
Districts: O&I

Requirements: Three spaces per person performing personal service and one space per employee not performing personal service.

Hours of
Operation: Monday through Saturday, 8:00 a.m. to 7:00 p.m. Operation on Sunday is not permitted.

The applicant is required to meet this criterion in addition to any conditions placed on the SUP. As you are aware, the Board must come to certain findings regarding the impact of the development on the area. These findings are spelled out in the Zoning Ordinance and are listed below. It is the applicant's responsibility to provide evidence and materials that will allow the Board to take the appropriate action. The Board may also recommend conditions on the application to ensure that the proposed project meets the intent of the Zoning Ordinance.

The following are the specific findings of fact from the Zoning Ordinance in which the Board must find:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.
2. The use meets all required conditions and specifications.
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.
4. The location and the character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Land Development Plan for Reidsville and its surroundings.

The planning staff recommend the following conditions be placed on the SUP. They are in line with the request:

1. The use shall comply with the Special Use criteria for Personal Services per the Reidsville Zoning Ordinance.

PLANNING BOARD RECOMENDATION

The Planning Board unanimously recommended the SUP to City Council for approval. (*END OF MEMO*)

Following Hardin's presentation, Councilman Coates asked about the hours of operation, which does not include Sundays. He asked if this is not permitted because of the ordinance we have? Hardin replied in the affirmative, noting that SUPs may restrict hours of operation, specifically as a condition of the permit for these uses. This is one of the restrictions within O&I districts in the City's current ordinance, he noted.

Councilmember Scoble said this particular building has been vacant for a long time. Hardin agreed, saying the building previously was a chiropractic office.

With no other questions of staff, Mayor Gorham opened the public hearing at 6:17 p.m.

The applicant, Andrea Moore, of Summerfield and owner of the Mid-Town Salon & Spa, said she has been in the business in Reidsville since 2004, some 20 years. She talked about her first location, which the business outgrew after about seven years, and then moved to their current location. She said she has been at the Freeway Drive location for about 13 years. At that location they had been hurt somewhat by the loss of direct access off Freeway when that street project was done, she said, but had been helped by having been in business for so long. However, the new owners of the property are substantially increasing her rent so she has been attempting to find a new location, finally settling on 600 West Harrison Street. She wrapped up by talking about the pros of the new location.

Councilmember Scoble wished her the best. She asked if this property would give Moore the opportunity to expand? Moore, listing the services they currently provide, replied that she didn't feel she would need to expand further at this location. She said they would be eliminating tanning as a service, but that is a service which is kind of dying out anyway. However, if they found they did need to expand later, the owner of the property has a larger parcel with the grassy area so the opportunity to expand would be there. As the father of a cosmetologist, Mayor Gorham said he wished her luck.

Reidsville Chamber of Commerce President Diane Sawyer then came forward to offer support. She said she had helped walk Moore through the process, and she said she was so thankful for the City staff who have been truly amazing. She noted that owning her own salon had been a dream of Moore's and that, unaware of the need for a Special Use Permit, Jason and Summer had been so helpful in getting her down the right path. She also noted that an upcoming anniversary celebration and ribbon cutting for the new location is being planned. Sawyer talked of how proud she was of Moore, even flourishing after the changes on Freeway Drive, etc. She noted it is hard when you get a new landlord and there were things that were out of her control with that building. Again, she noted how proud she was of Moore and thought the new location would be great for her. Sawyer concluded by saying she just wanted to show her support publicly.

With no one else coming forward to speak, Mayor Gorham closed the public hearing at 6:23 p.m.

The Mayor then read aloud the four Findings of Fact, which Council members voted on individually as follows:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved. – **Approved 6-0**
2. The use meets all required conditions and specifications. – **Approved 6-0**
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity. – **Approved 6-0**
4. The location and the character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Land Development Plan for Reidsville and its surroundings. – **Approved 6-0**

A motion was then made by Councilman Martin, seconded by Councilmember Scoble and unanimously approved in a 6-0 vote, to approve the Special Use Permit with the staff recommendation.

The Special Use Permit as approved follows:

SPECIAL USE PERMIT

There is hereby granted to Andrea Moore, a Special Use Permit in accordance with the Reidsville Zoning Ordinance, Article V, Section 3 of the Reidsville Zoning Ordinance.

This permit is to allow Andrea Moore to operate a Personal Services business at 600 W. Harrison St., specifically Rockingham County Tax Parcel Number: 149807 with the following conditions:

1. The use shall comply with the Special Use criteria for Personal Services per the Reidsville Zoning Ordinance.

Said property is zoned Office and Institutional (O&I).

This Permit is granted to the person, firm, or corporation designated above, and for the purpose and under the conditions set forth above. The Special Use Permit will continue to remain valid following transfer of ownership of the property provided that circumstances and conditions

remain as described at the time that the Permit is granted. Violations of the conditions set forth will be cause for immediate termination of the Permit.

AUTHORIZED this _____ day of _____, 2024,

by the CITY COUNCIL OF REIDSVILLE, N. C.

/s/ _____

CITY CLERK
ANGELA G. STADLER

- End of Public Hearings -

PROJECTS:

UPDATE ON RURAL READY DIESEL DRIVE PROJECT.

Public Works Director Josh Beck had provided the following memo in the City Council’s agenda packets:

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Rural Ready Diesel Drive Project Update
DATE: July 9, 2024

At the request of City Council, Glynn Fleming, Director of Client Experience for WithersRavenel, will provide a brief project update on the Rural Ready Diesel Drive Project as it nears completion. Some recent updates that have been shared with Council include the signed MOU for stream restoration, a revised culvert cradle repair design from SKA, and a copy of the approved plat for signature and recordation. If there are specific questions or concerns you would like addressed at the meeting, please provide those in advance so that we can pass them along to the design team to research and prepare as needed. (END OF MEMO)

Public Works Director Beck noted that this has been a long project, starting in March of 2020. He said they had worked through a number of hurdles on this particular project and are near the end. At Council’s request, he said he would introduce Glynn Fleming, Director of Client Experience, with WithersRavenel, which is the City’s consultant for the project. Beck stated that even since his memo went out, several things have transpired and been completed. Mr. Fleming will touch base on some of those and give Council a brief overview of where we head from here. The Public Works Director said there is still a little bit of work to be done to close this out and some additional things that will happen this week. He then turned the discussion over to Mr. Fleming after noting that between the two of them, they will be happy to answer any questions Council might have.

Mr. Fleming then said he would provide a brief report on progress out at the City’s Rural Ready Utilities Site Project, which he described as a positive and exciting update. He first recapped that the purpose of this project is to provide City water and wastewater to what was formerly known as the Horse Park site, a large parcel located just north of Love’s Travel at the terminus of Diesel Drive. This

is largely grant-funded, he explained, with 75% of the project cost funded by the NC Department of Commerce Rural Economic Development Fund grant with the remaining 25% made up of both City and County funds.

Mr. Fleming said he is pleased to report that heavy construction is complete at this point, about 92% complete by contract value, with the larger elements of the pump station and culvert and creek crossing, now complete. The contractor has been working on a handful of punch list items associated primarily with the pump station, some of the stormwater infrastructure local to that portion of the site and a little bit of cleanup and end treatment of the culvert crossing. At this point, the two items that stand between us and offering a recommendation of substantial completion are completion of a minor water stub to the property line and resolution of the water quality permit violation that they self-reported on a couple of months ago, the consultant continued. That work is scheduled to begin tomorrow afternoon, Mr. Fleming reported, and barring weather or other delays, he anticipates that work should be finished by week's end. He added that this is a similar process to what played out in April of last year when they reported about an initial water quality violation at the site. There will be a little bit of contractor work for WithersRavenel to oversee over the next few days, he said, but they will document the existing conditions and finished conditions of that work. After about three weeks, they will be back on site to take pictures of the finished project and submit those to the State, he noted, for concurrence and closeout. Last time that process took a total of 4-5 weeks, and he anticipates a similar timeline this time. Hopefully, by mid- to late-August, they should be able to report back to Council that the matter has been closed, Mr. Fleming said. He added that recently the contractor did return the fully executed Memorandum of Understanding (MOU) between the City and the contractor to cover the additional costs of that work. The ongoing work that will continue include the water stub out and some miscellaneous punch list items, mostly site cleanup, minor site grading and restoration, etc.

Mr. Fleming concluded by saying he felt like the project would be in a good place by mid-August and be able to offer a recommendation of substantial completion. City Staff will have a little bit of work to do at that point, he explained, to clean up and close out erosion control permitting but, again, barring anything unforeseen, including the weather, he would estimate they would be back by mid-September with the final completion and project closeout. He said that was everything he had for Council regarding project status and would be happy to entertain any questions.

Councilman Martin said he had several questions. He noted that this project has lasted quite a while and was supposed to have been completed in a shorter amount of time, a year or so and we are going on three years or better. Mr. Fleming agreed. The Councilman said there have been several issues, which he listed as questions he had by bullet points. He said if the consultant did not have the answers, he would like for him to get those answers back to them, which Mr. Fleming agreed to do to the best of his ability tonight or to follow back up with Council.

Councilman Martin then asked the following questions:

1. He said the first question was regarding when they would get a substantial completion date, which he noted Mr. Fleming had already given them as mid-September.
2. He then asked why the project had so many ongoing issues, including fine after fine after fine from DEQ for the contractor? Noting this was more of a two-part question, the Councilman said WithersRavenel was the project manager, correct? Mr. Fleming replied in the affirmative. Councilman Martin noted that the City had paid the company \$167,055.52 to date so were we on site the whole time and how did this project get pushed back so far and how did we continue

to incur so many violations over that period of time? After one or two violations, we didn't get it under control and it still continued so did we have people on site, what were we doing for that \$167,000, he asked? He then added that he had some questions in regards to the repairs to the walls but didn't want to hit him with all of them at one time. Mr. Fleming responded, in terms of timeline, the project was bid in November of 2020, with five bids submitted, the lowest being Triangle Grading & Paving's bid of \$2.2 million. This was well in excess of the City's available construction funding at that time, which he believed was at \$1.4 million, he continued. Working in conjunction with City Staff, there was an elongated scope reduction negotiation period in order to work with the contractor to get down to a project scope that both parties could work with, he said. He said he thought that process was complete around February of 2021, and construction contracts and Notice to Proceed were executed and dated, he believed, in mid-March of 2021. The original construction contract time called for 180 calendar days to substantial completion, and 210 calendar days to final completion, the consultant continued. He then said he didn't have to remind everyone that at that time we were in the height of the COVID pandemic. The contractor reported and was able to prove substantial delays associated with their ability to acquire certain materials, Mr. Fleming said. For that reason, the contractor was credited back a significant number of calendar days or they would have been significantly over the number of contracted calendar days, he stated. Regarding Councilman Martin's questions about any fines that were levied on the site, the consultant said to his knowledge, he didn't think any fines had been levied by the State. He said there have been two water quality permit violations, the first of which occurred in spring of 2023. That was reported to the State, which came out and inspected that violation, and WithersRavenel, in conjunction with City Staff, proposed a solution to that, which was accepted by the State. He noted that this was the permitting violation process he had played out previously and was successful since the issue was cleaned up. They offered their concurrence on that matter, and that matter was closed mid-summer of last year, he continued. The second similar violation was noticed in late December of 2023 or early January of this year, which included sediment deposition in the localized stream channel. The State was not on site to see that, but it was self-reported, which is the process that will play out this week with the cleanup, Mr. Fleming stated. In terms of site oversight, per our professional services agreement with the City, he said they are tasked with construction administration and construction observation, which was intended to be part-time. He said WithersRavenel has provided part-time observation throughout the course of the project at the times the contractor was mobilized and active onsite working. Mr. Fleming noted that the original contract was predicated upon the originally anticipated 180 calendar days to substantial completion to 210 calendar days to final completion. We are well beyond that period but still active on site, multiple times a week, he stated, to oversee the contractor. With violations of this nature which are largely related to sedimentation control measures, the onus is on the contractor to maintain those, which is clearly stated in the permit documents that they hold and on the construction plans. On those documents it states that the contractor is to inspect those on a regular basis and immediately before any anticipated storm events and within 24 hours after any storm events, the consultant noted, and make any repairs necessary. Mr. Fleming said we do, on a regular basis, check the condition of those and offer input to the contractor if we see issues or potential for issues in the making, but again, the onus is on the contractor as a permitted entity out there. Councilman Martin said he would not disagree with that.

3. The Councilman said of the \$167,000 that WithersRavenel got, who paid for the drawings, plans, blueprints, etc.? Did that come out of this or is the \$167,000 strictly management fees? Mr. Fleming apologized but said he did not have the contract with him so he would take Councilman Martin at his word about the \$167,000. He said that would be his company's total

contract for the project, so that would include project management, engineering design, permitting as well as construction phase services, administration and observation and project closeout, record drawings, etc. The Councilman said designs, everything was paid for out of that, to which Mr. Fleming agreed, noting it was all inclusive. The consultant said he did know that the budget for construction observation was a fraction of that, probably in the \$20,000-\$25,000 range. The Councilman said that he was trying to figure out how much was in there for project management. Mr. Fleming said he did not know the total for project management, but he could get that for Council.

4. Councilman Martin said obviously there were some issues with the settlement of the wall, and he had a few questions related to that. Was all of the compaction testing completed and passed in conformance with the design plans and specifications of the wall? Mr. Fleming said, to his knowledge, it was, but he noted that WithersRavenel is not the engineer of record for the wall. It was on the onus of the contractor to secure a third party to design that and to secure third-party testing.
5. Councilman Martin asked if the contractor provides that documentation to WithersRavenel at the closeout of this to prove that they met the obligations of their contract to install the wall correctly and has all of this third-party testing done? Mr. Fleming replied in the affirmative, saying they should have most of that information already in house as part of ongoing observation and inspection. Again, he said the onus is on the contractor to provide all of that information, the consultant stated.
6. Councilman Martin asked if WithersRavenel will then do a thorough review of all of this information to make sure that a process was not skipped? Mr. Fleming noted that all of these submittals are reviewed by WithersRavenel for general concurrence with the construction drawings and permitting requirements of the project, etc. In the case of the wall drawings or the compaction testing that goes along with that, we would review that again with conformance with the construction plans, conformance with the permitted footprint, etc. The onus for more in-depth review and signing off on that falls with the engineer of record for the wall, he said.
7. Councilman Martin stated though, that as the project manager, WithersRavenel is going through and making sure everybody is following the steps of process? Mr. Fleming said correct.
8. The Councilman said there was obviously a repair made where the wall settled and the pipe came up in the air. He asked if there was a plan review by a third party once this was designed? And did the third party look this over and say they conferred or agreed with this repair? He then followed up with a following question, was the subgrade under both sides of the wall tested and inspected to ensure there was no saturation of the soil that would cause differential settlements of the wall in the future? Noting that there had been saturation coming down and the concrete being poured, he asked if we checked both sides of the wall to make sure in the future there are no issues or did we focus solely on the one wall that showed signs of failures or did we check both sides? Mr. Fleming, noting he would work through those questions backwards, said to the best of his knowledge, yes, the contractor did have their third party testing agency on site throughout the process. The onus is on them to test that and provide that documentation, the consultant said, primarily for the engineer of record for the wall but also for WithersRavenel as the project manager and the one tasked with maintaining records retention, etc.
9. Councilman Martin asked Mr. Fleming if he knows whether we tested both sides of the walls thoroughly all the way across since we had those undermining issues? Mr. Fleming said he would have to report back to Council on that, stating again, that to the best of his knowledge, the contractor did have his third party materials testing agency on site. They did test the base of the wall in the vicinity of the culvert and where the wall began to extend up the creek crossings, he continued. The consultant said the Councilman's question about third party review, I guess,

the repair of the wall, but Councilman Martin interjected and asked who came up with design of the repair? Mr. Fleming said ECS is the engineer of record for the wall, but he stated that their staff observed the failure of the partial wall and called that to the attention of both the contractor and the owner. The directive to the contractor was that they needed to secure the engineer of record for the wall to come on site and observe that and offer recommendation to the needed repairs or mitigating actions that needed to be taken, he continued. The consultant said that did happen, and he believed they have either one or two signed, sealed letters from the engineer of record for the wall, recommending the repair method to be undertaken.

10. Councilman Martin then stated that the last concern that he has is, when this is completed, and he noted that this is on private property having been sold, when developed, all of this would be turned over to the City. He stated that then the City and the taxpayers would then maintain responsibility in the future for this wall and the roadways but given the issues surrounding the wall and repairs that were made, does WithersRavenel, the engineers or the contractor have enough confidence in these repairs that this is going to be a lasting wall for the City, that we're not rebuilding? And, if we are confident in that matter, are all parties involved in this repair and overseeing this project willing to give the City and the taxpayers an extended warranty on this wall? Mr. Fleming said, in terms of competence and integrity of the wall, again we will do everything in general conformance with the construction documents and the plans. That is incumbent upon the engineer of record for the wall, he stated, ultimately certifying that wall was constructed in accordance with our specifications to the best of their knowledge, etc. They will issue that certification, Mr. Fleming continued. Once we issue or recommend an issuance of substantial completion to the City as the owner, he said, once that substantial completion does occur, the one-year warranty period becomes effective upon that date. The standard warranty period associated with the project is one calendar year.
11. Councilman Martin agreed that a warranty is for one calendar year, but he said typically if you have issues in the construction industry where you have ongoing issues, repairs that need to be made because there was a failure of something in some form or capacity, an extended warranty is normally offered to cover that. We had two parts of failures essentially to this wall that we know of right now on one side, but there's another side of this wall. I feel that the people of Reidsville deserve more than a one-year warranty because if this fails, given the circumstances around it, it would be a costly expense to repair, the Councilman noted. He said we are probably talking \$1 million dollars to tear this out and rebuild if we're lucky. So, if we are confident in those, whether it be WithersRavenel which accepts those, looks at this and makes the recommendation, if WithersRavenel is confident enough to make the recommendation for the City to accept this, is WithersRavenel also confident enough to share the responsibility of the repair of that wall in the event of a failure? Mr. Fleming said again, their review is limited to general conformance with the construction drawings, so he would have to defer that question back to the contractor and the engineer of record for the wall. Councilman Martin said if Mr. Fleming would, he would appreciate that although he didn't know how the rest of the Council feels. The consultant said with Council's permission, he would be happy to work with City staff to put that question back to the contractor and the engineer of record. The Councilman said he thought that would be a good thing, but it would be up to everybody to grant that permission.
12. He said he hoped Mr. Fleming would understand, and asked if he agreed or disagreed, when you have issues, and contractors and engineers have to make repairs because there was a failure in this design given the steep slope or a mistake in oversight over what should have been done in the beginning, and then we've gone in to make these repairs, do you not feel that it is an industry standard that additional warranty is provided? Mr. Fleming said it is strictly dependent on the situation, adding that there is some language to that effect typically in your construction

documents and technical specifications related to warranty issues. Again, in this instance, the engineer of record for the wall was onsite, observed the situation and offered an opinion as to the recommended repair, the consultant continued, and later, he believed, to the fitness or completeness of that repair. Mr. Fleming said he again would have to defer the Councilman's question back to the contractor and to the engineer of record for the wall. Councilman asked Mr. Fleming to ask them if they are willing to do that, stating that he felt it was only fair to the City of Reidsville and its citizens so that we are not facing a burden regarding the repairs of this wall in the future. If it was made correctly, if the repairs were made correctly, and we are confident in those repairs, then there is never going to be a repair that will need to be made, Councilman Martin said. If you are warranting something that you feel confident that you are never going to have to spend money on anyways, he stated, right? Mr. Fleming said he would defer that back to the engineer of record for the wall and the contract, but noted that he felt we all recognize wear and tear in the life cycle of all infrastructure. Councilman Martin said that is correct before noting he had no more questions.

Mayor Gorham asked if there were any other questions? Councilmember Scoble, noting that she admitted to not understanding this nearly to the extent as Councilman Martin did, but since we have had our water quality violations and that covered sediment in the water from her understanding. Once that is cleared up, what kind of testing is done after that to ensure it doesn't happen again, she asked Mr. Fleming. The consultant said it is sediment deposition in the stream channel that will be cleaned up and removed by hand by the contractor. He said WithersRavenel will document both the existing conditions and the finished conditions of that cleanup. The State will come in and offer its concurrence to the fact that it has been done correctly. Once the permits for the site are closed out, part of the assumption that goes along with that is that the site has been stabilized to the extent possible, turf, matting, etc. has taken hold on the site so you shouldn't see similar erosion issues like we have seen in a bare site or not stabilized site, Mr. Fleming said. The Councilwoman asked who would monitor that, the City? Councilman Martin said once the grass is planted, there won't be any more erosion. Mr. Fleming said once the erosion control permitting is closed out with the State, the City no longer has an onus to maintain that or observe it.

The Mayor thanked Mr. Fleming, who said he was always happy to answer any questions Council might have. He noted that Manager Woodard and Public Works Director Beck have all of his contact information. He encouraged them not to hesitate to shoot him an email or give him a call.

POLICIES:

CONSIDERATION OF REVISIONS TO THE CITY OF REIDSVILLE INFORMATION

TECHNOLOGY (IT) POLICY.

In making the staff report, Information Technology Director Shirrell Williams reviewed her July 2nd memo, which follows:

MEMORANDUM

To: Mayor Gorham, Members of Reidsville City Council, and
Summer Woodard, City Manager
From: Shirrell Williams, Director of Information Technology
Subject: Update to IT Computer Policy
Date: July 2, 2024

The purpose of this memorandum is to provide proposed updates to our IT computer policy, which aims to enhance the security, efficiency, and compliance with current technological standards. These updates are essential in safeguarding our city's digital infrastructure and ensuring optimal performance and reliability.

1. Strengthened Security Protocols

With the increasing prevalence of cyber threats, it is crucial to enhance our security measures. The updated policy includes:

- Mandatory use of multi factor authentication (MFA) for all city employees
- Regularly scheduled security awareness training sessions via computer
- Periodic security audits and vulnerability assessments

2. Payment Card Industry (PCI) Compliance

PCI Compliance is essential for organizations that handle credit card transactions. Implementing a comprehensive PCI compliance policy helps protect sensitive card holder's data and ensures the security of payment transactions. Because the city processes credit card payments at several locations, an understanding of PCI compliance by all employees is indicated. All sensitive cardholder data is handled by the PCI or POS vendor processing system. No data is to be stored on City servers or devices.

The updated policy includes:

- All Point of Sales (POS) and Personal Identification Number (PIN) entry devices should be appropriately protected and secured so they cannot be tampered with or altered.
- All computers, laptops, and workstations should be secured with a password-protected screensaver.
- Employees are not to share account information or passwords with anyone. Employees must keep passwords necessary to process PCI transactions secure.
- Employees should ensure that they have appropriate credentials and are authenticated for the use of such processing technologies.

3. ID Badge Policy

To ensure proper identification and security within City Facilities, the updated policy includes:

- Each department is responsible for ensuring that ID badges are worn or carried as required.
- Upon approval by the Department Director or designee, individual departments may exempt their employees from carrying their ID badge if wearing a uniform that clearly identifies them as a city employee, or if wearing a lanyard, pulley, or clip presents a safety hazard. However, these employees must still carry their ID badge for identification purposes.

- City-issued photo ID badges will contain the employee’s photo, name, job title, and department. These badges are the property of the City of Reidsville and should be returned upon separation from the City.
 - There will be no charge for the first and second replacement ID badges. For the third and subsequent replacements, a \$7 fee may be charged at the discretion of the IT Director.
4. Remote Access (VPN) Virtual Private Network
- To define standard for connection to the City of Reidsville’s network from any host.
- Secure access protocols for remote work environments will be controlled with either one-time password, codes, multi factor authentication, or other secure authentication mechanisms.
 - Use of VPNs (Virtual Private Networks) for secure connections
 - All hosts that are connected to City of Reidsville internal networks via remote VPN access technologies must use the most up-to-date anti-virus software as defined by IT.
 - Personal equipment that is used to connect to the City of Reidsville’s networks must meet the minimum requirements for remote access.
 - Authorization: Access granted to users based on their roles and responsibilities within the organization. Director, Manager, Supervisor approval is needed before access can be granted.
5. Communication
- Effective communication is crucial for the successful implementation of these updates.
- Departments must require and retain acknowledgment statements, signed by each user, acknowledging receipt of a copy of this policy and any relevant departmental policy.
 - Departments, with the assistance of Human Resources, will ensure employees have access to read and acknowledge this policy and related policies.
6. User Support Training
- To assist employees in adapting to these changes
- Ongoing training and support
 - Easy access to IT support for troubleshooting and assistance
 - Clear documentation and resources available to electronically sign acknowledgement

The proposed updates to our IT computer policy are designed to protect our city’s digital assets, improve operational efficiency, and ensure compliance with best practices. I respectfully recommend that the City Council consider approving these updates.

Thank you for your attention to this important matter. *(END OF MEMO)*

As noted in the policy, Williams explained that all City employees will sign a form acknowledging they have read this policy.

Councilman Martin asked about the \$7 replacement fee charged to the employee. He asked if that was for a lost or misplaced badge, which Williams answered in the affirmative. He asked if the badge wore out, and she said there would be no charge for a new one in that case.

City Manager Woodard thanked Williams and her team in the IT Department for doing an exceptional job in bringing this policy forward to ensure we are operating securely. Mayor Gorham said the policy was very detailed.

Councilmember Scoble made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 6-0 vote, to approve the policy. (A COPY OF THE TECHNOLOGY, COMPUTER USE, DIGITAL RESOURCES AND ACCESS POLICY IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

FEE SCHEDULE:

CONSIDERATION OF CHANGES TO THE WIRELESS FACILITY REVIEW FEE.

Planning & Community Development Director Jason Hardin reviewed his June 28, 2024 memo, which follows:

M E M O R A N D U M

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, AICP, Director of Planning & Community Development
DATE: June 28, 2024
RE: Fee Schedule Amendment - Wireless Telecommunications Review

The City of Reidsville utilizes an engineering consultant for plan review of construction and repairs of wireless telecommunications facilities (cell towers) as is common practice among local governments due to the specialized nature of this field. The Federal Communication Commission (FCC) requires any co-location to be reviewed within 90 days and new facilities to be reviewed within 150 days of submission to the local government. At any point when a completed submission is made to staff, the shot clock begins running. Our previous consultant we have been using since 2013 retired at the end of May 2024, leading staff to search for a new consultant to fill this role. CityScape Consultants, Inc. submitted a proposal that was accepted for these services.

The 1987 Mini-Brooks Act, NCGS 143-64.31 requires a local government to use a Qualification-Based Selection (QBS) process for procuring architectural, engineering, surveying and construction management at risk services without regard to fees or total price other than unit cost information unless the unit exempts itself in writing from the QBS process. Additionally, NCGS 143-64.32 requires justification be made in the case of proposed projects where an estimated professional fee is in an amount less than \$50,000. For the purposes of hiring CityScape Consultants to provide application review services for commercial carrier co-location of new antennas to existing communication towers/structures or modifications to towers/structures/equipment or construction of new commercial carrier communication towers, the City of Reidsville exempts itself from the QBS process due to the following reasons:

- Each application shall result in a separate review where the cost shall not exceed \$1,000 for a co-location/modification or \$8,000 for a new tower review, unless special circumstances exist.
- CityScape Consultants, Inc. provides experience, expertise and quality customer service that is unique to this specialized field.

While CityScape’s co-location review fee is the same as our current fee rate, CityScape charges more than our previous consultant for new tower reviews. The consultant’s review costs are passed on to the applicant in the form of our review fees. Two of the proposed fees are new to our schedule. Under Federal Law, non-eligible facility co-locations are expansions or changes greater than 98%. Small wireless facilities are a newer technology that’s begun rolling out and are less than 50-feet tall.

Title	Previous Fee	Proposed Fee
Wireless Facility New Tower Review	\$3,500	\$8,000 (\$6,500 + \$1,500 for additional Public Hearing at Planning Board)
Wireless Facility Co-Location Review (Non-Eligible)	N/A	\$4,000
Small Wireless Facility Review	N/A	\$500

I am asking for Council approval on this item. *(END OF MEMO)*

Councilmember Scoble asked how many towers are done a year? Hardin said the City hasn’t had a brand new tower in several years, maybe last done in either 2007 or 2010. He then discussed co-locations, such as adding an antenna to a current location or some kind of improvement, which is what we typically get, he added. That is what the \$1,000 fee would be for, he explained, noting that is the majority of what we get.

The Councilmember asked if our last tower was the one on US 158 near Freeway Drive? Hardin said he would have to check.

Councilman Martin made the motion, seconded by Councilman Coates and unanimously approved by Council in a 6-0 vote, to approve the new wireless facility review fee.

UDO Work Session Planned.

Before going on to the next topic, Hardin asked Council members about their availability for the next Unified Development Ordinance (UDO) work session. He asked whether Council could meet from 3-5 p.m. on September 18. The Mayor added they might get fed as well.

PUBLIC COMMENTS.

No one came forward to speak.

CITY MANAGER’S REPORT:
MONTH OF JULY.

City Manager Summer Woodard provided highlights of her written July City Manager’s Report, which follows:

Date: July 1, 2024
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: City Manager’s Monthly Report

Personnel:

- Employee of the Year – I am pleased to recognize Assistant Finance Director Rochelle Tucker as the City’s 2023 Employee of the Year, an honor that was announced at our Employee Appreciation Event back in May. Rochelle has been a member of our Finance Department for nearly 35 years, where she goes above and beyond, embodying the values of the City of Reidsville and the spirit of Team Reidsville. Rochelle will be recognized during this report on Tuesday night. (*Recognized previously in the meeting*)
- Engineering - Civil Engineer Richard Vaughn officially retired on June 28th. He was with the City for twenty (20) years.
- Fire Department - Administrative Fire Captain Ricky Higgins officially retired on July 1st. He was with the City for twenty-three (23) years full-time service and five (5) years of part-time service.

Projects & City Updates:

- **Interlocal Agreement with the City of Greensboro** – The Greensboro City Council approved the agreement on Tuesday, June 18th. Currently all of our staff have signed the document, and we are waiting on a fully executed copy from the City of Greensboro.
- **Redundant Water Line** – Right of Way Consultants for the Redundant Water Line project have been working closely with City Staff and McGill Associates over the past several months. They have sent initial contact letters to all parties along the project and have met in-person with most of the owners to further discuss the project. Brad McKinney with RWC compiled a number of recent parcel transactions to assist in determining the land values in the area, but we ultimately settled on using the newest county tax appraisal data once that data became available. Brad is currently seeking approval from City Council on the appraised values outlined in his spreadsheet which will be presented on Thursday, June 27th. The permitting process is on hold until all easements are obtained, but the design portion of the project is completed.
- **BNR Project** - The WWTP BNR project had a pre-construction meeting last week with Turner Murphy. The Notice to Proceed for the project is dated July 29th although a lot of materials have already arrived onsite. WWTP Superintendent Mourice Brothers and his team are working diligently to drain and clean out Aeration Basin #1 so that the contractor can begin the baffle walls, piping and other required modifications after July 29th.
- **Headworks Project** - With the drier weather we are experiencing, the WWTP Headworks project has finally made some progress in recent weeks. They have completed several initial slab pours for the lowest portion of the headworks structure. Last week, they had another large

pour planned; however, all three loads of the concrete were rejected as they didn't meet the specifications upon arriving at the site. This caused another small delay on the project. A second crew is scheduled to be onsite shortly to begin the installation of several large manholes that will ultimately divert the influent over to the new headworks. Bypass pumping equipment is also onsite to divert flow in the weeks ahead to assist with tie-ins.

- **Parks and Rec Gym Floor** - Renovations are nearing the end of completion. The contractor is scheduled to do the sanding, staining, and line painting this week. (June 24th -28th) We are anticipating that they will be complete in the next week or so.
- **JC Park Tennis Courts**- Currently, staff has submitted all required documents to the United State Tennis Association (USTA) and is expecting to get final approval in the next two weeks. Construction will begin the day after the final approval.
- **JC Park Pickleball Courts** - The construction of the additional pickleball court will begin the day following the completed renovations of the tennis courts. As stated to you in a memo dated February 2, 2024, the contractors repaving and striping the tennis courts, will be the same ones doing the new pickleball court.
- **Splashpad** – Since opening on May 24th 2024, we have been operating smoothly without any problems. We estimate that we are averaging about 125 participants daily, and concessions sales are also doing well.
- Please see attached year-end budget amendments.

Events/Meetings Attended:

- 6/4 – Attended Moss Street Dare Graduation at Lake Reidsville
- 6/5 – Meeting with Council Member Coates and Council Member Martin to discuss Sanitation Pick-Up Changes that became effective February, 2024
- 6/6 – Managers Luncheon in Stoneville, NC
- 6/11 - City Council Meeting
- 6/12 - Attended the video screening of “An Unusual Problem” hosted by the Rockingham County Partnership for Children at The Carriage House
- 6/13 – Met with the new co-owner of the Luckies, Mr. Steve Shropshire, via Zoom
- 6/19 - Attended ceremony for the Reidsville Rams High School Football Team at the General Assembly in Raleigh. Representative Reece Pyrtle honored the Football Team for having 23 state championship titles
- 6/20 – Attended New Employee Orientation
- 6/21 - Met with citizen about Poag Street and met with citizen about speeding and yield sign on Fairway Drive
- 6/24 – Management Team Meeting
- 6/25 – Attended Reidsville Housing Authority Meeting
- 6/27 – Two-on-two meetings with Mayor and City Council. Also, met with the Chamber of Commerce and Lucky City Brewery to discuss Summer Concert series (*END OF WRITTEN REPORT*)

COUNCIL MEMBERS' REPORTS.

Mayor Pro Tem Brown – Mayor Pro Tem Brown reported attending the following: 6/22, Two-on-two meeting at City Hall; and 6/29, Welcome at the Johnson Family Reunion. He also said that he went out

to Lake Reidsville on July 4th about 10:30 a.m. after the celebration, and he was amazed at how clean it was after they had such a large crowd for the event on July 3rd. He gave kudos to Assistant City Manager Haywood Cloud.

Councilman Coates -- Councilman Coates reported attending the following: 6/1, Clean Sweep Cambridge/Pickrell Road area from 9 a.m.-12 p.m.; 6/5, Meeting with the City Manager & Public Works Director on trash route issues; 6/12, Ribbon Cutting at Reidsville High School for Anatomage Lab with the computer detailing showing the human body, which was very interesting and a great piece to add to the curriculum, he said.

Councilmember Scoble -- Councilmember Scoble reported attending the following: 6/13, Kiwanis Meeting, 6/14, RockIt in Reidsville Event-Downtown; 6/15, Gump Fiction-Market Square (she estimated 400 people were there); 6/19, out-of-town through June 30, 2024; 7/1, Tested Positive for COVID and Quarantined for five days; 7/9, Splashpad-Bucket. She encouraged the other council members to go to the Splash Pad to experience the bucket, possibly at the upcoming Chamber Ice Cream Social. She said that the concession stand was sold out so it looked successful. She said she had so much fun.

Councilman Martin – Councilman Martin said he did not document what he attended, but he was tasked with inviting Council and others to a Flag Raising on July 4th on Barnes Street, but he kind of dropped the ball with that. However, he did call the City Manager. Councilman Coates, the Fire Department, and the Police Department showed up at 10 a.m. even though they didn't get called until 9:15 a.m. He said Reidsville came through to raise the flag. He did apologize for not sharing with the Council and others prior to the event. He said it turned out to be successful from what he saw on Facebook even though he was not able to attend himself.

Councilman Hairston – Councilman Hairston reported attending the following: the Ministerial Alliance End-of-the-Year Cookout in the last part of June with the organization taking a break until August when school starts back; the Two-on-Two meetings; Beauty of Reidsville's Juneteenth Celebration downtown. He thanked the Farmer's Market for bringing out food items and vegetables since he doesn't have to plant a garden. Councilman Hairston said that New Zion Church has a new pastor, and he thinks he will be a great addition to the community. He said he had not met him yet but maybe Mayor Pro Tem would like to speak on it. Mayor Pro Tem Brown said that they had a new pastor, who was 38 years old from Salisbury with a wife and children. He is already looking at a house here in Reidsville after selling his house in Salisbury. Mayor Pro Tem said he thinks the pastor will not only be good for Zion Baptist Church but also for the entire City. He encouraged anyone that has a free Sunday to come to Zion Baptist Church to check it out.

Mayor Gorham - Mayor Gorham said his report consisted of about 25 stops; however, he was only going to share the highlights as follows: 6/12, The Anatomage Ribbon Cutting at Reidsville High School, which was very interesting; 6/12, he worked as an Animal Control Officer as he removed a deceased animal from an elderly neighbor's backyard; 6/15, Concert at the Square; Visited Raleigh with Senator Pyrtle as they celebrated Legislature celebrated the football team's State Championship; 6/22, Juneteenth Celebration; Ribbon Cutting for Got Dogs; and 7/3, Welcome at 4th of July celebration at Lake Reidsville.

Diane Sawyers from Reidsville Chamber of Commerce:

Chamber President reported the following:

Upcoming Events: Ice Cream Social at the Lower Splash Pad-Lower Jayce Park-2010 South Scales Street on July 18, 2024, from 4:30 p.m.-7:30 p.m.; 2.) Market Square Summer Concerts Series on July 20, 2024, from 7-9 p.m.; 3.) 31st Annual Golf Fore Reidsville Tournament on August 21, 2024 at Oak Hills Golf Club, 436 East Stadium Drive, Eden. **Ribbon Cuttings:** Carolina Strong Roofing on July 12, 2024 at 12:00 p.m., Reidsville Chamber Office; 2.) North Star Military Surplus on July 19, 2024 at 12:00 p.m., 131 South Scales Street (Across the street from the Chamber Office); 3.) Angel's Do Beauty on August 26, 2024 at 12 noon, 213 Gilmer Street (Across the street from the Chamber Office). **New Members:** Fursty's Pizza and Sovereignty Insurance Co. Coffee and Connections for August will be hosted by Genesis Ministries, 145 Camp Road, Reidsville from 9-10 a.m. on Aug. 1

MOVE TO THE FIRST-FLOOR CONFERENCE ROOM FOR A CLOSED SESSION TO DISCUSS THE ACQUISITION OF REAL PROPERTY AND PERSONNEL PURSUANT TO NCGS 143-318.11(A)(5) & (6).

Councilmember Scoble made the motion, seconded by Mayor Pro Tem Brown and unanimously approved by Council in a 6-0 vote, to go into closed session under NCGS 143-318.11(a)(5) and (6).

RETURN TO OPEN SESSION.

Upon return to open session, Councilmember Scoble made the motion, seconded by Mayor Pro Tem Brown and unanimously approved by Council in a 6-0 vote, to approve giving Brad McKinney with Right-of-Way Consultants negotiating authority of up to \$1,000 above the recommended initial easement payments to property owners that would be affected by the Redundant Water Line project.

MOTION TO ADJOURN.

Councilmember Scoble then made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 6-0 vote, to adjourn at approximately 9:17 p.m.

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC, City Clerk



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Angela G. Stadler, CMC, City Clerk *ags*
SUBJ: Amendment to City Manager's Employment Agreement
DATE: August 6, 2024

Upon review of the closed session minutes provided by the City Attorney, attached is an Amendment to the Employment Agreement for the City Manager with the changes based on the results of your annual evaluation.

By placing this item on the Consent Agenda, Council approval retroactive back to July 1st is being requested.

/ags

Enclosure (1)



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

An Amendment To The Employment Agreement With The City Manager, City Of Reidsville

WHEREAS, the City of Reidsville and the City Manager are parties to an Employment Agreement, whereby Summer Woodard is appointed City Manager of the City of Reidsville, and employment conditions and levels of compensation for her services are set; and

WHEREAS, based on a performance evaluation conducted on July 9, 2024, it is the desire of the Mayor and City Council of the City of Reidsville to make changes to said Employment Agreement with City Manager Summer Woodard;

NOW, THEREFORE BE IT DONE that:

Section I – Section 5, Salary, of said Employment Agreement is hereby amended to change the current salary to a new annual salary of \$135,195.84, which represents a 4% COLA pay increase and a 3% Merit increase for the City Manager.

Section II – Section 9, Automobile Allowance, of said Employment Agreement is hereby amended to increase the City Manager’s car allowance by \$300.00 per month to \$1,200.00 per month.

This action to be retroactive back to the 1st day of July, 2024.

This the 13th day of August, 2024.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC, City Clerk



The City of
Reidsville

North Carolina

Department of Planning & Community Development

230 W, Morehead Street, Reidsville, NC 27320 Ph. (336)349-1065

Planning@reidsvillenc.gov

M E M O R A N D U M

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, AICP, Director of Planning & Community Development
DATE: July 29, 2024
RE: Docket No. CZ 2024-02

Reidsville Bowman, LLC is petitioning to rezone a recently recombined parcel located on Reid School Road (Rockingham County PIN 799410259246) from ResidentialS-12 (RS-12) to Conditional Zoning Traditional Neighborhood (CZTN). This parcel encompasses a total area of 63.28 acres. There is an existing single-family dwelling located on site. Water and sewer services are available, with mains located in the ROW of Reid School Road. This front portion of the lot (around 200-feet off Reid School Rd.) is located in the City’s corporate limit and the remainder of the property in the Extra-Territorial Jurisdiction (ETJ).

The Traditional Neighborhood (TN) Zoning District was added to the Reidsville Zoning Ordinance in August 2023 as a “floating district” intended to allow establishment of pre-1940 style compact neighborhoods with a distinct sense of place and character that are limited in size and oriented toward pedestrian activity. Areas within this district may include a mix of residential, commercial, and civic uses that are built in close proximity to each other along a network of interconnecting streets and blocks with appropriately designed facilities for pedestrian, bicycles, and automobiles. An applicant seeking to rezone property to establish a TN district must provide a Traditional Neighborhood Plan meeting the standards outlined in the Zoning Ordinance to be reviewed and approved by the City’s Technical Review Committee (TRC).

Reidsville Bowman, LLC has provided the required TN plan to staff which TRC has reviewed. Staff finds the plan to meet the intent and requirements of the TN district. The applicant is requesting residential land uses only for the proposed TN Development including: single-family, detached, single-family, attached homes (townhomes), and two-family homes (duplexes) While TN developments typically include a residential and commercial land uses the developer has elected to not include any commercial component. Staff finds this proposal to be reasonable as majority of the parcel, around 80%, is located in the Troublesome Creek Drinking Watershed that recharges Lake Reidsville. In the Troublesome Creek Watershed, non-single-family, detached residential uses (apartments, townhomes, duplexes, etc.) and commercial uses are limited to 24% built-upon area by the State’s drinking watershed regulations which the City enforces. The intent is to limit runoff from impervious/developed surface during stormwater events that flow into the drinking water source and reduce water quality. The proposed TN plan limits non-single family, detached uses to the front portion of the lot that is not in the watershed with single-family, detached homes on the rear portion in the watershed. Single-family detached homes are limited to 2 units per acre but are not confined to the 24% built upon area requirement. Given the lot’s location in the watershed, staff agrees with the applicant’s request for residential land uses only within the development.

The developer has engaged the residents in the surrounding area and held two neighborhood meetings to discuss the proposed project with them. During the meeting, residents expressed concern on the increased traffic from the development on the currently gravel Urban Loop Road. Planning Staff agrees the current gravel road is not built to accommodate the increased trips generated by this development. As a result, the applicant has elected to remove the connection to Urban Loop Road and add an access point across from Carter Ridge Road. This additional access point will require NCDOT approval as Reid School Road is State Right-Of-Way (ROW).

This property is located in Growth Management Area 5 – Conservation, which encompasses the area to the southwest of the City. The Land Development Plan notes that GMA 5 is located in the watershed area of Lake Reidsville. GMA 5 is intended to serve as a buffer between development and the City’s water supply, however; GMA 5 does not explicitly exclude development and the watershed regulations accommodate development within prescribed limits. The planning staff finds the proposed rezoning to be consistent with the 2022 Reidsville Land Development Plan, reasonable, and in the public interest as noted in the attached statements of reasonableness and consistency.

The Planning Staff recommend the proposed conditional rezoning application be approved.

PLANNING BOARD RECOMMENDATION

The Planning Board voted unanimously recommended the proposed conditional rezoning application be approved.



**CITY OF REIDSVILLE
DEPARTMENT OF PLANNING
& COMMUNITY DEVELOPMENT**

CONSISTENCY & REASONABLENESS DETERMINATION

The Reidsville Planning Board has reviewed **Case CZ 2024-07**, rezoning from **Residential Single Family-12 (RS-12)** to **Conditional Zoning Traditional Neighborhood (CZTN)** and as required by North Carolina General Statute 160D makes the following findings:

1. The proposed action is found to be consistent with the adopted Reidsville Land Development Plan. This zoning amendment is supported by the intent and descriptions of **Growth Management Area 5 – Conservation**.
 - A. This parcel is located in the **Growth Management Area 5 – Conservation** according to the Reidsville Land Development Plan, and is characterized by large lot development.
 - B. Uses permitted within the **CZTN** district are compatible with a variety of land uses including those in the surrounding area.
2. The proposed action is found to be reasonable:
 - A. The subject property is adjacent to other an existing residential districts.
 - B. The uses allowed in the **CZTN** district are appropriate for the land, considering its effect upon the landowners, neighbors and community, and are generally harmonious with uses found in the area surrounding these properties.
 - C. **Growth Management Area 5** is primarily focused on preserving land within the Lake Reidsville watershed, however; new development in this GMA is not excluded.



**CITY OF REIDSVILLE
DEPARTMENT OF PLANNING
& COMMUNITY DEVELOPMENT**

DRAFT MOTIONS TO APPROVE/DENY

Below are suggested motions to either recommend the proposed zoning map amendment be approved or denied depending on the position the Council wishes to take on the case.

APPROVE

“I make a motion to recommend the proposed conditional rezoning be **APPROVED** for the specified parcels to the requested zoning district based upon the **CONSISTENCY AND REASONABLENESS DETERMINATION** statements that are included in the Council agenda packet, submitted during the rezoning presentation and as may be amended, incorporated into the motion, to be included in the minutes.”

DENY

“I make a motion to recommend the proposed conditional rezoning be **DENIED** for the specified parcels to the requested zoning district based upon [**INSERT REASONING**], as may be amended and incorporated into the motion, to be included in the minutes.”

**A RESOLUTION ADOPTING A STATEMENT OF CONSISTENCY AND
REASONABLENESS REGARDING A PROPOSED AMENDMENT TO THE
CITY OF REIDSVILLE ZONING ORDINANCE**

ZONING MAP AMENDMENT

DOCKET # Z 2024-07

WHEREAS, pursuant to North Carolina General Statutes Chapter 160D-605, prior to adoption or rejection of any zoning amendment, the Reidsville City Council is required to adopt a statement as to whether the amendment is consistent with the Land Development Plan and why the City Council considers the action taken to be reasonable and in the public interest;

WHEREAS, on July 12, 2022, the Reidsville City Council adopted the Land Development Plan which included a Future Land Use Map. Plans such as the City of Reidsville Land Development Plan are not designed to be static but are meant to reflect the City of Reidsville's needs, plans for future development and to remain in compliance with North Carolina State Law and the City of Reidsville's ordinances;

WHEREAS, the City of Reidsville received a conditional rezoning request for a parcel encompassing a total area of 63.28 acres located along Reid School Rd., Rockingham County PIN 799410259246.

WHEREAS, On July 17, 2024, the City of Reidsville Planning Board unanimously voted to recommend to the Reidsville City Council that the rezoning request be approved.

STATEMENT OF NEED: The rezoning of the subject property would enable it to be utilized in a way that would benefit the City of Reidsville in future development and growth. These uses are compatible with the surrounding commercial and residential districts.

STATEMENT OF CONSISTENCY: The goals of the 2022 City of Reidsville Land Development Plan are to make smart growth decisions by carefully managing growth to:

- A. Revitalize downtown through new development and redevelopment.
- B. Encourage economic development and bring a greater variety of businesses to the City.
- C. Expand available housing stock with options that are attractive and affordable.
- D. Develop community based opportunities for children and young adults.
- E. Improve our parks, trail systems to promote greater Greenway connectivity.
- F. Promote long-term visions for greater connectivity, while preserving our sense of community.

STATEMENT OF REASONABLENESS: The Reidsville City Council finds the rezoning amendment reasonable, in accordance with G.S. 160D-605(b), as the subject property allows for the growth and expansion of neighborhoods supporting the local economic base of the City while

improving access to quality open spaces and environmental amenities to improve the quality of life for all Reidsville residents.

WHEREAS, The Reidsville City Council has considered the written recommendation of the Planning Board and has held a public hearing on the proposed amendment, and the Council desires to adopt a statement describing why the adoption of the proposed amendment is consistent with the City of Reidsville’s Land Development Plan, and why the City Council considers the proposed amendment to be reasonable and in the public interest;

NOW THEREFORE, BE IT RESOLVED BY THE REIDSVILLE CITY COUNCIL THAT:

1. The Reidsville City Council finds that the proposed amendment to the City of Reidsville’s Zoning Map is consistent with the goals and recommendations of the 2022 City of Reidsville’s Land Development Plan.
2. At no time are land use regulations or plans of the City of Reidsville or any jurisdiction in the State of North Carolina permitted to be in violation of the North Carolina General Statutes.
3. Therefore, based upon the foregoing information, the amendment to the City of Reidsville’s Zoning Map is reasonable and, in the public’s best interest.

ADOPTED this the _____ day of _____, 2024 by the City Council of the City of Reidsville, North Carolina.

DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

Angela G. Stadler, City Clerk



CITY OF REIDSVILLE, NC CONDITIONAL ZONING APPLICATION

APPLICANT INFORMATION:

Name(s): Reidsville Bowman, LLC

Address: 13815 Cinnabar Place
Huntersville, NC 28078

Daytime Telephone No.: 704-875-9704 ext 101

PROPERTY OWNER INFORMATION:

Name(s): Reidsville Bowman, LLC

Address: 13815 Cinnabar Place

Huntersville, NC 28078

Daytime Telephone No.: 704-875-9704 ext 101

PROPERTY INFORMATION:

Rockingham County Tax Parcel Number: PIN #: 799410259246 (there has been difficulty with finding the County Tax Parcel #)

Property size in acres (sq. ft. if less than one (1) acre): 63.28

Property street location: 2522 Reid School Road

Current use of property: Former farm/vacant

Provide the required information as indicated below. Pursuant to the City of Reidsville Zoning Ordinance, this application will not be processed until application fees are paid, the form below is completed and signed and all required maps and plans and documents have been submitted to the satisfaction of the Department of Planning & Community Development.

Pursuant to Article XI of the City of Reidsville Zoning Ordinance, the undersigned hereby requests the City of Reidsville to conditionally rezone the property listed below from:

Existing Zoning District: RS-12

Requested Zoning District: CZ-TN

CONDITIONAL REZONING REQUIREMENTS:

➡ **Zoning Sketch Plan.** A sketch plan illustrating proposed conditions and other pertinent information is required for all conditional rezoning requests. Sketch elements not illustrating proposed conditions are subject to subdivision and site plan review. Refer to Article XI of the City of Reidsville Zoning Ordinance for zoning map amendment requirements.

➡ **Zoning Conditions.** Use and/or development conditions must be provided. Refer to uses as listed in the Table of Permitted Uses, Article V, Section 2, of the City of Reidsville Zoning Ordinance.

USE CONDITIONS: Uses of the property shall be limited to the following uses as listed in the Table of Permitted Uses, Article V, Section 2, of the City of Reidsville Zoning Ordinance:

The uses are limited to those in the TN district.

DEVELOPMENT CONDITIONS: Development of the property shall occur in accordance with the following standards and requirements in addition to those specified in the City of Reidsville Zoning Ordinance:

Additionally, we agree to work with the City of Reidsville through its established processes to pave Urban Loop Road and contribute 50% of upgrading the road to a paved road with open swales/ditches.

CERTIFICATION

I hereby certify that I am the rightful and true owner(s) of the property(s) indicated on this application for zoning change. Additional signature space is provided on the following page.

X 

Property Owner Signature

Robert "Nate" Bowman
Property Owner Name Printed

Reidsville Bowman LLC
Name of Firm (if applicable)

13815 Cinnabar Place
Mailing Address

Huntersville, NC 28078
City, State and Zip Code

X 

Representative's Signature (if applicable)

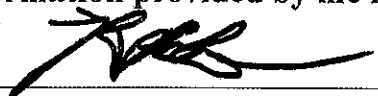
Robert "Nate" Bowman
Representative's Name Printed

Reidsville Bowman LLC
Name of Firm (if applicable)

13815 Cinnabar Place
Mailing Address

Huntersville, NC 28078
City, State and Zip Code

I hereby request the Planning Board consider this rezoning application and to make recommendations to the City Council to amend the Zoning Map. I certify that all information provided by me is accurate to the best of my knowledge.

X 

Applicant(s) Signature

Robert Bowman _____

Applicant(s) Name Printed



**CITY OF REIDSVILLE
DEPARTMENT OF PLANNING
& COMMUNITY DEVELOPMENT**

REZONING REQUEST STAFF REPORT

DOCKET NO.: CZ 2024-02

PRESENTER: Jason Hardin, AICP, Director of Planning & Community Development

CONTRIBUTING STAFF: Jason Hardin, AICP, Director of Planning & Community Development
Drew Bigelow, Planner I

PETITIONER: Reidsville Bowman, LLC

OWNER(S): Reidsville Bowman, LLC

REQUEST: Rezone to Conditional Zoning Traditional Neighborhood (TN) from Residential S-12 (RS-12).

LOCATION(S): Off Reid School Rd.

PUBLIC NOTICE MAILED: 6/25/2024

PUBLIC NOTICE POSTED ON PROPERTY: 6/25/2024

PUBLIC NOTICE PUBLISHED IN NEWSPAPER: 6/25/2024

SITE INFORMATION

Tax Parcel Number(s): Pending from the Tax Department. Recently combined parcels;
PIN 799410259246

Site Acreage: 63.28 acres.

Current land uses: Two existing single-family dwellings are located on site.

Availability of Water: Service is available in the ROW of Reid School Rd.

Availability of Sewer: Service is available in the ROW of Reid School Rd.

Is the site located in the Jordan Lake Watershed? Yes.

Is the site located in the Troublesome Creek Watershed? Yes.

Is the site located within a floodplain? No.

Is the site located within a historic district? No.

What is the topography of the property? Flat.

Is there a stream on the property? No.

ZONING COMPABILITY ANALYSIS

North: Residential Agricultural-20 (RA-20)

South: Rockingham County Zoning Residential Agricultural (RA)

East: Residential Agricultural-20 (RA-20) & Conditional Zoning Residential Single Family-12 (CZ RS-12)

West: Rockingham County Zoning Residential Agricultural (RA)

1. Is the rezoning consistent or compatible with the existing nearby land uses?

COMMENTS: Yes, the property is contiguous to other residential districts.

CONSISTENCY WITH ADOPTED PLANS

1. Would the granting of the rezoning request be in conformance with the 2022 Reidsville Land Development Plan?

COMMENTS: Yes.

2. Is the rezoning reasonable and in the public interest?

COMMENTS: Yes.

3. Are there traffic considerations associated with the granting of this rezoning request?

COMMENTS: No, the proposed development will have three entryways off Reid School Rd., Price Acres Rd., and Urban Loop Rd. Proposed land uses are residential and the existing road system in the area is built for residential use. The trips generated from this development should not exceed capacity.

4. Have the conditions changed in the area from the time that the area was originally zoned making this change appropriate or necessary?

COMMENTS: No.

5. Has the Zoning classification of this property changed since the original 1965 adoption of the Zoning Ordinance?

COMMENTS: No.

6. Are there substantial reasons why the property cannot be used in accord with existing zoning?

COMMENTS: No.

7. Would the granting of the rezoning request raise precedents, vested rights, etc.?

COMMENTS: No.

8. Will the proposed change constitute a grant of special privileges to an individual owner to the detriment of general plans, trends, or public welfare?

COMMENTS: No.

OTHER REVIEW FACTORS

1. Would the proposed rezoning have an adverse impact on other public facilities such as utilities and streets?

COMMENTS: No.

2. Would the proposed change be a deterrent to the improvement or development of adjacent property in accordance with existing regulations?

COMMENTS: No.

3. Would the granting of the rezoning request impose undue hardships on adjacent landowners such as noise, smoke, odors, visual impairment or other nuisances?

COMMENTS: No.

ANALYSIS AND STAFF RECOMMENDATION

Reidsville Bowman, LLC is petitioning to rezone a recently recombined parcel located on Reid School Road (Rockingham County PIN 799410259246) from ResidentialS-12 (RS-12) to Conditional Zoning Traditional Neighborhood (CZTN). This parcel encompasses a total area of 63.28 acres. There is an existing single-family dwelling located on site. Water and sewer services are available, with mains located in the ROW of Reid School Road. This front portion of the lot (around 200-feet off Reid School Rd.) is located in the City's corporate limit and the remainder of the property in the Extra-Territorial Jurisdiction (ETJ).

The Traditional Neighborhood (TN) Zoning District was added to the Reidsville Zoning Ordinance in August 2023 as a "floating district" intended to allow establishment of pre-1940 style compact neighborhoods with a distinct sense of place and character that are limited in size and oriented toward pedestrian activity. Areas within this district may include a mix of residential, commercial, and civic uses that are built in close proximity to each other along a network of interconnecting streets and blocks with appropriately designed facilities for pedestrian, bicycles, and automobiles. An applicant seeking to rezone property to establish a TN district must provide a Traditional Neighborhood Plan meeting the standards outlined in the Zoning Ordinance to be reviewed and approved by the City's Technical Review Committee (TRC).

Reidsville Bowman, LLC has provided the required TN plan to staff which TRC has reviewed. Staff finds the plan to meet the intent and requirements of the TN district. The applicant is requesting residential land uses only for the proposed TN Development including: single-family, detached, single-family, attached homes (townhomes), and two-family homes (duplexes) While TN developments typically include a residential and commercial land uses the developer has elected to not include any commercial component. Staff finds this proposal to be reasonable as majority of the parcel, around 80%, is located in the Troublesome Creek Drinking Watershed that recharges Lake Reidsville. In the Troublesome Creek Watershed, non-single-family, detached residential uses (apartments, townhomes, duplexes, etc.) and commercial uses are limited to 24% built-upon area by the State's drinking watershed regulations which the City enforces. The intent is to limit runoff from impervious/developed surface during stormwater events that flow into the drinking water source and reduce water quality. The proposed TN plan limits non-single family, detached uses to the front portion of the lot that is not in the watershed with single-family, detached homes on the rear portion in the watershed. Single-family detached homes are limited to 2 units per acre but are not confined to the 24% built upon area requirement. Given the lot's location in the watershed, staff agrees with the applicant's request for residential land uses only within the development.

The developer has engaged the residents in the surrounding area and held two neighborhood meetings to discuss the proposed project with them. During the meeting, residents expressed concern on the increased traffic from the development on the currently gravel Urban Loop Road. Planning Staff agrees the current gravel road is not built to accommodate the increased trips generated by this development. As a result, the applicant has elected to remove the connection to Urban Loop Road and add an access point across from Carter Ridge Road. This additional access point will require NCDOT approval as Reid School Road is State Right-Of-Way (ROW).

This property is located in Growth Management Area 5 – Conservation, which encompasses the area to the southwest of the City. The Land Development Plan notes that GMA 5 is located in the watershed area of Lake Reidsville. GMA 5 is intended to serve as a buffer between development and the City’s water supply, however; GMA 5 does not explicitly exclude development and the watershed regulations accommodate development within prescribed limits. Therefore, staff finds the proposed rezoning is consistent with the 2022 Reidsville Land Development Plan. Staff finds the proposed rezoning to be consistent with the 2022 Reidsville Land Development Plan, reasonable, and in the public interest as noted in the attached statements of reasonableness and consistency.

The Planning Staff recommend the proposed conditional rezoning application be approved.

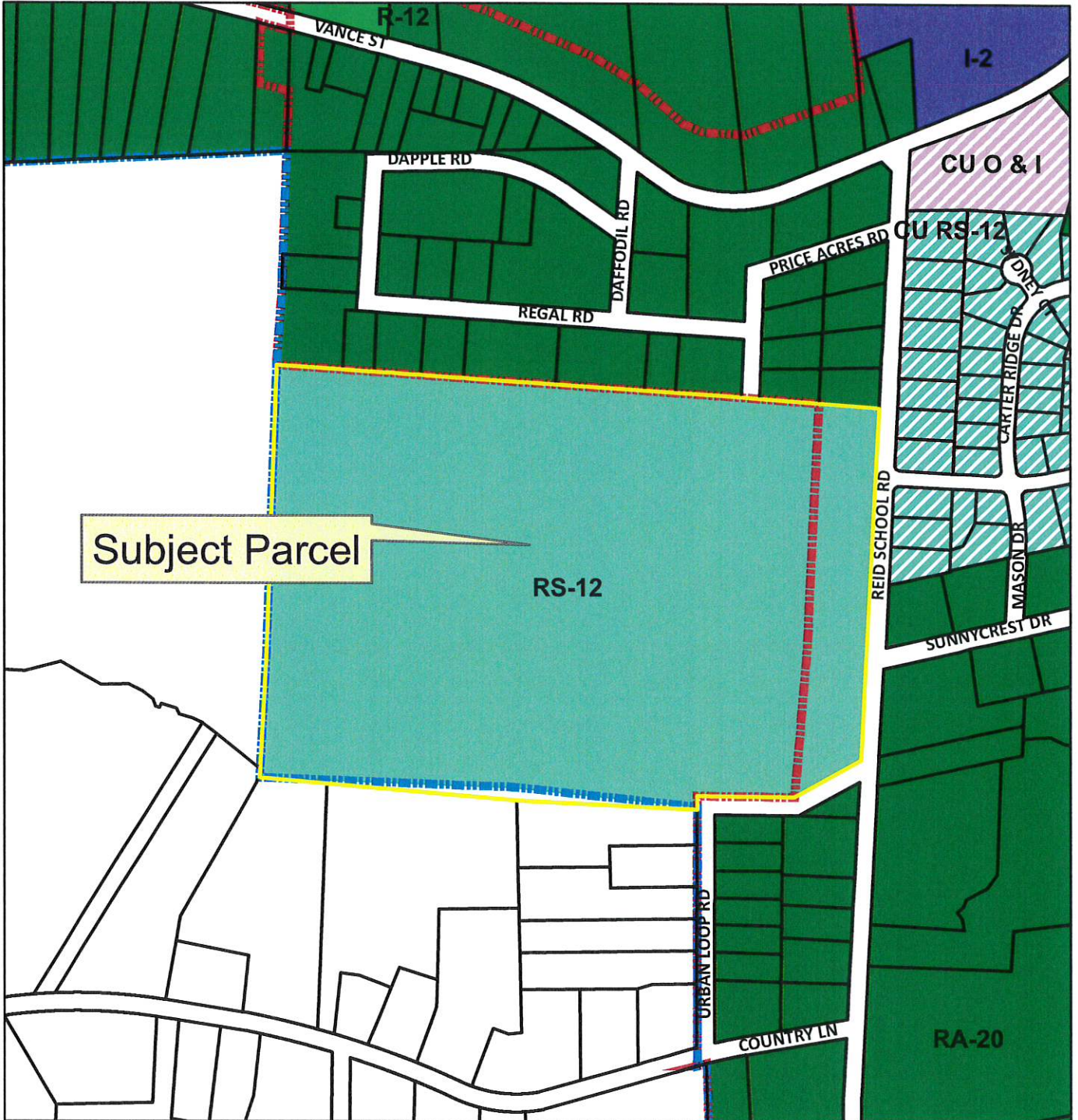
PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the proposed conditional rezoning application be approved.

Request: Rezoning
from RS-12 to TN























City of Reidsville, NC Zoning Map

Docket No.: Z 2024-07



Subject Parcel

Legend

ZONING DISTRICTS			
 C	 HB	 R-20	 CU O & I
 O & I	 I-1	 RA-20	 CU NB
 CB	 R-6	 CU R-6	 CU GB
 NB	 R-12	 CU R-12	 CU HB
 GB	 RS-12	 CU RA-20	 CU I-1
			 City Limits
			 ETJ Boundary



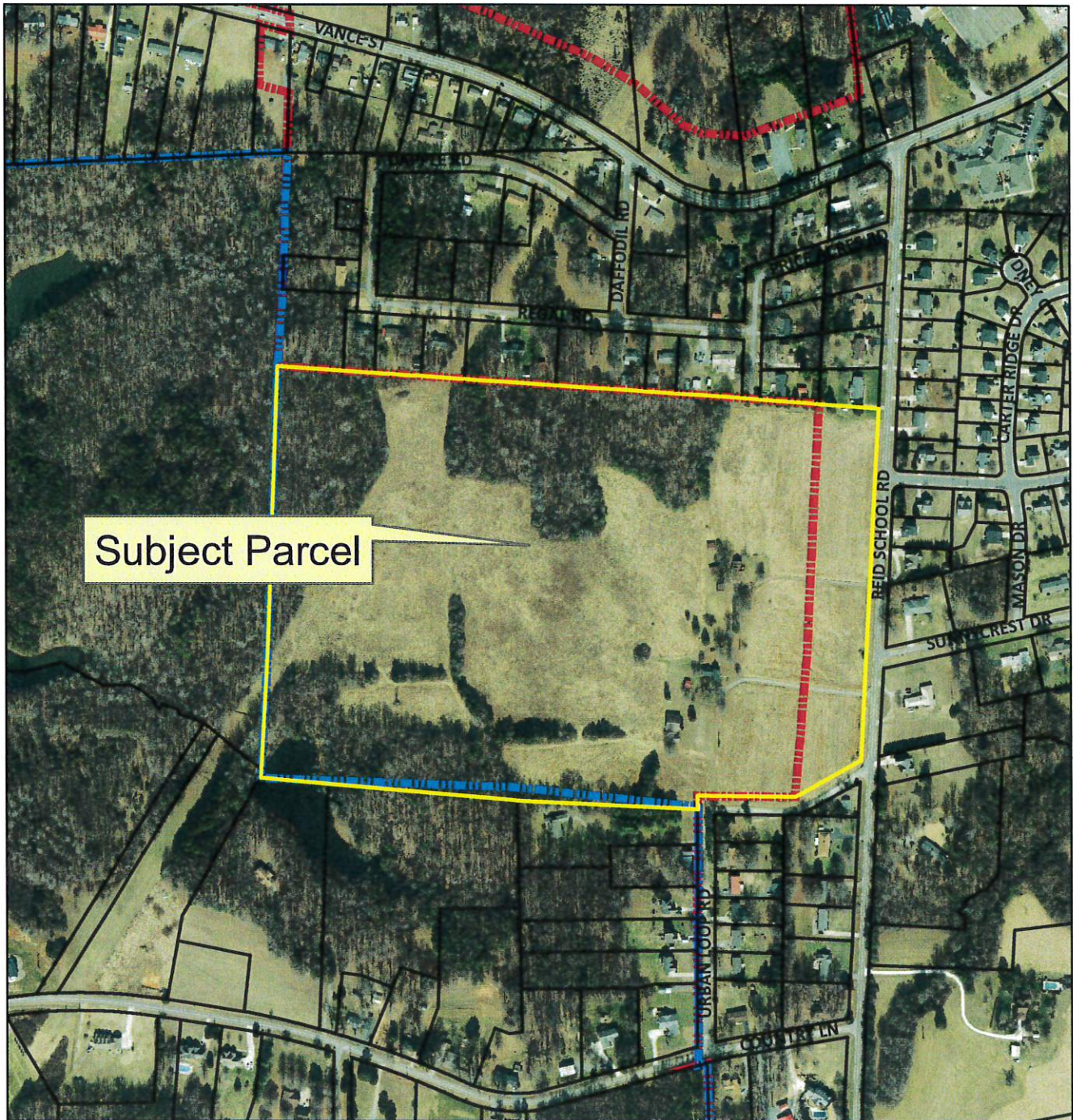
Prepared By:
City of Reidsville
Planning & GIS
Date: 6/26/2024

Request: Rezoning
from RS-12 to TN

City of Reidsville, NC Aerial Map





Docket No.: Z 2024-07



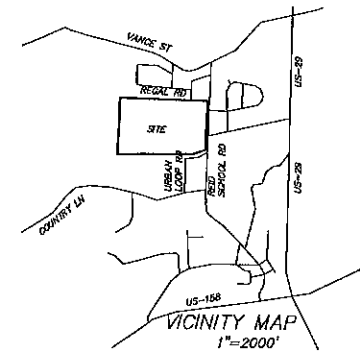
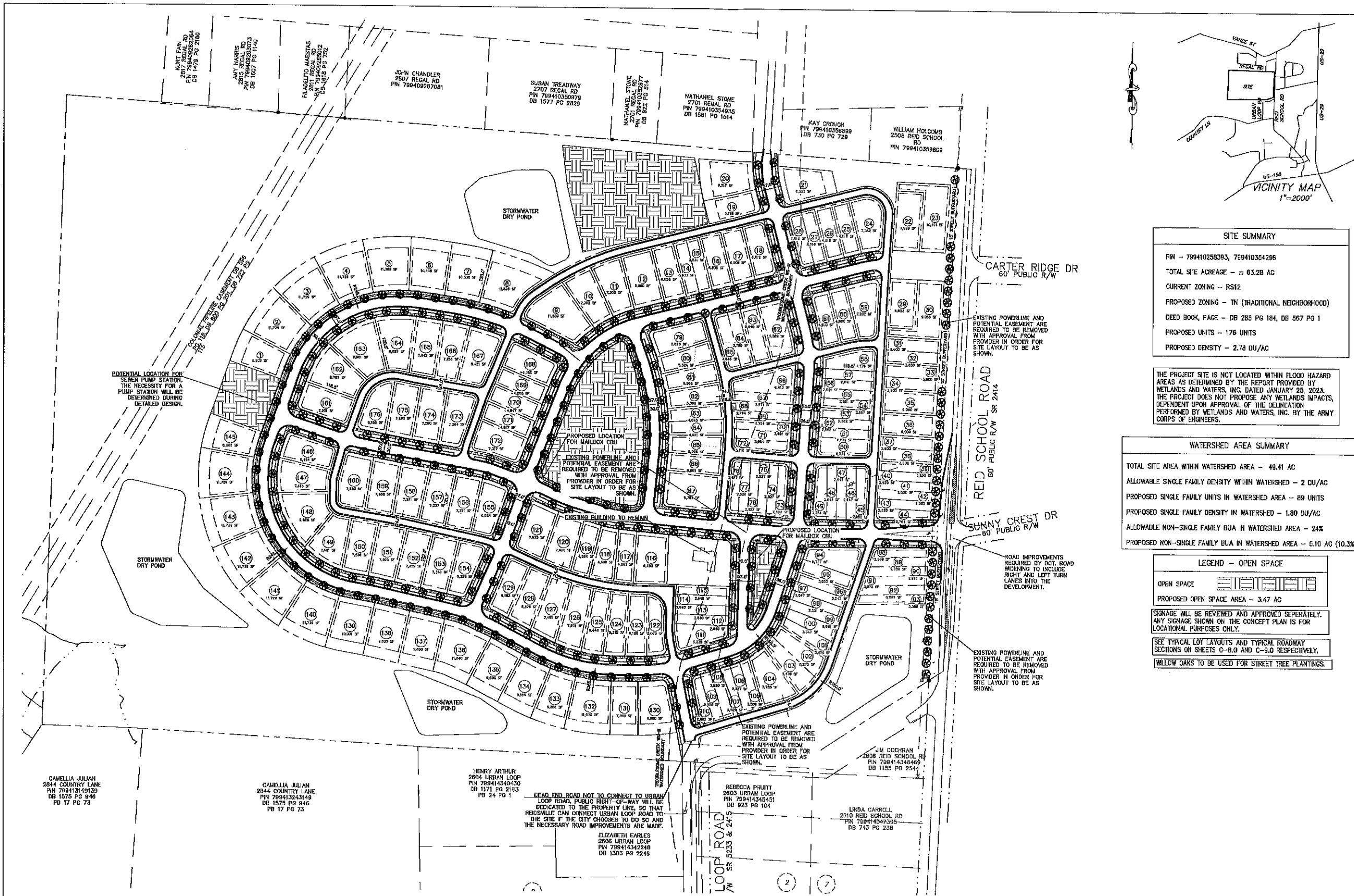
Subject Parcel

Legend

-  City Limits
-  ETJ Boundary



Prepared By:
City of Reidsville
Planning & GIS
Date: 6/26/2024



SITE SUMMARY	
PIN	799410256393, 799410354295
TOTAL SITE ACREAGE	- ± 63.28 AC
CURRENT ZONING	- RS12
PROPOSED ZONING	- TN (TRADITIONAL NEIGHBORHOOD)
DEED BOOK, PAGE	- DB 285 PG 184, DB 567 PG 1
PROPOSED UNITS	- 176 UNITS
PROPOSED DENSITY	- 2.78 DU/AC

THE PROJECT SITE IS NOT LOCATED WITHIN FLOOD HAZARD AREAS AS DETERMINED BY THE REPORT PROVIDED BY WETLANDS AND WATERS, INC. DATED JANUARY 25, 2023. THE PROJECT DOES NOT PROPOSE ANY WETLANDS IMPACTS, DEPENDENT UPON APPROVAL OF THE DELINEATION PERFORMED BY WETLANDS AND WATERS, INC. BY THE ARMY CORPS OF ENGINEERS.

WATERSHED AREA SUMMARY	
TOTAL SITE AREA WITHIN WATERSHED AREA	- 49.41 AC
ALLOWABLE SINGLE FAMILY DENSITY WITHIN WATERSHED	- 2 DU/AC
PROPOSED SINGLE FAMILY UNITS IN WATERSHED AREA	- 89 UNITS
PROPOSED SINGLE FAMILY DENSITY IN WATERSHED	- 1.80 DU/AC
ALLOWABLE NON-SINGLE FAMILY BUA IN WATERSHED AREA	- 24%
PROPOSED NON-SINGLE FAMILY BUA IN WATERSHED AREA	- 5.10 AC (10.3%)

LEGEND - OPEN SPACE	
OPEN SPACE	
PROPOSED OPEN SPACE AREA	- 3.47 AC
SIGNAGE WILL BE REVIEWED AND APPROVED SEPARATELY. ANY SIGNAGE SHOWN ON THE CONCEPT PLAN IS FOR LOCALATIONAL PURPOSES ONLY.	
SEE TYPICAL LOT LAYOUTS AND TYPICAL ROADWAY SECTIONS ON SHEETS C-8.0 AND C-9.0 RESPECTIVELY.	
WILLOW OAKS TO BE USED FOR STREET TREE PLANTINGS.	

PRELIMINARY
AUGUST 6, 2024
FOR REVIEW ONLY

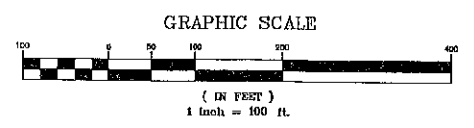
NOT FOR CONSTRUCTION

HAGEN ENGINEERING, PA
3859 BATTLEGROUND AVE, SUITE 300
GREENSBORO, NC 27410
PHONE (336) 286-3350
www.hagen-eng.com

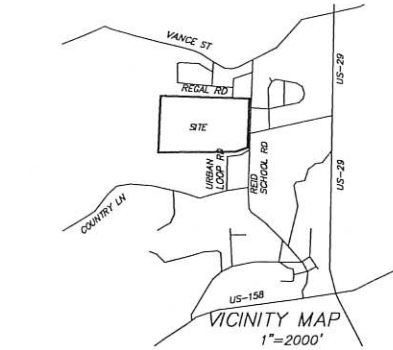
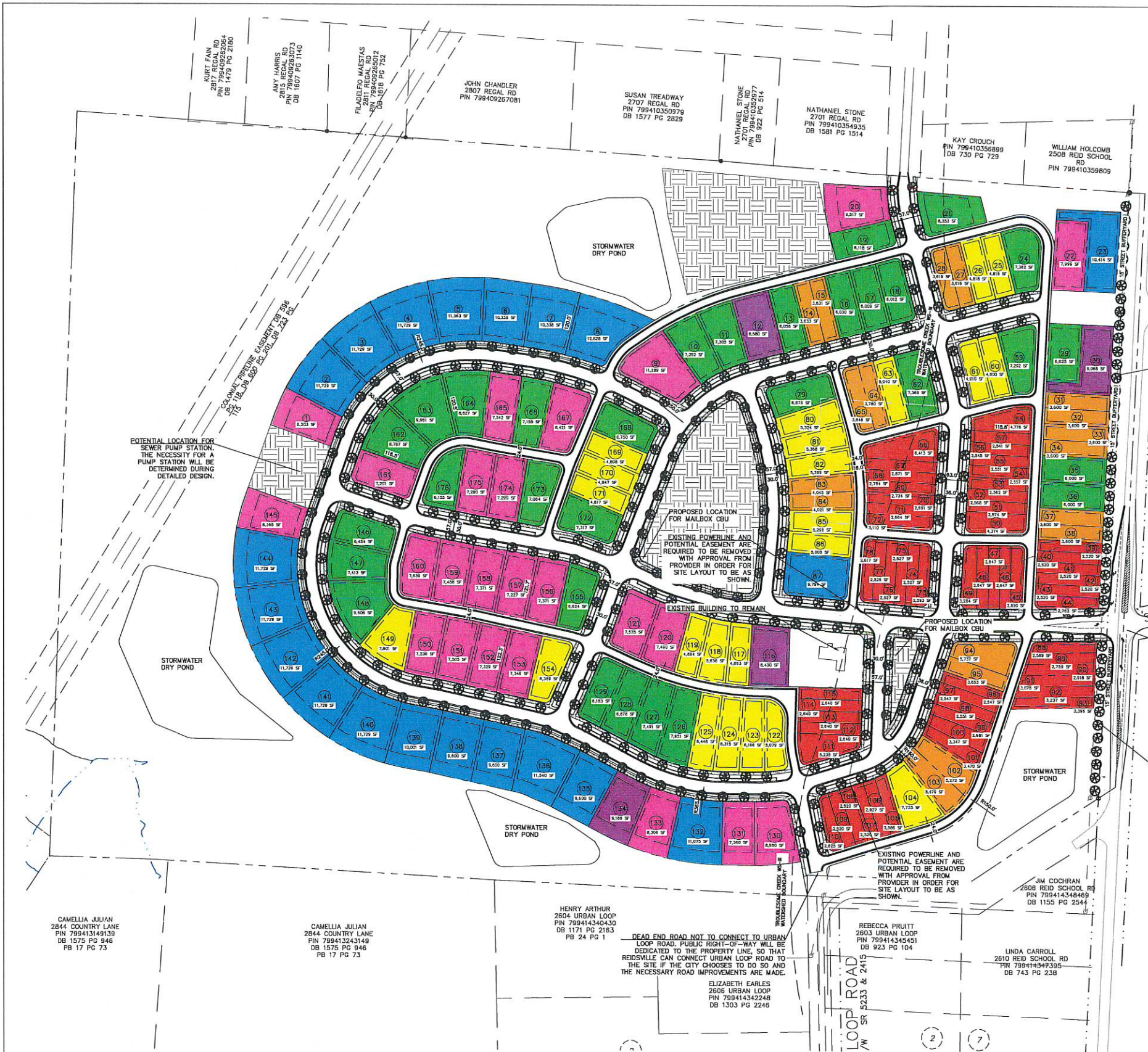
OVERALL SITE PLAN
REID SCHOOL RD HOMES
REID SCHOOL RD
REIDSVILLE, NORTH CAROLINA

NO.	BY	DATE	DESCRIPTION

GENERAL NOTES:
1. BOUNDARY AND EXISTING TOPOGRAPHICAL INFORMATION WAS PROVIDED BY MORGAN SURVEYING ON MAY DECEMBER 14, 2022.
2. SITE PLAN HAS NOT BEEN REVIEWED BY REIDSVILLE. THIS PLAN DOES NOT GUARANTEE THAT ALL APPLICABLE JURISDICTIONAL REQUIREMENTS ARE MET.



C-1.0



SITE SUMMARY	
PIN - 799410258393, 799410354298	
TOTAL SITE ACREAGE - ± 63.28 AC	
CURRENT ZONING - RS12	
PROPOSED ZONING - TN (TRADITIONAL NEIGHBORHOOD)	
DEED BOOK, PAGE - DB 285 PG 184, DB 567 PG 1	
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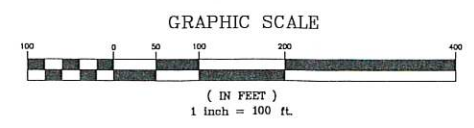
LEGEND - LOT TYPES	
LARGE SF TYPE 1 - 9600 SF MIN.	[Color swatch]
LARGE SF TYPE 2 - 8400 SF MIN.	[Color swatch]
LARGE SF TYPE 3 - 7200 SF MIN.	[Color swatch]
MEDIUM SF - 6000 SF MIN.	[Color swatch]
SMALL SF - 4800 SF MIN.	[Color swatch]
DUPLEX - 3600 SF MIN.	[Color swatch]
TOWNHOME - 2520 SF MIN.	[Color swatch]

LEGEND - OPEN SPACE	
OPEN SPACE	[Pattern swatch]
PROPOSED OPEN SPACE AREA - 3.47 AC	
SIGNAGE WILL BE REVIEWED AND APPROVED SEPERATELY. ANY SIGNAGE SHOWN ON THE CONCEPT PLAN IS FOR LOCATIONAL PURPOSES ONLY.	
SEE TYPICAL LOT LAYOUTS AND TYPICAL ROADWAY SECTIONS ON SHEETS C-8.0 AND C-9.0 RESPECTIVELY.	
MILLOW OAKS TO BE USED FOR STREET TREE PLANTINGS.	

OVERALL SITE PLAN
LOT TYPE EXHIBIT
REID SCHOOL RD HOMES

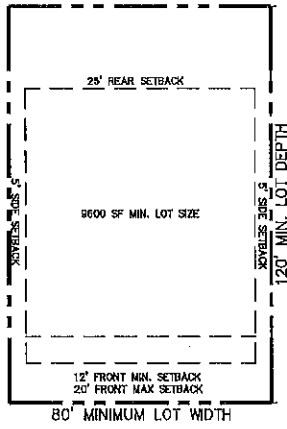
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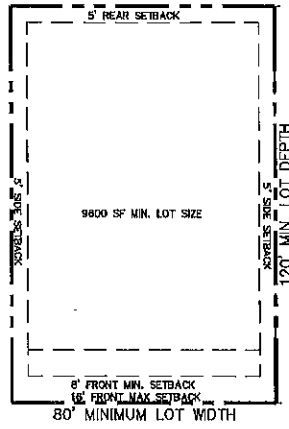


NO.	BY	REVISIONS DESCRIPTION	DATE

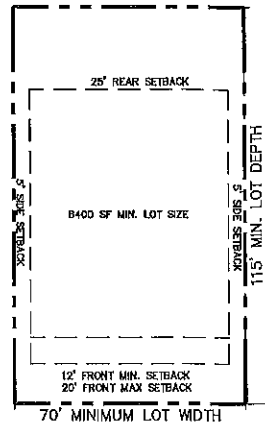
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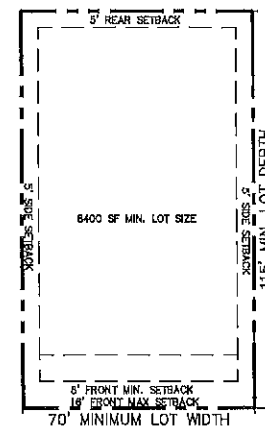
LARGE SF TYPE 1 LOT LAYOUT
FRONT LOADING TO MAIN ROAD



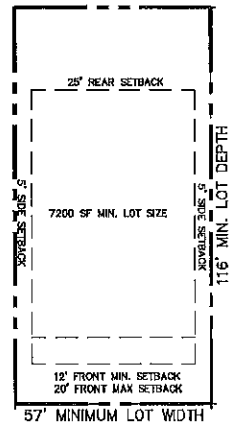
LARGE SF TYPE 1 LOT LAYOUT
REAR LOADING TO ALLEY



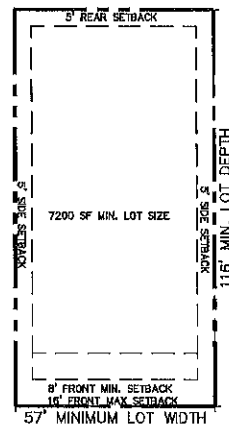
LARGE SF TYPE 2 LOT LAYOUT
FRONT LOADING TO MAIN ROAD



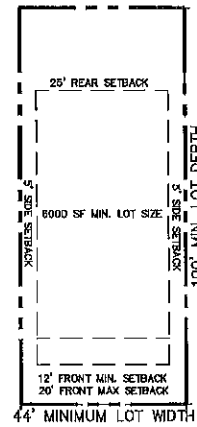
LARGE SF TYPE 2 LOT LAYOUT
REAR LOADING TO ALLEY



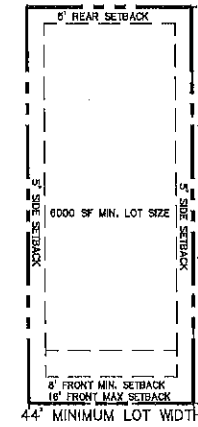
LARGE SF TYPE 3 LOT LAYOUT
FRONT LOADING TO MAIN ROAD



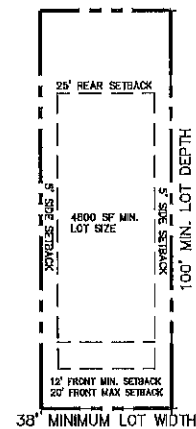
LARGE SF TYPE 3 LOT LAYOUT
REAR LOADING TO ALLEY



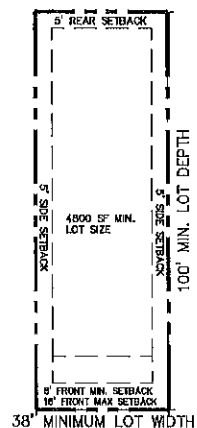
MEDIUM SF LOT LAYOUT
FRONT LOADING TO MAIN ROAD



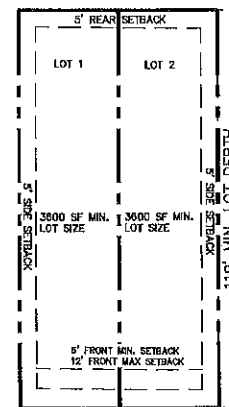
MEDIUM SF LOT LAYOUT
REAR LOADING TO ALLEY



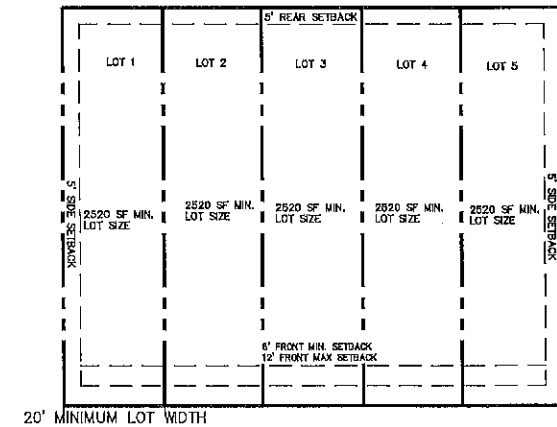
SMALL SF LOT LAYOUT
FRONT LOADING TO MAIN ROAD



SMALL SF LOT LAYOUT
REAR LOADING TO ALLEY



DUPLEX LOT LAYOUT
REAR LOADING TO ALLEY



TOWNHOME LOT LAYOUT
REAR LOADING TO ALLEY
OF LOTS DEPENDENT UPON TOWNHOME FOOTPRINT

PRELIMINARY

AUGUST 6, 2024

FOR REVIEW
ONLY

NOT FOR
CONSTRUCTION

HAGEN
ENGINEERING, PA



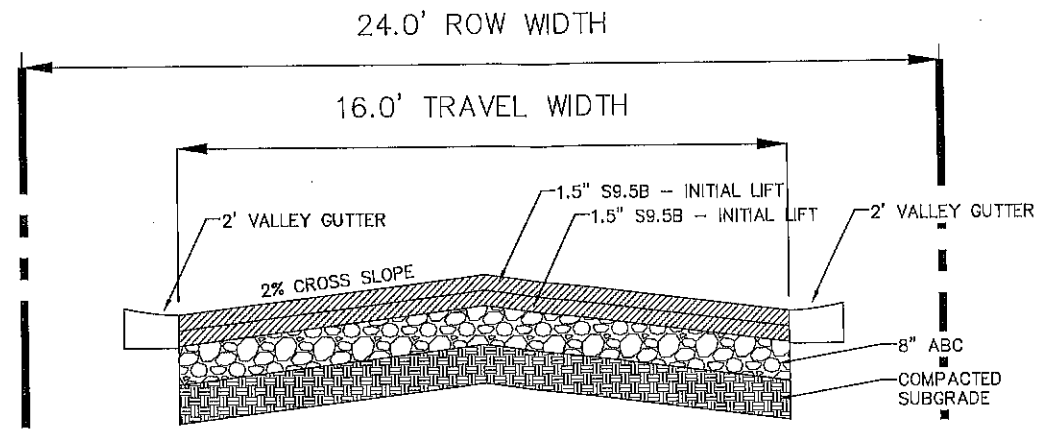
3859 BATTLEGROUND AVE, SUITE 300
GREENSBORO, NC 27410
PHONE (336) 286-3350
www.hagen-eng.com

CONSTRUCTION DETAILS 2
TYPICAL LOT LAYOUTS
REID SCHOOL RD HOMES

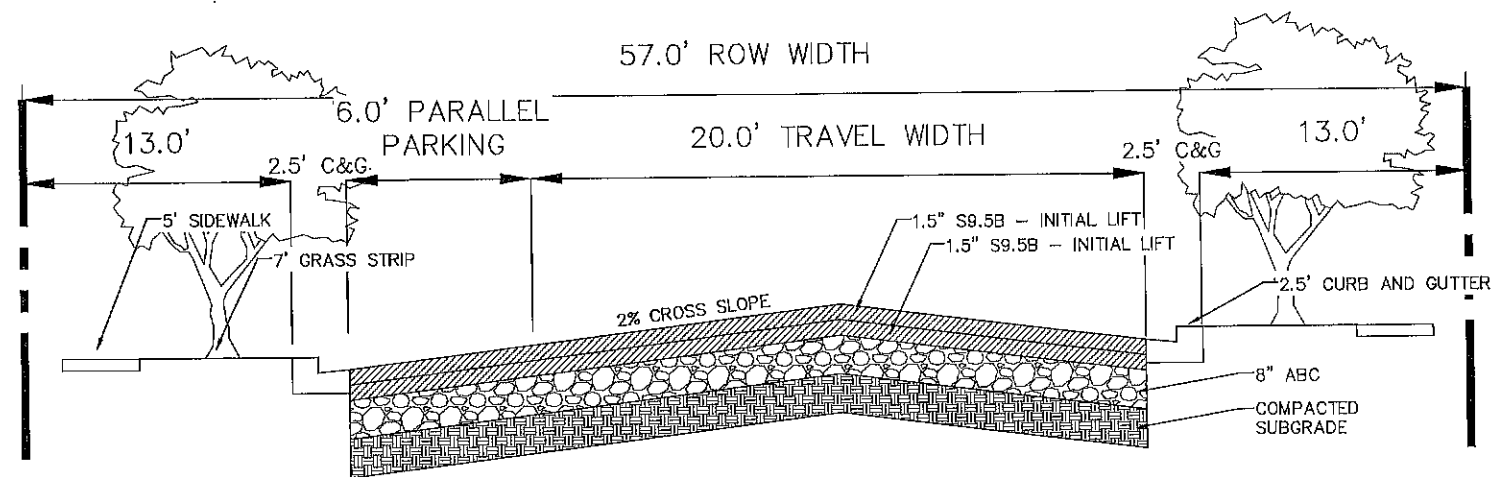
REID SCHOOL RD
REIDSVILLE, NORTH CAROLINA

NO.	BY	REVISIONS DESCRIPTION	DATE

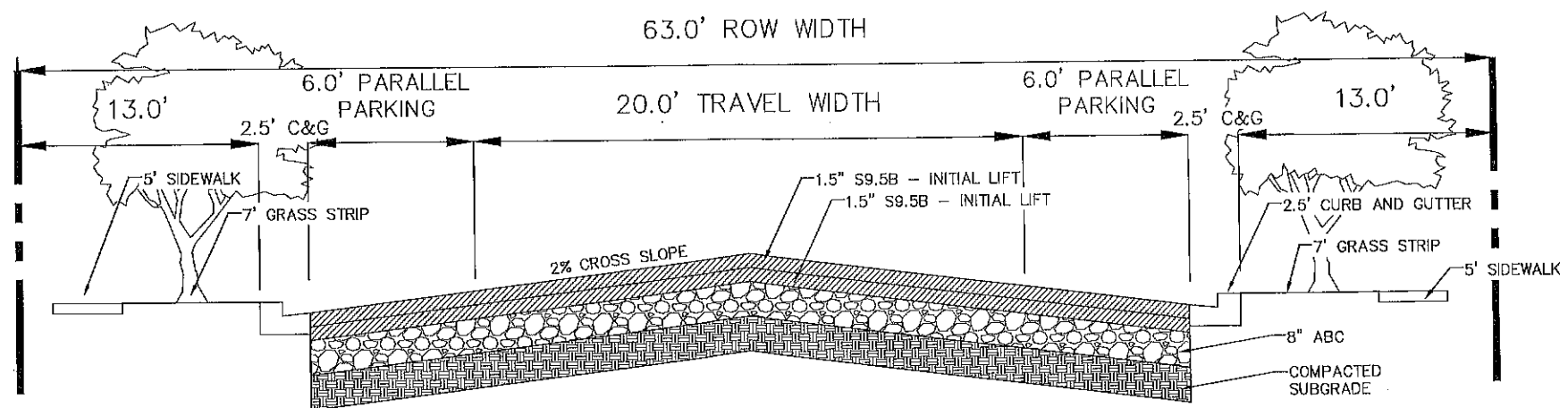
C-8.0



RESIDENTIAL ALLEY – TYPICAL SECTION



RESIDENTIAL STREET – PARKING ON ONE SIDE – TYPICAL SECTION



RESIDENTIAL STREET – PARKING ON BOTH SIDES – TYPICAL SECTION

PRELIMINARY
AUGUST 6, 2024
FOR REVIEW
ONLY
NOT FOR
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ENGINEERING, PA
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GREENSBORO, NC 27410
PHONE (336) 286-3350
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CONSTRUCTION DETAILS 3
TYPICAL ROAD SECTIONS
REID SCHOOL RD HOMES
REID SCHOOL RD
REIDSVILLE, NORTH CAROLINA
DATE: 08/06/2024 10:21:00 AM JOB NUMBER: 2024-03

NO.	BY	DATE	DESCRIPTION

C-9.0



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**CERTIFICATE OF MAILING NOTICES OF PUBLIC HEARING
TO PROPERTY OWNERS**

TO THE HONORABLE MAYOR AND REIDSVILLE CITY COUNCIL:

I, Angela G. Stadler, CMC, Reidsville City Clerk, do hereby certify that notices of the public hearing to consider an application for a conditional rezoning request for an undeveloped property located off Reid School Road, specifically Rockingham County PIN 799410259246, with a current zoning designation of Residential S-12 (RS-12) to Traditional Neighborhood (TN) to be held on August 13, 2024, at 6:00 p.m. in the Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 22nd day of July, 2024, to all the owners of real property shown thereon.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 22nd day of July, 2024.



Angela G. Stadler, CMC/NCCMC
City Clerk




THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

MEMORANDUM

TO: Albert Carlton Johnson
Kurt B. Fain & Katie L. Pasour
Amy Tilley Harris & Dustin Reid Harris
Filadelfio N. Maestas III & Darla M. Maestas
John Delmas Chandler, Jr.
Susan C. Treadway
Linda A. Somers
Nathaniel Clay Stone & Donna B. Stone
Kay Crouch
R. William Holcomb
Gloria Martin Gorham
Earl Moore & Jeanene Moore
Ernesto Moseley
Landon Mitchell Cline & Bailey Lasky Brosse
Sean Paul Giusti & Jacilyn Giusti
Keba Hines
Marilyn Honrales Shreve
Rodie F. Kennedy & Tonya F. Kennedy
Camellia Bradley Julian
Henry Eugene Arthur & Sandra Elizabeth Arthur
Rebecca C. Pruitt & Maurice E. Pruitt
Linda P. Carroll
Justin Klee Jenkins
Robert Alan Hatley & Lisa Williams Hatley
Karen W. Adkins

FROM: Angela G. Stadler, CMC/NCCMC, City Clerk 

DATE: July 22, 2024

SUBJ: Public Hearing – August 13, 2024

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, August 13, 2024, at 6:00 p.m., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider an application for a conditional rezoning request for an undeveloped property located off Reid School Road, specifically Rockingham County PIN 799410259246, with a current zoning designation of Residential S-12 (RS-12) to Traditional Neighborhood (TN). The applicant and property owner is Reidsville Bowman, LLC. Docket No. CZ 2024-02.

A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays from 8:30 a.m. to 4:00 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1065. Interested parties will be given the opportunity to address City Council during this public hearing.



THE CITY OF
Reidsville
NORTH CAROLINA


230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

NOTICE OF PUBLIC HEARING

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This the 24th day of July 2024.

Angela G. Stadler, CMC, NCCMC 
City Clerk

The City of Reidsville shares the goals of the Americans with Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-235-2962 (TT).

**Publish Dates in Rockingham Now: Wednesday, July 24, 2024
Wednesday, July 31, 2024**

“Live Simply. Think Big.”



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Angela G. Stadler, CMC, City Clerk
SUBJ: County Master Recreation Plan
DATE: August 5, 2024

Anna Wheeler with Dan River Basin Association and Lindsey Pegg with Rockingham County have requested to be put on the Council's August 13th agenda for a brief presentation on a County Master Recreation Plan. At the conclusion of their presentation, they will be asking for the Council's approval of a Resolution in support of a Pathways Trails Master Plan for the County. That resolution is attached, along with a copy of the August 13th presentation. Also, a separate document detailing the entire plan has been included along with Council's agenda packets.

Please let us know if you have any questions.

/ags

Enclosure (2)

**RESOLUTION
IN SUPPORT OF PATHWAYS TRAILS MASTER PLAN FOR
ROCKINGHAM COUNTY COMMUNITIES**

WHEREAS, in December of 2022, the Rockingham County Commissioners and in March of 2023, the Reidsville City Council resolved to support the Year of the Trail; and,

WHEREAS, the Dan River Basin Association convened a stakeholder group representing diverse interests to guide and inform the planning process; and,

WHEREAS, multiple public meetings online, in-person and interviews were held for comments during development of the master plan for outdoor recreation; and,

WHEREAS, trails, blueways and parks re-connect people to the outdoors; improve community health and quality of life; attract visitors, new residents and businesses; and offer alternative transportation options; and,

WHEREAS, visitors spent a record \$88.19 million in 2022 in Rockingham County, an increase of 13.2% from 2021, making it the 22nd fastest-growing tourism revenue county in the state; and,

WHEREAS trails are the backbone of our state's growing \$28 billion outdoor recreation economy; and,

WHEREAS, the benefits of trails and blueways are well-known and a number of state, federal and private trail funding sources are available to meet needs associated with aging, youth fitness, education, transportation, fit communities, and other needs; and,

WHEREAS, trails and blueways need to be coordinated and planned as part of a larger regional strategy to stimulate economic growth and promote healthy communities; and,

WHEREAS, it is well-understood that building a trail system is a long-term undertaking, and segments will emerge over time, and modifications will be made as circumstances dictate; and,

WHEREAS, when funds become available to build trails, property would be acquired only from willing landowners, and no condemnation will be used; and,

WHEREAS, adoption of the Outdoor Recreation Master Plan does not imply a commitment of funding by local governments for implementing the trails described therein.

NOW, THEREFORE, BE IT RESOLVED that the City of Reidsville adopt the Rockingham County Outdoor Recreation Master Plan.

This the 13th day of August, 2024.

Donald L. Gorham, Mayor, City of Reidsville

ATTEST:

Angela G. Stadler, City Clerk

(SEAL)



Outdoor Recreation Reidsville, NC

Lindsay Pegg- Tourism Manager
Anna Wheeler- Dan River Basin Association

RoCo Outdoor Recreation Master Plan

There are currently 38 projects listed in the RC ORMP and 7 initiatives

Projects in Reidsville:

- Lake Reidsville Signage
- High Rock Historic Trail Extension
- Iron Works Historic Signage
- NC 250 Educational Signage
- Kayak Safety Education Classes



OUTDOOR RECREATION MASTER PLAN ROCKINGHAM COUNTY NORTH CAROLINA

2023



Projects in Rockingham

Projects currently in progress:

- High Rock Ford
- Jacobs Creek Restoration
- Mayodan Greenway
- Matrimony Creek/Dan River Greenway extension
- Idol Park
- 704 Access
- Draper Landing
- Chinqua Penn Trail Enhancements
- Government Trail Network

Project Enhancements ongoing:

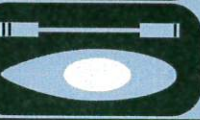
- Family Friendly Improvements
- Trails K12
- Lifejacket Borrow Stations
- Water Safety Check
- Climate Resiliency
- Anti-litter Campaigns
- Trail Culture



KAYAK SAFETY

LEARN TO PADDLE | CHALLENGE YOURSELF

Learn how to plan a trip, key safety information, get in and out of a boat, and paddle strokes from an ACA Instructor!
Classes are free of charge. Registration required. One class per person.



- Sun, May 19 - HaRo Lake
- Sat, July 13 - Lake Reidsville
- Mon, July 15 - Lake Reidsville
- Tues, July 23 - Hyco Lake
- Tues, Aug. 20th - Mayo Lake
- Tues, Aug. 27th - Farmer Lake



Sign Up

For more information:
danriver.org | outdoorwomenbyjp.com | Sponsored by the Duke Energy Foundation

Tails on Trails



Bring your leashed furry friend on a hike with DRBA!

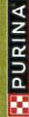
Sept 20th at 6 pm

Please leash your pup, the hike will be about 2 miles.

Smith River
Greenway

368 W Stadium Dr,
Eden, NC 27288

Questions?
awheeler@danriver.org



Sponsored by
Purina



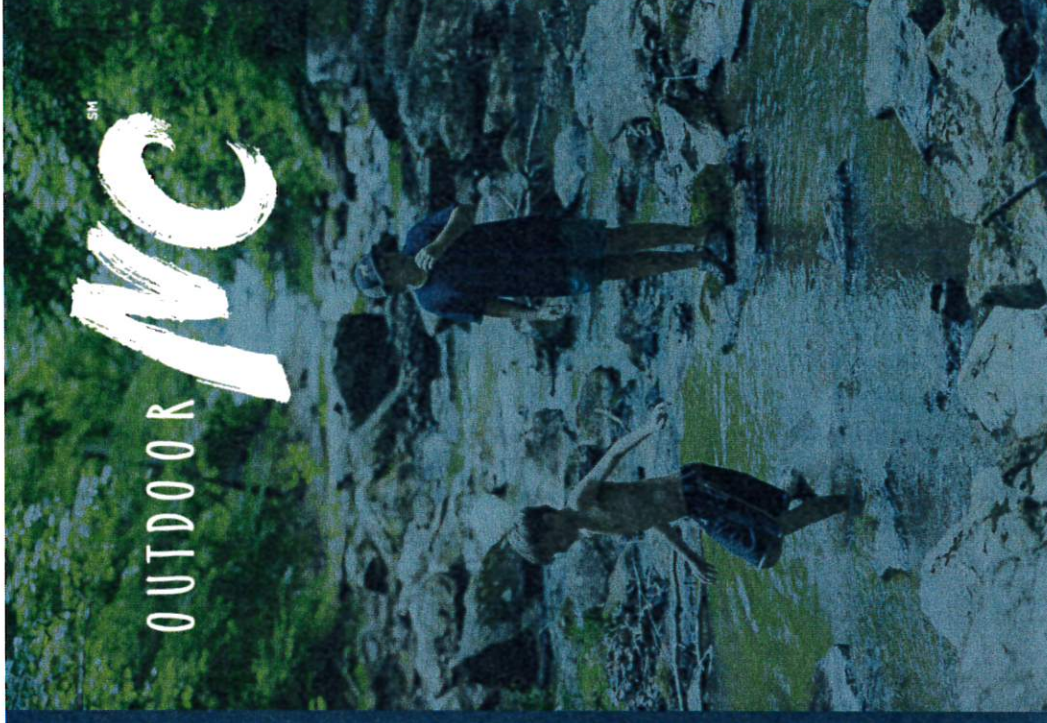
The Great Trails State

- NC is the Great Trails State.
- It's the LAW - Every 3rd Saturday in October is now the Great Trails State Day!
- ALL muscle-powered trails (walking, cycling, running, paddling, climbing & equestrian) provide the backdrop for the day, providing ALL opportunities, encouraging ALL people to get outside and get moving.



Trail Town Program

- Rockingham County is one of 15 NC partners who are participating in the inaugural Trail Town designation program.
 - Helps destinations leverage their proximity to popular trails to attract visitors, stimulate local businesses and create jobs.
 - Not only boosts the economy but also preserves the natural beauty and cultural heritage while fostering a strong sense of place.
- What does this mean?
 - Amplify your outdoor assets and improve experiences in your outdoor spaces.



Outdoor Recreation Economy

RETURN ON INVESTMENT:

- Every \$1.00 of trail construction supports \$1.72 annually from local business revenue, sales tax revenue, and benefits related to health and transportation.



SOURCE: Evaluating the Economic Impact of Shared Use Paths in North Carolina - NCDOT 2018

The NUMBERS

The North Carolina tourism economy reached its highest level ever with travelers spending more than \$35.6 billion on trips to and within the state. The previous record of \$33.3 billion was set in 2022.

What does the outdoor recreation economy look like for Rockingham County?

- Visitors spent a record \$88.19 million in 2022 in Rockingham County.
- Visit NC reported that visitors spent \$10.22 million in recreation.
 - Food & Beverage
 - Transportation
 - Lodging
 - Retail
- The overall increase across all sectors landed Rockingham County a spending growth rate of 13.2%, making it the 22nd fastest growing tourism revenue in the state for 2022.

Available Funding Sources

GRANT	Notification of Funding (NOFO)	Application Deadline	Grant Selection
<u>Parks & Recreation Trust Fund (PARTF)</u>	November 1, 2023	May 1, 2024 *RRS review due March 15, 2024	Late Summer/Early Fall 2024
<u>Accessible Parks (AP)</u>	January 2, 2024	May 1, 2024 *RRS review due March 15, 2024	August 23, 2024
<u>Connecting Communities to State Trails Grants (CCST)</u>	January 24, 2024	May 29, 2024	Fall/Winter 2024
<u>Great Trails State Program</u>	March 1, 2024	September 3, 2024	Fall/Winter 2024
<u>Recreation Trails Program (RTP)</u>	May 1	September 6, 2024	Fall/Winter 2024

Additional Grant Programs

GRANT	Notification of Funding (NOFO)	Application Deadline	Grant Selection
<u>Land & Water Conservation Fund (LWCF)</u>			
<u>Outdoor Recreation Legacy Partnership (ORLP)</u>			
<u>NC Land & Water Fund</u>		March 1	

Piedmont Legacy Trails - Partner Resources Page:
<https://www.piedmonttrails.org/partner-resources/>

Partners

- Local:
 - Dan River Basin Association
 - Mayo River State Park
 - Resilient Trails Network
 - Piedmont Conservation Council
 - Piedmont Triad RPO (Rural Planning Organization)
 - Rockingham County TDA
- State:
 - Great Trails State Coalition
 - Piedmont Legacy Trails
 - NC Triad Outdoors
 - NC State Parks
 - Outdoor NC

DAN RIVER BASIN



resilienttrails
network

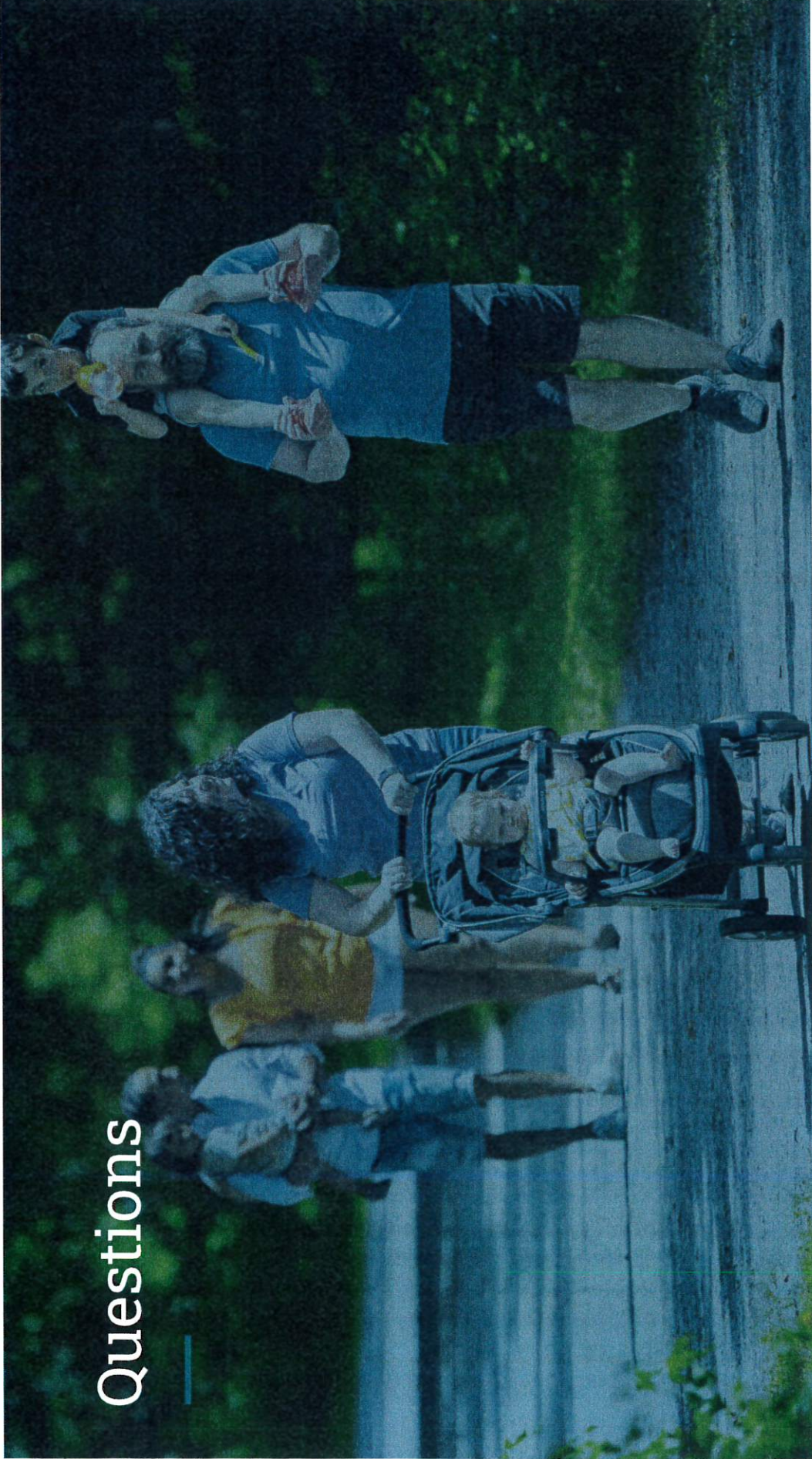


PIEDMONT
CONSERVATION
COUNCIL, INC.



Visit
ROCO
ROCKINGHAM COUNTY

Questions





THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

MEMORANDUM – BUDGET ORDINANCE AMENDMENT

To: Summer Woodard, City Manager

From: Montana Brown, Director of Marketing and Economic Development

Date: July 29, 2024

On June 25, 2024, Assistant City Manager and Finance Director Chris Phillips presented to the Main St. Advisory Board (Reidsville Downtown Corporation) the need for repairs to the wood beams at the Market Square facility located at 303 South Scales Street in downtown Reidsville. The structure was built over 15 years ago; thus, repairs and maintenance are necessary to maintain the facility. The estimated cost of labor is \$24,500. In the past, funds from the MSD Downtown District tax have been used to pay for items such as downtown cameras and parking lot repairs. Reidsville generates around \$40,000 a year from this tax. There is currently a balance of \$93,678.23 available from this tax as of 6/30/24. The Main Street Advisory Board voted to recommend funding from the MSD Downtown District for this request, which now requires a formal request be made to City Council for approval in the form of a budget ordinance amendment.

Please see the proposed budget ordinance amendment in your agenda packet.

Thank you for your attention to this item. City Council approval of the attached Budget Ordinance Amendment should allow the City to complete the necessary work at Market Square. Please let me know if I can provide any further information.

BUDGET ORDINANCE AMENDMENT NO. 1

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 11, 2024 which established revenues and authorized expenditures for fiscal year 2024-2025; and

WHEREAS, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to appropriate funds heavy maintenance at Market Square;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 11, 2024 is hereby amended as follows;

Section 1. That revenue account number 10-3991-0000, Appropriated Fund Balance, be increased by \$24,500.00.

Section 2. That expense account number 10-4950-5800, Capital Improvements, be increased by \$24,500.00.

This the 13th day of August, 2024.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk



THE CITY OF
Reidsville
NORTH CAROLINA

MEMORANDUM – REVISED OUTFALL PROJECT FUNDING

To: Summer Woodard, City Manager
From: Chris Phillips, Asst. City Manager/Finance Director
Date: 8/1/2024

Attached you will find a revised letter of intent to fund the Piedmont and Annie Penn Wastewater Outfalls project. This project received a direct appropriation of \$1,600,000 from the NC General Assembly. The original funding letter reduced the amount by \$48,000, a 3% administrative fee kept by the Department of Environmental Quality. The General Assembly voted to cap these fees at 1.5%; therefore, the revised funding letter was generated showing only \$24,000 being held back.

A new resolution, attached, needs to be approved by the City Council to recognize the revised funding amount of \$1,576,000.

In February, when the original funding was accepted, the City also appropriated \$98,000 to complete the funds necessary for the project (\$1,650,000). With this reduced administrative fee, the amount needed from the City Sewer reserves can also be adjusted by \$24,000. Attached is a Capital Project Ordinance Amendment to increase the State funding and to reduce the City funding.

Thank you for your attention to these matters.



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

RESOLUTION BY THE GOVERNING BODY OF THE CITY OF REIDSVILLE

- WHEREAS, The City of Reidsville has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs, and
- WHEREAS, The North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$1,576,000 to perform work detailed in the submitted application, and
- WHEREAS, The City of Reidsville intends to perform said Project in accordance with the agreed scope of work,

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

That the City of Reidsville does hereby accept the 2023 Appropriations Act Directed Projects Grant offer in the amount of \$1,576,000.

That the City of Reidsville does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Summer Woodard – City Manager, the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this Project: to make the Assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 13th day of August, 2024, at Reidsville, North Carolina.

Donald L. Gorham, Mayor

August 13, 2024

(DATE)

**ANNIE PENN OUTFALL
CAPITAL PROJECT ORDINANCE AMENDMENT**

WHEREAS, North Carolina General Statute 159-13.2 authorizes the establishment of a Capital Project Fund to account for expenses and revenues that are likely to extend beyond a single fiscal year; and

WHEREAS, the Mayor and the City Council of the City of Reidsville did adopt a Capital Project Ordinance set up accounts for sewer line rehabilitation on February, 13, 2024; and

WHEREAS, the Mayor and the City Council of the City of Reidsville now desire to amend the original Capital Project Ordinance to adjust the amount of funding received from the State of North Carolina;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Reidsville that:

Section 1 That the following revenue accounts for this project are hereby adjusted:

43-3612-1000	State Budget Appropriation	\$	24,000
43-3988-0062	Transfer from Sewer Fund REDUCED	\$	(24,000)

This the 13th day of August, 2024.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk



MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Piedmont Street & Annie Penn Outfall Rehabilitation – Contract Recommendation
DATE: August 13, 2024

At its March 12th meeting, City Council accepted the recommendation to award the Piedmont Street and Annie Penn Outfall Rehabilitation project to Davis-Martin-Powell (DMP). Since then, representatives of DMP have developed and submitted a professional services agreement for the project. The total negotiated fee for completing the project is \$218,900. This fee proposal is allocated as follows:

MH Inspections/CCTV:	\$62,400
GPS Surveying Project:	\$13,500
Evaluation and PER:	\$25,300
Survey 4 parcels:	\$24,800
Final Design Documents:	\$20,100
Bidding/Procurement Assistance:	\$5,400
Construction Administration:	\$17,700
Construction Field Services:	\$49,700
Total:	\$218,900

Request:

Based on the estimated construction cost, the scope of services needed to complete this project, and the scale of this project in a heavily populated area, City staff recommend we award the professional services agreement to Davis-Martin-Powell in the amount of \$218,900 for the design and construction administration of the Piedmont Street and Annie Penn Outfall Rehabilitation project.

ROY COOPER
 Governor
 ELIZABETH S. BISER
 Secretary
 SHADI ESKAF
 Director



July 1, 2024



Chris Phillips, Finance Director
 City of Reidsville
 230 West Morehead St
 Reidsville, NC 27320

Subject: REVISED Letter of Intent to Fund
 S.L. 2023-134 Appropriations Act Directed Project
 Piedmont and Annie Penn Wastewater Outfalls
 DWI Project No.: SRP-W-134-0065

Dear Mr. Phillips:

The Division of Water Infrastructure (Division) has received your *Request for Funding* for the aforementioned project for up to \$1,576,000 from the Drinking Water/Wastewater State Reserve as established in Session Law (S.L.) 2023-134 and amended in S.L. 2024-1 (hereinafter referred to simply as S.L. 2023-134). Projects funded from the State Reserve must meet applicable State laws and guidance for expenditure of these funds. The following table shows total S.L. 2023-134 appropriations for your local government excluding the Department’s administrative fee as amended in S.L. 2024-1, awarded projects and their funding amounts identified to date, and any remaining unobligated appropriations at the time of this letter.

S.L. 2023-134 Appropriations Act Approved Projects

S.L. 2023-134 Approved Projects for S.L. 2023-134 Section 12.2.(e) Line # 149 Appropriation		
Appropriated Funds Available for Projects (excluding administrative costs)		\$,1576,000
Project Name	Project Number	Maximum Funding Amount
Piedmont and Annie Penn Wastewater Outfalls	SRP-W-134-0065	\$1,576,000
Total Appropriations requested		\$1,576,000
Total Appropriations remaining		\$0



Chris Phillips, Finance Director
City of Reidsville
July 1, 2024
Page 2 of 3

The first milestone for this project is the submittal of a bid-and-design package by **April 1, 2025**. Please note that this intent to fund is contingent on meeting all the following milestones:

Milestone	Milestone Date*
Apply for all Necessary Permits**	ASAP
Bid-and-Design/Permit Package Submittal	April 1, 2025
Bid-and-Design Package Approval	August 1, 2025
Advertise Project, Receive Bids, Submit Bid Information, <u>and</u> Receive Authority to Award	December 1, 2025
Execute Construction Contract(s)	January 31, 2026

* Milestone dates only apply to the S.L. 2023-134 portion of funding.

**An engineering alternatives analysis (EAA) may be required on certain projects. See: <https://deq.nc.gov/about/divisions/water-resources/water-quality-permitting/npdes-wastewater/permitting-process>

The Division will consider milestone timeline modification including extensions provided that appropriate justification for granting extension is provided.

Environmental Review Requirements

The State Environmental Policy Act exempts projects funded by the State Reserve (such as this project) from state-mandated environmental review. Federal requirements may still apply. [North Carolina General Statute (NC G.S.) 113A-12.(2).(h)]

Permitting

The NC Department of Environmental Quality (DEQ) is committed to providing efficient permit processing for your S.L. 2023-134 project(s). To better serve you, we would appreciate your assistance in telling us the type of DEQ permit(s) you will need and the timeframe of permit application(s) submittal. Please complete the online form at the following link:

<https://app.smartsheet.com/b/form/bb0d7d19b4024a548b8d1c97cdad0cd8>.

When applying for a permit(s), attach a copy of this letter to your permit application(s) and denote your DWI assigned project number on the permit application if asked. If you do not know the type of permit(s) your project may require, we offer a free permit assistance service to address any questions you may have about potential permitting requirements, pitfalls, fees, and timelines. If interested, please complete our online form at <https://deq.nc.gov/permits-rules/permit-assistance-and-guidance/permit-assistance-request-form>.

Chris Phillips, Finance Director
City of Reidsville
July 1, 2024
Page 3 of 3

Disbursement of Funds:


These funds will be disbursed to the local government unit after relevant costs are incurred by the local government and invoices are submitted to the Division. Up to 15% of the funds available for the project may be disbursed after costs are incurred during the pre-construction stage to cover design and planning costs. The remainder will be disbursed as invoices for incurred pre-construction and construction costs are submitted by the local government during construction, which may be submitted prior to or after paying the contractors for the incurred costs. Only costs eligible under NC G.S. 159G may be covered by these funds. Projects must be administered in accordance with all applicable federal law and guidance, as well as North Carolina statutes.

Electronic Document Submittal:

Recipients should submit all project documents via the supporting documentation submittal form located at <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. The use of this form provides more seamless document tracking, processing, filing, accessibility, and security via our electronic document repository, Laserfiche. The link and a list of frequently asked questions can also be accessed from the Division's I Have Funding page, <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding>.

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding. If you have any questions concerning this matter or require general assistance, please contact the Division's project manager assigned to your project: Antonio V. Evans, P.E., either by telephone at 919.707.9168 or by e-mail at tony.evans@deq.nc.gov.

Sincerely,

DocuSigned by:

6300A672077B4C5
Shadi Eskaf, Director
Division of Water Infrastructure

cc: Chris Phillips, (cphillips@ci.reidsville.nc.us)
Antonio V. Evans, P.E. (DWI, via DocuSign)
Mark Hubbard, P.E. (DWI, via DocuSign)
Administrative Unit (DWI, via DocuSign)
LF Project File (COM – LOIF)
DWI Agreement ID: 2000074993

ROY COOPER

Governor

ELIZABETH S. BISER

Secretary

SHADI ESKAF

Director



NORTH CAROLINA
Environmental Quality



July 1, 2024

Chris Phillips, Finance Director
City of Reidsville
230 West Morehead St
Reidsville, NC 27320

SUBJECT: Funding Offer
Project No. SRP-W-134-0065
Piedmont and Annie Penn Wastewater
Outfalls

Dear Mr. Phillips:

The City of Reidsville has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions attached to this document.

Upon your acceptance, please submit the following items to the Division, via email at DEQ.DWI.FundingOffer@deq.nc.gov:

1. One (1) copy of the original Offer and Acceptance Document executed by the Authorized Representative for the project, along with the Conditions and Assurances. **Retain the other copy for your files.**
2. A resolution adopted by the governing body accepting the funding offer and making the applicable Conditions and Assurances contained therein. (Sample copy attached)
3. Federal Identification Number and Unique Entity ID Number of the Recipient (UEID required for federally funded projects)
4. Sales-Tax Certification (attached)

The Site Certification, a Capital Project Ordinance (or budget ordinance covering the project) are due before disbursements begin.

Disbursement requests are to be submitted via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. A reference copy of the Disbursement Request Form (also found on the DWI website) has been enclosed for your convenience.



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | I633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

On behalf of the Department of Environmental Quality, I am pleased to make this funding offer. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact David Smith at david.smith@deq.nc.gov or (919) 707-3885.

Sincerely,

DocuSigned by:


6399A872077B4C5
Shadi Eskaf, Director

Division of Water Infrastructure, NCDEQ

Enclosures: Offer and Acceptance Document
Assurances & Conditions
Federal ID and UEID Number Request Memo
Resolution to Accept Funding Offer (suggested format)
Sales-Tax Certification Form
Disbursement Request Form
Guidance Document (North Carolina Wastewater Funding Programs Overview)
Site Certification
Capital Project Ordinance (Sample)

cc: Chris Phillips, (cphillips@ci.reidsville.nc.us)
Mark Hubbard (Via DocuSign)
David Smith (Via DocuSign)
DWI Administrative Unit (Via DocuSign)
Carrie Short (Via DocuSign)
Teresa Tripp (Via DocuSign)
DEQ.DWI.FundingOffer@deq.nc.gov
FILE: SRP-134 Project File (COM_LOX)
Agreement ID#: 2000074993



**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

City of Reidsville
230 West Morehead St.
Reidsville, NC 27320

Project Number(s): SRP-W-134-0065

Assistance Listing Number: N/A
Unique Entity ID Number: EBNMN93LKMR8

Funding Program

	<input type="checkbox"/>	Additional Amount for Funding Increases	Previous Total	Total Offered
Drinking Water	<input type="checkbox"/>			
Stormwater	<input type="checkbox"/>			
Wastewater	<input checked="" type="checkbox"/>			
State Revolving Fund-Repayable Loan	<input type="checkbox"/>			
State Revolving Fund-Principal Forgiveness	<input type="checkbox"/>			
State Reserve Loan	<input type="checkbox"/>			
State Reserve Grant	<input type="checkbox"/>			
State Reserve Earmark (S.L. 2023-134)*	<input checked="" type="checkbox"/>			\$1,576,000
American Rescue Plan Act - Choose an item.	<input type="checkbox"/>			

Project Description:

Piedmont and Annie Penn Wastewater Outfalls

Total Financial Assistance Offer: **\$1,576,000**
Total Project Cost: \$1,650,000
Estimated Closing Fee:** \$ 0
For Loans
Interest Rate: -- Per Annum
Maximum Loan Term: -- Years

* Federal conditions and requirements will also apply to S.L. 2023-134 projects co-funded with federal funds.
 ** Estimated closing fee calculated based on grant and loan amount.

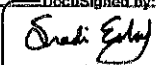
Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under Federal and State law,
- The project is eligible under Federal and State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

DocuSigned by:  Signature	7/5/2024 Date
--	------------------

On Behalf of: City of Reidsville
 Name of Representative in Resolution: _____
 Title (Type or Print): _____

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the attached Assurances and the Standard Conditions.

Signature	Date
-----------	------

STANDARD CONDITIONS & ASSURANCES FOR STATE RESERVE PROJECTS

Project Applicant: City of Reidsville

Project Number: SRP-W-134-0065

1. The Applicant intends to construct the project or cause it to be constructed to final completion in accordance with the Application approved for financial assistance by the Division.
The recipient acknowledges that in the event a milestone contained in the most recent Clean Water State Revolving Fund Intended Use Plan and/or the Letter of Intent to Fund is missed, the Department of Environmental Quality will rescind this Funding Offer.
2. The Applicant is responsible for paying for the costs ineligible for DWI funding.
3. The construction of the project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
4. As of the acceptance of this Funding Award Offer, steps A-D in the SRP Guidance will be complete. These Assurances, likewise, incorporate the most recent version of the SRP Guidance, and the Applicant hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRP Guidance document. The remaining steps generally govern project design, bidding, contracting, inspection, disbursements, closeout and repayment.
5. The Applicant will provide and maintain adequate engineering supervision and inspection.
6. The recipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three years following completion of the project.
7. All SRP funds must be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the recipient's compliance with the Standard Conditions of this Award. The Applicant agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
8. The applicant will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State. Please note that the State is not a party to the construction contract(s) and the Applicant is expected to uphold its contract obligations regarding timely payment.
9. The applicant acknowledges that any loan funds contained in this Funding Offer requires approval from the North Carolina Local Government Commission before they can be disbursed.

FEDERAL ID & Unique Entity ID # REQUEST MEMO

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number

Please be advised that all local government units receiving grant or loan funds from the State of North Carolina must supply their Federal Identification Number to this office upon acceptance of your loan/grant offer. Therefore, please provide the information below and return to the Division via email at DEQ.DWL.FundingOffer@deq.nc.gov.

RECIPIENT:

PROJECT NUMBER:

FEDERAL IDENTIFICATION NUMBER:

UNIQUE ENTITY ID:

SALES-TAX REIMBURSEMENT CERTIFICATION FORM
(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant: _____

Project Number: _____

Check If Applicant is not a unit of government under North Carolina law

If Applicant noted above is a Unit of Government in North Carolina, check the applicable box below.

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

The construction contract was bid with sales taxes and the unit of government will request reimbursement from the DOR.

Sales Tax **IS NOT** deducted in either of these scenarios.

The construction contract was bid with sales taxes and the unit of government will not request reimbursement from the DOR.

The construction contract was bid without sales taxes

(Printed Name and Title of Authorized Representative)

(Signature of Authorized Representative)

(Date)

DISBURSEMENT REQUEST FORM

NC Division of Water Infrastructure

Payment No. _____ From: _____ To: _____
 Period Covered _____

Funding Recipient: _____
 DWI Project No. _____

CONSTRUCTION (Rename as appropriate)	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order	Subtotal of Payable Cost	Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Contract 1	\$1,200,000	(\$100,000)	(\$100,000)	\$1,000,000	(\$50,000)	(\$50,000)	(\$500,000)	(\$300,000)	\$100,000
Contract 2	\$505,000		(\$5,000)	\$500,000	(\$25,000)	(\$10,000)		(\$400,000)	\$65,000
Contract 3									
Contract 4									
Contract 5									
ENGINEERING (Rename as appropriate)	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1	\$250,000							(\$250,000)	\$0
Item 2									
Item 3									
Item 4									
OTHER COSTS (Rename as appropriate)	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1									
Item 2									
Item 3									
PAY REQUEST TOTALS	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order		Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
	\$1,955,000	(\$100,000)	(\$105,000)		(\$75,000)	(\$50,000)	(\$500,000)	(\$950,000)	\$165,000

Grant Percentage for SRF Projects: _____ %

Certification
 - I certify that to the best of my knowledge and belief the incurred costs being requested for disbursement are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award.
 - For applicable SRF projects, the project remains in compliance with Davis-Bacon and American Iron and Steel conditions or is the process of remediating noncompliance.

You must check ONE of the boxes below or your payment will not be processed:
 The funds requested above have already been paid to the respective vendors, consultants & contractors by the funding recipient
 OR

The funds requested above have not been paid to the respective vendors, consultants & contractors.
 Funds received from the State will be disbursed to these entities within three (3) banking days.

Type or Print Name and Title _____

Signature of Authorized Representative _____

Date _____

DWI comments _____

Instructions and notes on how to use this form

- Complete guidance for preparing disbursement requests can be found in section G.2. of the North Carolina SRF Program Overview and Guidance that was included with your Funding offer (applicable to State grants and loans too).
- The form, as downloaded, is filled out with sample numbers. It is suggested that the sample be used as a reference (saved or printed).
- Please submit ONE COPY of this form and backup documents when requesting funds.
- Only the Authorized Representative can sign this form, unless declared otherwise in a resolution.
- Construction contract line item overruns and engineering contract overruns must have approved change orders or engineering amendments before those costs will be paid.



Water Infrastructure
ENVIRONMENTAL QUALITY

CERTIFICATION REGARDING UNIFORM RELOCATION
ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES
(URLAP) ACT OF 1970

Applicant: _____

Project No.: _____

Project Name: _____

Please check appropriate boxes:

- I certify that all real property (including easements) has been acquired or condemnation proceedings have been entered into for property thereby providing legal access for this project.

AND

- I certify to the best of my knowledge and belief that the acquisition of property specifically for the above referenced project is in compliance with the URLAP Act of 1970 (the Uniform Act). The acquisition either:
 - Acquisition of real property did not result in the displacement of any person, business or farm operation.
 - or relocation was involved in the land acquisition, the Federal Highway Administration (FHA) was contacted for technical assistance.

OR

- Compliance with the Uniform Act does not apply because the land and/or easements associated with the above referenced project were acquired prior to the inception of the project. Date land acquired: _____

I understand that a false statement on this certification may be grounds for rejection or termination of this loan.

Signature of Applicant's Authorized Representative or Attorney

Date

Typed Name and Title

North Carolina Wastewater Funding Programs Overview

Division of Water Infrastructure Website: <https://www.deq.nc.gov/about/divisions/water-infrastructure>

A) Application Filing

1. Application deadlines are twice a year. The deadlines are typically March and September.
2. If SRF and State Reserve funding are both available, an applicant will simply apply for funding and DWI will slot successful applications into the funding program that best suits the situation (most grant or principal forgiveness, most total dollars etc.)
3. Letter of Intend to Fund (LOIF) letters are mailed after DWI evaluation and State Water Infrastructure Authority approval. Recipients of LOIF letters are placed on a schedule for completing the rest of the steps to start construction.
4. Consult the website for the current application forms.

B) Engineering Report Submission and Approval (See website for guidance and details)

1. From the Date of the LOIF, an Engineering Report (ER) must be submitted within **4 months**.
2. From the Date of the LOIF, the ER must be approved within **9 months**.
3. Consult the website for submittal checklists and instructions.

C) Application Approval by the Local Government Commission

1. For projects with a loan component, the Local Government Commission must approve the ability to take on the requested debt. This is done after the Engineering Report is approved. DWI staff will transmit the required information to the LGC on behalf of the project applicant. **Note that LGC 108A & 108C forms are now not requested by DWI until the ER is approved. The ER approval letter asks the applicant to obtain the forms from the website and return them to DWI. Please do this as soon as possible.**
2. Terms:
 - a) Projects with interest bearing loans will receive the lower of two interest rates. The two rates are the current rate when applications are due and the rate when the LGC approves the loan. The Loan Offer (discussed in D, below) will reflect the lower rate. The rates are ½ the 20-year municipal bond buyers index. Certain, qualifying applications receive 0% interest loans.
 - b) The LGC sets the loan term with a maximum term of 20 years. Applicants may want to contact the LGC earlier than this to ensure they are able to meet LGC approval requirements. Currently the LGC is not allowed to review applications for \$1,000,000 or more unless a letter to the Joint Legislative Committee on Local Government and the Fiscal Research Division has been provided.
 - c) Loan Offers can be written for as much as 110% of the LGC approved amount. The applicant must justify this, and request it in writing from the DWI.
 - d) In some rare cases a 30 year term may be available. Please consult DWI management to discuss if this is potentially available for your situation.

D) Loan Offer

1. After approval of the Engineering Report and debt capacity by the LGC (for loans), a formal Award Offer is prepared which includes the Award's details and applicable assurances and conditions.

- a) Two copies of the Award Offer are sent to recipients. Return the following to DWI:
- b) One signed copy (keep the other copy) of the Loan Offer.
- c) Resolution accepting the Award Offer.
- d) Federal ID and DUNS # form.
- e) Sales Tax Certification.
- f) A Fiscal Sustainability Plan (FSP) Certification for certain new SRF projects. This must be returned before a project's final reimbursement will be made.

2. In the event of bids that exceed the project budget, a loan increase for up to 10% can be authorized without additional approval of the LGC. Amounts above 10% require a modified application to be approved by the LGC.
3. Closing Fees are invoiced with the Authority to Award letter. (paragraph F below). The Award Offer contained an estimated closing fee but actual closing costs are based on the total costs after bids are received. Loan Fees are 2% and Grant Fees 1.5%.

E) Plans and Specifications Approval (see website for guidance and details)

1. Plans & Specifications must be submitted within **15 months** of the LOIF.
2. Plans and Specifications must be approved within **19 months** of the LOIF letter. This includes issuance of all permits.
3. The project's plans and specifications must be approved by the Division prior to advertising for bids. Changes by addendum must be submitted to the Division for approval. Changes by change order must also be submitted for approval.

F) Bidding and Issuance of Authority to Award (ATA) the Construction Contract

1. Issuance of the ATA letter must be within **23 months** of the LOIF letter. Awarding contracts before issuance of the ATA letter is at the risk of the owner.
2. The contracts may be advertised as soon as plans & specifications are approved and permits are issued. NC General Statutes require the project to be advertised for 7 days, however DWI prefers projects to be advertised for 30 days. For the initial advertisement period, three bids must be received in order for an award to be made. The Plans & Specifications approval letter has the Project Bid Information form attached. It, and the other information described in it, must be submitted to and approved by this office **before contracts can be awarded**. This information is:
 - a. Project Bid Information Form, signed by authorized representative
 - b. Bid tabulation, sealed by the consulting engineer
 - c. Proposals of the successful bidders
 - d. Tentative award resolution from loan recipient subject to DWI approval
 - e. Engineer's recommendation
 - f. Proof of Advertisement
 - g. American Iron and Steel Certification (SRF only)
 - h. MBE/WBE requirements. (Detailed guidance on the website).
3. In an environment where program funding is limited, costs not demonstrated to be needed by the applicant, will immediately be made available in future funding rounds (deobligated).

G) Construction Phase of Project**1. Inspections**

- a) Site Inspections will be conducted for all funded projects. Coordinate the Preconstruction Conference with the Inspector assigned to project. The number of inspections performed will be determined based on the length of the project, type of project, amount of funding involved and other factors. Any duly authorized representative of the State will have access to the work site and the contractor will provide proper facilities for such access and inspection. Further, any authorized representative of the State shall have access, for the purpose of audit and examination, to any records pertinent to the funds.
- b) A primary duty of the administering State agency is to guard against fraud, waste and abuse of Federal funds. To ensure proper use of Federal funds, State personnel may review submittals, daily logs, testing reports, as-builts and other appropriate construction documentation to verify that project elements meet approved specifications. Generally, any changes to unit quantities or changes in specifications that result in substantial monetary savings for the owner, will need to be documented by change order.
- c) Conformance with SRF standard conditions is a primary program responsibility. These include Davis-Bacon and American Iron and Steel currently.
- d) Additionally, inspections may uncover unsafe construction practices and environmental compliance violations. While not necessarily in SRF staff jurisdiction, deficiencies may be referred to appropriate enforcement agencies. Expedient and timely use of SRF funds is a program goal and avoidance of any delay in construction is a concern, particularly delays associated with public health or worker safety which are of concern in their own right.

2. Disbursements (\$\$\$)**a) First Reimbursement**

- i) Approval of Construction Contracts must happen with **24 months** of the LOIF letter. The following items are required for approval:
 - o Contract must be fully executed
 - o Notice to Proceed must be executed by owner and contractor
 - o The project specifications must include 100% performance and payment bonds. Bonds must be dated on or after contract date
 - o Original power of attorney must be dated on or after bonds
 - o The contractor must provide current Insurance
 - o All documents must be bound with the specifications
 - o Davis-Bacon Documents must be present in the specifications
- ii) Capital Project Ordinance submitted as required by G.S. 159-13.2. Alternately a budget ordinance that clearly identifies the project being funded by the SRF can be submitted.
- iii) All items under Item D,1.
- iv) Site Certificate
- v) Engineering Contracts and Engineering Procurement Certification (2 items)
- vi) Closing Fee must have been received

- vii) For Loans, promissory note executed and returned to the Local Government Commission (this is requested from the LGC upon receipt of the executed construction contract and is for the amount noted in the ATA letter)

b) Disbursements - General Information

- i) Forms can be found online. A sample was included with the Loan Offer
- ii) Disbursement requests should be sent to Jackie Moore; 1633 Mail Service Center; Raleigh NC 27699-1633.
- iii) All items must be approved in advance before being reimbursed.
- iv) One copy of the following information is required for reimbursements:
 - o Reimbursement request form with original signature.
 - o Contractor monthly estimates
 - o Engineering invoices
 - o Invoices for any other approved costs
 - o Eligible land costs will be reimbursed when the land has either been acquired or is under condemnation. In both cases and a copy of an offer to purchase the land must be submitted with the appraisal.
- v) Indicate cumulative totals on the reimbursement form
- vi) Check the appropriate box regarding whether or not contractors have already been paid. Note, that if the DWI funds are needed to pay the contracts, the funds must be disbursed within 3 banking days of receipt.
- vii) As noted in the Award Offer Assurances, sales taxes will be deducted from disbursements if an applicant indicates they intend to seek reimbursement for them from the Department of Revenue. A certification form is provided on our website to indicate what the owner intends to do regarding sales tax.
- viii) Note that Davis-Bacon certified payrolls and materials invoices that support the contract summary invoice **do not** need to be submitted with reimbursement requests.

c) Project Closeout and Final Disbursement

- i) Funds are held at 95% until the final payment is authorized.
- ii) Required items for final payment include:
 - o The inspector must issue final inspection report signifying that project is complete and all concerns have been satisfied and all change orders must have been submitted and approved.
 - o Final invoices must show zero retainage.
 - o Submit to Pam Whitley:
 - ✓ Engineer's certifications.
 - ✓ Owner's Certification of Completion
 - ✓ Signed Closeout Checklist.
 - ✓ Fiscal Sustainability Plan (CWSRF Only).

H) REPAYMENT (Loans Only)

1. Repayments will be reflected in the final promissory note and will be for the actual funds borrowed.
2. Repayments by the recipient begin on the May 1st or the November 1st that is between 6 months and 12 months after original project completion in the notice to proceed.
3. The May 1st payment includes principal and interest and the November 1st payment is only interest.
4. **Interest begins to accrue from the date of completion on the Notice to Proceed.** For multi-prime contracts the General contract will be used to set this date.
5. Construction Manager at Risk and Design Build Contracts, should set a date of completion in that contract.

I) Eligibility

1. Regulatory Authority-CWSRF

- a) The types of projects that can be funded are loosely defined under Sections 212, 319 and 320 of the Clean Water Act. These can be described as publically owned wastewater treatment and transport systems and stormwater pollution treatment and control projects.

2. Construction - Items Not Eligible

- a) Project elements not related to the scope of the approved project.
- b) The SRF will pay to restore project related items such as road patching, sidewalks Fences, seeding, etc. Complete paving of streets unless warranted by disturbance of construction activities, even if required by NCDOT
- c) Note that items or rework that should be covered by bonds, insurance or liquidated damages will not be covered by the SRF funds.
- d) Any installation of service lines or service laterals outside the right-of-way.
- e) Operation and maintenance type work (e.g. sludge removal not necessary for construction of the project), or items such as spare parts.
- f) Extended warranties or maintenance contracts.
- g) Drinking water facilities are not eligible for CWSRF projects unless changes are necessary to complete the sewer project (e.g. moving a water line, providing potable water to wastewater facility).

3. Engineering and Technical Services - Eligibility Considerations

- a) Planning and Design Contracts
 - i. Must include task descriptions and these tasks must be associated with the project being built
- b) Construction Administration and Inspection
 - i) Task Description must be included and tasks must be associated with eligible construction work
 - ii) Typical tasks include but are not limited to: attending meetings, provide plan copies, review testing, review shop drawings, review payment applications, prepare change orders, coordinate with DWI, as-builts
 - iii) Price should be cost plus fixed fee or per diem with a ceiling. This fee schedule should be in the contract.
 - iv) Invoices must include hours, rate and task
 - v) Contract must be amended to pay beyond the ceiling. Must be accompanied by justification such as a corresponding change order.
- c) Other eligible engineering activities include bidding, O&M manuals, soils reports, hydro-geologic reports, TVing and cleaning of lines etc.

4. Other Eligibility Notes

- a) Legal - Legal fees for contract review and for advertisements etc.
- b) Real Property and easements associated with the approved project scope are eligible expenses. All cost items associated with acquiring the property may be paid for if properly documented.
- c) Preparation of permits required by Federal, or State regulations or procedures.
- d) Permits imposed by the applicant such as building permits are not eligible.



THE CITY OF Reidsville NORTH CAROLINA

MEMORANDUM – FINANCING FOR THE WTP GENERATOR PROJECT

To: Summer Woodard, City Manager
From: Chris Phillips, Asst. City Manager/Finance Director
Date: 8/1/2024

The Water Treatment Plant Generator project entails replacing aging existing electrical systems original to the plant, replacing an outdated unreliable existing generator and adding variable flow capabilities for the pumps. The project received initial funding from the NC General Assembly appropriation totaling \$3,200,000 of American Rescue Funds; this funding has to be appropriated by December 31, 2024 and spent by December 31, 2026.

The engineering contract for the project was awarded to Arcadis at a fee of \$720,000. The project was bid out earlier this year and received only one bid, not three, as required by Federal Uniform Guidance. It was bid out a second time and received two bids, which is acceptable for a second bid opening process. The June 18, 2024 bid tabulation is attached showing the low bid at \$7,019,000. This bid is good for 90 days, so it will expire on September 18, 2024. Adding a contingency of \$361,000 (5% of Construction) brings the total project budget to \$8,100,000. This brings the project to a funding shortfall of \$4,900,000.

The construction bid package will be presented to the City Council in its September meeting. At this time, funding options are being explored, including grants, partnerships and State loans. The NC Department of Environmental Quality has loan funds available at around 2% interest with a 20-year payback. The annual debt service would be about \$300,000. This funding requires Local Government Commission approval. In order to meet the bid deadline, the loan would need to be on the September 12, 2024 LGC agenda and would require a resolution from the City Council to apply.

At this time, the Reidsville City Council is being asked to only consider approving the attached resolution to apply for a State loan. This does not obligate the City to the loan, and it does not obligate the City to the construction contract.

Let me know if there is any other information needed at this time.

City of Reidsville, North Carolina
WTP Whole Plant Generator and MCC Replacement
 Project: SRP-D-ARP-0093 WLF-2024
BID TABULATION

Bids Opened: June 18, 2024 at 2:00pm

Engineer's Estimate: \$4,080,113

Arcadis U.S., Inc.
 CONSULTING ENGINEERS
 7025 Albert Pick Road, Ste. 102
 Greensboro, NC 27409
 336.292.2271



Item No.	Description	Qty	Units	BID AMOUNT		BID AMOUNT	
				Unit Price	Total	Unit Price	Total
	SUBMITTED BASE BID PRICE				\$ 7,650,000.00		\$ 7,019,000.00 <i>See Footnote 1</i>
	Lump Sum Bids						
1	Lump Sum Bid Price	1	ea		\$ 7,630,000.00		\$ 6,999,000.00
2	Lump Sum Cash Allowance	1	ea		\$ 20,000.00		\$ 20,000.00
	Unit Price Bids						
3	Additional Excavation	1	CY	100.00	\$ 100.00	90.00	\$ 90.00
4	Additional Select Fill	1	CY	100.00	\$ 100.00	90.00	\$ 90.00
5	Additional Class "A" Concrete	1	CY	350.00	\$ 350.00	1,000.00	\$ 1,000.00
6	Additional Reinforcing Steel	1	LF	15.00	\$ 15.00	5.00	\$ 5.00

Foot Note 1: Value of \$7,019,000.00 for J.Cumby Construction represents the actual total of their LS bid Price, plus Cash Allowance. The submitted total of \$7,020,110 includes the unit price bid items, as written on their Bid Form.

This Bid Tabulation is certified to be true and correct
Arcadis U.S., Inc.

By *Dennis J. Kachmarsky*

Dennis J. Kachmarsky, PE

June 20, 2024

Date

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of water treatment works, and

WHEREAS, The City of Reidsville has need for and intends to construct a whole plant generator at their water treatment plant and to upgrade existing aged electrical systems, and

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

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

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

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

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

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

That Summer Woodard – City Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the construction of the project described above.

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

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

Adopted this the 13th day of August 2024, at Reidsville, North Carolina.

/s/ _____
(Signature of Chief Executive Officer)

(Title)



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Angela G. Stadler, CMC, City Clerk *AGS*
SUBJ: Board/Commission Appointments for August 13, 2024
DATE: August 5, 2024

The following application has been received for appointment to the board listed below:

Main Street Advisory Board

The RDC Board of Directors requests the endorsement of applicant, Abigail “Abby” Carter, 309 Aspen Road, Reidsville to serve on the Main Street Advisory Board of Directors. (*See attached memo.*)

ADDITIONAL VACANCIES

The following openings on other boards and commissions of the City will be advertised for consideration at the next City Council meeting:

- Six 3-year term positions on the Parks and Recreation Advisory Commission.
- Four 3-year term positions on the Reidsville Appearance Commission.
- Three 3-year term positions on the Reidsville Community Pool Association
- One 2-year term position currently and two openings becoming available in September on the Reidsville Historic Preservation Commission
- Three 3-year term open positions (One adult position and two student positions) on the Reidsville Human Relations Commission.

Applications to be considered at the September 10, 2024 Council meeting will need to be turned in by 5 p.m. on Friday, August 30, 2024.

/ags

Attachments (1)



Reidsville Downtown Corporation

230 Morehead St. • Reidsville, North Carolina 27320 • 336.347.1111

TO: Summer Woodard, City Manager
Angela Stadler

FROM: Robin Yount, Main Street – Market Square Manager

DATE: 7/23/24

RE: August 13, 2024 City Council Agenda

The RDC Board of Directors requests the endorsement from the City of Reidsville Council of Abigail (Abby) Carter to the Reidsville Advisory/RDC Board of Directors. Please let me know if you have any questions.

Thanks,
Robin Yount

Abigail Carter
The Boardwalk Baker
B6 Scales Street
Reidsville, NC 27320



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

Office of the City Manager

Date: August 5, 2024
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: City Manager's Monthly Report

Personnel:

- We have filled the position for the Community Development Customer Service Representative. Please stop by and welcome Ms. Claudia Moore to our team. She is originally from Bogotá, Columbia. She previously worked as a paralegal in Greensboro for the past three years. She has a Bachelor's Degree in Audiovisual Communication & Multimedia.
- The Building Inspector position is still open. Community Development interviewed three (3) candidates, but none had the experience to qualify for the position. The City has reopened the position.
- City Engineer Steven Moran will be retiring at the end of August, 2024. We have contracted with Goodwin Recruiting to help us fill the position of City Engineer. They have been provided the job description, a list of all of our benefits, and an overview of the culture of the City.
- We just posted the position for the Business Development Manager. It will remain open for four weeks.

Projects & City Updates:

- **Redundant Water Line** – Brad McKinney has approximately 20 offer packets ready to be distributed once the requested easement maps are updated by the surveyor. This is over half of the required easements necessary to complete the project. Once the revised easement maps are returned, we will need to check over them for accuracy, submit them

for review, and then recordation. This will allow Brad to reference these maps on the deeds that each affected owner will need to sign. Once signed, Public Works Director Josh Beck will work with Brad and Finance to distribute the checks for payment. Once all easements are acquired, we will resubmit the plans to erosion control for final approval and begin the bidding process.

- **BNR Project** - The official start date of the project was Monday, July 29th; however, we were informed by the project team that the superintendent for the project was very sick, and they would likely delay mobilization until next week. Plant Maintenance has aeration basin #1 cleaned and ready for starting the project well ahead of the deadline. Roughly \$300,000 in materials have already arrived at the plant and waiting to begin construction.
- **Headworks Project** - The Headworks project has become very busy over the past few weeks. All the bypass pumping is in place and working while several large manholes and associated piping are being installed. Substantial forming and pouring for the various screening and grit chambers is ongoing (see photos behind the Miscellaneous Tab). The equipment portion of this project is still scheduled to be delivered around the first of November from Veolia.
- **Water Treatment Plant Generator** - The WTP generator project was successfully bid on June 18th with two bidders present. J. Cumby Construction, the contractor on the WWTP Headworks project, was the lowest bidder at just over \$7 million. This amount is substantially higher than the third-party estimation provided by the design firm. Since the bid opening, staff have worked with J. Cumby to better understand the costs. Staff are also working with both Rockingham County and the City of Greensboro on cost sharing to make the project more affordable.
- **Parks and Rec Gym Floor** - Installation is complete. We will contact the Chamber to schedule a ribbon cutting.
- **JC Park Tennis Courts** - Given the amount of red tape that we have had to experience with USTA, we have decided to go ahead and schedule and pay for the renovations without the grant. We have submitted everything to them, and we are hoping that a final approval from them will result in a reimbursement for the project. The contractor will give us an exact start date by the end of this week.
- **JC Park Pickleball Courts** - The construction of the additional pickleball court will begin the day following the completed renovations of the tennis courts.
- **Jump Pillow at Lake Reidsville** - Installation is complete. The rules have been displayed, and trees have been removed. We are currently completing the electrical work and the installation of a fence. We will contact the Chamber of Commerce to schedule a ribbon cutting as soon as the work is completed.

Events/Meetings Attended:

- 7/1 – Director of City Marketing & Economic Development Montana Brown’s first day.
- 7/2 – Meeting with NCDOT to discuss the mowing condition of Freeway Drive.
- 7/3 – Attended July 4th Celebration at Lake Reidsville.
- 7/8 - Met with Arcadis Engineering to discuss Water Treatment Plant Generator Project.
- 7/10 - Monthly Management Team Meeting.
- 7/11 – Met with McGill Engineering.
- 7/12 - Attended ribbon cutting for Strong Home Improvements.
- 7/15 – Lunch meeting with Leigh Cockram, Montana Brown and Mac Williams.
- 7/16 - Meeting with Management Team to discuss career ladder.
- 7/17 – Meeting with Leniece Lane to discuss Downtown Development Consulting Project.
- 7/18 - Monthly Managers Luncheon in Madison. Met with City staff to discuss FAB Festival. Met with Rockingham County staff to discuss potential water and sewer projects. Meet with City Staff to discuss Water Treatment Plant generator project.
- 7/23 - Attended the RDC monthly meeting and met with City staff to discuss non-residential inspections.
- 7/24 - Zoom meeting with WithersRavenel to discuss Rural Ready Project. Attended Employee Cookout at the Water Treatment Plant. Met with Leniece Lane and Montana Brown to discuss Downtown Development Consulting Project.
- 7/25 & 7/26 - Served as an Assessor for Developmental Associates to help the Town of Wrightsville Beach find a Town Manager.
- 7/30 - Met with Representative Pyrtle to discuss funding opportunities for Lake Reidsville.
- 7/31- Met with McGill Engineering to explore water and sewer infrastructure funding.







FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Summer Woodard, City Manager
City of Reidsville
230 W. Morehead St.
Reidsville, NC 27320

July 18, 2024

Dear Summer,

Please find enclosed a bill covering the second quarter of 2024. Actuals were (\$15,181) compared to a budget of (\$20,162) for a positive variance of \$4,981 for the quarter and \$7,874 year to date. The Pool Corp grant has offset deficiencies in private swim lessons.

The summer has started off with a splash at the Reidsville Community Pool! We have welcomed back the Reidsville Teen Center, the New Reidsville Housing Authority, and the YMCA Summer Camp. It is awesome to see the Community pool so busy during the summer!

We once again secured a grant for Safety Around Water swim lessons for 2024. The NRHA children are participating in these lessons. Jennifer Stadler, our Program Director, is working hard to instill confidence in the kiddos so they are more comfortable in the water. The children are improving by leaps and bounds!

Water aerobics continues to grow. We have waiting lists for our 9am and 11am classes. Laura McGregor, our Program Coordinator, is currently working to secure her water aerobics certification. Once this occurs, we will add additional classes. It will probably be after the summer since she also assists with summer camp.

As always, I look forward to working with you as we continue our partnership with the Community Pool to better serve the citizens of the City of Reidsville.

The pool usage for the months of October and November has been as follows:

Month	Non-YMCA Member Reidsville Residents	Total Pool Usage
April	72 - unduplicated	1,927– duplicated
May	76 - unduplicated	1,970 – duplicated
June	201 - unduplicated	2,787 – duplicated

Sincerely,

Heather Whitsett
Executive Director

REIDSVILLE FAMILY YMCA

504 South Main Street, Reidsville, NC 27320
P 336 342 3307 F 336 342 3468 W reidsvilleymca.org

The mission of the Reidsville Family YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Reidsville YMCA
 April - June Variance Report

	Apr. - June 24- Actual	Apr - June 24 - Budget	Variance	Explanation
Income Accounts				
1 Grants	1,175.00	-	1,175.00	We received a large grant from PoolCorp for Safety Around Water
10 Government Contracts	9,192.00	9,333.00	(141.00)	Did not have monthly amount during budget process
13 Program	12,162.00	13,171.00	(1,009.00)	Private lessons are lagging behind; certification income in grants
14 Rental Income	359.00	340.00	19.00	We have seen an increase in pool party rentals
Total Income	22,888.00	22,844.00	44.00	
Expense Accounts				
21 Salaries/Wages	22,416.00	24,404.00	1,988.00	FT coverage of PT hours; vacant coordinator position
24 Contractual Services	217.00	92.00	(125.00)	Hiring more life guards because of increased need
25 Supplies	1,546.00	1,498.00	(48.00)	Close to budget; practicing cost control
26 Telephone	-	-	-	
27 Postage and Shipping	-	-	-	
28 Occupancy	10,366.00	12,061.00	1,695.00	Gas is lower than budgeted
29 Equipment Cost	265.00	1,680.00	1,415.00	Timing, PM company is low on staffing. Will hit in July.
31 Printing, Publi, Promo	-	-	-	
32 Travel & Employee Expenses	-	-	-	
33 Conf, Conv, & Meetings	88.00	100.00	12.00	As budgeted
38 Other Insurance Premiums	1,800.00	1,800.00	-	As budgeted
53 Current Fixed Assets	-	-	-	
58 Board Appropriated Decreases	1,371.00	1,371.00	-	As budgeted
Total Expenses	38,069.00	43,006.00	4,937.00	

INCOME MINUS EXPENSES (Quarter)

(15,181.00)

(20,162.00)

4,981.00

INCOME MINUS EXPENSES (YTD)

(41,334.00)

(49,208.00)

7,874.00

**MINUTES OF THE REIDSVILLE PLANNING BOARD
HELD WEDNESDAY, JUNE 19, 2024 BEGINNING AT 6:00 P.M.
IN THE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

**Dylan Moore
Cindy Scarborough
Thomas Thompson
Joe Towns
James Motley
Tamar Lipscomb
William Roach**

MEMBERS ABSENT:

OTHERS IN ATTENDANCE:

**Jason Hardin, Planning & Community Development Director
Drew Bigelow, Planner I**

Dylan Moore called the Planning Board meeting to order at 6:00pm.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the May 15, 2024 Planning Board Meeting.

**Motion: Thomas Thomson
Second: Joe Towns
Vote: Unanimous**

CONSIDERATION OF A REZONING REQUEST FOR A PROPERTY LOCATED AT 2025 US 29 BUS, ROCKINGHAM COUNTY PLAT BOOK 1666, PAGE 1728 WITH A CURRENT SPLIT ZONING DESIGNATION OF INDUSTRIAL-1 (I-1), INDUSTRIAL-2 (I-2) AND RESIDENTIAL-20 (R-20) TO INDUSTRIAL-2 (I-2). THE APPLICANT AND PROPERTY OWNER IS JERRY BARKER. DOCKET NO. Z 2024-03.

Dylan Moore introduces the docket item.

Jason Hardin states that Reidsville Equipment is petitioning to rezone a recently recombined parcel (Rockingham County Register of Deeds Plat Book 1666 and Page 1728). This parcel encompasses a total combined area of 4.79 acres. An existing equipment supply and repair business operates on the subject property. Existing water service is available with a main located in the ROW of US 29 Bus. The closest sewer main is around 800-feet north along US 29 Bus. The proposed rezoning eliminates the existing split zoned lot created by a recent instrument of recombination. The rear portion of the lot zoned I-2 was part of the Reidsville Industrial Park. In 2000, the City of Reidsville issued a Special Use Permit (SUP) for the land planned for the Reidsville Industrial Park requiring specific development standards for construction design and

allowed uses within the park. This created a “Special Use District. “A method which is no longer used in planning & zoning. When NCGS 160D was implemented it converted any existing “Special Use Districts” into conditional zoning districts. Conditional zoning districts may employ stricter regulation of design/allowed uses than their general use district equivalent. The rezoning removes the conditions placed on the property as a part of the Industrial Park and makes it a general Heavy Industrial (I-2) zoned lot. This property is located in Growth Management Area 4 – Rural, which encompasses the area to the east, southeast, north, and northwest of the City. While GMA 4 suggests limited development, it does not exclude it entirely. The Land Development Plan notes GMA 4 has an existing road network that can easily accommodate growth. Therefore, staff finds the proposed rezoning is consistent with the 2022 Reidsville Land Development Plan. Staff finds the proposed rezoning to be consistent with the 2022 Reidsville Land Development Plan, reasonable, and in the public interest based on the information provided in this report and the attached statements of reasonableness and consistency. The Planning Staff recommend the proposed rezoning application be approved.

Thomas Thompson asks Jason Hardin to explain how the “finger” of land extending rearwards (east) from the property was created in the industrial park. The applicant, Jerry Barker states that he can answer that question. Dylan Moore asks the Board if there are any more questions for Jason Hardin before Jerry Barker takes the podium. There being none, Jason Hardin takes a seat and Jerry Barker approaches the podium. Jerry Barker states that he purchased the additional piece of property that is located in the industrial park because it helped to square up the boundary of the parcels that he already owned. He states that he purchased it from the City of Reidsville (the owner was Citizens Economic Development Inc. and not the City of Reidsville). Cindy Scarborough states that it looks like the property Jerry Barker purchased should have been a part of a larger parcel. Thomas Thompson states that he would like to know how it got that way to begin with. Thomas Thompson goes on to ask Jerry Barker why he chose to pursue an I-2 zoning. Jerry Barker states that it was the recommendation of staff. Jason Hardin states that it was not the recommendation of staff. Jason Hardin notes that when Jerry Barker met with staff he was provided a list of appropriate zoning options. He states that of the provided options, Jerry Barker selected I-2. Staff did not make a recommend for I-2 over any other appropriate zoning district. Jerry Barker states that when they (he and his business partners) first looked into adding a storage building on site, he reached out to the planning department. It was through his conversation with planning that Jerry Barker realized he would need to recombine and rezone the numerous parcels. Jerry Barker states that they want to be able to park and store vehicles and machinery under the new storage building structure. Thomas Thompson asks Jerry Barker if I-2 best fits his needs for that use. Jerry Barker states that based on the zoning district list provided by staff, I-2 was the best overall fit. Cindy Scarborough asks if there are any buried tanks on site. Jerry Barker replies, no. Dylan Moore asks what Reidsville Equipment sells. Jerry Barker states that they sell lawnmowers, tractors and farm equipment. Dylan Moore asks if Reidsville Equipment does vehicle/machinery maintenance and repairs on site. Jerry Barker replies, yes. Dylan Moore asks if there is a limit or cap on how many vehicles/machines will be stored onsite at one time. Jerry Barker states that they try to sell as many machines as possible every year, and that they do not intend to have a significant amount of back stock held on site. Jerry Barker indicated that they will have the most vehicles/machines stored on site in the spring since business is somewhat seasonal, leading into the grass-cutting and growing season. Dylan Moore states that his question was hinting at whether the site would become “junkyard-like.” Jerry Barker replies, no. All vehicles/machines are new, except for a few trade-ins per year. He states that the lot is very presentable, and encourages the Board to drive by.

Cindy Scarborough states that she has a question more geared towards Jason Hardin. She asks about the surrounding zoning, and wants to know what the parcels zoned RA-20 are being used for. Jason Hardin replies, they are currently vacant and undeveloped. Jerry Barker asks the Board if they have any more questions for him. There being none, he takes a seat. Dylan Moore asks if there are any others who would like to speak on the matter. There being none, the Board moves into discussion among themselves. There being no further discussion, a motion to approve the rezoning request was made.

Tamar Lipscomb states.

“I make a motion to recommend the proposed rezoning be approved for the specified parcels to the requested zoning district based upon the consistency and reasonableness determination statements that are included in the Council agenda packet, submitted during the rezoning presentation and as may be amended, incorporated into the motion, to be included in the minutes.”

The Reidsville Planning Board has reviewed **Case Z 2024-03**, rezoning from split zoned **Residential Agricultural-20 (RA-20), Light Industrial (I-1) and Heavy Industrial (I-2) to Heavy Industrial (I-2)** and as required by North Carolina General Statute 160D makes the following findings:

1. The proposed action is found to be consistent with the adopted Reidsville Land Development Plan. This zoning amendment is supported by the intent and descriptions of **Growth Management Area 4 – Rural**.
 - A. This parcel is located in the **Growth Management Area 4 – Rural** according to the Reidsville Land Development Plan, and is characterized by large lot development.
 - B. The Reidsville Land Development Plan identifies an existing road network that can easily accommodate growth in **Growth Management Area 4 – Rural**.
 - C. Uses permitted within the **I-2** district are compatible with a variety of land uses including those in the surrounding area.
 - D. The subject property is contiguous to an existing Heavy Industrial district to the east.
2. The proposed action is found to be reasonable:
 - A. The subject property is contiguous to an existing Heavy Industrial District.
 - B. The uses allowed in the **I-2** district are appropriate for the land, considering its effect upon the landowners, neighbors and community, and are generally harmonious with uses found in the area surrounding these properties.
 - C. The Land Development Plan supports the expansion of large lot development in **Growth Management Area 4**.

A motion was made to recommend the rezoning to City Council for approval.

Motion: Tamar Lipscomb

Second: Joe Towns

Vote: Unanimous

CONSIDERATION OF A SPECIAL USE PERMIT FOR ANDREA MOORE TO ALLOW A PERSONAL SERVICES BUSINESS TO OPERATE AT 600 W HARRISON ST., REIDSVILLE, NC 27320, SPECIFICALLY ROCKINGHAM COUNTY TAX PARCEL NUMBER 149807. DOCKET NO. SP 2024-01.

Dylan Moore introduces the docket item and reads the Special Use Permit statement.

“This is a quasi-judicial evidentiary hearing per North Carolina General Statute 160D-406 and 705 that sets forth the standards for granting a special use permit as follows: The Board’s discretion is limited. The Board must base its decision upon competent, relevant, and substantial evidence in the record. A quasi-judicial decision is not a popularity contest. It is a decision constrained by the standards in the ordinance and based on the facts presented. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion. Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. Parties may present non-repetitive evidence, call witnesses, and make legal arguments. Parties are limited to the applicant, the local government and individuals who can show they will suffer special damages. Other individuals may serve as witnesses when called by the Board. General witness testimony is limited to facts, not opinions. For certain topics, the Board needs to hear opinion testimony from expert witnesses. These topics include projections about impacts on property values and projections about impacts of increased traffic. Individuals providing expert opinion must be qualified as experts and provide the factual evidence upon which they base their expert opinion. Witnesses must swear or affirm their testimony. At this time, we will administer the oath for all individuals who intend to provide witness testimony.”

Dylan Moore asks that all those wishing to speak on the item come forward now to be sworn in.

Drew Bigelow swore in Jason Hardin and Andrea Moore.

Jason Hardin takes the podium to deliver the staff report. Jason Hardin states that Andrea Moore has requested a Special Use Permit (SUP) to allow a Personal Services business to operate at 600 W Harrison St., Reidsville, NC 27320, specifically Rockingham County Tax Parcel Number 149807. The property is zoned Office and Institutional (O&I) and Personal Services are allowed with a SUP. Andrea Moore is the applicant. Washburn Enterprises LLC is the property owner. The abutting lots to the north are zoned R-6 and conditional zoning O&I. The lot to the east is zoned conditional zoning O&I. The lots to the south are zoned O&I and R-6. The lot to the west is zoned O&I. This area is characterized by a mix of office and institutional zoning and small lot residential zoning. This subject property is located in growth area 2 of the Land Development Plan, which includes a mixture of commercial and residential development. Therefore, a Personal Services business would be in alignment with the Land Development Plan. Please note there are standards for Personal Services identified in the Zoning Ordinance.

The standards in the Ordinance for Personal Services in the Office and Institutional zoning district are as follows:

Use:	Personal Services
Approved By:	City Council
Special Use Districts:	O&I
Requirements:	Three spaces per person performing personal service and one space per employee not performing personal service.
Hours of Operation:	Monday through Saturday, 8:00 a.m. to 7:00 p.m. Operation on Sunday is not permitted.

The applicant is required to meet this criterion in addition to any conditions placed on the SUP. As you are aware, the Board must come to certain findings regarding the impact of the development on the area. These findings are spelled out in the Zoning Ordinance and are listed below. It is the applicant's responsibility to provide evidence and materials that will allow the Board to take the appropriate action. The Board may also recommend conditions on the application to ensure that the proposed project meets the intent of the Zoning Ordinance.

The following are the specific findings of fact from the Zoning Ordinance in which the Board must find:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.
2. The use meets all required conditions and specifications.
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.
4. The location and the character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Land Development Plan for Reidsville and its surroundings.

The planning staff recommend the following conditions be placed on the SUP. They are in line with the request:

1. The use shall comply with the Special Use criteria for Personal Services per the Reidsville Zoning Ordinance.

Cindy Scarborough states that she looked at this property and it is an existing professional building, not a house. Jason Hardin notes that it is an office building, and formerly a chiropractor's office. Cindy Scarborough asks if the special use permit will remain valid even if this business moves or closes. Jason Hardin states yes, the special use permit runs with the land, not the person.

Thomas Thompson asks if the special use permit for personal services will be going away in the new UDO. Jason Hardin says that we can discuss that at a later time. There being no more questions for Jason Hardin, he takes a seat.

The applicant, Andrea Moore, approaches the podium. Dylan Moore states that he is not related to the applicant. Andrea Moore states that she is the owner of midtown salon and spa, and has owned the business since 2007. Originally, the salon was located on S. Scales St. where it remained for 7 years. The salon is currently located off of Freeway Drive, where it has been for the last 13 years. Andrea Moore states that when Freeway Drive was widened, it cut off access to the salon. Now the only way to access the salon is via a service road. This has prevented the salon from growing. Andrea Moore states that the location on W. Harrison is perfect. The building is located in a nice high traffic area, it has its own parking lot, and is conveniently situated between downtown Reidsville and Wentworth. Andrea Moore is confident that this location will help her business grow. Dylan Moore asks the Board if they have any other questions for Andrea Moore. There being none, Andrea Moore takes a seat. Dylan Moore asks if there is anyone else here to speak for or against the proposal.

Drew Bigelow swore in Shelly Miller of 615 Piedmont St.

Shelly Miller states that this property directly abuts her backyard. She states that she is concerned about privacy and traffic at the business. Cindy Scarborough asks if they had issues when the chiropractor's office was there. Shelly Miller states that the portion of the property that abuts her backyard is vacant. She says that she is concerned about the new tenant expanding the parking lot and the possibility of increased traffic. Thomas Thompson reiterates Cindy Scarborough's question, asking if they had issues with traffic and privacy when the chiropractor's office was there. Shelly Miller states that they only recently purchased the property in October 2022 and were not there when the chiropractor was operating. Dylan Moore states that Shelly Miller might consider putting up a fence. Shelly Miller asks if the Board could add fencing as a requirement to the SUP request. Dylan Moore states that he believes the Board could add such a requirement. However, it would be in Shelly Miller's best interest to be the one putting up the fence, considering she bought the property knowing that it was next to a commercial/office space. It's likely that the building was always going to be an office. Cindy Scarborough notes that the vacant portion of the property is connected to the portion where the office building is located. They are not two separate parcels. Andrea Moore states that from the existing parking lot, you cannot see the Miller's property on Piedmont St. There are trees and some brush on the vacant portion that limit visibility to Piedmont Street from W. Harrison. Dylan Moore states that this Board should not be determining whether a fence needs to be erected. He notes that fencing is something that the individual property owners should work out among themselves. Cindy Scarborough notes that the SUP does provide hours of operation, so the business won't be open at all hours of the night or on Sunday's. Shelly Miller states that their main concern was safety and privacy. However, knowing that this is a salon puts her somewhat at ease. Dylan Moore states that if the salon leaves, then the SUP also leaves. Jason Hardin states

that the SUP runs with the land and will remain even if the salon leaves. Another personal service business could come into that unit in the future. Dylan Moore asks if something different, like an electronic gaming operation, would not be able to go there. Things that would be otherwise controversial. There being no other questions for Shelly Miller, she takes a seat. The Board moves into discussion among themselves. Tamar Lipscomb states that there is a conversation to be had between the property/business owners about privacy. She sympathizes with Shelly Miller about the business being directly in her backyard. Dylan Moore predicts that W. Harrison will be expanded in the near future, so one way or another, traffic will likely increase.

Thomas Thompson makes a motion to approve the SUP. Jason Hardin reminds the Board that they have to go through the 4 findings of fact. Thomas Thompson rescinds his motion.

Dylan Moore states that before a Special Use Permit can be granted, the Board must come to a conclusion regarding the following 4 findings of fact.

The Board finds the following:

- (1) that the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved;

Vote: Unanimous

- (2) that the use meets all required conditions and specifications;

Vote: Unanimous

- (3) that the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and,

Vote: Unanimous

- (4) that the location and the character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Comprehensive Plan for Reidsville and its surroundings.

Vote: Unanimous

A motion was made to recommend the rezoning to City Council for approval.

Motion: Thomas Thompson

Second: Joe Towns

Vote: Unanimous

DISCUSSION OF DATES FOR UDO REVIEW SESSIONS

Cindy Scarborough asks how the UDO is coming along. Jason Hardin states the consultant is currently working on a UDO draft. Staff has received a few Articles and we are actively reviewing them. The plan is to break the UDO draft into 2 sections with 5 Articles in each section. We have decided to break the UDO into sections so that it is easier to digest. Jason Hardin notes that he has spoken with the consultant and he has a few potential dates for the Board to consider for the proposed review sessions.

The first review session is proposed for the end of July. The consultant is available on either Monday the 29th or Tuesday the 30th. The Board takes a moment to review their calendars. The Board selects the 30th as the preferred meeting date. The Board decided that the session will be held from 5pm to 9pm.

A motion was made to select July 30th from 5pm to 9pm as the date and time for the first UDO review session.

Motion: Dylan Moore
Second: Thomas Thompson
Vote: Unanimous

The second review session is proposed for the end of August. The consultant is available on either Wednesday the 28th or Thursday the 29th. The Board takes a moment to review their calendars. The Board selects the 28th as the preferred meeting date. The Board decided that the session will be held from 5pm to 9pm.

A motion was made to select August 28th from 5pm to 9pm as the date and time for the first UDO review session.

Motion: Tamar Lipscomb
Second: Thomas Thompson
Vote: Unanimous

Jason Hardin states that staff will have the meetings catered. Drew Bigelow states that she is working with 24 Blackbirds to arrange catering. Drew asks the Board to let her know if they have any dietary restrictions. Jason Hardin states that they can email dietary restrictions to staff if they do not wish to discuss them here. The Board requests no red meat or pork. Jason Hardin also notes that the Board will not be paid for this meeting, as it is outside of their regularly scheduled Planning Board meetings and member duties.

Dylan Moore asks if the Board will have the draft before the meeting. Jason Hardin states that he will get the draft to the Board as soon as he can. Staff has 4 Articles currently. As soon as we finish our review of the first 5 Articles, we will get them to the Board. Dylan Moore asks if the meeting will be open to the public and/or if it will be advertised. Jason Hardin states that he will have to talk to the City attorney about that, since there will be a quorum, but you will not be

conducting Planning Board business. Cindy Scarborough asks if they will be “editing” the draft at this meeting. Drew Bigelow states that it is more of a reading session to address content.

PLANNING & COMMUNITY DEVELOPMENT DIRECTORS REPORT

Jason Hardin states that all of the items that went to Council last month were approved. They developer has graded for the apartments on Holiday Loop Rd. They have not pulled building permits yet. Nothing really new to report. Thomas Thompson asks if there is anything new to report on McCoy Rd. Jason Hardin states that staff has reviewed and approved their preliminary plat, however, their construction plans are pending. He states that he will follow up on that for the next meeting. Thomas Thompson asks if the Sherwood Drive project has progressed. Jason Hardin replies, it was previously approved at council and is currently going through staff review.

PLANNING BOARD MEMBER COMMENTS

Tamar Lipscomb states that there will be a Juneteenth celebration at Market Square on June 22nd at 4pm. There will be 4 food trucks, 19 vendors, and entertainment. Carolina Soul band will be there. She thanked staff and Lt. Carter at the Police Department for their help. PD will be providing security for the event. Tamar Lipscomb states that the Mayor will also be providing the opening remarks for the event. It is looking to be a good time. She notes that this is the only Juneteenth celebration in the county. Tamar Lipscomb also notes that the City’s Parks and Recreation Department will be handling all of the games and kids’ activities for the event. There will be a foam machine and face painting.

Tamar Lipscomb also notes that the splash pad has been a huge hit. She says that she wants to visit the splash pad herself. There are a lot of adults and kids that are enjoying the facility. It is always packed.

ADJOURNMENT OF PLANNING BOARD

There being no further business, a motion was made to adjourn the Planning Board meeting at 6:52pm.

Motion: James Motley
Second: Cindy Scarborough
Vote: Unanimous

Drew Bigelow
Planner I

**MINUTES OF THE REIDSVILLE HISTORIC PRESERVATION COMMISSION
MEETING HELD THURSDAY, JUNE 20th, 2024 BEGINNING AT
6:00 P.M. IN THE REIDSVILLE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

Jason Johnson
Marguerite Holt
Norma Craddock
Jim Jackson
Elizabeth Covell
Cindy Dilday

MEMBERS ABSENT:

Anne Marie Simmons

OTHERS IN ATTENDANCE:

Jason Hardin, Planning & Community Development Director
Drew Bigelow, Planner I

Jason Johnson called the Historic Preservation Commission meeting to order at 6:00 pm.

APPROVAL OF MINUTES:

A motion was made to approve the Minutes of the MAY 16, 2024 HPC Meeting.

Motion: Elizabeth Covell
Second: Jim Jackson
Vote: Unanimous

CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS FOR BRANDON HILL TO CONSTRUCT A NEW ONE LEVEL COTTAGE STYLE SINGLE-FAMILY DWELLING AT 807 LINDSEY ST., ROCKINGHAM COUNTY DEED BOOK 1667 PAGE 324. DOCKET NO. HD 2024-03.

The applicant, Brandon Hill, is not present. The Commission makes a motion to table the item until next month so that the applicant can be present.

A motion was made to table the hearing until the next meeting on July 18, 2024.

Motion: Elizabeth Covell
Second: Marguerite Holt
Vote: Unanimous

RESCHEDULING THE DOWNTOWN STROLL

Jason Johnson states that at the last meeting, the Commission agreed to review their calendars. A tentative date of September 7th had been set for rescheduling the Downtown Stroll event. None of the Commission members have a conflict with that date, and they unanimously agree to move forward with September 7th for the Downtown Stroll. Cindy Dilday asks what time the event will be held. Drew Bigelow replies 9am or 10am. We wanted to be done by lunchtime. The Commission agrees to begin the tour at 10am. Jason Hardin asked who the event tour guides were going to be. Jim Jackson, Jason Johnson, Marguerite Holt and Cindy Dilday all indicated that they would be available to serve as tour guides. Drew Bigelow states that she is aware of the fact that Anne Marie Simmons will not be available then. Marguerite Holt asks if we want to contact the Masonic Lodge. Jason Hardin says that we can, however their event will be separate.

A motion was made to reschedule the Downtown Stroll for September 7th.

Motion: Cindy Dilday

Second: Jim Jackson

Vote: Unanimous

GOVERNOR REID HOUSE PROGRESS UPDATE

Jason Hardin states that Terminix is going to be repairing the floors in the lower level of the home. The contractor has been working these last few weeks. They have removed the floor in the parlor and hallway. He states that Terminix has not been transparent. The extent of the termite damage goes throughout the entire first floor of the home. Jason Hardin states that the contractor had a structural engineer come and do a report on the damage. The engineers' report says that all the floor needs to be replaced. Some 80% of the structural system has termite damage. It is worse than we originally thought/were told by Terminix. The good news is that Terminix will cover the cost of repairs, so we are getting a new floor for free. This leaves the HPC budget untouched. Jason Hardin states that the contractor has been honest about the damage and his progress so far. He reiterated that this contractor has worked on historic homes before and that they can source up to 300-year-old wood for the floors. The repairs and replacements will be as close to original as possible, however, there will be new sub-flooring installed. Jason Hardin notes that the projected timeline for completion is 2025. This means that we will not be able to have the Governor Reid House open for tours or for Christmas this year. Staff will keep the Commission updated. Jim Jackson asks what will be done to prevent future damage. Jason Hardin informs the Commission that we have subterranean bait stations, and that we will have Terminix routinely inspect the home for termites. Staff will make sure that Terminix does not get behind on servicing the home. Jason Hardin states that while work is ongoing, we will have all of the furniture on the first floor moved out to a climate-controlled storage location. We do not want to move things upstairs, as this would increase the load on the lower level. There have already been some cracks in the walls and ceiling from the shifting foundation. These will be repaired after the flooring is fixed. There will be permits pulled for all of the work to be done. Our inspectors will be inspecting and reviewing everything. Jim Jackson asks if we are considering any type of covering for the crawlspace. Jason Hardin states that we will be looking at getting the crawlspace barrier proofed after the floor is fixed. We can use HPC money to do so. Moisture treating the crawlspace is a good idea. Moisture is a big problem under the house. The ground under the house is very soft.

COMMISSION MEMBER COMMENTS

Jim Jackson asks Drew Bigelow if the applicant for tonight's COA applicant made any indication that they could not attend the meeting. Drew Bigelow states that the applicant was supposed to be flying back into town today, and that he was informed of the need for himself or one of his representatives to be here. She did not hear otherwise before the meeting.

ADJOURNMENT OF HISTORIC PRESERVATION COMMISSION

There being no further business, a motion was made to adjourn the Historic Preservation Commission meeting at 6:14 pm.

Motion: Marguerite Holt

Second: Elizabeth Covell

Vote: Unanimous

**Drew Bigelow
Planner I**