



AGENDA
REIDSVILLE CITY COUNCIL
MEETING
6:00 PM
Tuesday, June 13, 2023

The meeting will be livestreamed on the City of Reidsville YouTube Channel.

1. Call to Order.
2. Invocation by Fire Chief David Bracken, Pastor of Jerusalem Baptist Church, Spencer, NC.
3. Pledge of Allegiance.
4. Proclamations & Recognitions:
 - (A) Recognition of Rockingham Rage Basketball Team, the CSAA Division II State Championship Winner for Home Schools.
 - (B) Recognition of Wendell Neville, a 30-Year Retiree of the Reidsville Police Department.
 - (C) Recognition of Police Sergeant Jeremy Revis for Act of Heroism.
5. Approval of Minutes:
 - (A) Approval of May 9, 2023 Regular Meeting Minutes. (Enclosure #1)
6. Public Hearings:
 - (A) Consideration of a Text Amendment Request to Amend Article V, Section 4, "Table of Area, Height Requirements to reduce the Front Yard Setback Requirement for Single Units in the Residential-12 Zoning District from 35 feet to 25 feet (T 2023-06). (Enclosure #2) - *Jason Hardin, Planning & Community Development Manager*
 - (B) Consideration of a Conditional Rezoning Request for a Vacant Property located off of Sherwood Drive from Residential-20 (R-20) and Highway Business (HB) to Conditional Zoning Residential-6 (CZ R-6) (CZ2023-01). (Enclosure #3) - *Jason Hardin, Planning & Community Development Manager*
 - (C) Consideration of an Ordinance to Extend Corporate Limits by Voluntary Annexation of Parcel No. 148922 located off of Freeway Drive (A2023-01). (Enclosure #4) - *Jason Hardin, Planning & Community Development Manager*
 - (D) Consideration of an Ordinance to Extend Corporate Limits by Voluntary Annexation of a Portion of Parcel #164335Z1 located off of South Scales Street (A2023-02). (Enclosure #5) - *Jason Hardin, Planning & Community Development Manager*

- (E) Consideration of a Proposed Operating Budget for Fiscal Year 2023-2024 for the ABC Board. (Enclosure #6) - *D. Kelly Almond, ABC Board Member*
- (F) Consideration of a Proposed Operating Budget for Fiscal Year 2023-2024 for the City of Reidsville. (Enclosure #7) - *Summer Woodard, City Manager*
- 7. 2023-2024 Proposed Budget:
 - (A) Consideration of the adoption of the Budget Ordinance for Fiscal Year 2023-2024 and the Resolution of Understandings Accompanying the Budget Adoption. (Enclosure #8) - *Summer Woodard, City Manager*
- 8. Ordinance Amendments:
 - (A) Consideration of Amendments to Chapter 10, Section 10-54 of the City's Code of Ordinances and Approval of the Emergency Water Conservation and Restriction Plan (Water Shortage Response Plan). (Enclosure #9) - *Josh Beck, Public Works Director*
- 9. Bids & Contracts:
 - (A) Consideration of Bids for Wastewater Treatment Plant Headworks Replacement Project, including Approval of Tentative Award. (Enclosure #10) - *Josh Beck, Public Works Director*
 - (B) Consideration of Contracting with Consultant for the Development Ordinance Re-write and Uniform Development Ordinance (UDO) Composition. (Enclosure #11) - *Jason Hardin, Planning & Community Development Manager*
- 10. Budgetary Items:
 - (A) Consideration of Cleanup Budget Ordinance Amendment for FY2022-2023. (Enclosure #12) - *Chris Phillips, Assistant City Manager of Administration/Finance Director*
 - (B) Consideration of Request to Suspend Saturday Operational Hours at City's Transfer Station. (Enclosure #13) - *Josh Beck, Public Works Director*
 - (C) Consideration of Tennis Court Repairs at Jaycee Ballpark. (Enclosure #14) - *Haywood Cloud Jr., Assistant City Manager of Community Services*
 - (D) Consideration of Fire Department Request to Purchase Sutphen Heavy Duty Custom Pumper Truck. (Enclosure #15) - *Summer Woodard, City Manager*
- 11. Public Comments.
- 12. City Manager's Report:
 - (A) Month of June. (Enclosure #16)
- 13. Council Members' Reports.

14. Miscellaneous:

(A) For Information Only.

15. Move to the First-Floor Conference Room for a closed session to discuss real estate and personnel pursuant to NCGS 143-318.11(a)(5) & (6).

16. Adjourn.

**MINUTES OF THE REGULAR MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD TUESDAY, MARCH 14, 2023 AT 6:00 P.M.
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
Councilwoman Barbara J. DeJournette
Councilman James K. Festerman
Councilman William Hairston
Councilmember Terresia Scoble
Councilwoman Sherri G. Walker

COUNCIL MEMBERS ABSENT:

NONE

CITY STAFF PRESENT:

Summer Woodard, City Manager
Angela G. Stadler, City Clerk
William F. McLeod, City Attorney
Chris Phillips, Assistant City Manager
Josh Beck, Public Works Director
Ray Gibson, Police Chief
Jason Hardin, Planning & Community Development
Manager

CALL TO ORDER.

Mayor Gorham called the meeting to order. He asked Reverend Andrew Brown, who the Mayor noted was one of his former fifth-grade students, to come forward to give the prayer.

**INVOCATION BY REVEREND ANDREW BROWN, PASTOR OF MAIN STREET UNITED
METHODIST CHURCH, 221 S. MAIN STREET, REIDSVILLE.**

Reverend Brown then provided the invocation.

PLEDGE OF ALLEGIANCE.

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

PROCLAMATIONS & RECOGNITIONS:

**RECOGNITION OF REIDSVILLE HIGH SCHOOL VARSITY BOYS BASKETBALL
TEAM, NCHSAA STATE 2A RUNNER-UP.**

Mayor Gorham explained that this recognition was being postponed due to several players being involved in summer football practice and baseball playoffs.

RECOGNITION OF LT. SHANNON COATES, A 30-YEAR RETIREE OF THE REIDSVILLE POLICE DEPARTMENT.

Mayor Gorham asked retired Lieutenant Shannon Coates to come forward. He presented the following proclamation to Coates:

CERTIFICATE OF APPRECIATION

WHEREAS, Lieutenant Shannon Coates began his career in law enforcement with the Reidsville Police Department as a Patrol Officer on June 20, 1994, officially retiring from the department on March 1, 2023 with 30 years in the State Retirement System; and,

WHEREAS, Lt. Coates also served as a TACT Officer, Narcotics Investigator, Juvenile Investigator, Criminal Investigator and member of the Special Response Team during the first nine years of his career with the Reidsville Police Department before being promoted to Sergeant in 2005 when he was assigned to the Special Investigations Unit, working street level drug enforcement; and,

WHEREAS, once promoted to Lieutenant in 2012, he held that position in the Patrol and Investigations divisions, was the Watch Commander and Administrative Lieutenant, also serving as Interim Captain in 2021; and,

WHEREAS, all of these diverse positions within the department made Lt. Coates into a well-rounded officer and supervisor who treated his subordinates, victims and criminals with respect and was able to use his unique ability to make suspects so comfortable that they would usually confess to the crime he was investigating; and,

WHEREAS, described as an “investigator at heart,” Lt. Coates could rarely just read and assign cases but often helped bring those criminals to justice, working cold cases with the SBI and helping other investigators with their cases, displaying a rare work ethic up until his last day on the job;

NOW, THEREFORE, I, Donald L. Gorham, on behalf of the Reidsville City Council, take great pleasure in recognizing and honoring

LIEUTENANT SHANNON COATES

on the occasion of his retirement from the Reidsville Police Department and thank him for his dedication to the citizens of Reidsville who enjoy a safer place to live because of his unwavering desire for justice.

This the 9th day of May, 2023.

/s/

Donald L. Gorham, Mayor

The Mayor invited Coates to say a few words. Coates joked that he did not realize he had done that much. He credited Councilman Festerman, who was Police Chief at the time, for making the best decision of his (Festerman’s) career and hiring him, which drew laughter from the crowd. He added Chief Festerman probably wouldn’t say that, but he would. Councilman Festerman said he did not disagree. Coates did thank Chief for taking a chance on him. He said it was a true honor to work for the City and added that he hoped over the 30 years, he did make a difference to somebody.

At the urging of the Mayor, Coates introduced his family members who were present in the audience. Mayor Gorham then handed the retired lieutenant his City watch given to those who work 30 years for the City.

Councilwoman Walker said that Shannon is still available and encouraged him to tell everyone where he would be. He said he planned to play a lot of golf but would also be at his downtown antique business, Coates Collectibles.

Councilman Festerman talked of his long, very beneficial friendship with Coates, adding that he was an outstanding individual, police officer and a good neighbor. He wished him all the best and thanked him for his service.

Councilman Hairston shook Coates' hand and noted that they had worked together for so many years. He described Coates as an outstanding officer who cares about the community. He said it has been a pleasure to work with him over the years.

Councilmember Scoble added that they were very proud of Coates' career but especially that he is a citizen of Reidsville.

Coates shook hands with each Council member and the City Manager as the audience applauded again.

RECOGNITION OF NATIONAL POLICE WEEK MAY 14-MAY 20, 2023 AND PEACE OFFICERS MEMORIAL DAY ON MONDAY, MAY 15, 2023.

The proclamation for National Police Week and Peace Officers Memorial Day was presented by Councilmen James Festerman (retired Police Chief) and William Hairston (retired Police Captain):

PROCLAMATION

WHEREAS, the members of the Reidsville Police Department play an essential role in safeguarding the rights and freedoms of citizens; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Reidsville Police Department provide a vital public service to our local community;

NOW, THEREFORE, I, Donald L. Gorham, Mayor of the City of Reidsville, on behalf of the Reidsville City Council, do hereby proclaim May 14-20, 2023, as "***National Police Week***" in Reidsville commemorating law enforcement officers, past and present. I further call upon all citizens to observe May 15, 2023, as "***Peace Officers' Memorial Day***," in the State of North Carolina, in honor of those police officers who have made the ultimate sacrifice in service to their community or have become disabled in the line of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

This the 9th day of May, 2023.

/s/

Donald L. Gorham
Mayor

Accepting the proclamation on behalf of the Police Department were Chief Ray Gibson, Sgt. Kirk Wade, Corporal Joey Collins and Sgt. Payton Lingle.

Councilman Hairston noted that he went into the profession because he wanted to help people, and he knew that is why each of them became a police officer. He thanked them for their dedication and commitment to the City. He said he prays for them all to be safe.

Councilman Festerman said that collectively, between him and Captain Hairston, they have over 60 years of service, but he noted that times are different. He said he admires what officers have to do now, adding that he is often asked if he would do it again? He said the answer honestly is probably no but that he admires the ones who do want to do it. He said he supports what they do, he supports men and women of the Police Department and prays for them and their safety. He stressed that he appreciates all that they do.

Chief Gibson thanked everyone for the honor of being recognized. He noted that Police Week next week especially is to commemorate those who have lost their lives, paying the ultimate sacrifice for everyone to be free and to feel safe. The Chief stressed that they couldn't do what they do without former officers like Festerman and Hairston. He thanked them for their service and what they did to make the department and officers what they are today. Chief Gibson said "I don't do the work. These guys do," as he pointed to the officers standing with him. He also told Retired Lt. Coates in the audience how much his work and years of service were appreciated. He asked everyone to keep officers in their prayers in these challenging times, but he talked of their dedication to keeping Reidsville safe.

Councilman Festerman said he would be remiss if he did not mention that he felt like his fellow Council members, past and present, were not anything but supportive of the Police Department. He said it has been a pleasure watching that relationship develop over the years. Chief Gibson agreed, talking of the exceptional Council that supports the police officers.

RECOGNITION OF NATIONAL PUBLIC WORKS WEEK MAY 21-MAY 27, 2023.

Presenting the proclamation which follows for National Public Works Week were Councilwomen Barbara DeJournette and Sherri Walker;

PROCLAMATION

WHEREAS, Public Works services provided in our community are an integral part of our citizens' everyday lives; and,

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewer, streets and highways, public buildings, fleet maintenance, water treatment and solid waste collection; and,

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and,

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works employees; and,

WHEREAS, the efficiency and the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, Donald L. Gorham, Mayor of the City of Reidsville, on behalf of the Reidsville City Council, do hereby proclaim the week of May 21-27, 2023, as

National Public Works Week

in the City of Reidsville, and I call upon all citizens to acquaint themselves with the issues involved in providing our Public Works and to recognize the contributions which these employees make every day to our health, safety, comfort, and quality of life, following this year's theme, "Connecting the World Through Public Works."

This 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

Accepting on behalf of the Public Works Department were Public Works Director Josh Beck; Blake Slaughter, Water Treatment Plant Superintendent; Ed Shelton, Solid Waste Superintendent; Steve Moran, City Engineer; and Daniel Evans, Fleet Maintenance Superintendent.

Councilwoman Walker noted that the proclamation says "everyday" which is something we tend to forget and cited examples, including holidays that Public Works employees may be out if a pipe bursts, etc. She said they are available 365 days a year, and there is not enough praise or flowery words that can express the thanks. She said they keep our water clean and our streets safe and repaired. Councilwoman DeJournette thanked them especially for the department's recent beautification efforts, and it will really make a difference in the future.

Public Works Director Josh Beck accepted the proclamation and noted that he wanted his employees up there with him because often so much of what they do is behind the scenes. He cited several examples of those "behind the scene" efforts. Beck thanked everyone for their kind words and the support they are given by Council.

The Mayor noted that Beck had not been here very long when the City went through a rough situation, but the Mayor said he wasn't worried. He noted that there is a lot the Public Works Department does that isn't seen. You might see it when it snows but a lot of it is behind the scenes, Mayor Gorham said. He asked for another round of applause for the Public Works Department.

APPROVAL OF CONSENT AGENDA.

Mayor Pro Tem Brown made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to approve the Consent Agenda.

CONSENT AGENDA ITEM NO. 1 - APPROVAL OF APRIL 11, 2023 SPECIAL MEETING MINUTES.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the April 11, 2023 Special Meeting Minutes.

CONSENT AGENDA ITEM NO. 2 - APPROVAL OF APRIL 11, 2023 REGULAR MEETING MINUTES.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the April 11, 2023 Regular Meeting Minutes.

CONSENT AGENDA ITEM NO. 3 - APPROVAL OF APRIL 18, 2023 SPECIAL MEETING/BUDGET WORK SESSION MINUTES.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the April 18, 2023 Special Meeting/Budget work Session Minutes.

CONSENT AGENDA ITEM NO. 4 - APPROVAL OF A REQUEST TO BEGIN THE PROCESS TO VOLUNTARILY ANNEX PARCEL NO. 148922 LOCATED OFF OF FREEWAY DRIVE, INCLUDING A RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 AND A RESOLUTION FIXING DATE OF PUBLIC HEARING ON JUNE 13, 2023. (A2023-01)

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the following documents based on the accompanying May 9th memo from Jason Hardin, Planning & Community Development Manager:

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, Planning & Community Development Manager
DATE: May 9, 2023
RE: Voluntary Annexation Request for Parcel No. 148922 Located off Freeway Drive

Attached is a fully executed request by Richard R. Saunders III, Maida B. Hastings, Reuben M. Saunders, Clara M. Saunders Dodd, and Michael & Earleen Burch to voluntarily annex 5.94 acres located off Freeway Drive. This is a contiguous annexation. Due to the noncontroversial nature of this request, the City Clerk has reviewed the sufficiency of the petition, and the first two steps of the annexation have been combined. Therefore, with the agreement of City Council, a public hearing will be held at the Council's June 13, 2023 meeting.

Council will need to approve the attached resolution directing the City Clerk to Investigate the petition, along with the resolution calling for the public hearing on June 13th.

Enclosures (END OF MEMO) (A COPY OF THE PETITION AND ANNEXATION MAP & PLAT ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

**RESOLUTION DIRECTING THE CLERK
TO INVESTIGATE A PETITION RECEIVED
UNDER G.S. 160A-31**

WHEREAS, a petition requesting annexation of an area described in said petition was received on May 1, 2023 by the City Council of the City of Reidsville; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Reidsville deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Reidsville that:

The City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City Council the result of her investigation.

This the 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

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

CERTIFICATE OF SUFFICIENCY

To the City Council of the City of Reidsville, North Carolina:

I, Angela G. Stadler, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 1st day of May, 2023.

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

**RESOLUTION FIXING DATE OF PUBLIC HEARING
ON QUESTION OF ANNEXATION
PURSUANT TO G.S. 160A-31
*Parcel #148922 Located Off Freeway Drive***

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

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

Section 1. A public hearing on the question of annexation of the area described herein will be held at Reidsville City Hall, 230 West Morehead Street, at 6:00 P.M. on Tuesday, June 13, 2023.

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

Beginning at a set iron on the southern line of David M. Vaughn and Kenneth M. Vaughn as described in Deed Book (D.B.) 1059 Pg. 2312; thence S 88°15'12" E a distance of 733.96' to a found iron on the western line of Alcan Packaging Food & Tobacco Inc. as described in D.B. 1275 Pg. 2239; thence S 00°36'01" W a distance of 339.35' to a set iron at the southwest corner of said Alcan Packaging Food & Tobacco Inc. and on the northern line of the right of way (R/W) for Freeway Dr; thence along the R/W of Freeway Sr for the following courses and distances with a curve turning to the left having an arc length of 939.94', having a radius of 5829.54', having a chord bearing of N 85°23'10" W, having a chord length of 938.92', to a found R/W monument; thence N 89°59'58" W a distance of 44.64' to a set iron at the southeast corner of the pond lot as described in P.B. 43 Pg. 78; thence along the lines of said pond lot for the following courses and distances N 00°00'00" W a distance of 59.40' to a set iron; thence N 45°32'22" E a distance of 49.02' to a set iron; thence N 57°28'35" E a distance of 54.50' to a set iron; thence N 86°47'41" E a distance of 108.48' to a set iron; thence N 21°17'18" E a distance of 168.40' to the point of beginning, having and area of 5.94 acres, more or less. *Being all of Rockingham County PIN: 890300344430 as described in Plat Book (P.B.) 43 Page (Pg.) 78 (Lot 1B) recorded in the Rockingham County Register of Deeds Office.*

Section 3. Notice of the public hearing shall be published in *RockinghamNow*, a newspaper having general circulation in the City of Reidsville, at least ten (10) days prior to the date of the public hearing.

This the 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

CONSENT AGENDA ITEM NO. 5 - APPROVAL OF A REQUEST TO BEGIN THE PROCESS TO VOLUNTARILY ANNEX A PORTION OF PARCEL NO. 164335Z1 LOCATED OFF OF SOUTH SCALES STREET, INCLUDING A RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 AND A RESOLUTION FIXING THE DATE OF THE PUBLIC HEARING ON JUNE 13, 2023. (A2023-02)

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the following documents based on the accompanying May 9th memo from Jason Hardin, Planning & Community Development Manager:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: May 9, 2023
RE: Voluntary Annexation Request for the Non-Annexed Portion of Parcel No. 164335Z1 Located off South Scales Street

Attached is a fully executed request by Kenneth M. Vaughn, Joyce C. Vaughn, David M. Vaughn, and Xandra W. Vaughn to voluntarily annex 19.64 acres located off South Scales Street. This is a contiguous annexation. Due to the noncontroversial nature of this request, the City Clerk has reviewed the sufficiency of the petition, and the first two steps of the annexation have been combined. Therefore, with the agreement of City Council, a public hearing will be held at the Council's June 13, 2023 meeting.

Council will need to approve the attached resolution directing the City Clerk to investigate the petition, along with the resolution calling for the public hearing on June 13th.

Enclosures (*END OF MEMO*) (*A COPY OF THE PETITION AND ANNEXATION MAP & PLAT ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*)

A2023-02

**RESOLUTION DIRECTING THE CLERK
TO INVESTIGATE A PETITION RECEIVED
UNDER G.S. 160A-31**

WHEREAS, a petition requesting annexation of an area described in said petition was received on May 1, 2023 by the City Council of the City of Reidsville; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Reidsville deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Reidsville that:

The City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City Council the result of her investigation.

This the 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

A2023-02

CERTIFICATE OF SUFFICIENCY

To the City Council of the City of Reidsville, North Carolina:

I, Angela G. Stadler, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 1st day of May, 2023.

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

A2023-02

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31

Portion of Parcel #164335Z1 Located Off of South Scales Street

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

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

Section 1. A public hearing on the question of annexation of the area described herein will be held at Reidsville City Hall, 230 West Morhead Street, at 6:00 P.M. on Tuesday, June 13, 2023.

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

Being all of that certain 19.64 acres tract of land to be annexed lying in the City of Reidsville, Rockingham County, North Carolina; and bounded by natural boundaries and/or lands owned by and/or in possession of persons, as follows: on the north and east by Citizens Economic Development, INC on the east by Alcan Packaging Food & Tobacco, INC on the south by Freeway Drive (HWY 87) and Primax Properties, LLC on the west by David M. & Kenneth M. Vaughn; said tract being particularly described by courses (according to the North Carolina Grid system) and distances according to a survey and plat prepared by FEI under the seal of Tommy W. Wright Professional Land Surveyor No. L-5262 dated April, 28, 2023, job file 08028.006, to which reference is hereby made, as follows:

Commencing at a 1/2" found rebar with cap at the northwest corner of Primax Properties, LLC as described in deed book (D.B.) 1598 page (Pg.) 1595 and the southwest corner of David M. & Kenneth M. Vaughn as described in D.B. 1059 Pg. 2312, said rebar having North Carolina State Plane Grid Coordinates NAD83(2011) of northing: 934604.66, easting: 1801888.33; thence along the common line of said Vaughn and Primax Properties, LLC S 89°00'22" E a distance of 552.79' to THE POINT OF BEGINNING, said point being a set 1/2" rebar having North Carolina State Plane Grid Coordinates NAD83(2011) of northing: 934595.08, easting: 1802441.03; thence N 46°21'50" E, passing a 1/2" set rebar at a distance of 35.48', a total distance of 566.98' to a 3/4" found iron pipe at the northeast corner of David M. & Kenneth M. Vaughn as described in D.B. 730 Pg. 772 (Tract 1), the southeast corner of Caitlyn Danielle Short as described in D.B. 1593 Pg. 52 (Property 1, Tract 2) and on the western line of David M. & Kenneth M. Vaughn as described in D.B. 730 Pg. 772 (Tract 2); thence N 30°43'06" E a distance of 751.56' to a 1/2" set rebar on the southern line of Citizens Economic Development, INC as described in D.B. 1094 Pg. 1868; thence along the lines of said Citizens Economic Development, INC for the following courses and distances S 88°58'06" E a distance of 227.48' to a 3/4" found iron pipe; thence S 00°29'31" W, passing a 1" found iron pipe at as distance of 1034.18', a total distance of 1058.99' to a 1/2" set rebar; thence S 88°14'39" E a distance of 400.77' to a 1" found iron pipe on at the southeast corner of said Citizens Economic Development, INC and on the western line of Alcan Packaging Food & Tobacco INC as described in D.B. 1275 Pg. 2239; thence S 00°35'05" W a distance of 338.96' to a 1 1/4" found iron pipe at the southwest corner of said Alcan Packaging Food & Tobacco INC and on the northern margin of the variable right of way (R/W) for Freeway Drive (HWY 87); thence along Freeway Drive R/W with a curve turning to the left having an arc length of 939.89', having a radius of 5829.54', having a chord bearing of N 85°24'53" W, having a chord length of 938.87', to a R/W monument; thence N 89°40'09" W a distance of 44.67' to a 1" found iron pipe at the southeast corner of said Primax Properties, LLC; thence along the lines of said Primax Properties, LLC for the following courses and distances N 00°04'49" E a distance of 59.31' to a 3/4" found iron pipe; thence N 45°29'07" E a distance of 49.02' to a 3/4" found iron pipe; thence N 57°27'45" E a distance of 54.79' to a 3/4" found iron pipe; thence N 86°46'55" E a distance of 108.41' to a 3/4" found iron pipe; thence N 21°16'17" E a distance of 168.36' to a 3/4" found iron pipe; thence N 88°13'09" W a distance of 289.40' to a 3/4" found iron pipe; thence N 89°06'03" W a distance of 177.30' to a 1/2" found rebar; thence N 89°00'22" W a distance of 213.24' to the point of beginning. *Being all of Rockingham County PIN # 890300344430, and a portion of PIN# 890300148879 and 890300340824 property of David M. & Kenneth M. Vaughn, and located at 2621 S Scales St.*

Section 3. Notice of the public hearing shall be published in *RockinghamNow*, a newspaper having general circulation in the City of Reidsville, at least ten (10) days prior to the date of the public hearing.

This the 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

End of Consent Agenda -

PUBLIC HEARINGS:

**CONSIDERATION OF OPTION #1 AS THE REIDSVILLE CITY COUNCIL'S
PREFERRED OPTION REGARDING REDISTRICTING OF THE CITY'S TWO
ELECTORAL DISTRICTS.**

The following memo from City Manager Summer Woodard had been included in the Council members' agenda packets as follows:

REDISTRICTING

To: Mayor Donald L. Gorham and the Reidsville City Council

From: Summer Woodard, City Manager

Date: 5/1/23

Based on the change in population from the 2020 Census, we have been going through the redistricting process. Adam Mitchell with Tharrington Smith and Bill Gilkeson, demographer/mapmaker, led Council's special meeting on April 11th to review three options with accompanying maps. It was the consensus of a majority of Council at that meeting to go with Option #1, which was confirmed in 2-on-2 meetings with Council members.

Since then, we have advertised for a public hearing at our May 9th City Council meeting. I have attached the information that was included on our City website. That notice and the associated maps were posted in the Finance Department lobby and on the back porch of City Hall for public viewing as of April 26th.

The final step will be the public hearing next week and Council's approval of the attached Resolution. Once finalized, the Rockingham County Board of Elections will be notified prior to the candidate filing period, which begins in July for the 2023 election for the District A and District B seats. Please let us know if you have any questions. (*END OF MEMO*)

Mr. Adam Mitchell of Tharrington Smith briefly recapped the redistricting process that had been gone through to get to today's public hearing. He reminded Council members of the Constitutional principle of one person, one vote and the need to have the voting districts of similar size. He talked of the +/- 5% acceptable deviation between the size of the districts, noting that figure is based on the total population of the City divided by two (two voting districts here

in Reidsville). Currently the deviation is about +/- 6.5% with District B being larger than District A. Redistricting was needed to get that number down to an acceptable deviation, he said.

Mr. Mitchell explained that at the special meeting last month, the preliminary consensus of Council was to go with Option #1, which had the most minimal change from the current plan. Council asked staff to make the maps available here and on the website, along with an interactive map that was published.

Mayor Gorham opened the public hearing at 6:28 p.m. With no one coming forward, the public hearing was closed at 6:29 p.m.

Mr. Mitchell said that in Council materials is a prepared Resolution for Council consideration that lays out the process. Once Council approves Option #1, they would export the electronic data to the Rockingham County Board of Elections so that this will be in place for the upcoming election.

Councilman Hairston made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to adopt Option #1.

The accompanying Resolution Adopting New District Boundaries as approved follows:

**REIDSVILLE CITY COUNCIL
May 9, 2023**

RESOLUTION ADOPTING NEW DISTRICT BOUNDARIES

WHEREAS, the Reidsville City Council has four members that are elected from two election districts plus two council members at-large and a mayor elected at-large; and

WHEREAS, those election districts are subject to the constitutional and statutory requirement of one-person/one-vote; and

WHEREAS, the City Council has recently received and reviewed the population of the districts as determined by the 2020 federal census; and

WHEREAS, the City Council has determined that the population of the districts is out of balance and that the boundaries of the districts need to be altered to provide equal representation; and

WHEREAS, the City Council is authorized and required by North Carolina General Statutes 160A-23(b) to revise its district boundaries to correct population imbalances shown by a federal census;

WHEREAS, the City Council met in public session on March 14 and April 11, 2023 to discuss the redistricting process and proposed redistricting plans;

WHEREAS, at the direction of the Council, City staff and its redistricting consultants engaged in a public engagement process;

WHEREAS, the City Council at its May 9, 2023 meeting held a public hearing and received public comment regarding proposed redistricting plans;

WHEREAS, on May 9, 2023, the City Council, meeting in public session, reviewed and considered and adopted a plan for redrawing the district boundaries; and

WHEREAS, "Option 1" considered by the City Council and presented to the public would satisfy the requirements of one-person/one-vote.

NOW, THEREFORE, BE IT RESOLVED by the Reidsville City Council as follows:

1. The boundaries of the two districts for election of the Reidsville City Council are altered to follow the lines depicted on the attached maps (Attachment A) entitled "Option 1."
2. The attached map has been prepared from United States Census Bureau maps and the boundaries have been drawn to follow census block lines. A list of the census blocks in each district is attached for reference and to resolve any issue that might arise concerning the boundaries of the districts (Attachment B).
3. Any territory adjacent to District A or B annexed by the City after the 2020 census is hereby incorporated into District A or B, respectively, even if it is not included in Attachment B due to the fact that the territory is not coterminous with current Census blocks.
4. The new district boundaries shall be used for the next election of the Reidsville City Council and for each subsequent election until the boundaries are altered according to law.
5. Copies of the map shall be provided to the Rockingham County Board of Elections with the request that the board notify residents of Reidsville of changes in the districts in which they vote.

ADOPTED this ___ day of _____ 2023.

/s/ _____
Donald L. Gorham, Mayor

ATTEST:

/s/ _____
Angela G. Stadler, City Clerk

(COPIES OF THE ATTACHMENTS ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

CONSIDERATION OF A TEXT AMENDMENT REQUEST TO AMEND ARTICLE V, SECTION 2 "TABLE OF PERMITTED USES" & "NOTES TO THE TABLE OF PERMITTED USES" TO ALLOW ALCOHOL ESTABLISHMENTS IN THE CENTRAL BUSINESS DISTRICT (CB) (T2023-01).

Jason Hardin, Planning & Community Development Manager, reviewed his April 28th memo, which follows, along with the Analysis & Recommendation from the Zoning Ordinance Text Amendment Report:

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, Planning & Community Development Manager
DATE: April 28, 2023
RE: Text Amendment T 2023-01

Staff is petitioning to amend Article V, Section 2 "Table of Permitted Uses" of the Zoning Ordinance to allow Alcohol Establishments by right in the Central Business (CB) zoning district. Currently, Alcohol Establishments (taverns, bars, etc.) are not a permitted use in any zoning district unless labeled as a club or place of entertainment. This amendment would allow Alcohol Establishments by right in the CB zoning district with the following development standards added to "Notes to The Table of Permitted Uses" as Note (41) "Alcohol Establishments". (a) no establishment shall be located closer than 50 feet from the entrance to any religious establishment and 500 feet from any school or public park (b) The primary entrance of an Alcohol Establishment shall not be oriented toward an abutting or adjacent lot in a residential district.

The Planning Staff recommend the proposed amendment be approved.

PLANNING BOARD RECOMMENDATION:

The Planning Board recommended the text amendment be approved with a vote of four (4) to two (2).
(END OF COUNCIL MEMO)

Below is the Analysis & Recommendation section of the Zoning Ordinance Text Amendment Report:

ANALYSIS & RECOMMENDATION:

Staff is petitioning to amend Article V, Section 2 "Table of Permitted Uses" of the Reidsville Zoning Ordinance add Alcohol Establishments as a permitted use in the Central Business (CB) zoning district. Staff is also petitioning to add in Article V, Section 2 "Notes to The Table of Permitted Uses" Note (41) "Alcohol Establishments" with the following standards (a) no establishment shall be located closer than 50 feet from the primary entrance to any religious establishment and 500 feet from any school or public park (b) The primary entrance of an Alcohol Establishment shall not be oriented toward an abutting or adjacent lot in a residential district.

Under the current table of permitted uses, bars or taverns are only allowable as clubs and place of entertainment (commercial). This use incurs stringent regulation with a distance requirement of 1,000 feet from any property that is zoned or used for residential use. By adding Alcohol Establishments, this will allow bars and taverns with less stringent regulations to open in the CB district. The planning staff researched numerous cities in the Piedmont Triad area. It was found that the general requirement for Alcohol Establishments is 50-feet from the primary entrance of religious assemblies and 500-feet from schools and public parks in the surrounding area. The proposed

permitted use is consistent with the Reidsville Land Development Plan under both Goal #1 “A Thriving Downtown” and also Goal #2 “A Strong Local Economy”. Goal #1 is satisfied by working to attract more business to the downtown area. Goal #2 is also met by seeking to bring in more businesses to the city and working to generate further interest for growth in Reidsville, as a whole.

The Planning Staff recommend adoption of the proposed amendment. (*END OF REPORT*)

Hardin added that Market Square is considered a venue and not an alcohol establishment. He noted that this had come up at the Planning Board meeting.

Councilmember Scoble referenced the section discussing public parks and asked if that excludes the pocket park? Hardin replied in the affirmative, stressing that he would interpret it to mean areas where children would congregate, such as playgrounds, etc. For example, Hardin noted that there is a vacant lot off of Morehead, which, if such an establishment was done there, would be within 500 feet of the new park.

Mayor Gorham opened the public hearing at 6:34 p.m., asking if there was anyone who wished to speak in favor of the text amendment?

Mr. Perry Savas of 1607 Country Club Drive, Reidsville came forward. He said he and his wife moved to Reidsville last January from Greensboro and said they love it here. A general contractor by trade, he has been working with Community Development and Jason on subdividing some property to create starter homes, he said. Mr. Savas passed out a business plan, discussing his purchase, currently in progress, of 230 South Scales Street, the former dry cleaners at the corner of Settle and Scales Street. They are planning to open what he would call the “Dirty Laundry Tap House”. He noted the loan process as they are looking for a potential \$250,000 upfit to the building.

Mr. Savas said they didn’t know at the beginning that alcohol establishments were not allowed downtown, but they had talked with the City Manager Summer Woodard and City staff about their plans and had received an overwhelming response. He also talked of their excitement about doing this venture, etc. and added that they felt the possibilities here are endless. He talked of other ways they can help revitalize Reidsville and become an integral part of the community.

Mayor Gorham said he would like to see downtown Reidsville looking similar to Elm Street in Greensboro. Mr. Savas agreed, noting they had been to downtown Greensboro over the weekend and saw a lot of young families. He also said they liked that their business location is across from Market Square.

Councilwoman DeJournette asked Mr. Savas if he has a timeline to open? He noted that they were working with the SBA on the loan so it could take up to 30-60 more days. He added they were working with Jason to make sure all of their zoning is compliant, including ADA, etc. Being a general contractor, he can do a lot of the work in-house and cut down on that part of the timeline, he said. He said he would like to open the tap house in 2023, but he couldn’t promise it would be open in the fall, etc.

Councilwoman Walker said she had been fortunate to see his business plan beforehand, which she described as “awesome”. She thanked him and his wife for coming to Reidsville.

With no one coming forward to speak against the text amendment, Mayor Gorham closed the public hearing at 6:40 p.m.

Councilmember Scoble made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to approve T 2023-01.

The Text Amendment as approved follows:

Amendment T 2023-01

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

**AN ORDINANCE AMENDING
ARTICLE V, SECTION 2 "TABLE OF PERMITTED USES"
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I. That Article V, Section 2 "Table of Permitted Uses" to add Alcohol Establishments allowed by right in the Central Business (CB) zoning district.

Part II. That Article V, Section 2 "Notes to the Table of Permitted Uses" to add:

NOTE 41 "Alcohol Establishments"

- a) No establishment shall be located closer than 50 feet from any religious assembly and 500 feet from any school or public park.
- b) Alcohol establishments shall not orient the primary entrance toward an abutting or adjacent lot that is located in a residential district.

ADOPTED this the _____ day of _____, 2023 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 A TEXT AMENDMENT REQUEST TO AMEND ARTICLE V, SECTION 2 "TABLE OF PERMITTED USES" & "NOTES TO THE TABLE OF PERMITTED USES" TO ALLOW ALCOHOL ESTABLISHMENTS AS AN ACCESSORY USE IN THE CENTRAL BUSINESS (CB) AND GENERAL BUSINESS (GB) DISTRICTS (T2023-02).

Jason Hardin, Planning & Community Development Manager, reviewed his April 28th memo to Council and the Analysis & Recommendation section of his Zoning Ordinance Text Amendment Report, 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, Planning & Community Development Manager

DATE: April 28, 2023

RE: Text Amendment T 2023-02

Staff is petitioning to amend Article V, Section 2 "Table of Permitted Uses" of the Zoning Ordinance to include Alcohol Establishments as an accessory to the primary use in the Central Business (CB) and General Business (GB) zoning districts. Currently, there is no permitted use to allow for an Alcohol Establishment as an accessory use in either zoning district. Our intent is to expand options for new businesses in the CB and GB districts to align with the Reidsville Land Use Plan Goals of a thriving downtown and a strong local economy. The standards for this permitted use need to be added as Note (42) "Alcohol Establishments as an accessory use to the primary use" with the following standards:

- a) The establishment must hold an ABC permit issued by the State in order to serve alcohol.
- b) This use is only permitted in the Central Business (CB) and General Business (GB) Districts.

The primary use as stated on the Zoning Compliance Permit shall meet the definition of a commercial use, but may not be a bar, microbrewery, club, or other place of entertainment. Primary uses must be those uses approved in the Central Business (CB) or General Business (GB) District by right. The primary use must represent 80% of the space in use and square footage. The bar or seating area designated must be clearly secondary to the primary use during open hours. If the primary use becomes secondary to the Alcohol Establishment at certain times, then the establishment must meet regulations for an Alcohol Establishment.

The Planning Staff recommend the proposed amendment be approved.

PLANNING BOARD RECOMMENDATION:

The Planning Board recommended the text amendment be approved with a vote of five (5) to one (1). *(END OF MEMO)*

Below is the Analysis & Recommendation section of the Zoning Ordinance Text Amendment Report as reviewed by Hardin:

ANALYSIS & RECOMMENDATION:

Staff is petitioning to amend Article V, Section 2 "Table of Permitted Uses" of the Reidsville Zoning Ordinance add Alcohol Establishments, accessory use as a permitted use in Central Business (CB) and General Business (GB) zoning districts. Staff is also petitioning to add in Article V, Section 2 "Notes to The Table of Permitted Uses" Note (42) "Alcohol Establishments, accessory use" with the following standards:

- c) The establishment must hold an ABC permit issued by the State in order to serve alcohol.
- d) This use is only permitted in the Central Business (CB) and General Business (GB) Districts.
- e) The primary use as stated on the Zoning Compliance Permit shall meet the definition of a commercial use, but may not be a bar, microbrewery, club, or other place of entertainment. Primary uses must be those uses approved in the Central Business (CB) or General Business (GB) Districts. The primary use must represent 80% of the space in use and square footage. The bar or seating area designated must be clearly secondary to the primary use during open

hours. If the primary use becomes secondary to the Alcohol Establishment at certain times, then the establishment must meet regulations for an Alcohol Establishment.

Under the current permitted use table, there is no accessory use of an alcohol establishment for businesses in the CB district. This new permitted use would allow current businesses and future business another option to bring additional revenue in possibly generating new interest in the downtown and surrounding business area. For example, a business may offer a “wine and shop” with a wine bar as an accessory to their primary use as a retail sales establishment. This new permitted use is consistent with the Reidsville Land Development Plan under both Goal #1 “A Thriving Downtown” and also Goal #2 “A Strong Local Economy”. By allowing more opportunities for the CB district can be satisfied by bringing in more business downtown and more activity for the community. Goal #2 is also satisfied by bringing in more businesses to the surrounding GB district and facilitating economic growth of the city as a whole.

The Planning Staff recommend adoption of the proposed text amendment. (*END OF REPORT*)

Following Hardin’s staff report, Mayor Gorham opened the public hearing at 6:45 p.m. by asking if anyone wished to speak in favor of the text amendment?

Mr. Demetrius Holt of 397 Johnson Street, Reidsville, owner of 91 Stogies Mobile Cigars based in Reidsville, came forward. He explained that he and his wife started the mobile business due to COVID and business has been outstanding. He said they are at the stage that they’d like to open a cigar lounge in Reidsville, and he briefly discussed what cigar lounges are. He said they are not a “club” and discussed the laid-back, relaxing vibe, etc.

Councilmember Scoble said she was quite jealous of Mr. Holt and what she described as a “brilliant idea”. She thanked him for his effort and said he was the kind of entrepreneur that Reidsville needs. Mr. Holt discussed his background as a Reidsville resident and a possible location and plans for a brick-and-mortar location for a cigar bar. Councilman Festerman wished him well. Mr. Holt said he was collaborating with other businesses, like the Lucky City Brewery and the Reidsville Luckies collegiate league.

The Mayor asked if anyone wished to speak against the text amendment? With no one coming forward, he closed the public hearing at 6:50 p.m.

Mayor Pro Tem Brown made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to approve T 2023-02.

The Text Amendment as approved follows:

Amendment T 2023-02

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

**AN ORDINANCE AMENDING
ARTICLE V, SECTION 2 “TABLE OF PERMITTED USES”
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I. That Article V, Section 2 "Table of Permitted Uses" to add "Alcohol Establishments, Accessory Use" allowed by right with development standards in the CB & GB zoning districts.

Part II. That Article V, Section 2 - Notes to the Table of Permitted Uses to add:

NOTE 42 "Alcohol Establishments as an accessory use to the primary use"

- a) The establishment must hold an ABC permit issued by the State in order to serve alcohol.
- b) This use is only permitted in the Central Business (CB) or General Business (GB) District.
- c) The primary use as stated on the Zoning Compliance Permit shall meet the definition of a commercial use, but may not be a bar, microbrewery, club, or other place of entertainment. Primary uses must be those uses approved in the Central Business (CB) or General Business (GB) District by right. The primary use must represent 80% of the space in use and square footage. The bar or seating area designated must be clearly secondary to the primary use during open hours. If the primary use becomes secondary to the Alcohol Establishment at certain times, then the establishment must meet regulations for an Alcohol Establishment.

ADOPTED this the _____ day of _____, 2023 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 A TEXT AMENDMENT REQUEST TO AMEND ARTICLE V, SECTION 2 "TABLE OF PERMITTED USES" TO REDUCE REQUIRED FOOD SALES PERCENTAGE FOR RESTAURANTS FROM SIXTY PERCENT (60%) TO THIRTY PERCENT (30%) (T2023-03).

Jason Hardin, Planning & Community Development Manager, reviewed his April 28th memo and the Analysis & Recommendation section of the Zoning Ordinance Text Amendment report, 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 Manager
DATE: April 28, 2023
RE: Text Amendment T 2023-03

Staff is petitioning to amend Article V, Section 2 "Table of Permitted Uses" of the Zoning Ordinance to change the percentage (%) of sales in food products for restaurants from 60% to 30%. The 2017 FDA Food Code adopted by the N.C. Department of Health and Human Services became effective October 1, 2021 and reduced the percentage of food sales for restaurants to 30%. To align with this change in state law, staff proposes the following amendments.

1. The permitted use of “Restaurant, including all eating places except drive-in, 60% of sales must be in food products” would be changed to “Restaurant, including all eating places except drive-in, 30% of sales must be in food products.”
2. The permitted use of “Restaurant, including all eating places except drive-in, 60% of sales must be in food products (with accessory uses)” would be changed to “Restaurant, including all eating places except drive-in, 30% of sales must be in food products (with accessory uses)”.

The Planning Staff recommend the proposed amendment be approved.

PLANNING BOARD RECOMMENDATION:

The Planning Board recommended the text amendment be approved with a vote of four (4) to two (2).
(END OF MEMO)

Below is the Analysis & Recommendation section of the Zoning Ordinance Text Amendment Report as reviewed by Hardin:

ANALYSIS & RECOMMENDATION:

Staff is petitioning to amend Article V, Section 2 “Table of Permitted Uses” of the Reidsville Zoning Ordinance to reduce the percentage of sales in food products for restaurants from 60% to 30%. The first proposed text change is “Restaurant, including all eating places except drive-in, 60% of sales must be in food products” with the 60% being reduced to 30%. The second proposed text change is “Restaurant, including all eating places except drive-in, 60% of sales must be in food products (with accessory uses)” with the 60% being reduced to 30%.

The purpose of this request is to bring Reidsville’s Zoning Ordinance into alignment with the newly adopted regulations of the FDA adopted by the N.C. Department of Health and Human Services. The FDA Food Code was adopted by the N.C. Department of Health and Human Services and became effective October 1, 2021 with the updated percentage of food sales for restaurants as 30%.

This request aligns with Reidsville’s Land Development Plan Goal #1 “A Thriving Downtown” by providing less restrictions on food establishments in an effort to spur increased interest in bringing restaurants downtown. The proposal also aligns with Goal #2 “A Strong Local Economy” by being less stringent in the requirements for establishments to be considered a restaurant and provide more options for our local food establishments to have accessory uses. The proposed amendment aligns both with the Reidsville Land Development Plan along with updated state law.

The Planning Staff recommend adoption of the proposed text amendment. (END OF REPORT)

Councilman Festerman asked if there is a percentage requirement for drive-in restaurants? Hardin said he did not believe so but if it does, it would follow State law.

Councilmember Scoble asked if it would include food trucks, like at a festival? Hardin said food trucks are a separate permitted use. He said this only applies to brick-and-mortar restaurants or ones with accessory uses. Mobile food vendors follow other regulations, he added.

Councilman Festerman asked who enforces the 60-30% requirement? Hardin said it should be certified at the time of the Zoning Permit application. If there are zoning violations, his department would be charged with enforcement, he explained.

Councilmember Scoble asked if the ABC Board has any involvement? City Manager Woodard responded that ALE would probably be involved with any complaints.

Mayor Gorham opened the public hearing at 6:56 p.m. With no one speaking for or against, he closed the public hearing at 6:57 p.m.

Councilman Festerman commented that he thought if we received a complaint about the 60/30, the City would contact ALE to open an investigation. City Manager Woodard agreed.

Mayor Gorham asked if there was a motion to approve T 2023-03? Councilwoman Walker made the motion, seconded by Councilwoman DeJournette and unanimously approved in a 7-0 vote, "so moved".

The Text Amendment as approved:

Amendment 2023-03

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

**AN ORDINANCE AMENDING
ARTICLE V, SECTION 2 "TABLE OF PERMITTED USES"
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I. That Article V, Section 2 "Table of Permitted Uses" be amended as follows: Restaurant, including all eating places except drive-in, **30%** of sales must be in food products

Part II. That Article V, Section 2 "Table of Permitted Uses" be amended as follows: Restaurant, including all eating places except drive-in, **30%** of sales must be in food products (with accessory uses)

ADOPTED this the _____ day of _____, 2022 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 A TEXT AMENDMENT REQUEST TO AMEND ARTICLE V, SECTION 2 "TABLE OF PERMITTED USES" & ARTICLE V, SECTION 3 "SPECIAL USES" TO REPEAL THE SPECIAL USE PERMIT REQUIREMENT FOR RESTAURANTS (WITH ACCESSORY USE) (T2023-04).

Jason Hardin, Planning & Community Development Manager, reviewed his April 28th memo and the Analysis & Recommendation section of the Zoning Ordinance Text Amendment Report, which follow:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: April 28, 2023
RE: Text Amendment T 2023-04

Staff is petitioning to amend Article V, Section 2 "Table of Permitted Uses" and Article V, Section 3 "Special Uses" of the Reidsville Zoning Ordinance to repeal the Special Use Permit (SUP) requirement for Restaurants (with accessory uses) in the Central Business (CB), General Business (GB) and Highway Business (HB) zoning districts. The SUP requirements for Restaurants with Accessory Uses are defined as: no more than three (3) pool tables, no more than (2) foosball tables, and no more than three (3) electronic arcade games, excluding sweepstakes and/or gambling games. Accessory use allowable percentages limit the floor space that may be used for any combination of accessory uses to no more than twenty-five (25) percent.

The proposed repeal of the SUP for restaurants (with accessory uses) allows for increased options for businesses to locate to the CB, GB, and HB is consistent with the Reidsville Land Development Plan under both Goal #1 "A Thriving Downtown" and also Goal #2 "A Strong Local Economy".

The Planning Staff recommend the proposed amendment be approved.

PLANNING BOARD RECOMMENDATION:

The Planning Board recommended the text amendment be approved with a vote of five (5) to one (1).
(END OF MEMO)

Below is the Analysis & Recommendation section of the Zoning Ordinance Text Amendment Report as reviewed by Hardin:

ANALYSIS & RECOMMENDATION:

Staff is petitioning to amend Article V, Section 2 "Table of Permitted Uses" and Article V, Section 3 "Special Uses" of the Reidsville Zoning Ordinance to repeal the Special Use Permit (SUP) requirement for Restaurants (with accessory uses) in the Central Business (CB), General Business (GB) and Highway Business (HB) zoning districts. SUP requirements for Restaurants with Accessory Uses are currently defined as: no more than three (3) pool tables, no more than (2) foosball tables, and no more than three (3) electronic arcade games, excluding sweepstakes and/or gambling games. Accessory use allowable percentages limit the floor space that may be used for any combination of accessory uses to no more than twenty-five (25) percent.

Currently, restaurants (with accessory uses) must obtain a SUP and meet the standards listed previously in order to open in the City of Reidsville. This permitted use includes restaurants with games including pool and foosball tables. The proposed repeal of the SUP for restaurants (with accessory uses) is consistent with the Reidsville Land Development Plan under both Goal #1 "A Thriving Downtown" and also Goal #2 "A Strong Local Economy". Goal #1 by working to attract businesses to the downtown area while simultaneously encouraging the development of a robust

social entertainment center. Goal #2 is also met by seeking to bring in more businesses to the city and working to generate further interest for growth in Reidsville as a whole.

The Planning Staff recommend adoption of the proposed amendment. (*END OF REPORT*)

Hardin noted that when potential new businesses see a special use permit, that creates a “red flag” for them sometimes. City Manager Summer Woodard noted that there has been some interest expressed in an arcade opening downtown. Noting it could be similar to what is seen in Greensboro with the Boxed Cars business, she said the repeal of this ordinance would help in the establishment of such businesses. Hardin agreed, saying that such businesses would not need a special use permit. Councilmember Scoble asked if such businesses would be limited to the same number of games? Hardin said, no, that whole regulation is by right, there is no note or additional regulations.

Mayor Gorham opened the public hearing at 7:01 p.m., closing it at 7:02 p.m. when no one came forward to speak for or against the text amendment.

The Mayor then asked if there was a motion to approve T 2023-04? Councilwoman DeJournette made the motion, “so moved,” which was seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote.

The Text Amendment as approved follows:

Amendment 2023-04

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

**AN ORDINANCE AMENDING
ARTICLE V, SECTION 2 “TABLE OF PERMITTED USES”
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I. That Article V, Section 2 “Table of Permitted Uses” be amended to remove the special use permit requirement for Restaurants (with accessory uses) and allow them by right in the Central Business (CB), Neighborhood Business (NB) and General Business (GB) zoning districts.

CONSIDERATION OF A TEXT AMENDMENT REQUEST TO AMEND ARTICLE II, SECTION 1 "DEFINITIONS", ARTICLE V, SECTION 2 "TABLE OF PERMITTED USES" & "NOTES TO THE TABLE OF PERMITTED USES" TO DEFINE THE TERMS MOBILE FOOD VENDOR, MOTORIZED AND MOBILE FOOD VENDOR, PUSHCART, AND AMEND NOTES THIRTY-NINE (39) & FORTY (40) APPLICABLE TO MOBILE FOOD VENDORS (T2023-05).

Jason Hardin, Planning & Community Development Manager, reviewed his April 28th memo and the Analysis & Recommendation section of the Zoning Ordinance Text Amendment Report, which follow:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: April 28, 2023
RE: Text Amendment T 2023-05

Staff is petitioning to amend Article II, Section 1 "Definitions" and Article V, Section 2 "Table of Permitted Uses", "Notes to the Table of Permitted Uses" of the Reidsville Zoning Ordinance to change "Food Trucks and Food Pushcarts" to "Mobile Food Vendor, Motorized" and "Mobile Food Vendor, Pushcart" in the ordinance. There are three phases to this text amendment proposal. Phase one (1) will define Mobile Food Vendor, Motorized and Mobile Food Vendor, Pushcart in Article II, Section 1 "Definitions" of the Zoning Ordinance. Phase two (2) will be to amend Article V, Section 2 "Table of Permitted Uses" of the Zoning Ordinance to change the permitted uses from "Food truck" to "Mobile Food Vendor, Motorized" and "Food pushcart" to "Mobile Food Vendor, Pushcart." And phase three (3) will be to amend notes thirty-nine (39) and forty (40) of the "Notes to the Table of Permitted Uses" in Article V, Section 2 of the Zoning Ordinance.

This request aligns with Reidsville's Land Development Plan Goal #1 "A Thriving Downtown" and also Goal #2 "A Strong Local Economy." Goal #1 is achieved by increasing the variety of potential Mobile Food Vendor events in downtown. Goal #2 is achieved by bring in more restaurants and dining options to the city. The proposed amendment aligns with the Reidsville Land Development Plan.

The Planning Staff recommend the proposed amendment be approved.

PLANNING BOARD RECOMMENDATION:

The Planning Board unanimously recommended the text amendment be approved. *(END OF MEMO)*

Below is the Analysis & Recommendation section of the Zoning Ordinance Text Amendment Report as reviewed by Hardin:

REPORT:

Staff is petitioning to amend Article II, Section 1 "Definitions" and Article V, Section 2 "Table of Permitted Uses", "Notes to the Table of Permitted Uses" of the Reidsville Zoning Ordinance to change "Food Trucks and Push Carts" to "Mobile Food Vendor, Motorized" and "Mobile Food Vendor, Pushcart" in the ordinance. There are three phases to this text amendment proposal:

1. Define Mobile Food Vendor, Motorized and Mobile Food Vendor, Pushcart in Article II, Section 1 “Definitions” of the Zoning Ordinance.
 - a. Mobile Food Vendor, Motorized: A person utilizing a motorized vehicle, or trailer, operating for the purpose of preparing food and or selling food to the general public and is to be readily moved.
 - b. Mobile Food Vendor, Pushcart: Any non-motorized piece of equipment from which a vendor prepares and or sells food to the general public. Food pushcarts are limited to forty-five (45) inches in width, seventy-two (72) inches in length and sixty (60) inches in height. Canopies/umbrellas must be a minimum of seventy-eight (78) inches from the ground at the lowest point. Food pushcarts shall not be motorized or propelled in any manner other than the walking motion of the person operating the pushcart.
2. Amend Article V, Section 2 “Table of Permitted Uses” of the Zoning Ordinance to change the permitted uses from “Food truck” to “Mobile Food Vendor, Motorized” and “Food pushcart” to “Mobile Food Vendor, Pushcart.”
3. Amend notes thirty-nine (39) and forty (40) of the “Notes to the Table of Permitted Uses” in Article V, Section 2 of the Zoning Ordinance.

At the April meeting, the City Council approved an amendment codifying the regulations for Mobile Food Vendors into the City Code of Ordinances. Therefore, the regulations found the code overrule those found in the Zoning Ordinance. We are proposing to repeal what is now covered in the code and add the definitions and so forth that were added in the recent code amendment to ensure consistency in the Zoning Ordinance.

This request aligns with Reidsville’s Land Development Plan Goal #1 “A Thriving Downtown” and also Goal #2 “A Strong Local Economy.” Goal #1 is achieved by increasing the variety of potential Mobile Food Vendor events in downtown. Goal #2 is achieved by bring in more restaurants and dining options to the city. The proposed amendment aligns with the Reidsville Land Development Plan.

The Planning Staff recommend the proposed amendment be approved. *(END OF REPORT)*

As he reviewed his report, Hardin told Council this should sound familiar because it was making the Zoning Ordinance changes after including the Mobile Food Vendor, Motorized and Mobile Vendor, Pushcart, in the Code of Ordinances last month. This brings into alignment in the Zoning Ordinance what is in the Code of Ordinances, he said, and only leaves a few items in the Zoning Ordinance.

Following the report, Mayor Gorham opened the public hearing at 7:07 p.m. With no one speaking for or against the text amendment, the public hearing was closed at 7:08 p.m.

Councilmember Scoble then made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to approve T 2023-05.

The Text Amendment as approved follows:

Amendment T 2023-05

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

AN ORDINANCE AMENDING

ARTICLE VII, SIGNS
SECTION 12, SIGNS REQUIRING PERMITS
OF THE CITY OF REIDSVILLE ZONING ORDINANCE

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I. That Article II, Section 1 Definitions, be amended to define Mobile Food Vendor, Motorized and Mobile Food Vendor, Pushcart in Article II, Section 1 “Definitions” of the Zoning Ordinance.

Mobile Food Vendor, Motorized: A person utilizing a motorized vehicle, or trailer, operating for the purpose of preparing food and or selling food to the general public and is to be readily moved.

Mobile Food Vendor, Pushcart: Any non-motorized piece of equipment from which a vendor prepares and or sells food to the general public. Food pushcarts are limited to forty-five (45) inches in width, seventy-two (72) inches in length and sixty (60) inches in height. Canopies/umbrellas must be a minimum of seventy-eight (78) inches from the ground at the lowest point. Food pushcarts shall not be motorized or propelled in any manner other than the walking motion of the person operating the pushcart.

Part 2. Amend Article V, Section 2 “Table of Permitted Uses” of the Zoning Ordinance to change the existing permitted uses from “Food truck” to “Mobile Food Vendor, Motorized” and “Food pushcart” to “Mobile Food Vendor, Pushcart.”

Section 2.	Table of Permitted Uses														NOTES
	RA-20	R-20	RS-12	R-12	R-6	O&I	CB	GB	NB	HB	I-1	I-2	I-3	C	
Fleamarkets and or sale of used good when conducted within a permanent building (sale of used auto parts and accessories not permitted)							X	X		X					
Fleamarkets (commercial) and/or sale of used goods out-of-doors, provided that no sales area shall be located in any required yard and provided that parking spaces as required in the district where located shall be provided as specified in the zoning ordinance										X	X	X			Note 10
Florists and gift shops							X	X	X	X					
Food and dairy processing (excluding slaughter of animals)											X	X			
Food-Pushcarts							X	X		X	X	X			Note 40
Food-Trucks/Trailers						X	X	X		X	X	X			Note 40
Foundry casting, light weight nonferrous metal not causing noxious fumes, noise or odors												X			
Frozen food lockers											X	X			
Funeral Homes including Crematories as an Accessory Use						X		X		X					Note 33
Furniture, retail sales							X	X		X					
Game Rooms								X	X	X	X				
Golf courses, except par three or miniature courses	X	X	X	X	X										
Golf courses, par three, par two miniature courses										X	X				
Golf driving range										X	X				
Group Homes						X									
Gymnasiums, spas, fitness							X	X	X	X	X				
Hardware sales							X	X	X	X					
Hazardous waste storage transfer facility											S	S			
Home Occupations	X	X	X	X	X	X									Note 2
Homeless shelters						S		S		S	S	S			
Hospitals, sanatoria						X									
Hotels, motels							X	X		X					
Hunting Supply Sales							X	X		X	X	X			Note 35
Industrial/Corporate park											S	S			
Industrial supplies, machinery and equipment sales										X	X	X			
Internet Sweepstakes Cafe								S		S					
Laboratories, research											X	X			
Laboratories, medical, dental						X	X	X		X					
Landing pad or field for rotary wing aircraft															
Laundries									X	X	X	X			
Livestock sales barns												X			

Section 2.	Table of Permitted Uses														NOTES
	RA-20	R-20	RS-12	R-12	R-6	O&I	CB	GB	NB	HB	I-1	I-2	I-3	C	
Lock and gunsmiths							X	X	X	X					
Machine shop, welding shop											X	X			
Machine tool manufacturing												X			
Maintenance shops and yards for vehicles and equipment											X	X			
Manufacture of apparel, canvass, goods linens, domestic soft goods											X	X			
Manufacture of brick, pottery, clay products												X			
Manufacture of electrical products, precision tools and instruments											X	X			
Manufacture of flour, feeds												X			
Manufacture of industrial and commercial machinery, computer equipment												X			
Manufacture of Leather and Leather Products												X			
Manufacture of machine tools, metal fabrication												X			
Manufacture of mixing of concrete and paving material												X			
Manufacture of pharmaceutical products											X	X			
Manufacture of primary metal industries												X			
Manufacture of Rubber and Miscellaneous Plastics Products												X			
Manufacture of textiles												X			
Manufacture of transportation equipment												X			
Manufacture of wood products, furniture, paper, pulp, cardboard, etc.												X			
Medical, dental, paramedical, chiropractor offices						X	X	X	X	X					
Microbreweries							X	X		X	X	X			Note 37
Miscellaneous manufacturing												X			Note 21
Mobile food vendor, Motorized							X	X		X	X	X			Note 39
Mobile food vendor, Pushcart							X	X		X	X	X			Note 40
Mobile homes / Manufactured housing (one per lot)	X				S										Note 5
Mobile home manufacturing											X	X			
Mobile home park		S													
Mobile home sales, sale of agricultural implements, heavy machinery										X	X	X			
Modular Units (residential or Commercial)	X	X	X	X	X	X	X	X	X	X	X	X			Note 28
Monument works, stone works										X	X	X			
Motorcycle, power saw, lawn mower repair								X		X	X	X			
Movie Theaters (indoor)							X	X		X					

Part 3. Amend notes thirty-nine (39) and forty (40) of the “Notes to the Table of Permitted Uses” in Article V, Section 2 of the Zoning Ordinance, as follows.

NOTE 39 FOOD TRUCKS/TRAILERS MOBILE FOOD VENDOR, MOTORIZED

1. A Zoning Compliance Permit must be obtained for the food truck/trailer unless it is permitted as part of a Special Event that holds a Zoning Compliance Permit for said event. (Note: A business conducting a special sale is not a special event for the purpose of this Ordinance.)
2. A copy of the Zoning Compliance Permit shall be kept on the food truck/trailer at all times. The Zoning Compliance Permit must be renewed annually between July 1st and 31st in accordance with the City’s Schedule of Fees.
3. —A copy of the approved Rockingham County Health Permit, pursuant to the rules governing sanitation of restaurants and other food handling establishments must be submitted with the application for the Zoning Compliance Permit.
4. Food trucks/trailers are permitted on private property and City owned property in accordance with the requirements contained herein. Food trucks/trailers are prohibited to operate on public right-of-ways (streets) unless permitted as part of a Special Event. Food trucks/trailers are prohibited from operating on an undeveloped parcel.
5. —For each location the food truck/trailer is parked the food truck/trailer business operator must file a site plan providing compliance with requirements of this Ordinance.

6. ~~In order to operate on private property, the property owner must grant permission in writing. In order to operate on City-owned property, the City Manager must grant permission in writing. Proof of permission must be submitted with the filing of the site plan for said location.~~
7. ~~Where food trucks/trailers are located on City-owned property, the vendor must provide proof of insurance, issued by an insurance company licensed to do business in the State of North Carolina, protecting the vendor and the City from all claims for damages to property and bodily injury, including death, which may arise from the operations under or in connection with the permit. Such insurance shall name the City as an additional named insured and shall not terminate or be canceled prior to expiration date without thirty (30) days advance notice to the City. Such insurance shall afford minimum limits of:~~
- | | |
|--|------------------------|
| a. Commercial General Liability | |
| Each Occurrence: | \$1,000,000 |
| Aggregate: | \$1,000,000 |
| Products/Complete Operations: | \$1,000,000 |
| Fire Damage: | \$ 50,000 |
| Medical Payments: | \$ 5,000 |
8. ~~Minimum distances from certain elements and uses are required. Distance shall be measured in a straight line between the closest point of the proposed food truck/trailer location and the closest point of the elements described below:~~
- a. ~~Food trucks/trailers must be located at least 100 feet from the main entrance of any restaurant and/or a restaurant's accessory outdoor dining area during the operating hours of the restaurant. Except under the following circumstances:~~
- ~~The food truck/trailer is owned by the restaurant.~~

~~The food truck/trailer operator has written permission of the restaurant owner to be located within 100 feet of main entrance or outdoor dining area.~~
- b. ~~Food trucks/trailers must be parked at least 15 feet from any fire hydrant.~~
- c. ~~Food trucks/trailers must be a minimum of 15 feet from any driveway entrance. No food truck/trailer shall conduct business in a way that would restrict or interfere with the ingress or egress of any abutting property owner or tenant or become a public nuisance, increase traffic congestion, delay, or constitute a hazard to traffic, life or property or an obstruction to adequate access for fire, police or sanitation vehicles.~~
- d. ~~Food trucks/trailers shall not be located within the front yard setback of said Zoning District.~~
- e. ~~Food trucks/trailers must be located at least 500 feet from the boundary of any event under an approved Zoning Compliance Permit unless the food truck/trailer is included within said permit. Additional distance may be required by the City in order to avoid any negative impacts for the special event.~~
9. ~~Food trucks/trailers may not park in handicapped accessible parking spaces or in access or drive aisles.~~
10. ~~Outdoor seating and tables are prohibited.~~
11. ~~The food truck/trailer operator is responsible for disposing of all trash associated with the operation of the food truck/trailer. City trash receptacles may not be used to dispose trash or waste. All areas~~

relative to the food truck/trailer must be kept clean. Approved grease disposal facility must be maintained on the truck at all times. Grease and liquid waste may not be disposed in tree pits, storm drains, the sanitary sewer system or public streets.

12. ~~Food trucks/trailers may not use audio amplification.~~

13. No signage is permitted other than what is on the vehicle or trailer, with the exception of no more than one (1) portable sandwich board to be located immediately outside the vehicle. Sandwich board signs shall not exceed 8 sq. ft. per face and shall be removed at the end of the business day. Sandwich board signs shall not impede pedestrian walkways or driveways. Sandwich board signs shall not obstruct any additional parking, or accessible parking. All sandwich board signs shall comply with Article VII, Section 2 "Portable Signs" and Section 5 "Sandwich Board Signs (also known as A-Frame and T-Frame signs)" of the Reidsville Zoning Ordinance.

14. ~~Violators of said Ordinance shall be subject to penalties as provided in the Code of Ordinance Chapter 1, Section 1.8.~~

15. ~~Additional conditions may be included on the Zoning Compliance Permit by the City in order for the food truck/trailer operation to comply with the intent of this ordinance to protect the public health, safety or welfare.~~

NOTE 40 ~~FOOD PUSHCARTS~~ MOBILE FOOD VENDOR, PUSHCART

1. ~~A Zoning Compliance Permit is required for the food pushcart unless it is permitted as part of a Special Event that holds a Zoning Compliance Permit for said event. (Note: A business conducting a special sale is not a special event for the purpose of this Ordinance.)~~
2. ~~A copy of the Zoning Compliance Permit shall be kept on the pushcart at all times. The Zoning Compliance Permit must be renewed annually between July 1st and 31st.~~
3. ~~Food pushcarts are limited to forth five (45) inches in width, seventy two (72) inches in length and sixty (60) inches in height. Canopies/umbrellas must be a minimum of seventy eight (78) inches from the ground at the lowest point.~~
4. ~~Food pushcarts shall not be motorized or propelled in any manner other than the walking motion of the person operating the pushcart.~~
5. ~~Food pushcarts are permitted on private property, City owned property and public sidewalks in accordance with the requirements contained herein. Food pushcarts are prohibited from operation within public streets unless permitted as part of a Special Event. Food pushcarts are prohibited from operation on an undeveloped parcel.~~
6. ~~In order to operate on private property, the property owner must grant permission in writing. In order to operate on City owned property or sidewalk, the City Manager must grant permission in writing. Proof of permission must be submitted with the application for the Zoning Compliance Permit.~~
7. ~~A copy of the approved Rockingham County Health Permit, pursuant to the rules governing sanitation of restaurants and other food handling establishments must be submitted with the application for the Zoning Compliance Permit.~~

8. Minimum distances from certain elements and uses are required. Distance shall be measured in a straight line between the closest point of the proposed food pushcart location and the closest point of the elements described below:
- a. Food pushcart must be located at least 100 feet from the front door of any restaurant and/or a restaurant's accessory outdoor dining area during the operating hours of the restaurant. Except under the following circumstances:
 - i. The food pushcart is owned by the restaurant.
 - ii. The food pushcart operator has written permission of the restaurant owner to be located within the 100 feet.
 - b. Food pushcart must be located at least three hundred (300) feet from the grounds of any church while church is holding a religious service.
 - c. Food pushcart must be parked at least 15 feet from any fire hydrant.
 - d. Food pushcart must be a minimum of 15 feet from any driveway entrance. No food pushcart shall conduct business in a way that would restrict or interfere with the ingress or egress of any abutting property owner or tenant or become a public nuisance, increase traffic congestion, delay, or constitute a hazard to traffic, life or property or an obstruction to adequate access for fire, police or sanitation vehicles.
 - e. Food pushcarts must be located at least 500 feet from the boundary of any event under an approved Zoning Compliance Permit unless the food pushcart is included within said permit. Additional distance may be required by the City in order to avoid any negative impacts for the special event.
9. Food pushcart may not park in handicapped accessible parking spaces or in access or drive aisles.
10. The use of tables, crates, cartons, racks, chairs, or other device to increase the selling or display capacity of the food pushcart is prohibited.
11. The food pushcart operator is responsible for disposing of all trash associated with the operation of the food pushcart. City trash receptacles may not be used to dispose trash or waste. All areas relative to the food pushcart must be kept clean. Approved grease disposal facility must be maintained on the cart at all times. Grease and liquid waste may not be disposed in tree pits, storm drains, the sanitary sewer system or public streets.
12. Food pushcart may not use audio amplification.
13. No items relating to the operation of the vending may be placed anywhere other than in, on or under the pushcart.
14. The food pushcart vendor shall not solicit or conduct business with persons in motor vehicles.
15. No food pushcart or any other item related to the operation of the vending business shall lean against or hang from any building or other structure.
16. The food pushcart shall not impede, endanger or interfere with the travel upon or use of the street or sidewalk. No food pushcart may block the entrance door to any business. The food pushcart vendor shall locate outside of any designed fire lane.

~~17. Food pushcart may operate between the hours of 6 am and 10 pm, except in I-1 and I-2 if they are serving a post 10 pm shift.~~

18. No signage is permitted other than what is on the food pushcart.

~~19. Food pushcarts are only allowed on a public sidewalk within the Central Business District.~~

~~20. Where food pushcarts are located on City-owned property, the vendor must provide proof of insurance, issued by an insurance company licensed to do business in the State of North Carolina, protecting the vendor and the City from all claims for damages to property and bodily injury, including death, which may arise from the operations under or in connection with the permit. Such insurance shall name the City as an additional named insured and shall not terminate or be canceled prior to expiration date without thirty (30) days advance notice to the City. Such insurance shall afford minimum limits of:~~

Commercial General Liability	
Each Occurrence:	\$1,000,000
Aggregate:	\$1,000,000
Products/Complete Operations:	\$1,000,000
Fire Damage:	\$ 50,000
Medical Payments:	\$ 5,000

~~21. Violators of said Ordinance shall be subject to penalties as provided in the Code of Ordinance Chapter 1, Section 1.8.~~

~~22. Additional conditions may be included on the Zoning Compliance Permit by the City in order for the food pushcart operation to comply with the intent of this ordinance to protect the public health, safety or welfare.~~

ADOPTED this the _____ day of _____, 2023 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 PROPOSED REVISIONS TO THE CITY OF REIDSVILLE'S WATER SHORTAGE RESPONSE PLAN WITH APPROVAL OF THE PLAN AT THE JUNE 13, 2023 COUNCIL MEETING FOLLOWING THE RECEIPT OF ANY PUBLIC COMMENTS.

Josh Beck, Public Works Director, reviewed his May 9th memo and the Ordinance Amendment, which follow:

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Water Shortage Response Plan Text Amendments
DATE: May 9, 2023

Every five (5) years the Water Shortage Response Plan must be reviewed/updated and adopted by City Council according to G.S. 143-355(l) from the state of North Carolina. The City of Reidsville's Water Shortage Response Plan is in section 10-54 of the City of Reidsville Code of Ordinances. If the Water Shortage Response Plan must be enacted city ordinance currently requires notification through "The Reidsville Review" which is now "RockinghamNow". Text should also be added to this section that the enactment of this plan will also be communicated through CodeRED. The ordinance mentions civil penalties for residential and non-residential customers who do not abide by the restrictions in the different stages throughout the plan. The following changes to the civil penalties are to reflect current inflation and increase awareness that during times of water shortage we must do all to conserve water. Attached to this document is the proposed changes and an excel document detailing the proposed civil penalty changes.

Attached:

- Water Shortage Response Plan Proposed Civil Penalty 2023
- WaterShortageResponsePlanOrdinanceAmendments (*END OF MEMO*)

The Ordinance Amendment being proposed follows:

AMENDING THE CITY OF REIDSVILLE CODE OF ORDINANCES

AN ORDINANCE AMENDING CHAPTER 10, MUNICIPAL UTILITIES AND SERVICES SECTION 10-54 EMERGENCY WATER CONSERVATION AND RESTRICTION PLAN OF THE CITY OF REIDSVILLE CODE OF ORDINANCES

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the City of Reidsville Code of Ordinances be proposed to be amended as follows:

Part I. That Chapter 10, Section 10-54 (d)(2) & (6) and (h)(1) & (2) are hereby repealed and rewritten in their entirety as follows:

Section 10-54 (d) (2) Public notification shall be provided by employee email announcements, notices at municipal buildings, and on the city website. Requires water shortage response measures to be communicated for publication in RockinghamNow, public service announcements on local radio and cable stations, the city website, and CodeRED.

Section 10-54 (d) (6) In the event of a threat to the safety of the public water supply arising from an emergency condition in the system, the due process described in paragraphs (1)-(4) of this section may be waived. The city manager or their delegates are authorized and empowered to take whatever emergency actions necessary to safeguard the city's water supply system. The city manager will communicate to the mayor, council, and public the circumstances of the event. The city manager

and/or designee will regularly apprise the aforementioned parties of the status of the event and when normal service is restored.

Section 10-54 (h) (1) Residential users. Any residential user who shall violate any provision of this chapter shall be subject to civil penalties. Civil penalties for a violation of stage IIA, IIB and III mandatory restrictions shall be as follows: a warning for the first offense; for stage IIA, a civil penalty in the amount of one hundred dollars (\$100.00) for the second offense, a civil penalty in the amount of two hundred dollars (\$200.00) for the third and successive offenses; for stage IIB, a civil penalty in the amount of one hundred-fifty dollars (\$150.00) for the second offense, a civil penalty in the amount of three hundred dollars (\$300.00) for the third and successive offenses; for stage III, a civil penalty in the amount of two hundred dollars (\$200.00) for the second offense, a civil penalty in the amount of four hundred dollars (\$400.00) for the third and successive offenses. In stages IV or V, there shall be no warnings given for violations by residential users of the mandatory restrictions of these stages and the penalties for stage VI shall be two hundred and fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense and successive offenses; the penalties for stage V shall be three hundred and seventy-five dollars (\$375.00) for the first offense, and seven hundred dollars (\$700.00) for the second offense and successive offenses.

Section 10-54 (h) (2) Non-residential users. Any non-residential customer, who violates any provision of this chapter, shall be subject to a civil penalty except as provided in subsection (d) below. Civil penalties for a violation of any mandatory restriction of any stage of this chapter shall be as follows: for stage IIA, a civil penalty in the amount of two hundred and fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense, and one thousand dollars (\$1,000.00) for the third and successive offenses. For stage IIB, a civil penalty in the amount of three hundred dollars (\$300.00) for the first offense, six hundred dollars (\$600.00) for the second offense, and one thousand two hundred dollars (\$1,200.00) for the third and successive offenses. For stage III, a civil penalty in the amount of four hundred dollars (\$400.00) for the first offense, eight hundred dollars (\$800.00) for the second offense, and one thousand six hundred dollars (\$1,600.00) for the third and successive offenses. For stage VI, a civil penalty in the amount of five hundred dollars (\$500.00) for the first offense, one thousand dollars (\$1,000.00) for the second offense, and two thousand dollars (\$2,000.00) for the third and successive offenses. For stage V, a civil penalty in the amount of six hundred dollars (\$600.00) for the first offense, one thousand two hundred dollars (\$1,200.00) for the second offense, and two thousand four hundred dollars (\$2,400.00) for the third and successive offenses.

All other parts of Section 10-54 shall remain the same.

Part II. This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

ADOPTED this the 13th day of June, 2023, by the City Council of the City of Reidsville, North Carolina.

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

Beck said that there is a 30-day period to receive comments. As of today, no comments have been received on the plan and its proposed changes, but people can comment during the public hearing, he stated. He also noted that he had added a Civil Penalties chart to their packets and explained how the baseline was established depending on consumption during the past three years and how the phases work. (*A COPY OF THE PENALTIES CHART IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*) He said no changes are planned to the excess consumption charge.

Tonight, he noted, are changes in the language of the text amendment dealing with the change in name of the *Reidsville Review*, now *RockinghamNow*, and mentioning CodeRED. Other than that, the only other changes are the modifications to the fees as shown in the proposed chart. He said this was last modified in 2019 so it is outdated. He reviewed some of those changes, like that listed in Stage V, which was only \$100 or \$200 for a residence. He said they didn't think that was enough to grab someone's attention if we are in Stage V situation, which is the most severe. He cited several examples of a violation in Stage V.

Councilmember Scoble asked how many times have we been at Stage V? Beck said we have been fortunate in that we have never enacted this plan to his knowledge, adding that we have not only Lake Reidsville but also Lake Hunt as a backup. She asked if we had to enact this, would it be complaint driven? Beck said no, the ordinance is very clear that we must monitor the number of days of water we have, weather conditions, stream flow, etc. All of these factors determine how many days of water supply we have left, he explained, thereby, determining what stage we need to go to.

Mayor Gorham opened the floor up for public comments at 7:12 p.m. With no one coming forward, the public hearing was closed at 7:13 p.m.

It was noted that there would be further discussion and approval/vote on the ordinance at the Council's June 13th meeting.

- End of Public Hearings -

ORDINANCE AMENDMENTS:

CONSIDERATION OF AN AMENDMENT TO CHAPTER 4, BUILDINGS;

CONSTRUCTION AND RELATED ACTIVITIES, ARTICLE III. SWIMMING POOLS, SEC.

4-55. ENUMERATION OF SPECIFIC CONSTRUCTION REQUIREMENTS (6) TO

CLARIFY REGULATIONS REGARDING FENCING OF SWIMMING POOLS.

Jason Hardin, Planning & Community Development Manager, reviewed his May 9th 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 Manager
DATE: May 9, 2023
RE: Code of Ordinances Amendment –Swimming Pools

Staff is petitioning to clarify regulations regarding fencing of swimming pools found in the City of Reidsville Code of Ordinances. The existing language in the code regarding fencing requirements states that "All swimming pools to be constructed or which are already constructed shall be enclosed by a fence which shall be at least four (4) feet in height and which shall be of a type not readily climbable by children." There is no distinction made for above ground swimming pools as the ordinance's definition of swimming pools is as follows: "Swimming pool means any artificially constructed portable or nonportable pool capable of being used for swimming or bathing which has a depth of two (2) feet or more at any point." Therefore, allowing no room for discrepancy on above ground swimming pools which are usually temporary in nature.

The North Carolina State Building Code is less restrictive than the wording found in the ordinance and allows for above ground pools to be unfenced when the wall of the above ground swimming pool is 48 inches in height and has a ladder with locking cover or the owner may remove the ladder and secure it elsewhere in an approved manner. Many people purchase temporary pools for the summer and do not have fenced in back yard. The intent of making this distinction in the ordinance is to allow for above ground pools which meet the minimum requirements of the state building code and clarify our fencing requirements.

I recommend the proposed amendment be approved. (*END OF MEMO*)

Councilmember Scoble asked when does the State recognize that an above ground pool has become an "in ground" pool when a deck has been put around it? Noting he is not a building inspector, Hardin said even with a deck around it, the pool is still not in the ground so he thinks it would still be considered above ground. The Councilmember said even if the depth is over two feet? The Planning & Community Development Manager said he would need one of the City inspectors to answer that question. Hardin did say he showed this amendment to the inspectors before bringing it to Council.

Councilwoman Walker asked if a 13-foot chain link fence is considered climbable by children? Hardin replied he could get an answer from the inspectors, but he would not want to speculate on it.

The Mayor asked the Council's pleasure on an amendment to Chapter 4, Buildings; Construction and Related Activities?

Mayor Pro Tem Brown made the motion, "so moved," which was seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote.

The Ordinance Amendment as approved follows:

AN ORDINANCE AMENDING CHAPTER 4, BUILDINGS; CONSTRUCTION AND RELATED ACTIVITIES ARTICLE III, SWIMMING POOLS- SECTION 4-55 ENUMERATION OF SPECIFIC CONSTRUCTION REQUIREMENTS

WHEREAS, the City of Reidsville desires to clarify its regulations pertaining to fencing requirements for above ground swimming pools in the City of Reidsville Code of Ordinances.

THEREFORE, BE IT ORDAINED BY THE REIDSVILLE CITY COUNCIL:

That Article III, Swimming Pools: Section 4-55 Enumeration of Specific Construction Requirements be amended, as follows:

(6) All swimming pools to be constructed or which are already constructed shall be enclosed by a fence which shall be at least four (4) feet in height and which shall be of a type not readily climbable by children. The gates of such fence shall be of a self-closing and latching type with the latch on the inside of the gate, not readily available for children to open. However, if the swimming pool meets structural barrier height and any other requirements of the North Carolina State Building Code or the entire premises of the residence is enclosed, this provision may be waived by the building inspector upon inspection and approval of the enclosed residence.

Adopted and Approved, this the 9th day of May, 2023.

/s/ _____
Donald L. Gorham, Mayor

ATTEST:

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

PROJECTS:

CONSIDERATION OF PROJECTS PROPOSED FOR ADDITION TO THE 2026-2035 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP).

Jason Hardin, Planning & Community Development Manager, and Josh Beck, Public Works Director, came forward to present this report. Hardin reviewed his May 9th memo, which follows:

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: May 9, 2023
RE: Proposed Projects for the 2026-2035 STIP

In July (*corrected by Hardin in meeting, should be June*) of this year, the Technical Advisory Committee (TAC) through the Piedmont Triad Regional Council (PTRC) will vote to determine what projects on the current list will be added to the upcoming 2026-2035 State Transportation Improvement Plan (STIP). We are requesting council feedback on the existing projects the City submitted in 2019 to the Rural Planning Organization (RPO) and are currently on the project list.

Some background information: the STIP is the North Carolina Department of Transportation's (NCDOT) 10-year schedule for projects. I have attached a breakdown of the projects on the current 2024-2033 It is updated every two years using a process called "prioritization." The prioritization process takes input from the TAC whose voting members are able to assign points to support projects their municipality is in favor of to receive funding. The projects which score the highest in the TAC vote are given the highest priority to be included in the STIP. Projects that make it into the STIP receive priority for funding during the first six years. Those projects which do not make it into the STIP remain in the RPO project list and are prioritized either as "carry over" or "holding tank." Carry over projects may receive any leftover funding from other projects. Projects in the holding tank will remain until the TAC votes for the next STIP after two years. I have included a list of projects in the current RPO list for your review.

We are asking for council input on these proposed projects. The council is not required to take a formal vote on approving these projects. However, if council desires, it may vote to authorize

these projects to be supported for inclusion in the 2026-2035 STIP. I will be glad to answer any questions.

I. 2024-2033 STIP Projects

These are the projects on the current STIP in and around the city limit and are prioritized for funding over the next six years. No action is needed for these projects.

1. Improvements to NC 65/NC 87: West of SR 2371 (Old County Home Road in Wentworth to US 158/US 29 Business (Freeway Drive). Upgrade roadway to include bike lanes.
2. Upgrade US 29 to interstate standards.
3. Widening of Freeway Drive. This project was completed several years ago. However, NCDOT is still in the process of closing the project out.

II. RPO Projects (Proposed for 2026-2035 STIP)

These projects are currently on the RPO list and will be voted on by the TAC for recommendation of addition to the 2026-2035 STIP. We are seeking council feedback/approval on these projects.

Bicycle/Pedestrian Projects

1. South Park Drive: Construct 6' wide concrete sidewalk from Cypress Dr. to Freeway Dr.
2. Jaycee Park Greenway: Extend the Jaycee Park Greenway to connect with South Park Drive.

Highway Projects

1. US 158: Widen existing roadway from US 220 to Freeway Drive.
2. Richardson Drive: Improve intersection of South Main Street and Richardson Drive.
3. US 29 Business: Improve intersection at Water Works Road to include turn lanes.
4. West Harrison Street: Widen existing roadway from Freeway Drive to South Scales Street. *(END OF MEMO)*

(A COPY OF THE MAPS ARE ALSO HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

Hardin noted that the prioritization had stopped during the COVID pandemic and was re-established in 2020. He explained that the 2024 group of projects has been voted on by the TAC and are currently being reviewed by NCDOT now. He discussed the prioritization process in greater detail. He then reviewed the 2024-2033 projects listing in greater detail.

Hardin said that the prioritization project takes input from the Technical Advisory Committee, who are voting members. Councilman Festerman is Reidsville's voting representative on the TAC while Hardin said he is the Staff representative on the TCC. Projects are decided by the highest number of points. He said the City can decide on its points, but he was unsure how many points we will have to allocate. The recommended projects from the RPM must be approved by the NCDOT Board and NCDOT takes the recommended order into account. He said that the projects receive priority planning for the first six years. The projects that don't go into the STIP go into the carryover or the holding tank. The carryover projects may get some leftover funding while those in the holding tank are

basically just waiting for the next round, sitting there until there is another vote on them. The carryover projects are more likely to get funding than the holding tank projects unless there is some kind of emergency reprioritization; but he doesn't know how often that happens.

Hardin said that they have included list of the STIP Projects, along with a map so to see the proposed locations across the county (with the pink lines) and the ones from the City. The listing of projects is in the order they are recommending for prioritization, he stressed. Hardin said they are recommending that two projects be added to the list, which are recommended to be the top priority in their categories and are:

Bike/Ped Projects

Cypress Drive: Construct a multi-use path from Belmont Drive to the Jaycee Park Greenway crossing across Cypress Drive.

Highway Projects

US 29: upgrade to interstate standards from NC 14/158 to the Virginia state line.

Therefore, the full revised listing is:

Bike/Ped Projects

1. Cypress Drive: Construct a multi-use path from Belmont Drive to the Jaycee Park Greenway crossing across Cypress Drive.
2. South Park Drive: Construct a 6' wide concrete sidewalk from Cypress Drive. to Freeway Drive.
3. Jaycee Park Greenway: Extend the Jaycee Park Greenway to connect with South Park Drive.

Highway Projects

1. US 29: upgrade to interstate standards from NC 14/158 to the Virginia state line.
2. US 158: Widen existing roadway from US 220 to Freeway Drive.
3. West Harrison Street: Widen existing roadway from intersection at Freeway Drive to South Scales Street.
4. Richardson Drive: Improve intersection of South Main Street and Richardson Drive.
5. US 29 Business: Improve intersection at Water Works Road to include turn lanes

In discussing #4 under Highway Projects, Hardin turned the discussion over to Public Works Director Josh Beck. He noted that this is conceptual roundabout that they are looking at with NCDOT, including how to modify that and add in some additional improvements. He reiterated like Hardin did that the goal is to get onto the RPO and then be carried over to the STIP because the STIP projects will get funded in a 10-year timeframe. Part of that, Hardin said, is drumming up support from other cities.

These are the projects they are asking for, but Hardin said some of these projects have been listed for a while so they wanted Council input. A formal vote is not needed, he indicated, but they would like a “thumbs up” or something like that from Council.

Councilman Festerman thanked staff for allowing him to participate in this process. He added that while a vote is not required, he would like to have one and would put it in the form of a motion if needed. City Manager Summer Woodard said that the City Managers have been working with the County Manager to come up with the order for these projects. If Council agreed tonight, they would get this to the County tomorrow for them to put it all together.

Councilmember Scoble asked about the Bicycle/Pedestrian Project on South Park Drive. She asked if the sidewalk would be on one side of the road or the other? Beck said this would be an extension of what has already been done. He noted that part of that road is narrower so it would involve some widening of the roadway rather than just restriping, etc.

She then asked about the Jaycee Park Greenway, asking if this was behind the high school? Beck said internally, this is what they would have called the Cypress Drive multi-use path, but he said to answer her question, this would be the portion to go behind the high school and bring it around to South Park. Councilman Festerman asked if that would require right-of-way acquisition? Beck said that would be hard to say at this time. He indicated that there would probably have to be some easements, either temporary construction or permanent easements, but he would hate to say at this time.

Councilman Festerman made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to accept the recommendations as enumerated by staff.

The Mayor then called for a five-minute break. Following the break, the Council resumed its meeting.

BUDGETARY ITEMS:
CONSIDERATION OF CONTRACT WITH SANFORD HOLSHOUSER FOR STRATEGIC ECONOMIC DEVELOPMENT ACTION PLAN AND ACCOMPANYING BUDGET ORDINANCE AMENDMENT.

In making the staff report, City Manager Summer Woodard reviewed her May 1st memo, which follows:

Date: May 1, 2023
To: Mayor Donald Gorham & City Council
From: Summer Woodard, City Manager
Subject: **Sanford Holshouser Economic Development Consulting Proposal**

After meeting with Sanford Holshouser and discussing the recruitment process for the City of Reidsville’s Economic Development Director position, it was brought to my attention that the City does not have a Strategic Economic Development Action Plan. This plan is vital for the City’s future economic growth. A Strategic Economic Development Plan examines and makes recommendations as to the industrial sectors that would be well suited for Reidsville. This plan would also examine utility

improvements that may be needed, strategies for small business growth, residential growth and a business retention and expansion program.

The City of Reidsville needs a Strategic Economic Development Plan to ensure we are growing in all the areas we need to grow in. This would be a great tool for the City and our next Economic Development Director to have in their toolbox.

I have attached a copy of the proposal for a Strategic Economic Development Plan from Sanford Holshouser. This plan can be done in conjunction with the hiring search for our Economic Development Director. The total cost for a Strategic Economic Development Plan is \$30,500, plus expenses. We currently have this funding in the Economic Development budget due to the City not contracting with Retail Strategies and salary savings.

If you have any questions, please don't hesitate to reach out to me. *(END OF MEMO) (A COPY OF THE PROPOSAL IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)*

After reviewing the memo, City Manager Woodard turned the discussion over to Mac Williams, the City's Economic Development Consultant through Sanford Holshouser to explain what such a strategic plan entails. Noting he had been in Reidsville for about two months doing the bridge management as the City looks to hire its new Economic Development Director, Williams said his experience here has been wonderful. Staff has been welcoming and including him, he noted, and everyone has been very responsive whenever he has needed anything. He said with the energy in the building, etc., you can tell things are happening in Reidsville. He thanked everyone for the welcome he had received. Whoever comes in to fill Jeff Garstka's role is coming into a nice situation and good people to work with, he added.

Williams said it has also been helpful for him to be here the last two months to get a better feel for what the job entails. He then discussed that there would be an overlap between the bridge management and the SEDP, which is a five-month process. He talked of their process, which includes getting input from the Manager, Council, staff and who they think he should talk to in order to get feedback on what the community should look like, what they should be focusing on and what their priorities should be. He said he would probably do most, if not all, of the 15 individual interviews and then there would also be three small focus groups. He listed topics, such as transportation, industrial development, labor force, etc., they would be looking at in these groups to determine how Reidsville can better situate itself to be more competitive. These discussions would be done over the course of about two months and will be an interactive process, he continued, which will help narrow and perhaps shorten the search time for the ED Director. Once approved, they will start immediately, Williams said. He added that, here at the end of the fiscal year, there is some flexibility in terms of payment. He said he believed their proposal stated they would get a report to the City by the end of August or September. The SEDP, bridge management and search should all be done by September 30, he said.

Mayor Gorham said, as a former coach, he saw the strategic plan as a strategic plan to win. Williams said you have a good team here, and the new person will have something to start with and something to measure them against. The Mayor also talked of giving their students something to stay home/in town for, he said.

Councilman Festerman thanked Williams for his kind words, noting that was not a surprise to him. He noted that he has also followed his career, and he feels the City is truly fortunate to have Williams'

expertise. He said Williams has done outstanding work in other areas of this state, and he believes the City will benefit from his experience.

The cost for the Strategic Economic Development Plan is \$30,500, plus expenses, Councilman Festerman said. He asked what Williams believes will be the expenses? Williams said that any additional expenses should be very little. He noted that he lives in Burlington so expenses should just be mileage and an occasional lunch, etc. He also pointed out that he is already coming here once a week anyway so that cost is already included.

Williams said additional costs are very minimal, which is one of the benefits of overlapping the SEDP and the bridge management. He said the City had also received a discount because it was combining the bridge management with the executive search. And with this third item, they are giving the City a discount on the fee for the SEDP, he added. Councilman Festerman said he was satisfied.

Councilwoman Walker made the motion to approve the Strategic Economic Development Plan, including Budget Ordinance Amendment No. 14. The motion was seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote.

The BOA as approved follows:

BUDGET ORDINANCE AMENDMENT NO. 15

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 14, 2022 which established revenues and authorized expenditures for fiscal year 2022-2023; 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 to contract for a Strategic Economic Development Action Plan;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 14, 2022 is hereby amended as follows;

Section 1. That revenue account number 10-3991-0000, General Fund Balance, be increased by \$30,500.00.

Section 2. That expense account number 10-4920-4400, Contracted Services, be increased by \$30,500.00.

This the 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

CONSIDERATION OF BIDS FOR LOWER JAYCEE PARK SPLASHPAD PROJECT WITH ACCOMPANYING BUDGET ORDINANCE AMENDMENT, CAPITAL PROJECT ORDINANCE AMENDMENT AND ARP GRANT SPECIAL REVENUES ORDINANCE AMENDMENT.

Public Works Director Josh Beck reviewed his May 9th memo on the bids received for the Splashpad Project, which follows:

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Lower Jaycee Park Splashpad Project – Consideration of Bids
DATE: May 9, 2023

On February 28, 2023, the City of Reidsville held a Pre-bid for the splashpad project following advertisement in the Greensboro News and Record. In addition, plans were sent to the eight or nine prospective bidders on the Reidsville Penn House Addition Project. On March 28, 2023, we held the first bid opening for the project. Unfortunately, only two bidders were present and all bid forms had to be returned. The project was re-advertised per state guidelines and a second bid opening was held on April 18, 2023. Bar Construction and Cirrus Construction both submitted bids again for the project with Cirrus Construction being substantially less.

Request:

Based on the bid prices and recent work completed by Cirrus Construction on the Clocktower Project, we recommend awarding the contract to Cirrus Construction in the amount of \$1,202,068. *(END OF MEMO)*

Beck noted that this had been a pretty extensive design process and he was excited to present this to Council tonight. The other bid was approximately \$250,000 more, he added. He said he felt like Cirrus had given us a good price, and the company had worked fast and did a good job for the City on the clocktower project.

Councilwoman Walker noted that this is a very close, local company as well.

Assistant City Manager of Administration/Finance Director then reviewed the associated budgetary items as outlined in his May 2nd memo, which follows:

SPLASHPAD CAPITAL PROJECT ORDINANCE

To: Summer Woodard, City Manager
From: Chris Phillips, Assistant City Manager of Administration
Date: May 2, 2023

Over the last several months, City staff have been working with City Council in planning for a splashpad. In July 2022, a capital project was established with a budget of \$1,200,000. The construction bids for the project were received on April 18, 2023. Based on the recommended bid, the budget needs to be increased by \$600,000 to \$1,800,000.

The initial \$1,200,000 was funded using American Rescue Plan Funds. Prior to that funding source, General Fund Balance had been set aside during initial project planning; there is \$500,000 available from this source. The additional \$100,000 needed can be transferred from the remaining ARP funds.

Attached is a Capital Project Ordinance Amendment to increase fund 48 by \$600,000 with the funds coming from the General Fund and the ARP Special Revenue Fund. There are two other documents attached, Budget Ordinance Amendment number 15 and ARP Special Revenue Fund Project Amendment, to complete the funding needed for this project at this time.

Please include these three budget documents for consideration on the City Council's May agenda along with awarding of the construction contract. *(END OF MEMO)*

Phillips said the recommended \$1.202 bid was a little more than what had been budgeted for the project. He said they were not surprised since most projects are coming in higher than expected. He also noted that the project grew due to inflation and scope as well, including the addition of a pump at the proposed location. He said an additional \$600,000 is needed to finish the project and award the bid. He said we already had put aside \$500,000 in the budget, which had never been released, and will need an additional \$100,000 in American Rescue Plan (ARP) funds that are still available for the project.

Phillips explained that Council will need to award the contract and also approve the three budget documents, which he explained in greater detail. Approving the budget items could be done in one motion.

Councilmember Scoble asked how did we get the professional services line item reduced? Phillips said that was just an estimate and that piece came in a little bit less.

Councilman Festerman asked Beck about the timeframe. Beck said they were very close to beginning construction, but we need the Rockingham County Health Department to give its approval before construction can begin. He said he'd like to say we would have that approval within the next 15-30 days, but there are multiple parties involved, including the park designers which are in Canada. Once we start, the contact is for six months. He will pass along to the City Manager when they are ready to start, Beck said, adding that this has been a "challenging" project. He said he truly apologized for the length of time it has taken, but they are down to just a few comments from the Health Department. He stressed that the Health Department has been great to work with, and the delays have nothing to do with them. Again, he noted that there are a lot of different parties involved, which takes additional time, etc.

Phillips said the splashpad would be open between Memorial Day and Labor Day so it probably won't be open before Memorial Day of 2024. Councilmember Scoble said it appears to just be a waiting game and nothing we can do to speed it up. Beck said ideally, they should be able to work on the construction contract and final design comments at the same time. He said that there shouldn't be a massive change order involved. City Manager Summer Woodard said that one carrot they have is the final payment to Vortex, the company that is holding us up. She said she will not make that payment until we have everything we need.

Councilman Festerman made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to award the contract to Cirrus Construction.

Mayor Gorham then asked for a motion on the three budgetary items: BOA No. 15; the Capital Project Ordinance; and Grant Special Revenue Ordinance Amendment, American Rescue Plan. **Mayor Pro Tem Brown stated, "so moved," which was seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote.**

The three documents as approved follow:

BUDGET ORDINANCE AMENDMENT NO. 16

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 14, 2022 which established revenues and authorized expenditures for fiscal year 2022-2023; 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 transfer funds to the Splashpad Project Fund;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 14, 2022 is hereby amended as follows;

Section 1. That expense account number 10-4110-2609, Special Projects, be **decreased** by \$500,000.00.

Section 2. That expense account number 10-4930-5804, Transfer to Capital Projects, be increased by \$500,000.00.

This the 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

SPLASHPAD CAPITAL PROJECT ORDINANCE

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 appropriated funds and set up accounts for construction of a splashpad to be funded by American Rescue Plan (ARP) funds;

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 established/amended:

48-3988-0013	Transfer from ARP Fund	\$	100,000
48-3988-0010	Transfer from the General Fund	\$	500,000

Section 2. The following line items of expenditures are hereby amended:

48-7120-1990	Professional Services(REduced)	\$	(12,000)
48-7120-5800	Construction	\$	612,000

Section 3. The City Manager and Finance Director are hereby granted all necessary authority to carry out this project, including the approval of payment requests as earned under approved contracts, to approve change orders in each contract as long as said change orders amount to less than \$25,000 each, to transfer funds from the established Contingency Fund to cover such change orders and cost overruns. The Finance Director is authorized to make temporary loans to this capital project from the General Fund in order to cover costs before receipt of revenues and to establish an acceptable cash flow.

This the 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

GRANT SPECIAL REVENUE ORDINANCE AMENDMENT

AMERICAN RESCUE PLAN

WHEREAS, North Carolina General Statute 159-26(b)(2) requires the establishment of a Special Revenue Fund to account for expenses and revenues that are grant funded; and

WHEREAS, the Mayor and the City Council of the City of Reidsville established a grant fund for the American Rescue Plan funding; and

WHEREAS, the Mayor and the City Council of the City of Reidsville desire to amend the grant fund to allocate funding for the Splashpad project;

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

Section 1. The following expenditure accounts are hereby established/amended:

13-9800-0002	Transfer to General Fund Playground	\$	100,000
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Section 2. The City Manager is hereby granted all necessary authority to carry out the use of these funds. The Finance Director is authorized to make temporary loans to this grant project fund from the General Fund in order to cover costs before receipt of revenues and to establish an acceptable cash flow.

This the 9th day of May, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

PRESENTATION OF PROPOSED 2023-2024 FISCAL YEAR BUDGET WITH PUBLIC HEARING TO BE HELD JUNE 13, 2023.

City Manager Summer Woodard first thanked Council for letting her work on putting this budget together. She thanked staff and Management Team for their work and making sure the needs of their constituents are met. She gave a special thank you to Assistant City Manager Haywood Cloud Jr. for his guidance and a special thank you to Assistant City Manager/Finance Director Chris Phillips for his great work as always. She thanked City Clerk Angela Stadler and Deputy Clerk Latasha Wade for making sure that what Council has is complete.

Manager Woodard then reviewed the highlights of the proposed FY 2023-2024 budget in the following outline:

Budget Highlights:

- The Total City budget for Fiscal Year 2023-2024 is \$33,398,450. This is an increase of 5.16 % from the current adopted fiscal year (\$31,759,750).
- Property taxes are recommended to stay at the current tax rate of \$0.739 cents per \$100 assessed valuation.
- Water and Sewer utility rates are recommended to stay at the current rate. No increase is proposed for Fiscal Year 2023-2024.
- A small fee increase in the City’s Fee Schedule is recommended for advertising, Penn House venue rental and Community Development.

Revenue Projections: General Fund

- Sales Tax is projected to increase \$486,550. This increase is based on current revenue projections the City is receiving in Sales Tax.
- Interest Income is projected to increase \$400,000. This increase is based on current revenue projections and the federal government increasing interest rates.
- There was an increase in revenue in the School Resource Officer (SRO) reimbursement of \$100,000. This increase is based on the additional School Resource Officer at Moss Street Elementary School.
- Current Year Ad-Valorem Taxes is projected to increase \$71,900. This based on current revenue the City is receiving.

Revenue Projections: Water & Wastewater Fund

- The Utility Charge line item is projected to increase \$100,000. This is due to the contractual agreement the City of Reidsville has with the City of Greensboro. This increase is due to inflation costs.
- Interest Income is projected to increase \$240,000. This increase is based on current revenue projections and the federal government increasing interest rates.

Personnel:

- This budget proposes a three (3) percent COLA for all full-time positions.
- Funds are also budgeted for the City's Pay Plan Implementation for the "All Other Group."
- This budget also includes funds to begin a new three (3) year cycle, the first year of which covers the Police Department. This will also include a Compression Study for this group.
- The City's health insurance increased six (6) percent. Employees and retirees-only coverage is covered by the City at 100%.
- This budget includes one (1) floating holiday for all full-time employees.

Personnel Expenditures:

- This budget includes expenditures for a total of 197 full-time positions between all funds.
- Three (3) new positions are proposed in this budget. Positions are listed below:
 - One (1) new full-time Lieutenant position for the Police Department. This position would be directly responsible for overseeing the City's Student Resource Officers (SROs) and revitalizing our Community Watch program. This position would also oversee the Lake Warden and Downtown Officer positions.
 - One (1) new full-time Lab Supervisor position for the Water Treatment Plant.
 - Moving one (1) part-time position to a full-time position at the Penn House.

Capital Outlay Requests:

- The proposed budget for Fiscal Year 2023-2024 does not include any capital outlay requests. This was necessary in order to balance the proposed budget.
- Capital Outlay requests for \$1,086,046 in the general fund is recommended utilizing the expected revenue and or expenditure surpluses for the 2022-2023 budget year. Please see page A-9 in your budget books.
- Capital Outlay requests for \$26,000 in the Parks & Recreation fund is recommended utilizing the expected revenue and/or expenditure surpluses for the 2022-2023 budget year. Please see page A-10 in your budget books.
- Administration is not comfortable recommending any carryover funding to fund Capital requests in the Water and Sewer Fund at this time. This fund will be extremely tight this current fiscal year due to inflation and current project costs.

New Fire Department Truck Request:

- The Capital Outlay for a new fire truck in for \$970,000 has been removed from the Capital Outlay.
- City Administration recommends paying the current fire truck debt off in the amount of \$240,000, which would open up additional financing options.
- It takes approximatively four (4) years to build a new fire truck. The City would need to agree to purchase the new fire truck by July 1, 2023 in order to secure the \$970,000 price that has been quoted. City Administration will be bringing this item to the June 13, 2023 City Council meeting for consideration.

PUBLIC COMMENTS.

Griggs Historical Marker Discussed.

Valencia Abbott of 1013 Rosemont Drive, Reidsville, came forward with a prepared statement to talk about two historical markers that have been awarded to Rockingham County for the United States Supreme Court case of Griggs vs. Duke Power Co. This case with its Rockingham County origins was when, in 1966, 14 African-American employees of Duke Power Steam Station in Draper filed a complaint with the EEOC. She noted that this was two years before the assassination of Martin Luther King Jr. and 11 years after the murder of Emmitt Till so this is to put the courageous act of those 13 that would become plaintiffs in context. James Martin would get a promotion and is the only one she has documented with some college education. So, it was more than signing a note and placing it on the supervisor's desk, she said.

The Civil Rights Trail Marker will be located at the MARC, and the State Historical Marker will be between the hospital and the library in Eden. So even though the markers will not physically be in Reidsville, the connection to our City is clear, for if not for the action of James Arthur Griggs, then the president of the Reidsville Branch of the NAACP, and Willie Boyd, who became the official spokesperson for the group and later would be the president of the Reidsville Branch of the NAACP, this moment in history may not have occurred, she said.

Ms. Abbott said she was here this evening to inform you about the honor that has been bestowed on Rockingham County and to solicit support for the next couple of months as they plan the dedication ceremonies. She informed Council that the Civil Rights Historical Marker dedication ceremony is scheduled for August 1, and the State Historical Marker is planned for October. This case is a continued legacy that opened workplaces nationwide and removed barriers for African-Americans, women and other groups. It is a growing legacy that will fuel local tourism and education. Just last week a historian from Georgetown University made a request for a visit here to gain more information about the Griggs vs. Duke Power Company case, she stated.

She said the NC Highway Historical Marker program is one of the oldest such programs in continuous operation in the United States. And the last thing to note is that during her research, she discovered that Rockingham County has around 25 NC State Historical Markers and only two represent the culture and history of people and color, she noted.

CITY MANAGER'S REPORT:

City Manager Summer Woodard highlighted several areas of her written May City Manager's Report, which follows:

Date: May 1, 2023
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: City Manager's Monthly Report

Projects & City Updates:

- The Sesquicentennial celebration for the Month of May will include our Roaring 1920s lawn party at the Penn House. This will be Saturday, May 13th, from 2:00 p.m. to 5:00 p.m. Also, the Police Department will have an Open House on Wednesday, May 17th from 4:00 p.m. to 7:00 p.m.
- Bus Stop Shelters - We will be having a ribbon cutting on May 31st at 12:00 p.m. at the bus stop shelter located at the Library in downtown Reidsville.
- The Streetscape Project is nearing completion. Paving and restriping were completed last week. City staff has recounted the parking spaces and we are delighted to report that the City did not lose any parking spaces with the new Streetscape. She added that there are 574 spaces in the downtown area. We also received notification last week that the fiber installation is complete, and we have notified the next contractor that they can begin installation of the cameras and City WiFi. City staff are installing the hanging baskets over the next week or two. Weather permitting, the landscaper will begin installing the crepe myrtles this week and plant the annuals once the baskets are complete and there's no chance of future frost. The new benches and trashcans are scheduled to arrive this week and will be installed shortly. Public Works has met with the street printing contractor and they have ordered all the necessary material with a tentatively start date of 2-3 weeks. She updated that the street restamping should start around May 15th. Once the trees are installed, the electrical contractor will finalize the tree up-lighting.
- The City of Reidsville and the Chamber of Commerce will be partnering on a series titled "Learn How to Place Your Bet on Reidsville." The series will be a three (3) part series. The first series will be May 18th from 8:30 a.m. to 10:30 a.m. at the Penn House. This event will have a networking breakfast and feature success stories from panelists or local entrepreneurs. The second event is June 15th from 11:30 a.m. to 1:00 p.m. and will be a lunch-and-learn event. The third event will be September 21st from 8:30 a.m. to 10:00 a.m. and will be an expo and matchmaker event.
- The City of Reidsville Employee Appreciation Event will be Saturday, May 20th from 11:00 a.m. to 3:00 p.m. at Lake Reidsville. The "2022 Employee of the Year" will be announced at this event.
- The Manager Listening Series will be a listening series for our teammates to have the opportunity to engage with the City Manager and Assistant City Managers on topics that relate to local government. Each series will be from 12:00 p.m. to 1:00 p.m. and will include a local government topic, audience participation and lunch. There will be four (4) series, and each series will be located at a City facility. All employees are invited and encouraged to attend all series at each location. Please see information on dates, times and topics under the Miscellaneous tab in the agenda packet.

Events/Meetings Attended:

- 4/3 - Meeting with NCDOT to discuss STIP projects, meeting with Luckies Baseball General Manager, and attended Franchise meeting.
- 4/4 - Budget meetings with Human Resources and Fire Department. Also met with McGill Engineering to discuss Wastewater Projects.
- 4/4 - Budget meetings with Public Works, Marketing and Penn House.
- 4/11 - Budget meetings with Community Development and Economic Development. Also, attended the City Council special meeting and regular meeting.
- 4/12 - Management Team monthly meeting. Also attended ribbon cutting at Tri-State Steel. Budget meetings with Main Street and IT Department.
- 4/13 - Budget meetings with Administration and Parks & Rec. I also hosted the Managers monthly luncheon. I also attended the Salt Barn Mural ribbon cutting.
- 4/14 - Budget meetings with Finance and Police Department.
- 4/17 - Attended Employee Appreciation Committee meeting.
- 4/18 - City Council budget work session.
- 4/20 - Attended the "Reside in Reidsville" event at Market Square.
- 4/21 - Met with staff to discuss STIP and RPO projects.
- 4/22 - Attended Founders Day open house at Governor Reid House.
- 4/24 - Attended Employee Appreciation Committee meeting.
- 4/25-4/28 - Attended the NCLM City Vision Conference in Concord, NC.
- 4/29 - Attended the Human Relations CommUNITY Event. (*END OF REPORT*)

COUNCIL MEMBERS' REPORTS.

Mayor Pro Tem Brown

Mayor Pro Tem Brown reported attending the following events: 4/25-4/28, NCLM CityVision Conference in Concord; 5/6, Observed Youth Soccer Games at Lake Reidsville; 5/9, McLaurin Good Neighbor Association Meeting.

Councilwoman DeJournette

Councilwoman DeJournette reported attending the following events: 4/11, Special City Council Meeting; 4/11, RDC Business Meeting via zoom; 4/11, City Council Meeting; 4/12, Tri-State Steel Ribbon Cutting-Integrated steel into the building design; 4/12, Reidsville Franchise Panel Meeting-Reidsville Chamber of Commerce; 4/13, Salt Barn Ribbon Cutting; 4/18, City Hall Budget Meeting; 4/20, Reside in Reidsville Gathering at Market Square; 4/21, Farm Bureau Ribbon Cutting; 4/25-4/27, NCLM CityVision Conference in Concord; 4/29, Multicultural Day at Market Square.

Reidsville Chamber of Commerce Report

Chamber President Diane Sawyer reported on the following upcoming events: May 12 @ 5 p.m., Reidsville Night-Greensboro Grasshoppers; May 18 @ 8:30 a.m., Learn How to Place Your Bet on Reidsville; May 20 @ 4 p.m.; Leadership Rockingham-Applications are due by 7/14/23-Program Begins September 13, 2023; July 13 @ 4 p.m., Reidsville Chamber Ice Cream Social; upcoming ribbon cuttings, 9 a.m. on May 16, The Destination Magazine @ 140 S. Scales Street (Reidsville Chamber); 12 noon on May 22, Used Powersports, LLC @ 1906 Freeway Drive; 12 noon on JT's Yogurt and Bake Shoppe @ 1428 Freeway Drive; 12 noon on May 31, Reidsville Library Location; 12 noon on June 13, Reality One Group Results @ 1309 Freeway Drive, Suite 3; 12 noon on July 31, Wezzy's Bakery, Reidsville Chamber of Commerce. She welcomed the following new members: William Hairston (Individual Member); Wentworth PTA Ball Program; Jacob's Detailing and

concluded by noting that the June Coffee and Connections will be hosted by JT's Yogurt and Coffee Shop, June 1, 2023, 1428 Freeway Drive, 9-10 a.m.

Councilmember Scoble

Councilmember Scoble reported attending the following events: 4/12, Tri-State Steel Ribbon Cutting; 4/13, Kiwanis Club; 4/18, Special City Council Meeting; 4/19, Global Markets-Greensboro, NC-NC Dept of Commerce; 4/20, Kiwanis Club with Speaker-Summer Woodard; 4/20, Reside in Reidsville-Market Square; 4/21, Ginny Brooks' Funeral; 4/21, Farm Bureau Ribbon Cutting; 4/25-4/28, NCLM CityVision Conference.

Councilman Hairston

Councilman Hairston reported attending the following; 4/25-4/28, the NCLM CityVision Conference in Concord; 4/12; Tri-State Steel Ribbon Cutting; 4/16, Invited to offer the School Board Prayer; 5/4, Participant in the National Day of Prayer at City Hall.

Councilwoman Walker

Councilwoman Walker reported attending the following; 4/12, Tri-State Steel Ribbon Cutting; 4/13, Salt House Ribbon Cutting; 4/18, Budget Meeting-City Hall; 4/20, Reside in Reidsville-Market Square; 4/22, Governor Reid Founder's Day; 4/25-4/28, NCLM-Concord/Conference; 4/29, CommUNITY Celebration-Market Square; 4/29, Ribbon Cutting of Habitat House at Maple Avenue; 5/4, Chamber Coffee-Chez Lindsey; 5/5, Downtown Friday; 5/6, Shred Event-Appearance Commission Meeting-City Hall; 5/6; Lantern Festival-Lake Reidsville; 5/7, Community Baptist Celebration-50 Years of School; 5/8, Meeting with City Manager Summer Woodard, Mayor Donald Gorham, and Pastor Andrew Brown.

Councilman Festerman

Councilman Festerman reported attending Lt. Marvin Williams' funeral. Williams passed away on April 22nd. He said Marvin was a true lieutenant of the police department and it was his honor to serve with him for 30-plus years. Councilman Hairston added that Williams was a true advocate for Reidsville. He was most delighted that his son and grandson chose to become City employees. That's a third generation City-employed family. Councilman Festerman also reported attending Ginny Brooks' funeral. He said she was very proud to be selected as the Reidsville Downtown Champion.

Mayor Gorham

Mayor Gorham reported attending the following events: 4/12, Ann Ruston Community Watch Meeting with RPD; 4/13, Kiwanis Club meeting; 4/13, Salt Barn Mural Ribbon Cutting; 4/14, Showed a potential buyer two empty buildings in Reidsville; 4/20, Attended Reside in Reidsville; 4/21, Farm Bureau Ribbon Cutting; 4/22, Governor Reid House Tour; 4/25, City Storage Ribbon Cutting; 4/26, attended a Reidsville High School Baseball Game; 4/27, ABC Board Meeting; 4/27, Kiwanis Club Meeting; 4/29, Habitat for Humanity Celebration on Maple Street; 4/29, Human Relations Commission CommUNITY Celebration; 5/1, Met with Annie Penn's New President, Mark Gordon; 5/4, Day of the Prayer at City Hall; 5/8, Met with Admin Team; 5/9, Met with Admin Team & the Chamber President.

MOVE TO THE FIRST-FLOOR CONFERENCE ROOM FOR A CLOSED SESSION TO CONSULT WITH AN ATTORNEY TO PRESERVE THE ATTORNEY-CLIENT PRIVILEGE AND TO DISCUSS A REAL ESTATE MATTER PURSUANT TO NCGS 143-318.11(A)(3)&(5).

Councilman Festerman made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to go into closed session under G.S. 143-38.11(a)(3) and (5).

Mayor Gorham said Council would not be returning to open session for any discussion.

MOTION TO ADJOURN.

Upon return to open session, Councilman Festerman made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 9:27 p.m.

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

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: June 13, 2023
RE: Text Amendment T 2023-06

The City has been petitioned by Southbury Development, LLC. to amend Article V, Section 4 “Table of Area, Yard, Height Requirements” to reduce the front yard setback requirement for Single Units in the Residential-12 (R-12) zoning district from thirty-five (35) feet to twenty-five (25) feet. Staff has evaluated the front yard setback requirements for other municipalities around the Triad and found the standard to be between twenty (20) and thirty (30) feet, therefore we view the proposed text amendment is reasonable.

There is a considerable need for new housing in Reidsville. The most recent shifts in the development community are preferences for setbacks to be as low as possible to maximize the number of houses. There is also an ongoing movement at the national level of City Planners to move away from large lot zoning with extensive setbacks. Large front yards are symptomatic of post-1940 architecture. Pre-1940, buildings, including houses, were built much closer to the street which formed a sense of enclosure when walking through a neighborhood. Hence, historically small setbacks were the standard and there is now a push to return closer to the pre-1940 style of building homes.

The Planning Staff recommend adoption of the proposed text amendment.

PLANNING BOARD RECOMMENDATION:

The Planning Board unanimously recommended the text amendment be approved.

Enclosure



City of Reidsville, North Carolina
Department of Planning & Community Development
230 West Morehead Street
Reidsville, NC 27320
336-349-1065
CommunityDevelopment@reidsvillenc.gov

APPLICATION FOR ZONING TEXT CHANGE

Date Submitted: 3/30/2023 Application No.: _____ (Office Use)

(1) Applicant Information

Name: Southbury Development, LLC

Address: 20 Cochrane Castle Circle Pinehurst, NC 28374

Daytime Telephone No.: 760-567-5039

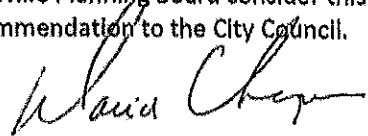
(2) Applicable Section of the Zoning Ordinance: Article V, Section 4 Table of Area, Yard, and Height Requirements - Single Unit - Front Yard Depth in Feet - R-12 Zoning District

(3) Existing wording in text: Front yard setback 35 feet

(4) Requested wording in text: Front yard setback 25 feet

(5) Reason for requested change: The 35' setback seems excessive for such small lots and creates hardships on most lots within a cul-de-sac.

I hereby request the Reidsville Planning Board consider this application for a change to the Zoning Text and make a recommendation to the City Council.



Signature of Applicant



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

ZONING ORDINANCE TEXT AMENDMENT REPORT

DOCKET NO.: T 2023-06

REPORT

PRESENTER: Jason Hardin, Planning & Community Development Manager

REPORT

CONTRIBUTOR(S): Jason Hardin, Planning & Community Development Manager
Drew Bigelow, Planner I

PETITIONER: Southbury Development, LLC

ARTICLE/SECTION TO BE AMENDED: Article V, Section 4 "Table of Area, Yard, Height Requirements" Front Yard Setback Requirement for Single Units in R-12

REQUEST: Reduce the front yard setback requirement for Single Units in the Residential-12 (R-12) zoning district from thirty-five (35) feet to twenty-five (25) feet.

REPORT: The City has been petitioned by Southbury Development, LLC. to amend Article V, Section 4 "Table of Area, Yard, Height Requirements" to reduce the front yard setback requirement for Single Units in the Residential-12 (R-12) zoning district from thirty-five (35) feet to twenty-five (25) feet.

ANALYSIS & RECCOMENDATION: Currently, the Zoning Ordinance requires a front-yard depth of thirty-five (35) feet for Single Units in Residential-12 (R-12). We recognize that the existing thirty-five (35) foot front yard setback can create difficulties for some properties, such as those located in cul-de-sac communities. Staff has evaluated the front yard setback requirements for other municipalities around the Triad and has found the standard front yard setback being between twenty (20) and thirty (30) feet. Therefore, staff views this request to be reasonable.

The required front yard depth increases with the presence of the City right-of-way, as the front yard setback begins at the point where the parcel boundary begins following the right-of-way. For example, if there is a 10-foot right-of way from the curb extending onto the property the required front yard depth begins where the right-of way ends, leading to a front yard that is forty-five (45) feet from the curb.

There is a considerable need for new housing in Reidsville. The most recent shifts in the development community are preferences for setbacks to be as low as possible to maximize the number of houses. There is also an ongoing movement at the national level of City Planners to move away from large lot zoning with extensive setbacks. Large front yards are symptomatic of post-1940 architecture. Pre-1940, buildings, including houses, were built much closer to the street which formed a sense of enclosure when walking through a neighborhood. Hence, historically small setbacks were the standard and there is now a push to return closer to the pre-1940 style of building homes.

The Planning Staff recommend adoption of the proposed text amendment.

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

AN ORDINANCE AMENDING ARTICLE V, SECTION 4 OF THE CITY OF REIDSVILLE ZONING ORDINANCE

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I. That Article V, Section 4 “Table of Area, Yard, and Height Requirements” of the Zoning Ordinance be amended to read as follows:

Section 4: Table of Area, Yard, Height Requirements

DISTRICT	AREA IN SQUARE FEET	FRONT YARD WIDTH IN FEET	FRONT YARD DEPTH IN FEET	REAR YARD DEPTH IN FEET	SIDE YARD WIDTH IN FEET	IN FEET	ACCESSORY BUILDINGS
R-12 Single Unit (f) (f)	12,000	80	35	20	10 (a) (j) (k)	35 (b)	20% of Required rear yard; 15' from rear of principal bldg; 5' from ay lot line (e) (p)
R-12 Single Unit (i) (l)	12,000	80	25	20	10 (a) (j) (k)	35 (b)	20% of Required rear yard; 15' from rear of principal bldg; 5' from ay lot line (o) (p)

Part II. This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

ADOPTED this the _____ day of _____, 2023 by the City Council of the City of Reidsville, North Carolina.

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

Angela G. Stadler, City Clerk



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

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, June 13, 2023, at 6:00 P.M., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Text Amendment to amend Article V, Section 4, “Table of Area, Height Requirements” of the City’s Zoning Ordinance to reduce the front yard setback requirement for Single Units in the Residential-12 (R-12) zoning district from thirty-five (35) feet to twenty-five (25) feet (T 2023-06).

A copy of the proposed text amendment is available for public inspection, by appointment, in the Office of Community Development, City Hall, weekdays from 8:30 A.M. to 4:00 P.M. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 28th day of May, 2023.

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 1-800-735-2962 (TT).

**Rockingham Now Publish Dates: Sunday, May 28, 2023
Sunday, June 4, 2023**

Rockingham Now Classified Dept.: Bill CC (City Council)



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

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: June 13, 2023
RE: Docket No. CZ 2023-01

Cable Enterprises, LLC is petitioning to rezone a parcel located on Sherwood Drive (Register of Deeds Office Plat Book 94, Page 89 - Area 1) from Residential-20 (R-20) and Highway Business (HB) to Conditional Zoning Residential-6 (CZ R-6). The property was recently subdivided to remove the portion fronting Freeway Drive from the former Rockingham Parcel No. 167666. The property is currently split-zoned, with a small strip of land along the western portion of the parcel designated as HB, while the front portion of the parcel facing Sherwood Drive is designated as RA-20. The parcel encompasses an area of 26.267 acres.

A Conditional Zoning request amends the zoning map with site specific conditions incorporated into the amendment. This allows the developer to place voluntary conditions on the land with the intent of restricting allowable uses within the new zoning district. The applicant gets to choose which of the allowable uses for the district, in this case R-6, that they would like to impose upon the land. The applicant is requesting to allow only single-unit (single-family) houses in this Conditional Zoning district. No other conditions have been requested by the applicant, and all other development standards for an R-6 zoning district shall apply.

The applicant has provided a concept plan, as required by the Ordinance. The Planning and Community Development Manager is authorized to approve minor changes to the site vesting plan. However, major changes must go before Planning Board and the City Council for approval. Approval of this rezoning request and the attached concept plan does not imply construction approval and only vests the right to the requested permitted and development standards to be allowed in the Conditional Zoning district. All other construction approvals required by law must be issued prior to the commencement of any construction.

This proposed conditional rezoning aligns with Goal #3 of the Reidsville Land Development Plan, to expand housing. This includes expanding the housing stock and providing a variety of housing options that are attractive and affordable to people of all income levels. This property is located in Growth Management Area #3 of the Land Development Plan, which is to be primarily for residential development. The proposed conditional rezoning is in line with the surrounding land use. The rezoning is consistent with the City's Land Development Plan and is reasonable and in the public interest of the community based on the information provided in this report.

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

Below are suggested motions to either approve or deny the proposed zoning map amendment depending on the position Council wishes to take on the case.

APPROVE

“I make a motion to **APPROVE** the proposed rezoning for the specified parcel 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 **DENY** the proposed rezoning for the specified parcel 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.”



No. _____

CITY OF REIDSVILLE, NC CONDITIONAL ZONING APPLICATION

APPLICANT INFORMATION:

Name(s): Cables Enterprise, LLC

Address: 7077 MCLEANSVILLE RD
BROWNS SUMMIT NC 27214-9716

Daytime Telephone No.: 336-339-2627

PROPERTY OWNER INFORMATION:

Name(s): Same as above

Address: _____

Daytime Telephone No.: _____

PROPERTY INFORMATION:

Rockingham County Tax Parcel Number: 799415646359

Property size in acres (sq. ft. if less than one (1) acre): 26.267

Property street location: Sherwood DR

Current use of property: 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.

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.

Richard Taft Cable

Property Owner Signature

Richard Taft Cable

Property Owner Name Printed

Name of Firm (if applicable)

6903 Maynard Rd

Mailing Address

Summerfield NC 27358

City, State and Zip Code

Representative's Signature (if applicable)

Representative's Name Printed

Name of Firm (if applicable)

Mailing Address

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.

Richard Taft Cable

Applicant(s) Signature

Richard Taft Cable

Applicant(s) Name Printed

ADDITIONAL SIGNATURES PAGE (Add As Needed):

Property Owner Signature

Representative's Signature (if applicable)

Property Owner Name Printed

Representative's Name Printed

Name of Firm (if applicable)

Name of Firm (if applicable)

Mailing Address

Mailing Address

City, State and Zip Code

City, State and Zip Code

Property Owner Signature

Representative's Signature (if applicable)

Property Owner Name Printed

Representative's Name Printed

Name of Firm (if applicable)

Name of Firm (if applicable)

Mailing Address

Mailing Address

City, State and Zip Code

City, State and Zip Code



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

REZONING REQUEST STAFF REPORT

DOCKET NO.: CZ 2023-01

PRESENTER: Jason Hardin, Planning & Community Development Manager

CONTRIBUTING STAFF: Jason Hardin, Planning & Community Development Manager
Drew Bigelow, Planner I

PETITIONER: Cable Enterprises, LLC.

OWNER(S): Cable Enterprises, LLC.

REQUEST: Rezone property from Residential-20 (R-20) & Highway Business (HB) to
Conditional Zoning Residential-6 (CZ R-6)

LOCATION: Sherwood Drive, Rockingham County Tax Parcel # 167666 (New # Pending)

PUBLIC NOTICE MAILED: May 5th, 2023

PUBLIC NOTICE POSTED ON PROPERTY: May 5th, 2023

PUBLIC NOTICE PUBLISHED IN NEWSPAPER: May 7th, 2023

SITE INFORMATION

Tax Parcel Number(s): Pending

Site Acreage: 26.267

Current land uses: Vacant

Availability of Water: Yes

Availability of Sewer: Yes

Is the site located in the Jordan Lake Watershed? Yes

Is the site located in the Troublesome Creek Watershed? No

Is the site located within a floodplain? Yes

Is the site located within a historic district? No

What is the topography of the property? Slightly Sloped

Is there a stream on the property? Yes

ZONING COMPABILITY ANALYSIS

North: Residential-20 (R-20) and Highway Business (HB)

South: Conditional Zoning Residential-6 (CZ R-6)

East: Residential-20 (R-20) and Conditional Zoning Residential-12 (CZ R-12)

West: Highway Business (HB)

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

COMMENTS: Yes, there is an abutting lot to the south that is zoned Conditional Zoning R-6. The proposed zoning districts land use is in alignment with the surrounding area.

CONSISTENCY WITH ADOPTED PLANS

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

COMMENTS: Yes, GMA 3 prioritizes residential development.

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

COMMENTS: Yes, the proposed rezoning is reasonable as it is in alignment with the surrounding land use, and it is in the public interest as it will help to address the existing housing shortage in Reidsville.

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

COMMENTS: No, single family residential development is characteristically low impact and the impact on Sherwood drive should be minimal, if any.

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: Yes, the approval of this Conditional Zoning request will imply a vested right, allowing the developer to construct only single-unit homes on the parcel. All construction approvals required by law shall be required.

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

Cable Enterprises, LLC is petitioning to rezone a parcel located on Sherwood Drive (Register of Deeds Office Plat Book 94, Page 89 - Area 1) from Residential-20 (R-20) and Highway Business (HB) to Conditional Zoning Residential-6 (CZ R-6). The property was recently subdivided to remove the portion fronting Freeway Drive from the former Rockingham Parcel No. 167666. The property is currently split-zoned, with a small strip of land along the western portion of the parcel designated as HB, while the front portion of the parcel facing Sherwood Drive is designated as RA-20. The parcel encompasses an area of 26.267 acres.

A Conditional Zoning request amends the zoning map with site specific conditions incorporated into the amendment. This allows the developer to place voluntary conditions on the land with the intent of restricting allowable uses within the new zoning district. The applicant gets to choose which of the allowable uses for the district, in this case R-6, that they would like to impose upon the land. The applicant is requesting to allow only single-unity (single-family) houses in this Conditional Zoning district. No other conditions have been requested by the applicant, and all other development standards for an R-6 zoning district shall apply.

The applicant has provided a concept plan, as required by the Ordinance. The Planning and Community Development Manager is authorized to approve minor changes to the site vesting plan. However, major changes must go before Planning Board and the City Council for approval. Approval of this rezoning request and the attached concept plan does not imply construction approval and only vests the right to the requested permitted and development standards to be allowed in the Conditional Zoning district. All other construction approvals required by law must be issued prior to the commencement of any construction.

The Planning Staff recommend the proposed zoning map amendment be approved.



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

CONSISTENCY & REASONABLENESS DETERMINATION

The City Council has reviewed **Case CZ 2023-01**, rezoning to **Conditional Zoning Residential-6 (CZ R-6)** 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 map amendment is supported by the intent and descriptions of the **Growth Management Area 3 – Suburban**.
 - A. This parcel is located in the **Growth Management Area 3 – Suburban** according to the Reidsville Land Development Plan, and is characterized by stable, existing residential areas with an increased number of residential development.
 - B. The Reidsville Land Development Plan suggests that areas within **Growth Management Area 3 – Suburban** should generally be characterized as predominately residential.
2. The proposed action is found to be reasonable :
 - A. The subject property is surrounded by and abuts others parcels featuring predominantly residential uses (CZ R-6, CZ R-12 & R-20).
 - B. The uses allowed in the Conditional Zoning Residential-6 (CZ R-6) 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.
 - C. This rezoning request will allow for the development of single-family homes in the Conditional Zoning Residential-6 (CZ R-6) district, which would have or allow impacts similar to those of other parcels in the area.
 - D. The proposed single-unit development addresses the considerable need for housing in the City of Reidsville.



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

DRAFT MOTIONS TO APPROVE/DENY

Below are suggested motions to either approve or deny the proposed zoning map amendment depending on the position Council wishes to take on the case.

APPROVE

“I make a motion to **APPROVE** the proposed rezoning for the specified parcel 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

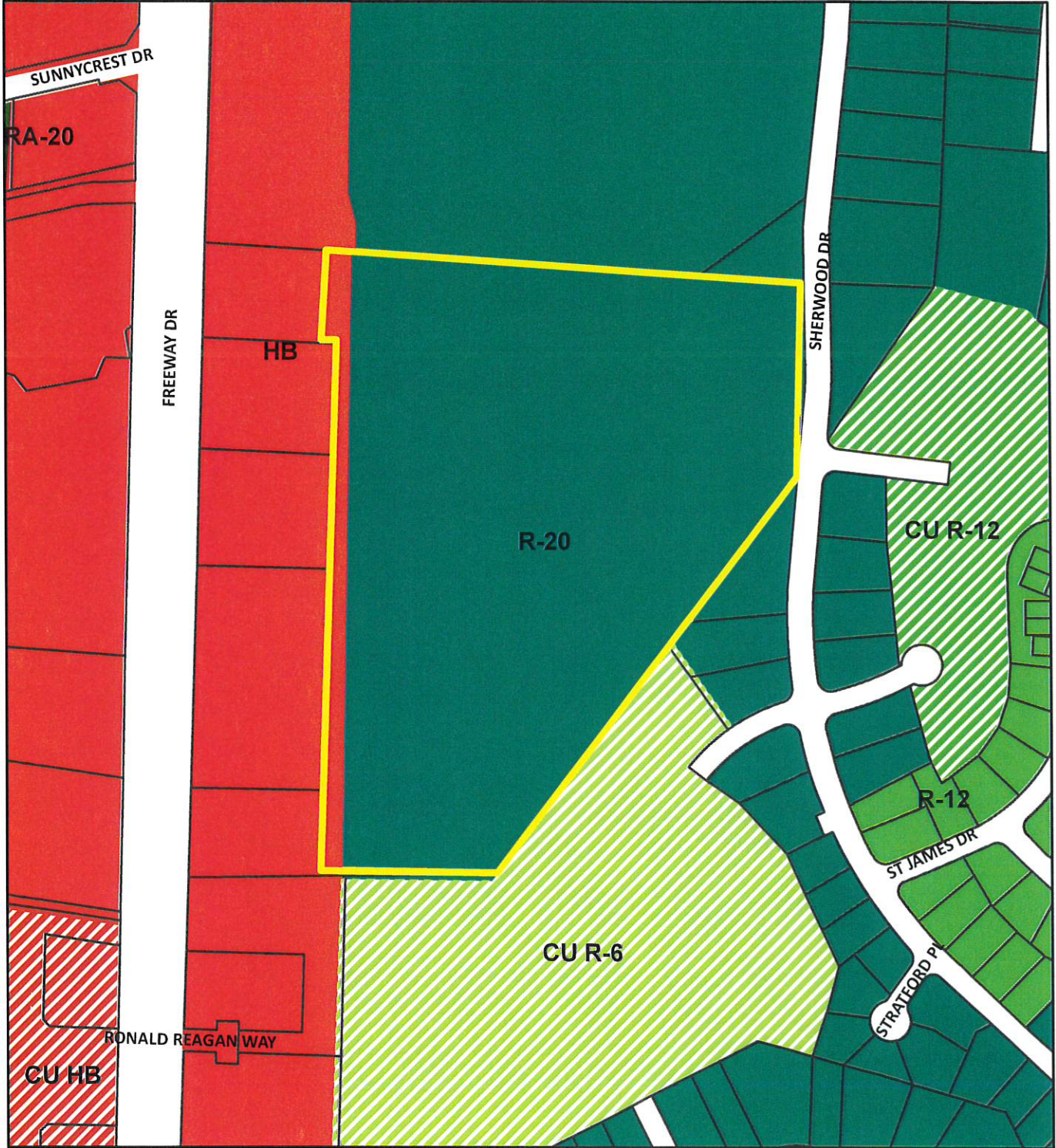
“I make a motion to **DENY** the proposed rezoning for the specified parcel to the requested zoning district based upon the **CONSISTENCY AND REASONABLENESS DETERMINATION** statements that are included in the Council agenda packet, submitted during the rezoning presentation and as may be amended, incorporated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

Request: Rezone Parcel from Residential-20 (R-20) and Highway Business (HB) to Conditional Zoning Residential-6 (R-6)

City of Reidsville, NC Zoning Districts Map



Docket No.: CZ 2023-01



Legend

- City Limits
- ETJ Boundary



Prepared by:
City of Reidsville
Planning & GIS
Date: 5/10/2023

Request: Rezone Parcel from Residential-20 (R-20) and Highway Business (HB) to Conditional Zoning Residential-6 (R-6)



City of Reidsville, NC Aerial Map



Docket No.: CZ 2023-01



Legend

-  City Limits
-  ETJ Boundary



Prepared by:
City of Reidsville
Planning & GIS
Date: 5/8/2023

Name1	Name2	Address	Address (2)	City	State	ZIP
KIMBERLY DALE PARKS	& OTHERS	C/O AIMEE TILLEY	PO BOX 1289	REIDSVILLE	NC	27323-1289
AMA REALTY LLC		23 S TURNER CIR APT B		COATS	NC	27521-9030
HHRI LLC		635 KING ST		REIDSVILLE	NC	27320-2208
PGP FREEWAY LLC	RJB REIDSVILLE LLC & OTR	PO BOX 17119		CHAPEL HILL	NC	27516-7119
WRIGHT COMPANY OF NC INC		PO BOX 661		EDEN	NC	27289-0661
OSVELIO MACEDO		1327 HARRISON CROSSROAD LOOP		REIDSVILLE	NC	27320-8389
WOW INVENTMENTS LLC		8400 CRICHTON CT		OAK RIDGE	NC	27310-9666
CABLES ENTERPRISE LLC		7077 MCLEANSVILLE RD		BROWNS SUMMIT	NC	27214-9716
CABLES ENTERPRISE LLC		7077 MCLEANSVILLE RD		BROWNS SUMMIT	NC	27214-9716
CHRISTOPHER L TURNER	ALLISON D TURNER	1403 SHERWOOD DR		REIDSVILLE	NC	27320-5224
THOMAS W DINGESS	TERRY B DINGESS	1405 SHERWOOD DR		REIDSVILLE	NC	27320-5224
ROSE T MCMICHAEL	KIMBERLY D PARKS & OTHERS	C/O AIMEE S TILLEY	PO BOX 1289	REIDSVILLE	NC	27323-1289
JESSICA ROSS RASH		1406 SHERWOOD DR		REIDSVILLE	NC	27320-5223
ROSE T MCMICHAEL	KIMBERLY D PARKS & OTHERS	C/O AIMEE S TILLEY	718 IRVIN FARM RD	REIDSVILLE	NC	27320-7229
WRIGHT COMPANY OF NC INC		PO BOX 661		EDEN	NC	27289-0661



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

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, June 13, 2023, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a conditional rezoning request for a vacant property located off Sherwood Drive (Register of Deeds Office Plat Book 94, Page 89-Area 1) from Residential-20 (R-20) & Highway Business (HB) to Conditional Zoning Residential-6 (CZ R-6). Richard Taft Cable of Cables Enterprise, LLC, the property owner, submitted the application (CZ 2023-01).

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 4:30 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 28th day of May, 2023.

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).

**Rockingham Now Publish Dates: Sunday, May 28, 2023
Sunday, June 4, 2023**

Rockingham Now Classified Dept.: Bill CC (City Council)



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 considering a conditional rezoning request for a vacant property located off Sherwood Drive (Register of Deeds Office Plat Book 94, Page 89-Area 1) from Residential-20 (R-20) & Highway Business (HB) to Conditional Zoning Residential-6 (CZ R-6), to be held on April 12, 2022, at 6:00 p.m. in the Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 25th day of May, 2023, 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 25th day of May, 2023.



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: Kimberly Dale Parks & Others, c/o Aimee S. Tilley
 Rose T. McMichael & Kimberly D. Parks & Others, c/o Aimee Tilley
 AMA Realty, LLC
 HHRI, LLC
 PGP Freeway, LLC, RJB Reidsville, LLC & Other
 Wright Company of NC, INC
 Osvelio Macedo
 WOW Investments, LLC
 Cables Enterprises, LLC
 Christopher L. Turner & Allison D. Turner
 Thomas W. Dingess & Terry B. Dingess
 Jessica Ross Rash

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

DATE: May 28, 2023

SUBJ: **Public Hearing – June 13, 2023**

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, June 13, 2023, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a conditional rezoning request for a vacant property located off Sherwood Drive (Register of Deeds Office Plat Book 94, Page 89-Area 1) from Residential-20 (R-20) & Highway Business (HB) to Conditional Zoning Residential-6 (CZ R-6). Richard Taft Cable of Cables Enterprise, LLC, the property owner, submitted the application (CZ 2023-01).

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.

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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, Planning & Community Development Manager
DATE: June 13, 2023
RE: Voluntary Annexation Request for Parcel #148922 Located Off
Freeway Drive

Attached is a fully executed request by Richard R. Saunders III, Maida B. Hastings, Reuben M. Saunders, Clara M. Saunders Dodd, and Michael & Earleen Burch to voluntarily annex 5.94 acres located off Freeway Drive. This is a contiguous annexation.

Staff finds this petition to be valid and recommends approval of the Ordinance to Extend the Corporate Limits after the required public hearing.

Enclosures



THE CITY OF
Reidsville
NORTH CAROLINA

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

A2023-01

**AN ORDINANCE TO EXTEND THE
CORPORATE LIMITS OF THE
CITY OF REIDSVILLE, NORTH CAROLINA
Parcel #148922 Located Off Freeway Drive**

WHEREAS, the City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in City Council Chambers, 230 West Morehead Street, at 6:00 P.M. on Tuesday, June 13, 2023, after due notice by publication on Sunday, May 28, 2023; and

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

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, approximately 5.94 acres, Parcel No. 148922, located off of Freeway Drive, is hereby annexed and made part of the City of Reidsville as of August 31, 2023:

Beginning at a set iron on the southern line of David M. Vaughn and Kenneth M. Vaughn as described in Deed Book (D.B.) 1059 Pg. 2312; thence S 88°15'12" E a distance of 733.96' to a found iron on the western line of Alcan Packaging Food & Tobacco Inc. as described in D.B. 1275 Pg. 2239; thence S 00°36'01" W a distance of 339.35' to a set iron at the southwest corner of said Alcan Packaging Food & Tobacco Inc. and on the northern line of the right of way (R/W) for Freeway Dr; thence along the R/W of Freeway Sr for the following courses and distances with a curve turning to the left having an arc length of 939.94', having a radius of 5829.54', having a chord bearing of N 85°23'10" W, having a chord length of 938.92', to a found R/W monument; thence N 89°59'58" W a distance of 44.64' to a set iron at the southeast corner of the pond lot as described in P.B. 43 Pg. 78; thence along the lines of said pond lot for the following courses and distances N 00°00'00" W a distance of 59.40' to a set iron; thence N 45°32'22" E a

“Live Simply. Think Big.”

distance of 49.02' to a set iron; thence N 57°28'35" E a distance of 54.50' to a set iron; thence N 86°47'41" E a distance of 108.48' to a set iron; thence N 21°17'18" E a distance of 168.40' to the point of beginning, having and area of 5.94 acres, more or less. *Being all of Rockingham County PIN: 890300344430 as described in Plat Book (P.B.) 43 Page (Pg.) 78 (Lot 1B) recorded in the Rockingham County Register of Deeds Office.*

Section 2. Upon and after August 31, 2023, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Reidsville and shall be entitled to the same privileges and benefits as other parts of the City of Reidsville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Reidsville shall cause to be recorded in the office of the Register of Deeds of Rockingham County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Rockingham County Board of Elections, as required by G.S. 163-288.1.

Adopted this 13th day of June, 2023.

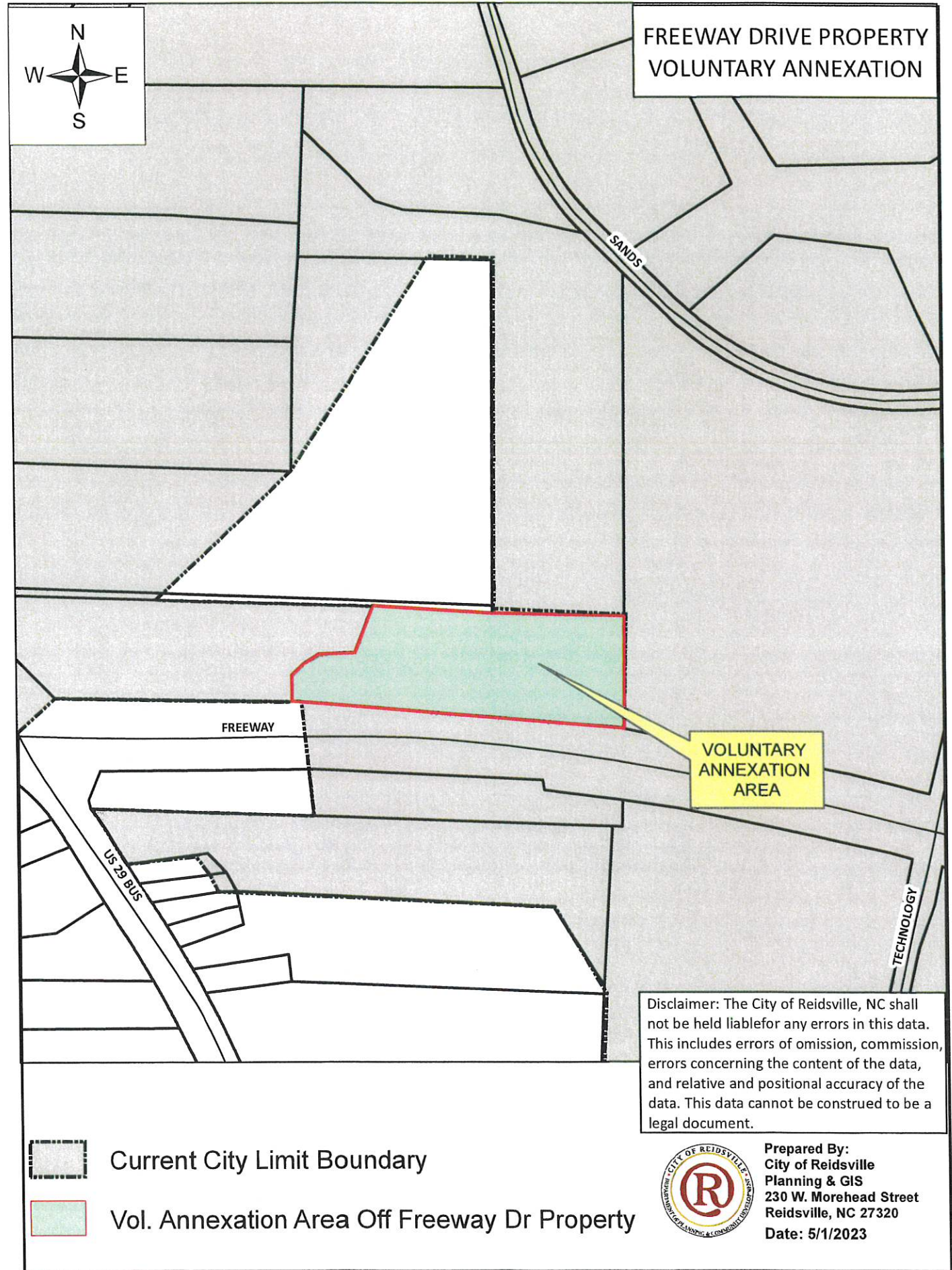
Donald L. Gorham
Mayor

ATTEST:

APPROVED AS TO FORM:

Angela G. Stadler, CMC/NCCMC
City Clerk

William F. McLeod Jr.
City Attorney





**FREEWAY DRIVE PROPERTY
VOLUNTARY ANNEXATION**



**VOLUNTARY
ANNEXATION
AREA**

Disclaimer: The City of Reidsville, NC shall not be held liable for any errors in this data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. This data cannot be construed to be a legal document.

-  Current City Limit Boundary
-  Vol. Annexation Area Off Freeway Dr Property



Prepared By:
City of Reidsville
Planning & GIS
230 W. Morehead Street
Reidsville, NC 27320
Date: 5/1/2023

PETITION FOR VOLUNTARY ANNEXATION
Contiguous Property

Date: 5/1/2023

To the City Council of the City of Reidsville, Rockingham County, North Carolina:

1. We the undersigned owners of the real property respectfully request the area described in paragraph 2 below be annexed into the City of Reidsville, N.C.
2. The area to be annexed is contiguous to the City of Reidsville, N.C. and the boundaries of such territory are as follows:

Beginning at a set iron on the southern line of David M. Vaughn and Kenneth M. Vaughn as described in Deed Book (D.B.) 1059 Pg. 2312; thence S 88°15'12" E a distance of 733.96' to a found iron on the western line of Alcan Packaging Food & Tobacco Inc. as described in D.B. 1275 Pg. 2239; thence S 00°36'01" W a distance of 339.35' to a set iron at the southwest corner of said Alcan Packaging Food & Tobacco Inc. and on the northern line of the right of way (R/W) for Freeway Dr; thence along the R/W of Freeway Sr for the following courses and distances with a curve turning to the left having an arc length of 939.94', having a radius of 5829.54', having a chord bearing of N 85°23'10" W, having a chord length of 938.92', to a found R/W monument; thence N 89°59'58" W a distance of 44.64' to a set iron at the southeast corner of the pond lot as described in P.B. 43 Pg. 78; thence along the lines of said pond lot for the following courses and distances N 00°00'00" W a distance of 59.40' to a set iron; thence N 45°32'22" E a distance of 49.02' to a set iron; thence N 57°28'35" E a distance of 54.50' to a set iron; thence N 86°47'41" E a distance of 108.48' to a set iron; thence N 21°17'18" E a distance of 168.40' to the **point of beginning**, having and area of 5.94 acres, more or less.

3. A map is attached showing the area proposed for annexation in relation to the primary corporate limits of the City of Reidsville, N.C.

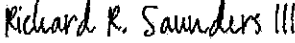
PROPERTY INFORMATION:

Location: Property off US 29 BUS

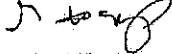
Parcel No.: 148922

Property Owner Mailing Address: Listed under each signature below.

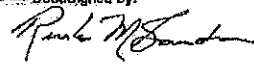
Owner Signatures:

DocuSigned by:
 4/27/2023 (Signatures)

Richard R. Saunders III
212 Kings Trail, 22A
Sunset Beach, NC 28468

DocuSigned by:
 4/27/2023 (Signatures)


Maida B. Hastings
515 Radcliffe Ave
Pacific Palisades, CA 90272

DocuSigned by:
 4/27/2023 (Signatures)


Reuben M. Saunders
304 Gordon St
Beaufort, NC 28516

DocuSigned by:
 4/27/2023 (Signatures)

Clara M. Saunders Dodd
10314 Old Carolina Dr
Charlotte, NC 28214

DocuSigned by:
 4/27/2023 (Signatures)

Michael & Earleen Burch
100A Kay St.
Carrboro, NC 27510

DocuSigned by:
 4/27/2023 (Signatures)

Received by the Planning and Community Development Manager, City of Reidsville, NC

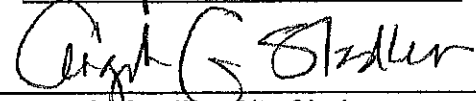
on May 1st, 2023.



Jason Hardin, Planning and Community Development Manager

Received by the City Clerk, City of Reidsville, N.C.

on May 1st, 2023.



Angela G. Stadler, City Clerk

NOTICE OF PUBLIC HEARING ON REQUEST FOR CONTIGUOUS VOLUNTARY ANNEXATION

Parcel #148922 Located Off Freeway Drive

A2023-01

The public will take notice that the City Council of the City of Reidsville will hold a public hearing at 6 p.m. on Tuesday, June 13, 2023, in City Council Chambers, 230 W. Morehead Street, Reidsville, NC, on the question of voluntarily annexing approximately 5.94 acres, Parcel No. 148922, as requested by petition filed pursuant to G.S. 160A-31 and described as follows:

Beginning at a set iron on the southern line of David M. Vaughn and Kenneth M. Vaughn as described in Deed Book (D.B.) 1059 Pg. 2312; thence S 88°15'12" E a distance of 733.96' to a found iron on the western line of Alcan Packaging Food & Tobacco Inc. as described in D.B. 1275 Pg. 2239; thence S 00°36'01" W a distance of 339.35' to a set iron at the southwest corner of said Alcan Packaging Food & Tobacco Inc. and on the northern line of the right of way (R/W) for Freeway Dr; thence along the R/W of Freeway Sr for the following courses and distances with a curve turning to the left having an arc length of 939.94', having a radius of 5829.54', having a chord bearing of N 85°23'10" W, having a chord length of 938.92', to a found R/W monument; thence N 89°59'58" W a distance of 44.64' to a set iron at the southeast corner of the pond lot as described in P.B. 43 Pg. 78; thence along the lines of said pond lot for the following courses and distances N 00°00'00" W a distance of 59.40' to a set iron; thence N 45°32'22" E a distance of 49.02' to a set iron; thence N 57°28'35" E a distance of 54.50' to a set iron; thence N 86°47'41" E a distance of 108.48' to a set iron; thence N 21°17'18" E a distance of 168.40' to the point of beginning, having an area of 5.94 acres, more or less. *Being all of Rockingham County PIN: 890300344430 as described in Plat Book (P.B.) 43 Page (Pg.) 78 (Lot 1B) recorded in the Rockingham County Register of Deeds Office.*

This the 28th day of May, 2023.

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).

Rockingham Now: Publish Date Sunday, May 28, 2023



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

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: May 30, 2023
RE: Voluntary Annexation Request for a Portion of Parcel #164335Z1 Located
off South Scales Street.

Attached is a fully executed request by Kenneth M. Vaughn, Joyce C. Vaughn, David M. Vaughn, and Xandra W. Vaughn to voluntarily annex 19.64 acres located off South Scales Street. This is a contiguous annexation.

Staff finds this petition to be valid and recommends approval of the Ordinance to Extend the Corporate Limits after the required public hearing.

Enclosures



THE CITY OF
Reidsville
NORTH CAROLINA

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

A2023-02

**AN ORDINANCE TO EXTEND THE
CORPORATE LIMITS OF THE
CITY OF REIDSVILLE, NORTH CAROLINA
Portion of Parcel #164335Z1 Located Off of South Scales Street**

WHEREAS, the City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in City Council Chambers, 230 West Morehead Street, at 6:00 P.M. on Tuesday, June 13, 2023, after due notice by publication on Sunday, May 28, 2023; and

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

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, approximately 19.64 acres, part of Parcel No. 164335Z1 located off of South Scales Street, is hereby annexed and made part of the City of Reidsville as of August 31, 2023:

Being all of that certain 19.64 acres tract of land to be annexed lying in the City of Reidsville, Rockingham County, North Carolina; and bounded by natural boundaries and/or lands owned by and/or in possession of persons, as follows: on the north and east by Citizens Economic Development, INC on the east by Alcan Packaging Food & Tobacco, INC on the south by Freeway Drive (HWY 87) and Primax Properties, LLC on the west by David M. & Kenneth M. Vaughn; said tract being particularly described by courses (according to the North Carolina Grid system) and distances according to a survey and plat prepared by FEI under the seal of Tommy W. Wright Professional Land Surveyor No. L-5262 dated April, 28, 2023, job file 08028.006, to which reference is hereby made, as follows:

“Live Simply. Think Big.”

Commencing at a 1/2" found rebar with cap at the northwest corner of Primax Properties, LLC as described in deed book (D.B.) 1598 page (Pg.) 1595 and the southwest corner of David M. & Kenneth M. Vaughn as described in D.B. 1059 Pg. 2312, said rebar having North Carolina State Plane Grid Coordinates NAD83(2011) of northing: 934604.66, easting: 1801888.33; thence along the common line of said Vaughn and Primax Properties, LLC S 89°00'22" E a distance of 552.79' to THE POINT OF BEGINNING, said point being a set 1/2" rebar having North Carolina State Plane Grid Coordinates NAD83(2011) of northing: 934595.08, easting: 1802441.03; thence N 46°21'50" E, passing a 1/2" set rebar at a distance of 35.48', a total distance of 566.98' to a 3/4" found iron pipe at the northeast corner of David M. & Kenneth M. Vaughn as described in D.B. 730 Pg. 772 (Tract 1), the southeast corner of Caitlyn Danielle Short as described in D.B. 1593 Pg. 52 (Property 1, Tract 2) and on the western line of David M. & Kenneth M. Vaughn as described in D.B. 730 Pg. 772 (Tract 2); thence N 30°43'06" E a distance of 751.56' to a 1/2" set rebar on the southern line of Citizens Economic Development, INC as described in D.B. 1094 Pg. 1868; thence along the lines of said Citizens Economic Development, INC for the following courses and distances S 88°58'06" E a distance of 227.48' to a 3/4" found iron pipe; thence S 00°29'31" W, passing a 1" found iron pipe at as distance of 1034.18', a total distance of 1058.99' to a 1/2" set rebar; thence S 88°14'39" E a distance of 400.77' to a 1" found iron pipe on at the southeast corner of said Citizens Economic Development, INC and on the western line of Alcan Packaging Food & Tobacco INC as described in D.B. 1275 Pg. 2239; thence S 00°35'05" W a distance of 338.96' to a 1 1/4" found iron pipe at the southwest corner of said Alcan Packaging Food & Tobacco INC and on the northern margin of the variable right of way (R/W) for Freeway Drive (HWY 87); thence along Freeway Drive R/W with a curve turning to the left having an arc length of 939.89', having a radius of 5829.54', having a chord bearing of N 85°24'53" W, having a chord length of 938.87', to a R/W monument; thence N 89°40'09" W a distance of 44.67' to a 1" found iron pipe at the southeast corner of said Primax Properties, LLC; thence along the lines of said Primax Properties, LLC for the following courses and distances N 00°04'49" E a distance of 59.31' to a 3/4" found iron pipe; thence N 45°29'07" E a distance of 49.02' to a 3/4" found iron pipe; thence N 57°27'45" E a distance of 54.79' to a 3/4" found iron pipe; thence N 86°46'55" E a distance of 108.41' to a 3/4" found iron pipe; thence N 21°16'17" E a distance of 168.36' to a 3/4" found iron pipe; thence N 88°13'09" W a distance of 289.40' to a 3/4" found iron pipe; thence N 89°06'03" W a distance of 177.30' to a 1/2" found rebar; thence N 89°00'22" W a distance of 213.24' to the point of beginning. *Being all of Rockingham County PIN # 890300344430, and a portion of PIN# 890300148879 and 890300340824 property of David M. & Kenneth M. Vaughn, and located at 2621 S Scales St.*

Section 2. Upon and after August 31, 2023, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Reidsville and shall be entitled to the same privileges and benefits as other parts of the City of Reidsville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Reidsville shall cause to be recorded in the office of the Register of Deeds of Rockingham County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1

above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Rockingham County Board of Elections, as required by G.S. 163-288.1.

Adopted this 13th day of June, 2023.

Donald L. Gorham
Mayor

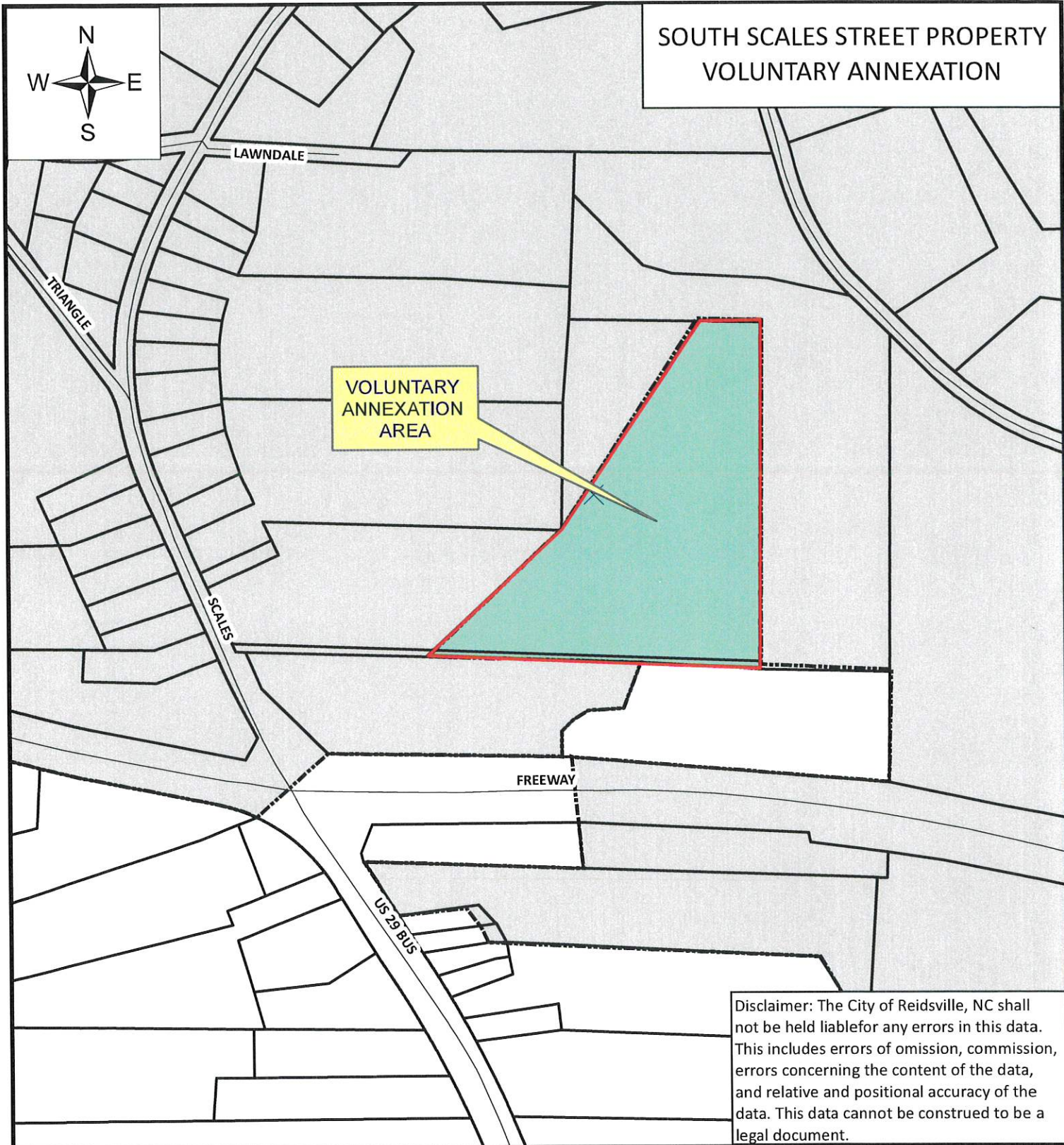
ATTEST:

APPROVED AS TO FORM:

Angela G. Stadler, CMC/NCCMC
City Clerk

William F. McLeod Jr.
City Attorney

SOUTH SCALES STREET PROPERTY VOLUNTARY ANNEXATION



Disclaimer: The City of Reidsville, NC shall not be held liable for any errors in this data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. This data cannot be construed to be a legal document.



Current City Limit Boundary



Vol. Annexation Off South Scales St.



Prepared By:
City of Reidsville
Planning & GIS
230 W. Morehead Street
Reidsville, NC 27320

Date: 5/1/2023

PETITION FOR VOLUNTARY ANNEXATION
Contiguous Property

Date: May 1, 2023

To the City Council of the City of Reidsville, Rockingham County, North Carolina:

1. We the undersigned owners of the real property respectfully request the area described in paragraph 2 below be annexed into the City of Reidsville, N.C.
2. The area to be annexed is contiguous to the City of Reidsville, N.C. and the boundaries of such territory are as follows:

Being all of Rockingham County PIN # 890300344430,
and a portion of PIN# 890300148879 and 890300340824
property of David M. & Kenneth M. Vaughn,
and located at 2621 S Scales St

Being all of that certain 19.64 acres tract of land to be annexed lying in the City of Reidsville, Rockingham County, North Carolina; and bounded by natural boundaries and/or lands owned by and/or in possession of persons, as follows: on the north and east by Citizens Economic Development, INC on the east by Alcan Packaging Food & Tobacco, INC on the south by Freeway Drive (HWY 87) and Primax Properties, LLC on the west by David M. & Kenneth M. Vaughn; said tract being particularly described by courses (according to the North Carolina Grid system) and distances according to a survey and plat prepared by FEI under the seal of Tommy W. Wright Professional Land Surveyor No. L-5262 dated April, 28, 2023, job file 08028.006, to which reference is hereby made, as follows:

Commencing at a 1/2" found rebar with cap at the northwest corner of Primax Properties, LLC as described in deed book (D.B.) 1598 page (Pg.) 1595 and the southwest corner of David M. & Kenneth M. Vaughn as described in D.B. 1059 Pg. 2312, said rebar having North Carolina State Plane Grid Coordinates NAD83(2011) of northing: 934604.66, easting: 1801888.33; thence along the common line of said Vaughn and Primax Properties, LLC S 89°00'22" E a distance of 552.79' to THE POINT OF BEGINNING, said point being a set 1/2" rebar having North Carolina State Plane Grid Coordinates NAD83(2011) of northing: 934595.08, easting: 1802441.03; thence N 46°21'50" E, passing a 1/2" set rebar at a distance of 35.48', a total distance of 566.98' to a 3/4" found iron pipe at the northeast corner of David M. & Kenneth M. Vaughn as described in D.B. 730 Pg. 772 (Tract 1), the southeast corner of Caitlyn Danielle Short as described in D.B. 1593 Pg. 52 (Property 1, Tract 2) and on the western line of David M. & Kenneth M. Vaughn as described in D.B. 730 Pg. 772 (Tract 2); thence N

30°43'06" E a distance of 751.56' to a 1/2" set rebar on the southern line of Citizens Economic Development, INC as described in D.B. 1094 Pg. 1868; thence along the lines of said Citizens Economic Development, INC for the following courses and distances S 88°58'06" E a distance of 227.48' to a 3/4" found iron pipe; thence S 00°29'31" W, passing a 1" found iron pipe at as distance of 1034.18', a total distance of 1058.99' to a 1/2" set rebar; thence S 88°14'39" E a distance of 400.77' to a 1" found iron pipe on at the southeast corner of said Citizens Economic Development, INC and on the western line of Alcan Packaging Food & Tobacco INC as described in D.B. 1275 Pg. 2239; thence S 00°35'05" W a distance of 338.96' to a 1 1/4" found iron pipe at the southwest corner of said Alcan Packaging Food & Tobacco INC and on the northern margin of the variable right of way (R/W) for Freeway Drive (HWY 87); thence along Freeway Drive R/W with a curve turning to the left having an arc length of 939.89', having a radius of 5829.54', having a chord bearing of N 85°24'53" W, having a chord length of 938.87', to a R/W monument; thence N 89°40'09" W a distance of 44.67' to a 1" found iron pipe at the southeast corner of said Primax Properties, LLC; thence along the lines of said Primax Properties, LLC for the following courses and distances N 00°04'49" E a distance of 59.31' to a 3/4" found iron pipe; thence N 45°29'07" E a distance of 49.02' to a 3/4" found iron pipe; thence N 57°27'45" E a distance of 54.79' to a 3/4" found iron pipe; thence N 86°46'55" E a distance of 108.41' to a 3/4" found iron pipe; thence N 21°16'17" E a distance of 168.36' to a 3/4" found iron pipe; thence N 88°13'09" W a distance of 289.40' to a 3/4" found iron pipe; thence N 89°06'03" W a distance of 177.30' to a 1/2" found rebar; thence N 89°00'22" W a distance of 213.24' to the point of beginning.

3. A map is attached showing the area proposed for annexation in relation to the primary corporate limits of the City of Reidsville, N.C.

PROPERTY INFORMATION:

Location: Property off S Scales St.

Parcel No.: 164335Z1

Property Owner Mailing Address: Listed under each signature below.

Owner Signatures:

DocuSigned by:

Kenneth M. Vaughn

(Signatures)

Kenneth McGeehee Vaughn
161 DeStefano Rd
Eden, NC 27288

DocuSigned by:

Joyce C. Vaughn

(Signatures)

Joyce Carver Vaughn
161 DeStefano Rd
Eden, NC 27288

DocuSigned by:

David M. Vaughn

(Signatures)

David Marshall Vaughn
201 Chickasaw Drive
Reidsville, NC 27320

DocuSigned by:

Xandra W. Vaughn

(Signatures)

Xandra Watkins Vaughn
201 Chickasaw Drive
Reidsville, NC 27320

Received by the Planning and Community Development Manager, City of Reidsville, NC

on May 1st, 2023.

Jason Hardin

Jason Hardin, Planning and Community Development Manager

Received by the City Clerk, City of Reidsville, N.C.

on May 1st, 2023.

Angela G. Stadler

Angela G. Stadler, City Clerk

**NOTICE OF PUBLIC HEARING ON REQUEST FOR
CONTIGUOUS VOLUNTARY ANNEXATION
*Portion of Parcel #164335Z1 Located Off of South Scales Street***

A2023-02

The public will take notice that the City Council of the City of Reidsville will hold a public hearing at 6 p.m. on Tuesday, June 13, 2023, in City Council Chambers, 230 W. Morehead Street, Reidsville, NC, on the question of voluntarily annexing approximately 19.64 acres, part of Parcel No. 164335Z1, as requested by petition filed pursuant to G.S. 160A-31 and described as follows:

Being all of that certain 19.64 acres tract of land to be annexed lying in the City of Reidsville, Rockingham County, North Carolina; and bounded by natural boundaries and/or lands owned by and/or in possession of persons, as follows: on the north and east by Citizens Economic Development, INC on the east by Alcan Packaging Food & Tobacco, INC on the south by Freeway Drive (HWY 87) and Primax Properties, LLC on the west by David M. & Kenneth M. Vaughn; said tract being particularly described by courses (according to the North Carolina Grid system) and distances according to a survey and plat prepared by FEI under the seal of Tommy W. Wright Professional Land Surveyor No. L-5262 dated April, 28, 2023, job file 08028.006, to which reference is hereby made, as follows:

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Packaging Food & Tobacco INC and on the northern margin of the variable right of way (R/W) for Freeway Drive (HWY 87); thence along Freeway Drive R/W with a curve turning to the left having an arc length of 939.89', having a radius of 5829.54', having a chord bearing of N 85°24'53" W, having a chord length of 938.87', to a R/W monument; thence N 89°40'09" W a distance of 44.67' to a 1" found iron pipe at the southeast corner of said Primax Properties, LLC; thence along the lines of said Primax Properties, LLC for the following courses and distances N 00°04'49" E a distance of 59.31' to a 3/4" found iron pipe; thence N 45°29'07" E a distance of 49.02' to a 3/4" found iron pipe; thence N 57°27'45" E a distance of 54.79' to a 3/4" found iron pipe; thence N 86°46'55" E a distance of 108.41' to a 3/4" found iron pipe; thence N 21°16'17" E a distance of 168.36' to a 3/4" found iron pipe; thence N 88°13'09" W a distance of 289.40' to a 3/4" found iron pipe; thence N 89°06'03" W a distance of 177.30' to a 1/2" found rebar; thence N 89°00'22" W a distance of 213.24' to the point of beginning. *Being all of Rockingham County PIN # 890300344430, and a portion of PIN# 890300148879 and 890300340824 property of David M. & Kenneth M. Vaughn, and located at 2621 S Scales St.*

This the 28th day of May, 2023.

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).

Rockingham Now: Publish Date Sunday, May 28, 2023

REIDSVILLE ABC BOARD

Budget Message for 2023/2024 Fiscal Year

The annual budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024 (FY 2023/24) has been prepared in accordance with North Carolina General Statute 18B-702 "Financial operations of local boards". The Reidsville ABC Board determines, through adoption of an annual budget, the level of customer services that the ABC system will provide and the resources available for operations.

The primary drivers during the preparation of this budget include projecting operating costs required to sustain acceptable levels of customer service, projecting revenue through sales to fund the operating costs and provide distributions to our beneficiaries.

The budget consists of projected revenue from liquor sales of \$3,725,000, taxes related to sales of \$857,000, cost of sales of \$1,937,000, operating expenses of 689,000, capital outlay for a new roof of \$30,000, mortgage principle and interest expenditures of \$95,000 and profit distributions of \$97,000.

Highlights of the budget:

- Sales projection reflects an increase in sales based on previous year's sales.
- Capital Outlay reflects a projected cost of \$30,000 for the construction of a new roof at Durwood Court location.
- Utilities, maintenance and insurance are projected to increase from previous years due to Diesel Drive location expenses.

Budget process:

A budget calendar was used during the process of completing the annual budget to ensure the budget was completed in a timely manner. The Board follows the budget calendar and process of the City of Reidsville.

Debt:

- The Board currently has a loan balance of \$1,465,940.00 with Home Trust Bank for construction of Diesel Drive property.

Priorities and assumptions:

- The Board's only source of revenue is through the sale of spirituous beverages. A key assumption is the amount of expected sales growth.
- Revenue projections are calculated using expected sales growth, historic sales figures, as well as the state of the economy.
- All activities of the Board are accounted for within a single proprietary (enterprise) fund.
- The Board contracts for local law enforcement with the Reidsville Police Department.
- North Carolina ABC Commission rules define working capital as "the total cash, investments, and inventory, less all unsecured liabilities". ABC Commission rules also state that "a local Board shall set its working capital requirements at not less than two weeks' average gross sales of the latest fiscal year nor greater than four months' average gross sales of the latest fiscal year."

For the period ending March 31, 2023 working capital was as follows:

Minimum:	86,094.00
Maximum:	559,608.00
Actual:	694,898.00

Note:

Actual working capital reflects inventory transferred from Diesel Drive location to Durwood Court after Diesel Drive store was closed on March 3, 2023. Proceeds from the sale of that inventory will result in an increase in cash on hand. Since Diesel Drive inventory was originally purchased with loan funds, the excess funds will be applied to the balance of the note before June 30, 2023.

Staffing summary:

- The Board has a total of 6 full-time positions and is currently sufficiently staffed. The Board has authorized the general manager to hire employees as needed. Current authorized staffing levels are allocated as follows:

Administrative	1
Full-time Retail/clerical	5
Part-time Retail/clerical	2

Post-employment benefits:

- The Governmental Accounting Standards Board requires that government entities report their liability for post-employment benefits. The Reidsville ABC Board has no post-employment benefits obligations.

Recommendations for future budget considerations:

- Continue to strive to exceed financial performance standards specifically for this entity.

Note:

This Budget document was prepared based on all available data at April 30, 2023 and projected data for the remainder of the fiscal year. The Reidsville ABC Board opened a second store on May 2, 2022 and closed that store on March 3, 2023 due to low volume sales and staffing issues. The Board will decide in the coming months if they will retain this property or sell it. Due to the uncertainty of the Diesel Drive property, amendments to this budget document will be addressed during the 2023/2024 fiscal year.

Conclusion:

The budget reflects the Board's commitment to fulfill its mission based on all known information.



Jodi M. Langel
General Manager
Reidsville ABC Board

**REIDSVILLE ABC BOARD
PROPOSED BUDGET DOCUMENT
Fiscal Year 2023 - 2024**

The following budget document establishing revenues and setting expense appropriations is hereby proposed and if adopted will be effective July 1, 2023, through June 30, 2024.

Section 1. Estimated Revenues. It is estimated that the revenues listed below will be available during the fiscal year beginning July 1, 2023 and ending June 30, 2024 to meet the operational and functional appropriations as set forth in Section 2, in accordance with the chart of accounts prescribed by the state ABC Commission.

Estimated Revenues:

Sales	3,725,000
Total	<u>3,725,000</u>

Section 2. Appropriations. The following expenses are hereby appropriated for fiscal year 2023 - 2024 and are funded by the revenues made available through Section 1, herein.

Appropriations:

Taxes Based on Revenue	857,000
Cost of Goods Sold	1,937,000

Operating Expenses

Salaries & Benefits	495,000
Board Member Fees	1,800
Utilities	22,000
Repairs & Maintenance	20,000
Insurance/ General	26,000
Store/Office Supplies	35,200
Travel/Convention	10,000
Professional Fees	11,000
Bank/Credit Card Fees	45,000
Dues	2,000
Miscellaneous/ Delivery	6,000
Contingencies	<u>15,000</u>
Total Operating Expenses	689,000

Capital Outlay:	
New Roof	30,000
Current Principle Portion of Mortgage	44,000
Current Interest Portion of Mortgage	51,000
Distributions:	
City of Reidsville	57,500
City of Reidsville, Law Enforcement	25,000
Rockingham County	4,000
Rockingham County Library	3,000
Cone Hospital (Annie Penn)	3,000
Reidsville Police Dept. (Alcohol Education)	<u>4,500</u>
Total Distributions	<u>97,000</u>
Total	<u><u>3,705,000</u></u>

Recap:

Total	3,705,000
Working Capital Retained	20,000
Fund Balance	<u>3,725,000</u>

Section 3. Copies of this Budget Document shall be furnished to the City of Reidsville, the Reidsville ABC Board Finance Officer and the N.C. ABC Commission to be kept on file for their direction in the disbursement of funds.

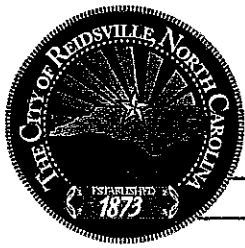
Approved by the Reidsville ABC Board on May 17, 2023

W. Clark Turner, Chairperson

D. Kelly Almond

Carolyn Nimmons

Jodi M. Langel May 17, 2023
Jodi M. Langel Date



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

BUDGET MESSAGE

TO: The Honorable Mayor Gorham and Reidsville City Council
DATE: May 5, 2023
RE: Proposed Budget for Fiscal Year 2023-2024

Dear Mayor and Members of City Council:

Herein submitted for your consideration, pursuant to my responsibility as City Manager and Budget Officer, is the City of Reidsville Fiscal Year 2023-2024 Annual Budget scheduled to begin on July 1, 2023 and end on June 30, 2024. City Staff is to be commended for all their efforts and hard work to ensure this proposed budget serves the needs of the public while meeting the governing board's priorities and policies.

The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act as required by North Carolina General Statute 150-7. As required, all funds within the budget are balanced along with all anticipated revenue and expenditure estimates being identified for Fiscal Year 2023-2024. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the City Council's meeting on June 13, 2023 at 6:00 p.m. A copy of this proposed budget will be placed on file with the City Clerk and will be available for public inspection during normal business hours within 10 days prior to the June 13th public hearing. As is traditional, a copy will also be placed in the Reidsville Branch of the Rockingham County Public Library to facilitate its examination by our citizens and stakeholders.

Introduction

The objective of this proposed budget is to ensure the needs of all our citizens are met in a cost-effective manner. The City of Reidsville is seeing record inflation costs in our operating expenses. Operating expenses have continued to increase due to inflation. Suppliers and contractors have significantly increased their prices on goods and services. According to the Consumer Price Index (CIP) for North Carolina as of March, 2023, prices increased 0.4 percent over the month and 5.3 percent over the past year.

The Water and Waste Water Treatment Plants have experienced the highest price increases due to rising chemical costs. For example, prices for chemicals at the Water Treatment and Waste Water Treatment plant change every month. In the past the prices were locked in for one (1) year. This

“Live Simply. Think Big.”

makes it extremely difficult to budget for these line items. The proposed Fiscal Year 2023-2024 budget reflects current and proposed price increases on all expenditures. However, if inflation continues to rise the budgeted amounts reflected in the proposed expenditures may need to be increased as we move through Fiscal Year 2023-2024.

Our residents and employees are feeling the effects of inflation. Therefore, the proposed budget for Fiscal Year 2023-2024 does not propose a tax increase or a water and sewer increase. However, this budget does propose increases in our fee schedule. Beginning on page B-10, you will find our current fee schedule with our proposed fee increases. Certain fee increases are needed to balance costs that departments are incurring. Departments are operating in the negative on certain line items because current fees do not cover costs.

The City of Reidsville Fiscal Year 2023-2024 Annual Budget is composed of seven permanent funds: General, Parks & Recreation, Reidsville Downtown Corporation, Combined Enterprise, Police Separation Trust, Garage and Insurance Funds. All seven (7) funds are balanced in regards to revenues and expenditures.

The proposed Citywide budget is \$33,398,450 versus FY 22-23's amount of \$31,759,750. This is an increase of \$1,638,700, which is related to personnel costs with the remainder being spread across departmental operations due mainly to inflation. After accounting for payments and transfers between funds, the true total proposed for Fiscal Year 2023-2024 is \$28,190,250.

Personnel Benefits

The City's greatest asset is the employees. It is imperative that the City of Reidsville focus on recruiting and retaining existing positions. Therefore, this budget includes a Cost-of-Living Adjustment (COLA) of three (3) percent for all full-time employees. The total cost for the COLA is \$364,650, which includes benefits. This budget also includes one (1) floating holiday for all full-time employees.

Retirement

The City participates in the Local Government Employees Retirement System (LGERS), which is administered by the NC State Treasurer. While the NC retirement system is one of the strongest in the country, planned increases to contribution rates have been scheduled to maintain the integrity of the plan. 2023-2024 is the fifth consecutive annual increase added to the contribution rate. The rate for General employees will increase from 12.17% to 12.92%, and the rate for Law Enforcement will increase from 13.04% to 14.04%. The change in rates represents a \$90,000 approximate increase for the 2023-2024 budget.

Health Insurance

The City is insured through the Municipal Insurance Trust of the NC League of Municipalities.

The City is fully insured in that a set premium is paid per employee, and there is no assessment made if claims exceed the premiums. The increase for the City originally came in at nine (9)

percent. However, City staff was able to negotiate and bring the proposed increase down to six (6) percent. The 2023-2024 budget has absorbed this increase, allowing employees to continue coverage at no cost. Rates to electively cover spouses and/or dependents did increase by 6% for employees.

The 6% increase resulted in a \$700 increase in cost per employee and eligible retiree, bringing the annual cost per participant to \$12,250. This increase represents an \$150,000 approximate increase for the 2023-2024 budget.

Pay Plan

As a point of reference, the three groups for the pay plan study are as follows:

Year 1: Police Category

Year 2: Public Works Category

Year 3: Remaining Category (All Others)

The implementation of Year Three (3) of the market pay plan is proposed for this Fiscal Year 2023-2024 for the June 13, 2023 City Council meeting. The total cost for the All Other Group pay plan implementation is \$154,700, which includes benefits.

Funds are included in the 2023-2024 budget to complete the study for Year One (1) of **Police**, with a July 1, 2024 planned implementation. Also, funds have been allocated to start a compression study for the Police Department in the 2023-2024 budget year. Moving forward the City will have a compression study in with the pay plan study for all three (3) groups.

New Positions

This proposed budget for Fiscal Year 2023-2024 allots for the following new positions:

The Penn House budget moves one part-time position to a full-time position. The total cost to implement this position is \$34,000, which is needed given the new building/outdoor venue that is being built at the Penn House. This position can also be offset by increased revenue at the Penn House.

The Police Department is budgeted for one (1) new full time Lieutenant position. The total cost to implement this position is \$86,500, which would be directly responsible for overseeing the City's Student Resource Officers (SROs) and revitalizing our Community Watch Program. This position would also be over the Lake Warden and Downtown Officer positions.

The Water Treatment Plant is budgeted for one (1) new full time Lab Supervisor position. The cost to implement this position, which is needed to conduct testing in house, is \$72,700. By having the ability to conduct some testing in house, we can quickly determine what the chemical levels are at the Water Treatment Plant instead of having to wait on outside results that can take days and weeks.

Capital Outlay

All capital outlay requests were cut from the proposed 2023-2024 budget. This was necessary in order to balance the proposed budget. Capital requests were cut in order to account for a three (3) percent COLA, pay plan implementation, benefit increases, inflation and new positions.

General Fund

Capital Outlay of \$2,500,490 was requested for the 2023-2024 fiscal year. Additional cuts have been made since the first budget work session on April 18, 2023. The Capital Outlay requests have been reduced to \$1,086,046. The items listed below, in order of most urgent need, are recommended for current year surplus revenues or carryover funds. There is a surplus in expenditures and revenues expected in the 2022-2023 budget year. This is due to conservative spending and increased revenue received in Sales Tax and Interest Earnings.

The Capital Outlay request for a new fire truck for \$970,000 has been removed from Capital Outlay. City Administration recommends paying the current fire truck debt off in the amount of \$240,000, which would then open up additional financing options. It is taking approximately four (4) years to build. Payment would not be due until the fire truck is delivered, which is projected to be July, 2027. The City will need to agree to purchase the new fire truck by July, 2023 in order to secure the \$970,000 price that has been quoted. City Administration will be bringing this item to the June 13, 2023 City Council meeting for consideration.

The following Capital Outlay requests for \$1,086,046 are recommended utilizing the expected revenue and/or expenditure surpluses for the 2022-2023 budget year. The Capital requests outlined below should be considered for carryover funding in Fall, 2023. Beginning on page B-25, please find a detailed list with photos and a description of the items below.

- Penn House	Furniture & Appliances	\$70,000
- Sanitation	Front Loader	\$191,400
- Fire Department	Roof Repair & Apron Repair	\$91,000
- Police Dept	New Roof	\$206,000
- Cemetery	Survey & Expansion	\$6,000
- Sanitation	Scales	\$32,346
- IT	Computer Replacements	\$30,000
- Streets	Roller	\$192,000
- Streets	UTV	\$15,700
- Public Works	CIP Plan	\$100,000
- IT	Three New Servers	\$27,000
- Main Street	New Split Unit Heating/Air Unit	\$12,000
- Sanitation	Refuse Trailer	\$112,600

Parks & Recreation Fund

Capital outlay of \$56,000 was requested for 2023-2024 fiscal year. All Capital was cut in the proposed 2023-2024 budget. Additional cuts have been made since the first budget work session

on April 18, 2023. The Capital Outlay requests have been reduced to \$26,000. Surplus funds are projected for current 2022-2023 budget year, and \$26,000 will be considered for funding in the current fiscal year.

- Lake Reidsville	Score Board	\$7,000
- Lake Reidsville	Jump Pad	\$19,000

Combined Enterprise Fund

The total requests for Capital Outlay within this fund were for \$320,500. All Capital was cut in the proposed 2023-2024 budget. At this time Administration is not comfortable recommending any carryover funding to fund Capital requests in this fund. This fund will be extremely tight this current fiscal year due to inflation and current project costs.

Revenues

Revenues will be discussed via the respective funds for easier understanding. As a point of reference, please see Section B, Citywide Revenues, for a breakdown of requests and recommendations.

General Fund

The Fiscal Year 2023-2024 proposed budget recommends the General Fund’s tax rate remain the same at \$0.739/\$100 of valuation. The Municipal Service District tax rate is also recommended to remain the same at \$0.25/\$100 of valuation. There is no appropriation of Fund Balance in the proposed 2023-2024 General Fund budget.

Section B, Appendix D – Historical Summary of Property Tax Information provides additional traditional tax data.

Rising inflation costs are a contributing economic factor for the City of Reidsville’s revenues. Revenues in the 2023-2024 budget are mostly unchanged, with the exception of Sales Tax, Investment Earnings and School Resource Officers (SROs). Sales Tax is projected to be \$486,550 (9.99%) more in the 2023-2024 budget than in current 2022-2023 budget. Investment Earnings are projected to be \$400,000 more than in the current budget due to the federal reserve increasing interest rates to combat inflation. There is also a \$100,000 increase due to the addition of a fifth School Resource Officer. Property tax collection rates may see a modest increase based on expected current year collections. There are some other small increases based on the current year revenue projections as well.

Parks & Recreation Fund

This fund remains largely the same as last year with an overall increase of \$49,850 (2.61%) related primarily to personnel increases due to the COLA and pay study. There are no rate increases proposed for this fund in the 2023-2024 proposed budget.

Combined Enterprise Fund

No rate increase is proposed for the 2023-2024 fiscal year budget. The Combined Enterprise Fund increased \$340,000 (3.52%). This increase was due to Interest Earnings increasing \$240,000 more than the current budget due to the federal reserve increasing interest rates to combat inflation. However, there was a rate adjustment in the City's current agreement with the City of Greensboro, based on an annual CPI calculation. The rate adjustment will generate an additional \$100,000 for the proposed fiscal year. All other revenue line items are the same as the previous year.

The City remains committed to provide not only for operations, but also for inflationary and Capital Outlay costs, which is something that has to be reviewed on an annual basis in order to properly maintain our utility system. While the industry suggested standard operating margin is 1.2, the City strives to keep an operating margin between 1.05 and 1.10 due to affordability. This is combined with City Council's desire to keep rate increases at a minimum when a rate increase becomes necessary. Section B, Appendix E – Utility Rate Information Comparison provides additional data.

Other Funds

The other remaining funds are either internal or special funds that serve a specific purpose within the organization (Police Separation Allowance, Garage, and Insurance Reserve Funds) or community (Reidsville Downtown Corporation). The Police Separation Allowance Trust decreased \$3,300 from the current year. The Garage increased \$90,000 due to inflation. The Insurance Reserve Fund increased \$40,000 due to rate increase. The RDC increased \$3,200 due to an increase in insurance coverage.

Expenditures

Expenditures will be discussed via the respective funds for easier understanding. As a point of reference, please see Section B, Citywide Expenditures for a breakdown of requests and recommendations.

General Fund

The General Fund's expenditures are proposed to increase by \$1,106,200 (5.85% overall). This increase is from a 5.97% increase in operations, no increase in debt service and no Capital Outlay.

Parks & Recreation Fund

The Parks and Recreation Fund expenditures saw an overall increase of \$62,100 (3.25%). This increase was driven by inflation, the COLA and pay plan implementation. Section D includes Parks and Recreation departmental overviews, objectives, and line item details.

Combined Enterprise Fund

The Combined Enterprise Fund did see an increase in expenditures in the proposed budget of \$340,000 or 3.52%. This increase was due to inflation and COLA in all departments. The biggest increases are in chemical supplies for both the Water Treatment Plant and Waste Water Treatment Plant. Chemical suppliers will no longer guarantee prices for more than thirty (30) days.

Section F includes Combined Enterprise Fund departmental overviews, objectives and line item details.

Other Funds

The Reidsville Downtown Corporation budget remains the same as in the prior fiscal year with the exception of an increase in their insurance coverage. This line item is now correctly budgeted. In previous budgets, there were not adequate costs budgeted. The RDC is a partnership between the private sector and the City, so staff will be assisting as in past years. The remaining internal funds see anticipated expenditures for the upcoming fiscal year met.

Sections E, G, H, and I include departmental overviews, objectives, and line item details for each fund.

Debt Service

The City of Reidsville Debt Service Summary is located in Section B, Appendix C. The General Fund and Parks & Recreation Fund have a total Fiscal Year 2023-2024 beginning balance of \$6,567,257. Debt service payments for Fiscal Year 2023-2024 total \$612,249 with no new debt being proposed in the upcoming 2023-2024 budget.

The Combined Enterprise Fund has a total Fiscal Year 2023-2024 beginning balance of \$20,096,613 with debt service of \$1,798,721, which is scheduled to be paid. The greatest amount of the debt is involved with upgrades for the Water & Waste Water Treatment Plants and the Dam/Spillway repairs. A 0% interest State Revolving Fund loan totaling \$3,963,089 has been approved for the BNR WWTP Project, but no funds have been drawn down to date while the project remains in the planning phase. Two additional capital projects, the WWTP Headworks and the Redundant Water Line, have been awarded grants and low interest loans as well, but this funding has not been officially accepted by the City at this point. The 2012 and 2013 Revenue Bond issues of the City have debt covenants that must be considered with issuing any new debt financing, along with the ability to pay the related debt service. At any point, debt financing remains a viable method to improve the City's existing infrastructure.

Summary

This budget for Fiscal Year 2023-2024 is balanced as required by law and continues to provide existing services while meeting the governing board's priorities and policies.

The Fiscal Year 2023-2024 budget proposal involved a lot of teamwork by the Management Team and many others. Assistant City Manager/Finance Director Chris Phillips is to be commended for his hard work and financial fortitude and that of his department in assisting with preparation of the proposed 2023-2024 budget. Assistant City Manager Haywood Cloud is also to be commended for his assistance in this proposed budget. I would also like to thank City Clerk Angela Stadler and Deputy City Clerk Latasha Wade for their hard work and commitment in preparing the budget notebooks.

I look forward to working with the City Council, City staff and our citizens to implement this budget over the 2023-2024 fiscal year.

Respectfully Submitted,

Summer Woodard
City Manager

City of Reidsville Fiscal Year 2023-2024 Budget

**AN ORDINANCE ESTABLISHING REVENUES
AND AUTHORIZING EXPENDITURES
FOR FISCAL YEAR 2023-2024
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 13, 2023, 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 2023-2024:

General Fund Revenues

Property Tax	\$8,900,000
MSD Property Tax	38,000
Sales Tax	5,356,500
Other Tax	125,000
Permits & Fees	132,500
Unrestricted Intergovernmental	1,725,850
Restricted Intergovernmental	747,400
Miscellaneous	54,500
Grants and Donations	60,000
Investment Earnings	425,000
Service Fees	552,750
Payment and Transfers	1,900,000
Proceeds of Debt	0
Fund Balance	<u>0</u>
Sub-total	\$20,017,500

City of Reidsville Fiscal Year 2023-2024 Budget

Recreation Fund Revenues

Service Fees	\$265,100
Grants and Donations	45,000
Rent (Utility Reimbursements)	73,000
Payments and Transfers	<u>1,589,850</u>
Sub-total	\$1,972,950

Reidsville Downtown Corporation Revenues

Fundraisers/Rent	<u>\$23,200</u>
Sub-total	\$23,200

Combine Enterprise Fund

Service Fees - Water	\$4,169,000
Service Fees - Sewer	5,232,450
Investment Earnings	265,000
Payment and Transfers	<u>328,700</u>
Sub-total	\$9,955,150

Police Separation Trust Fund

Payment and Transfers	<u>\$199,700</u>
Sub-total	\$199,700

Internal Service (Garage) Fund Revenues

Service Fees (Internal)	<u>\$697,750</u>
Sub-total	\$697,750

City of Reidsville Fiscal Year 2023-2024 Budget

Insurance Reserve Fund

Service Fees (Internal)	\$492,200
	Sub-total
	\$492,200
	Less Interfund Transfers
	(\$5,208,200)
	Total
	<u>\$28,190,250</u>

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	\$227,200
Administration	457,800
Personnel	313,600
Public Works Administration	330,250
Community Appearance	14,400
Finance	996,100
Information Technology	540,350
Public Buildings & Grounds	320,800
Police Department:	
Police Administration	1,594,900
Police Detective Division	1,191,550
Police Patrol Division	2,556,800
Police Community Policing Division	<u>749,050</u>
Combined Police Department	6,092,300
Fire	2,700,100
Code Enforcement	354,450
Street	2,338,050
Solid Waste Management	1,855,700
Cemetery	139,200
Planning	390,100
Economic Development	436,450
Community Affairs	1,678,850
Marketing	226,950
Main Street	166,100
Penn House	179,450
Engineering Services	<u>259,300</u>
	Sub-total
	\$20,017,500

City of Reidsville Fiscal Year 2023-2024 Budget

Recreation Fund Expenses

Administration	\$245,750
Facilities	366,350
Teen Center	100,950
Athletics & Other Programs	349,900
Senior Citizens' Center	458,650
Lake Reidsville	437,400
Lake Hunt	<u>13,950</u>
Sub-total	\$1,972,950

Reidsville Downtown Corporation Fund Expenses \$23,200

Combined Enterprise Fund

Water Administration	\$1,193,000
Meter Reading	310,500
Water Plant	2,371,300
Water Distribution System	906,250
Park Ranger	90,750
Sewer Administration	1,075,700
Waste Water Treatment Plant	2,604,200
Sewer Collection System	775,450
Plants Maintenance	<u>668,000</u>
Sub-total	\$9,995,150

Police Separation Trust Fund \$199,700

Internal Service (Garage) Fund \$697,750

Insurance Reserve Fund \$492,200

Less Interfund Transfers (\$5,208,200)

Total \$28,190,250

City of Reidsville Fiscal Year 2023-2024 Budget

- Section 3.** There is hereby levied a tax at the rate of \$.739 per one hundred dollar (\$100) valuation of property as listed as of January 1, 2023 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 \$1,208,105,000 and an estimated collection rate of 98.82%.
- 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 are unchanged from the current fiscal year.
- Section 6.** The sewer rates charged are unchanged from the current fiscal year.
- Section 7.** The monthly residential Landfill Rate is increasing by 5% from \$6.32 to \$6.64.
- 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 13th day of June, 2023.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

RESOLUTION OF UNDERSTANDINGS ACCOMPANYING THE BUDGET ADOPTION FOR FISCAL YEAR 2023-2024

WHEREAS, the City Council of the City of Reidsville has adopted an annual operating budget for Fiscal Year 2023-2024, which raises revenues and authorizes expenditures for the operation of the City; and,

WHEREAS, during deliberations on said budget, certain understandings were reached concerning the operation of the City, and it is the intention of the Mayor and City Council to outline those understandings;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Reidsville that the following understandings are hereby defined:

Unfunded Needs – It is recognized that this budget, while responsible and appropriate, may not be adequate to fund all the needs of the fiscal year. Several variables could result in the need to request the use of fund balance during the year. Any large, unexpected maintenance and repair issues would likewise cause the need to use fund balance or reserves in the utility funds.

City Employment – City employment is established at a level of 198 full-time positions.

Employee Benefits – Benefits currently existing for full-time employees and retirees will remain unchanged. Group health and dental insurance has been secured through the Municipal Insurance Trust administered by the NC League of Municipalities. Premiums will increase by 6% for both employees/retirees and dependents.

Cost of Living Adjustment – The City’s budget for 2023-2024 will provide a 3% per employee increase in full-time employee salaries. Performance appraisals will continue without being tied to performance pay. In addition, salary increases resulting from a promotion and those resulting by the accomplishment of steps in the career ladder will be honored. This budget also includes one (1) floating holiday for all full-time employees.

Pay and Classification Study – The pay plan study for the All Other Group with the exception of Fire, which was done last year, has been implemented and incorporated into the 2023-2024 fiscal year budget. The first year of the study will be completed to assess the pay and compression of the “Police Department” employees.

Fee Schedule – There are proposed changes to the fee schedule presented with the budget.

Capital – The 2023-2024 budget does not include any capital purchases; expenditure budgetary savings in the 2022-2023 fiscal year will be used to make some capital purchases while other capital needs will be considered after the close of the 2022-2023 fiscal year once excess revenues are finalized.

Debt Service/Lease Purchase – There are no new debt issuances included in the 2023-2024 budget.

This the 13th day of June, 2023.

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: Water Shortage Response Plan Text Amendments and Approval of Water Shortage Response Plan
DATE: June 13, 2023

Per Section 10-54(q) of the City's Code of Ordinance, the City of Reidsville has concluded the public comment process for amendments to the City's emergency water conservation and restriction plan as outlined on May 23rd, 2023. During this time, no comments in favor or against the proposed changes were received by staff or during our May 9th, 2023 City Council meeting. The proposed amendments include revising the wording of required notifications through "The Reidsville Review" to what is now called "RockinghamNow" and also include communication will be conducted through our CodeRED service. Numerous civil penalty increases are proposed to account for recent inflation and increase awareness during times of water shortage.

Request:

Based on lack of comments, staff recommends City Council approve the text amendments updating the notifications to include Rockingham Now and our CodeRED service as well as the proposed penalties outlined in the attachment.

Furthermore, staff also recommends that City Council approve the Water Shortage Response Plan (Section 10-54 - Emergency water conservation and restriction plan) with the proposed changes outlined above as required every five (5) years according to G.S. 143-355(l) from the state of North Carolina.

Attached:

- Water Shortage Response Plan Proposed Civil Penalty 2023
- Water Shortage Response Plan Ordinance Amendments
- Section 10-54 – Emergency water conservation and restriction plan

Civil Penalties

	Residential (Current)						Non-Residential (Proposed)					
	Stage I	Stage IIA Warning	Stage IIB Warning	Stage III Warning	StageVI	Stage V	Stage I	Stage IIA	Stage IIB	Stage III	StageVI	Stage V
1st Offense		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
2nd Offense		\$ 200.00	\$ 200.00	\$ 200.00	2nd and Successive	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
3rd Offense		3rd and Successive are \$200.00					\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
		3rd and Successive are \$200.00					3rd and Successive are \$1000.00					

	Residential (Current)						Non-Residential (Proposed)					
	Stage I	Stage IIA Warning	Stage IIB Warning	Stage III Warning	StageVI	Stage V	Stage I	Stage IIA	Stage IIB	Stage III	StageVI	Stage V
1st Offense		\$ 100.00	\$ 150.00	\$ 200.00	\$ 250.00	\$ 375.00	\$ 250.00	\$ 250.00	\$ 300.00	\$ 400.00	\$ 500.00	\$ 600.00
2nd Offense		\$ 200.00	\$ 300.00	\$ 400.00	\$ 500.00	\$ 750.00	\$ 500.00	\$ 600.00	\$ 800.00	\$ 800.00	\$ 1,000.00	\$ 1,200.00
3rd Offense		3rd and Successive					\$ 400.00	\$ 1,200.00	\$ 1,200.00	\$ 1,600.00	\$ 2,000.00	\$ 2,400.00
		3rd and Successive					3rd and Successive					

AMENDING THE CITY OF REIDSVILLE CODE OF ORDINANCES

**AN ORDINANCE AMENDING
CHAPTER 10, MUNICIPAL UTILITIES AND SERVICES
SECTION 10-54 EMERGENCY WATER CONSERVATION AND RESTRICTION
PLAN
OF THE CITY OF REIDSVILLE CODE OF ORDINANCES**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the City of Reidsville Code of Ordinances be proposed to be amended as follows:

Part I. That Chapter 10, Section 10-54 (d)(2) & (6) and (h)(1) & (2) are hereby repealed and rewritten in their entirety as follows:

Section 10-54 (d) (2) Public notification shall be provided by employee email announcements, notices at municipal buildings, and on the city website. Requires water shortage response measures to be communicated for publication in RockinghamNow, public service announcements on local radio and cable stations, the city website, and CodeRED.

Section 10-54 (d) (6) In the event of a threat to the safety of the public water supply arising from an emergency condition in the system, the due process described in paragraphs (1)-(4) of this section may be waived. The city manager or their delegates are authorized and empowered to take whatever emergency actions necessary to safeguard the city's water supply system. The city manager will communicate to the mayor, council, and public the circumstances of the event. The city manager and/or designee will regularly apprise the aforementioned parties of the status of the event and when normal service is restored.

Section 10-54 (h) (1) Residential users. Any residential user who shall violate any provision of this chapter shall be subject to civil penalties. Civil penalties for a violation of stage IIA, IIB and III mandatory restrictions shall be as follows: a warning for the first offense; for stage IIA, a civil penalty in the amount of one hundred dollars (\$100.00) for the second offense, a civil penalty in the amount of two hundred dollars (\$200.00) for the third and successive offenses; for stage IIB, a civil penalty in the amount of one hundred-fifty dollars (\$150.00) for the second offense, a civil penalty in the amount of three hundred dollars (\$300.00) for the third and successive offenses; for stage III, a civil penalty in the amount of two hundred dollars (\$200.00) for the second offense, a civil penalty in the amount of four hundred dollars (\$400.00) for the third and successive offenses. In stages IV or V, there shall be no warnings given for violations by residential users of the mandatory restrictions of these stages and the penalties for stage VI shall be two hundred and fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense and successive offenses; the penalties for stage V shall be three hundred

and seventy-five dollars (\$375.00) for the first offense, and seven hundred dollars (\$700.00) for the second offense and successive offenses.

Section 10-54 (h) (2) Non-residential users. Any non-residential customer, who violates any provision of this chapter, shall be subject to a civil penalty except as provided in subsection (d) below. Civil penalties for a violation of any mandatory restriction of any stage of this chapter shall be as follows: for stage IIA, a civil penalty in the amount of two hundred and fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense, and one thousand dollars (\$1,000.00) for the third and successive offenses. For stage IIB, a civil penalty in the amount of three hundred dollars (\$300.00) for the first offense, six hundred dollars (\$600.00) for the second offense, and one thousand two hundred dollars (\$1,200.00) for the third and successive offenses. For stage III, a civil penalty in the amount of four hundred dollars (\$400.00) for the first offense, eight hundred dollars (\$800.00) for the second offense, and one thousand six hundred dollars (\$1,600.00) for the third and successive offenses. For stage VI, a civil penalty in the amount of five hundred dollars (\$500.00) for the first offense, one thousand dollars (\$1,000.00) for the second offense, and two thousand dollars (\$2,000.00) for the third and successive offenses. For stage V, a civil penalty in the amount of six hundred dollars (\$600.00) for the first offense, one thousand two hundred dollars (\$1,200.00) for the second offense, and two thousand four hundred dollars (\$2,400.00) for the third and successive offenses.

All other parts of Section 10-54 shall remain the same.

Part II. This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

ADOPTED this the 13th day of June, 2023, by the City Council of the City of Reidsville, North Carolina.

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: WWTP Headworks Replacement Project – Consideration of Bids & Resolution of Tentative Award
DATE: June 13, 2022

On Thursday, May 11, 2023, at 2:00 p.m., the City of Reidsville, along with the design engineer, McGill Associates, opened sealed bids for the replacement of the City of Reidsville Wastewater Treatment Plant Headworks Project.

At the bid opening, three contractors were present and submitted pricing for the base bid and several alternates. The certified bid tabulation is attached; however, a quick reference of the bid tabulation is below:

Bidder	Base Bid
J. Cumby Construction	\$ 4,307,000
Shook Construction	\$ 5,000,000
The Harper Corporation	\$ 5,335,000

Based on the engineer's estimate, we believe the low bid price to be reasonable for the scope of work, especially in today's market. Unfortunately, the original funding requested several years ago is insufficient to cover the total cost of this project.

Request:

Staff is recommending and requesting that City Council tentatively award the WWTP Headworks Replacement Project for the base bid amount of \$4,307,000.00 to J. Cumby Construction. It is also recommended that the City establish a construction contingency in the amount of \$172,280 (4% of the bid amount) for any unforeseen issues that may arise. This is a tentative award because it is contingent upon approval of the bidder's documentation and the commitment of the necessary additional funding by NC DEQ Division of Water Infrastructure.

May 31, 2023

SENT VIA EMAIL

Ms. Summer Woodard, City Manager
City of Reidsville
230 W. Morehead Street
Reidsville, North Carolina 27320

RE: Award Recommendation
CWSRF Project No. CS370384-07
Wastewater Treatment Plant Headworks Replacement
City of Reidsville, North Carolina

Dear Ms. Woodard:

A total of three (3) bids were received on May 11, 2023 for the Wastewater Treatment Plant Headworks Replacement Project. J. Cumby Construction, Inc was the lowest responsive, responsible bidder with a total base bid amount of \$4,307,000.

J. Cumby Construction, Inc is appropriately licensed with the NC General Contractor Licensing Board and has completed similar projects. Therefore, we recommend that the City award the project to J. Cumby Construction, Inc in the amount of \$4,307,000. The award should be made **contingent** upon approval of bidder documentation **and** the commitment of additional funding by NC DEQ Division of Water Infrastructure (DWI).

It is also recommended that the City establish a construction contingency in the amount of \$172,280, or 4% of the contract price. This is important due to uncertainties with work on an operational and previously disturbed plant site.

Finally, to maintain the project schedule, it is recommended that the City authorize the City Manager to approve change orders within the contingency amount.

Enclosed for your use is the Certified Bid Tabulation. If you have any questions, please do not hesitate to contact us.

Sincerely,
McGILL ASSOCIATES, P.A.

A handwritten signature in blue ink, appearing to read 'Joel Whitford', is written over a light blue horizontal line.

JOEL WHITFORD, PE
Senior Project Manager

JW:car

Enclosure

CERTIFIED BID TABULATION
WWTP HEADWORKS REPLACEMENT PROJECT
REIDSVILLE, NORTH CAROLINA

Thursday, May 11, 2023; 2:00 pm

City Council Conference Room, Reidsville City Hall, 230 W. Morehead Street, Reidsville, North Carolina 27320

BIDDER	ALTERNATE BID ITEMS			
	No. 1 Demolition of Existing Screen Channels <i>Add</i>	No. 2 Influent Sampler Replacement <i>Add</i>	No. 3 Grit Unit No. 2 Removal <i>Deduct</i>	No. 4 Grade of Stainless Steel - Headworks Equipment <i>Add</i>
J. Cumby Construction, Inc	\$58,500	\$21,000	\$267,000	\$100,000
Shook Construction Co	\$81,000	\$14,000	\$275,000	\$100,000
The Harper Corporation	\$90,700	\$9,900	\$244,500	\$97,700
TOTAL BASE BID	\$4,307,000			
	\$5,000,000			
	\$5,335,000			

This is to certify that the bids tabulated herein were accompanied by a 5% bid bond or certified check and publicly opened and read aloud at 2:00 pm local time on the 11th day of May 2023, in the Reidsville City Hall, Reidsville NC 27320.

JOEL WHITFORD, PE



RESOLUTION OF TENTATIVE AWARD

WHEREAS, the **City of Reidsville**, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the **Wastewater Treatment Plant Headworks Replacement Project**, and

WHEREAS, the City's Consulting Engineer, McGill Associates, has reviewed the bids; and

WHEREAS, of three (3) bids, J. Cumby Construction, Inc of Cookeville, Tennessee was the lowest bidder for the Wastewater Treatment Plant Headworks Replacement Project, in the total bid amount of \$4,307,000, and

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

That **TENTATIVE AWARD** is made to J. Cumby Construction, Inc for the Contract Price of \$4,307,000.

That such **TENTATIVE AWARD** be contingent upon the approval of bidding documentation and the commitment of additional funding by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

That Ms. Summer Woodard, City Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and approve all contract documents and change orders for this project on behalf of the **City of Reidsville**.

Adopted this the **13th day of June, 2023** at Reidsville, North Carolina.

(Signature of Chief Executive Officer)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting **City Clerk** of the City of Reidsville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution, as regularly adopted at a legally convened meeting of the City of Reidsville duly held on the 13th day of June, 2023; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 2023.

(Signature of Recording Officer)



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

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: June 13, 2023
RE: Consultant Procurement for UDO Composition

Attached is a proposed contract agreement to procure Code Wright Planners, LLC to assist in the re-write of the City's subdivision and zoning regulations and composition of a new Unified Development Ordinance (UDO). In April, staff released a Request for Proposals (RFP) seeking proposals from consultants to assist with a proposed development ordinance re-write. We received four completed proposals which were scored by a committee composed of City staff who rated the proposals per established criteria including, but not limited to: experience with similar projects in North Carolina, staff education, examples of completed projects, personnel experience, references, and of course cost of services. Code Wright by far received the highest score of the four proposals rated by the committee.

The proposed contract includes adoption of the new UDO by Council in November 2024 and submission of all deliverables to staff by December 2024. This timeline is realistic and allows an adequate period for a thorough review of the existing subdivision and zoning ordinances and composition of suggested revisions. The cost of the project is \$84,895 which includes all deliverables, travel, graphics, etc. It should also be noted; Code Wright will provide staff with 30 hours of technical assistance after project completion at no cost to the City. Code Wright has also included an option for retainage after conclusion of the project to assist in maintenance of the UDO. This would be a great asset and value to the City to ensure that our development regulations remain up to date after a considerable investment from the City in the UDO. Based off the aforementioned rating committee proposal scores, staff recommends Code Wright Planners be procured as the City's planning consultant to assist with composition of a new development ordinance. We are asking Council for approval to enact the proposed contract. I will be glad to answer any questions.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, effective as of the ____ day of June 2023, by and between the City of Reidsville, North Carolina (hereinafter referred to as the Client), and CodeWright Planners, LLC, a North Carolina Limited Liability Company doing business at 9 Blue Bottle Lane Durham, NC 27705 (hereinafter referred to as the Contractor).

WHEREAS, the Client desires assistance with preparing a new unified development ordinance (UDO) to replace the current Zoning Ordinance and Subdivision Regulations; and

WHEREAS, the City's development regulations are in need of further revision to ensure greater consistency with the Land Development Plan adopted by the Client in 2022; and

WHEREAS, the new UDO will be consistent with State and federal law, user-friendly, reflect current best practices in development regulation, incorporate summary tables and illustrations to promote understanding, be internet-ready, and update the range of use types and definitions; and

WHEREAS, the Client desires to engage the Contractor to render these professional services in connection with this project; and

WHEREAS, the Contractor desires to undertake the project.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. **Scope of Services.** The Contractor agrees to provide professional services to assist in the preparation of a new unified development ordinance. The services to be performed are described in Exhibit A attached hereto and incorporated herein (Exhibit A is titled "Scope of Services"). The Client agrees to provide supporting services to the Contractor as described in Exhibit A.
2. **Time of Performance.** The services of the Contractor are to commence on the date of execution of this Agreement by both Client and Contractor and will be undertaken and completed consistent with the schedule set out in Exhibit B attached hereto and incorporated herein (Exhibit B is titled "Proposed Schedule"). The time of performance may be extended by mutual agreement of both parties in accordance with the applicable provisions of this Agreement.
3. **Method of Payment & Total Project Amount.** The Client shall compensate Contractor for its services in accordance with the Compensation Schedule set out in Exhibit C, attached hereto and incorporated herein. It is understood and agreed that the total compensation and reimbursement to be paid for the professional services rendered under this Agreement shall not exceed the sum of \$84,895.00. Contractor may invoice Client on a monthly basis for the percent of work completed on each task, and Client will pay Contractor within 30 days of receipt of the invoice, as long as the work is satisfactorily completed. Contractor shall deliver invoices to Client via electronic mail, return receipt requested. If 90 or more days lapse between submittal of an invoice by Contractor and payment of that invoice by Client for work satisfactorily completed, Contractor shall notify Client of the past due payment in writing and shall temporarily halt work pending receipt of past due payment. By

mutual written agreement, the Client and Contractor may reallocate the budget among project tasks, provided the total budget amount remains unchanged.

4. Renegotiation.

The Client or Contractor may request renegotiation of the scope of work in Exhibit A, the proposed project schedule in Exhibit B, or the compensation schedule identified in Exhibit C if the tasks identified in Exhibit A extend six months or more beyond the target completion date identified in Exhibit B.

5. General Terms and Conditions.

- A. Termination of Agreement. Either the Client or the Contractor shall have the right to terminate this Agreement, with or without cause, by giving written notice to the other party of such termination and specifying the effective date thereof. Notice shall be given at least 30 days before the effective date of such termination. In such event, all finished and unfinished documents, data, studies, and reports prepared by the Contractor pursuant to this Agreement shall become the Client's property. Contractor shall be entitled to receive compensation in accordance with this Agreement for any satisfactory work completed pursuant to the terms of this Agreement prior to the effective date of termination. Continuance of work underway following receipt of written notice of termination shall be subject to prior written approval by both parties.
- B. Changes. The Client may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including the increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon between the Client and the Contractor, shall be in writing and upon execution, shall become part of the Agreement.
- C. Assignability. Any assignment or attempted assignment of this Agreement by Contractor without the prior written consent of the Client shall be void; provided, however, that claims for money due or to become due to the Contractor from the Client under this Agreement may be assigned to a bank, or other financial institution, without such approval. Notice of any such assignment or transfer shall be furnished to the Client.
- D. Audit. The Client or any of its duly authorized representatives, shall have access to any books, documents, papers, and records of Contractor which are pertinent to Contractor's performance under this Agreement, for the purposes of making an audit, examination, or excerpts. The Contractor shall maintain records for three (3) years after this Agreement ends.
- E. Ownership of Documents. Drawings, specifications, guidelines, and other documents prepared by Contractor in connection with this Agreement shall be property of the Client. However, Contractor shall have the right to utilize such documents in the course of its marketing, professional presentations, and for other business purposes.
- F. Assignment of Copyrights. Contractor assigns to Client the copyrights to all work prepared, developed, or created pursuant to this Agreement. This includes the right

to: 1) reproduce the work; 2) revise the work; 3) prepare derivative works; 4) distribute copies to the public; 5) to display the work publicly; and 6) all other rights necessary for the Client to adopt, administer, enforce, and defend the work. Contractor shall have the right to use materials produced in the course of this contract for marketing purposes, professional presentations, articles, or speeches. Nothing in this Agreement shall divest either party of its intellectual property.

- G. Subcontractors. Subcontractors may be utilized by Contractor in the fulfillment of the terms and obligations in Exhibit A, subject to the prior approval by the Client. Inclusion of additional subcontractors shall be in writing and upon execution, shall become part of the Agreement.
- H. Governing Law. This Agreement has been executed by the parties hereto on the day and year first above written and shall be governed by the laws of the State of North Carolina. Contractor shall also comply with all applicable State and federal laws and regulations and resolutions of Client in place upon execution of this Agreement, and shall commit no trespass on any public or private property in the performance of any of the work embraced by this Agreement.
- I. Notices. Any notice concerning the terms and conditions of this Agreement from Contractor to the Client shall be in writing and delivered either personally, by mail (postage prepaid), or by electronic mail transmission, and shall be addressed as follows:

Jason Hardin, Planning and Community Development Manager
City of Reidsville
230 West Morehead Street
Reidsville, NC 27320
Telephone number: (336) 349-1065
Email: jhardin@ci.reidsville.nc.us

Notices to Contractor from Client shall be in writing and delivered either personally, by mail (postage prepaid), or by electronic mail transmission, and shall be addressed to:

Chad Meadows, Principal
CodeWright
9 Blue Bottle Lane
Durham, North Carolina 27705
Telephone number: 919.593.2868
Email: chad@codewrightplanners.com

Notices shall be deemed effective upon delivery in the event of personal delivery, and after three (3) days when mailed, postage prepaid; if transmitted by electronic mail, upon verified receipt of the electronic transmission. Either party may change its address in reference to notices by written notification to the other party.

6. Indemnification. The Contractor agrees to protect, defend, indemnify, and hold the Client and its officers, employees, and agents free and harmless from and against any and all

losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof and caused by the negligence of the Contractor or subcontractors.

7. **Independent Contractor.** Contractor is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Contractor to perform work under the terms of the Agreement shall be and remain at all times, employees of the Contractor for all purposes. The Contractor, its agents and employees, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees of Client.

8. **Certificate of Insurance.** Contractor agrees to procure all of the insurance specified below and shall submit a Certificate of Insurance, from an insurer duly authorized to do business in North Carolina, naming the City of Reidsville, NC, as an additional insured:

A. **Workers' compensation insurance.** Workers' Compensation insurance for all employees who are engaged in work under the Agreement.

B. **Motor vehicle liability insurance.** Contractor shall take out and maintain during the life of the Agreement, motor vehicle liability insurance in an amount not less than \$1,000,000.00 (combined single limit) for bodily injury including death and property damage combined.

C. **General liability insurance.** Contractor shall procure and maintain general commercial liability insurance in the amount of not less than \$1,000,000 per occurrence and \$2,000,000.00, in aggregate.

D. **Professional liability insurance.** Contractor shall procure and maintain professional liability insurance in the amount of not less than \$1,000,000 per occurrence and \$2,000,000.00, in aggregate.

9. **Inquiries Regarding Payment.** All inquiries regarding payment of invoices by Client are to be directed to:

Jason Hardin, Planning and Community Development Manager
City of Reidsville
230 West Morehead Street
Reidsville, NC 27320
Telephone number: (336) 349-1065
Email: jhardin@ci.reidsville.nc.us

10. **Anti-discrimination Clause.** Neither Client nor Contractor discriminate against any person because of race, color, religion, national origin, or handicap in employment or service provided.

11. E-Verify. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

12. Extent of Agreement. This Agreement represents the entire and integrated agreement between the Client and the Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written amendment signed by both the Client and the Contractor.

13. Mediation. All claims, disputes, and other matters in question between the parties to this Agreement arising out of or relating to this Agreement concerning a breach thereof, may be submitted to non-binding mediation upon agreement of the parties. The cost of said mediation shall be split equally between the parties. Mediation conducted under this Agreement shall occur in Greensboro, North Carolina, or other community in North Carolina as determined by the Client.

14. Severability. In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding upon the parties hereto.

CODEWRIGHT PLANNERS, LLC

CITY OF REIDSVILLE, NC

BY: 
Chad Meadows

BY: _____
Summer Woodard

Title: _____
Principal

Title: _____
City Manager

Date: _____
5.25.23

Date: _____

EXHIBIT A: SCOPE OF SERVICES

This Exhibit A describes a proposed scope of services for the preparation of a new unified development ordinance (“UDO”) for the Town of Dallas. The proposed scope consists of the following six tasks:

1. Project Initiation
2. Code Assessment
3. Annotated Outline
4. Draft UDO
5. Adoption
6. Delivery

In addition to the six tasks identified in the work program, the project also includes the preparation and on-going maintenance of a project webpage by the Contractor until the new UDO is adopted as well as the preparation of a series of new application forms for the procedures identified in the new UDO. While not reflected in the project scope, budget, or schedule, the Contractor agrees to provide up to 30 hours of post-adoption pro bono service to the City of Reidsville to assist with additional UDO-related activities such as further revision or update. These post-adoption services are provided at no cost to the City.

Each task description in the scope of services is provided in tabular form and describes the purpose for the task, the primary activities to be undertaken by the Contractor, the deliverables provided to the Client, and the Client’s responsibilities during the task. The scope of services follows.

EXHIBIT A: SCOPE OF SERVICES

TASK 1: PROJECT INITIATION

Task Purpose	The Project Initiation task is an initial evaluation of the City’s current zoning ordinance, subdivision regulations, and related development provisions to be included in the UDO; a project introduction for the staff; stakeholder interviews; the establishment of the web-based public platform for the project; and the initial meeting of the Steering Committee.
Activities Included	<ol style="list-style-type: none"> 1. The project team will conduct a detailed evaluation of all relevant regulatory documents. 2. CodeWright will conduct a project kickoff meeting (either in person or via video conference) to discuss project goals, the public engagement plan, project branding for the web page, and identify stakeholders to be interviewed. 3. CodeWright will conduct up to 8 in-person or 10 teleconference interviews with project stakeholders identified by City staff. 4. The project team will prepare and launch the project website. 5. CodeWright will launch the internal project management site on Basecamp. 6. CodeWright will conduct an initial meeting with the Steering Committee (in person or via video conference) to describe the project schedule and goals, review stakeholder interview results, and solicit input from the Committee regarding areas of potential improvement.
Deliverables	<ul style="list-style-type: none"> • Meeting summary from project kickoff meeting • Draft webpage mock up • Project webpage launch • Summary memo of stakeholder input organized by topic area (individual responses are kept confidential) • Invites to the internal Basecamp site • Steering Committee Meeting 1 powerpoint
Staff Responsibilities	<ol style="list-style-type: none"> 1. Provide digital versions (in Microsoft Word format) of all ordinances intended for inclusion in the new UDO 2. Participate in project kick-off meeting 3. Review and comment on proposed public engagement plan 4. Participate in project branding (concepts, colors, project name, etc.) 5. Identify project stakeholders and provide contact details to project team 6. Review and comment on the draft project website 7. Organize the Steering Committee; schedule and participate in Meeting 1

EXHIBIT A: SCOPE OF SERVICES

TASK 2: CODE ASSESSMENT

<p>Task Purpose</p>	<p>The Code Assessment is a thorough assessment of all the City’s development regulations in light of the team’s review and input collected during Task 1. The Code Assessment explores the gaps between the City’s current regulations and its adopted policy guidance. It will also identify any inconsistencies between current regulations and State and federal law, court precedent, and modern best practice. It provides a series of recommendations for the new UDO that are organized into key themes for improvement.</p>
<p>Activities Included</p>	<ol style="list-style-type: none"> 1. The project team will prepare an initial draft of the Code Assessment document for City staff review and comment. 2. CodeWright will initiate a teleconference to discuss staff comments following receipt. 3. CodeWright will prepare a revised version of the Code Assessment in accordance with staff comments and post it on the project website. 4. CodeWright will conduct the second meeting with the Steering Committee (in person or via video conference) to overview the Code Assessment and solicit input from the Committee regarding areas of potential improvement. 5. CodeWright will travel to Reidsville to conduct the first public forum to discuss the range of relevant policy guidance and the key themes for improvement. Activities will include a summary presentations (identical) and opportunities for individual discussion and questions during a drop-in session.
<p>Deliverables</p>	<ul style="list-style-type: none"> • Initial version of the Code Assessment • Revised version of the Code Assessment • Steering Committee meeting 2 powerpoint • Presentation for Public Forum 1 • Summary memorandum of input collected during Public Forum
<p>Staff Responsibilities</p>	<ol style="list-style-type: none"> 1. Review the initial draft of the Code Assessment and provide comments 2. Participate in comment review session with CodeWright 3. Organize and participate in Steering Committee Meeting 2 4. Secure venue, advertise, and assist with Public Forum 1 5. Provide follow-up comments, as necessary, on the Code Assessment

EXHIBIT A: SCOPE OF SERVICES

TASK 3: ANNOTATED OUTLINE

Task Purpose	<p>The Annotated Outline task involves the preparation of a detailed outline or “blueprint” for the new UDO based on the information collected in Tasks 1 and 2. The Outline proposes a document style set, numbering system, page layout, and organizational structure for the new UDO. It includes a proposed listing of each chapter or article, a listing of each section within each chapter, and a short paragraph describing each section’s content. It includes notes on appendices, footnotes, and other annotations about key recommendations, the rationale for suggested changes, and details about questions that still need to be considered.</p>
Activities Included	<ol style="list-style-type: none"> 1. The project team will prepare an initial draft of the Outline and forward to City staff for review. 2. CodeWright will initiate a teleconference with staff to discuss comments and make revisions. 3. CodeWright will conduct the third meeting with the Steering Committee (in-person or via video conference) to overview the Annotated Outline, answer questions, and collect feedback. 4. The Outline will be posted on the project website. 5. CodeWright will travel to Dallas for Public Forum 2. Activities will include a summary presentation and opportunities for individual discussion and questions during a drop-in session.
Deliverables	<ul style="list-style-type: none"> • Initial version of the Annotated Outline • Revised version of the Annotated Outline • Powerpoint for Steering Committee Meeting 3 and Public Forum 2 • Summary notes from meetings and public comments during Public Forum 2
Staff Responsibilities	<ol style="list-style-type: none"> 1. Review the initial draft of the Annotated Outline 2. Participate in discussion of staff comments 3. Coordinate and participate in Steering Committee Meeting 3 to review the Annotated Outline 4. Secure venue, advertise, and assist with Public Forum 2 5. Identify stakeholders and invite to meetings during Public Forum 2

EXHIBIT A: SCOPE OF SERVICES

TASK 4: DRAFT UDO

Task Purpose	<p>Task 4, Draft UDO, is the portion of the project where the initial draft version of the UDO is prepared, based on the input and discussion taking place during the prior three tasks. The initial draft version of the UDO will be prepared in its entirety (except for illustrations, some of which will be placeholders) and delivered to City staff for initial review. Following review and comment, the initial draft version of the UDO will be revised and then presented in two modules (groups of related chapters) to the Steering Committee for consideration.</p>
Activities Included	<ol style="list-style-type: none"> 1. CodeWright will prepare initial draft versions of each chapter or article of the UDO for review and consideration by City staff (and deliver them as a single document). The draft UDO will follow the structure and organization identified in the Annotated Outline (Task 3). Some illustrations will be included with the initial version and others will be identified as placeholders. 2. Shortly after delivery, CodeWright will conduct a teleconference with City staff to overview the draft UDO document. 3. Following receipt of consolidated consensus on the initial draft version of the UDO from City staff CodeWright will conduct a series of teleconferences with City staff to review staff comments. 4. CodeWright will revise the initial draft version of the UDO in accordance with staff comments. 5. CodeWright will coordinate with City staff to plan the timing and sequencing of UDO delivery to the Steering Committee. 6. CodeWright will conduct up to two review meetings (in-person or via video conference) with the Steering Committee to review the revised draft UDO.
Deliverables	<ul style="list-style-type: none"> • The initial draft version of the UDO for staff review • The revised version of the UDO revised based on initial staff comments for consideration by the Steering Committee • A schedule for 2 Steering Committee meetings (meeting numbers 4 & 5) • A series of two powerpoints, one for each module review conducted with Steering Committee
Staff Responsibilities	<ol style="list-style-type: none"> 1. Review and prepare a set of consolidated, consensus comments on the initial UDO draft 2. Participate in a series of teleconferences with the consulting team to discuss staff comments and proposed revisions 3. Schedule, coordinate, and participate in each of two Steering Committee meetings

EXHIBIT A: SCOPE OF SERVICES

TASK 5: ADOPTION

Task Purpose	Task 5 involves the creation of an adoption-ready version of the UDO document for the adoption process. The process involves two hearings – one with the Planning Board and one with the City Council.
Activities Included	<ol style="list-style-type: none"> 1. CodeWright will revise the draft UDO to address input from the Steering Committee in Task 4, insert any remaining illustrations, prepare appendices, and ensure the UDO document text is in adoption-ready form. 2. CodeWright will attend a public meeting or hearing with the Planning Board to overview the process and UDO text. CodeWright will answer questions and collect input about further revisions to the document. The objective of this meeting is to garner a recommendation and statement of consistency from the Planning Board. 3. CodeWright will prepare a Planning Board meeting summary detailing suggested revisions resulting from the meeting. 4. CodeWright will travel to Reidsville to participate in a public hearing with the City Council in order to adopt the UDO document, as amended.
Deliverables	<ul style="list-style-type: none"> • Pre-adoption version of the draft UDO • Revised pre-adoption version of the draft UDO (if necessary) • Meeting summary and revised UDO text from Planning Board consideration • Powerpoint presentations from Planning Board and City Council meeting presentations
Staff Responsibilities	<ol style="list-style-type: none"> 1. Review and comment on pre-adoption revised version of UDO text 2. Advertise, coordinate, and participate in Planning Board meeting 3. Advertise, coordinate, and participate in public hearing with the City Council

EXHIBIT A: SCOPE OF SERVICES

TASK 6: DELIVERY

Task Purpose	Task 6 involves delivery of the final paper and digital versions of the adopted materials, and application forms, and basic training in the maintenance of the UDO document (so the City may self-codify).
Activities Included	<ol style="list-style-type: none"> 1. CodeWright will deliver a digital version of the UDO prepared in Microsoft Word 10, MS Office 365, or other current version. 2. CodeWright will deliver a digital version of the UDO in .pdf format suitable for placing on the City's webpage (the pdf document includes all the dynamic aspects of the Microsoft Word version, and is searchable). The Microsoft Word version of the document may be easily translated into the dynamic pdf format using the basic Adobe Acrobat software. 3. CodeWright will deliver digital versions of all graphics and illustrations in the UDO in .jpeg and native (Photoshop, Illustrator, Sketchup formats). 4. CodeWright will conduct a training session with City staff regarding maintenance and revision of the UDO text and application forms. Emphasis will be placed on tracking changes, inserting text, updating dynamic features, and conversion of Word files to dynamic .pdf files.
Deliverables	<ul style="list-style-type: none"> • Digital versions of new application forms (in Microsoft Word, as appropriate) • Digital version of UDO (in Microsoft Word and .pdf formats) • Digital versions of UDO illustrations (in .jpeg and native formats) • Microsoft Windows versions of all fonts used in the UDO text, applications, and illustrations
Staff Responsibilities	<ol style="list-style-type: none"> 1. Receive documents 2. Schedule and coordinate training session for document maintenance

EXHIBIT B: PROPOSED SCHEDULE

**EXHIBIT B:
PROPOSED SCHEDULE**

The following table sets out the proposed schedule for the UDO project. The date of full execution of this Agreement by the Client and the Contractor shall be considered as “day 1” of the project schedule. This scope of services anticipates an execution date around July 1, 2023, and anticipates a total time period of approximately 17 months, or until December of 2024.

This schedule is included as a general guideline, but all parties to this Agreement recognize that the schedule is aspirational, and conditions may require deviation due to unforeseen circumstances (including, but not limited to: inclement weather, illness, pandemics, Acts of God, scheduling conflicts, or shifting priorities on the part of the Client). In the event the timing depicted in this schedule changes by more than 60 calendar days at any point during completion of Tasks 1 through 5, the Agreement shall require an amendment to replace this exhibit with a new schedule agreed upon by both parties.

TASK	DESCRIPTION	START (MO/YR)	FINISH (MO/YR)	DURATION (months)
	Contract Execution			Estimated July 2023
1	Project Initiation	7/23	8/23	1
2	Code Assessment	8/23	10/23	2
3	Annotated Outline	11/23	1/24	3
4	Draft UDO	2/24	8/24	6
5	Adoption	8/24	11/24	3
6	Delivery	12/24	12/24	1
TOTAL				17 months

EXHIBIT C: COMPENSATION SCHEDULE

**EXHIBIT C:
COMPENSATION SCHEDULE**

This Exhibit C sets out a proposed budget for the scope of services identified in Exhibit A. The base budget figure listed here is a not-to-exceed figure of \$84,895. Each task includes an individual task balance, though there are some aspects of the project that are billed as a flat fee. CodeWright does not charge for travel and tasks are only billed following completion. The proposed budget includes a 10% retainage of \$8,489.50 payable upon receipt of delivery of the adopted UDO and completion of City staff training. The 30 hours of post-adoption pro bono service from CodeWright is not billed.

TASK	AMOUNT
Task 1 Project Initiation	\$4,530
Task 2 Code Assessment	\$4,610
Task 3 Annotated Outline	\$3,385
Task 4 Draft UDO	\$45,435
Task 5 Adoption	\$4,885
Task 6 Delivery	\$1,560
Graphics (Payable upon completion of Task 5)	\$5,000
Webpage (Payable upon completion of Task 1)	\$3,000
Application Forms (Payable upon completion of Task 6)	\$4,000
Retainage (Payable upon completion of Task 6)	\$8,489
Total	\$84,894

With the exception of the webpage, which is billed in full at the completion of Task 1, and Task 4 Adoption (which is billed in 2 stages), each task is billed only after completion.



THE CITY OF Reidsville NORTH CAROLINA

MEMORANDUM – YEAR END BUDGET ADJUSTMENTS

To: Summer Woodard, City Manager
From: Chris Phillips, Assistant City Manager/Finance Director
Date: June 2, 2023

Near the end of each fiscal year, a clean-up amendment is prepared to pick up smaller budgetary items that have occurred during the year. These items are collected for one adjustment rather than going to City Council time and again for smaller amounts. While some the items seem insignificant, the related departments depend on being able to use the funds for the purpose given. In addition, some budgeted line items may have exceeded budget, and those funds are being utilized for current needs.

Attached is a listing of items totaling \$448,445 for amounts that have been collected this year that need to be recognized. The corresponding expense accounts are also shown for each item. None of the items above require the use of fund balance.

In addition to these items, there are a couple of unanticipated revenue surplus collections that are needed for specific uses. The fees generated by Community Development for inspections was larger this year due to a couple of large projects; Community Development has a recommended contract to complete an UDO – Unified Development Ordinance project. The attached budget ordinance will recognize and allocate \$105,000 for this use. Likewise, there was a sale of surplus property this year that generated excess revenue that can be used to contract for a Public Works CIP – Capital Improvement Plan. The proposed amendment will recognize and appropriate \$145,000 for this project.

In 2022, the Fire Department held a training camp for new recruits in an effort to combat recruiting issues. This process has resulted in successfully filling the ranks in the department for the 22-23 fiscal year. However, while bringing the new recruits in for training, the Department had to rely on overtime from our firefighters until the new recruits could be put on shift. This process has resulted in a need of funding. Sales tax receipts have been more than expected year to date and are a viable resource for this need. So, the attached amendment recognizes \$100,000 of sales tax revenues to be allocated to the Fire Department.

Finally, as Council is aware, the City has had professional services related to the operations of our sewer system. Sewer Reserves totaling \$500,000 need to be appropriated for these ongoing consultations. The attached amendment will make this appropriation and is the only use of reserves or fund balance included in this year end clean up.

Thank you for your attention to these items. City Council approval of the attached Budget Ordinance Amendment will complete the work needed for this process.

BUDGET ORDINANCE AMENDMENT NO. 17

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 14, 2022 which established revenues and authorized expenditures for fiscal year 2022-2023; 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 recognize revenue items received during the year and appropriate related expenditures;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 14, 2022 is hereby amended as follows;

Section 1. That revenue account number 10-3412-0000, Recycling, be increased by \$820.00; that revenue account number 10-3413-1000, Federal Seizure Funds, be increased by \$82,000.00; that revenue account number 10-3413-2000, Unauthorized Substance Tax, be increased by \$12,000.00; that revenue account number 10-3431-8000, RPD Grant, be increased by \$5,000.00; that revenue account number 10-3411-0000, RPD Contributions, be increased by \$2,500.00; that revenue account number 10-3837-2000, ABC Educational Funds, be increased by \$8,100.00; that revenue account number 10-3431-8000, DOJ OT Grant, be increased by \$4,000.00; that revenue account number 10-3431-9002, NC Crime Commission Grant, be increased by \$24,200.00; that revenue account number 10-3431-7000, RPD Insurance Proceeds, be increased by \$10,000.00; that revenue account number 10-3431-9005, NC Crime Commission Grant, be increased by \$49,400.00; that revenue account number 10-3431-9005, NC Crime Commission Grant, be increased by \$4,200.00; that revenue account number 10-3834-8600, HRC Fundraising, be increased by \$1,735.00; that revenue account number 10-3491-9004, Wellness Grant, be increased by \$2,300.00; that revenue account number 10-3434-200, Fire Can Recycling, be increased by \$1,689.00; that revenue account number 10-3434-4000, Fire Donations, be increased by \$141.00; that revenue account number 10-3434-4000, RFD Grant, be increased by \$4,900.00; that revenue account number 10-3346-0000, Wireless Fees, be increased by \$4,250.00; that revenue account number 10-3490-0000, Cone Grant, be increased by \$1,000.00; that revenue account number 10-3235-0000, Occupancy Tax, be increased by \$45,000.00; that revenue account number 10-3490-0000, TDA Grant, be increased by \$45,000.00; that revenue account number 10-3834-8525, Market Square/Farmers Market, be increased by \$6,000.00; that revenue account number 10-3834-7100, Penn House, be increased by \$1,740.00; that revenue account number 10-3260-3001, PEG Funding, be increased by \$19,200.00; that revenue account number 10-3260-3001, PEG Funding, be increased by \$6,400.00; that revenue account number 11-3613-5000, Fishing License, be increased by \$2,500.00; that revenue account number 11-3613-2000, Lake Camping, be increased by \$20,000.00; that revenue account number 11-3612-0000, RCARE Grant, be increased by \$38,700.00; that revenue account number 11-3612-1000, RCARE General Purpose Grant, be increased by \$10,900.00; that revenue account number 11-3431-8003, SHIP Funds, be increased by \$6,800.00; that revenue account number 61-3712-1000, Water Taps, be increased by \$12,300.00; that revenue account number 61-3712-1000, Water Taps, be increased by

\$15,670.00; that revenue account number 10-3345-0000, Inspection Fees, be increased by \$105,000.00; that revenue account number 10-3835-8200, Sale of Fixed Assets, be increased by \$145,000.00; that revenue account number 10-3232-0000, Sales Tax, be increased by \$100,000.00; that revenue account number 62-3991-0000, Sewer Reserves, be increased by \$500,000.00;

Section 2. That expense account number 10-4123-2600, PW Supplies, be increased by \$820.00; that expense account number 10-4310-2606, PD Admin Supplies, be increased by \$82,000.00; that expense account number 10-4310-2606, PD Admin Supplies, be increased by \$12,000.00; that expense account number 10-4310-3110, PD Training, be increased by \$5,000.00; that expense account number 10-4314-2600, COP Supplies, be increased by \$2,500.00; that expense account number 10-4310-2607, ABC Supplies, be increased by \$8,100.00; that expense account number 10-431-1202, PD Det Overtime, be increased by \$4,000.00; that expense account number 10-4310-5500, PD Capital Equip, be increased by \$24,200.00; that expense account number 10-4310-5500, PD Capital Equip, be increased by \$10,000.00; that expense account number 10-4311-5508, PD Capital Equip, be increased by \$49,400.00; that expense account number 10-4311-2699, PD Supplies, be increased by \$4,200.00; that expense account number 10-4930-6997, HRC, be increased by \$1,735.00; that expense account number 10-4122-1992, Wellness, be increased by \$2,300.00; that expense account number 10-4340-2605, RFD Supplies, be increased by \$1,689.00; that expense account number 10-4340-2605, RFD Supplies, be increased by \$141.00; that expense account number 10-4340-3521, RFD M&R Equipment, be increased by \$4,900.00; that expense account number 10-4910-4300, Wireless Services, be increased by \$4,250.00; that expense account number 10-4940-3500, Marketing/Events, be increased by \$1,000.00; that expense account number 10-4920-3600, Transfer to TDA, be increased by \$45,000.00; that expense account number 10-4940-3500, Marketing/Events, be increased by \$45,000.00; that expense account number 10-4940-3501, Farmers Market, be increased by \$6,000.00; that expense account number 10-6140-3510, Penn House M&R, be increased by \$1,740.00; that expense account number 10-4930-2205, PEG Expense, be increased by \$19,200.00; that expense account number 10-4210-5509, PEG Channel, be increased by \$6,400.00; that expense account number 11-6130-2701, Fishing License, be increased by \$2,500.00; that expense account number 11-6130-3310, Lake Utilities, be increased by \$20,000.00; that expense account number 11-6124-1260, RCARE PT Salaries, be increased by \$38,700.00; that expense account number 11-6124-2611, RCARE Supplies, be increased by \$10,900.00; that expense account number 11-6124-3800, SHIP Expenses, be increased by \$6,800.00; that expense account number 61-7114-3540, Purchase of Large Meters, be increased by \$12,300.00; that expense account number 61-7114-3540, Water Line Inventory, be increased by \$15,670.00; that expense account number 10-4910-1990, Planning Services (UDO), be increased by \$105,000.00; that expense account number 10-4123-4400, PW Contracted Services, be increased by \$145,000.00; that expense account number 10-4340-1202, RFD Overtime Salaries, be increased by \$100,000.00; that expense account number 62-4120-4400, Sewer Fund Contracted Services, be increased by \$500,000.00;

This the 13th day of June, 2023.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

City of Reidsville

1100 Vance Street, Reidsville, North Carolina 27320

PHONE (336) 349-1077

FAX (336) 634-1738



Public Works Department

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Saturday Operational Hours
DATE: June 13, 2023

The Solid Waste Department is requesting to permanently suspend its Saturday operations at the transfer station located at 709 Marcellus Street. We have not offered this service since COVID-19 and we have only received one complaint over the past three years from a resident requesting this service. To operate this facility on the weekend, our budget includes \$12,500 for a part-time employee (which we currently do not have employed) and additional overtime to cover a full-time staff member. The full-time staff work on a rotation to haul the construction roll-off container from Reidsville to the County landfill while the part-time staff oversee the facility. Given the apparent lack of demand and cost associated with running this operation, I believe this is a service we should suspend to assist in the necessary cost-saving measures needed to balance the budget.



The City of
Reidsville
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065- Fax (336) 347-2355

*Haywood Cloud Jr., Assistant City Manager of Community Services
Departments of Community Development/Parks & Recreation/Economic Development*

MEMORANDUM

To: Summer Woodard, City Manager
From: Haywood Cloud, Jr., Assistant City Manager of Community Services
Date: 6/1/2023
Re: Jaycee Park Capital Funding Needs -Tennis Court Repairs

As we continue to work toward improving the athletic experience for our citizens, we are requesting funding to repair four of our eight tennis courts at Jaycee Park. The four courts not included in this request were repaired a few years ago and are still in good condition. These repairs on the other four will be greatly appreciated by all of our residents whether they are avid tennis players or not. Moreover, the repairs will also continue to benefit our Rockingham County students who have held their tennis tournaments at Jaycee Park for many years. Staff has received bids for both repair of the surface and the restriping. After reviewing all bids, staff recommends accepting the following bid proposals for both:

- A. Lambeth Asphalt Services LLC-Surface Repair-\$70,740.00
- B. Hodge Sealcoating & Striping-Restriping of repaired courts-\$41,500.00

Total-\$112,240

We appreciate your consideration of this request.

Please let me know if you have any questions.





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: June 5, 2023

To: Mayor Donald Gorham
City Council Members

From: Summer Woodard, City Manager

Subject: City of Reidsville Fire Department Fire Truck Purchase

During the budget process, it was identified that the Reidsville Fire Department needs one (1) Sutphen Heavy Duty Custom Pumper Truck. It takes approximately 36 to 42 months from the date of the contract signing or purchase order for the truck to arrive.

Pricing is consistently increasing. If the City of Reidsville agrees to purchase the Pumper Truck between June 1st and June 30th of this year, the price is \$889,250.00. If the City waits until July 1, 2023, the price increases to \$923,750.00. That is an increase of \$34,500.00.

Administration recommends signing this contract with the intent of purchasing this truck in order to lock in the price of \$889,250. No funding is required at this time. This will give Administration an opportunity to secure financing by the time the truck arrives in 36-42 months.



PROPOSAL

TO THE:
City of Reidsville Fire Department
Attn: Asst Chief J Farmer
402 S Scales St.
Reidsville, NC 27320

DATE: March 21, 2023

We hereby propose and agree to furnish the following firefighting equipment upon your acceptance of this proposal via the HGAC Co-Operative Purchasing Contract:

**One (1) Sutphen Heavy Duty Custom Pumper Complete and Delivered for the
Total Sum of \$827,146.75**

PRICING SCHEDULE BASED ON PURCHASE DATE:

JUNE 1ST - 30TH\$889,250.00

JULY 1ST - 30TH\$ 923,750.00

The unit shall be manufactured completely in accordance to the following proposal and delivered in approximately 36-42 months from the date of the contract signing or purchase order, subject to delays from all causes beyond our control.

This proposal shall be valid for thirty (30) days. If the contract or purchase order is not received within this proposed duration, we reserve the right to extend, withdraw, or modify our proposal, including pricing, delivery times, and prepayment discounts as applicable.

Should any changes be required as mandated by NFPA, EPA, or other Federal, State or Local Governments, or changes due to part availability or vendor relationships, such changes shall be documented on a change order and purchaser shall be responsible for additional charges as applicable. These may include but are not limited to changes that affect the major vendors of the fire apparatus industry such as pump manufacturer, seat manufacturer, electrical power supplies (generators) and powertrain (engine & transmission).

Respectfully submitted,

ADAM BORDEAUX

FIRST CHOICE FIRE AND SAFETY
Authorized Representative for
Sutphen Corporation
919-357-0403



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: June 2, 2023

To: Mayor Donald Gorham
City Council Members

From: Summer Woodard, City Manager

Subject: City Manager's Monthly Report

Personnel:

- The City of Reidsville hosted our Employee Appreciation Event at Lake Reidsville on Saturday, May 20th. We had over 100 employees attend. This total does not include the family members that attended with our employees. It was a pleasure to meet our teammates' family members. I would like to give a special thank you to our employee appreciation committee members: Leigh Anne Bassinger, Jessica Crider, Denise Toms, Elaine Ratcliffe, Ginnie Williams, Lisa King, Ricky Higgins and Shirrell Williams. I would also like to give a special "thank you" to all the employees at Lake Reidsville, Sgt. Sharra Carter, Management Team members and all employees who volunteered to help with staffing, set up, break down and cleanup.
- The "Employee of the Year for 2022" was also announced at our Employee Appreciation Event. The 2022 Employee of the Year is Mr. Lindsey Tuttle. Mr. Tuttle has been with the City of Reidsville for over twenty-five (25) years. He serves as our Public Services Superintendent. Mr. Tuttle's leadership and expertise has been the driving factor behind the City's Streetscape project and All-Inclusive Park.
- "Battle of the Cup" returns. The first event will be Thursday, July 20th, and it will be a Field Day at Jaycee Park starting at 2:00 p.m. Battle of the Cup will be held every other month instead of every month. At the end of the year at our Employee Appreciation Event, the Champion TEAM will be announced.
- We had our 1st Manager Listening Series on May 18. This was held at Public Works, and we had over seventy-five (75) employees attend this event. The purpose of our listening series is for our Teammates to have the opportunity to engage with the City Manager and Assistant City Managers on topics that relate to local government.

This month's series focused on the City of Reidsville Budget. Each series is from 12:00 p.m. to 1:00 p.m. and includes a local government topic, audience participation and lunch. The next Managers Listening Session will be on July 25th at the Police Department. The topic will be "Classification, Compensation and Compression." All employees are invited and encouraged to attend all series at each location.

- Fire Chief David Bracken announced his intention to retire July 1, 2023. Chief Bracken has been with the City of Reidsville for thirty-five (35) years. The City of Reidsville will have a reception honoring Chief Bracken's dedication and years of service on Friday, June 30th, from 4:00 p.m. to 7:00 p.m. with welcome and remarks at 6:00 p.m. at RCARE.
- The City of Reidsville started the search for the next Fire Chief in April, 2023. We received over twenty-one (21) applications for this position. Two (2) candidates were selected to move forward to the formal interview process. That process was with members of Management Team and myself. Both candidates did exceptionally well in the final interview process. The candidate that has been selected to serve as the next Fire Chief for the City of Reidsville is Mr. Joshua Farmer. A native of Reidsville, Farmer has been a full-time member of the Reidsville Fire Department since 2014. The Reidsville High School graduate played football and baseball for the Rams and was a member of many clubs and organizations at the school. During his senior year, he decided to join the Fire Department's Explorer Post to gain some volunteer hours for his college resume. However, he found a passion for helping others and a career that allowed him to give back to the community that had given so much to him. In June, 2017, Farmer was promoted to Administrative Fire Captain for the City of Reidsville. Three years later, in December of 2020, he was promoted to Assistant Fire Chief/ Fire Marshal. Among his current duties, he assists in planning, directing and reviewing the activities and operations of the Fire Department, maintains the department's budget, serves as Public Information Officer and investigates fires, conducts fire inspections and instructs public fire education classes. Farmer has an Associate's Degree in Fire Protection Technology from Guilford Technical Community College, a Bachelor of Science Degree in Business Administration with a concentration in Management from East Carolina University and will earn a Master's Degree in Public Administration from the University of North Carolina at Wilmington in the fall of this year. He is also a graduate of the Chief Officer Executive Development Program. Since 2013, Farmer has acquired 17 State certifications pertaining to fire, police, and emergency medical services. For the past five years, Farmer has also been a part-time Police Officer with the Reidsville Police Department.
- Emergency Paid Sick Leave for City Employees related to COVID-19 is set to expire on June 30, 2023. Administration suggests that it's time for the City to allow the Emergency Paid Sick Leave program to expire on June 30, 2023. Please see the memo behind the Miscellaneous tab of the agenda packet with more details regarding this program expiration.

Projects & City Updates:

- The Sesquicentennial celebrations for the Month of June started with Bounce House Fun at Courtland Park on Saturday, June 3rd, from 2:00 p.m. to 5:00 p.m. Also, on June 17th at 7:00 p.m. at Market Square, our Summer Concert Series kicks off with 1950s music from the band, *Envision*. On June 18th, Governor Reid House will be open from 2:00 p.m. to 5:00 p.m. for tours, including the Sesquicentennial Room.
- The Streetscape Project - Cactx continued to work on the roundabout streetprint the week of May 29th and were scheduled to complete their scope of work by the middle of next week (June 5th). Brady is onsite this week installing the cameras and Wi-Fi devices on the new lights as well. Beyond these two items, the only item left for Public Works is to install the metal benches once the dedication placards are received.
- All-Inclusive Park - The playground inspector is scheduled to perform the final inspection on the equipment. We still need an electrical and HVAC final inspection before we can request a building final inspection. We have followed up with both of those contractors to get those called in early this week. We also met with Waldo Locksmith to have some final discussions about ADA access, timers, etc. The fencing contractor is also scheduled to return this week and finalize a few outstanding items. By the end of this week, we hope our list is trimmed down to installing signage and gate controls. We are hoping for an official June 29th opening; however, until we finalize and close out everything on this project, we cannot give an exact opening date at this time.
- Pecan Road Stormwater Improvements – Staff are making some final revisions to the plans this week (May 29th) and sending the information to the surveyor for stakeout. We are notifying 811 to mark all existing utilities next week and plan to begin installation the week of June 12th. We estimate this project to take approximately six weeks.
- Splash Pad - We received hard copies of the contract from Cirrus Construction on May 31st. Once everything is reviewed and found to be acceptable, we will have them processed, signed and distributed. The requested cutsheets and specifications have been submitted to the County Health Department for review. The County will review them with the State on June 6th and, hopefully, officially approve the project.
- The City of Reidsville and the Chamber of Commerce are partnering on a series titled “Learn to Place Your Bet on Reidsville.” The first event went very well, and we had over 75 people attend. The first event was titled “Learn How to Place Your Bet on Reidsville.”

This event featured local panelists, who have started businesses here in the City of Reidsville. Panelists shared their stories on how Reidsville was a great fit for their business models. The second event in the series is titled “Learn Why to Place Your Bet on Reidsville” and will be on Thursday, June 15th, from 11:30 a.m. to 1:30 p.m. at Pennrose County Club. This event will include Eden Combs with Realty One, Steve Scott with Tri-State Steel, Jennifer Lester with Rockingham Community College and myself. The purpose of this event is to stress the importance of why people should place their bet on Reidsville. This event is free, but we just ask that everyone register either with Judy Yarbrough or Diane Sawyer in order to get a head count for lunch.

- Surplus Property - The City Manager is to report all surplus property that has been sold by the end of each fiscal year. For, fiscal year 2022-2023 the City of Reidsville sold \$224,825.47 in surplus property. Please find a detailed list of the surplus property behind the Miscellaneous tab in the agenda packet.

Events/Meetings Attended:

- 5/1 - Meeting with Luckies General Manager to discuss upcoming season.
- 5/3 - Attend State Transportation Improvements Plan (STIP) Meeting at Rockingham County Offices.
- 5/4 - Attended the Chamber of Commerce Coffee and Connections hosted at Chez Lindsey and attend the Managers Luncheon hosted by Rockingham County.
- 5/9 - Attended the City Council meeting.
- 5/10 - Management Team monthly meeting.
- 5/11 and 5/12 - Conducted Reidsville Fire Chief Interviews with Management Team
- 5/13 - Attended the Roaring 192's Party at the Penn House
- 5/16 - Attended Ribbon Cutting for Destination Magazine
- 5/17 - Conducted walk-through of Jaycee Park facilities with City Staff and Luckies General Manager. Attended the Reidsville Police Department Open House.
- 5/18 - Attended and was a panelist for the “Place Your Bet on Reidsville” Series. I also conducted our 1st Employee Lunch & Learn at Public Works. The topic was the City of Reidsville Budget.
- 5/19 - Guest on the Chamber of Commerce News and Views Show.

- 5/20 - Employee appreciation event at Lake Reidsville. Attended the opening game for the Reidsville Luckies Baseball.
- 5/22 - Attended the Ribbon Cutting Ceremony for Used Power Sports. The City of Reidsville also hosted the Mayor & Managers Dinner at RCARE.
- 5/23 - Attended the RDC Board meeting.
- 5/24 - Met with Bob Buckley with FOX 8 for a news story on “Place Your Bet in Reidsville”. Participated in monthly Pod Cast with Mike Moore Media.
- 5/25 - Met with McGill Engineering to discuss Water and Wastewater Projects.
- 5/26 - Attended Ribbon Cutting for JT’s Yogurt and Coffee Shop
- 5/31- Attended Ribbon Cutting for Bus Stop Shelters. I also attended Eggs & Issues and Management Team visited Lake Hunt.



Department of Human Resources

230 West Morehead Street
Reidsville, North Carolina 27320
(336)349-1058

Memorandum

To: Summer Woodard, City Manager
From: Leigh Anne Bassinger, Director of Human Resources
Re: Emergency Paid Sick Leave for City Employees Related to COVID-19
Date: June 1, 2023

It is hard to comprehend that over three years ago, HR originally approached City Council to request the adoption of an emergency paid sick leave (ePSL) program that mirrored the one created by the federal government. This program allowed employees up to 80 hours of ePSL if they or a minor child tested positive for COVID-19.

Later in the pandemic, following CDC guidelines on returning to work after only 5 days of quarantine, we modified the program to allow employees up to 40 hours of ePSL each rolling twelve-month period. City Council has consistently demonstrated support of our employees and their families throughout the public health emergency by extending this generous benefit several times, as the pandemic continued.

Over the last 40 months, HR has managed 185 positive or suspected COVID-19 cases among our employees and their family members. While we had two employees who were very sick with COVID-19 and required lengthy hospitalizations, we did not lose a single employee to the global pandemic. I firmly believe this program, which first required and then strongly encouraged vaccination of our employees, and funded sufficient time in quarantine to recover is one of the major reasons why our organization fared so well.

Year	Number of Cases	Hours of ePSL Paid	Average Hours Paid
2020	54	1,908.48	35.34
2021	36	2,387.50	66.32
2022	81	3,750.73	46.31
2023	14	340.00	24.29

President Joe Biden declared an end to the COVID-19 pandemic in the United States on April 10, 2023, and the World Health Organization ended the global COVID-19 Public Health Emergency on May 11, 2023. With these changes and the significant decrease in cases among our employees, I believe it is time for the City to allow the ePSL program to expire on June 30, 2023.

“Live Simply. Think Big.”

Govdeals Auction September 2022 Results

ID	Garage ID #	Description	Buyer Name	Buyer Phone #	Winning Bid	PAID
243	433	2006 Freightliner M2106 Refuse Truck	Claudia Kornegay	919-738-2906	\$26,500.00	✓
244	408	2003 Freightliner M2 Boom Truck	Joseph Walsh	336-264-3991	\$31,611.00	✓
245	410	2003 Autocar Xpeditor	David Bollinger	919-240-8903	\$4,052.00	✓
246	385	2002 International 4900 Dump Truck	Craig Sagon	770-471-8871	\$10,775.00	✓
247	465	2008 New Holland T4030 Mowing Tractor	Germao Oviedo	252-259-2718	\$14,400.00	✓
248	443	2007 Dodge Ram 1500 ST Quad Truck	Srinivasa Doraiswamy	208-571-8846	\$4,606.00	✓
249	700	Epoke Salt Spreader	Brandon Hughes	276-692-6386	\$52.00	✓
250	886	Epoke Salt Spreader	Brandon Hughes	276-692-6386	\$102.00	✓
251	904	Epoke Salt Spreader	Brandon Hughes	276-692-6386	\$69.00	✓
252	352	1999 International 4900 Dump Truck	Melody Bryant	336-508-8534	\$15,100.00	✓
253	695	Williams Offset Bush Hog	Brian Oakley	336-552-8136	\$680.00	✓
254	378	2001 Chevrolet C6500 Service Truck	Justin Thompson	615-943-2707	\$5,202.00	✓
255	84	1995 Ford F150	Jason Jordan	843-421-6111	\$3,100.01	✓
256	525	2001 Chevrolet Tahoe	Herbert Morris	336-442-2237	\$2,060.00	✓
257	99	1999 International 4700 Single Axle Dump Truck	Melody Bryant	336-508-8534	\$14,800.00	✓
258	639	Motrim Flail Mower	William Kopp	703-507-2757	\$400.00	✓
259	373	2001 Sterling Ford LT9500	Raymond Williams	864-915-7620	\$12,200.00	✓
260	668	Bush Hog Model 296	Reece Cobb	336-694-9782	\$925.00	✓
261	362	1998 Ford Explorer	Alan Hancock	240-832-0834	\$2,175.00	✓
262	578	Model 9 Max System Protote	Benjamin Korner	419-834-1194	\$6,050	✓
263	613	2007 Ferris Mower	Charles Snow	336-302-5610	\$260.00	✓
264	692	2011 Toro Grandstand	William Domina	336-627-3292	\$890.00	✓
265	101	1998 Dodge 3500 Bucket Truck	James Scott	770-586-0372	\$3,050.00	✓
266	988	Dayton Post Hole Digger	Matthew Roach	336-894-8579	\$12.00	✓
267	962	Balderson Snow Plow	Jamie Roberts	919-942-3001	\$2,025.00	✓
268	811	Target Cement Saw	John Casey	704-438-4639	\$10.00	✓
269	453	2008 Dodge Charger	Justin Carter	804-244-4180	\$260.00	✓
270	454	2008 Dodge Charger	Justin Carter	804-244-4180	\$301.00	✓
272	889	Homemade Trailer	Robert Sineath	910-703-2108	\$360.00	✓
273	690	Blackhawk 3 ton jack	Kenneth Lancaster	919-738-9277	\$27.00	✓
274	720	Mclane Edger	Douglas Stebbins	828-405-4590	\$10.00	✓
276	N/A	Sewer camera	Brent Zeiders	717-554-1715	\$3,901.00	✓

277	450	<u>2006 Dodge Charger</u>	Randy Beaumier	276-618-4276	\$4,209.99	✓
278	480	<u>2009 Chevy Tahoe</u>	Brett Grigg	828-443-6636	\$2,125.00	✓
279	173	<u>1984 Econ Trailer</u>	Kenneth Dellinger	704-473-4697	\$1,505.00	✓
280	258	<u>1998 International 4900 Dump</u>	Darren Davis	336-626-9470	\$23,400.00	
281	563	<u>John Deere 45 gallon Sprayer + backpack sprayer</u>	Jason Lovelace	336-344-4738	\$52.00	✓
282	877	<u>2004 Gorman Pump</u>	Bobby Suggs	205-281-9370	\$7,855.00	
283	generator	<u>Cummins Generator & Stack</u>	Sahper Yilmaz	546-850-2459	\$560.00	
284	greaser	<u>Graco greaser</u>	No bids			
285	Pump&tank	<u>PTO pump & Hydraulic Tank</u>	Amanda Shaffer	276-284-1971	\$57.00	✓
286	614	<u>2007 Ex-Cell Steam Jenny</u>	Ernest McNeely	980-635-3441	\$130.00	✓
287	636	<u>1993 ECCO Generator</u>	Sahper Yilmaz	546-850-2459	\$825.00	
288	471	<u>2009 Dodge Charger</u>	Michael Sandy	704-791-0331	\$1,535.50	✓
289	599	<u>2005 Nissan Sentra</u>	Tyrone Wilson	252-945-7667	\$2,350.00	
290	468	<u>2009 Dodge Charger</u>	Tom Rodgers	704-771-2626	\$2,525.00	✓
291	469	<u>2009 Dodge Charger</u>	Michael Sandy	704-791-0331	\$2,025.00	✓
292	476	<u>2008 Chevrolet Impala</u>	Esther Cramer	252-675-8657	\$3,850.00	✓
293	467	<u>2009 Dodge Charger</u>	Tom Rodgers	704-771-2626	\$3,550.00	✓
294	541	<u>2013 Bobcat Mower</u>	Tony Willard	336-442-0980	\$2,025.00	
295	539	<u>John Deere Spreader</u>	Joshua Moore	336-552-4436	\$12.00	✓
296	823	<u>(4) Wacker tamps</u>	Cory Casper	336-420-2049	\$151.96	

\$58,743.45

**MINUTES OF THE REIDSVILLE PLANNING BOARD
HELD WEDNESDAY, MAY 17th, 2023 BEGINNING AT 6:00 P.M.
IN THE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

Thomas Thompson, Chairman
W. E. "Skeeter" Coates, Vice-Chairman
Cindy Scarborough
Dylan Moore

MEMBERS ABSENT:

William Roach
Joe Towns

OTHERS IN ATTENDANCE:

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

Chairman Thomas Thompson called the Planning Board meeting to order at 6:00pm.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the APRIL 19th, 2023 Planning Board Meeting.

Motion: W.E. "Skeeter" Coates

Second: Dylan Moore

Vote: Unanimous

CONSIDERATION OF A TEXT AMENDMENT REQUEST TO AMEND ARTICLE V, SECTION 4 "TABLE OF AREA, YARD AND HEIGHT REQUIREMENTS" TO REDUCE THE FRONT YARD SETBACK REQUIREMENT FOR SINGLE UNITS IN THE RESIDENTIAL-12 (R-12) ZONING DISTRICT FROM THIRTY-FIVE (35) FEET TO TWENTY-FIVE (25) FEET. DOCKET NO. T 2023-06.

Jason Hardin introduces the text amendment, Southbury, LLC. is petitioning to amend Article V, Section 4 Table of Area, Yard and Height Requirements to reduce the front yard setback requirement for single units in the Residential-12 (R-12) zoning district from thirty-five (35) feet to twenty-five (25) feet. Currently the ordinance requires a front yard depth of thirty-five (35) feet for single units in the R-12 zoning district, and a front yard set back of thirty-five (35) feet can create difficulties for some properties such as those located in cul-de-sacs. Staff has evaluated the front yard setback requirement for single units in other municipalities across the triad and has found that the standard front yard setback requirement is somewhere between twenty (20) and thirty (30) feet for twelve-thousand (12,000) square foot lots. The smallest front yard setback found was twenty (20) feet in Winston Salem. In Greensboro we found a front yard setback of thirty (30) feet. Of the front yard setback requirements that were researched, (30) to thirty-five (35) feet were the largest we found for twelve-thousand (12,000) square foot lots. Twenty-five (25) feet falls between the minimum and maximum of these front yard setbacks. Considering the presence of City right-of-way, property lines rarely start at the curb. Right-of-way is typically around fifty (50) feet, which adds five feet from the curb to the existing setback, creating a front yard depth of around forty (40) feet – or thirty (30) feet with this front yard setback

reduction. Which is still a considerable setback from the road. There is an appetite among the public to have smaller yards, less landscaping and small lots with small setbacks. Developers want small lots with small setbacks so that they can maximize the number of units but also because of the price of the land. Developers would still have to meet the twelve-thousand (12,000) square foot minimum lot size for developments in R-12, they would just be able to move the houses a little closer to the road, which is not unreasonable. The proposed amendment is in alignment with the Reidsville Land Development Plan's Goal 3, to expand housing options, which includes expanding the housing stock and providing a variety of housing options that are attractive and affordable to people of all income levels. The planning staff recommends the adoption of the proposed amendment.

Cindy Scarborough asks if the roads that the homes in question are located off of are neighborhood streets or busy thoroughfares. Jason Hardin clarifies that this amendment will apply to all single unit developments in any R-12 zoning district throughout the city. It is not development specific. Cindy Scarborough states that in theory it could be located along a busy road. Jason Hardin replies yes.

W.E. "Skeeter" Coates asks Jason Hardin to define "single unit". Jason Hardin states that "single unit" refers to single family homes, not duplexes or multifamily housing. As you increase the number of units the requirements for yard width and setback depth increase, requiring larger lots. Chairman Thompson asks if there is a minimum amount of road frontage required in R-12. Jason Hardin responds yes, stating that single units require eighty (80) feet. Chairman Thompson notes that R-12 is our medium-density residential zoning district. Jason Harding states that this is correct. R-6 is our high-density residential zoning district requiring a six-thousand (6,000) square foot lot, while both R-20 and RA-20 are our low-density residential zoning districts requiring twenty-thousand (20,000) square foot lots.

Dylan Moore asks if the board had recently changed R-12 setbacks. Jason Hardin notes that the previous amendment to the R-12 setback requirements was exclusively for townhomes. It did not impact the setback requirements for single units. Jason Hardin states that the previous amendment did reduce the front yard setback for townhomes, allowing them to locate closer to the road. This previous amendment was approved back in July of 2022. Dylan has asked if that change has helped to attract more development. Jason Hardin states that the developer who requested the previous setback amendment for townhomes in R-12 has not yet to move forward in the development process.

Chairman Thompson asks if anyone else would like to speak for or against the proposed amendment. There being no further discussion on the item, a motion was made.

A motion was made to approve the text amendment reducing the front yard setback requirement for single units in the Residential-12 (R-12) zoning district from thirty-five (35) feet to twenty-five (25) feet to City Council for recommendation.

Motion: Cindy Scarborough
Second: W.E. "Skeeter" Coates
Vote: Unanimous

CONSIDERATION OF A CONDITIONAL REZONING REQUEST FOR A VACANT PROPERTY LOCATED OFF SHERWOOD DRIVE (REGISTER OF DEEDS OFFICE PLAT BOOK 94, PAGE 89 - AREA 1) FROM RESIDENTIAL-20 (R-20) AND HIGHWAY BUSINESS (HB) TO CONDITIONAL ZONING RESIDENTIAL-6 (CZ R-6). DOCKET NO. CZ 2023-01.

Jason Hardin introduces the Conditional Rezoning request. Cable Enterprises, LLC. is petitioning to rezone a parcel located on Sherwood Drive (register of deeds office plat book 94, page 89 - area 1), from Residential-20 (R-20) and Highway Business (HB) to Conditional Zoning Residential-6 (CZ R-6). This property has been recently subdivided. The owner subdivided off a small portion fronting Freeway Drive, and it will take the tax office a few months to issue a new parcel number for the section that is under consideration today. The parcel encompasses twenty-six point two seven (26.27) acres. This is a conditional zoning. The City has not done one of these since 160D was adopted. 160D allows for the developer to locate their development into a conditional zoning district., and place voluntary restrictions on the use of the land, which restricts the uses that are allowed in the general use R-6 zoning district. The developer is requesting to allow only single-family homes in this development. The applicant is required to produce a concept plan showing the prospective development. This is in contrast to what is done for a straight rezoning, where you go from one general district to another, without there being any conditions placed on the property. With a straight rezoning everything permitted in that zoning district would be allowed. With this conditional rezoning only single-family homes will be allowed and the development will have to adhere to all other standards for the R-6 district. The applicant has provided their concept plan and TRC has reviewed it. Should this conditional rezoning request go through and be approved by City Council, the layout of the development will follow the layout provided by this concept plan. Any major alteration to the plan requires an act of council. If it is a minor change, the Planning & Community Development Manager will be authorized to approve those changes. Approval of this plan does not give approval for construction. They will need to obtain a zoning permit, building permits, produce a preliminary plat, a final plat and go through the civil plan review process. This is specifically and only for the purpose of the rezoning and the concept of the development. The Planning Staff recommends the proposed zoning map amendment be approved.

Jason Harding goes on to say that in the meeting packet members will find a statement of consistency and reasonableness. This is new, and the reason for that is General Statute 160D, which requires that the municipality adopt a statement of consistency and reasonableness. The statement of reasonableness explains why the proposal is reasonable, whereas the statement of consistency explains how the proposal is consistent with the municipalities adopted land use plan. There are template motions for the Board to approve the proposed rezoning.

Chairman Thompson asks if the statement of consistency must be read when the motion is made. Jason Hardin clarifies that it does not however, the provided motion language to tie in the Consistency and Reasonableness Statements to either approve or deny the conditional rezoning must be read upon calling a motion.

Dylan Moore asks if we are having to do it this way because the lot is split zoned. Jason Hardin responds no. This format will be the same going forward for all rezoning requests. This process for is more harmonious and transparent, allowing the public to see what conditions are being requested prior to approval. Chairman Thompson states that this process prevents the developer from going in and placing apartments on the parcel as an example. W.E. "Skeeter" Coates states that they would be unable to put something like a truck terminal there because of the voluntary restrictions they have requested. Jason Hardin states that these voluntary restrictions can placate some of those fears related to rezoning.

Furthermore, the City can't require any standards be placed on the land, it has to be voluntary from the applicant. W.E. "Skeeter" Coates asks for clarification regarding changes to the concept site plan that was submitted, noting that the applicant will have to come back before the board if they make alterations. Jason Hardin states that if the site plan changes in a major way, such as altering the overall site layout or land use, it will have to come back before council for reapproval. If the site plan changes in a minor way, such as the deletion or rearrangement of a few lots, it may be reapproved by the planning & Community Development Manager. Dylan Moore states the prefers this new process.

Chairman Thompson asks if there is anyone else who would like to speak for or against this conditional rezoning. Tim Shaw approaches the podium and states his position with Hagen Engineering. Tim and his team were responsible for putting together the concept plan presented for this conditional rezoning. Tim Shaw states that the main reason they are trying to obtain CZ R-6 zoning is due to the stream that crosses the property and the environmental designation placed upon the it, which impacts proposed development across the parcel. Tim Shaw notes that a typical R-6 district would be high density, however they are not looking to develop this parcel into a high-density development. A lot of green space will remain and the development will leave a lot of the existing environmental features undisturbed. Chairman Thompson asks haw many lots this development will encompass. Tim Shaw states that it will have about 48 lots, as depicted in the concept plan. Dylan Moore asks is the developer has a timeline. Tim Shaw responds not at this point, it's still really early in the process. W.E. "Skeeter" Coates asks if the pond on the concept plan is a stormwater holding pond. Time Shaw responds yes, both of the ponds on the concept plan are manmade stormwater holding ponds and the streams are naturally occurring. These ponds will meet the stormwater requirements as discussed with the stormwater management department. Chairman Thompson asks if this lot is across from the entrance to Sherwood Trail. Tim Shaw responds that this lot is sandwiched between Sherwood Drive and US 29 Business. Chairman Thompson asks if there is anyone else who would like to speak for or against the request. There being no one, the floor is closed for comments.

Dylan Moore "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 Board agenda packet, submitted during the rezoning presentation and as may be amended, incorporated into the motion, to be included in the minutes."

A motion was made to approve the conditional rezoning request for a vacant property located off Sherwood Drive (register of deeds office plat book 94, page 89 - area 1) from Residential-20 (R-20) and highway business (HB) to conditional zoning residential-6 (CZ R-6) to city council for recommendation.

Motion: Dylan Moore
Second: Cindy Scarborough
Vote: Unanimous

PLANNING & COMMUNITY DEVELOPMENT MANAGER'S REPORT

Jason Hardin states that council approved all of the text amendments that were brought before the Planning Board last month in April. Alcohol establishments are now allowed downtown, alcohol establishments are allowed in the General Business District as an accessory use, the percentage of food sales for restaurants has been reduced to thirty (30) percent, the special use requirement for

restaurants with accessory use was repealed and the mobile food vendor text amendment that was brought forward to bring the ordinance into alignment with the code was also approved. Dylan Moore asks if the annexation item from last month also went forward. Jason Harden notes that council did approve both of the resolutions for the clerk to go forward with investigating those annexation requests. Dylan Moore asks if annexations go through Planning Board. Jason Hardin replies no, annexations go straight to council. Chairman Thompson asks which annexation Jason Hardin is referring to. Jason Hardin states that one of the annexations is off of Freeway Drive and the other is technically off of S. Scales Street. One is right behind Tractor Supply and the other is beside Tractor Supply. The city limit is unusual at that location, going around those lots, leaving them out. Dylan Moore notes that at one point he recalls having an annexation case come before the Board. Jason Hardin comments that was actually a Street Closing for an abandoned right-of-way, which the Planning Board does hear.

ADJOURNMENT OF PLANNING BOARD

There being no further business, a motion was made to adjourn the Planning Board meeting at 6:26pm.

Motion: W.E. "Skeeter" Coates

Second: Dylan Moore

Vote: Unanimous

**Drew Bigelow
Planner I**

**MINUTES OF THE REIDSVILLE BOARD OF ADJUSTMENT MEETING
HELD WEDNESDAY, MAY 17TH, 2023 BEGINNING AT 7:22P.M.
IN THE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

Thomas Thompson, Chairman
W. E. "Skeeter" Coates, Vice-Chairman
Cindy Scarborough
Dylan Moore

MEMBERS ABSENT:

William Roach
Joe Towns

OTHERS IN ATTENDANCE:

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

Chairman Thomas Thompson called the Board of Adjustment meeting to order at 6:27pm.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the APRIL 19th, 2023 Board of Adjustment Meetings.

Motion: Cindy Scarborough
Second: W.E. "Skeeter" Coates
Vote: Unanimous

**CONSIDERATION OF A VARIANCE REQUEST FOR THE PROPERTY AT 111 SE MARKET STREET
ROCKINGHAM COUNTY TAX PARCEL #169751. DOCKET NO. BA 2023-01.**

While the Board of Adjustment does have a quorum, with there being only four (4) of the six (6) Board of Adjustment members present, a majority vote could not be achieved and the Board is unable to go forward with hearing the variance request for Docket No. BA 2023-01 at this time. The next Board of Adjustment meeting will be held on June 21st, 2023 at 6:00pm, and the hearing for BA 2023-01 will be moved to that date.

A motion was made to table variance request BA 2023-01 until the next Board of Adjustment Meeting, to be held on June 21st, 2023 at 6:00pm in the Reidsville City Hall Council Chambers.

Motion: Dylan Moore
Second: Cindy Scarborough
Vote: Unanimous

Since he will not be able to attend the June Board of Adjustment meeting, Nathan Miller asks to submit a statement letter to the Board as evidence to be considered at the hearing for BA 2023-01 next month. The statement letter was entered as an exhibit.

ADJOURNMENT OF THE BOARD OF ADJUSTMENT

There being no further business, a motion was made to adjourn the Board of Adjustment meeting at 6:33pm.

Motion: Cindy Scarborough

Second: Dylan Moore

Vote: Unanimous

**Drew Bigelow
Planner I**

**MINUTES OF THE REIDSVILLE HISTORIC PRESERVATION COMMISSION MEETING
HELD THURSDAY, MAY 18TH, 2023 BEGINNING AT 6:00 P.M.
IN THE REIDSVILLE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

Jim Jackson, Chairman
Jason Johnson, Vice-Chairman
Anne Marie Simmons
Cindy Dilday
Norma Craddock
Elizabeth Covell

MEMBERS ABSENT:

Marguerite Holt

OTHERS IN ATTENDANCE:

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

Chairman Jim Jackson called the Historic Preservation Commission meeting to order at 6:02 pm.

Anne Marie Simmons provided the invocation.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the April 20th, 2022 Historic Preservation Commission Meeting.

Motion: Jason Johnson

Second: Anne Marie Simmons

Vote: Unanimous

CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS FOR AGING, DISABILITY & TRANSIT SERVICES OF ROCKINGHAM COUNTY TO REMOVE A GRASSY KNOLL AND ERECT A FENCE AT THE REAR PROPERTY LINE OF THE PROPERTY LOCATED ON SE MARKET ST., BETWEEN LOTS 415 AND 421, DOCKET NO. HD 2023-08.

Chairman Jackson introduces the swearing in procedure.

Drew Bigelow swore in Cathy Powers.

Chairman Jackson asks Cathy Powers to introduce herself. Cathy Powers states that she is the services director at Aging and Disability Transit Services of Rockingham County. Chairman Jackson asks what the facility is planning to do in regard to the changes that have been requested as a part of this Certificate of Appropriateness application, HD 2023-08. Cathy Powers explains that their primary facility is located at 105 Lawsonville Avenue. She notes that they also have a smaller cottage that serves as a part of their facility located at what was previously 101 Lawsonville Avenue, as well as a property that was located along SE Market. In the 1980's those properties were merged together. Cathy Powers notes that directly

behind those buildings there is a paved lot. Behind that paved lot there is a fenced in lot that does not belong to Aging and Disability Transit Services of Rockingham County. Then behind that fenced in lot, there is a gravel and grass lot that is owned by Aging and Disability Transit Services of Rockingham County. This lot is used as an overflow parking lot for employees and visitors of their facility located on Lawsonville Avenue, as well as a storage location for some of their RCATS vans. Cathy Powers states that as staff has grown over the years, this overflow parking lot has become more necessary and is now a bit too tight of a space to accommodate the facility's needs. There is a grassy knoll that is situated along the west side of their property between the fenced in parcel that Aging and Disability Transit Services of Rockingham County does not own their existing gravel parking area. Cathy Powers states that Aging and Disability Transit Services of Rockingham County want to level out that knoll and pave the entire lot. They feel that paving the lot will enhance security as well as their ability to scrape the lot during inclement weather. Cathy Powers notes that it has been difficult to combat inclement weather conditions at the location of their gravel parking lot. They now have about 40 staff members working in their facility, and they try to maintain the existing paved upper lot for clients who cannot access their facility from the lower gravel lot. Cathy Powers notes that currently there is a dilapidated wooden fence that has fallen over at the back corner of the property where their gravel lot is located. As a result, Aging and Disability Transit Services of Rockingham County is also seeking to erect a privacy fence at the back (east side) of their property to enhance the appearance of the lot and deter other people from parking in their lot. Due to the excess of other people parking in and walking through their lot, there tends to be a lot of litter and trash on the property when staff returns each Monday.

Chairman Jackson, referencing the material provided, clarifies that the gravel lot is located on the property noted as being 0.49 acres. Cathy Powers asks to view the document in reference, and replies yes. Referencing the same document, Jason Johnson asks Cathy Powers to identify where the privacy fence will go. Cathy Powers points to the side of the property (east side) where the fence will go. Jason Johnson asks if that is the only fence they are looking to erect. Cathy Powers responds yes, we are considering a six (6) foot, white privacy fence. Chairman Jackson states that based on the pictures provided, it looks like they may have to take down a couple of trees. Chairman Jackson asks Cathy Powers if it would be possible to conserve some of those trees and use them as a means to provide shaded parking, as these are healthy trees. Cathy Powers asks Chairman Jackson if he believes it to be the fence or the paving that will require the trees to be removed. Referencing the pictures provided, Chairman Jackson identifies the grassy knoll to be removed and the trees to the north of that as the ones in question. Cathy Powers states that their current plan is not to remove any trees. They have had contractors come out and give them an estimate based on just leveling the land and leaving all the trees intact. Chairman Jackson notes that that is really good to hear.

A motion was made in consideration of the evidence provided, to approve the Certificate of Appropriateness for Aging and Disability Transit Services of Rockingham Co. to remove a grassy knoll and erect a fence at the rear property line of the property located on SE Market St., between lots 415 and 421.

**Motion: Jason Johnson
Second: Elizabeth Covell
Vote: Unanimous**

CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS FOR CAMERON CAFFARO TO REPLACE THE EXISTING METAL ROOF WITH A CHARCOAL GRAY ARCHITECTURAL ASPHALT SHINGLE ROOF, REPAINT THE EXISTING GREEN WOODEN DECK A SHADE OF GRAY, AND REPAINT THE EXTERIOR OF THE HOUSE A SHADE OF YELLOW SIMILAR TO THE EXISTING EXTERIOR PAINT COLOR OF THE PROPERTY LOCATED AT 316 IRVIN ST. DOCKET NO. HD 2023-09.

Chairman Jackson introduces the next COA application and calls Cameron Caffaro to the stand.

Drew Bigelow swore in Cameron Caffaro.

Chairman Jackson states that Cameron Caffaro intends to replace the metal roof with asphalt shingles among other minor repairs, and asks Mr. Caffaro to elaborate on these intentions. Cameron Caffaro notes that he has recently purchased the property, which has been vacant for some time and it needs some TLC. He is looking at doing some minor renovations. The roof is the original roof and it is very torn up. From Mr. Caffaro's understanding, this is the original roof and it has been painted over many times. It has holes in it, is rusted out and it is no longer securely affixed to whatever underlying structure is there. Cameron Caffaro states that he is looking to repair the roof and replace the metal shingles with asphalt shingles so he can begin repairs on the inside of the structure. Cameron Caffaro states that he has an additional document with him that shows the color of the paint he intends to use for the front porch, the current condition of the roof, as well as the color and the type of material the asphalt shingles will consist of. He offers copies of this document to the Commission as evidence. Chairman Jackson states that they would love to see them. Cameron Caffaro passes the documents around for examination.

Referencing a document containing six (6) images of the home and intended repairs, Cameron Caffaro states that in the upper right and bottom left corners of the page there are images of the roof in its current condition. You can see that the roof is worn and deteriorated. On the middle left there is an image of the porch which Cameron Caffaro intends to paint. This image shows the poor condition of the existing paint and indicates a need for refurbishing. In the upper left of the page Mr. Caffaro has provided an image showing the color and design of the shingles he intends to use, as well as an example of what the shingles will look like once applied to the home. On the middle right Cameron Caffaro has provided an image showing what he intends to do to the porch in regard to paint color and repairs. The color selected for the porch is a medium to light gray that compliments the existing exterior paint color. Cameron Caffaro states that he has brought with him physical samples of the roofing materials and paint colors he would like to use in his repairs. Chairman Jackson notes that since the change of materials and color is considered a major change, the Commission would like to see the physical samples of the materials Mr. Caffaro has brought with him. Cameron Caffaro approaches the Commission and presents his samples. He states that his selection is estate gray. The sample provided is from a three (3) by three (3) slat of shingles he plans to use. The sample has alternating squares of gray that vary slightly in color. Chairman Jackson states that the usual arrangement is that the Commission asks applicants to replace the roofing with like materials, however they keep running into the issue of it being difficult for applicants to find affordable, like materials that replicate the design for the 1930's. As such, they find themselves requesting that any change of materials be of high quality and taste regarding the style of the home in question. Chairman Jackson notes that this is evident in the materials Mr. Caffaro has selected. Chairman Jackson notes that among the other outside renovations, Mr. Caffaro seeks to repaint the decking of the front porch and the exterior siding of the home. Cameron Caffaro replies that this is correct, and that the paint for the exterior siding of the home will be very similar to the existing yellow color, simply more vibrant. He references the picture in the upper left of the document he provided as an indicator of the proposed exterior siding color.

A motion was made in consideration of the evidence provided, to approve the Certificate of Appropriateness for Cameron Caffaro to replace the existing metal roof with a charcoal gray architectural asphalt shingle roof, repaint the existing green wooden deck a shade of gray, and repaint the exterior of the house a shade of yellow similar to the existing exterior paint color of the property located at 316 Irvin St.

Motion: Elizabeth Covell

Second: Anne Marie Simmons

Vote: Unanimous

REIDSVILLE SESQUICENTENIAL (150TH) CELEBRATION

Jason Hardin states that we would like to go back over the dates that the Governor Reid House will be open. The open house dates are June 18th, August 13th, October 21st and December the 10th. Jason Hardin states that we would like to do something similar to what was done for Founders Day back in April. Jason Hardin also states that we would like to have the upstairs open for these dates. Some work is still needed to make this possible, however, we believe it can be accomplished before the June open house date. Regarding the time of these open house events, Jason Hardin and Drew Bigelow state that they believe they are the same time as the Founders Day event from April. Elizabeth Covell asks if those dates are Sundays or Saturdays. Drew Bigelow comments stating that they alternate. Some of the dates fall on Saturdays while others fall on Sundays. Jason Hardin points out that the June open house date falls on Father's Day. Elizabeth Covell asks if we are going to confirm who will be available to participate in these events. Jason Hardin takes a quick count of who will be available for the June event. Elizabeth Covell shares her concerns regarding the event times and the potential conflict this causes with people attending church. Chairman Jackson states that if the time for these events is already set for the morning, then people will just have to come after church. Upon reviewing the calendar, it is noted that the time for these events is actually 2:00pm to 5:00pm, and that all of the events fall on Sunday with the exception of the event in October which is on Saturday. The Commission makes note of these dates and times.

Jason Hardin asks the Commission if they want to schedule a time for doing a downtown stroll this summer. Sharing the Commissions collective concern regarding the summer heat and the need to be in full costume for the downtown stroll, Elizabeth Covell suggests we hold off and plan to just do the Lantern Tour in the winter. The Commission agrees and asks if there is a date already set for the Lantern Tour. Referencing the Reidsville calendar again, Jason Hardin notes that a date is already set for the first weekend in December, on December 2nd at 6:00pm. Even though it is already scheduled on the calendar, a motion is made to formally recognize this date for the Lantern Tour.

A motion was made to formally recognize December 2nd at 6:00pm as the scheduled date and time of the 2023 Lantern Tour Downtown.

Motion: Jason Johnson

Second: Anne Marie Simmons

Vote: Unanimous

Chairman Jackson asks about 338 Irvin Street, and whether or not they have applied for a COA to install a fence. Jason Hardin states that we have contacted them regarding the issue. Drew Bigelow notes that they submitted their paperwork for a Certificate of Appropriateness yesterday (5/17/2023). Chairman Jackson states that he wants to know which realtor it was that failed to inform them they had purchased a home in the historic district. By failing to inform these property owners that their house has extra zoning requirements, they have inadvertently created a problem. Perhaps these people would not have wanted to purchase this home had they known. Chairman Jackson asks if we know what type of fence they intend to erect. Jason Hardin states that since this case will come before the Commission next month, we cannot disclose any details at this time, as that would constitute ex parte communication.

In closing, Jason Hardin notes that the City Council wanted to thank the Commission for dressing up at the Founders Day event and for their future efforts in regard to the open house events. To show their appreciation snacks have been provided for the Commission in the Conference room next door. Once the Commission makes a motion to adjourn, they can head over to enjoy these refreshments.

ADJOURNMENT OF HISTORIC PRESERVATION COMMISSION

There being no further business, a motion was made to adjourn the Historic Preservation Commission meeting at 6:37 pm.

Motion: Anne Marie Simmons

Second: Elizabeth Covell

Vote: Unanimous

Drew Bigelow
Planner I

REIDSVILLE ABC BOARD

Minutes of April 27, 2023 Board Meeting

1. The meeting was called to order at 9:00 am by Chairman C. Turner. Members K. Almond, C. Nimmons, GM Langel, Mayor Donald Gorham and Assistant City Manager Haywood Cloud, Jr. were present.
2. Member C. Turner delivered invocation.
3. Chairman C. Turner called for any known conflicts of interest. None were reported.
4. The minutes of the March 2023 meeting were approved as read.
Motion to approve: K. Almond Second: C. Nimmons
5. GM Langel presented appraisal information for Durwood Court and Diesel Drive properties to the Board (attached).
6. After discussions concerning the values of the properties, current loan balance and the Board's ability to continue making monthly mortgage payments, the Board unanimously agreed to keep the Diesel Drive property and revisit options in two to three months.
7. GM Langel presented an easement request from Duke Energy concerning Durwood Court property. After reviewing the information from Duke Energy, the Board determined they could not sign off on the easement as requested without additional information. GM Langel was instructed to contact Duke Energy and request additional information concerning the exact location of the easement.
8. The next meeting of the Board will be May 25, 2023 at 9:00 am at the Reidsville ABC store.
9. There being no further business to discuss, the meeting was adjourned at 9:45 am.

Motion to adjourn: K. Almond Second: C. Turner

Approved:

Clark Turner, Chairman

Clark Turner

Kelly Almond

Kelly Almond

Carolyn Nimmons

Carolyn P. Nimmons

Jodi Langel, General Manager

Jodi M. Langel

**MINUTES OF THE
REIDSVILLE HUMAN RELATIONS COMMISSION
MEETING ON TUESDAY, APRIL 25, 2023
REIDSVILLE CITY HALL
1ST-FLOOR CONFERENCE ROOM**

COMMISSION MEMBERS PRESENT: Cathy Badgett, Chair
Khalid Amos
Dawn Charaba
Wanda Harley
Richard Ratliff
Anna Roach

COMMISSION MEMBERS ABSENT: Maricarmen Garduño, Vice Chair

CITY STAFF PRESENT: Latasha R. Wade

VISITORS: None

CALL TO ORDER

Chair Dr. Cathy Badgett called the meeting to order at approximately 6:40 p.m.

INVOCATION

Wanda Harley provided the invocation.

ROLL CALL

Dr. Badgett then called the roll.

READING OF THE MISSION STATEMENT

Anna Roach read the Mission Statement.

APPROVAL OF MARCH 28, 2023

Dawn Charaba made the motion to approve the March 28, 2023 minutes and Anna Roach seconded the motion with the minutes being unanimously approved.

REPORTS AND ANNOUNCEMENTS

None were offered due to the need to focus on the CommUnity Pride Event.

OLD BUSINESS

CommUNITY Pride Event

Dr. Badgett passed out handouts for the Multicultural Day event of updated information. *(A COPY HAS BEEN INCORPORATED INTO THE MINUTES.)*

Dr. Badgett began sharing the following details in preparation of the event:

- Banners have been completed and delivered to Robin Yount, Main Street/Market Square Manager. The Team Community Banner would be hung across the long, front part of the Market Square stage. The Sponsor Banner will be across the wall at the back of the stage.
- Dr. Badgett said she sent emails to all the participants except Wanda Williamson.
- Confirmed attendees would be Police Chief Ray Gibson and Fire Chief David Bracken would make sure the fire truck is there.
- Quintin Robertson, the Parks & Rec Superintendent, confirmed that two staff members would be present with games. (ladder, golf, coin toss, and corn holes.)
- Medallions will be given out for participation in games.
- Trophies will be given to winners.
- Medallions can be given out at the Blood Pressure Booth as well.
- Happy Meals can be prizes for kids. Gift cards can be given out to adults. Dawn suggested using tickets for a drawing that she would provide for the gift cards.
- Dawn asked if she should bring her items (20 easels and drinks) on Saturday before the event or on Friday. Dr. Badgett suggested that she come on Friday when she meets Robin for the hanging of the banner by Public Works, which would be possibly 10 or 11 a.m.
- Categories, games, and prizes were discussed.
- Nine adult gift cards, 25 kids' gift cards, and two trays from Subway will be donated. A tablecloth will be needed for a long table.
- Josh Beck, Public Works Director, will get the chairs and tables from the Fire Department on Friday and deliver them to Market Square.

- There will be two plain clothes officers present.
- Robin Yount will have two people from her department to assist. She or Judy Yarbrough will be there.
- The Star-Spangled Banner will be done by Jared.
- Queen's Court will be playing at the beginning.
- Richard asked about arrival time for them on Saturday morning? Dr. Badgett said she will arrive by 8:45 a.m. because the Health Department will be there at 9 a.m. to approve Candy Creek as a vendor. The other vendors had inspections by the Health Department.
- Vendors would be as follows: Italian Ice; Boardwalk Baker; Lebanese Grill; and Candy Creek.
- Items needed are follows: water; orange juice; and ice. Dawn agreed to bring these items and Gatorade.
- Anna agreed to get plates and napkins.
- Dr. Badgett said she would get snacks for HRC members from Lowes Foods on the City's account.
- Dr. Badgett asked Khalid if he could be responsible for putting borders on the art and the exhibit preparation of the artwork? He agreed. She told Khalid she would get poster boards, tri-fold boards, etc.
- Dr. Badgett said City Manager Woodard agreed to let them have the balloon arches from a previous event if they were still useable.
- Richard asked about rain plans? Dr. Badgett said people could go under the shelter should it rain.
- Emceeing would be Dr. Badgett, Richard, and Anna. Dawn would help coordinate the people/participants. Khalid would be in charge of the marble count game. Wanda would be at the registration table.
- Dr. Badgett showed the flags to represent different countries that would be hung by Public Works when the banners are done.
- Dr. Badgett said she would make sure the nurse station had a first aid kit.

- Dr. Badgett said Diane Sawyer, President of the Reidsville Chamber of Commerce, contacted her in regards to having shirts for HRC members that is a total cost of \$126.
- Dr. Badgett told Latasha applications and brochures are needed to have at the registration table.

Closing Comments

After finalizing the details of the Multicultural Day/CommUnity Pride Event, Dr. Badgett asked for a motion to adjourn.

The motion to adjourn the meeting at 7:50 p.m. was made by Wanda Harley, seconded by Richard Ratliff and unanimously approved.

Submitted by:



Latasha R. Wade, Deputy City Clerk