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**Roanoke Rapids City Council**

**June 11, 2013**

The regular meeting of the City Council of the City of Roanoke Rapids was held on the above date at 7:00 p.m. in the first floor conference room of the J. Reuben Daniel City Hall & Police Station.

 Emery G. Doughtie, Mayor

 Carl Ferebee, Mayor Pro Tem

 Suetta S. Scarbrough)

 Ernest C. Bobbitt)

 Greg Lawson)

 Carol H. Cowen)

 Joseph Scherer, MPA, MS, City Manager

 Lisa B. Vincent, MMC, City Clerk

 Gilbert Chichester, City Attorney

Mayor Doughtie called the meeting to order and opened the meeting with prayer.

Mayor Doughtie called Council’s attention to the Conflict of Interest statement in the agenda packet. He stated he will turn the meeting over to Mayor Pro Tem Ferebee for Item 4 (a) *Public Comment from Pepper & Doughtie Antiques & Gifts*.

With no one indicating a conflict of interest with any of the items on the agenda, motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to adopt the business agenda for June 11, 2013.

Mrs. Yvonne Doughtie of Pepper & Doughtie Antiques & Gifts thanked the Council for the opportunity to speak on a topic that is important to the revitalization of Main Street. She stated she is a life-long resident, a taxpayer and a business owner. Mrs. Doughtie, with assistance from her business partner Wesley Pepper, presented a slideshow of photos of the trees and businesses along Roanoke Avenue. She stated the Main Street Program was started to create an atmosphere that would attract new businesses and the trees are hurting businesses along the Avenue. Mrs. Doughtie stated she, along with her partners, have put forth a substantial commitment toward their new business and have approximately $5,000 invested in a high quality sign which cannot be seen because of the trees. She stated you have to come to a complete stop between two trees that mask the sign in order to see the sign on the building. She stated it is very easy for visitors to just give up searching for a business and keep their money in their pockets. She stated Mr. Pepper sweeps up leaves daily and sometimes twice a day. Mrs. Doughtie stated the City crews were forced to delay trimming of the trees and birds keep roosting in the branches. She also stated that the bricks around the trees are pushed up and are unsightly, and could create a liability. She stated it is also a shame that you cannot enjoy the beautiful lampposts that were recently installed.

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Mrs. Doughtie stated these trees were planted in the eighties and does not recall them being on the Avenue during the thriving years when the J.C. Penney, Leggett and other department stores were open. She stated even though the trees are only about thirty plus years old, they have survived a long time and we will probably start to see them deteriorate. Mrs. Doughtie stated she has had conversations with other business owners on the Avenue, and they are the people that should be heard. She stated if you do not have businesses along the Avenue with open signs in their windows, nothing else matters. Mrs. Doughtie stated everyone is familiar with the old saying “you can’t see the forest for the trees”, here on the Avenue “you can’t see the shops for the trees”.

Mrs. Ruthie Gregory of 631 Arbutus Drive West, Roanoke Rapids, NC stated she has lived in Roanoke Rapids for 50 years. She thanked everyone for giving her time to make comments. She stated through the years, she has been involved in many groups and receives comments about the lollipop trees. She stated friends who have left the area and come back always comment about the airy trees. Mrs. Gregory stated people particularly like the tree at W. 11th and Jackson Streets, and for some reason, that tree has never been trimmed. She stated it is most attractive. She stated the citizens of Roanoke Rapids like the casual, airy look of these trees, and they are the ones with money in their pockets that shop on the Avenue. Mrs. Gregory stated when people shop the first thing they look for is a parking place. She stated when they get out of the car, they see the store windows. She stated she noticed recently that in the 1100 block the signs for the old EW Smith and Freid’s stores are still high up on the buildings. She stated people really look at the windows. She stated every now and then, flower containers are brought up to be used on the Avenue but they are hard to manage. She stated things planted in the soil do better than those planted in containers. She stated flower containers are also a wonderful thing for vandals. Mrs. Gregory stated she toured the 200 and 1000 blocks to look at the new lights at night and there was only one spot that was dark. She stated airy trees will let the light shine through. She stated the Beautification Committee picked up trash along the Avenue and less than 25% of the trash was leaves from the Holly trees. Mrs. Gregory suggested that the City trim the trees in accordance with the City’s Tree Policy.

Mr. Wesley Pepper of 618 Vance Street, Roanoke Rapids, NC stated each of us here has one thing in common—we are all interested in the beautification of the City. He stated he has no problem with the Holly trees but would ask that they be trimmed down so people are able to read the signs on the businesses. Mr. Pepper stated pruning should take place two times a year—in late spring and late fall.

Mrs. Shannon Warren of 1032 Roanoke Avenue, Roanoke Rapids, NC stated she opened the bakery on the Avenue about a year ago. She stated one of her biggest concerns and complaints is that people cannot find the bakery because of the trees. She stated even though it is a brightly painted building, some people still have problems seeing the business because of the trees. Mrs. Warren explained that one girl that has worked for her since she opened just noticed the sign on the building. She stated she and her staff constantly clean up leaves. She stated she loves trees and planted several in her yard but would love to see the Holly trees on the Avenue removed.

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Mrs. Warren stated the people that say the trees are great must not have a business on the Avenue. She stated she wants people to be able to see the sign on her business. She stated again that she would like to see the trees gone. She stated she missed her child’s ballgame tonight because she felt this matter was important.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Cowen and unanimously carried to approve Council Minutes dated May 7, 2013 *(Work Session);* May 13, 2013 *(Special Meeting)* andMay 14, 2013 *(Regular Meeting)*.

A ballot vote was taken and the Clerk announced that Chuck Landen and Jim Miller received the unanimous votes for reappointment to the Planning Board/Board of Adjustment.

Motion was made by Councilman Lawson, seconded by Councilwoman Cowen and unanimously carried to reappoint Chuck Landen and Jim Miller to the Planning Board/Board of Adjustment.

Finance Director Hite stated we continue to follow the guidelines of the Local Government Commission regarding the refinancing of two USDA loans. She stated a public hearing as required by NCGS 160A-20 was advertised in the *Roanoke Rapids Daily Herald* on May 26. Ms. Hite explained that on March 20, 2009, funds were secured through USDA for the construction of Fire Station No. 2 with a fixed interest rate of 4.375% and an annual payment of $90,178. She stated continuing with the current term, the total payments would be $2,254,450. Ms. Hite explained further that refinancing the debt with a term of 18 years with a 3% fixed rate, the total annual payment would be $94,521.30, and the total payments would be $1,701,383.40. She stated reducing the term and interest rate would provide a savings of $553,066.60.

A public hearing having been advertised and proper notices having been given according to law, Mayor Doughtie opened the public hearing for comments.

There being no one to speak, Mayor Doughtie declared the public hearing closed.

Finance Director Hite stated this second public hearing, which was also advertised in the *Roanoke Rapids Daily Herald* on May 26, is for the refinancing of the USDA loan for the Neighborhood Resource Center. Ms. Hite explained that on April 7, 2005, funds were secured through USDA for the construction of the Neighborhood Resource Center with a fixed interest rate of 4.375% and an annual payment of $20,230. She stated continuing with the current term, the total payments would be $222,530. Ms. Hite explained further that refinancing the debt with a term of 8 years with a 2.15% fixed rate, the total annual payment would be $25,522.40, and the total payments would be $204,179.20. She stated reducing the term and interest rate would provide a savings of $18,350.80.

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A public hearing having been advertised and proper notices having been given according to law, Mayor Doughtie opened the public hearing for comments.

There being no one to speak, Mayor Doughtie declared the public hearing closed.

Mayor Doughtie stated Finance Director Hite, under the direction of the City Manager, was able to save us over half a million dollars with the refinancing of these two USDA loans. He thanked Ms. Hite for her work on this matter.

Planning & Development Director Lasky reviewed the following staff report with Council:

**MEMORANDUM**

To: Joseph Scherer, City Manager

From: Kelly Lasky, Planning & Development Director/s/

Date: May 17, 2013

Re: **Rezoning Request (map attached)**

 **Adjacent Residentially Zoned Parcels Located on NC 48**

 **Requested Rezoning from R-40 to R-20**

**1. Applicant(s)**

(NOTE: The applications and notified property owners are attached.)

 a. Sam Barnes, 947 NC Highway 48, Roanoke Rapids, NC 27870 (Halifax Co. Parcel 0908951)

 b. David Preston Pair, 964 Julian R. Allsbrook Highway, Roanoke Rapids, NC 27870 (Halifax Co. Parcel 0908955)

**2. Location/Area Description**

The sites proposed for rezoning are adjacent and located on the east side of NC Highway 48 to the north of its intersection at Smith Church Road.

 a. The Barnes property at 947 NC Highway 48 is currently being used as a single-family dwelling.

 b. The Pair property on NC Highway 48 is currently undeveloped.

The property located adjacent to the north side of the Barnes property at 947 NC Highway 48 is residentially developed. The property adjacent to the rear of the subject properties is residentially developed. All property to the south of the Barnes property and Pair property and fronting on NC Highway 48 is developed for commercial use and single-family dwellings.

**3. Existing and Proposed Zoning**

 a. The Barnes property at 947 NC Highway 48 is currently zoned R-40. The requested rezoning is R-20. The following provides the adjacent zoning: North = R-20; South = R-40 *(R-20 requested)*; East = R-40; and West = B-2.

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 b. The Pair property adjacent to and south of 947 NC Highway 48 is currently zoned R-40. The requested rezoning is R-20. The following provides the adjacent zoning: North = R-40 *(R-20 requested)*; South = R-40; East = R-40; and West = B-2.

The following provides general descriptions of the existing and proposed zoning districts:

The R-40 Residential District is designed to protect agricultural lands and woodlands within the City’s planning jurisdiction. The district is intended to accommodate some types of uses that would be appropriate in more sparsely populated areas but would not be appropriate in more intensely developed residential zones. Single-family dwelling units and some types of mobile homes used as single-family residences are permitted.

The R-20 Residential District is designed to accommodate single family dwelling units and differing from the existing R-40 primarily in the density allowed as determined by the minimum lot size requirements.

The B-2 Commercial District is designed to accommodate commercial development on a scale less intense than B-1 by requiring setbacks, minimum heights, lot widths that are more restrictive than B-1. This district will also generally constitute transition or buffer zones between major arterials or more intensively developed commercial areas and residential districts. The district provides small lot development than B-4 and does not allow open storage of goods & etc.

The specific uses allowed in each zoning district are identified in Section 151-149 Table of Permitted Uses of the City of Roanoke Rapids Land Use Ordinance.

**4. Traffic Considerations**

This zoning change should not create any significant changes in the current traffic patterns.

**5. Utility Considerations**

There are no specific utility considerations that should negatively impact this property at the present time. All utilities are readily available to the sites.

**6. Other Considerations**

The proposed rezoning will not create any non-conforming lots or situations. The proposed requests for rezoning are considered to be reasonable. Reasonableness is determined by considering the size of the area, any special conditions or factors regarding the area, the consistency of the zoning with the land use plan, the degree of the change in the zoning, the degree it allows uses different from the surrounding areas, and the relative benefits and/or detriments for the owner, the neighbors, and the surrounding community.

**7. Comprehensive Development Plan**

The property is located in a primary growth area and the following policies may be considered:

*Policy 9.5 The City will encourage different housing densities to abut one another as long as proper buffering and design is provided as needed and such land use does not negatively impact the neighborhood.*

*Policy 10.5 Residential, commercial and industrial development shall be encouraged and accommodated in the rural areas surrounding the City through the use of innovative planning concepts and techniques.*

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There is not policy included in the Comprehensive Development Plan which clearly addresses the proposed rezoning (i.e. rezoning of a residentially zoned parcel to residential zoning).

**8. Public Response to Notice**

No comments were submitted. Letters were sent to owners of property within 100 feet of the requested rezoning on May 28, 2013.

**9. Staff Recommendation**

The Planning and Development staff recommends that the rezoning requests be approved by City Council. The staff finds the proposed rezoning requests to be consistent with the surrounding zoning and supported by the Comprehensive Development Plan.

**10. City Council Action**

Following the public hearing for the subject requests, the City Council is requested to make a motion concerning the Statement of Consistency and a motion concerning approval or denial of the rezoning requests.

***Requested Motion & Vote: To approve and adopt the presented Statement of Consistency to amend the Zoning Map.***

***Requested Motion & Vote: To approve and adopt an amendment to the Zoning Map to change the zoning classification from R-40 to R-20 for property located at 947 NC Highway 48 (Halifax Co. Parcel 0908951) and the adjacent property (Halifax Co. Parcel 0908955).***

A public hearing having been advertised and proper notices having been given according to law, Mayor Doughtie opened the public hearing for comments.

There being no one to speak, Mayor Doughtie declared the public hearing closed.

Motion was made by Councilman Bobbitt, seconded by Mayor Pro Tem Ferebee and unanimously carried to adopt the following Statement of Consistency:

**Statement of Consistency with Plans to Amend the Official Zoning Map**

**1. Reference: Amendment to Official Zoning Map as defined in Article IX, Section 151-142 of the Land Use Ordinance – Sam Barnes, request to rezone 1.0± acres of land located on the east side of NC Highway 48, 1200 feet from its intersection with Smith Church Road from R-40 to R-20.**

**2. Reference: Amendment to Official Zoning Map as defined in Article IX, Section 151-142 of the Land Use Ordinance – David Preston Pair, request to rezone 1.0± acres of land located on the east side of NC Highway 48, 1000 feet from its intersection with Smith Church Road from R-40 to R-20.**

The Roanoke Rapids City Council met on Tuesday, June 11, 2013 at 7:00 p.m. and determined that the above mentioned requests are consistent with the following Roanoke Rapids Comprehensive Development Plan policies and with the Roanoke Rapids Land Use Ordinance.

Comprehensive Development Plan Policies:

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ADOPTED BY THE ROANOKE RAPIDS CITY COUNCIL ON THE 11TH DAY OF JUNE, 2013.

Policy 9.5 The City will encourage different housing densities to abut one another as long as proper buffering and design is provided as needed and such land use does not negatively impact the neighborhood.

Policy 10.5 Residential, commercial and industrial development shall be encouraged and accommodated in the rural areas surrounding the City through the use of innovative planning concepts and techniques.

Upon review of the request, it is the City Council’s determination that the above mentioned request is reasonable and in the public interest of the City of Roanoke Rapids in that it provides for the organized residential growth that will help to ensure the health, safety, and general welfare of the citizens of Roanoke Rapids.

Adopted: June 11, 2013

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 Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Scarbrough and unanimously carried to approve the rezoning requests submitted by David Preston Pair and Sam Barnes, and to adopt an amendment to the Zoning Map to change the zoning classification from R-40 to R-20 for property located at 947 NC Highway 48 (Halifax Co. Parcel 0908951) and the adjacent property (Halifax Co. Parcel 0908955).

Mayor Doughtie explained that this is a quasi-judicial hearing and all testimony must be sworn.

***Planning & Development Director Lasky and Denise Fisher Pruden were sworn by the City Clerk.***

Planning & Development Director Lasky reviewed the following staff report with Council:

**MEMORANDUM**

To: Joseph Scherer, City Manager

From: Kelly Lasky, Planning & Development Director/s/

Date: May 21, 2013

Re: **Special Use Permit Request for Accessory Apartment Located at 113 Lakeview Drive**

Denise Fisher Pruden (Applicant) has requested a Special Use Permit for an accessory apartment located at 113 Lakeview Drive. The parcel of land is zoned, R-20 Residential District. The property is currently developed as a single-family dwelling. An accessory apartment is permitted with approval of a Special Use Permit from City Council. ***(Note: the application and supporting documents are attached to this memorandum.)***

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The applicant requests a Special Use Permit to convert an existing section of the home to an accessory apartment. No building additions to the home will be constructed.

The Land Use Ordinance defines a Single-Family Residence with Accessory Apartment as “*a residential use having the external appearance of a single-family residence but in which there is located a second dwelling unit that comprises not more than 25% of the gross floor area of neither the building nor more than a total of 750 square feet.”*

A single-family residential dwelling at 113 Lakeview Drive was constructed on the lot in the 1960s. The home is approximately 3,600 square feet. The area proposed for use as an accessory apartment measures approximately 500 square feet.

The requested use of the property has been reviewed by the Planning Department, Fire Marshal, Public Works Department, the Roanoke Rapids Sanitary District, North Carolina Department of Transportation. All comments have been addressed by the applicant.

**The City Council is now required to hold a public meeting followed by a final decision concerning this matter.**

*Property owners within 100 feet of the subject property were notified of this public meeting by first class mail, sent May 28, 2013. This meeting was advertised in the Daily Herald on May 26, June 2 and June 9, 2013.*

The Planning and Development staff has made the following findings concerning this request:

1. The requested permit is within its jurisdiction according to the table of permissible uses; or

 *The requested permit is within its jurisdiction. Accessory apartments are authorized in the R-20, Residential District, with a Special Use Permit. The request is for 1.130 Single-family residence with accessory apartment.*

1. The application is complete; or

 *The application is complete.*

1. If completed as proposed in the application, the development will comply with all of the requirements of The Land Use Ordinance; or

 *The development will be required comply with all of the requirements of the Land Use Ordinance if completed as proposed in the application.*

**The following seven (7) items were also considered when evaluating item # 4 (a), (b), (c) and (d) that follows:**

1: ingress and egress to the lot and proposed structures, especially by pedestrians and automobiles, is safe and convenient in terms of access and traffic flow; and

 *The staff believes this is probably true; the site has direct access to Lakeview Drive via existing driveway entrance. The proposed section of the home that will be used for an accessory apartment will have access from the exterior of the home and from the primary dwelling.*

2: off-street parking and loading affects adjacent property (in terms of traffic generation, economic impact, noise, glare and odor) similar to uses permitted in that zoning district; and

 *The staff believes this is probably true; the proposed use of the property should not cause an increase in traffic generation. Any required parking of vehicles may be accommodated in the existing driveway.*

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3: refuse disposal affects adjacent property similar to uses permitted in that zoning district; and

 *The staff believes this is probably true; the refuse collection requirements of the City of Roanoke Rapids shall apply to the development.*

4: utilities are available; and

 *The staff believes this is probably true; all utilities are currently available. Connections and extensions shall be coordinated with appropriate entities.*

5: the type, dimensions and character of screening and buffering satisfactorily screens adjacent property; and

 *The staff believes this is probably true; the parcel of land is zoned R-20 residential and based on its construction blends in with adjoining properties and requires no additional screening or buffering.*

6: signs and lighting affect adjacent property similar to uses permitted in that zoning district; and

 *The staff believes this is probably true; signage and lighting should not be necessary for this additional residential use.*

7: required yards, open space and existing trees and other attractive and natural features of the land are preserved.

 *The staff believes this is probably true; this lot is currently developed and landscaped.*

Given the preceding, Staff has made the following findings concerning this request:

**If completed as proposed, the development, more probably than not:**

 (a) the use will not materially endanger the public health or safety; or

*The staff believes this is probably true; the applicant shall be required to comply with all applicable federal, state and local codes and ordinances. The proposed use will have direct access to Lakeview Drive. An assessment of the previously referenced seven additional items used to evaluate 4, (a) (b) (c) & (d) indicates no specific endangerment to the public health or safety.*

(b) the use will not substantially injure the value of the adjoining or abutting property; or

*The staff believes this is probably true; staff cannot determine the impact this proposed use would have on surrounding properties however based on the seven additional items used to evaluate 4, (a) (b) (c) & (d) any potential negative effects on adjoining or abutting property should be minimal.*

(c) the use will be in harmony with the area in which it is to be located; or

*The staff believes this is probably true; the proposed use will be residential in nature. The existing surrounding land uses are residential in nature. Based on the seven additional items used to evaluate 4, (a) (b) (c) & (d), the project is designed to be in harmony with the area.*

(d) the use will be in general conformity with the Comprehensive Development Plan, Thoroughfare Plan, or other plan officially

 adopted by the City Council.

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*The staff believes this is probably true; the plans as submitted will adequately satisfy the policies of the Comprehensive Development Plan, Thoroughfare Plan as well as the Land Use Ordinance and other officially adopted plans of the City. The property is located within existing City Limits and the staff believes it is in conformity with the following Comprehensive Development Plan policies:*

**Residential Land Use**

 **9.1** Innovative land planning techniques shall be encouraged as a means of providing for a variety of identified city-wide housing needs.

 **9.3** Land uses considered harmful to the health, safety and welfare of area residents shall be prohibited from infringing upon the livability of residential areas.

 **9.4** Proposed residential development which would expose residents to harmful effects of incompatible development or environmental hazards shall be prohibited.

THE APPLICANT HAS ADDRESSED THE REQUISITE QUESTIONS WHICH MUST BE ANSWERED BY THE CITY COUNCIL IN HIS APPLICATION. IT IS YOUR OBLIGATION TO ENSURE EACH HAS BEEN ADEQUATELY ADDRESSED AFTER HEARING ALL PARTIES PRIOR TO RENDERING YOUR FINAL DECISION.

**Planning & Development Staff Review**

After a complete review of the information submitted by the applicant, it is the Staff’s opinion the request satisfactorily meets the requirements of Sections 151 - 49 and 151- 54 of the Land Use Ordinance. The Staff recommends, however, if approval of the Permit is recommended, it is subject to the following stipulations:

1. Additional detailed construction drawings shall be provided to the Planning and Development staff, when requested, to determine compliance with any one or more of the provisions of the Land Use Ordinance, Building Code, Fire Code, City Code or other applicable required code or ordinance.

**Requested Action**

The City Council has several options regarding this Special Use Permit application: (1) approval of the request as submitted; (2) denial of the request; (3) approval of the request, subject to certain stated conditions.

**Staff requests the City Council to refer to the attached Special Use Permit Evaluation Worksheet and provide a final decision concerning approval of the requested permit.**

Mayor Pro Tem Ferebee asked Planning & Development Director Lasky if she received any comments from adjoining property owners.

Planning & Development Director Lasky stated she received two calls requesting information about the application.

A public hearing having been advertised and proper notices having been given according to law, Mayor Doughtie opened the public hearing for comments.

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Ms. Denise Fisher Pruden of 113 Lakeview Drive, Roanoke Rapids, NC stated she is requesting this Special Use Permit because she needs a place for her elderly parents and due to her health issues, this will benefit her as well.

There being no one else to speak, Mayor Doughtie declared the public hearing closed.

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried that based on the foregoing staff report dated May 21, 2013 and items 1 – 7 of Section II included in that report, that if completed as proposed, the development will not materially endanger the public health or safety.

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried that based on the foregoing staff report dated May 21, 2013 and items 1 – 7 of Section II included in that report, that if completed as proposed, the development will not substantially injure the value of adjoining or abutting property.

Motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried that based on the foregoing staff report dated May 21, 2013 and items 1 – 7 of Section II included in that report, that if completed as proposed, the development will be in harmony with the area in which it is to be located.

Motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried that based on the foregoing staff report dated May 21, 2013 and items 1 – 7 of Section II included in that report, that if completed as proposed, the development will be in general conformity with the Comprehensive Development Plan, Thoroughfare Plan or other plan officially adopted by the City Council.

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to grant the Special Use Permit to Denise Fisher Pruden (Applicant) and Arnold R. Fisher (Property Owner) for an accessory apartment located at 113 Lakeview Drive subject to the following stipulation:

1. Additional detailed construction drawings shall be provided to the Planning and Development staff, when requested, to determine compliance with any one or more of the provisions of the Land Use Ordinance, Building Code, Fire Code, City Code or other applicable required code or ordinance.

Mayor Doughtie called for a five minute recess after which the meeting was reconvened.

City Manager Scherer stated the proposed FY 2013 – 2014 Budget has been on display for over a month for public inspection and a public hearing was held at the last regular meeting. He stated final changes as discussed at last week’s work session have been incorporated and a Budget Ordinance has been prepared to adopt the FY 2013 – 2014 Budget. He pointed out that this is a hold-the-line budget with no increase in the tax rate or solid waste fees.

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City Manager Scherer reported that we have an undesignated fund balance of 30% which is due to the dedication of the Finance Director and Department Heads. He stated the only caveat is that some of the revenue projections may need to be revised depending on the Tax Reform Bill and the State’s final Budget.

City Manager Scherer recognized Finance Director Hite and the Department Heads for their coordination and cooperation in developing this Budget.

Mayor Doughtie thanked Finance Director Hite and all of the staff that made it possible to have this Budget with no tax increase, and to also enable us to have such a respectable fund balance after being at 8 to 9% several years ago.

Motion was made by Councilman Lawson, seconded by Councilman Bobbitt and unanimously carried to adopt the following Ordinance:

**CITY OF ROANOKE RAPIDS**

**FY 2013 – 2014 BUDGET ORDINANCE**

***BE IT ORDAINED*** by the City Council of the City of Roanoke Rapids, North Carolina that the following anticipated fund revenues and departmental expenditures together with a certain Fee and Charge Schedule, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the City Government and its activities for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014.

***SUMMARY***

 General Fund (Operating) $12,382,093.00

 General Fund (Capital) 709,788.00

 Municipal Swimming Pool 36,150.00

 Drug Enforcement Fund 50,000.00

 Roanoke Rapids Theatre 1,798,458.00

 **TOTAL $14,976,489.00**

***Section 1. General Fund***

**Anticipated Revenues:**

 2013 Ad Valorem Taxes $6,872,871.00

 Prior Years Ad Valorem Taxes & Penalties 244,250.00

 Payments in Lieu of Taxes 37,500.00

 Lease Vehicles 15,000.00

 Motor Vehicle Licenses 69,500.00

 Privilege Licenses 225,000.00

 Facility Fee ($2.00 per ticket sold) 13,550.00

 Powell Bill Street Allocations 462,113.00

 Sales Tax 2,610,480.00

 Solid Waste Disposal Tax 6,750.00

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 ABC Profits 43,500.00

 Christmas Parade 3,500.00

 Police Grants and Donations 8,250.00

 Fire Grants and Donations 3,000.00

 Recreation Grants 5,000.00

 Senior Center Grants and Donations 94,202.00

 Library Grants and Donations 15,704.00

 Roanoke Canal Museum Grants and Donations 29,000.00

 Solid Waste User Fees and Penalties 1,259,073.00

 Court Costs 5,100.00

 Inspection Fees 9,250.00

 Lot Cutting Revenue 2,500.00

 Cemetery Revenue 77,050.00

 Recreation User Fees 83,650.00

 Roanoke Canal Museum Fees 2,800.00

 Community Center Receipts 50,500.00

 Lease Revenue 17,492.00

 Planning/Zoning Fees 83,805.00

 Public Works Fees 6,300.00

 Library User Fees 21,600.00

 Utility Franchise Taxes 1,200,000.00

 Beer and Wine Tax 75,190.00

 Miscellaneous Grants 45,000.00

 Miscellaneous Revenue 3,275.00

 Insurance Reimbursement 34,250.00

 Cable Franchise Fees 27,500.00

 Municipal Ordinance Violations 60,000.00

 Interest Earnings – General Fund 2,250.00

 Sale of Wreck Reports 7,000.00

 Occupancy Tax 2,500.00

 Sale of Surplus Property 10,000.00

 Installment Financing 313,300.00

 RR Sanitary District – Closeout CDBG 107,631.00

 Fund Balance – Regular 624,153.00

 **TOTAL REVENUES $14,890,339.00**

 **Authorized Expenditures:**

 **Operating**

 Legislative $62,094.00

 General Government 950,321.00

 Administrative 284,273.00

 Elections 3,500.00

 Finance 216,039.00

 Information Systems 35,150.00

 Revenue Collections 220,975.00

 Legal 38,000.00

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**Roanoke Rapids City Council**

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 Planning & Development 324,049.00

 Government Buildings 111,175.00

 Police 2,882,086.00

 Fire 1,846,440.00

 Public Works 451,813.00

 Central Garage 224,974.00

 Combined Street and Powell Bill 1,207,816.00

 Solid Waste 712,471.00

 Refuse 417,812.00

 T. J. Davis Center 300,901.00

 Aquatic Center 184,141.00

 Parks and Recreation Maintenance 363,835.00

 Chaloner Center 80,453.00

 Senior Center 104,274.00

 Transportation Grant 21,197.00

 Andrews Meeting Hall 6,570.00

 Miscellaneous Grants 81,000.00

 Community Center 37,386.00

 Library 255,388.00

 Cemetery 101,849.00

 Property Maintenance 241,399.00

 Roanoke Canal Museum 38,511.00

 Miscellaneous 33,391.00

 Debt Service 448,596.00

 Capital Reserve 94,714.00

 **Total Operating Expenditures $12,382,093.00**

 **Capital Outlay**

 Software Package (Finance/HR/Tax) $60,000.00

 HVAC Upgrade (City Hall) 23,000.00

 Police Vehicles (6) 155,400.00

 In-car Cameras (6) 30,000.00

 Laptop Replacement (Police) 9,888.00

 Two Pickup Trucks (Public Works) 52,000.00

 New Roof (Truck Wash Bay) 15,000.00

 John Deere 110 Backhoe (Cemetery) 36,000.00

 Used Compact Motor Grader (Alley Maintenance) 60,000.00

 AEDS (Fire Department) 5,000.00

 Street/Alley Maintenance 242,000.00

 Commercial Mower (Cemetery) 9,500.00

 Commercial Mower (Property Maintenance) 12,000.00

 **Total Capital Outlay Expenditures $709,788.00**

 **Roanoke Rapids Theatre**

 Theatre Debt Payment $1,798,458.00

**17012**

**Roanoke Rapids City Council**

**June 11, 2013**

 **Total Roanoke Rapids Theatre Expenditures $1,798,458.00**

 **TOTAL GENERAL FUND EXPENDITURES $14,890,339.00**

***Section 2. Municipal Swimming Pool Fund***

 **Anticipated Revenues:**

 Interest Earnings $800.00

 Concession Revenue 5,700.00

 Miscellaneous Revenue 2,000.00

 Special Programs 17,850.00

 Kings Dominion Ticket Sales 2,000.00

 Athletic Sponsorships 7,800.00

**TOTAL REVENUES $36,150.00**

 **Authorized Expenditures:**

**TOTAL EXPENDITURES $36,150.00**

***Section 3. Drug Enforcement Fund***

**Anticipated Revenues:**

 Drug Forfeiture Revenue $50,000.00

**TOTAL REVENUES $50,000.00**

 **Authorized Expenditures:**

**TOTAL EXPENDITURES $50,000.00**

***Section 4. Additional Appropriations***

A. An additional appropriation is hereby made from the Fund Balance in each respective fund for an amount equal to all outstanding encumbrances on June 30, 2013.

B. An additional appropriation is hereby made from the Fund Balance in each respective fund for an amount equal to all unencumbered line item balances at June 30, 2013 having derived from contributions, donations or grant funds.

***Section 5. Fee Schedule***

There is hereby established for the Fiscal Year 2013 – 2014 various fees and charges as scheduled herewith:

***Revenue/Tax Department***

Business Solid Waste User Fee & Disposal Fee $16.60 per Container per month

Roll-Out Containers $16.60 for each Additional Container

**17013**

**Roanoke Rapids City Council**

**June 11, 2013**

Residential Solid Waste Fee $199.25 per Residential Unit per year

 $199.25 per year for 2nd Container

Roll-Out Containers City cost per Container

Motor Vehicle Tax $6.00 per Licensed Vehicle

Privilege License Fees As specified in Section 110.11 of the Roanoke

 Rapids Code of Ordinances and “Schedule B”

 of NCGS § 105-33

Advertising of Delinquent Tax Bill $4.00 per parcel

***The Roanoke Rapids Theatre***

Facilities Fee $2.00 for each ticket sold on-line

***General Government***

Photocopies $.20 per copy/Letter Size B/W

 $.25 per copy/Letter Size Color

 $.25 per copy/Legal Size B/W

 $.30 per copy/Legal Size Color

 $.30 per copy/Oversize B/W

 $.35 per copy/Oversize Color

Recording Fees Fee corresponds with Fees Set by Halifax

 County Register of Deeds

***Police Department***

Taxi Permits $50.00

Incident Reports $ 6.00

Accident Reports $ 6.00

Fingerprinting $10.00

Photographs $10.00

Animal Disposal Fee $10.00 per Animal

***Public Works Department***

Driveway Permits $40.00 each Driveway

Lot Cutting Fees Cost plus $250.00 Administrative Fee

Debris Removal & Special Collections

 Collection Costs

 Small Pickup $25.00 per load

 35 Foot Trailer $55.00 per load

**17014**

**Roanoke Rapids City Council**

**June 11, 2013**

 Disposal Fees

 Transfer Station $46.97 per ton

 Landfill $45.00 per ton

 Tub Grinding $ 3.00 per cubic yard

Permit to Dig in Street (Utility Cuts) $400.00 per cut

Cemetery Lot Fees Resident:

 Section H - $250.00 per Space

 Sections A-E - $1,000.00 per 4 Grave Plot

 Section I - $500.00 per Space

 Section K - $2,000.00 per 4 Grave Plot

 Section G - $800.00 per Site

 Section J - $1,000.00 per 2 Grave Plot

 Non-Resident:

 Section H - $500.00 per Space

 Sections A-E - $2,000.00 per 4 Grave Plot

 Section I - $800.00 per Space

 Section K - $3,750.00 per 4 Grave Plot

 Section G - $1,600.00 per Site

 Section J - $2,000.00 per 2 Grave Plot

Cemetery Grave Preparation (Residents & Non-Residents) Monday – Friday: $700.00\*

 Weekends and Holidays: $900.00

***\*Overtime charge of $75.00 per hour after 2:00 p.m. on weekdays.***

Foundation Fees (Residents & Non-Residents) $150.00

***Note: Urn burials are one-half (1/2) the regular fee.***

Cemetery Deed Fee Fee corresponds with Fees Set by Halifax

 County Register of Deeds

***Library***

Library Non-Resident Borrower Card $20.00 per year

Replacement of Lost Card $ 5.00 each

Photocopies $ .20 per copy/Letter Size

 $ .25 per copy/Legal Size

 $ .30 per copy/Oversize

Computer Printouts $ .40 each

Videocassette Rental $ .50 each

**17015**

**Roanoke Rapids City Council**

**June 11, 2013**

Fines: Juvenile Books $ .15 per day (Max . $3.00)

 Juvenile Cassettes $ .15 per day (Max. $3.00)

 Adult Books $ .20 per day (Max. $3.00)

 All Magazines $ .20 per day (Max. $3.00)

 Adult Audiobooks $ .30 per day (Max. $6.00)

 Adult Music Cassettes $ .25 per day (Max. $5.00)

 Videocassettes $ 1.00 per day (Max. $12.00)

 Video Not Rewound $ 1.00 each

 Video in Bookdrop $ 2.00 each

 Equipment $ 2.50 per day

 Long Overdue Fine $10.00 each

Interlibrary Loan: Postage Fee $ 3.00 per item\*

 Overdue Fine/Copies Varies\*

***\* Established by and payable to Lending Library.***

Lost or Badly Damaged Items Replacement Cost for Item plus $5.00

 Non Refundable Processing Fee

Damaged Material: Adult Audiobook Cassettes $ 8.00 each

 Adult Audiobook CD’s $10.00 each

 Adult Audiobook Cases $ 6.00 each

 Adult Audiobook CD Cases $10.00 each

 Audio Cassette Box $ 1.00 each

 Barcode $ 1.50 each

 Blue Music Pouches $ 1.00 each

 Book Covers $ 2.00 each

 Cleaning Fee $ 2.00 each

 Juvenile Book/Cassette Bags $ 2.00 each

 Pockets $ .50 each

 Repair of Torn Pages $ .50 each

 Video Black Cases – Single $ 2.50 each

 Video Black Cases – Double $ 4.00 each

Sale Books & Videos (Unusable gift books or books deleted from our collection):

 Magazines $ .10 each

 Paperbacks $ .25 each

 Hardbacks $ .50 – 3.00 each (Depending on age &

 condition of book)

 Audiobooks $ 1.00 – 5.00 each (Depending on age &

 condition & # of cassettes/CD’s)

 Videos $ 2.00 – 5.00 each (Depending on age &

 condition & # of cassettes/DVD’s)

**17016**

**Roanoke Rapids City Council**

**June 11, 2013**

Library Class Fees:

Classes offered through the Library shall be set up on a “break even” basis paying for the cost of the instructor and supplies. In addition, a $2.00 per participant maintenance/utility fee will be charged. The charge for classes will be based on breaking even with 10 participants with instructors paid on the following basis:

 $10.00/session for 10 – 14 participants

 $12.50/session for 15 – 19 participants

 $15.00/session for 20 & over participants

 *Non-Residents will be charged cost plus 100%.*

***Parks & Recreation***

Class Fees:

Classes offered through the T. J. Davis Recreation Center shall be set up on a “break even” basis paying for the cost of the instructor and supplies. In addition, a $2.00 per participant maintenance/utility fee will be charged. The charge for classes will be based on breaking even with 10 participants with instructors paid on the following basis:

 $10.00/session for 10 – 14 participants

 $12.50/session for 15 – 19 participants

 $15.00/session for 20 & over participants

 *Non-Residents will be charged cost plus 100%.*

Athletic Fees:

Adult Athletics – Team registration fees are based on breaking even on direct cost (officials, trophies, scorekeepers/field supervisors, etc.). In addition, a $10.00/game maintenance/utility fee will be charged for basketball and $5.00/game for softball.

In addition, non-resident adults will be charged $25.00.

Youth Athletics Resident Youth: $15.00 Non-Resident Youth: $45.00

Athletic User Fee: Resident: $5.00 Non-Resident: $10.00

Softball Field Rental Fees: $7.00/game per field for tournaments. A $25.00 non-refundable deposit is required to reserve a field which is applied to field rental and can be refunded if tournament is cancelled 30 days in advance.

Picnic Shelter Reservation Fees: $20.00/day for Residents and

 $40.00/day for Non-Residents for Emry, Rochelle and

 Chockoyotte Shelters

Recreation I.D. Card Fees: $10.00 for Youths

 $25.00 for Adults

**17017**

**Roanoke Rapids City Council**

**June 11, 2013**

T. J. Davis Room Rental Fees:

 Multi-purpose and Chum’s Corner (larger rooms) $30.00 per rental for non-profit group or individual resident

 $40.00 per rental for private or corporate groups

 Classroom (smaller room) $25.00 per rental for non-profit group or individual resident

 $30.00 per rental for private or corporate groups

T. J. Davis Center/Gym Rental Fees: $50.00 Resident, $90.00 Non-Resident (after hours) per hour

 with a minimum of 2 hours

 $30.00 per hour for Non-Resident School Groups during

 non-peak normal operating hours

Kirkwood F. Adams Community Center Fees:

|  |  |  |  |
| --- | --- | --- | --- |
|   **AREA** |   **CAPACITY** |  **WEEKDAY RATE (10 A.M. - 5 P.M.)** |  **NIGHT/WEEKEND RATE (5 P.M. FRI. - 2 A.M. MON.)** |
|  **RESIDENT** | **NON-RESIDENT** |  **FOR-PROFIT** |  **RESIDENT** | **NON-RESIDENT** |  **FOR-PROFIT** |
| Small Meeting Room | 100 w/ chairs only 50 w/ tables & chairs | $29.00/Hour | $43.00/Hour | $39.00/Hour Res$58.00/Hour NR | $36.00/Hour | $54.00/Hour | $48.00/Hour Res$72.00/Hour NR |
| Banquet Room | 400 w/chairs only 250 w/tables & chairs | $44.00/Hour | $65.00/Hour | $56.00/Hour Res$83.00/Hour NR | $51.00/Hour | $76.00/Hour | $63.00/Hour Res$94.00/Hour NR |
| Entire Center | 700 w/chairs only 500 w/tables & chairs | $51.00/Hour | $76.00/Hour | $63.00/Hour Res$94.00/Hour NR | $59.00/Hour | $88.00/Hour | $71.00/Hour Res$106.00/Hour NR |
| Kitchen\* - flat rate |  | $45.00 | $65.00 | $56.00 Res$83.00 NR | $45.00 | $65.00 | $56.00 Res$83.00 NR |
| Hall Exhibition Area |  | $5.00/Hr. Per Hall | $8.00/Hr. Per Hall | $18.00/Hr. Per Hall | $5.00/Hr. Per Hall | $8.00/Hr. Per Hall | $18.00/Hr. Per Hall |
| Special Room |  | $29.00/Hour | $43.00/Hour | $41.00/Hour Res$61.00/Hour NR | $36.00/Hour | $54.00/Hour | $48.00/Hour Res$72.00/Hour NR |
| Chair Set Up Fee | will be prorated for #s less than 100 | $45.00/100 | $65.00/100 | $56.00/100 Res$83.00/100 NR | $45.00/100 | $65.00/100 | $56.00/100 Res$83.00/100 NR |

Non Refundable Reservation Deposit: $100.00

**MAXIMUM DAILY RATE: $800.00 – Resident/$900.00 – Non-Residents. THE CENTER MUST BE RENTED FOR A MINIMUM OF THREE (3) HOURS.**

Non-Profit Organizations sponsoring charitable fund raising events using the center for 24 hours or more will be given a 50% discount.

Non-Profit Organizations sponsoring weekday-daytime workshops or meetings for public benefit will be given a 50% discount.

The following organizations are fee exempt for two (2) nighttime or weekend activities each year: (1) Rescue Squad, (2) Bloodmobile & (3) City Sponsored Senior Citizens Groups.

RABA is fee exempt for four (4) nighttime or weekend activities each year for RABA sponsored events.

RABA is fee exempt for use of the plaza for RABA sponsored events.

♦Any event serving food or refreshments will be charged the kitchen fee.

♦If the Center is not left in acceptable condition, a fee of $15.00/per man-hour for cleaning shall be charged.

♦If anything is left in the Center overnight, there will be a $25.00 storage fee.

♦Round Tables are available for rent for $6.00 per table.

♦Roanoke Rapids City Schools Events: $225.00

♦Chamber of Commerce is a partner of the City of Roanoke Rapids. They have the right to schedule events before the month is available to the public. They are treated as a City department in terms of scheduling the facility.

Centennial Park Only Rental Fee: $20.00 flat rate per day

 $40.00 Non-Resident

**17018**

**Roanoke Rapids City Council**

**June 11, 2013**

Centennial Park & Andrews Building Wedding Rental Fees:\*

 Rates $30.00 per hour for Residents

 $60.00 per hour for Non-Residents

***\*Minimum rental time of three (3) hours.***

Andrews Building Set-Up Fee: $15.00 per 50 chairs for Residents

 $30.00 per 50 chairs for Non-Residents

Chaloner Recreation Center Rental Fee:\* $35.00 per hour for Residents

 $55.00 per hour for Non-Residents

***\*The Chaloner Recreation Center can be rented for after-hours use. Rental is for a minimum of two (2) hours.***

Senior Center Fees:

 Senior Games Registration Fee $ 5.00

 HCC Classes at Senior Center $25.00 - $35.00 for less than age 65

Roanoke Canal Museum Fees:

 General Admission *(All General Admission is for self-guided tours only.)*

•$2.00 Halifax County Residents

 •$4.00 for All Persons who Reside Outside of Halifax County

 •Free for Children 8 and Under (exception of guided tours)

 Guided Tour Admission

 •$2.00 per Person 4 and older, no additional discount, minimum of 10 persons or $20.00 fee

Aquatic Center:

 *(Labor Day to Memorial Day)*

Aquatic Center Open and Lap Swim

 Residents $ 2.75

 Non-Residents $ 5.50

 Resident Senior (55+) $ 2.00

 Non-Resident Senior (55+) $ 4.00

 RED CROSS CLASSES

 Toddler (Resident) $ 28.00

 Toddler (Non-Resident) $ 56.00

 Levels I – VII (Resident) $ 42.00

 Levels I – VII (Non-Resident) $ 84.00

 Lifeguard/CPR Classes:

 Resident $ 70.00

 Non-Resident $140.00

 Challenge: $ 40.00

 WSI Classes:

 Resident $ 75.00

 Non-Resident $150.00

**17019**

**Roanoke Rapids City Council**

**June 11, 2013**

 Individual Lessons:

 Resident $ 45.00

 Non-Resident $ 90.00

 AQUACISE & ARTHRITIS FITNESS CLASSES

 Resident $ 2.60

 Non-Resident $ 5.20

 Annual Passes: *(This is the cost from January to December 31. The fees are prorated down each month.)*

 Family Resident $350.00

 Family Non-Resident $700.00

 Individual Resident $190.00

 Individual Non-Resident $380.00

 Resident Senior (55+) $145.00

 Non-Resident Senior (55+) $290.00

 *(Memorial Day to Labor Day)*

Aquatic Center Open and Lap Swim

 Residents $ 3.25

 Non-Residents $ 6.50

 Resident Senior (55+) $ 1.75

 Non-Resident Senior (55+) $ 3.50

 T. J. Davis Pool

 RED CROSS CLASSES (Same as Aquatic Center)

Outdoor Pools Open and Lap Swim

 Residents $ 3.00

 Non-Residents $ 6.00

 Resident Senior (55+) $ 2.00

 Non-Resident Senior (55+) $ 4.00

 Wade Pool

 Residents $ 1.75

 Non-Residents $ 3.50

 Outdoor Pool Passes (Residents Only):

 Child & Adult $ 94.00

 Family $188.00

 Seniors (55+) $ 59.00

 Aquatic Center & T. J. Davis Pools Rental

 *(Minimum of Two (2) Hours)* Resident Non-Resident

 Up to 25 participants $ 85.00/hr. $105.00/hr.

 26 to 50 participants $110.00/hr. $135.00/hr.

 51 to 75 participants $135.00/hr. $165.00/hr.

**17020**

**Roanoke Rapids City Council**

**June 11, 2013**

 Discount: A 10% discount will be given to groups, organizations and

 corporations that have 20 or more in attendance at one time

 or purchase passes for 20 or more.

 Kapstone (monthly fee) $250.00

 Halifax Academy Swim Team (per land, per hour) $ 5.50

 Swim Meet – Ticket Price (8 years older & above) $ 5.00

***Planning & Development***

Rezoning Petition $350.00

Voluntary Annexation Petition $250.00

Zoning Compliance Certification Letters $ 50.00 per individual site

Conditional Use Permit $350.00

Special Event Permit $ 35.00

Special Event Permit (events designed to attract 5,000 or more spectators or participants) $250.00

Ordinance Text Amendment Petition $350.00

Variance Petition $350.00

Land Use Violation $ 50.00 per day

Land Use Permit $ 50.00

Business Use Permit $ 75.00

Temporary Power $ 50.00

Processing Fee for petitioner withdrawal of Variance Petition, Conditional

 Use Permit or Rezoning Petition $350.00

Site Plan Review $200.00 per site plan review\*

 <30,000 ft2 of impervious surface

 $700.00 per site plan review

 >30,000 ft2 of impervious surface

***\*This fee shall increase to $70.00 whenever the services of an outside engineering firm is necessary and retained by the City to evaluate a specific drainage problem area outside of the expertise of the City Public Works Director. This is to be determined on a case by case basis upon review of proposed development site plans.***

Halifax County Plan Review Fee\* $ 50.00

***\*All plans, determined by Planning staff to require review by the Halifax County Building Inspections Department, shall be subject to this fee prior to review.***

Street Closing Petition $475.00

Final Subdivision Plat

 Minor Subdivision $ 50.00

 Major Subdivision

 With Improvements $100.00 plus $50.00/lot

 Without Improvements $ 75.00 plus $25.00/lot

***Note: The petitioner is responsible for all associated advertising expenses.***

**17021**

**Roanoke Rapids City Council**

**June 11, 2013**

Maps $ 5.00 per sheet

Land Use Ordinance (to recover actual per copy duplicating costs) $ 30.00

Comprehensive Development Plan $ 15.00

Zoning Maps (Color)

 Small $ 15.00

 Large $ 30.00

Electrical Inspection of Existing Structure Requested by Power Company $ 35.00

Issuance of Certificate of Compliance

 Major Renovations (More than $30,000.00) $ 75.00

 Minor Renovations ($30,000.00 or less) $ 35.00

Failure to Call for Proper Inspection $100.00

Removal of a Notice of Lis Pendens $ 50.00

Home Occupation Permit $ 50.00

Recombination Plat $ 50.00

Supplement plan review fees for wireless communication facilities shall be charged in addition to a City processing fee as follows:

 **Review** **City Processing** **3rd Party Supp.**

 (1) Concealed Attached WCF $ 750.00 $4,000.00

 (2) Collocated or Combined WCF $ 750.00 $4,000.00

 (3) Freestanding Concealed WCF $1,500.00 $4,000.00

 (4) Non-concealed Freestanding WCF $1,500.00 $4,000.00

Code Enforcement Division Fees:

ABC Permit Application Inspection Fee $ 75.00 per inspection

Building Permit:

 (A) A permit to demolish or remove any size structure shall be issued upon proper application. Fees for such demolition or removal are as follows:

 (1) Moving of an approved structure $100.00

 (2) Demolish structure $100.00

 (B) A permit to modify, construct and/or erect advertising signs shall be issued, upon proper application, in accordance with the following schedule:

 ***Type of Sign and Work Fee Per Sign Face***

Erection of outdoor advertising (off-premises) sign $175.00

 Erection of principal use signs:

 Fifty (50) sq. ft. or less $ 50.00

**17022**

**Roanoke Rapids City Council**

**June 11, 2013**

 More than fifty (50) sq. ft. $100.00

 Erection of commercial accessory signs $ 10.00

 Erection of temporary signs $ 10.00

 Modification of existing signs $ 10.00

 (C) City building inspection fees for new construction, additions, and alterations of all structures shall be the greater of fifty dollars ($50.00) or the applicable amount based upon a schedule of three dollars ($3.00) per one thousand dollars ($1,000.00) of construction value. For the purposes of this subsection, construction value shall be the greater of the value derived utilizing either the Southern Building Code Congress International, Inc., *Building Valuation Data* or the sum of all building related costs for the project.

 (D) In addition to any other fees established by the provisions of this section, whenever a general contractor applies for the issuance of a permit for the construction of any single-family residential dwelling unit, the general contractor shall pay a fee in the amount of five dollars ($5.00) for each dwelling unit to be constructed or altered under the permit.

Plumbing Permit:

 (A) A plumbing permit shall be issued, upon proper application, for a fee of fifty dollars ($50.00) plus five dollars ($5.00) per fixture.

Heating, Air Conditioning, Refrigeration and Ventilation Permit:

 (A) Permit fees for installation or replacement of the following shall be fifty dollars ($50.00) plus the applicable amount in accordance with Schedule I:

 (1) Each boiler or furnace, including duct distribution system thereof when covered by the same permit, or duct distribution system thereof only.

 (2) Each floor furnace, wall circulator or heater, circulating heater, direct-fired unit heater, gas radiator, blast furnace, rotary dryer, annealing furnace and duct heater industrial oven.

 (3) Conversion or replacement of mechanical firing equipment.

**SCHEDULE I**

 ***Fossil Fuel (BTU/HR) Fee***

50,000 or less $15.00

 50,001 to 100,000 $20.00

 100,001 to 200,000 $25.00

 Above 200,000 $30.00

 (B) Permit fees for installation or replacement of the following shall be fifty dollars ($50.00) plus the applicable amount in accordance with Schedule II. Each air conditioning or heat pump system, including major components and duct distribution system thereof when covered by same permit, or duct distribution system thereof only, or major component only.

**17023**

**Roanoke Rapids City Council**

**June 11, 2013**

**SCHEDULE II**

 ***Air Conditioning Compressor Rating Fee***

***(Nominal) - Tons***

5 or less $15.00

 5.1 to 15 $20.00

 15.1 to 50 $30.00

 Above 50 $40.00

*An additional five dollars ($5.00) fee for split systems.*

 (C) Permit fees for installation or replacement of the following shall be fifty dollars ($50.00) plus the applicable amount in accordance with Schedule III. Each refrigeration system including major component only.

**SCHEDULE III**

 ***Refrigeration Compressor Rating Fee***

***(Nominal) - Tons***

5 or less $15.00

 5.1 to 15 $20.00

 Above 15 $25.00

 (D) Permit fees for installation or replacement of the following shall be fifty dollars ($50.00) plus the applicable amount in accordance with Schedule IV. Each hood over cooking ranges (in other than residences and multi-family houses), candy kettles, cruller furnaces and appliances for frying, barbecuing, broiling and bakery (baking) of foods, including exhaust duct system thereof when covered by the same permit, or exhaust duct system thereof only.

**SCHEDULE IV**

 ***Fee***

10 or less $15.00

 10.1 to 50 $20.00

 50.1 to 100 $25.00

 Above 100 $30.00

 (E) Permit fees for the installation or replacement of any blower or fan in other than residences installed for ventilation or removal of dust, gases, fumes and vapors shall be fifty dollars ($50.00) each.

 (F) Permit fees for the modification, repair or replacement of duct systems shall be fifty dollars ($50.00) each.

 (G) Permit fees for the installation or replacement of gas appliances and piping shall be fifty dollars ($50.00). No permit shall be required for the replacement of a gas appliance where piping is not altered.

**17024**

**Roanoke Rapids City Council**

**June 11, 2013**

Electrical Permit:

 (A) An electrical permit shall be issued, upon proper application, for a fee of fifty dollars ($50.00) plus the applicable amount in accordance with the following schedule:

 (1) Outlets:

 Each 220 volt outlet $ 3.50

 Each 110 volt outlet $ .30

 (2) Motors:

 Each motor $ 3.50

 (B) Electrical change of service greater than 400 amp: $90.00

Mobile Home Permit:

A mobile home permit shall be issued upon proper application for a fee of fifty dollars ($50.00).

Fire Sprinkler System Permit:

A fire sprinkler system permit shall be issued upon proper application for a fee of fifty dollars ($50.00) plus one cent ($.01) per square foot of protected area.

Insulation Permit:

An insulation permit shall be issued upon proper application for a fee of fifty dollars ($50.00) plus one cent ($.01) per square foot of floor area.

Reinspections:

The above fees entitle the applicant to one inspection. For each extra inspection made necessary through the failure of any person in charge of work to install in the proper manner or to otherwise create conditions making such additional inspection or trip necessary, there will be an additional charge of thirty-five dollars ($35.00). When a third party inspection agency is involved, there will be an additional charge of seventy dollars ($70.00).

General Miscellaneous Permit Refund Processing Fee $ 30.00

Fee for Issuance of Certificate of Occupancy (C.O.) $ 75.00

Commercial Building (Preliminary Plan, Construction Plan) Review:

 Technical Review $250.00

 Additional Charge per review for failure to satisfy review comments $100.00

 Plan Review Sites less than 10,000 sq. ft. $125.00

**17025**

**Roanoke Rapids City Council**

**June 11, 2013**

Penalty:

An additional charge equal to one-half (1/2) the required permit fee (minimum fee $100) shall be added to the permit fees previously set forth for failure to initially secure a permit prior to starting a job or commencing any work on a building or service system before obtaining the necessary permit.

***Section 6. Levy of Taxes***

There is hereby levied for the Fiscal Year 2013 – 2014 an Ad Valorem Tax Rate of $.624 per One Hundred Dollars ($100.00) valuation of taxable property as listed for taxes as of January 1, 2013, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated valuation of $1,126,182,188. ***Taxpayers who pay their bill in July or August will receive a two percent (2%) discount.***

***Section 7. Summary of Items Included in the Budget***

Provides funding for capital items:

 Software Package (Finance/HR/Tax) $60,000.00

 HVAC Upgrade (City Hall) 23,000.00

 Police Vehicles (6) 155,400.00

 In-car Cameras (6) 30,000.00

 Laptop Replacement (Police) 9,888.00

 Two Pickup Trucks (Public Works) 52,000.00

 New Roof (Truck Wash Bay) 20,000.00

 John Deere 110 Backhoe (Cemetery) 36,000.00

 Used Compact Motor Grader (Alley Improvements) 60,000.00

 AEDS (Fire Department) 5,000.00

 Street/Alley Maintenance 242,000.00

 Commercial Mower (Cemetery) 9,500.00

 Commercial Mower (Property Maintenance) 12,000.00

***Section 8. Special Authorizations – Budget Officer***

A. The Budget Officer or his designee shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as he deems necessary.

B. The Budget Officer or his designee shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced.

C. Interfund transfers, established in the Budget Ordinance, may be accomplished without additional approval from the City Council.

D. The Budget Officer or his designee shall be authorized to make releases and refunds of property taxes less than $100.00 which have been levied or collected in error. The Budget Officer shall report in writing monthly to the City Council in regard to releases and refunds made.

E. The Mayor or City Manager shall be authorized to execute contractual agreements in the following specified areas: Consultant, Professional, Maintenance/Service Agreements and Acceptance of State and Federal Grant Funds.

**17026**

**Roanoke Rapids City Council**

**June 11, 2013**

***Section 9. Restrictions – Budget Officer***

A. Interfund and interdepartmental transfer of monies, except as noted in Section 8, shall be accomplished by City Council authorizations only.

B. Utilization of appropriations contained in Contingencies may be accomplished only with specific approval of the City Council.

***Section 10. Billing and Collecting of Solid Waste Collection & Disposal Fees Under NCGS 160A-314.1***

The residential solid waste collection and disposal fee shall be billed with property taxes, shall be payable in the same manner as property taxes, and, in the case of non-payment, shall be collected in any manner by which delinquent personal or real property taxes can be collected. The fees are a lien on the real property described on the bill that includes the fee. The Residential Solid Waste Fee is $199.25 per residential unit per year and the Business Solid Waste User Fee and Disposal Fee is $16.60 per container per month.

***Section 11. Cost of Living Adjustment***

A one percent (1%) across the board cost of living increase for all City employees shall begin with the payroll dated August 2, 2013. The City of Roanoke Rapids Salary Schedule shall be amended to reflect this change.

***Section 12. Supplemental Retirement Plan Contributions***

The City will make an employer contribution to a supplemental retirement plan for non-law enforcement employees during Fiscal Year 2013 – 2014. If employees contribute to the supplemental retirement plan, the City will match dollar for dollar up to a maximum of three percent (3%).

***Section 13. Utilization of Budget Ordinance***

This Ordinance shall be the basis of the financial plan for the City of Roanoke Rapids municipal government during the 2013 – 2014 fiscal year. The Budget Officer shall administer the Budget and he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget.

The Finance Department shall establish and maintain all records which are in consonance with this Budget Ordinance, and the appropriate Statutes of the State of North Carolina.

***ADOPTED*** this 11th day of June, 2013.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Emery G. Doughtie, Mayor**

**ATTEST:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Lisa B. Vincent, City Clerk**

 **Approved as to form:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Gilbert Chichester, City Attorney**

**17027**

**Roanoke Rapids City Council**

**June 11, 2013**

Finance Director Hite stated Council has before them a Grant Project Ordinance for the Kate B. Reynolds Charitable Trust. She stated the City was awarded $83,685 to provide fitness based play equipment in a community revitalization area. She explained that there are no requirements for in-kind or matching funds associated with this grant. Ms. Hite stated the project authorized is to support the Ledgerwood Project that is in a community revitalization area.

Motion was made by Councilwoman Cowen, seconded by Councilman Lawson and unanimously carried to adopt the following ordinance:

**CITY OF ROANOKE RAPIDS**

**KATE B. REYNOLDS CHARITABLE TRUST**

**GRANT NUMBER 2013.092**

**GRANT PROJECT ORDINANCE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS, NORTH CAROLINA** that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby adopted:

**SECTION 1.** The project authorized is to support the Ledgerwood Project that is in a community revitalization area in Roanoke Rapids. Grant funds awarded through the Kate B. Reynolds Charitable Trust in the amount of $83,685 to provide fitness based play equipment.

**SECTION 2.** The City of Roanoke Rapids staff is hereby directed to proceed with the grant project pursuant to the grant agreements, the rules and regulations of the Charitable Trust.

**SECTION 3.** The following revenues and resources are anticipated to be available to complete the project activities:

 KBR Grant Funds $ 83,685

 \_\_\_\_\_\_\_\_\_\_\_

 **Total Project Resources $ 83,685**

**SECTION 4.** The following amounts are appropriated for the project activities:

 Ledgerwood Project $ 83,685

 \_\_\_\_\_\_\_\_\_\_\_

 **Total Project Appropriations $ 83,685**

**SECTION 5.** The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the Kate B. Reynolds Charitable Trust as required by the grant agreement(s) and federal and state regulations.

**SECTION 6.** The City Manager, with the approval of the Charitable Trust, shall be authorized to reallocate appropriations within the various line items of this project so long as the expenditures do not exceed the project budget.

**SECTION 7.** The Finance Director is directed to include a detailed analysis of past and future costs and revenues of this project in every budget submission made to this Council.

**17028**

**Roanoke Rapids City Council**

**June 11, 2013**

**SECTION 8.** Copies of this project ordinance shall be made available to the Finance Director for direction in carrying out this project.

**ADOPTED** this 11th day of June, 2013.

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 Emery G. Doughtie, Mayor

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lisa B. Vincent, City Clerk

Public Works Director Chalker stated an ordinance has been prepared to amend the Traffic Code for several items. He stated the first is to install a “no parking” sign in front of 407 Roanoke Avenue. He stated the property owner had expressed concern about visibility when a vehicle is parked in that space. He stated DOT has inspected and concurs that this is an unsafe space and should be removed for visibility concerns. Mr. Chalker pointed out that he has personally looked at this situation. He also pointed out that we may receive further requests in this area because of similar situations. Mr. Chalker stated the second request is to install “25 mile per hour speed limit” signs in the Villages of Cross Creek Subdivision. He stated several residents have requested speed limit signs as there currently are no signs regulating speed in this development. He also indicated that these streets are on our Powell Bill Map.

Councilman Bobbitt asked if there was any need for “yield” signs.

Public Works Director Chalker stated they did not study that as they were not requested.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to adopt the following ordinance:

***AN ORDINANCE TO AMEND THE TRAFFIC CODE OF THE CITY OF ROANOKE RAPIDS, NORTH CAROLINA.***

***NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RPAIDS, NORTH CAROLINA that:***

***SECTION 1.*** The Roanoke Rapids Traffic Code is amended to:

 (1) remove the parking space in front of 407 Roanoke Avenue and install a “No Parking” sign; and

 (2) install “25 MPH Speed Limit” signs on Cross Creek Parkway, Hatteras Drive, Charleston Place,

 Savannah Circle North, Winterberry Lane and Appleberry Court.

***SECTION 2.*** This ordinance shall become effective upon the installation of the appropriate signage.

Planning & Development Director Lasky stated she received approval of a Community Transformation Grant in the amount of $7,500 to produce a Comprehensive Land Use Plan that includes a healthcare component.

**17029**

**Roanoke Rapids City Council**

**June 11, 2013**

Motion was made by Councilman Lawson, seconded by Councilwoman Cowen and unanimously carried to adopt the following ordinance:

**BUDGET AMENDMENT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:**

**SECTION 1.** The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 according to the following schedule:

**SCHEDULE A – GENERAL FUND OPERATING**

 Consultant (Contracted Services) $7,500.00

 \_\_\_\_\_\_\_\_\_

 **GENERAL FUND TOTAL $7,500.00**

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in order to meet the foregoing appropriations according to the following schedule:

**SCHEDULE B – GENERAL FUND OPERATING**

 Community Transformation Project (Grant Funds) $7,500.00

 \_\_\_\_\_\_\_\_\_

 **GENERAL FUND TOTAL $7,500.00**

**SECTION 3.** This ordinance shall become effective upon adoption.

Public Works Director Chalker stated this is an agreement we already have in place. He stated we sweep the Gaston Bridge once per week and bill NCDOT for the time. He stated NCDOT is requesting that we extend our agreement for one additional year.

Motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried to extend the Sweeping Agreement with the NC Department of Transportation for a period of one year (through June 1, 2014) and to designate the Mayor to execute the following letter:

May 28, 2013

Ms. Lisa Vincent, City Clerk

City of Roanoke Rapids

P. O. Box 38

Roanoke Rapids, NC 27870

**17030**

**Roanoke Rapids City Council**

**June 11, 2013**

**SUBJECT: Sweeping Agreement – City of Roanoke Rapids**

 **WBS 4B.104211**

 **Agreement No. 3193**

 **Purchase Order #5900009952**

Dear Ms. Vincent,

This letter is in reference to the subject agreement. In accordance with the agreement, the North Carolina Department of Transportation is exercising its option to extend this agreement for an additional period of one year. All other terms and conditions of the agreement will remain the same.

Your authorized agent’s signature in the designated space below will be evidence of your acceptance of these terms.

If you accept this extension, the agreement will remain in effect from June 1, 2013 through June 1, 2014.

If you have any questions, or if I can be of any further assistance, please advise.

Respectfully,

Jerry P. Page, PE/s/

Division Four Project Manager

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 Authorized Agent Date

 City of Roanoke Rapids

City Manager Scherer reviewed a copy of a comparison between the Senate and House Budget Provisions Affecting Cities and Towns. He pointed out concerns regarding the elimination of transitional hold harmless provisions which would mean a loss of $60,000 in revenues for the City. He stated proposals to eliminate or reduce funding for the Rural Economic Development Center and possibly eliminate regional Economic Development authorities could impact the City. Mr. Scherer stated such changes could mean the City may have to revisit the Budget either prior to implementation or as amendments when the 2013 – 2014 fiscal year begins.

Mayor Doughtie stated at this point, there is not a lot we can do.

City Manager Scherer stated that is correct. He stated he just wanted to make Council aware of these concerns.

Mayor Pro Tem Ferebee stated it looks like they will take our funding for parks and recreation.

City Manager Scherer stated that is correct. He stated they are looking at eliminating the PARTF grant funds.

**17031**

**Roanoke Rapids City Council**

**June 11, 2013**

City Manager Scherer stated he has been in discussions with Sherry Hux and RABA regarding banners for the Avenue. He stated RABA has acquired 17 banners which will be double-sided. He presented a copy of the banners to City Council. He also reported that RABA has commissioned Napoleon Hill to paint six art panels that will be displayed in the windows above the Bakery and Northeastern Safety Supply.

City Manager Scherer reported that Sherry Hux and Kelly Lasky will be attending a Community Development Initiative in Rocky Mount which will highlight the downtown revitalization in Rocky Mount.

City Manager Scherer stated on June 28, Lance Jenkins will be performing at the Fridays in the Park concert.

City Manager Scherer reported that Mayor Doughtie sent an email indicating that the young lady working on the murals on the side of City Hall anticipates having them done by mid-July.

City Manager Scherer also reported that members of the Police Department’s SRT Unit received recognition from the US Marshals Office for apprehending a dangerous gang member.

City Manager Scherer indicated that a leadership seminar presentation for City employees will be held tomorrow. He stated Kathy Kearney coordinated this half day session so that all employees could attend. He stated the intended outcome is to begin the process of creating more effective and efficient influential leaders committed to achieving effective results with the public.

City Manager Scherer reported that the Parks & Recreation facilities will be used on June 27, 28 and 29 for a regional girls’ softball tournament as well as a regional dog Frisbee competition that same weekend. He stated this is one way to improve the economy of the City to have people come and enjoy our outstanding facilities while staying in local hotels, eating and shopping here.

Mayor Doughtie asked how the RABA banners would be displayed.

City Manager Scherer stated they will be mounted on the side of the light poles.

There being no further business, motion was made by Councilman Lawson, seconded by Mayor Pro Tem Ferebee and unanimously carried to adjourn.

 

7/9/13