



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, August 5, 2025, at 4:00 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor
Sandra W. Bryant, Mayor Pro Tem

Andy Jackson)
Rex Stainback)
Curtis Strickland)
W. Keith Bell)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Christina Caudle, Human Resources Director
Harold Phillips, Police CID Captain
Kristyn Anderson, Planning & Development Director
Kelly Daughtry, Parks & Recreation Director
Larry Chalker, Public Works Director
Jason Patrick, Fire Chief

Absent: Ashley Thomas, Main Street Director
Lawrence Wiggins, Police Chief

Mayor Doughtie called the meeting to order at 4:00 p.m.

Mayor Doughtie provided the invocation. The Pledge of Allegiance was recited.

Adoption of Business Agenda

Mayor Doughtie asked Council members if there were any known conflicts of interest with respect to the matters before them this evening.

There being no conflicts, motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt the business agenda as presented.

Approval of City Council Minutes

Motion was made by Councilman Bell, seconded by Councilman Jackson, and unanimously carried to approve the July 15, 2025, Regular City Council Meeting minutes as drafted.

Public Hearing

Zoning Map Amendment Request from Ray Ramsey to Rezone Two Parcels on Clearfield Drive from B-3 Commercial to R-3 Residential

Planning & Development Director Anderson gave a PowerPoint presentation and summarized the following staff report:

MEMORANDUM

To: Roanoke Rapids City Council

From: Kristyn K. Anderson, Director of Planning & Development

Re: **Rezoning Request (map attached) – Amendment to the Roanoke Rapids Zoning Map to rezone Halifax Co. Parcels 0920475 & 0920474 (.60+/- combined acres) from B-3 Commercial District to R-3 Residential District. The properties are to the eastern right-of-way of Clearfield Dr.**

Date: July 21st, 2025

Summary Overview

<i>Subject Property</i>	<i>.60 +/- acres (combined) with 177 +/- feet of frontage located along Clearfield Drive.</i>
<i>Proposal</i>	<i>Rezone from B-3 Commercial District to R-3 Residential District</i>
<i>Applicant</i>	<i>Ray Ramsey</i>
<i>Property Owner</i>	<i>Same as applicant</i>
<i>Present Use</i>	<i>Undeveloped land</i>
<i>Proposed Use</i>	<i>Townhouse/Multi-Family Development</i>
<i>Staff Recommendation</i>	<i>Approve.</i>

WHEN EVALUATING A REZONING REQUEST, IT IS APPROPRIATE TO **CONSIDER ALL PERMISSIBLE USES WITHIN THE REQUESTED ZONING DISTRICT.** CITY COUNCIL CANNOT SPECIFICALLY LIMIT WHICH USES ARE ALLOWED (OR NOT) AS A RESULT OF ANY REZONING CONSIDERATION.

CONSIDER IMPACTS ON/FROM:

- POTENTIAL USES
- NEIGHBORS
- GENERAL PUBLIC
- TRAFFIC
- UTILITIES
- NEIGHBORHOOD CHARACTER
- SCHOOLS

OMIT FROM CONSIDERATION:

- ETHNICITY
- RELIGION
- INCOME
- RENT OR OWN



Analysis and Detail:

1. Applicant and Property Owner

The applicant is Ray Ramsey of 3510 Grove Lane, Rocky Mount, NC 27804. According to the Halifax County tax listing, the property owner is JAECO Properties, Inc, PO Box 851 Littleton NC 27850. ([Application for Rezoning and Supplemental Information Attached](#))

2. Location/Area Description

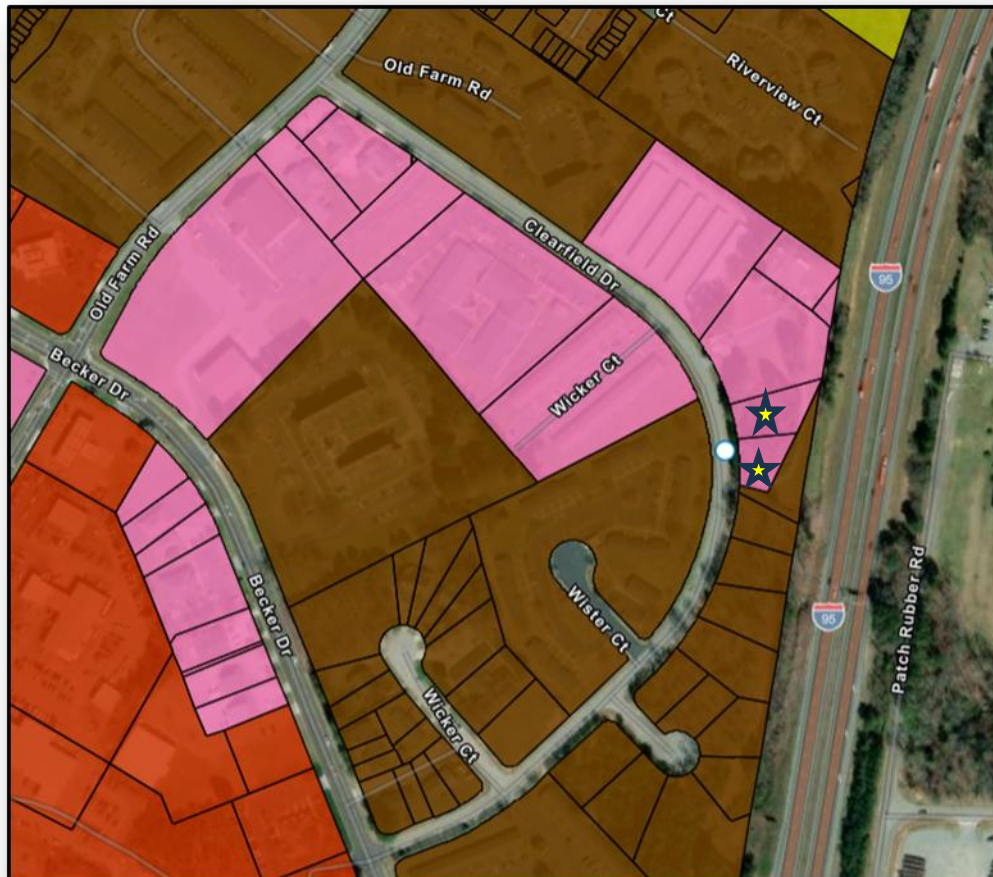
The site proposed for rezoning is located to the east side of Clearfield Drive. ([See Figure 1: Aerial Photo on Previous Page](#))

The property requested for rezoning is .60 +/- acres (combined) with 177 +/- feet of frontage on Clearfield Drive. The property is undeveloped with trees or shrubbery. The primary development pattern existing to the North and Western portion of Clearfield Drive on both sides are commercial. The primary development pattern to the south is designated as Residential.

3. Existing and Proposed Zoning

The Roanoke Rapids Zoning Map identifies the existing zoning classifications of the lot being considered for rezoning as B-3 Commercial. Property adjacent and northwest of the subject site has B-3 Commercial Districts (*shown in pink*). R-3 Residential Districts are located to the southern side of the subject property (*shown in brown*).

The requested rezoning change is from B-3, Commercial District to R-3, Residential District. The 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. (*Ordinance Excerpts Attached*)



The 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. (*Ordinance Excerpts Attached*)

The following provides general descriptions of the existing and proposed zoning districts. The commercial districts are created to accomplish the purposes and serve the objectives within each classification:

B-5: *designed to accommodate the offices and clinics of physicians and those customarily associated with hospital patients and visitors.*

B-4: *designed to accommodate the widest range of commercial activities, with larger scale developments attracting customers within the region, a common feature.*

(current) B-3: *designed to accommodate a mixture of residential uses, excluding single-family homes, and uses that fall primarily within the 3.000 classification in the Table of Permissible Uses (office, clerical, research services, etc.)*

R-20: *designed to accommodate single family dwelling units and differ primarily in the density allowed as determined by the minimum lot size requirements set forth within Section 151-181.*

R-12: *designed to accommodate single family dwelling units and differ primarily in the density allowed as determined by the minimum lot size requirements set forth within Section 151-181.*

R-6: *designed to accommodate single-family and two-family dwelling units.*

(requested) R-3: *designed to accommodate two-family residences (duplexes) and multi-family dwelling units (apartments & townhomes).*

ANY PROPOSED CONSTRUCTION AND SITE PLANS ARE EVALUATED BY CITY STAFF AND THE DEVELOPMENT REVIEW COMMITTEE TO ENSURE A PROPER DESIGN. THE DEVELOPMENT REVIEW COMMITTEE INCLUDES THE SANITARY DISTRICT, NCDOT, PUBLIC WORKS, NC DOMINION ENERGY, FIRE DEPARTMENT AND CODE ENFORCEMENT.

4. Traffic Considerations

Traffic is expected to increase during peak travel times. All traffic considerations will be evaluated when a proposed use and a preliminary site development plan are officially submitted for review by a future developer. The Roanoke Rapids Public Works Department regulates placement of access and driveway permitting for properties on city-maintained roads. The review and approval of any proposed development plans would be the responsibility of Public Works.

5. Utility Considerations

There are no specific utility considerations that should negatively impact this property, at the present time. The area is served by Dominion Energy and the Roanoke Rapids Sanitary District. All connections, extensions and responsibilities for services will be the responsibility of the developer.

6. Other Considerations

Future development of the site will be evaluated for appropriate **screening, drainage, stormwater retention/detention** and other items during the site plan and/or construction plan review process by the Development Review Committee. Opaque screening between potential commercial uses and existing residential uses will be required at the burden of the developer. The ordinance may require opaque screening from the ground to a height of at least eight feet, which may be a wall, fence, landscaped earth berm, planted vegetation or existing vegetation. The extent is determined by use.

Future development of the site will be evaluated for adequate water supply for firefighting operations and that driveways meet the requirements for apparatus ingress/egress

7. Comprehensive Development Plan

The property is located within the Roanoke Rapids City Limits and Planning & Zoning Jurisdiction. The following implementing strategies may be considered from the City of Roanoke Rapids Comprehensive Plan, adopted by City Council on June 17, 2014:

1.1 Support infill development. *Infill development is development or redevelopment of land that has been bypassed, remained vacant, undervalued and/or is underused as a result of the continuing urban development process. Generally, the areas and/or sites are not particularly of prime quality; however, they are usually served by or are readily accessible to the*

infrastructure (services and facilities). Use of such lands for new housing and/or other urban development is considered a more desirable alternative than to continue to extend the outer development pattern. The use of infill development, among others, promotes the best use of resources and will tend to have a positive impact upon the tax and other fiscal policies.

1.7 Provide effective buffering and/or landscaping where commercial development adjoins existing or planned residential uses.

1.18 Utilize the mixed-use areas as a tool to aid in regulating/reducing strip commercialization, stimulate compact development, encourage infill development, reduce trip generation, provide flexible development options, and utilize existing infrastructure.

1.33 Economic development efforts should encourage the revitalization and reuse of currently unused or underutilized structures, sites, and infrastructure in appropriately located areas.

1.39- Actively recruit and retain a younger workforce to the City by supporting diverse affordable workforce housing.

8. Public Response to Notice

The notice of request and City Council public hearing was advertised in the *Daily Herald* on Saturday July 26th, 2025, and August 2nd, 2025. The meeting was also published on the City's website www.roanokerapidsnc.com.

9. Staff Recommendation

The proposed request for rezoning is considered reasonable. Reasonableness is determined by considering the size and nature of the tract, 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 area, and the relative benefits and/or detriments for the owner, the neighbors, and the surrounding community.

Planning and Development Staff recommends in favor of the petitioner's request. The staff finds the proposed rezoning request to be consistent with the area land uses and supported by the Comprehensive Plan. **Staff requests that the rezoning be recommended to the City Council for approval.**

The courts have established the following factors to determine the reasonableness of spot zoning:

- 1. The size and nature of the tract.** Planning Staff has determined that the characteristics of the site, and the existing development and zoning surrounding the site, makes the requested zoning change reasonable, and certainly not out of context in this neighborhood. The site has access to utilities and a relatively flat topography.
- 2. Compatibility with existing plans.** The Land Use Ordinance sets forth the requirements for the various zoning districts. The Comprehensive Plan adopted by the City Council June 17, 2014 proposes and supports mixed uses in the subject area. Buffering or separation between uses is encouraged to minimize impact and provide a transition between lower and higher density land uses.
- 3. The impact of the zoning decision on the landowner, the immediate neighbors, and the surrounding community.** Planning staff recognizes that change from B-3 to R-3, represents a

degree of difference, but there are several existing surrounding residential lots with many similarities in permissible uses.

Mayor Doughtie confirmed the parcels were in the city limits and not the ETJ. Planning & Development Director Anderson replied that is correct

Mayor Doughtie opened the public hearing to receive public comments.

Ms. Betty Harris of E. 7th Street stated Mr. Ramsey was asking for the rezoning to build some townhouses that would be individually owned instead of more apartments. He owns property next to where the Gingerbread House has been in the past. They need some new housing for people. They do have people that come looking in Roanoke Rapids and they don't see any. They have some new building that is questionable going to be starting. She believes this would be beneficial for the city because they would have places for people to live and some new construction.

Mayor Doughtie clarified that they would be owned. Ms. Harris replied they would be for sale so they will be individually owned townhomes.

With nobody else wishing to speak, Mayor Doughtie closed the public hearing.

Planning & Development Director Anderson asked City Council to take action on two items: Statement of Consistency and the Final Decision on the rezoning.

Mayor Doughtie called for a motion concerning the Statement of Consistency.

Statement of Consistency with Plans to Amend the Official Zoning Map

Reference: The Roanoke Rapids City Council met on Tuesday August 5, 2025, at 4:00 p.m. and determined that the above-mentioned request is consistent with the Roanoke Rapids Comprehensive Plan, adopted by City Council June 17, 2014, and with the Roanoke Rapids Land Use Ordinance. Comprehensive Development Plan Policies:

ADOPTED BY THE ROANOKE RAPIDS CITY COUNCIL ON THE 5TH DAY OF AUGUST 2025.

1.1 Support infill development. Infill development is development or redevelopment of land that has been bypassed, remained vacant, undervalued and/or is underused as a result of the continuing urban development process. Generally, the areas and/or sites are not particularly of prime quality; however, they are usually served by or are readily accessible to the infrastructure (services and facilities). Use of such lands for new housing and/or other urban development is considered a more desirable alternative than to continue to extend the outer development pattern. The use of infill development, among others, promotes the best use of resources and also will tend to have a positive impact upon the tax and other fiscal policies.

1.7 Provide effective buffering and/or landscaping where commercial development adjoins existing or planned residential uses.

1.18 Utilize the mixed-use areas as a tool to aid in regulating/reducing strip commercialization, stimulate compact development, encourage infill development, reduce trip generation, provide flexible development options, and utilize existing infrastructure.

1.33 Economic development efforts should encourage the revitalization and reuse of currently unused or underutilized structures, sites, and infrastructure in appropriately located areas.

1.39- Actively recruit and retain a younger workforce to the City by supporting diverse affordable workforce housing.

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 commercial growth that will help to ensure the health, safety, and general welfare of the citizens of Roanoke Rapids.

Adopted: August 5th, 2025

Emery Doughtie, Mayor

Motion was made by Councilman Jackson, seconded by Mayor Pro Tem Bryant and unanimously carried to approve and adopt the presented Statement of Consistency to amend the Zoning Map to a residential district for Halifax Co. Parcel's 0920475 & 0920474, described in the staff report dated July 21st, 2025.

Mayor Doughtie called for a motion concerning the final decision on the rezoning request.

Final Decision

Motion was made by Councilman Strickland, seconded by Councilman Stainback and unanimously carried to approve an amendment to the Roanoke Rapids Zoning Map to change the zoning classification of properties located on Clearfield Drive identified as Halifax Co. Parcel's 0920475 & 0920474 to R-3, Residential District described in the staff report dated July 21st, 2025.

New Business

Consideration of Resolution of Support for Weldon to Raleigh Passenger Rail Corridor

City Manager Traynham reported during the May 2025 meeting of the Halifax County Intergovernmental Association (HCIA), the topic of the passenger rail transportation system was briefly discussed. Several years ago, there was discussion about

passenger rail going from Weldon north and south. Now looking at it statewide there is more demand for transportation to Raleigh through passenger rail. While it is not in the immediate future, it is encouraged for the City of Roanoke Rapids and other participating local governments part of the HCIA to support resolution that would enable the funding and development of the Weldon to Raleigh passenger rail corridor. This does not obligate the City to anything, it is more an expression of support that they would like to see this project come to fruition in the future subject to acquisitions and funding itself. The resolution has been drafted and prepared by Halifax County and shared with the City. It has been tailored to the City of Roanoke Rapids to express their support for expedited implementation of the Weldon to Raleigh passenger rail corridor within the NCDOT's Corridor Identification and Development Program. She stated at this point, the passenger rail system would benefit the community and the area whether it was going to Raleigh or Richmond. She presented the following resolution for their consideration:

RESOLUTION NO. 2025.07
CITY OF ROANOKE RAPIDS RESOLUTION SUPPORTING FUNDING AND DEVELOPMENT
OF THE WELDON TO RALEIGH PASSENGER RAIL CORRIDOR

WHEREAS, many cities, towns, and economic centers in northeastern North Carolina were historically established along what is now the CSX Transportation, Inc. rail line and continue to rely on this critical infrastructure;

WHEREAS, the Town of Weldon holds significant historical importance as the home of the Wilmington and Weldon Railroad, completed in 1840 and recognized at that time as the longest railroad in the world;

WHEREAS, rail infrastructure continues to be vital for economic growth, business development, educational advancement, and cultural enrichment within North Carolina, and is essential for maintaining regional and global competitiveness;

WHEREAS, passenger rail service between Weldon and Raleigh would significantly enhance connectivity, linking northeastern North Carolina to major economic and metropolitan hubs, thereby expanding employment opportunities and access to educational and health institutions;

WHEREAS, the North Carolina Department of Transportation (NCDOT) has acquired critical right-of-way from CSX Railroad to facilitate the development of intercity passenger rail corridors, including a corridor between Raleigh and Weldon;

WHEREAS, despite substantial progress and the availability of critical right-of-way, the Weldon-to-Raleigh passenger rail corridor has not yet received the necessary federal or state funding for project implementation;

WHEREAS, passenger rail is economical and environmentally sustainable form of transportation, which reduces roadway congestion, decreases reliance on automobile travel, and provides affordable and efficient intercity connections;

WHEREAS, the availability of passenger rail service in Weldon will spur significant local economic development, increase regional tourism, boost local businesses, and generate enhanced tax revenues;

WHEREAS, a passenger rail station in Weldon will serve an estimated 150,000 residents currently lacking convenient rail service access, facilitating equitable transportation options and improving regional quality of life;

NOW, THEREFORE, BE IT RESOLVED by the City of Roanoke Rapids:

1. The City of Roanoke Rapids strongly supports expedited implementation of the Weldon-to-Raleigh passenger rail corridor in NCDOT's Corridor Identification and Development Program and urges prioritization for federal and state funding.
2. The City of Roanoke Rapids encourages local, county, and state leaders, including state and Federal legislators and representatives of the NCDOT Rail Division, to prioritize advocacy and collaborative efforts to secure necessary funding for the corridor's timely development and implementation.
3. The City of Roanoke Rapids reaffirms its support for locating a passenger rail station in Weldon, leveraging the existing infrastructure and community resources to maximize public benefits.

Adopted this 5th day of August 2025.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Bell, and unanimously carried to adopt Resolution No. 2025.07 supporting funding and development of the Weldon to Raleigh Passenger Rail Corridor.

Consideration of Budget Amendment (OSC Unauthorized Substance Tax)

Finance Director Johnson stated the Police Department received \$164.46 for OSC Unauthorized Substance Tax. She presented the following budget amendment for their consideration:

**Ordinance No. 2025.25
CITY OF ROANOKE RAPIDS
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, 2025 and ending June 30, 2026, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – Police – OSC Unauthorized Substance Tax	
Project Revenues - OSC Unauthorized Substance Tax	\$164.46
FUND PROJECT TOTAL	\$164.46

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2025 and ending June 30, 2026, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – Police – OSC Unauthorized Substance Tax	
Project Expenditures - OSC Unauthorized Substance Tax	\$164.46
FUND PROJECT TOTAL	\$164.46

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.25) in the amount of \$164.46 for OSC Unauthorized Substance Tax.

City Manager's Report

City Manager Traynham reminded City Council of National Night Out being held at Halifax Community College beginning at 5:00 p.m. She encouraged everyone to attend.

She announced the next City Council meeting will be held on August 19, 2025, at 5:30 p.m. The Fire Safety Fair will be held on Friday, August 22nd at Kirkwood Adams Community Center from 5:30 p.m. until 8:30 p.m. The event is in conjunction with the Chamber of Commerce Music in the Park which will be held at Kirkwood that evening.

City Manager reported the following:

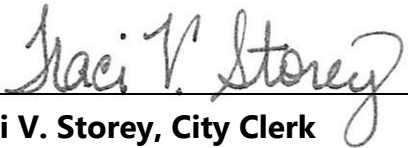
- Main Street Director Thomas is attending training in Boone as required for program participation.
- She recently submitted the annual statistics report, and it was accepted and approved by the NC Department of Commerce.

- She also saw a grant opportunity for a Bike Amenities Grant and submitted the application within the first couple of weeks she was here. She received notification today the application was selected to receive a bike amenities package from the NC Division of Public Health. It includes two bike racks to be installed within the Main Street district and one public work stand (bike repair station) to help improve equitable biking access in the city.
- The Police Department was notified on Friday that the City's grant application with the Governor's Crime Commission. They approved the City's request, but it will be subject to availability of federal funding allocated to the state.
- Chief Wiggins will be out of the office a few days each week over the next couple of months as he is completing required training to complete his North Carolina certification.
- The City is still cleaning up from the May 16th storm. The contractor is still collecting and grinding, and they have to remove the debris. Once those final numbers are calculated and received it will be turned over to the state for a final response to the City's request for reimbursement.
- Yesterday, a water leak was observed on City property along Hinson Street, and it is being corrected.
- Thank you to Public Works staff as they are in the process of completing the annual painting of crosswalks and roadway striping on city streets that serve local schools.
- New pickleball courts at Rochelle Park are nearing completion. The benches that have been donated will be installed and the City has contracted for additional lighting with Dominion Energy to install new light fixtures on existing poles to provide better visibility and enhance safety.
- Staff are developing the RecDesk Online Registration Program with the vendor. The priority is to have the reservation system for the new Rochelle Park pickleball court up and running as soon as possible as well as youth basketball registration. Reservations and registrations will be established for other recreation facilities too.
- Outdoor pool will close for the season at the end of the day on August 9th. This is due to many of the lifeguards are students, especially college students that have to return back to school.
- The Splash Pad at Chaloner will remain open daily as long as the weather is favorable.
- On August 18th, the Senior Center will conduct an Adopt-a-Street Clean-up.
- The newest fire engine is awaiting graphics after having the door painted from a scratch that occurred at the vendor.
- The interest in housing development remains strong and is a need here. The Canal Walk (15 building permits) are moving forward. The Stateside Landing Family Apartments are nearing completion and pending final inspections of buildings and site construction.
- There are several special events coming up and staff has done a good job trying to coordinate these to the best interest of the public's safety.

City Manager Traynham announced effective September 1, 2025, Fire Chief Jason Patrick will be retiring with 30 years of creditable service. They plan to recognize him soon. She reported they have solicited interest from the Fire Department staff in creating a transition team and will be working with them. She stated they will miss Chief Patrick very much and his contributions to the City will be lasting.

Adjournment

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to adjourn. The meeting adjourned at 4:27 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: August 19, 2025