



PLEASE TAKE NOTICE that the Mebane City Council's Regular Meeting is scheduled for Monday, June 7, 2021 at 6 p.m. in the Council Chambers of the Glendel Stephenson Municipal Building located at 106 E. Washington Street, Mebane, NC 27302.

For people who plan to view the meeting, but not participate, the City provides a YouTube live stream by searching *City of Mebane* on YouTube or at the following link:

<https://www.youtube.com/channel/UCoL1RXdRDMzK98p53TMoqww>

For those without internet service, you can listen to the meeting by calling 919-304-9210, password 158962.

Access to the meeting is also available by the following three (3) options:

Option #1- Attend In Person

- While masks are not required, if one wants to wear a mask to the meeting, it is permissible.

For people that do not plan to attend in person but would like to address the City Council during the Public Comment Period or the Public Hearing, see options below.

Option #2- Email Comments to be read aloud by Clerk

- Email comment to info@cityofmebane.com. Written comments must be received by **4pm Monday, June 7th**.
- Messages must be labeled Public Comment or Public Hearing in the subject line and must contain commenter's name and address.

Option #3- Conference Telephone

- Email info@cityofmebane.com by **2:00pm on Monday, June 7th** to comment during the Public Comment Period or during a Public Hearing.
- Emails must be labeled Public Comment or Public Hearing in the subject line and must contain commenter's name, address and **telephone number that you are using to call into the conference line for identification.**
- Upon the City's receipt of email, participants will be emailed a confirmation which will include the phone number and access code to use the night of the meeting.
- Callers will be held in queue and asked to mute their phones or speakers until they are called on to speak.
- Speakers will be called in the order in which their email was received.
- Public Comment Period callers will be asked to keep comments to a three-minute limit.
- Public Hearing callers will be asked to keep comments to a five-minute limit.
- Per authority of NCGS 143-318.17, if a person participating remotely willfully disrupts the Council meeting, then upon direction by the Mayor, such person may be removed from electronic participation, or his or her e-mail may not be read.



In Person Council Meeting Agenda
June 7, 2021
6:00 p.m.

1. Call to Order and Invocation Mayor Ed Hooks
2. Public Comments Mayor
3. Consent Agenda Mayor
 - a. Approval of Minutes-
 - i. April 13, 2021 Budget Work Session
 - ii. May 3, 2021 In Person Regular Meeting
 - b. Petition for Voluntary Contiguous Annexation- Wilson Heirs- Meadowstone
 - c. Petition for Voluntary Contiguous Annexation- Lebanon Road 3, LLC- Tupelo Junction
 - d. Petition for Voluntary Non-Contiguous Annexation- Mebane Investors, LLC- Magnolia Glen
 - e. Final Plat- Havenstone, Ph. 1B
 - f. Juneteenth Proclamation
 - g. Electronic Records Policy
 - h. Resolution- Recovery Act
 - i. Resolution- American Rescue Plan Act Special Revenue Fund
4. Public Hearings-
 - a. 2021-2022 Budget Ordinance 2021-22 and 2022-2026 Capital Improvement Plan (CIP) Chris Rollins, City Manager
 - b. Comprehensive Unified Development Ordinance (UDO) Amendments Per State Requirements Cy Stober, Development Director
 - c. Ordinance to Extend the Corporate Limits- RSolution, Mebane, LLC..... Mr. Brown
 - d. Condemnation of 402 West Clay Street Lawson Brown, City Attorney
Cliff Ayscue, Chief Building Inspector
 - e. Water and Sewer System Development Fees Franz Holt, City Engineer
5. REAC 7th Member Appointment..... Mayor
6. Adjournment Mayor



The Mebane City Council met for a Special Meeting at 4:00 p.m. on Tuesday, April 13, 2021 at the Glendel Stephenson Municipal Building located at 106 E. Washington Street for the purpose of a budget work session.

Councilmembers Present:

Mayor Ed Hooks
Mayor Pro-Tem Jill Auditori
Councilmember Everette Greene
Councilmember Patty Philipps
Councilmember Sean Ewing
Councilmember Tim Bradley

Also Present:

Chris Rollins, City Manager
Chris Rollins, Assistant City Manager
Lawson Brown, City Attorney
Daphna Schwartz, Finance Director
Stephanie Shaw, City Clerk
Kirk Montgomery, IT Director

The Budget Work Session meeting was livestreamed via YouTube. The video can be accessed through the following link: <https://www.youtube.com/watch?v=BmJJT6CAyq8>

Mayor Hooks called the meeting to order at 4:00pm.

Mr. Rollins stated that Department Heads are tuned in via Zoom and are available to answer questions, if needed.

Mr. Rollins and Ms. Schwartz gave an overview of the City's operating budget with a detailed look at the General Fund and Water and Sewer Fund with a broad overview of the Capital Project Budget.

There was considerable discussion among Council and staff. No formal action was taken.

There being no further business, the meeting was adjourned at 7:46pm.

ATTEST:

Stephanie W. Shaw

Ed Hooks, Mayor



The Mebane City Council met for its regular monthly meeting at 6:00 p.m., Monday, May 3, 2021 in the Council Chambers of the Glendel Stephenson Municipal Building located at 106 East Washington Street.

Council Present:

Mayor Ed Hooks
Mayor Pro-Tem Jill Auditori
Councilmember Tim Bradley
Councilmember Patty Philipps
Councilmember Everette Greene
Councilmember Sean Ewing

City Staff Present via Zoom:

City Manager Chris Rollins
Assistant City Manager Preston Mitchell
City Attorney Lawson Brown
Development Director Cy Stober
City Clerk Stephanie Shaw
IT Director Kirk Montgomery

Mayor Hooks called the meeting to order. Mr. Bradley gave the invocation.

Mayor Hooks proceeded with the Public Comment Period.

Mayor Hooks gave a brief overview of the Consent Agenda as follows:

- a. Approval of Minutes-
 - i. March 1, 2021 Virtual Regular Meeting
 - ii. March 3, 2021 Virtual Continued Public Hearings
- b. July 5, 2021 City Council Meeting Date Reschedule to July 12th
- c. Reapproval- Final Plat- Bowman Village, Ph. N1
- d. Budget Ordinance Amendment- Inspections & Planning Building Expansion

Mr. Bradley made a motion, seconded by Mr. Greene, to approve the Consent Agenda as presented.

There being no further business the meeting adjourned at 7:56 p.m.

Ed Hooks Mayor

ATTEST:

Stephanie W. Shaw, City Clerk



AGENDA ITEM #3B

Petition for Voluntary Contiguous Annexation- Wilson Heirs- Meadowstone

Meeting Date

June 7, 2021

Presenter

Lawson Brown, City Attorney

Public Hearing

Yes No

Summary

Staff received a petition requesting voluntary contiguous annexation from the Wilson heirs.

Background

The applicants are requesting that the described property be annexed into Mebane's Corporate Limits. This is a contiguous annexation containing approximately +/- 27.52 acres located in Orange County on Ben Wilson Road and Bowman Road.

Financial Impact

The property will be added to the ad valorem tax base of the City once the property is annexed.

Recommendation

Staff recommends the Council's acceptance of the petition, the Clerk's Certificate of Sufficiency and to adopt a Resolution setting a date of public hearing for July 12, 2021.

Suggested Motion

I make a motion to accept the petition, the Clerk's Certificate of Sufficiency and to adopt a Resolution setting a date of public hearing for July 12, 2021.

Attachments

1. Petition
2. Clerk's Certificate of Sufficiency
3. Map
4. Resolution



PETITION REQUESTING A CONTIGUOUS ANNEXATION

Annexation Process – Approximately a 2 Month Process

1st Month- Submit a Petition for Annexation to the City Council, the Clerk reports to City Council the Sufficiency of the Annexation and the City Council adopts a Resolution to set a Public Hearing

2nd Month- A Public Hearing is held and normally that same night, the City Council will adopt an Ordinance to set the effective date as the same or the Council will deny the request

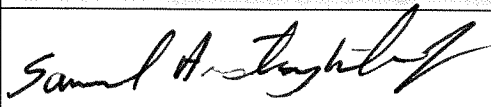
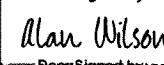
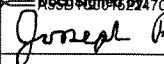
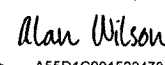
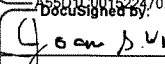
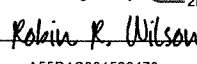
Date: 5/17/2021

To the City Council of the City of Mebane:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Mebane.
2. The area to be annexed is contiguous to the City of Mebane and the boundaries of such territory are as follows:

**Please include a Description of Boundaries (Metes and Bounds) on a separate paper.*

- **3.** We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

Name	Address	Do you declare vested rights (Yes or No)	Signature
1. Nadine R. Wilson, Hrs.	4222 Old Hillsborough Rd. 900 Ben Wilson Rd. Mebane, NC 27302	No	
2. J A Wilson, Jr. and Alan R. Wilson	1002 Ben Wilson Rd. & 1010 Ben Wilson Rd Mebane, NC 27302	No	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>Alan Wilson</small> <small>DocuSigned by:</small>  <small>Joseph A. Wilson</small> </div> <div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>Alan Wilson</small> <small>DocuSigned by:</small>  <small>Alan R. Wilson</small> </div> </div>
3.			<small>DocuSigned by:</small>  <small>Robin R. Wilson</small>



PETITION REQUESTING A CONTIGUOUS ANNEXATION

*Municipality may wish to require metes and bounds description or map. (Provide 2 paper copies, an electronic copy and 3 mylars)

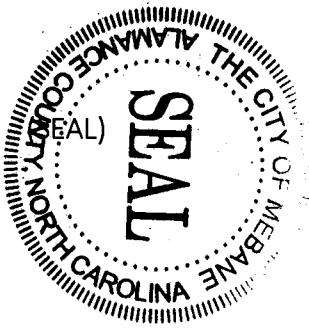
**This is one possible format for zoning vested rights declaration. This language may require modification to reflect the requirements of the municipal zoning vested rights ordinance, if any.

CERTIFICATE OF SUFFICIENCY

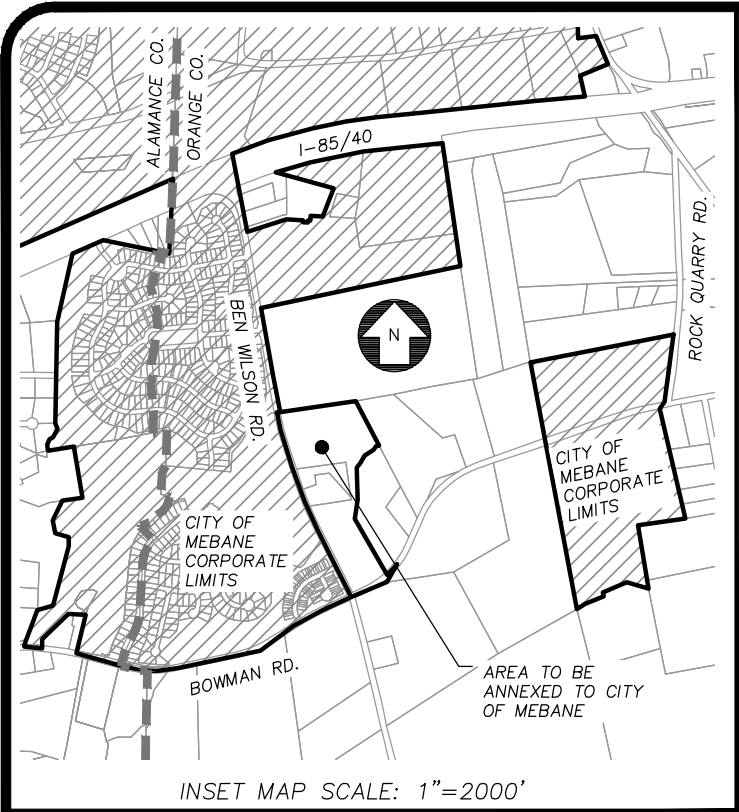
To the City Council of the City of Mebane, North Carolina:

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

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Mebane, this 7th day of June, 2021.



Stephanie W. Shaw
Stephanie W. Shaw, City Clerk



NOTE "A"
SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED DURING THIS SURVEY. ALL BUILDINGS, SURFACE AND SUBSURFACE IMPROVEMENTS ON AND ADJACENT TO THE SITE ARE NOT NECESSARILY SHOWN HEREON. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND CONTAINERS WHICH MAY AFFECT THE USE OF THIS TRACT.

NOTE "B"
THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN ARE BASED ON VISIBLE EVIDENCE AND DRAWINGS PROVIDED TO THE SURVEYOR. LOCATION OF UNDERGROUND UTILITIES AND STRUCTURES MAY VARY FROM LOCATIONS SHOWN HEREON, AND ADDITIONAL BURIED UTILITIES MAY EXIST. CONTACT THE APPROPRIATE UTILITY COMPANIES FOR INFORMATION REGARDING BURIED UTILITIES.

NOTE "C"
DISTANCES ARE HORIZONTAL GROUND AND AREA BY COORDINATE COMPUTATION.

NOTE "D"
THIS SURVEY WAS DONE WITHOUT A TITLE SEARCH AND IS BASED ON REFERENCED INFORMATION. THERE MAY EXIST OTHER DOCUMENTS OF RECORD WHICH COULD AFFECT THIS PROPERTY.

NOTE "E"
EXCEPT AS SPECIFICALLY STATED OR SHOWN, THIS SURVEY DOES NOT REPORT ANY OF THE FOLLOWING: EASEMENTS, BUILDING SETBACKS, RESTRICTIVE COVENANTS, ZONING OR LAND USE REGULATIONS AND ANY FACTS WHICH A TITLE SEARCH MAY DISCLOSE.

NOTE "F"
WETLANDS, JURISDICTIONAL WATERS OR OTHER CONDITIONS WHICH MAY BE REGULATED BY FEDERAL OR STATE OR LOCAL AGENCIES WERE NOT INVESTIGATED DURING THIS SURVEY. RIPARIAN BUFFERS AND OTHER RESTRICTIONS ON DEVELOPMENT MAY BE REQUIRED.

NOTE "G"
PORTIONS OF THIS PROPERTY IS LOCATED IN A HAZARDOUS FLOOD ZONE AS SHOWN ON FEMA FIRM NUMBER 3710982400K, EFFECTIVE DATE 2/2/2007. FLOOD ZONES OR BASE FLOOD ELEVATIONS WERE NOT INVESTIGATED DURING THIS SURVEY.

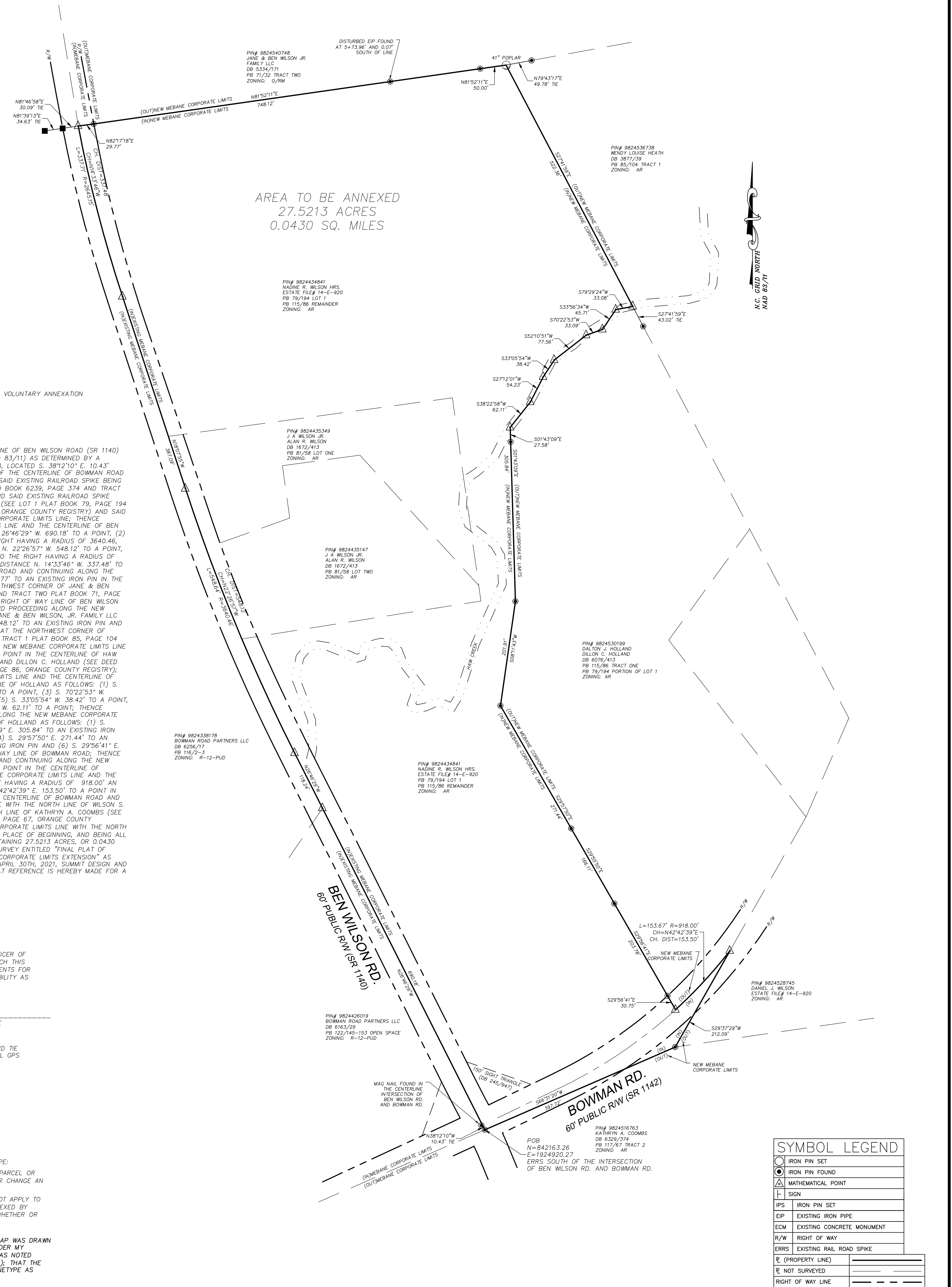
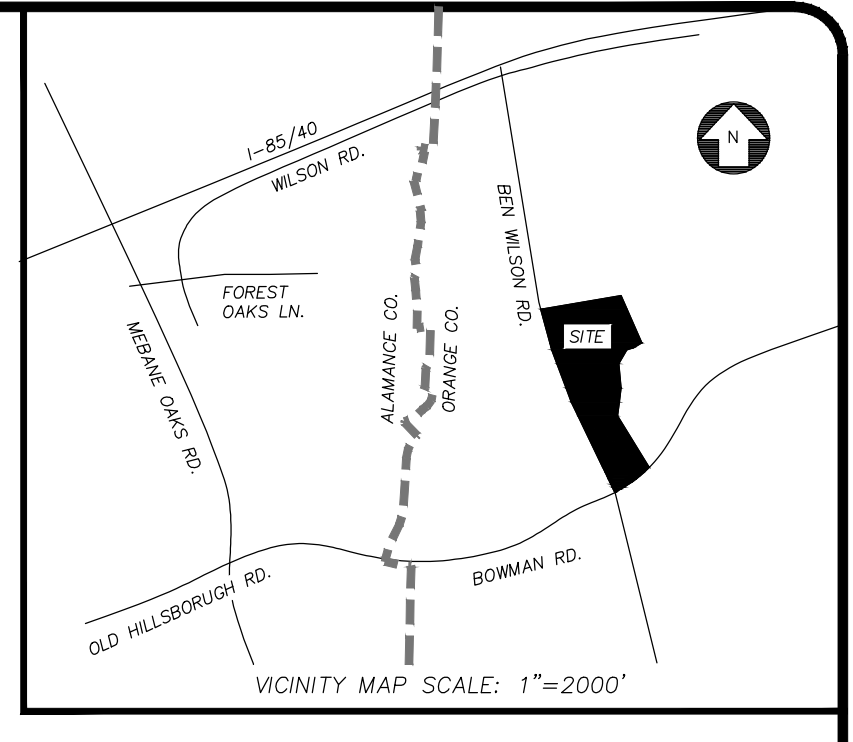
NOTE "H"
NO NCGS MONUMENTS WERE FOUND WITHIN 2000' OF THIS SITE.

NOTE "J"
SEE PLAT "PROPERTY SURVEYED FOR SAM & NADINE WILSON" BY ALOIS CALLEMYN, PLS DATED JANUARY 5, 1998, AND RECORDED IN PB 79/194, ORANGE COUNTY.

SEE PLAT "FINAL PLAT OF PROPERTY OF J.A. WILSON AND ALAN R. WILSON" BY J. DAVIS THOMPSON, PLS DATED JUNE 18, 1998, AND RECORDED IN PB 81/58, ORANGE COUNTY.

SEE PLAT "FINAL PLAT MARY NADINE ROLLINS ESTATE" BY DOUGLAS R. YARBROUGH, PLS DATED JANUARY 12, 2016, AND RECORDED IN PB 115/86, ORANGE COUNTY.

NOTE "K"
THIS PROPERTY IS WITHIN THE CAPE FEAR RIVER BASIN.



AREA TO BE ANNEXED
27.5213 ACRES
0.0430 SQ. MILES

CITY OF MEBANE CORPORATE LIMITS EXTENSION: CONTIGUOUS VOLUNTARY ANNEXATION
CHEEK'S TOWNSHIP, ORANGE COUNTY,
PIN 9824434841 NADINE R. WILSON HEIRS
PIN 9824435147 J. A. WILSON, JR., ALAN R. WILSON
PIN 9824435349 J. A. WILSON, JR., ALAN R. WILSON

ANNEXATION AREA

BEGINNING AT AN EXISTING RAILROAD SPIKE IN THE CENTERLINE OF BEN WILSON ROAD (SR 1140) (NC GRID COORDINATES N. 842163.26', E. 1,924,920.27' (NAD 83/11) AS DETERMINED BY A CURRENT GPS SURVEY (COMBINED GRID FACTOR 0.99994815)), LOCATED S. 38°12'10" E. 10.43' FROM AN EXISTING MAG NAIL FOUND AT THE INTERSECTION OF THE CENTERLINE OF BOWMAN ROAD (SR 1142) AND THE CENTERLINE OF BEN WILSON ROAD AND SAID EXISTING RAILROAD SPIKE BEING THE NORTHWEST CORNER OF KATHRYN A. COOMBS (SEE DEED BOOK 6239, PAGE 374 AND TRACT 2, PLAT BOOK 117, PAGE 67, ORANGE COUNTY REGISTRY) AND SAID EXISTING RAILROAD SPIKE BEING THE SOUTHEAST CORNER OF NADINE R. WILSON HEIRS (SEE LOT 1 PLAT BOOK 79, PAGE 194 AND REMAINDER AREA SHOWN ON PLAT BOOK 115, PAGE 86 ORANGE COUNTY REGISTRY) AND SAID EXISTING RAILROAD SPIKE BEING IN THE EXISTING MEBANE CORPORATE LIMITS LINE; THENCE PROCEEDING ALONG THE EXISTING MEBANE CORPORATE LIMITS LINE AND THE CENTERLINE OF BEN WILSON ROAD ALONG FIVE (5) COURSES AS FOLLOWS: (1) N. 26°46'29" W. 690.18' TO A POINT, (2) N. 26°46'29" W. 118.24' TO A POINT, (3) A CURVE TO THE RIGHT HAVING A RADIUS OF 3640.46', AN ARC LENGTH OF 548.64', CHORD BEARING AND DISTANCE N. 22°26'57" W. 548.12' TO A POINT, (4) N. 18°07'55" W. 387.09' TO A POINT AND (5) A CURVE TO THE RIGHT HAVING A RADIUS OF 2645.15', AN ARC LENGTH OF 337.71', CHORD BEARING AND DISTANCE N. 14°33'46" W. 337.48' TO A POINT; THENCE LEAVING THE CENTERLINE OF BEN WILSON ROAD AND CONTINUING ALONG THE EXISTING MEBANE CORPORATE LIMITS LINE N. 82°17'18" E. 29.77' TO AN EXISTING IRON PIN IN THE EAST RIGHT OF WAY LINE OF BEN WILSON ROAD AT THE SOUTHWEST CORNER OF JANE & BEN WILSON, JR. FAMILY LLC (SEE DEED BOOK 5334, PAGE 171 AND TRACT TWO PLAT BOOK 71, PAGE 32, ORANGE COUNTY REGISTRY); THENCE LEAVING THE EAST RIGHT OF WAY LINE OF BEN WILSON ROAD AND THE EXISTING MEBANE CORPORATE LIMITS LINE AND PROCEEDING ALONG THE NEW MEBANE CORPORATE LIMITS LINE WITH THE SOUTH LINE OF JANE & BEN WILSON, JR. FAMILY LLC ALONG TWO (2) COURSES AS FOLLOWS: (1) N. 81°52'11" E. 748.12' TO AN EXISTING IRON PIN AND (2) N. 81°52'11" E. 50.00' TO A 41" DIAMETER POPLAR TREE AT THE NORTHWEST CORNER OF WENDY LOUISE HEATH (SEE DEED BOOK 3877, PAGE 39 AND TRACT 1 PLAT BOOK 85, PAGE 104 ORANGE COUNTY REGISTRY); THENCE CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS LINE WITH THE WEST LINE OF HEATH S. 27°41'59" E. 522.36' TO A POINT IN THE CENTERLINE OF HAW CREEK AT THE NORTHEAST CORNER OF DALTON J. HOLLAND AND DILLON C. HOLLAND (SEE DEED BOOK 6076, PAGE 413 AND TRACT ONE, PLAT BOOK 115, PAGE 86, ORANGE COUNTY REGISTRY); THENCE CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS LINE AND THE CENTERLINE OF HAW CREEK ALONG SEVEN (7) COURSES WITH THE NORTH LINE OF HOLLAND AS FOLLOWS: (1) S. 79°29'24" W. 33.08' TO A POINT, (2) S. 33°56'34" W. 45.71' TO A POINT, (3) S. 70°22'53" W. 33.09' TO A POINT, (4) S. 52°10'51" W. 77.56' TO A POINT, (5) S. 33°05'54" W. 38.42' TO A POINT, (6) S. 27°12'01" W. 54.23' TO A POINT AND (7) S. 38°22'53" W. 62.11' TO A POINT; THENCE LEAVING THE CENTERLINE OF HAW CREEK AND CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS LINE ALONG SIX (6) COURSES WITH THE WEST LINES OF HOLLAND AS FOLLOWS: (1) S. 01°43'09" E. 27.58' TO AN EXISTING IRON PIN, (2) S. 01°43'09" E. 305.84' TO AN EXISTING IRON PIN, (3) S. 08°11'45" W. 201.91' TO AN EXISTING IRON PIN, (4) S. 29°57'50" E. 271.44' TO AN EXISTING IRON PIN, (5) S. 29°55'50" E. 166.11' TO AN EXISTING IRON PIN AND (6) S. 29°56'41" E. 203.78' TO AN EXISTING IRON PIN IN THE NORTH RIGHT OF WAY LINE OF BOWMAN ROAD; THENCE LEAVING THE NORTH RIGHT OF WAY LINE OF BOWMAN ROAD AND CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS LINE S. 29°56'41" E. 30.75' TO A POINT IN THE CENTERLINE OF BOWMAN ROAD; THENCE CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS LINE AND THE CENTERLINE OF BOWMAN ROAD ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 918.00' AN ARC LENGTH OF 153.67', CHORD BEARING AND DISTANCE N. 42°42'39" E. 153.50' TO A POINT IN THE NORTH LINE OF DANIEL J. WILSON; THENCE LEAVING THE CENTERLINE OF BOWMAN ROAD AND CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS LINE WITH THE NORTH LINE OF COOMBS S. 66°31'20" W. 397.72' TO THE POINT AND PLACE OF BEGINNING, AND BEING ALL OF A CONTIGUOUS CITY OF MEBANE ANNEXATION AREA, CONTAINING 27.5213 ACRES, OR 0.0430 SQUARE MILES, MORE OR LESS, AS SHOWN ON A PLAT OF SURVEY ENTITLED "FINAL PLAT OF CONTIGUOUS VOLUNTARY ANNEXATION FOR CITY OF MEBANE CORPORATE LIMITS EXTENSION" AS PREPARED BY BRANTLEY W. WELLS, NC PLS #4544, DATED APRIL 30TH, 2021, SUMMIT DESIGN AND ENGINEERING SERVICES PROJECT NO. 20-0089 TO WHICH PLAT REFERENCE IS HEREBY MADE FOR A MORE PARTICULAR DESCRIPTION OF SAME.

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

I, _____, REVIEW OFFICER OF ORANGE COUNTY, CERTIFY THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING FOR WHICH THE REVIEW OFFICER HAS RESPONSIBILITY AS PROVIDED BY LAW.

REVIEW OFFICER _____ DATE _____
ORANGE COUNTY LAND RECORDS/GIS

I, BRANTLEY W. WELLS, PLS NO. 4544, CERTIFY THAT NC GRID TIE DATA SHOWN ON THIS PLAT WAS OBTAINED FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

(1) CLASS OF SURVEY: "A"
(2) POSITIONAL ACCURACY: 0.07'
(3) TYPE OF GPS FIELD PROCEDURE: VRS
(4) DATES OF SURVEY: 5/20/2016
(5) DATUM/EPOCH: NAD 83/2011
(6) HELD VRS
(7) GEOID MODEL: 2012B
(8) COMBINED GRID FACTOR: 0.99994815
(9) UNITS: US SURVEY FEET

I HEREBY CERTIFY THAT THIS PLAT IS OF THE FOLLOWING TYPE:
G.S. 47-30 (F)(1)(C)(1). THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.
G.S. 47-30 (J). THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREA ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED.

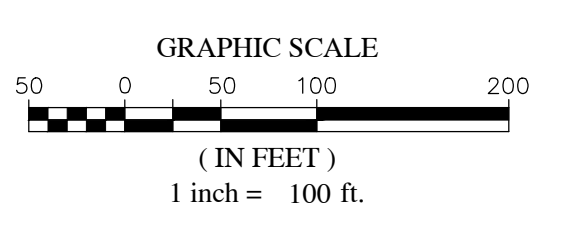
I, BRANTLEY W. WELLS, PLS NO. 4544, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK/PAGE (AS NOTED HEREON) OR OTHER REFERENCE SOURCE (AS NOTED HEREON)); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED IN A BROKEN LINETYPE AS DRAWN FROM INFORMATION IN BOOK/PAGE (AS NOTED HEREON) OR OTHER REFERENCE SOURCE (AS NOTED HEREON); THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1:10000+; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 N.C.A.C. 56.1600). THIS MAP WAS DRAWN IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 30TH DAY OF APRIL 2021.

PRELIMINARY PLAT 2ND SUBMITTAL
PROFESSIONAL LAND SURVEYOR REG. NUMBER L-4544
SUMMIT DESIGN & ENGINEERING, SERVICES, PLLC. REG. NUMBER P-0339

PLANNING DIRECTOR CERTIFICATION
THIS TRACT OF LAND IS WITHIN THE CITY OF MEBANE'S JURISDICTION. NO APPROVAL IS REQUIRED OF THE PLANNING BOARD OR CITY COUNCIL.

AUTHORIZED CITY OFFICIAL _____
DATE _____

SYMBOL LEGEND	
○	IRON PIN SET
●	IRON PIN FOUND
△	MATHEMATICAL POINT
+	SIGN
IPS	IRON PIN SET
EIP	EXISTING IRON PIPE
ECM	EXISTING CONCRETE MONUMENT
R/W	RIGHT OF WAY
ERRS	EXISTING RAIL ROAD SPIKE
R	(PROPERTY LINE)
R	NOT SURVEYED
---	RIGHT OF WAY LINE



SHEET OF 1 DRAWING NO. 20-0089-ANNEX	PROJECT NO. 20-0089	FINAL PLAT OF CONTIGUOUS VOLUNTARY ANNEXATION FOR CITY OF MEBANE CORPORATE LIMITS EXTENSION		CLIENT'S ADDRESS 320 EXECUTIVE CT. HILLSBOROUGH, NC 27278 c/o JAMES PARKER, JR.	PROJECT ENGINEER/ARCHITECT INIT. PROJECT MANAGER INIT.	COPYRIGHT © 2021 SUMMIT DESIGN AND ENGINEERING	IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED ARCHITECT, PROFESSIONAL ENGINEER, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS OR HER SEAL AND THE NOTATION ALTERED BY FOLLOWED BY HIS OR HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATIONS.	6 5 4 3 2 1 0	REVISIONS	DATE	BY
		CHEEK'S TWP., ORANGE CO., NORTH CAROLINA FIELD WORK PERFORMED APRIL 22, 2021 PROPERTY AS DESCRIBED AND STANDING IN THE NAME OF AS SHOWN HEREON.									

License # P-0339
320 Executive Court
Hillsborough, NC 27278-8551
Voice: (919) 732-3683 Fax: (919) 732-6676 www.summitde.com

OWNER'S ADDRESS
4222 OLD HILLSBOROUGH RD.
MEBANE, NC 27302

101 SAM SNEAD DR.
MEBANE, NC 27302

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

Annexation No. 147

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

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

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

Section 1. A public hearing on the question of annexation of the area described herein will be
held at the Mebane Municipal Building at 6:00 p.m. on July 12, 2021.

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

City of Mebane Corporate Limits Extension: Contiguous Voluntary Annexation
Cheeks Township, Orange County, NC

PIN 9824434841 Nadine R. Wilson Heirs

PIN 9824435147 J. A. Wilson, Jr., Alan R. Wilson

PIN 9824435349 J. A. Wilson, Jr., Alan R. Wilson

BEGINNING at an existing railroad spike in the centerline of Ben Wilson Road (SR 1140) (NC Grid Coordinates N. 842163.26', E. 1,924,920.27' (NAD 83/11) as determined by a current GPS survey (Combined Grid Factor 0.99994815)), located S. 38°12'10" E. 10.43' from an existing Mag Nail found at the intersection of the centerline of Bowman Road (SR 1142) and the centerline of Ben Wilson Road and said existing railroad spike being the northwest corner of Kathryn A. Coombs (see Deed Book 6239, Page 374 and Tract 2, Plat Book 117, Page 67, Orange County Registry) and said existing railroad spike being the southeast corner of Nadine R. Wilson Heirs (see Lot 1 Plat Book 79, Page 194 and remainder area shown on Plat Book 115, Page 86 Orange County Registry) and said existing railroad spike being in the existing Mebane Corporate Limits line; thence proceeding along the existing Mebane Corporate Limits line and the centerline of Ben Wilson Road along five (5) courses as follows: (1) N. 26°46'29" W. 690.18' to a point, (2) N. 26°46'29" W. 118.24' to a point, (3) a curve to the right having a radius of 3640.46, an arc length of 548.64', chord bearing and distance N. 22°26'57" W. 548.12' to a point, (4) N. 18°07'55" W. 387.09' to a point and (5) a curve to the right having a radius of 2645.15', an arc length of 337.71', chord bearing and distance N. 14°33'46" W. 337.48' to a point; thence leaving the centerline of Ben Wilson Road and continuing along the existing Mebane Corporate Limits line N. 82°17'18" E. 29.77' to an existing iron pin in the east right of way line of Ben Wilson Road at the southwest corner of Jane & Ben Wilson, Jr. Family LLC (see Deed Book 5334, Page 171 and Tract Two Plat Book 71, Page 32, Orange County Registry); thence leaving the east right of way line of Ben Wilson Road and the existing Mebane Corporate Limits line and proceeding along the new Mebane Corporate Limits line with the south line of Jane & Ben Wilson, Jr. Family LLC along two (2) courses as follows: (1) N. 81°52'11" E. 748.12' to an existing iron pin and (2) N. 81°52'11" E. 50.00' to a 41" diameter poplar tree at the northwest corner of Wendy Louise Heath (see Deed Book 3877, Page 39 and Tract 1 Plat Book 85, Page 104 Orange County Registry); thence continuing along the new Mebane Corporate Limits line with the west line of Heath S. 27°41'59" E. 522.36' to a point in the centerline of Haw Creek at the northeast corner of Dalton J. Holland and Dillon C. Holland (see Deed Book 6076, Page 413 and Tract One, Plat Book 115, Page 86, Orange County Registry); thence continuing along the new Mebane Corporate Limits line and the centerline of Haw Creek along seven (7) courses with the north line of Holland as follows: (1) S. 79°29'24" W. 33.08' to a point, (2) S. 33°56'34" W. 45.71' to a point, (3) S. 70°22'53" W. 33.09' to a point, (4) S. 52°10'51" W. 77.56' to a point, (5) S. 33°05'54" W. 38.42' to a point, (6) S. 27°12'01" W. 54.23' to a point and (7) S. 38°22'58" W. 62.11' to a point; thence leaving the centerline of Haw Creek and continuing along the new Mebane Corporate Limits line along six (6) courses with the west lines of Holland as follows: (1) S. 01°43'09" E. 27.58' to an existing iron pin, (2) S. 01°43'09" E. 305.84' to an existing iron pin, (3) S. 08°11'43" W. 201.91'

to an existing iron pin, (4) S. 29°57'50" E. 271.44' to an existing iron pin, (5) S. 29°55'50" E. 166.11' to an existing iron pin and (6) S. 29°56'41" E. 203.78' to an existing iron pin in the north right of way line of Bowman Road; thence leaving the north right of way line of Bowman Road and continuing along the new Mebane Corporate Limits line S. 29°56'41" E. 30.75' to a point in the centerline of Bowman Road; thence continuing along the new Mebane Corporate Limits line and the centerline of Bowman Road along a curve to the left having a radius of 918.00' an arc length of 153.67', chord bearing and distance N. 42°42'39" E. 153.50' to a point in the north line of Daniel J. Wilson; thence leaving the centerline of Bowman Road and continuing along the new Mebane Corporate Limits line with the north line of Wilson S. 29°37'29" W. 212.09' to an existing iron pin in the north line of Kathryn A. Coombs (see Deed Book 6239, Page 374 and Tract 2, Plat Book 117, Page 67, Orange County Registry); thence continuing along the new Mebane Corporate Limits line with the north line of Coombs S. 66°31'20" W. 397.72' to the point and place of BEGINNING, and being all of a contiguous City of Mebane Annexation area, containing 27.5213 acres, or 0.0430 square miles, more or less, as shown on a plat of survey entitled "Final Plat of Contiguous Voluntary Annexation for City of Mebane Corporate Limits Extension" as prepared by Brantley W. Wells., NC PLS #4544, dated April 30th, 2021, Summit Design and Engineering Services Project No. 20-0089 to which plat reference is hereby made for a more particular description of same.

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

Ed Hooks, Mayor

ATTEST:

Stephanie W. Shaw, City Clerk



AGENDA ITEM #3C

Petition for Voluntary
Contiguous Annexation-
Lebanon Road 3, LLC- Tupelo
Junction

Meeting Date

June 7, 2021

Presenter

Lawson Brown, City Attorney

Public Hearing

Yes No

Summary

Staff received a petition requesting voluntary contiguous annexation from Lebanon Road 3, LLC. for two parcels located in Orange County on Lebanon Road.

Background

The applicant is requesting that the described property be annexed into Mebane's Corporate Limits. This is a contiguous annexation containing approximately +/- 94.00 acres.

Financial Impact

The property will be added to the ad valorem tax base of the City once the property is annexed.

Recommendation

Staff recommends the Council's acceptance of the petition, the Clerk's Certificate of Sufficiency and to adopt a Resolution setting a date of public hearing for July 12, 2021.

Suggested Motion

I make a motion to accept the petition, the Clerk's Certificate of Sufficiency and to adopt a Resolution setting a date of public hearing for July 12, 2021.

Attachments

1. Petition
2. Clerk's Certificate of Sufficiency
3. Map
4. Resolution



PETITION REQUESTING A CONTIGUOUS ANNEXATION

Annexation Process – Approximately a 2 Month Process

1st Month- Submit a Petition for Annexation to the City Council, the Clerk reports to City Council the Sufficiency of the Annexation and the City Council adopts a Resolution to set a Public Hearing

2nd Month- A Public Hearing is held and normally that same night, the City Council will adopt an Ordinance to set the effective date as the same or the Council will deny the request

Date: 4/14/21

To the City Council of the City of Mebane:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Mebane.
2. The area to be annexed is contiguous to the City of Mebane and the boundaries of such territory are as follows:

**Please include a Description of Boundaries (Metes and Bounds) on a separate paper.*

- **3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

Name	Address	Do you declare vested rights (Yes or No)	Signature
1. James W. Parker, Jr.	1808 Saddle Club Rd.	Yes	
2.			
3.			

*Municipality may wish to require metes and bounds description or map. (Provide 2 paper copies, an electronic copy and 3 mylars)

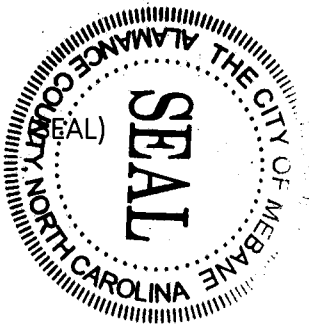
**This is one possible format for zoning vested rights declaration. This language may require modification to reflect the requirements of the municipal zoning vested rights ordinance, if any.

CERTIFICATE OF SUFFICIENCY

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

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

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Mebane, this 7th day of June, 2021.



Stephanie W. Shaw
Stephanie W. Shaw, City Clerk

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

Annexation No. 146

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

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

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

Section 1. A public hearing on the question of annexation of the area described herein will be
held at the Mebane Municipal Building at 6:00 p.m. on July 12, 2021.

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

City of Mebane Corporate Limits Extension: Contiguous Annexation
Cheeks Township, Orange County, NC PIN 9825498941

Annexation Area 2A1

BEGINNING at an existing iron pin (NC Grid Coordinates N. 858,159.59', E. 1,924,661.55' (NAD 83/11) as determined by a current GPS survey (Combined Grid Factor 0.9999661453)), in the north right of way line of Lebanon Road, SR1306, in the west line of Lebanon Road 3, LLC (see Deed Book 67404, Page 442 and Tract 2A Plat Book 123, Page 1 Orange County Registry, also being in the east line of Teresa T. Dallas (see Deed Book 537, Page 487 and Plat Book 40, Page 93 Orange County Registry) also being in the west line of Lee's Bees Incorporated (see Tract 2A Plat Book 123, Page 1 Orange County Registry) and also being in the existing Mebane ETJ Limits line and the existing Mebane Corporate Limits line; thence leaving the north right of way line of Lebanon Road and the existing Mebane Corporate Limits line and proceeding along the existing Mebane ETJ Limits line with Dallas N. 33°45'17" W. 63.68' to an existing iron pin in the south right of way line of East Stagecoach Road, SR 1376; thence leaving the existing Mebane ETJ Limits line and proceeding along the New Mebane Corporate Limits Line with the south right of way line of East Stagecoach Road along two (2) courses as follows: (1) S. 89°12'04" E. 79.70' to a point and (2) a curve to the right having a radius of 137.83', an arc length of 27.07' (chord bearing and distance S. 83°29'06" E. 27.03' to a point at the intersection of the south right of way line of East Stagecoach Road and the north right of way line of Lebanon Road; thence continuing along the New Mebane Corporate Limits Line with the north right of way line of Lebanon Road S. 55°34'34" W. 86.27' to the POINT AND PLACE OF BEGINNING, being all of Annexation Area 2A1, being a portion of Tract 2A, Plat Book 123, Page 1 Orange County Registry, and being all of a contiguous City of Mebane Annexation area, containing 0.0658 acres, or 0.00010 square miles, more or less, as shown on a plat of survey entitled "Final Plat of Contiguous Voluntary Annexation for City of Mebane Corporate Limits Extension" as prepared by Brantley W. Wells., NC PLS #4544, dated April 18th, 2021, Summit Design and Engineering Services Project No. 19-0185.

Annexation Area 2A2

COMMENCING at an existing iron pin (NC Grid Coordinates N. 858,159.59', E. 1,924,661.55' (NAD 83/11) as determined by a current GPS survey (Combined Grid Factor 0.9999661453)), in the north right of way line of Lebanon Road, SR1306, in the west line of Lebanon Road 3, LLC (see Deed Book 67404, Page 442 and Tract 2A Plat Book 123, Page 1 Orange County Registry, also being in the east line of Teresa T. Dallas (see Deed Book 537, Page 487 and Plat Book 40, Page 93 Orange County Registry) and also being in in the existing Mebane ETJ Limits line and the existing Mebane Corporate Limits line; thence leaving the existing Mebane ETJ Limits line and proceeding along the existing Mebane Corporate Limits line and the north right of way line of Lebanon Road along two (2) courses as follows: (1) N. 55°34'34" E. 86.27' to a point at the intersection of the south right of way line of East Stagecoach Road and the north right of way line of Lebanon Road and (2) a tie

line N. 55°34'34" E. 73.60' to a point (NC Grid Coordinates N. 858,249.97', E. 1,924,793.42" (NAD 83/11) at the intersection of the north right of way line of East Stagecoach Road and the north right of way line of Lebanon Road, the point of BEGINNING; thence leaving north right of way line of Lebanon Road and the existing Mebane Corporate Limits line and proceeding along the new Mebane Corporate limits line and the north right of way line of East Stagecoach Road along two (2) courses as follows: (1) a curve to the left having a radius of 197.86' an arc length of 90.03', chord bearing and distance N. 76°04'33" W. 89.26' to a point and (2) N. 89°12'04" W. 310.38' to a point at the southeast corner of Harmony Homesteads LLC (see Deed Book 6511, Page 160 and Plat Book 72, Page 74 Orange County Registry), also being in the west line of Lee's Bees Incorporated (see Tract 2A Plat Book 123, Page 1 Orange County Registry) and also being in the existing Mebane ETJ Limits line; thence leaving the north right of way line of East Stagecoach Road and proceeding along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with the east line of Harmony Homesteads LLC along two (2) courses as follows: (1) N. 11°11'59" W. 1.03' to an existing iron pin and (2) N. 10°54'49" W. 574.62' to an existing iron pin at the southeast corner of Mill Creek Development Company (see Deed Book 2086, Page 255 Orange County Registry); thence continuing along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with the east line of Mill Creek Development Company N. 10°53'56" W. 366.73' to a point where the existing Mebane ETJ Limits line meets the existing Mebane Corporate Limits line (see Plat Book, 20, Page 25 Orange County Registry); thence proceeding along the existing Mebane Corporate Limits line with the east line of Mill Creek Development N. 10°53'56" W. 1900.14' to an iron pin set at the northwest corner of Lee's Bees Incorporated (see Tract 2A Plat Book 123, Page 1 Orange County Registry), also being the southwest corner of Lee's Bees Incorporated (see Tract 2B Plat Book 123, Page 1 Orange County Registry), and also being in the existing Mebane ETJ Limits line; thence leaving the existing Mebane Corporate Limits line and proceeding along the existing Mebane ETJ Limits line and the New Mebane Corporate Limits line with the south line of Lee's Bees Incorporated (see Tract 2B Plat Book 123, Page 1 Orange County Registry), N. 79°53'07" E. 1259.96' to an existing iron pin at the southwest corner of Rebecca and Raymond Wicker (see Deed Book 3884, Page 514 and Lot 1A Plat Book 90, Page 139 Orange County Registry); thence continuing along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with Wicker along three (3) courses as follows: (1) N. 79°53'17" E. 227.53' to an existing iron pin, (2) S. 40°07'22" E. 328.11' to an existing iron pin and (3) N. 81°06'28" E. 324.77' to an iron pin set in the west right of way line of Saddle Club Road (SR 1346); thence continuing along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with the west right of way line of Saddle Club Road along two (2) courses as follows: (1) a curve to the left having a radius of 980.00', an arc length of 133.77', chord bearing and distance S. 07°49'40" E. 133.67' to a point and (2) a curve to the left having a radius of 6081.81', an arc length of 109.35', chord bearing and distance S. 11°18'33" E. 109.34' to a point in the north line of Steven R. Cannada (see Deed Book 6349, Page 227 and Lot 4 Plat Book 60, Page 45 Orange County Registry); thence continuing along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with Cannada along two (2) courses as follows: (1) S. 78°51'52" W. 707.57' to an existing iron pin and (2) S. 10°39'35" E. 183.69' to an existing iron pin at the northwest corner of Anthony and Amanda Hendrickson (see Deed Book 6629, Page 2364 and Lot 5 Plat Book 60, Page 45 Orange County Registry); thence continuing along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with Hendrickson along two courses as follows: (1) S. 10°47'13" E. 182.24' to an existing iron pin and (2) N. 76°33'09" E. 719.34' to point in the west right of way line of Saddle Club Road; thence continuing along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with the west right of way line of Saddle Club Road S. 12°42'51" E. 240.99' to a point in the north line of Marshall & Kristi Ronningen (see Deed Book 6420, Page 324 and Plat Book 118, Page 34 Orange County Registry); thence continuing along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with Ronningen along five (5) courses as follows: (1) N. 88°57'24" W. 255.18' to an existing iron pin, (2) S. 83°49'36" W. 137.83' to an existing iron pin, (3) S. 47°42'16" W. 73.14' to an existing iron pin, (4) S. 08°10'30" E. 119.59' to an existing iron pin and (5) N. 85°50'17" E. 164.07' to an existing iron pin at the northwest corner of Peggy E. Hines (see Deed Book 394, Page 317 Orange County Registry); thence continuing along the existing Mebane ETJ Limits line and the New Mebane Corporate Limits line with the west line of Hines S. 00°24'04" W. 410.04' to an existing iron pin in the north line of Gary & Cindy Linz (see Deed Book 1603, Page 515, Deed Book 1707, Page 107, Deed Book 6654, Page 1986, Plat Book 55, Page 138, Plat Book 75, Page 94 and Lot 3 Remainder Plat Book 96, Page 2,

Orange County Registry); thence continuing along the existing Mebane ETJ Limits line and the new Mebane Corporate Limits line with Linz along five (5) courses as follows: (1) S. 86°03'17" W. 356.16' to an existing iron pin, (2) S. 86°02'55" W. 7.10' to a point, (3) S. 09°01'17" E. 202.18' to a point, (4) S. 11°28'59" E. 808.93' to a point and (5) S. 10°42'21" E. 0.51' to a point in the north right of way line of Lebanon Road and the existing Mebane Corporate Limits line; thence leaving the existing Mebane ETJ Limits line the new Mebane Corporate Limits line and proceeding along the existing Mebane Corporate Limits line and the north right of way line of Lebanon Road along three (3) courses as follows: (1) a curve to the left having a radius of 1513.21' an arc length of 187.89', chord bearing and distance S. 67°50'38" W. 187.77' to a point, (2) a curve to the left having a radius of 1513.21' an arc length of 223.90', chord bearing and distance S. 60°02'52" W. 223.70' to a point and (3) S. 54°50'09" W. 516.77' to the POINT AND PLACE OF BEGINNING, being all of Annexation Area 2A2 Area, being a portion of Tract 2A, Plat Book 123, Page 1 Orange County Registry, and being all of a contiguous City of Mebane Annexation area, containing 93.9380 acres, or 0.1468 square miles, more or less, as shown on a plat of survey entitled "Final Plat of Contiguous Voluntary Annexation for City of Mebane Corporate Limits Extension" as prepared by Brantley W. Wells., NC PLS #4544, dated April 18th, 2021, Summit Design and Engineering Services Project No. 19-0185.

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

Ed Hooks, Mayor

ATTEST:

Stephanie W. Shaw, City Clerk



AGENDA ITEM #3D

Petition for Voluntary Non-Contiguous
Satellite Annexation – Mebane Investors, LLC
Magnolia Glen (Final Phase)

Meeting Date

June 7, 2021

Presenter

Lawson Brown, City Attorney

Public Hearing

Yes No

Summary

Staff received a petition requesting voluntary non-contiguous satellite annexation from Mebane Investors, LLC.

Background

The applicant is requesting the described property to be annexed into Mebane's Corporate Limits. This is a non-contiguous satellite annexation containing approximately 23.53 acres and being the final phase of the Magnolia Glen development.

Financial Impact

The property will be added to the ad valorem tax base for the City once the property is annexed.

Recommendation

Staff recommends Council's acceptance of the petition, the Clerk's Certificate of Sufficiency and adoption of a Resolution setting a date of public hearing for July 12, 2021.

Suggested Motion

I make a motion to accept the petition, the Clerk's Certificate of Sufficiency and to adopt the resolution setting a date of public hearing for July 12, 2021.

Attachments

1. Petition
2. Clerk's Certificate of Sufficiency
3. Map
4. Resolution



PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Annexation Process – Approximately a 2 Month Process

1st Month- Submit a Petition for Annexation to the City Council, the Clerk reports to City Council the Sufficiency of the Annexation and the City Council adopts a Resolution to set a Public Hearing

2nd Month- A Public Hearing is held and normally that same night, the City Council will adopt an Ordinance to set the effective date as the same or the Council will deny the request

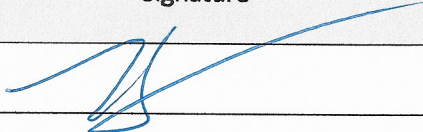
Date: 04/29/2021

To the City Council of the City of Mebane:

1. We the undersigned owners of real property respectfully request that the area describe in Paragraph 2 below be annexed to the City of Mebane.
2. The area to be annexed is non-contiguous to the City of Mebane and the boundaries of such territory are as follows:

Please include a Description of Boundaries Metes and Bounds Description on separate paper in WORD format.

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. *(If zoning vested rights are claimed, indicate below and attach proof).*

Name	Address	Vested Rights (Yes or No)	Print Name	Signature
1. Mebane Investors, LLC	P.O. Box 667, Elon NC 27244	Yes	Shawn C. Cummings Managing Member	
2.				
3.				

- Municipality may wish to require metes and bounds description or map. (Provide 2 paper copies, an electronic copy and 3 mylars).
- This is one possible format for zoning vested rights declaration. This language may require modification to reflect the requirements of the municipal zoning vested rights ordinance, if any.

CERTIFICATE OF SUFFICIENCY

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

I, Stephanie W. Shaw, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition has been signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-58.2.

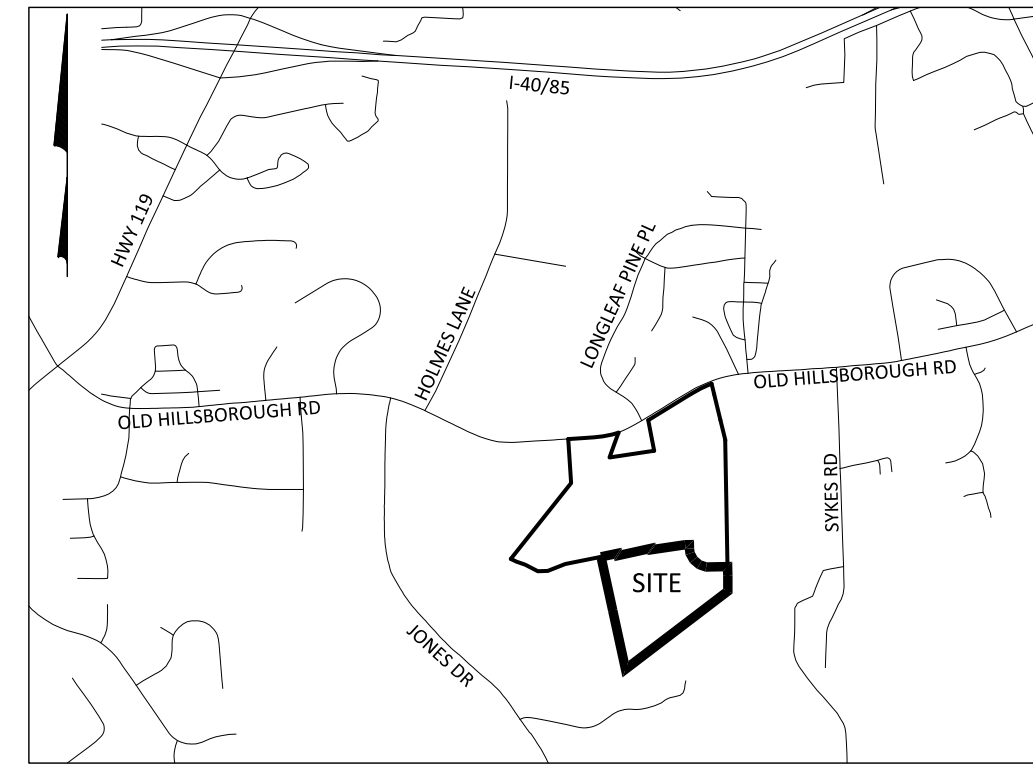
In witness whereof, I have hereunto set my hand and affixed the seal of the City of Mebane, this 7th day of June, 2021.



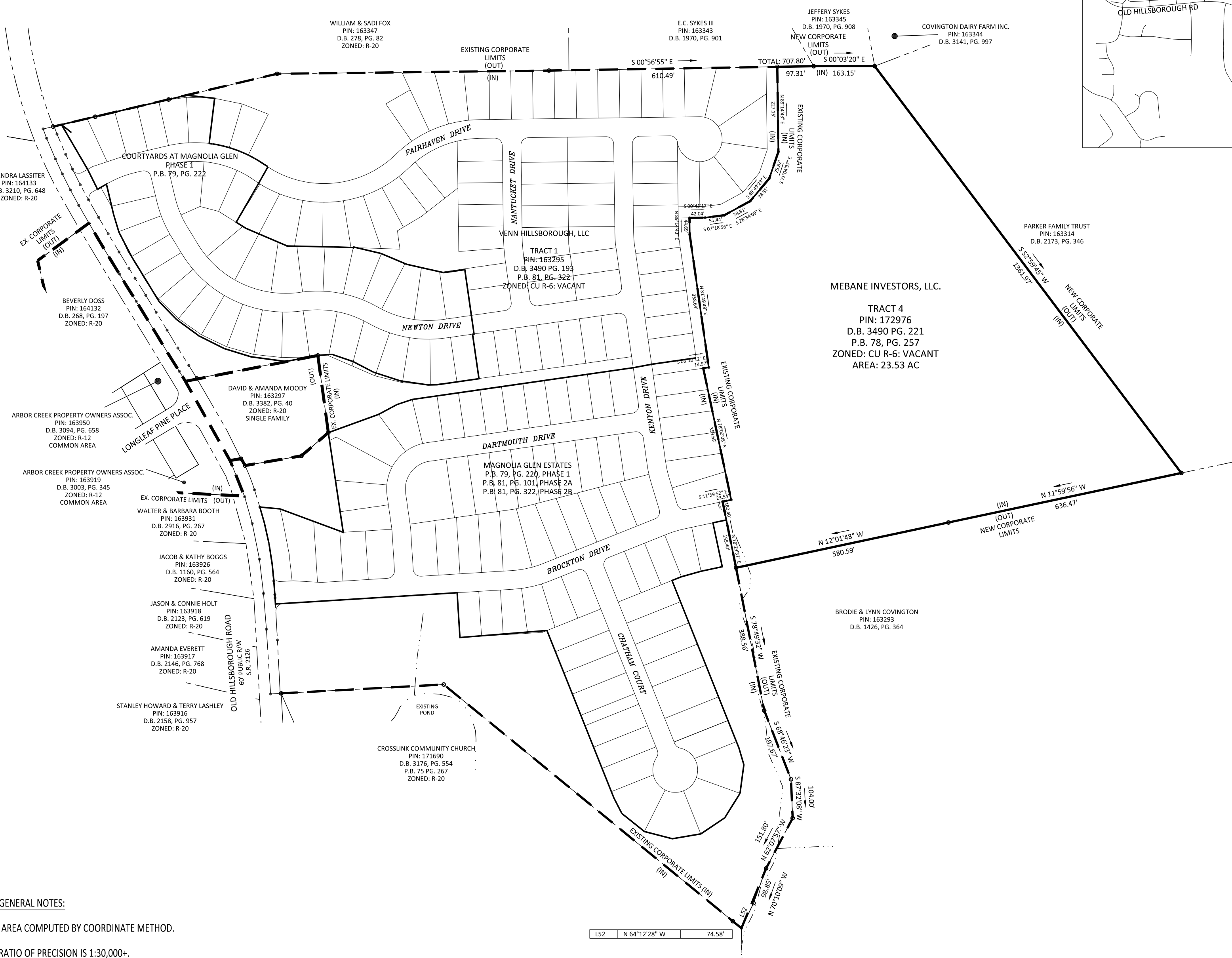
Stephanie W. Shaw
Stephanie W. Shaw, City Clerk



LINETYPE TABLE	
	NEW CORPORATE LIMITS
	EXISTING CORPORATE LIMITS
	ADJOINERS PROPERTY LINE
	RIGHT OF WAY LINE



VICINITY MAP
1" = 2000'



GENERAL NOTES:

- AREA COMPUTED BY COORDINATE METHOD.
- RATIO OF PRECISION IS 1:30,000+.
- THIS MAP WAS PREPARED WITHOUT THE BENEFIT OF A TITLE INVESTIGATION, THEREFORE, THIS MAP IS SUBJECT TO ANY AND ALL FACTS AN ACCURATE TITLE INVESTIGATION MAY DISCLOSE.
- THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS, AGREEMENTS AND RIGHTS OF WAY OF RECORD BUT NOT VISIBLE OR APPARENT AT THE TIME OF INSPECTION.
- NO N.C.G.S. MONUMENT RECOVERED WITHIN 2,000 FEET OF THIS PROPERTY.

152 N 64°12'28" W 74.58'

CERTIFICATE OF SURVEY ACCURACY
 I, JEFFREY T. ALLRED, PLS., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK _____ PAGE SHOWN, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK (AS SHOWN) PAGE (AS SHOWN); THAT THE RATIO OF PRECISION AS CALCULATED IS 1:30,000; THIS PLAT WAS PREPARED IN ACCORDANCE WITH N.C.G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 17th DAY OF MAY, 2021 A.D.

This survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street.

The provisions of this section shall not apply to boundary plats of State lines, county lines, areas annexed by municipalities, nor to plats of municipal boundaries, whether or not required by law to be recorded.

PLANNING DIRECTOR CERTIFICATION
 THIS TRACT OF LAND IS WITHIN THE CITY OF MEABNE'S JURISDICTION. NO APPROVAL IS REQUIRED OF THE PLANNING BOARD OR CITY COUNCIL.

SIGNED: _____
 PLANNING DIRECTOR
 DATE: _____

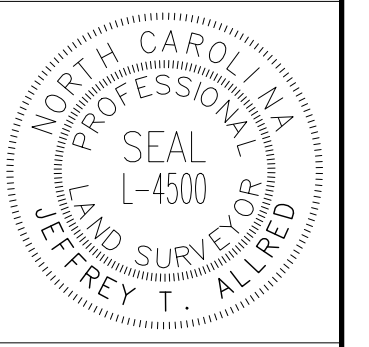
Jeffrey T. Allred
 JEFFREY T. ALLRED
 PROFESSIONAL LAND SURVEYOR
 L-4500
 REGISTRATION NUMBER

ALLRED LAND SURVEYING, PLLC
 JEFF ALLRED, PLS ~ L-4500
 8065 COBLE MILL ROAD
 SNOW CAMP, NC 27349
 PHONE: 336-684-8202

FINAL PLAT
 CITY OF MEABNE-NON-CONTIGUOUS VOLUNTARY CORPORATE LIMITS EXTENSION
 PROJECT LOCATION:
 STATE: NC
 COUNTY: ALAMANCE
 TOWNSHIP: MELVILLE
 DEVELOPER INFORMATION:
 MEABNE INVESTORS, LLC
 3041 S. CHURCH STREET
 BURLINGTON, NC 27215

NO.	DATE	REVISION NOTE

DRAWN BY: JTA
 CHECKED BY: JTA
 DATE: 20210517
 PROJECT NO.: 2015-57
 REF. NO.:
 SCALE: 1" = 200'



SHEET
 1 OF 1

DRAWING FILE PATH: E:\Carlson Projects\2015-57.dwg

RESOLUTION FIXING DATE OF PUBLIC HEARING ON
QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-58.2

Annexation No. 145

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

WHEREAS, the Mebane City Council directed the City Clerk to investigate the sufficiency of the petition; and

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

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

Section 1. A public hearing on the question of annexation of the non-contiguous area described herein will be held at 6:00 p.m. on July 12, 2021.

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

Beginning At An EIP in the E.C. Sykes line;

Thence S 00°56'55" E A Distance Of 97.31' to an EIP; Thence S 00°03'20" E A Distance Of 163.15' to an EIP; Thence S 52°59'45" W A Distance Of 1361.97' to an EIP; Thence N 11°59'56" W A Distance Of 636.47' to an EIP; Thence N 12°01'48" W A Distance Of 580.59' to an EIP; Thence N 78°29'37" E A Distance Of 180.40' to a computed point; Thence S 11°59'52" E A Distance Of 23.54' to a computed point; Thence N 78°00'08" E A Distance Of 359.69' to a computed point; Thence S 08°10'12" E A Distance Of 14.97' to a computed point; Thence N 81°49'48" E A Distance Of 358.69' to a computed point; Thence N 89°14'43" E A Distance Of 44.69' to a computed point; Thence S 00°45'17" E A Distance Of 42.04' to a computed point; Thence S 07°18'56" E A Distance Of 51.44' to a computed point; Thence S 28°34'09" E A Distance Of 78.81' to a computed point; Thence S 49°49'23" E A Distance Of 78.81' to a computed point; Thence S 71°04'37" E A Distance Of 75.82' to a computed point; Thence N 89°14'43" E A Distance Of 227.15' to an EIP; Which Is The Point Of Beginning, Having An Area Of 1024900.04 Square Feet, 23.53 Acres

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

Ed Hooks, Mayor

ATTEST:

Stephanie W. Shaw, City Clerk



AGENDA ITEM #3E

Final Subdivision Plat – Havenstone, Phase 1B

Presenter

Cy Stober, Development Director

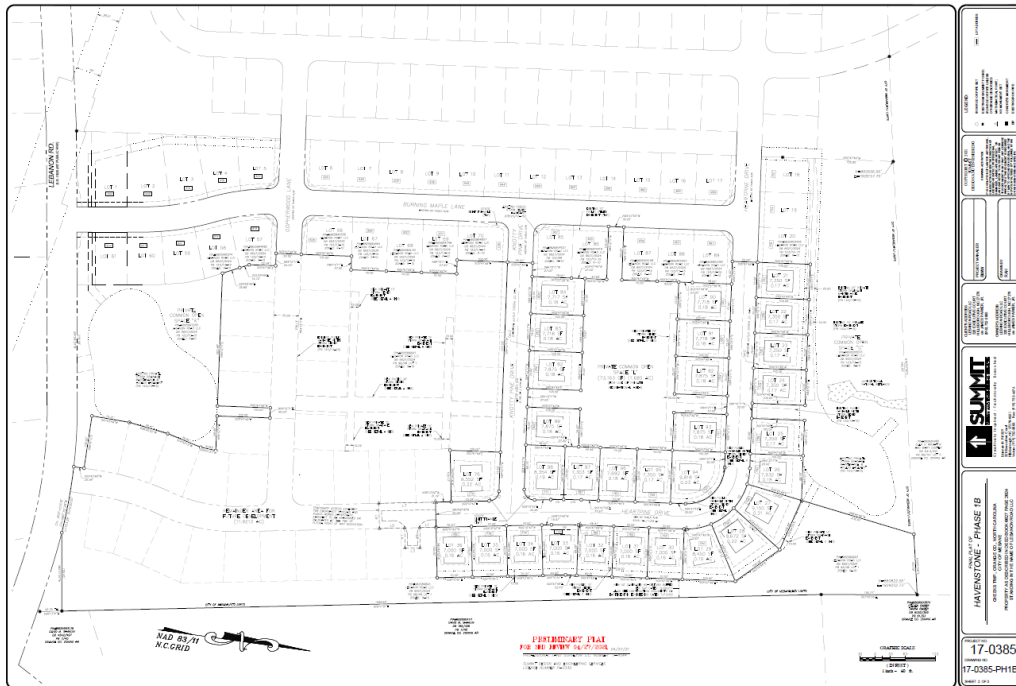
Applicant

Lebanon Road Partners, LLC,
504 Meadowland Drive
Hillsborough, NC 27278

Public Hearing

Yes No

Final Plat



Property

Havenstone,
Phase 1,
Orange County

GPIN
9825799832

Proposed Zoning

N/A

Current Zoning

R-10

Size

+/-8.8022 acres

Surrounding Zoning

R-20, R-10, AR
(Orange Co.)

Surrounding Land Uses

Residential,
Vacant

Utilities

Extended at
developer's
expense.

Floodplain

No

Watershed

Yes

City Limits

Yes

Summary

Lebanon Road, LLC, is requesting approval of the Final Plat for Phase 1B of the Havenstone Subdivision (approved for rezoning and special use by City Council as “Northeast Village, Phase 1” 12/04/17)). The Final Plat will include a total area of 8.8022 acres featuring 30 lots of 5.3582 acres, 1.680 acres of open space, and 1,559 linear feet and 1.764 acres of dedicated right of way.

The Technical Review Committee (TRC) has reviewed the Final Plat and the applicant has revised the plan to reflect its comments. All infrastructure must be completed and approved to meet the City of Mebane Specifications. All infrastructure not completed shall be bonded or a letter of credit provided prior to recordation.

Financial Impact

The developer has extended utilities at his own expense.

Recommendation

Staff recommends approval of the Final Plat.

Suggested Motion

Motion to approve the final plat as presented.

Attachments

1. Final Plat

CERTIFICATE OF OWNERSHIP AND DEDICATION

THIS CERTIFIES THAT THE UNDERSIGNED IS (ARE) THE OWNER(S) OF THE PROPERTY SHOWN ON THIS MAP, HAVING ACQUIRED TITLE TO IT BY DEED(S) RECORDED IN THE ALAMANCE/ORANGE COUNTY, NORTH CAROLINA REGISTER OF DEEDS OTHERWISE AS SHOWN BELOW AND THAT BY SUBMISSION OF THIS PLAT OR MAP FOR APPROVAL, I/WE DO DEDICATE TO THE CITY OF MEBANE FOR PUBLIC USE ALL STREETS, EASEMENTS, RIGHTS-OF-WAY AND PARKS SHOWN THEREON FOR ALL LAWFUL PURPOSES TO WHICH THE CITY MAY DEVOTE OR ALLOW THE SAME TO BE USED AND UPON ACCEPTANCE THEREOF AND IN ACCORDANCE WITH ALL CITY POLICES, ORDINANCES AND REGULATIONS OR CONDITIONS OF THE CITY OF MEBANE FOR THE BENEFIT OF THE PUBLIC, THIS DEDICATION SHALL BE IRREVOCABLE. ALSO, ALL PRIVATE STREETS SHOWN ON THIS MAP, IF ANY, ARE TO BE AVAILABLE FOR PUBLIC USE.

PROVIDED, HOWEVER, THE "COMMON ELEMENTS" SHOWN HEREON EXPRESSLY ARE NOT DEDICATED HEREBY FOR USE BY THE GENERAL PUBLIC, BUT ARE TO BE CONVEYED BY _____ TO _____ HOMEOWNERS ASSOCIATION, INC. FOR THE USE AND ENJOYMENT OF THE MEMBERS THEREOF PURSUANT TO THE TERMS OF THAT CERTAIN DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR COUNTY REGISTRY, THE TERMS AND PROVISIONS OF WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE.

_____ BY THE RECORDATION OF THIS PLAT, HEREBY GIVES, GRANTS AND CONVEYS TO A UTILITY AND THE CITY OF MEBANE, THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, RIGHTS-OF-WAY AND EASEMENTS TO MAINTAIN AND SERVICE THEIR RESPECTIVE WIRES, LINES, CONDUITS, AND PIPES IN THEIR PRESENT LOCATIONS WITHIN THE "COMMON ELEMENTS" AS SHOWN HEREON TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER AND UPON SAID "COMMON ELEMENTS" FOR THE PURPOSE OF MAINTAINING AND SERVING WIRES, LINES, CONDUITS, AND PIPES.

OWNER _____ DATE _____
OWNER _____ DATE _____
(NOTARIZED) _____ DATE _____

BOOK NO. _____ PAGE NO. _____
/S/ _____

_____ COUNTY, NORTH CAROLINA
I CERTIFY THAT THE FOLLOWING PERSON(S) PERSONALLY APPEARED BEFORE ME THIS DAY, EACH ACKNOWLEDGING TO ME THAT HE OR SHE SIGNED THE FOREGOING DOCUMENT:

NAME(S) OF PRINCIPAL(S) _____
DATE: _____

OFFICIAL SIGNATURE OF NOTARY

NOTARY'S PRINTED NAME
MY COMMISSION EXPIRES: _____

CERTIFICATE OF FINAL MAJOR SUBDIVISION PLAT APPROVAL AND ACCEPTANCE OF DEDICATION

I, _____ THE CITY CLERK OF MEBANE, NORTH CAROLINA, DO CERTIFY THAT THE CITY OF MEBANE APPROVED THIS PLAT OR MAP AND ACCEPTED THE DEDICATION OF THE STREETS, EASEMENTS, RIGHT-OF-WAY AND PUBLIC PARKS SHOWN THEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME, UNTIL IN THE OPINION OF THE CITY COUNCIL OF THE CITY OF MEBANE IT IS IN THE PUBLIC INTEREST TO DO SO.

DATE _____ CITY CLERK _____

STATE OF NORTH CAROLINA ORANGE COUNTY

I, _____ REVIEW OFFICER OF ORANGE COUNTY, CERTIFY THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING FOR WHICH THE REVIEW OFFICER HAS RESPONSIBILITY AS PROVIDED BY LAW.

REVIEW OFFICER _____ DATE OF CERTIFICATION _____
ORANGE COUNTY LAND RECORDS/GIS

PUBLIC WATER SUPPLY WATERSHED STATEMENT

"ALL OR PORTIONS OF THE PROPERTY CONTAINED IN THIS SUBDIVISION ARE LOCATED WITHIN A PUBLIC WATER SUPPLY WATERSHED. ADDITIONAL DEVELOPMENT RESTRICTIONS REGARDING SUCH MATTERS AS RESIDENTIAL DENSITY, MAXIMUM IMPERVIOUS SURFACE AREA, AND STORMWATER CONTROL MEASURES MAY APPLY TO THIS PROPERTY. ANY ENGINEERED STORMWATER CONTROLS SHOWN ON THIS PLAT ARE TO BE OPERATED AND MAINTAINED BY THE PROPERTY OWNERS AND/OR A PROPERTY OWNERS' ASSOCIATION PURSUANT TO THE OPERATION AND MAINTENANCE AGREEMENT FILED WITH THE ALAMANCE/ORANGE COUNTY OFFICE OF THE REGISTER OF DEEDS IN BOOK _____ PAGE _____."

CERTIFICATE OF APPROVAL FOR RECORDING IN PUBLIC WATER SUPPLY WATERSHED

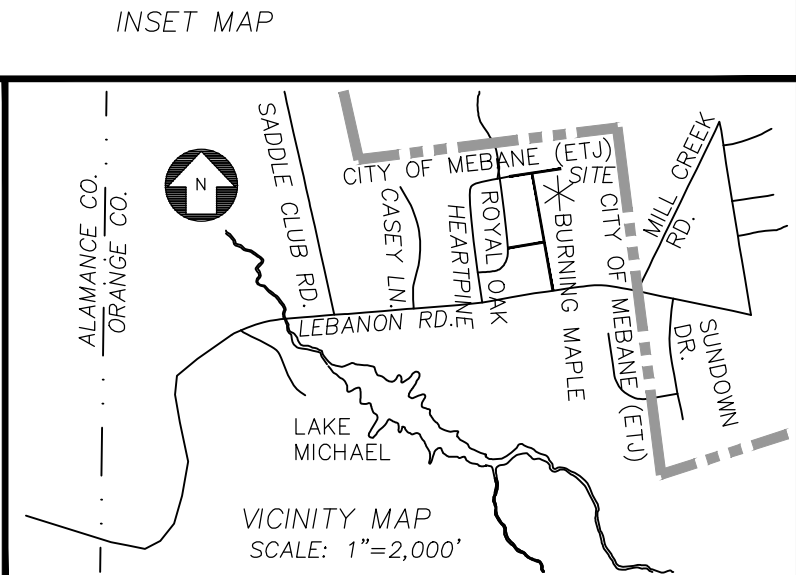
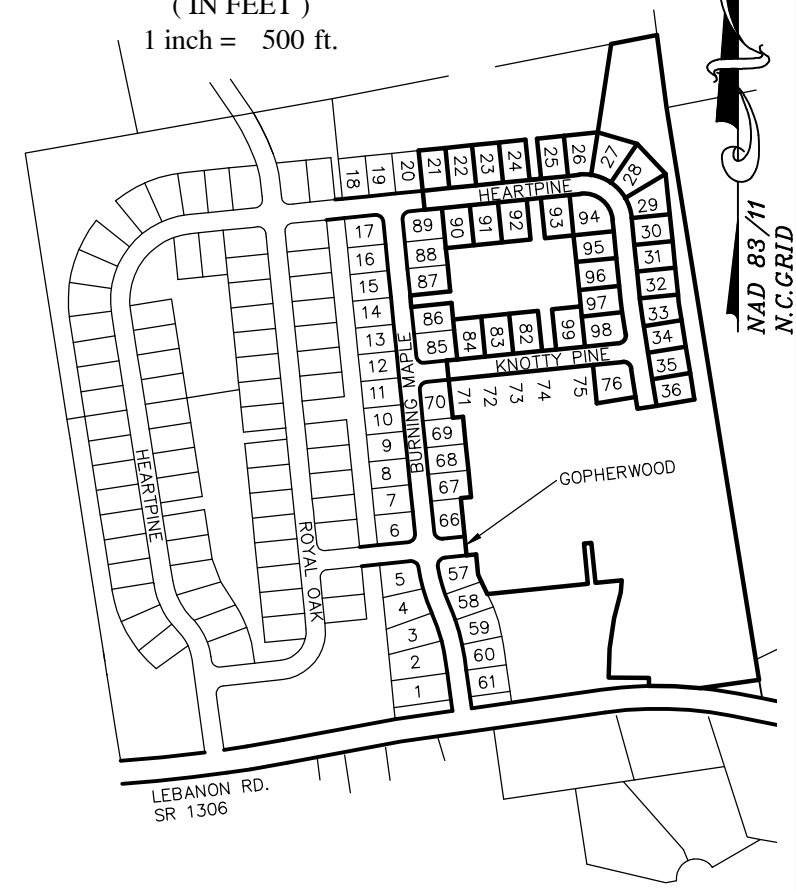
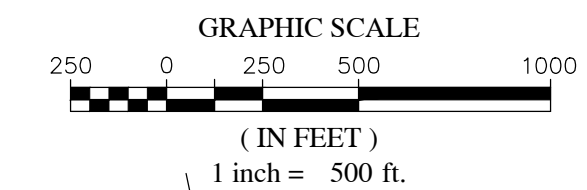
I CERTIFY THE PLAT SHOWN HEREON COMPLIES WITH ARTICLE 5, SECTION 5-2 WATERSHED OVERLAY DISTRICTS OF THE MEBANE UNIFIED DEVELOPMENT ORDINANCE AND IS APPROVED FOR RECORDING IN REGISTER OF DEEDS OFFICE. NOTICE: THIS PROPERTY IS LOCATED WITHIN A PUBLIC DRINKING WATER SUPPLY WATERSHED. DEVELOPMENT RESTRICTIONS MAY APPLY.

DATE _____ ZONING ADMINISTRATOR _____
(AUTHORIZED OFFICIAL)

CERTIFICATE OF PRELIMINARY MAJOR SUBDIVISION PLAT APPROVAL

I HEREBY CERTIFY THAT THE CITY OF MEBANE PLANNING BOARD APPROVED ON THE DAY OF _____ THE PRELIMINARY PLAT OF SUBDIVISION AS SHOWN ON THIS PLAT. PRELIMINARY PLAT APPROVAL IS VALID FOR A PERIOD OF 12 MONTHS FROM THE ABOVE DATE OR AS ESTABLISHED UNDER THE VESTED RIGHTS PROCEDURES, IF APPLICABLE.

PLANNING DIRECTOR _____ DATE _____



LEGEND:
○ IRON ROD OR PIPE SET
● EXISTING MONUMENT FOUND
△ OTHER MONUMENT FOUND
□ CONCRETE MONUMENT
■ EXISTING IRON PIPE
— RW
- - - RIGHT OF WAY

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PROJECT MANAGER
BWW
DRAWN BY
RAH

CLIENT'S ADDRESS
LEBANON ROAD LLC
230 HILLSBOROUGH DR. #2778
HILLSBOROUGH, NC 27778
(919) 792-5885
OWNER'S ADDRESS
MEBANE DEVELOPMENT LLC
327 EXECUTIVE COURT
HILLSBOROUGH, NC 27778
(919) 792-5885

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Hillsborough, NC 27778-8551
Tel: (919) 792-6676
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FINAL PLAT OF HAVENSTONE - PHASE 1B
CHEEK'S TWP., ORANGE CO., NORTH CAROLINA
CITY OF MEBANE
PROPERTY AS DESCRIBED IN DEED BOOK 6627 PAGE 2024
STANDING IN THE NAME OF LEBANON ROAD LLC

PROJECT NO. **17-0385**
DRAWING NO. **17-0385-PH1B**
SHEET 1 OF 3

NOTE "a"
SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED DURING THIS SURVEY. ALL BUILDINGS, SURFACE AND SUBSURFACE IMPROVEMENTS ON AND ADJACENT TO THE SITE ARE NOT NECESSARILY SHOWN HEREON. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND CONTAINERS WHICH MAY AFFECT THE USE OF THIS TRACT.

NOTE "b"
THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN ARE BASED ON VISIBLE EVIDENCE AND DRAWINGS PROVIDED TO THE SURVEYOR. LOCATION OF UNDERGROUND UTILITIES AND STRUCTURES MAY VARY FROM LOCATIONS SHOWN HEREON, AND ADDITIONAL BURIED UTILITIES MAY EXIST. CONTACT THE APPROPRIATE UTILITY COMPANIES FOR INFORMATION REGARDING BURIED UTILITIES.

NOTE "c"
ALL DISTANCES ARE HORIZONTAL ROUND AND AREA BY COORDINATE COMPUTATION.

NOTE "d"
THIS SURVEY WAS DONE WITHOUT A TITLE SEARCH AND IS BASED ON REFERENCED INFORMATION. THERE MAY BE OTHER DOCUMENTS OF RECORD WHICH COULD AFFECT THIS PROPERTY.

NOTE "e"
EXCEPT AS SPECIFICALLY STATED OR SHOWN, THIS SURVEY DOES NOT REPORT ANY OF THE FOLLOWING: EASEMENTS, OTHER THAN THOSE VISIBLE DURING FIELD EXAMINATION, BUILDING SETBACKS, RESTRICTIVE COVENANTS, ZONING OR LAND USE REGULATIONS AND ANY FACTS WHICH A TITLE SEARCH MAY DISCLOSE.

NOTE "f"
WETLANDS, JURISDICTIONAL WATERS OR OTHER CONDITIONS WHICH MAY BE REGULATED BY FEDERAL OR STATE OR LOCAL AGENCIES WERE NOT INVESTIGATED DURING THIS SURVEY. RIPARIAN BUFFERS AND OTHER RESTRICTIONS ON DEVELOPMENT MAY BE REQUIRED.

NOTE "g"
SEE PLAT "FINAL PLAT CHERRY PLACE" BY STEVE F. YUHASZ, PLS, DATED 12/21/01, AND RECORDED IN PB 89/151 WHICH COULD AFFECT THIS PROPERTY.

NOTE "h"
SEE PLAT "FINAL PLAT FOR HAVENSTONE-PHASE 2A" BY THOMAS A. TELLUP, PLS, DATED 7/23/19, AND RECORDED IN PB 120/122.

NOTE "i"
SEE PLAT "FINAL PLAT FOR HAVENSTONE-PHASE 2B" BY THOMAS A. TELLUP, PLS, DATED 12/9/19, AND RECORDED IN PB 121/49.

NOTE "j"
SEE PLAT "FINAL PLAT FOR HAVENSTONE-PHASE 1A" BY BRANTLEY W. WELLS, PLS, DATED 2/5/21, AND RECORDED IN PB 123/13-15.

NOTE "k"
SEE PLAT "FINAL PLAT FOR HAVENSTONE-LDT 85" BY BRANTLEY W. WELLS, PLS, DATED 4/8/21, AND RECORDED IN PB 123/68-69.

NOTE "l"
THIS PROPERTY IS NOT LOCATED IN A HAZARDOUS FLOOD ZONE AS SHOWN ON FEMA FLOOD PANEL MAP NUMBER 371098250L & 3710982600L EFFECTIVE DATE: 11/17/17

NOTE "m"
NO NCGS MONUMENTS WERE FOUND WITHIN 2000' OF THIS SITE.

NOTE "n"
THIS PROPERTY IS WITHIN THE CAPE FEAR RIVER BASIN, GRAHAM-MEBANE RESERVOIR WATER SUPPLY (1) WATERSHED.

NOTE "o"
ZONING: R-10
MAXIMUM BUILDING HEIGHT: 35 FT
BUILDING FRONT SETBACK: 20 FT
BUILDING REAR SETBACK: 20 FT
BUILDING SIDE SETBACK: 5 FT
15 FT AGGREGATE CORNER LOTS BUILDING SIDE SETBACK: 18 FT
* REAR SETBACK FOR FUTURE LOTS 28-46 ARE 25 FT.
LAND USE: RESIDENTIAL CLUSTER BY SUP (12/04/2017)

SITE SUMMARY
TOTAL AREA = 8.8022 ACRES
30 LOTS TOTAL = 5.3582 ACRES
R/W DEDICATION = 1.764 ACRES
TOTAL IMPERVIOUS SURFACE AREA = 70,021 SF
TOTAL LINEAR FEET OF ROADS = 1,559 FT

PARCEL REMAINDER TABLE		
DESCRIPTION	UNITS	TOTAL ACRES
PARCEL AREA		20.7235
LOTS	30	-5.3582
OPEN SPACES	1	-1.680
ROADS	2	-1.764
PARCEL REMAINDER		11.9213
TOTAL DEDICATED TO PUBLIC RW		(1.764)

REF:
PIN# 0825898932
DB 6627/2024
PB 98/48
PB 123/13-15
PB 123/68-69

CERTIFICATE OF OF SURVEY AND ACCURACY

I, BRANTLEY W. WELLS, PLS, L-4544, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 6627, PAGE 2024, ETC.) (OTHER); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK _____ PAGE _____; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH NCOS 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 27TH DAY OF APRIL, A.D., 2021.

SURVEYOR _____
REGISTRATION NUMBER _____

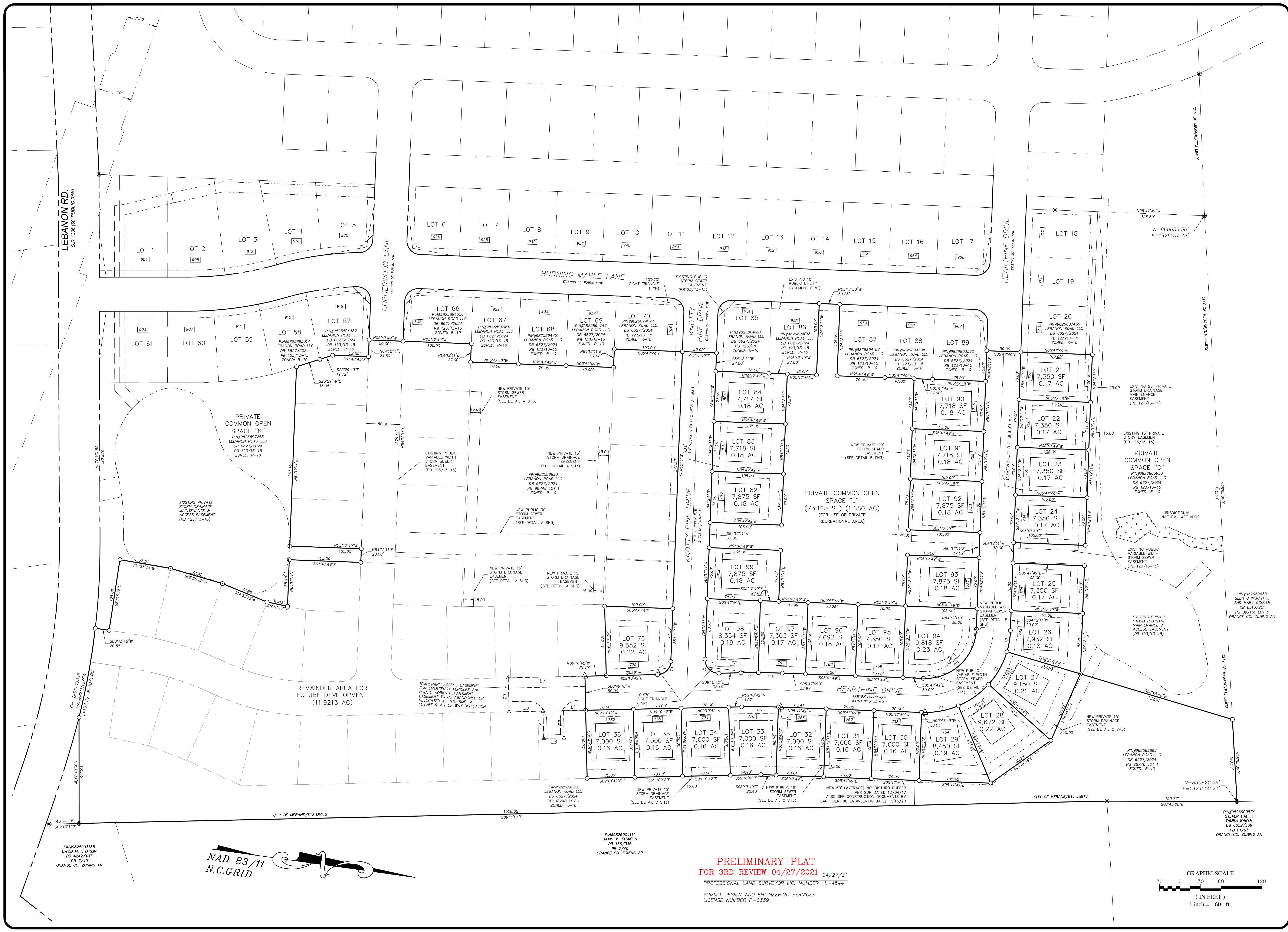
CERTIFICATE OF PURPOSE OF PLAT

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

SURVEYOR _____
DATE _____

PRELIMINARY PLAT FOR 3RD REVIEW 04/27/2021

PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-4544
SUMMIT DESIGN AND ENGINEERING SERVICES
LICENSE NUMBER P-0339



LEGEND:

- IRON ROD OR PIPE SET
- EXISTING MONUMENT FOUND, OTHERWISE DESCRIBED
- NO MONUMENT SET
- CONCRETE MONUMENT
- EXISTING IRON PIPE
- R/W RIGHT OF WAY

PROJECT MANAGER: BWW

CREATED BY: RAH

CLIENT'S ADDRESS: LEBANON ROAD LLC, HILLSBOROUGH, NC 27278, 10 JAMES PARKER, JR., (919) 732-3883

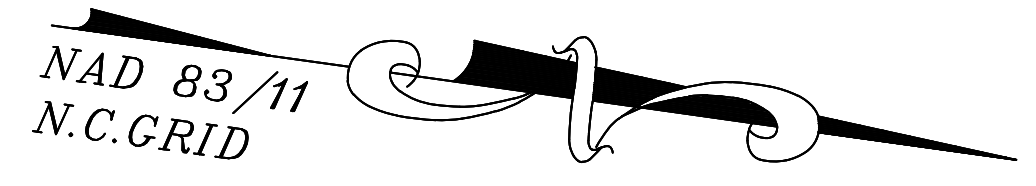
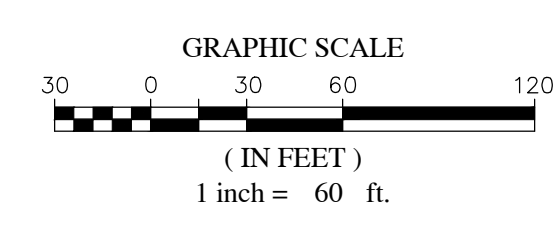
OWNER'S ADDRESS: LEBANON ROAD LLC, HILLSBOROUGH, NC 27278, 322 EXECUTIVE COURT, HILLSBOROUGH, NC 27278, (919) 732-3883

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FINAL PLAT OF HAVENSTONE - PHASE 1B
CHEEK'S TWP., ORANGE CO., NORTH CAROLINA
CITY OF MEBANE
PROPERTY AS DESCRIBED IN DEED BOOK 6627 PAGE 2024
STANDING IN THE NAME OF LEBANON ROAD LLC

PROJECT NO. 17-0385
DRAWING NO. 17-0385-PH1B
SHEET 2 OF 3

PRELIMINARY PLAT FOR 3RD REVIEW 04/27/2021 04/27/21
PROFESSIONAL LAND SURVEYOR LIC. NUMBER L-4544
SUMMIT DESIGN AND ENGINEERING SERVICES
LICENSE NUMBER P-0339



PIN#925993138
DAVID M. SHAKLIN
DB 6627/2024
PB 7740
ORANGE CO. ZONING AR

PIN#926904111
DAVID M. SHAKLIN
DB 166/236
PB 7740
ORANGE CO. ZONING AR

PIN#92690874
STEVEN BARBER
TAMRA BARBER
DB 6627/2024
PB 81/93
ORANGE CO. ZONING AR

PIN#92599893
LEBANON ROAD LLC
DB 6627/2024
PB 98/48 LOT 1
ZONED: R-10

PIN#92680480
GLEN G. WRIGHT III
AND MARY COOTER
DB 613/221
PB 89/51 LOT 5
ORANGE CO. ZONING AR

EXISTING 25' PRIVATE STORM DRAINAGE MAINTENANCE & ACCESS EASEMENT (PB 123/13-15)

EXISTING 15' PRIVATE STORM DRAINAGE MAINTENANCE & ACCESS EASEMENT (PB 123/13-15)

EXISTING 10' PUBLIC UTILITY EASEMENT (TYP)

EXISTING 50' PUBLIC R/W

EXISTING 50' PUBLIC R/W

EXISTING 50' PUBLIC R/W

PRIVATE COMMON OPEN SPACE "K"
LEBANON ROAD LLC
DB 6627/2024
PB 123/13-15
ZONED: R-10

PRIVATE COMMON OPEN SPACE "L"
(73,163 SF) (1.680 AC)
(FOR USE OF PRIVATE RECREATIONAL AREA)

REMAINDER AREA FOR FUTURE DEVELOPMENT
(11,9213 AC)

TEMPORARY ACCESS EASEMENT FOR EMERGENCY VEHICLES AND PUBLIC WORKS DEPARTMENT. EASEMENT TO BE ABANDONED OR RELOCATED AT THE TIME OF FUTURE RIGHT OF WAY DEDICATION.

10'X70' SIGHT TRIANGLE (TYP)

NEW PRIVATE 15' STORM SEWER EASEMENT (SEE DETAIL C SH3)

NEW PRIVATE 15' STORM DRAINAGE EASEMENT (SEE DETAIL A SH3)

NEW PRIVATE 15' STORM DRAINAGE EASEMENT (SEE DETAIL A SH3)

NEW PRIVATE 15' STORM DRAINAGE EASEMENT (SEE DETAIL A SH3)

NEW PRIVATE 15' STORM DRAINAGE EASEMENT (SEE DETAIL A SH3)

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NEW PRIVATE 15' STORM DRAINAGE EASEMENT (SEE DETAIL A SH3)

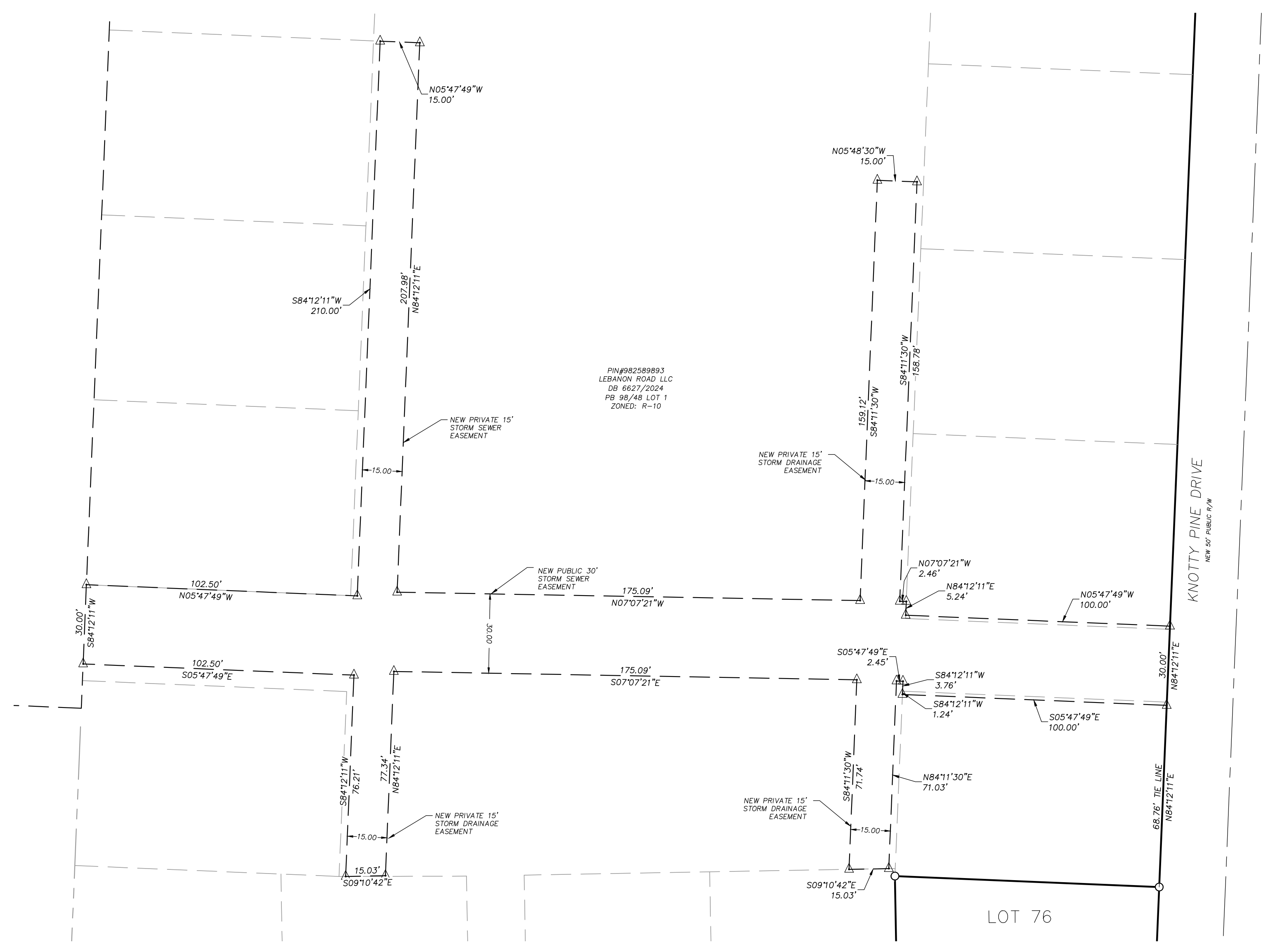
EXISTING PRIVATE STORM DRAINAGE MAINTENANCE & ACCESS EASEMENT (PB 123/13-15)

EXISTING PRIVATE STORM DRAINAGE MAINTENANCE & ACCESS EASEMENT (PB 123/13-15)

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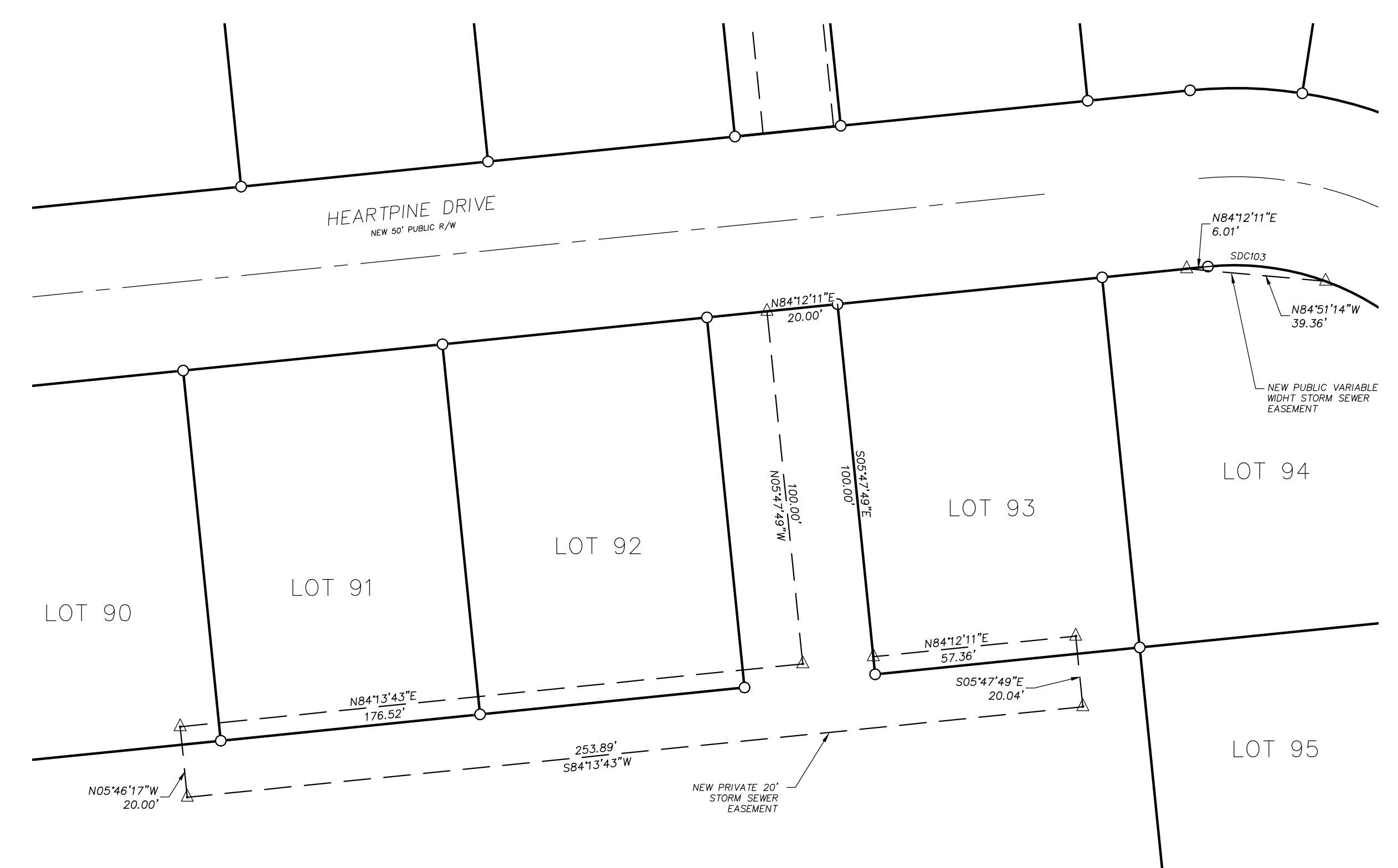
EXISTING PRIVATE STORM DRAINAGE MAINTENANCE & ACCESS EASEMENT (PB 123/13-15)



DETAIL A
SCALE: 1"=30'



DETAIL B
SCALE: 1"=30'



DETAIL C
SCALE: 1"=30'

LINE TABLE

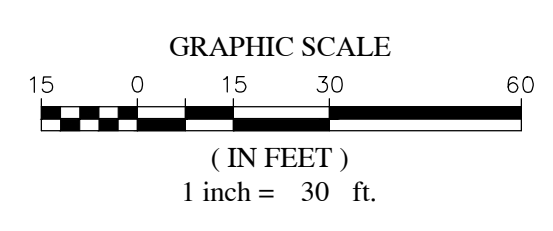
LINE #	LENGTH	DIRECTION
L1	32.50'	N0910°42'W
L2	40.00'	S80°49'18"W
L3	30.00'	S0910°42'E
L4	40.00'	S80°49'18"W
L5	50.00'	N0910°42'W
L6	50.00'	S80°49'18"W
L7	112.50'	S0910°42'E

CURVE TABLE

CURVE #	RADIUS	LENGTH	DELTA	TANGENT	CHORD BEARING	CHORD
C1	125.00'	31.76'	14°33'36"	15.97'	N88°31'02"W	31.68'
C2	125.00'	55.20'	25°18'08"	28.06'	N68°35'09"W	54.75'
C3	125.00'	54.99'	25°12'21"	27.95'	N43°19'55"W	54.55'
C4	125.00'	54.39'	24°55'55"	27.63'	N18°15'47"W	53.96'
C5	975.00'	3.79'	0°13'21"	1.89'	S05°54'30"E	3.79'
C6	975.00'	53.75'	3°09'31"	26.88'	S07°35'56"E	53.74'
C7	20.00'	30.24'	86°37'08"	18.85'	N52°29'16"W	27.44'
C8	20.00'	32.60'	93°22'52"	21.22'	N37°30'44"E	29.11'
C9	1025.00'	25.49'	1°25'29"	12.74'	S08°27'57"E	25.49'
C10	1025.00'	35.00'	1°57'23"	17.50'	S08°46'31"E	35.00'
C11	75.00'	117.81'	90°00'00"	75.00'	N50°47'49"W	108.07'

CURVE TABLE

CURVE #	RADIUS	LENGTH	DELTA	TANGENT	CHORD BEARING	CHORD
SDC100	93.14'	15.28'	9°23'59"	7.66'	N30°42'22"E	15.28'
SDC101	42.83'	22.47'	30°03'14"	11.50'	S52°32'45"E	22.21'
SDC102	27.83'	15.85'	32°37'50"	8.15'	N52°30'20"W	15.64'
SDC103	75.00'	33.76'	25°47'34"	17.17'	S82°54'02"E	33.48'
SDC104	75.00'	37.58'	28°42'31"	19.19'	N20°09'05"W	37.19'



LEGEND:

- IRON ROD OR PIPE SET
- EXISTING MONUMENT FOUND, OTHERS DESCRIBED
- △ NO MONUMENT SET
- CONCRETE MONUMENT
- EP
- EXISTING IRON PIPE
- RIGHT OF WAY

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OTHER THAN THE LICENSED ARCHITECT, PROFESSIONAL
LAND SURVEYOR TO ALTER ANY TITLE OR
LAND SURVEY. THE LOCATION OF ALL
MONUMENTS AND THE LOCATION OF ALL
MONUMENTS ALTERED BY FOLLOWING THE
DESCRIPTION OF THE ALTERATIONS.

PROJECT MANAGER
BWW

DRAWN BY
RAH

CLIENT'S ADDRESS
LEBANON ROAD LLC
HILLSBOROUGH, NC 27728
C/O JAMES PARKER, JR.
(919) 732-3883

OWNER'S ADDRESS
LEBANON ROAD LLC
322 EXECUTIVE COURT
HILLSBOROUGH, NC 27728
C/O JAMES PARKER, JR.
(919) 732-3883

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FINAL PLAT OF
HAVENSTONE - PHASE 1B

CHEEKS TWP., ORANGE CO., NORTH CAROLINA
CITY OF MEBANE
PROPERTY AS DESCRIBED IN DEED BOOK 6627 PAGE 2024
STANDING IN THE NAME OF LEBANON ROAD LLC

PROJECT NO.
17-0385

DRAWING NO.
17-0385-PH1B

SHEET 3 OF 3

PRELIMINARY PLAT
FOR 3RD REVIEW 04/27/2021 04/27/21
PROFESSIONAL LAND SURVEYOR LIC. NUMBER L-4544
SUMMIT DESIGN AND ENGINEERING SERVICES
LICENSE NUMBER P-0339



PROCLAMATION BY THE MAYOR OF THE CITY OF MEBANE
Juneteeth 2021 Proclamation – June 19, 2021

WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, formally abolishing slavery in the United States of America; and

WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two- and one-half years, to June 19, 1865, in reaching authorities and African Americans in the South and Southwestern United States; and

WHEREAS, Emancipation Day observations are held on different days in different states in the South and Southwest, and in other parts of the nation; and

WHEREAS, June 19th has a special meaning to African Americans, and is called "JUNETEENTH" combining the words June and Nineteenth, and has been celebrated by the African American community for over 150 years; and

NOW, THEREFORE, I, Ed Hooks, Mayor and on behalf of the City of Mebane City Council City, do hereby declare June 19, 2021, as JUNETEENTH in the City of Mebane, North Carolina, and urge all citizens to become more aware of the significance of this celebration in African American History and in the heritage of our nation and City.

Signed, Sealed and Delivered
this 7th day of June, 2021.

(SEAL)

Ed Hooks, Mayor
City of Mebane

Electronic Records and Imaging Policy and Procedures

April 04,
Version

2021
1.0

City of Mebane



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1. Purpose

The records covered by this policy are in the custody of **the City of Mebane** and are maintained for the benefit of the City in delivering services and in documenting city operations. This electronic records policy reflects guidelines established in the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records as well as the North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems*. Complying with this policy will increase the reliability and accuracy of records stored in information technology systems and will ensure that they remain accessible over time. Exhibiting compliance with this policy will enhance record admissibility and acceptance by the judicial system as being trustworthy.

The primary responsibility for Policy compliance is the information technology department. All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. These classifications may warrant different treatments when processing the records. This policy serves as basic documentation of the procedures followed by the Department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable.

This policy also serves to protect those records digitized by the City's imaging system, which reduces required storage space for original documents as the City transitions to a "more paperless" digital system and provides instant and simultaneous access to documents as needed.

This policy also serves to protect those records digitized by the agency's Laserfiche® Records. Management Edition imaging system, which reduces required storage space for original documents as the City transitions to a "paperless" digital system.

The form provided in Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*, is completed and submitted to the Department of Natural and Cultural Resources whenever the City wishes to dispose of a series of paper records that have been digitized.

This policy supersedes any electronic records system policy previously adopted. This policy will be reevaluated at a minimum of every **five** years, or upon the implementation of a new information technology systems and will be updated as required. A copy of this policy will remain on file at the Department of Natural and Cultural Resources.

Definitions.

For purposes of this policy, the following terms shall be understood as follows:

- Electronic Records include e-mail messages, word-processing documents, electronic spreadsheets, digital images, databases, and any other records kept in electronic format. Electronic records are kept in computer networks, Geographic Information System (GIS) databases, digital image storage systems, and similar mediums.
- Public Record means all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business the City and its various departments.
- NCDR shall be understood to mean the North Carolina Department of Cultural Resources.

2. Responsible Parties

- City Council
- City Manager/Assistant City Manager
- City Department Heads
- City IT Director and IT Department/Laserfiche Administrator
- City Clerk
- City Attorney
- Record Creators (City Employees)

City Council

Responsibilities include:

1. Approval of all policies for the keeping, producing, permitting copies, and management of all public records of the City.

City Manager/Assistant City Manager

Responsibilities include:

1. Determining access rights to the system and approving system as configured by IT.

City Department Heads

Responsibilities include:

1. Ensuring training of records creators
2. Periodically auditing imaged records for accuracy, readability, and reproduction capabilities before the original documents are destroyed
3. Effective controls over the creation, maintenance, and use of public records in the conduct of business
4. The maintenance and security of records deemed appropriate for preservation
5. Segregation and disposal of records of temporary value in accordance with the established retention schedule and this policy

City IT Director and IT Department/Laserfiche Administrator

Responsibilities include:

1. Ensure that the Installation and maintenance of all equipment and software is consistent with this policy
2. Oversees the Configuration of the system according to City needs, including creating and testing applications and indexes
3. Controlling permission rights to the system
4. Maintaining documentation of system hardware and software
5. Establishing audit trails that document actions taken on records stored by the information technology system
6. Providing backups for system records and recovering deleted imaged records when necessary
7. Completing a disaster recovery backup at least once every two years
8. Establishing and providing training on equipment and software, documenting such training, and providing remedial training as needed
9. Working with Department Heads to update procedural manuals describing the imaging process and equipment
10. Providing services needed to process any necessary batch conversions or batch renaming of imaged records

City Clerk

Responsibilities include:

1. Develop and circulate instructions and regulations necessary and proper to implement the Electronic Records Schedule.
2. Coordinating interactions between the City and the Department of Natural and Cultural Resources in preparing an inclusive inventory of and schedule for records in City custody and in establishing a time for the retention and disposal of each records series
3. Assisting in the timely transfer of semi-current records to the State Records Center
4. In cooperation with the Department of Natural and Cultural Resources, establishing and maintaining a program for the selection and preservation of City records considered essential to the operation of government and to the protection of the rights and interests of citizens
5. Reviewing the system records annually and directing department heads in purging records in accordance with the retention schedule

City Attorney

Responsibilities include:

1. To review and approve requests to dispose of records in accordance with the City's adopted Electronic Records Retention Schedule
2. To provide legal guidance to the City Clerk in any review of an amendment to the retention schedule, in accordance with federal, state and city regulations and policies

Records Creator (City Employees)

Responsibilities include:

1. Attending and signing off on training conducted by IT staff or by the NCDR
2. Creating passwords for computers that are long, complex, and frequently changed
3. Creating and managing electronic records in their purview in accordance with the policies and other guidance issued by the NCDR and complying with all IT security policies
4. Reviewing system records annually and purging records in accordance with the retention schedule
5. Guaranteeing that records, regardless of format, be retained for the period required by local records retention schedules
6. Carrying out day-to-day processes associated with the City's imaging program, including:
 - Designating records to be entered into the imaging system.
 - Noting confidential information or otherwise protected records and fields
 - Removing transitory records from the scanning queue
 - Completing indexing guide form for each record being scanned
 - Reviewing images and indexing for quality assurance
 - Naming and storing the scanned images in designated folders
 - Once approved, destroying, or otherwise disposing of original records in accordance with guidance issued by the Department of Natural and Cultural Resources
7. City employees who have been authorized by the City Manager or his designee to telecommute or use mobile computing devices must:
 - Comply with all information technology security policies, including the City and statewide acceptable use policies, as well as all statutes and policies governing public records.
 - Back up information stored on the mobile device daily to ensure proper recovery and restoration of data files.
 - Keep the backup medium separate from the mobile computer when a mobile computer is outside a secure area

3. Availability of System and Records for Outside Inspection

This City recognizes that the judicial system may request discovery of the information technology system used to produce records and related materials. City personnel with oversight from the city attorney will honor requests for outside inspection of the system and testing of data by opposing parties, the court, and government representatives as required or authorized by law. Records must be available for inspection and audit by a government representative for the full period required by law and approved records retention schedules, regardless of the life expectancy of the media on which the records are stored. Records must be maintained when litigation, government investigation, or audit is pending or imminent, or if a court order may prohibit specified records from being destroyed or otherwise rendered unavailable.

To lay a proper foundation for the purposes of admitting the City's electronic records into evidence, the City will be able to provide up-to-date, detailed documentation that describes the procedural controls employed in producing records; procedures for input control including tests used to assure accuracy and reliability; and evidence of the records' chain of custody. In addition to this policy, such documentation includes:

- Procedural manuals
- System documentation
- Training documentation
- Audit documentation
- Audit trails

The City will also honor inspection and copy requests with city attorney oversight pursuant to N.C. G.S. Chapter 132. The City should produce the records created and used during business, maintaining established folder structure as applicable. The City should produce records in any format it can produce if asked by the requesting party; however, the City is not required to create or compile a record that does not already exist. If it is necessary to separate confidential from non-confidential information to permit the inspection or copying of the public records, the City will bear the cost of such separation.

4. Maintenance of Trustworthy Electronic Records

- Produced by Methods that Ensure Accuracy.
- Maintained in a Secure Environment
- Associated and Linked with Appropriate Metadata
- Stored on Media that are Regularly Assessed and Refreshed

Produced by Methods that Ensure Accuracy.

All platforms used by the City to create and manage electronic records, including e-mail, social media platforms, and cloud computing platforms will conform with all NCDR's policies and all applicable IT security policies.

Electronic files are named in accordance with the City standards.

Electronic files are saved in formats that comply with the File Format Guidelines for Management and Long-Term Retention of Electronic Records. File formats used by the City shall be adopted as standard by the State, and are well-supported, are backwards compatible, and have robust metadata support.

Maintained in a Secure Environment

Security to the system and to the records it holds is maintained in the following ways:

- IT Department in conjunction with the City Manager or his designee shall manage access rights to prevent unauthorized viewing of documents
- The electronic records and document imaging systems shall have the capability to separate confidential from non-confidential information; or record creators shall otherwise organize and name file to reflect confidentiality of documents stored within; and Confidential material shall be redacted from documents, including metadata and tags,

before it is shared or otherwise made available to public records requestors

- Access rights are managed by the software administrator through group policies and are determined by a supervising authority to prevent unauthorized viewing of documents.
- The information technology system can separate confidential from non- confidential information by making the whole document confidential or redacting specific lines or pages if need be, so the non-confidential information is publicly accessible
- Physical access to computers, disks, and external hard drives is restricted.
- Duplicate copies of digital media and system backup copies are stored in offsite facilities to be retrieved after a natural or human-made disaster
- Confidential material is tagged with a security tag that only allow user with approved credentials before it is shared or otherwise made available

Associated and Linked with Appropriate Metadata

Metadata is maintained alongside the record. At a minimum, metadata retained includes file creator, date created, title (stored as the file name), and when appropriate, cell formulae and email header information. Employees are not instructed to create metadata other than metadata that is essential for a file's current use and/or retention. None of the metadata captured is confidential.

Stored on Media that are Regularly Assessed and Refreshed

Data is converted to new usable file types of as old ones become obsolete. The following steps Should be taken to ensure the continued accessibility of records kept in electronic formats:

- Data is audited and assessed annually. If there is evidence of file corruption, data should be migrated to new media
- Records are periodically verified through hash algorithms. This is required before and after transfer to new media to ensure the records were not altered
- Media is refreshed every three to five years. The City documents when and how records are transferred from one storage medium to another. Once the new media has been sampled to assure the quality of the transfer, the original media may be destroyed according to the guidelines of 07 NCAC 04M .0510
- Records are periodically migrated to new file types, particularly when a new information technology system requires that they be brought forward to render the file properly.
- Metadata is maintained during transfers and migrations
- Storage media are maintained in a manner and in an environment that promotes bit-level preservation. Humidity does not exceed 50% and should not fall below 30%. Room temperature is set between 65° F to 75° F. The City adheres to the media manufacturer's recommendations for specific environmental conditions in which the media should be stored
- Whatever media is used to store data is clearly labeled with enough information that its contents can be determined (e.g., optical media should have a physical label; data stored on a server should be indexed)
- All files stored in our Laserfiche electronic document system are stored in the Cloud via Amazon AWS`

Role of Information Technology

City IT handles network, hardware, infrastructure, SAN, virtual servers, and operating system support. City IT handles application-level support.

Vendor support

At present MCCI provide Platinum level support to the city which includes upgrade support; annual and quarterly system health checks; priority support; training; and unlimited email, phone, and secure remote support. MCCI maintain the server infrastructure and refresh them as required by State guidance.

The system has been set up so that all documents meet the below criteria:

- Tiff Images – Tiff group VI – 300DIP uncompressed

- JPG 2000
- Video files
- Audio files

5. Components of Information Technology System

The electronic system is currently used for staff to access records daily and add information to the repository to maintain the official record. The project files are intended to be used to meet the records retention schedule.

Documentation for the current system being used is maintained by the business units as well as setting the audit trails required by Cultural Resources to ensure compliance and accuracy.

- Training Programs – training is offered on the system three different ways: online training, in-house training and through MCCI
- Audit Trails – audit trails are built into the Laserfiche system with the ability to track changes, creation, deletion and many more items as required.
- Audits – are continually done by the system as it is accessed.

Training Programs

The IT department will conduct training for system use and electronic records management, using material published by the Department of Natural and Cultural Resources when appropriate. All employees will be made aware of system procedures and policies and trained on them; employees will acknowledge by initialization or signature that they are aware of the policies and have received training accordingly. When appropriate, employees will also attend trainings offered by the Department of Natural and Cultural Resources on the maintenance of electronic records. Documentation will be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs, and other relevant information.

Audit Trails

At a minimum, the IT department will maintain documentation on who has read and/or who has permission to write or review files maintained by the City. Ideally, a log of activities on the system is maintained, which shows who accessed the system, how and by whom records were created and modified, and whether standard procedures were followed.

Audits

Audits are designed to evaluate the process and the systems accuracy, timeliness, adequacy of procedures, training provided, and the existence of audit trails. Internal audits are conducted regularly by agency IT staff, at least **annually**.

6. Documentation of Information Technology System

- Content of System Documentation
- Retention of System Documentation

Content of System Documentation

The City maintains documentation that describes system procedures, practices, and workflows. This documentation also identifies system software and hardware and captures the system environment in terms of the organizational structure, functions and responsibilities, and system processes. It explains how the system operates from a functional user and data processing point of view. Documentation is reviewed and updated by IT staff **annually** or upon implementation of a new information technology system. Such documentation maintained by the City includes:

- Procedural manuals
- System documentation
- Security backup and disaster recovery procedures as a part of the Continuity of Operations Plan
- Service level agreements for contracted information technology services

Retention of System Documentation

One set of all system documentation will be maintained during the period for which the records produced by the process or system could likely be subject to court review and until all data created by every system instance has been destroyed or transferred to a new operating environment. All such documentation is listed in **The City** records retention schedule.

- Electronic records shall be retained based upon their content and for the time specified by the Records Retention and Disposition Schedule.

7. Digital Imaging Program Documentation and Procedures

- System and Procedural Documentation
- Training
- Indexing and Metadata
- Auditing and Audit Trails
- Retention of Original and Duplicate Records

System and Procedural Documentation

The City is responsible for preparing and updating detailed procedures that describe the process followed to create and electronic records. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to assure the most current steps are followed and to assure reliable system documentation will be available for judicial or similar proceedings.

Each workstation designated as a scanning station will have, at a minimum, the following hardware and software, unless the scanner is collocated by means of a network interface:

- Document/image scanner authorized by IT **Fujitsu Model FI-6670 or better**
- Driver software for scanner **Twain**
- Imaging software **Laserfiche Records Management Edition Software**
- Instruction's manual, maintained by IT Staff, describing in detail the steps required from start to finish of the process. This manual will also define:
 - The resolution of scanned images, as well as any compression standard used dpi300
 - The file formats of scanned images – Tiff Group IV
 - The file naming conventions used for scanned images.
 - If batch conversion or batch file re-naming will be necessary, and what tool is used for such conversions.
 - How the scanned images will be stored in the file system.
 - Any image enhancement techniques conducted after imaging.
 - The system/document/components will be assessed on a biennial basis and changes will reflect changes in technology.

Training

Only designated staff who have been formally trained by Laserfiche administrators and officially sign off on training documentation on the use of the imaging software and equipment will be allowed to enter records into the content management system. Covered records will be scanned and filed as part of an ongoing regularly conducted activity. Components of the training will include basic techniques for image capture, indexing, quality control, security configuration, auditing, use of equipment, and general system maintenance. Rights to image and index records will not be assigned until the user has been trained. If a user improperly indexes or scans a document, an auditor will address this occurrence with the operator and remedial training will be performed, as necessary.

Indexing and Metadata

All imaged records must be indexed to facilitate efficient retrieval, ease of use, and up-to-date information about the images stored in the system. This index should capture the content, structure, and context of the imaged records, and will be developed by IT staff prior to the implementation of any imaging system. It should also be indexed according to guidelines set by the Department of Natural and Cultural Resources (see Section 9 of this policy, *Other Electronic Records Management Practices*, for more information on database indexing).

Auditing and Audit Trails

The imaging staff will conduct a quality control audit following the imaging of a record to ensure that the following features of the imaged record are legible:

- Individual letters, numbers, and symbols
- Combinations of letters, numbers, and symbols forming words or sentences
- Graphics such as signatures, logos, and pictures
- Other features of records such as color, shape, texture, etc., that relate to the content of the information

Managerial staff for the various units of the agency will also periodically audit imaged records for accuracy, readability, and reproduction capabilities. A written audit report will be prepared indicating the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.

Audit trails built into the imaging system will automatically document who creates, duplicates, modified, or otherwise prepares records, and what procedures were taken. Audit trails include the success or failure, date, time, and user of the following events:

- Add/Edit electronic document
- Assign index template
- Create document/folder
- Delete entry
- Delete pages
- Delete volume
- Edit image
- Index creation/deletion/modification
- Log in/out

Retention of Original and Duplicate Records

Approval Required for Disposal.

- The City's records analyst at the Department of Natural and Cultural Resources will be contacted to amend the City's records retention schedule to allow for the destruction of the original record following imaging
- Destruction of original records is allowed only after quality assurance has been conducted on the imaged records, necessary corrections have been made, auditing procedures have been conducted, and the destruction is approved
- Prior to destruction of the original record, managerial staff will audit a sample of those records to verify the accurate reproduction of those records
- Digital images of scanned records are maintained for the specified retention periods according to the records retention and disposition schedule. The retention period is considered to have begun when the original document was created, not when the electronic reproduction was created
- Electronic and digital images of scanned records in a document management system will be considered the "official" City record. Any hard copy generated from the imaged records will be considered the City's duplicate "working" record

Permanent Records

- Any document that is a permanent record pursuant to the Records Retention and Disposition Schedule must be kept either as paper media or microfilm in compliance with the NCDCCR's Human Readable Preservation Duplicates policy.
- Permanent records may be scanned and become a part of the document imaging and electronic records systems to provide for greater efficiency; however, these records will still be maintained in either a paper media or microfilm form.
- Destruction of the original paper record will be conducted only after imaging and quality control assurance procedures have been completed, all necessary corrections have been made, all auditing procedures have been conducted and approved by the Department Director.

8. Other Electronic Records Management Practices

- Electronic Records Management
- Shared Drive Management
- Database Indexing
- Security and Disaster Backup and Restoration
- Contracting

Electronic Records Management

System documentation, system access records, digitization and scanning records, metadata, and information maintained by that system is listed in an approved records retention and disposition schedule prior to their destruction or other disposition.

Records will be retained for the period required by City records retention schedules and/or the General Schedule for State Agency Records regardless of format.

Records produced by The City are retained for the periods required by local records retention schedules regardless of format.

Shared Drive Management

Employees use shared storage for collaboration and access. Procedures for the use of this shared storage shall comply with DNCR's guidance document *Global Shared Storage Guidelines*. Shared Drive Management will no longer be used after full implementation of the Laserfiche system.

Database Indexing

G.S. §132-6.1 requires that databases be indexed with the Department of Natural and Cultural Resources. Indexes contain the following data fields:

- Description of the format or record layout
- Frequency with which the database is updated
- List of any data fields to which public access is restricted
- Description of each form in which the database can be copied or reproduced using
- The City's computer facilities
- Schedule of fees to produce copies in each available form

Security and Disaster Backup and Restoration

- The City has a disaster recovery plan for its electronic data in place, which includes contact information for data recovery vendors and information about backups of all data. Security backups to protect against data loss are generated for all but the most transitory of files. The backup process is managed by a third-party vendor.
- Images are stored on a Backup Disaster and Recovery Device.
- Image copies are sent off site to our data center each day.
- Retention policy: 6 months of monthly images, 60 days of weekly images, 15 days of daily images, 7 days of intra-daily images.
- Everything is monitored 24x7. If any backup failures occur, then tickets are automatically created, and the problems are addressed.
- Imaged documents will be synchronized to a secured offsite location upon document changes or upon document scanning. This is done based upon the above back up schedule.
- Laserfiche scanned documents will be backed up via standard city-wide practices via the Laserfiche vendor and stored in accordance with those standards.

Security backups of all imaged documents will be generated **nightly** and maintained off-site. Imaged documents will be synchronized to a secured offsite location **immediately** upon document changes or upon document scanning. A backup copy of the scanned data and index database is created **on a nightly basis** for the purpose of document recovery.

Vendor-Provided Services/Hosted Solutions

The terms of the service level agreement with the following vendors ((RMS, iWorQ, Esri, Facility Dude (Fleet Management /Mobile311)) detail:

- File formats
- Plan for converting files to a new format
- File naming practices

- Access rights/security mechanisms
- Backups (specify frequency and location)
- Mechanism for destructions
- Audits (data should be audited at least annually to test accessibility and assess need for refresh or migration)
- Frequency of refreshing of media (should be at least every 3-5 years)
- Frequency of checksum validation (should be at least at every migration)
- Environmental conditions where media is stored (humidity 30-50%, temperature 65-75°F)
- Training program
- Disaster recovery procedures
- System documentation/procedural manual – a copy should be provided to the agency that specifies what hardware and software are provided by the vendor.
- System for indexing records
- Quality control procedures
- Mechanism for document production due to litigation, audit, or public records request
- Mechanism for avoiding spoliation of evidence
- Costs for:
 - Uploading records
 - Downloading records
 - Migrating records
 - Service termination
 - Proprietary software necessary to access records (if applicable)
- Performance/availability (e.g., planned, and unplanned downtime)
- Ownership of data
- Procedure for exporting records (including images as well as metadata) at end of contract period and/or when vendor ceases operation.

Contracting

Laserfiche Administrator

The Laserfiche Administrator is the person responsible for providing technical support to the records custodians and who may be involved in infrastructure and system maintenance.

9. Compliance and Electronic Records Self-Warranty

The completion of this form by all signing employees confirms that all employees of the unit/section/division will adhere to the rules set forth in this policy. Furthermore, this section is to be used as a self-evaluation tool to ensure that electronic records produced by The City are created, reproduced, and otherwise managed in accordance with guidelines for electronic public records published by the North Carolina Department of Natural and Cultural Resources. The self-warranting of records in itself does not authorize the destruction of records, originals or copies, nor does it change current records retention and disposition scheduling procedures

City Clerk/Department Heads

The City Clerk/Department Heads are the individuals responsible for creating records or managing the staff who create records. They will certify that:

_____ The records created or duplicated by electronic means in this office are prepared in accordance with these guidelines as indicated by the following statements:

- Quality - Records are legible, accurate, and complete
- The records are produced or reproduced as part of a regularly conducted activity.
- The records conform to DNCR guidance regarding file formats, file naming, and if applicable, digital preservation guidance produced by DNCR
- Detailed, documented procedures are in place and followed when the records are created, copied, modified, or duplicated
- The person who creates, copies, modifies, or duplicates records receives formal training on detailed system procedures prior to records preparation
- Details of the training received are adequately documented through written policies and procedures
- Employees sign training records after receiving training

_____ The City will comply with the best practices and standards established by the Department of Natural and Cultural Resources as published on its website.

_____ The City will submit to the Department of Natural and Cultural Resources Section 10 of this policy, *Request for Disposal of Original Records Duplicated by Electronic Means*, to seek approval for the destruction of original records that have been converted from paper to electronic record.

_____ Affected records creators will be trained on the proper creation and maintenance of electronic records.

_____ Imaged records will be periodically audited for accuracy, readability, and reproduction capabilities before the original documents are destroyed.

Approved by: _____

Date: _

Title: _____

Signature: _____

City Manager/Assistant City Manager

The City Manager or Assistant City Manager is the person responsible for approving internal policies and procedures related to the creation and maintenance of electronic records. The City Manager/Assistant City Manager certifies that:

_____ **City Clerk** is appointed.

_____ Determinations are made regarding employees' permission rights to the electronic records system.

_____ Information Technology configurations for the electronic records system are reviewed and approved before the electronic records system becomes operational.

Approved by: _____

Date: _____

Title: _____

Signature: _____

FOR DEPARTMENT OF NATURAL AND CULTURAL RESOURCES USE

Approved by: _____

Date:

Title: _____

Signature: _____

10. Request for Disposal of Original Records Duplicated by Electronic Means

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of **non-permanent** paper records that have been scanned, entered databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied.



Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 807-7350 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	Email:	
County/Municipality:	Office:	
Mailing address:		

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989, 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule

Requested by: _____

Signature _____ Title _____ Date _____

Approved by: _____

Signature _____ Requestor's Supervisor _____ Date _____

Concurred by: _____

Signature _____ Assistant Records Administrator _____ Date _____
State Archives of North Carolina

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 807-7350
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823



AGENDA ITEM #3H

RESOLUTION- CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND

Meeting Date

June 7, 2021

Presenter

Lawson Brown, City Attorney

Public Hearing

Yes No

Summary

Resolution to accept American Rescue Plan Funds.

Background

The U.S. Congress passed the American Rescue Plan 2021 with federal funds being made available to municipalities, including the City.

Financial Impact

Staff anticipates the receipt of \$4,760,000 in two separate installments.

Recommendation

Staff recommends the adoption of the Resolution.

Suggested Motion

I move that the City pass a resolution signifying and authorizing the receipt of funds from the federal government under the American Rescue Plan 2021.

Attachments

1. Resolution



**RESOLUTION REGARDING FUNDS FROM THE FEDERAL
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY ACT**

WHEREAS, the U.S. Congress passed legislation to provide Coronavirus State and Local Recovery Funds to states and municipalities, including the City of Mebane (American Rescue Plan of 2021-ARPA, Section 9901, Pub. L. No. 117-2, codified at 42 U.S.C. Section 802 et seq.—herein, THE ACT); and

WHEREAS, The ACT allows the use of municipal funds to be employed for a myriad of stimulus recovery including but not limited to water and sewer infrastructure, replacement of public sector revenue loss, broadband infrastructure, support of public health response, addressing negative economic impacts and premium pay for essential workers; and

WHEREAS, the infiltration and inflow in the City's waste water (sewer) system is significant, adversely affecting the City's ability to provide high quality infrastructure and to efficiently provide needed services and impacting the capacity of the City to serve future growth; and

WHEREAS, the City desires to seek all funds which become available by virtue of THE ACT;

NOW THEREFORE, BE IT RESOLVED as follows: The City shall seek the maximum amount of funds available to the City under THE ACT; City staff is directed to take all appropriate actions to secure such funding; and that upon receipt of such funds, City staff is directed and authorized to expend the funds for any lawful purpose with primary focus to address the infiltration and inflow in the City's waste water (sewer) system and/or any other wastewater infrastructure projects.

Adopted this 7th day of June, 2021.

(SEAL)

Ed Hooks, Mayor

ATTEST:

Stephanie W. Shaw, City Clerk



AGENDA ITEM #31

Resolution for a Special Revenue Fund for American Rescue Plan Act Funds

Meeting Date

June 7, 2021

Presenter

Daphna Schwartz, Finance Director

Public Hearing

Yes No

Summary

The purpose of this agenda item is to request a Special Revenue Fund be established to account for the American Rescue Plan Act funds the City expects to receive.

Background

The U.S. Congress passed legislation to provide Coronavirus State and Local Recovery Funds to states and municipalities (American Rescue Plan Act), including the City of Mebane. Funds received through the Act may only be used for certain purposes and the revenues and expenditures of these funds must be accounted for separately from any other revenues received or expenditures made by the City

Financial Impact

The city expects to receive approximately \$4,760,000 in two tranches. The first tranche is expected to be received in June 2021 in the amount of \$2,380,000 and the second is expected to be received in June 2022 in the amount of \$2,380,000.

Recommendation

Staff recommends that City Council approve the resolution to establish a Special Revenue Fund with an initial budget of \$2,380,000.

Suggested Motion

I make a motion to approve the Special Revenue Fund Resolution as presented.

Attachments

1. Special Revenue Fund Resolution



SPECIAL REVENUE FUND RESOLUTION

WHEREAS, the U.S. Congress passed legislation to provide Coronavirus State and Local Recovery Funds to states and municipalities, including the City of Mebane (American Rescue Plan of 2021-ARPA, Section 9901, Pub. L. No. 117-2, codified at 42 U.S.C. Section 802 et seq.—herein, THE ACT); and

WHEREAS, funds received through THE ACT may only be used for certain purposes and the revenues and expenditures of these funds must be accounted for separately from any other revenues received or expenditures made by the City and,

WHEREAS, NCGS 159-26(b)(2) authorizes the creation of a special revenue fund.

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

Section 1. The City Council hereby creates a Special Revenue Fund with an initial budget of \$2,380,000 for the purpose of funding infiltration and inflow projects in the City's wastewater (sewer) system and/or any other wastewater infrastructure projects.

Section 2. The City expects to receive approximately \$4,760,000 in two tranches. The first tranche is expected to be received in June 2021 in the amount of \$2,380,000 and the second is expected to be received in June 2022 in the amount of \$2,380,000.

Section 3. This Special Revenue Fund shall remain effective until all THE ACT funds are spent. The deadline for spending THE ACT funds is December 31, 2024. The Special Revenue Fund may be amended by the governing board as needed.

Section 4. This Resolution shall become effective and binding upon its adoption.

Adopted this 7th day of June 2021.

(SEAL)

Ed Hooks, Mayor

ATTEST:

Stephanie W. Shaw, City Clerk



AGENDA ITEM #4A

2021-22 Budget Ordinance & 2022-2026 Capital Improvement Plan (CIP)

Date June 7, 2021

Presenter

Chris Rollins, City Manager

Public Hearing

Yes No

Summary

The manager's recommended budget was presented at the May regular meeting. The budget ordinance for the fiscal year ending June 30, 2022, is presented for a public hearing and consideration by the City Council for adoption. The Five-Year Capital Improvement Plan is also provided for approval.

General Fund

The proposed General Fund is balanced without increasing the property tax which will stay at 47 cents. City residents in Alamance County will see no change in their property tax bills; however, 2021 is a revaluation year for Orange County, so residents may see a change in their property tax bills. The revenue neutral rate is .4692 cents which is a difference of 0.0008 cents which is negligible and therefore did not warrant a change in the tax rate. The General Fund is proposed to increase by 1.7% to \$25,445,340. Ten full-time positions and three restructured positions are included, as well as eight police vehicles, a fire engine, and a garbage truck. Appropriated fund balance totals \$1,950,000.

Utility Fund

The Utility Fund is proposed to increase 12.2%. Two full-time positions and four pick-up trucks are included. The proposed budget also includes a 10% rate increase for both water and sewer rates. During this past year, estimates of the cost of the Water Resource and Recovery Facility (WRRF) renovation increased substantially. With the \$7.35 million renovation set to begin this fall, and the \$9.29 million 0.5 million gallon per day expansion set to begin in FY22-23, rates need to be raised for the next several years.

Previous methodology used to determine the rate increase included (1) the costs of water production and distribution; (2) sewer collection and treatment; and (3) capital costs of the Long-Range Utility Plan. However, the necessity of the forthcoming WRRF renovation resulted in the need of a designated utility rate increase in FY 21-22 and 22-23. With the addition of the increased cost for the WRRF renovation and two future expansions, the phased rate increases, coupled with the use of system development fees, should reset the Utility Fund's imbalance, and start building needed reserves.

The combination of phased rate increase, along with improving operational efficiency, reducing water loss, and reducing inflow and infiltration, will support growth and provide funds for debt service on the WRRF related projects discussed at the April 2021 budget work session.

Water & Sewer Rates	FY21	Proposed FY22
Inside water (per 1,000 gallon)	\$6.11	\$6.72
Inside sewer (per 1,000 gallon)	\$6.56	\$7.22
Outside water (per 1,000 gallon)	\$12.22	\$13.44
Outside sewer (per 1,000 gallon)	\$13.12	\$14.43

Utility Capital Reserve Fund

This fund is used to account for system development fees. The estimated revenues for FY21-22 are \$1,109,500 which is an increase of 70% over the FY21 revised budget. Growth projections support this estimate.

Capital Improvement Plan 2022-2026

The plan identifies needs in the amount of \$88.2 million, with General Fund needs of \$60.3 million and Utility Fund needs of \$27.9 million. Over \$7.9 million of the projects will be funded by general fund revenues and over \$4.0 million by utility fund revenues. Most of the remaining \$76.2 million in projects will be funded by some sort of financing which might include a bond referendum or installment purchase agreements (bank loans). As noted at the May meeting, the City will be unable to fund these kinds of projected needs at the current tax rate.

Fee Schedule FY21-22

Changes were made to the fee schedule after the May 3 meeting in the following sections: Table of Contents, Public Works, Development Fees, Planning, Inspections, and Recreation. Changes are in red font.

Recommendation

Staff recommends approval of the Budget Ordinance and Capital Improvement Plan as presented.

Suggested Motion

I make a motion to approve the Budget Ordinance for the Fiscal Year Ending June 30, 2022, the Fee Schedule (indicate with or without new system development fees), and the Capital Improvement Plan for 2022-2026 as presented.

Attachments

1. Budget Ordinance for 2021-22
2. Fee Schedule for 2021-22 without new system development fees
3. Fee Schedule for 2021-22 with new system development fees
4. Position Classification and Pay Plan 2021-22
5. Capital Improvement Plan 2022-2026

BE IT ORDAINED BY the City Council of Mebane, North Carolina:

Section 1.

The following amounts are hereby appropriated in the General Fund for the operation of the city government and its activities for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore established for the City:

City Council	\$	85,390
Administration		1,157,512
Finance		732,375
Information Technology		758,084
Police		5,134,536
Fire		3,761,934
Economic Development		1,695,800
Planning		533,122
Downtown Development		151,810
Inspections		629,662
Engineering		445,500
Public Works		2,727,106
Public Facilities		868,478
Sanitation		1,759,477
Recreation & Parks		2,478,023
Non-Departmental		2,526,531
Total General Fund Appropriations	\$	<u>25,445,340</u>

Section 2.

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Current Year Property Tax	\$	11,712,424
Sales Tax		4,302,700
Utility Franchise Tax		1,124,100
Other Property Tax		857,000
Fire District Tax		523,170
Powell Bill Allocation		365,000
Sanitation User Fees		580,100
Permits and Fees		1,335,652
Proceeds of Debt		1,364,044
All Other Revenues		1,331,150
Appropriated Fund Balance		1,950,000
Total General Fund Revenues	\$	<u>25,445,340</u>

Section 3.

There is hereby levied a tax at the rate of forty-seven cents (\$0.47) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed "Current Year's Property Taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a valuation of property for the purposes of taxation of \$2,499,503,617 and an estimated rate of collection of 99.7%. The estimated rate of collection is based on the fiscal year 2019-20 collection rate.

Section 4. The following amounts are hereby appropriated in the Utility Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore approved for the City:

Administration and Metering	\$ 1,866,589
Utilities	4,240,479
Engineering	285,000
Waste Water Treatment Plant	2,163,048
Non-Departmental	1,823,036
Total Utility Fund Appropriations	<u>\$ 10,378,152</u>

Section 5. It is estimated that the following revenues will be available in the Utility Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Water Utility Fees	\$ 3,539,600
Sewer Utility Fees	3,885,600
All Other Revenues	1,319,545
Appropriated Fund Balance	1,633,407
Total Utility Fund Revenues	<u>\$ 10,378,152</u>

Section 6. The following amounts are hereby appropriated in the Utility Capital Reserve Fund to preserve system development fees for appropriation to capital and infrastructure purposes for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Transfer to Utility Fund	\$ 500,000
Reserved for Capital Projects	609,500
Total Utility Capital Reserve Appropriations	<u>\$ 1,109,500</u>

Section 7. It is estimated that the following revenues will be available in the Utility Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

System Development Fees	\$ 1,107,000
Other Revenues	2,500
Total Utility Capital Reserve Fund Revenues	<u>\$ 1,109,500</u>

Section 8. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

a. Except as noted for Utility Capital Reserve Fund below, he may transfer amounts between line item expenditures and departments within a fund without limitation and without a report being required.

b. He may not transfer any amounts between funds, except as approved by the Governing Board through a Budget Ordinance amendment.

c. City Council approval by budget ordinance amendment is required to amend appropriations in the Utility Capital Reserve Fund.

Section 9: The City of Mebane Fee Schedule, herein referenced, for the fiscal year beginning July 1, 2021, and ending June 30, 2022, is hereby adopted for this fiscal year.

Section 10. The accompanying Position and Classification Plan, herein referenced, for the fiscal year beginning July 1, 2021, and ending June 30, 2022, is hereby adopted for this fiscal year and shall be administered in accordance with the City of Mebane Personnel Policy Principles as adopted August 4, 2014.

Section 11: Operating funds encumbered by the City as of June 30, 2021, or otherwise designated, are hereby re-appropriated for this fiscal year.

Section 12: Copies of this Budget Ordinance shall be furnished to the Clerk, the City Council, the Budget Officer, and Finance Officer for their use in directing the disbursement of funds.

Adopted this 7th day of June 2021.

City of Mebane Fee Schedule - Effective July 1, 2021

Contents

Administration	Copies, sale of Mebane brand items
Cemetery	Plots and staking
Public Works	Garbage/recycling, street cleaning, memorials
Finance	NSF Fees, ABC Permits
Development Fees	Tap fees, system development fees, water rates
Planning and Inspections	Zoning and plan review fees, construction permits, inspection fees
Fire	Inspections, false alarms, overcrowding
Police	False alarms, document fees
Recreation	Facility rental and activity fees
Water Resource Recovery Facility	Water testing and analysis fees

Schedule Subject to Change Upon Approval by City Council

Document Fees for Public Records

Paper copies cost per page	\$0.10	CD copies (audio minutes request)	No charge
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Cemetery

Fee Schedule
Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Mebane Memorial Garden		Oakwood Cemetery	
Cost per Grave - Inside City	\$1,000	Cost per Grave - Inside City	\$200
Cost per Grave - Outside City	\$1,500	Cost per Grave - Outside City	\$400
Cremation/Urn Section per Grave- Inside City	\$500	Transfer of Ownership	No Charge
Cremation/Urn Section per Grave- Outside City	\$750	Internment, disinternment, and removal charge	No Charge
Transfer of Ownership	No Charge	Grave Marker Permit Fees	No Charge
Internment, disinternment, and removal charge	No Charge	Marker Installation Fees	No Charge
Grave Marker Permit Fees	No Charge		
Marker Installation Fees	No Charge		

Public Works

Fee Schedule
Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Garbage/Recycling

Fee per address per month	\$8 per month	Additional Trash Receptacle	Actual cost
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Street Washing

Street Washing	\$75hr 2hr min
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Memorials

Memorial Bench	\$500	Memorial Brick	\$75
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Privilege License

Privilege Licenses were eliminated by the legislature as of 07-01-15, with the exception of articles 15 and 16 regarding ABC licenses and section 39 regarding peddlers.

Returned Payment Fee

Charge for processing returned checks or returned electronic payments	\$	25
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Development Fees

Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Engineering Construction Plan Review and Inspection Fees

Public/Private Streets & Alleys		Public/Private Storm Sewer Lines	
Review/Inspection/Testing/As-built Review & Record Keeping - per centerline foot of street	\$3	Review/Inspect/Certify per centerline foot in public right of way/easement	\$2
Driveway inspections within the street right-of-way per driveway	\$100	Review/Inspection per centerline foot in private drainage easement (residential)	\$1
Sidewalks			
Sidewalk Inspection/Certifying in street right of way (when installed with driveway)	\$100	Review/Inspection/Certifying of public sidewalk/multi-usepath/in street right of way or easement per centerline foot	\$1
Water and Sewer Lines (Private or Public)		Water & Sewer Services	
Review/Inspection/Permitting/Testing/As-built Review & Record Keeping - per centerline foot of water	\$2.50	Main line tap inspection to the right of way for single family property line	\$100, water, \$100 sewer
Review/Inspection/Permitting/Testing/As-built Review & Record Keeping - per centerline foot of sewer	\$2.50	Main line tap inspection to the building for multi-family/commercial/industrial	\$500, water, \$500 sewer
Sewer Pump Stations requiring Permits		Stormwater Management	
Plan Review	\$5,000	Overall plan review for compliance	\$2,500
Inspection	\$5,000	Review/Inspection per device	\$1,500
		Driveway Pipe Installation	
		12-inch RCP	\$15 per lf
		15-inch RCP	\$18 per lf
		18-inch RCP	\$22 per lf

Development Fees

Fee Schedule Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Water & Sewer Rates			
Inside water (per 1,000 gallon)	\$6.72	Deposit sewer (outside city limits)	\$150
Inside sewer (per 1,000 gallon)	\$7.22	Meter re-read with no city error (per re-read)	\$10
Outside water (per 1,000 gallon)	\$13.44	Cutoff List Fee	\$50
Outside sewer (per 1,000 gallon)	\$14.43	Late Fee (added each month after the 20th)	\$10
Metered sewer users not using Mebane water (Multiple of the inside rate)	3.25	Return Check Fee	\$25
Unmetered residential sewer users- (inside city limits)	\$67.43	Water Shortage Resposne Plan - Excess Users Charge (per event for	\$100
Unmetered residential sewer users- (outside city limits)	\$78.58	Meter installation fee with no city error (each attempt after first	\$50
Deposit water (inside city limits)	\$75		
Deposit sewer (inside city limits)	\$75		
Deposit water (outside city limits)	\$150		

Schedule of Water and Sewer Tappage Fees and Meter Charges

Tap Size	Water Tappage Fee		Sewer Tappage Fee		Meter Charge
	Inside City Limits	Outside City Limits	Inside City Limits	Outside City Limits	
¾" Water	\$800	\$1,600			\$500
1" Water	\$1,000	\$2,000			\$1,000
4" Sewer			\$1,000	\$2,000	

Note: Additional \$500 charge for road bores and pavement cuts.

Please contact Public Works for meter charge larger than 1".

Development Fees

Fee Schedule Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Water & Sewer System Development Fees†

Customer Type	Equivalent Residential Unit‡	Water Fee	Sewer Fee	Total Fee
Single Family Dwelling Unit (3/4" Meter)	1	\$721	\$2,150	\$2,871
Multi-Family Dwelling Unit (1 and 2 Bedrooms)	0.67	\$481	\$1,433	\$1,914
Multi-Family Dwelling Unit (3+ Bedrooms)	1	\$721	\$2,150	\$2,871
All Other Zoning Categories/Uses - 3/4" Meter	1	\$721	\$2,150	\$2,871
All Other Zoning Categories/Uses - 1" Meter	1.67	\$1,202	\$3,583	\$4,785
All Zoning Categories/Uses - 1.5" Meter	3.33	\$2,404	\$7,166	\$9,570
All Zoning Categories/Uses - 2" Meter	5.33	\$3,846	\$11,465	\$15,311
All Zoning Categories/Uses - 3" Meter	11.67	\$8,413	\$25,080	\$33,493
All Zoning Categories/Uses - 4" Meter	21	\$15,144	\$45,143	\$60,287
All Zoning Categories/Uses - 6" Meter	43.33	\$31,250	\$93,152	\$124,402

†Applicable System Development Fee(s) for development requiring smaller or larger water meters will be calculated on a project specific basis using rates and methodology identified in the City's System Development Fee Analysis.

‡Equivalent Residential Unit is approximate multiplier adapted from AWWA Manual of Water Supply Practices-M1, *Principles of Water Rates, Fees, and Charges*.

Any item not included in the above schedule shall be referred to the Utility Director for a specific price determination. See policy for additional information.

Hydraulic System Modeling Fees

Fire Flow Test Fee \$1,200 for all requested fire flow test and re-test

Fire Flow Modeling Fee \$1,200 for flow test, \$500 for first hydrant, and \$250 for each additional hydrant.

Fire flow modeling is to be completed for all new hydrants in the City of Mebane's water system. Fees are based on the number of new hydrants to be installed. Extensive modeling may require additional modeling fees. See policy for additional information

Hydrant Meter Deposit

3/4" Meter	\$500
1" Meter	\$700
3" Meter	\$1,500

Fee Schedule

Effective July 1, 2021

Planning Fees

Schedule Subject to Change Upon Approval by City Council

Planning & Zoning			
Zoning Verification	\$25	Zoning Permit	\$50
Zoning Reinspection (no charge for 1st inspection)	\$50/visit	Plot Review > 3 Submittals	\$100/submittal
Rezoning Application	\$300 per property	City Right of Way or Easement Encroachment Agreement	\$100
Special Use Permit Application	\$400 per property	Water Supply Watershed Review (N/A current residential properties)	\$50 per property
Zoning Variance/Appeal Application - <i>Residential</i>	\$300	Floodplain Development Permit	\$300
Zoning Variance/Appeal Application - <i>Non-Residential</i>	\$400	Buffer Authorization Permit	\$300
Technical Review Committee - Site Plan Review	\$300 + Lot Fee	Subdivision, Recombination & Subdivision Plat Fee - 1 to 5 Lots	\$50
Site Plan Lot Fee, Site <2 acres	\$0/lot	Subdivision Plat Fee - 6 or More Lots	\$50 + \$25/lot
Site Plan Lot Fee, Site 2 - 10 acres	\$25/lot	Plat Review for >3 Resubmittals	\$300 + \$25/lot
Site Plan Lot Fee, Site >10 acres	\$50/lot		\$100/submittal
Storm water Control Facilities - Permit Application & Plan Review per project	\$500 + \$500/Primary Stormwater Control Measure	Construction Plan Review, Residential	\$50/lot
Storm water Control Facilities - Annual Inspection in water supply watershed (20 yr)	\$5,000	Construction Plan Review, Non-Residential	\$300/lot
Wireless Communication Facilities - up to 25 facilities (see UDO Section 4-7.9E & F)		\$100/1-5 facilities	\$50/Facilities 6 - 25
			\$500/engineer review

Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Sign Permit Fees

Minimum Permit Fee	\$60	Greater than 300 sq. ft.	\$110
100-300 sq. ft.	\$80		

Building Permits		Other Types of Construction	
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Minimum	\$60	Modular Construction	Cost of Construction (plus Trades)
\$5,000 to \$20,000	\$75	Manufacturing Housing - single	\$100 plus trades
\$20,001 to \$50,000	\$5 per \$1,000	Manufacturing Housing double	\$125 plus trades
\$50,001 to \$500,000	\$175 plus \$5 per \$1,000	Manufacturing Housing triple	\$150 plus trades
Greater than \$500,001	\$1,300 plus \$4.00 per \$1,000	Construction Trailers	\$50
Homeowner Recovery Fee	\$10	Travel Trailers & Recreational Vehicles	\$50
Decks with pour Footings	\$100	Insulation - Residential	\$50 one trip
		Insulation - Commercial	\$100 for trip
		Accessory Structures (Screened Porches, Roofs, Covered Decks)	Cost of Construction (plus Trades)
		Decks, Trellises, Pergolas	Cost of Construction (plus Trades)
		Swimming Pools	\$100

New construction, alterations, additions and renovations will be calculated on \$70 a sqft to determine value to price permit

** Work commencing prior to obtaining the necessary permits are subject to **double permit fees**.

** All re-inspection fees shall be paid prior to the next inspection.

Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Other Services			
Administrative Fees (Amending Information on Permit)	\$50	Commercial Plan Review	
Extra Building Permit Card, Duplicate Certificate of Occupancy	\$10	Less Than 4,000 s.f.	\$125
Stocking Permit	\$50	4,000 to 50,000 s.f.	\$200
Onsite Inspections (Walk Through)	\$50	Greater than 50,000 s.f.	\$300
Temporary Certificate of Occupancy	\$50	Day Care, ABC License Inspection	
Business Occupancy	\$100	First Inspection	\$100
		Each Additional Inspection	\$50

Demolition Permit			
Less than \$1,000	Minimum Fee = \$70		
\$1,000 or more	Minimum Fee plus-\$2 per \$1,000		

** Electrical, mechanical, and plumbing must get separate permits.

Plumbing Permits			
First fixture, including sewer, pits, interceptors or sewer lifts	\$60	Minimum Permit Fee	\$60
Additional fixture per fixture	\$6	Re-Inspection Fee	\$50
Sewer service	\$50		
Water service	\$50		

** The fees prescribed above shall apply to all old work as well as new and to inspections made necessary by moving any house from one location to another or by raising the house and shall apply when it is necessary for any reason to re-rough or replace any fixture or water heater.

** If any person commences any work on a building or service system before obtaining the necessary permits, he or she shall be subject to a double permit fee.

** All Re-Inspection fees must be paid for before the next inspection is done.

Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Electrical Permits

	Residential	Commercial
Up to 200 amps	\$80	\$100
201-400 amps	\$90	\$120
Greater than 400 amps	\$110	\$130 + .40 Per Additional Amp
Underground Inspections	\$50	\$50
Additions & Alterations (Based on # boxes added or removed)	First 10 = \$60, Each Additional 10 = \$3	First 10 = \$100, Each Additional 10

** If any person commences any work on a building or service system before obtaining the necessary permits, he or she shall be subject to a double permit fee.

** All Re-Inspection fees must be paid for before the next inspection is done.

Other Electrical

Minimum Permit Fee	\$60	Solar Installations	\$75
Temporary Power	\$50	HVAC Change Outs	\$75
Saw Service	\$50	Swimming Pools	\$125
Motors up to 4 h.p.	\$20	Motors greater than 4 h.p.	\$20 plus \$.20/h.p.
Low Voltage Residential	\$50	Low Voltage Commercial	\$100

Mechanical Permits

Minimum Permit Fee	\$60
Residential	
First HVAC Unit	\$75
Each additional HVAC Unit	\$50

Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Commercial

Heat Only	1st - \$100, 2nd - \$50
Cooling Ony	1st - \$100, 2nd - \$50
Heating & Cooling	1st - \$100, 2nd - \$50
Refrigeration System - Walk-in Cooler or Unit	\$100 First Unit, \$50 Each Additional Unit

Boilers & Chillers

Up to 150,000 BTU	\$100
Greater than 150,000 BTU	\$225
Commercial Hood	\$80
Gas Logs	\$50
Gas Piping	\$50
Ductwork Inspection	\$50
Fireplaces	\$50

Fire Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Fire Inspections			
Airport/Heliports	\$50	Organic Coatings	\$50
Bowling Pin Refinishing	\$50	Ovens	\$50
Bowling Alley Refinishing	\$50	Pipelines Flammable/Combustible	\$50
Cellulose Nitrate Motion Picture	\$50	Pulverized Particles (Dust)	\$50
Cellulose Nitrate Plastic (Pryoxlyn)	\$50	Repair Garages	\$50
Combustible Fibers	\$50	Tank Vehicle Flammable/Combustible	\$50
Compressed Gases	\$50	Tire Rebuilding Plants	\$50
Crude Oil Production	\$50	Wrecking Yards/Junk Yards/Waste Handling	\$50
Cryogenic Fluids	\$50	Welding/Cutting	\$50
Dry Cleaning Plants (NEW)	\$50	Match Manufacturing	\$50
Flammable Finishes Paint Booths	\$50	Radioactive Materials Storage/Handling	\$100
Fruit Ripening Processes	\$50	Hood Systems Extinguishment	\$100
Fumigation/Thermal Insecticide Fogging	\$50	Ansul Test & Inspection	\$50
High Pile Storage Facilities	\$50	Fire Suppression Systems:	
Liquefied Natural Gas 100-500 Gal.	\$50	1 riser	\$150
500-2,000 Gallons	\$50	2 risers	\$300
2,000-30,000 Gallons	\$50	3 or more risers	\$500
Liquefied Petroleum Gas	\$50	Fire Alarm Systems:	
Lumber Storage	\$50	1 - 30,000 Sq. ft.	\$150
Magnesium	\$50	30,001 - 80,000 Sq. ft.	\$300
Mechanical Refrigeration	\$50	80,001 Sq. ft and above	\$500

Fire Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Motion Picture Projection	\$50	Explosives	\$100
Tents	\$50	Return Inspection Fee	\$100
Canopies more than 400 Sq. ft.	\$50		
Fireworks	\$50		

Flammable/Combustible Liquids Installation

Above Ground	\$100	Return Inspection Fee	\$100
Additional Tank	\$50	Removal	\$100
Return Inspection Fee	\$100	Additional Tank	\$50
Underground	\$100	Upgrade Piping	\$50
Additional Tank	\$50	Return Inspection Fee	\$100

**Explosive/Blasting Agents & Ammunition permits will be issued with a valid certificate of insurance stating they are covered for \$1,000,000 of general liability insurance.

Noncompliance w/Fire Code Fee (per Code of Ordinances Article III, Chapter 16, Section 16-65)

1st Re-inspection	\$100	3rd Re-inspection	\$300
2nd Re-inspection	\$200		

Recoupment Charge for False Alarms (per Code of Ordinance Article VI, Chapter 6, Section 6-164)

5 or more in 1 year	\$100	More than 2 in a 7 day period	\$300
2 in a 24 hour period	\$300		

Overcrowding

\$100 per person over posted occupancy certificate

Police

Schedule Subject to Change Upon Approval by City Council

Background and Document Fees

Precious Metals Background Investigation	\$38	Taxi Driver Application	\$10
Precious Metals Background Investigation - Required Photograph	\$10	Accident Report	\$1

Recoupment for False Alarms

5 or more in 1 year	\$100
2 in a 24 hour period	\$100
More than 2 in a 7 day period	\$100

Recreation and Parks

Fee Schedule
Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Athletics

Camp Fees	Resident	Non-Resident
Basketball Camp	\$45	\$55
Football Camp	\$35	\$45
Lacrosse Camp	\$35	\$45
Tennis Camp	\$35	\$45
Athletic Fees	Resident	Non-Resident
First Child	\$15	\$40
Second Child	\$10	\$35
Third Child	\$5	\$30
Lacrosse Program	\$15	\$40
Pod Programs	\$10	\$20
Esports	\$10	\$10
Middle & High School Tennis Program	\$15	\$40
Adult Tennis Mebane City Tournament	\$15	N/A
Mebane Adult Volleyball League Team Fee	\$200	N/A
Mebane Adult Sand Volleyball League Team Fee	\$100	N/A

Facilities

Walker & Youth Field & Equipment Rentals

Per Hour - Resident	\$15	Per Hour - Non-resident	\$25
Lights per day per field	\$25		

Walker Field Tennis Court Rentals (Mebane Courts on 2nd Street)

Per Hour 3 Courts	\$15	Tourney Rental 1 Day	\$100
Per Hour All Courts	\$25	Tourney Rental 2 Days	\$175
		Tourney Rental 3 Days	\$225

Recreation and Parks

**Fee Schedule
Effective July 1, 2021**

Schedule Subject to Change Upon Approval by City Council

Mebane Community Park Rentals

Per Hour Per Field - Resident	\$25	Tourney Rental 1 Field/Day	\$200
Non-Resident Per Field Per Hour	\$40	Tourney Rental Both Fields/Day	\$400
Lights per Day	\$25	Tourney Rental Weekend/Field	\$600

Lake Michael Rentals & Fees

John-boat Rental Per Person	\$5/hour	Single Kayak Rental	\$5/hour
Launch of Boat	\$0	Double Kayak Rental	\$5/hour
Fishing	\$0	Canoe Rental	\$5/hour
Paddle Boat	\$5/hour	Shelter Fee (4-hour block)	\$25
Trail Rental for 5K Race	\$400		

Corrigidor Drive Athletic Complex Rentals

Per Hour Per Field	\$15	Tournament Rental Per	\$100
Lights per day	\$25	Construction of new lines	\$100
Non-Residents Per Hour Per Field	\$25		

Old Rec Center

	Resident	Non-Resident
Old Rec. Center Basketball Court (Gym) per hour	\$25	\$40

Old Rec Center Tennis Court Rentals

Per Hour All Courts	\$15	Tourney Rental 1 Day	\$75
		Tourney Rental 2 Days	\$125
		Tourney Rental 3 Days	\$175

Arts & Community Center

Multi-Purpose Room Rental (Including Stage) - For Profit (per event)	\$1,000	Community Meeting Room (Full Area) (per use up to 5 hrs.)	\$150
Multi-Purpose Room Rental (1/2 Area) - Non-Profit (per hr.)	\$50	Community Meeting Room (Full Area) (per hr. over 5 hrs.)	\$25
Multi-Purpose Room (Full Area)-Non Profit(up to 5hrs.)	\$300	Civic Meeting Room (1/2 Area) (per use up to 5 hrs.)	\$75
Multi-Purpose Room Rental (Full Area) - Non-Profit (per hr. over 5 hrs.)	\$80	Civic Meeting Room (1/2 Area) (per hr. over 5 hrs.)	\$20

Fee Schedule

Recreation and Parks

Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Multi-Purpose Room Rental - Kitchen Use (per use)	\$40	Civic Meeting Room (Full Area) (per use up to 5 hrs.)	\$100
Community Meeting Room (1/2 Area) (per use up to 5 hrs.)	\$100	Civic Meeting Room (Full Area) (per hr. over 5 hrs.)	\$25
Community Meeting Room (1/2 Area) (per hr. over 5 hrs.)	\$20		

Additional Items for Facility Rentals

Scoreboard Use per hour (w/staff)	\$5	Paint Field/Application	\$25
Staff Supervision per hour	\$15	Chalk Field/Application	\$10
New Lines Set Up Fee	\$100	Field Crew Prep per Hour	\$15
Lights per Day	\$25	Wifi Access @ MACC (guest)	\$25/Rental/Day
Camera Streaming Option	\$100/Rental/Day		

Athletic Uniform Sponsorships

Baseball Team	\$300	Baseball League	\$5,000
Softball Team	\$300	Softball League	\$4,000
T-Ball Team	\$300	T-ball League	\$3,000
Basketball Team	\$200	Basketball League	\$5,000
Football Team	\$2,500	Football League	\$7,500
Tennis League	\$1,000	Lacrosse League	\$750

Program/Special Event Sponsorship

Clay St. After Work Concert Series - Presenting Sponsor	\$2,500
Clay St. After Work Concert Series - Stage Sponsor - Unli	\$1,000
Clay St. After Work Concert Series - Single Concert - Unli	\$500
Mebane 4th of July Celebration - Band & Presenting Spc	\$4,000
Mebane 4th of July Celebration- Food and Beverage Sp	\$1,000 or In Kind
Mebane 4th of July Celebration - Outdoor Sponsorships	\$500
Mebane Sports Hall of Fame - Presenting Sponsor - Limi	\$2,500
Mebane Sports Hall of Fame - Stage Sponsor - Limit - 4	\$1,000
Mebane Farmers Market Sponsor - Limit 5	\$1,000
Mebane Christmas Parade - Presenting Sponsor - Limit 1	\$5,000
Mebane Christmas Parade - Route Sponsor - Unlimited	\$500

Fee Schedule

Effective July 1, 2021

Recreation and Parks

Schedule Subject to Change Upon Approval by City Council

Movie in the Park Sponsorship - Limit 1 / Movie	\$500
Baseball/Softball Opening Night Celebration - Limit 2	\$500 or In Kind
Mid Season Madness Basketball Celebration - Limit 2	\$500 or In Kind
Grow Golf Now Season Sponsor (2 per year)	\$1,500

Summer Sports Camp T-Shirt Sponsors

Basketball Camp	\$1,500	Football Camp	\$1,000
Lacrosse Camp	\$500	Tennis Camp	\$500

Facility Sponsorships

MACC Baseball Field	\$1,000/Yr	Community Park Soccer Field	\$2,500/Yr
MACC Soccer Field	\$1,000/Yr	Both Community Park Soccer Fields	\$4,000/Yr
MACC Baseball Complex	\$3,000/Yr	Both MACC Complex	\$5,000/Yr
MACC Soccer Complex	\$3,000/Yr	All Tennis Courts	\$1,000/Yr

Schedule Subject to Change Upon Approval by City Council

Wastewater Treatment Plant Analytical Costs

pH	\$5	Cadmium (Cd)	\$18
Biochemical Oxygen Demand	\$25	Chromium (Cr)	\$18
Total Suspended Solids (TSS)	\$15	Copper (Cu)	\$18
Ammonia Nitrogen as Nitrogen (NH ₃ -N)	\$15	Lead (Pb)	\$18
Total Phosphorus (TP)	\$15	Nickel (Ni)	\$18
Chemical Oxygen Demand (COD)	\$22	Zinc (Zn)	\$18
Oil & Grease (O&G)	\$50	Aluminum (Al)	\$18
Mercury (Hg)	\$25	Fluoride	\$20
Total Kjeldahl Nitrogen (TKN)	\$25	Silver (Ag)	\$18
Nitrate Nitrite (NO ₃ NO ₂)	\$15	Selenium (Se)	\$18
Cyanide (CN)	\$30	Fecal Coliform	\$20

Wastewater Treatment Plant Sampling Cost

Sampling Technician	\$19.50 per hour (\$58.50 per event)	Program Administration	\$60 per hour (\$90 per event)
Pretreatment Coordinator	\$22 per hour (\$66 per event)	Sampler Rental	\$60 per day

Surcharges

Parameter Base Conc.	(mg/l)	Cost per Pound
BOD ₅	>250	\$0.25
COD	>750	\$0.09
TSS	>250	\$0.34
NH ₃ as N	>15	\$0.85
Phosphorus	>7	\$0.66
Oil & Grease	>100	\$0.25

City of Mebane Fee Schedule - Effective July 1, 2021

Contents

Administration	Copies, sale of Mebane brand items
Cemetery	Plots and staking
Public Works	Garbage/recycling, street cleaning, memorials
Finance	NSF Fees, ABC Permits
Development Fees	Tap fees, system development fees, water rates
Planning and Inspections	Zoning and plan review fees, construction permits, inspection fees
Fire	Inspections, false alarms, overcrowding
Police	False alarms, document fees
Recreation	Facility rental and activity fees
Water Resource Recovery Facility	Water testing and analysis fees

Schedule Subject to Change Upon Approval by City Council

Document Fees for Public Records

Paper copies cost per page	\$0.10	CD copies (audio minutes request)	No charge
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Cemetery

Fee Schedule Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Mebane Memorial Garden		Oakwood Cemetery	
Cost per Grave - Inside City	\$1,000	Cost per Grave - Inside City	\$200
Cost per Grave - Outside City	\$1,500	Cost per Grave - Outside City	\$400
Cremation/Urn Section per Grave- Inside City	\$500	Transfer of Ownership	No Charge
Cremation/Urn Section per Grave- Outside City	\$750	Internment, disinternment, and removal charge	No Charge
Transfer of Ownership	No Charge	Grave Marker Permit Fees	No Charge
Internment, disinternment, and removal charge	No Charge	Marker Installation Fees	No Charge
Grave Marker Permit Fees	No Charge		
Marker Installation Fees	No Charge		

Public Works

Fee Schedule
Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Garbage/Recycling

Fee per address per month	\$8 per month	Additional Trash Receptacle	Actual cost
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Street Washing

Street Washing	\$75hr 2hr min
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Memorials

Memorial Bench	\$500	Memorial Brick	\$75
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Privilege License

Privilege Licenses were eliminated by the legislature as of 07-01-15, with the exception of articles 15 and 16 regarding ABC licenses and section 39 regarding peddlers.

Returned Payment Fee

Charge for processing returned checks or returned electronic payments	\$	25
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Development Fees

Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Engineering Construction Plan Review and Inspection Fees

Public/Private Streets & Alleys		Public/Private Storm Sewer Lines	
Review/Inspection/Testing/As-built Review & Record Keeping - per centerline foot of street	\$3	Review/Inspect/Certify per centerline foot in public right of way/easement	\$2
Driveway inspections within the street right-of-way per driveway	\$100	Review/Inspection per centerline foot in private drainage easement (residential)	\$1
Sidewalks			
Sidewalk Inspection/Certifying in street right of way (when installed with driveway)	\$100	Review/Inspection/Certifying of public sidewalk/multi-usepath/in street right of way or easement per centerline foot	\$1
Water and Sewer Lines (Private or Public)		Water & Sewer Services	
Review/Inspection/Permitting/Testing/As-built Review & Record Keeping - per centerline foot of water	\$2.50	Main line tap inspection to the right of way for single family property line	\$100, water, \$100 sewer
Review/Inspection/Permitting/Testing/As-built Review & Record Keeping - per centerline foot of sewer	\$2.50	Main line tap inspection to the building for multi-family/commercial/industrial	\$500, water, \$500 sewer
Sewer Pump Stations requiring Permits		Stormwater Management	
Plan Review	\$5,000	Overall plan review for compliance	\$2,500
Inspection	\$5,000	Review/Inspection per device	\$1,500
		Driveway Pipe Installation	
		12-inch RCP	\$15 per lf
		15-inch RCP	\$18 per lf
		18-inch RCP	\$22 per lf

Development Fees

Fee Schedule Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Water & Sewer Rates			
Inside water (per 1,000 gallon)	\$6.72	Deposit sewer (outside city limits)	\$150
Inside sewer (per 1,000 gallon)	\$7.22	Meter re-read with no city error (per re-read)	\$10
Outside water (per 1,000 gallon)	\$13.44	Cutoff List Fee	\$50
Outside sewer (per 1,000 gallon)	\$14.43	Late Fee (added each month after the 20th)	\$10
Metered sewer users not using Mebane water (Multiple of the inside rate)	3.25	Return Check Fee	\$25
Unmetered residential sewer users- (inside city limits)	\$67.43	Water Shortage Resposne Plan - Excess Users Charge (per event for Meter installation fee with no city error (each attempt after first	\$100
Unmetered residential sewer users- (outside city limits)	\$78.58		\$50
Deposit water (inside city limits)	\$75		
Deposit sewer (inside city limits)	\$75		
Deposit water (outside city limits)	\$150		

Schedule of Water and Sewer Tappage Fees and Meter Charges

Tap Size	Water Tappage Fee		Sewer Tappage Fee		Meter Charge
	Inside City Limits	Outside City Limits	Inside City Limits	Outside City Limits	
¾" Water	\$800	\$1,600			\$500
1" Water	\$1,000	\$2,000			\$1,000
4" Sewer			\$1,000	\$2,000	

Note: Additional \$500 charge for road bores and pavement cuts.

Please contact Public Works for meter charge larger than 1".

Development Fees

Fee Schedule Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Water & Sewer System Development Fees†

Customer Type	Equivalent Residential Unit‡	Water Fee	Sewer Fee	Total Fee
Residential Dwelling Unit (3/4" Meter - 3 BR Mebane WRRF)*	1	\$1,151	\$2,679	\$3,830
Residential Dwelling Unit (3/4" Meter - 2 BR Mebane WRRF)*	0.66	\$760	\$1,768	\$2,528
Residential Dwelling Unit (3/4" Meter - 4 BR Mebane WRRF)*	1.33	\$1,532	\$3,562	\$5,094
Residential Dwelling Unit (3/4" Meter - 5 BR Mebane WRRF)*	1.66	\$1,911	\$4,447	\$6,358
Residential Dwelling Unit (3/4" Meter - 2 BR GRAHAM WWTP)**	1	\$1,151	\$2,679	\$3,830
Residential Dwelling Unit (3/4" Meter - 3 BR GRAHAM WWTP)**	1.5	\$1,727	\$4,018	\$5,745
Residential Dwelling Unit (3/4" Meter - 4 BR GRAHAM WWTP)**	2	\$2,302	\$5,358	\$7,660
Residential Dwelling Unit (3/4" Meter - 4 BR GRAHAM WWTP)**	2.5	\$2,878	\$6,697	\$9,575
All Other Zoning Categories/Uses - 3/4" Meter	1	\$1,151	\$2,679	\$3,830
All Other Zoning Categories/Uses - 1" Meter	1.67	\$1,918	\$4,466	\$6,384
All Zoning Categories/Uses - 1.5" Meter	3.33	\$3,837	\$8,931	\$12,768
All Zoning Categories/Uses - 2" Meter	5.33	\$6,139	\$14,290	\$20,429
All Zoning Categories/Uses - 3" Meter	11.67	\$13,428	\$31,260	\$44,688
All Zoning Categories/Uses - 4" Meter	21	\$24,171	\$56,267	\$80,438
All Zoning Categories/Uses - 6" Meter	43.33	\$49,876	\$116,107	\$165,983

†Applicable System Development Fee(s) for development requiring smaller or larger water meters will be calculated on a project specific basis using rates and methodology identified in the City's System Development Fee Analysis.

‡Equivalent Residential Unit is approximate multiplier adapted from AWWA Manual of Water Supply Practices-M1, *Principles of Water Rates, Fees, and Charges*.

*80 gallons per day per bedroom (min. 2-BR) and tributary to the Mebane WRRF

**120 gallons per day per bedroom (min. 2-BR) and tributary to the Graham WWTP

Any item not included in the above schedule shall be referred to the Utility Director for a specific price determination. See policy for additional information.

Development Fees

Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Hydraulic System Modeling Fees

Fire Flow Test Fee	\$1,200 for all requested fire flow test and re-test
Fire Flow Modeling Fee	\$1,200 for flow test, \$500 for first hydrant, and \$250 for each additional hydrant.

Fire flow modeling is to be completed for all new hydrants in the City of Mebane's water system. Fees are based on the number of new hydrants to be installed. Extensive modeling may require additional modeling fees. See policy for additional information

Hydrant Meter Deposit

3/4" Meter	\$500
1" Meter	\$700
3" Meter	\$1,500

Fee Schedule

Effective July 1, 2021

Planning Fees

Schedule Subject to Change Upon Approval by City Council

Planning & Zoning			
Zoning Verification	\$25	Zoning Permit	\$50
Zoning Reinspection (no charge for 1st inspection)	\$50/visit	Plot Review > 3 Submittals	\$100/submittal
Rezoning Application	\$300 per property	City Right of Way or Easement Encroachment Agreement	\$100
Special Use Permit Application	\$400 per property	Water Supply Watershed Review (N/A current residential properties)	\$50 per property
Zoning Variance/Appeal Application - <i>Residential</i>	\$300	Floodplain Development Permit	\$300
Zoning Variance/Appeal Application - <i>Non-Residential</i>	\$400	Buffer Authorization Permit	\$300
Technical Review Committee - Site Plan Review	\$300 + Lot Fee	Subdivision, Recombination & Subdivision Plat Fee - 1 to 5 Lots	\$50
Site Plan Lot Fee, Site <2 acres	\$0/lot	Subdivision Plat Fee - 6 or More Lots	\$50 + \$25/lot
Site Plan Lot Fee, Site 2 - 10 acres	\$25/lot	Plat Review for >3 Resubmittals	\$300 + \$25/lot
Site Plan Lot Fee, Site >10 acres	\$50/lot		\$100/submittal
Storm water Control Facilities - Permit Application & Plan Review per project	\$500 + \$500/Primary Stormwater Control Measure	Construction Plan Review, Residential	\$50/lot
Storm water Control Facilities - Annual Inspection in water supply watershed (20 yr)	\$5,000	Construction Plan Review, Non-Residential	\$300/lot
Wireless Communication Facilities - up to 25 facilities (see UDO Section 4-7.9E & F)		\$100/1-5 facilities	\$50/Facilities 6 - 25
			\$500/engineer review

Inspection Fees

Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Sign Permit Fees

Minimum Permit Fee	\$60	Greater than 300 sq. ft.	\$110
100-300 sq. ft.	\$80		

Building Permits		Other Types of Construction	
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Minimum	\$60	Modular Construction	Cost of Construction (plus Trades)
\$5,000 to \$20,000	\$75	Manufacturing Housing - single	\$100 plus trades
\$20,001 to \$50,000	\$5 per \$1,000	Manufacturing Housing double	\$125 plus trades
\$50,001 to \$500,000	\$175 plus \$5 per \$1,000	Manufacturing Housing triple	\$150 plus trades
Greater than \$500,001	\$1,300 plus \$4.00 per \$1,000	Construction Trailers	\$50
Homeowner Recovery Fee	\$10	Travel Trailers & Recreational Vehicles	\$50
Decks with pour Footings	\$100	Insulation - Residential	\$50 one trip
		Insulation - Commercial	\$100 for trip
		Accessory Structures (Screened Porches, Roofs, Covered Decks)	Cost of Construction (plus Trades)
		Decks, Trellises, Pergolas	Cost of Construction (plus Trades)
		Swimming Pools	\$100

New construction, alterations, additions and renovations will be calculated on \$70 a sqft to determine value to price permit

** Work commencing prior to obtaining the necessary permits are subject to **double permit fees**.

** All re-inspection fees shall be paid prior to the next inspection.

Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Other Services

Administrative Fees (Amending Information on Permit)	\$50	Commercial Plan Review	
Extra Building Permit Card, Duplicate Certificate of Occupancy	\$10	Less Than 4,000 s.f.	\$125
Stocking Permit	\$50	4,000 to 50,000 s.f.	\$200
Onsite Inspections (Walk Through)	\$50	Greater than 50,000 s.f.	\$300
Temporary Certificate of Occupancy	\$50	Day Care, ABC License Inspection	
Business Occupancy	\$100	First Inspection	\$100
		Each Additional Inspection	\$50

Demolition Permit

Less than \$1,000	Minimum Fee = \$70		
\$1,000 or more	Minimum Fee plus-\$2 per \$1,000		

** Electrical, mechanical, and plumbing must get separate permits.

Plumbing Permits

First fixture, including sewer, pits, interceptors or sewer lifts	\$60	Minimum Permit Fee	\$60
Additional fixture per fixture	\$6	Re-Inspection Fee	\$50
Sewer service	\$50		
Water service	\$50		

** The fees prescribed above shall apply to all old work as well as new and to inspections made necessary by moving any house from one location to another or by raising the house and shall apply when it is necessary for any reason to re-rough or replace any fixture or water heater.

** If any person commences any work on a building or service system before obtaining the necessary permits, he or she shall be subject to a double permit fee.

** All Re-Inspection fees must be paid for before the next inspection is done.

Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Electrical Permits

	Residential	Commercial
Up to 200 amps	\$80	\$100
201-400 amps	\$90	\$120
Greater than 400 amps	\$110	\$130 + .40 Per Additional Amp
Underground Inspections	\$50	\$50
Additions & Alterations (Based on # boxes added or removed)	First 10 = \$60, Each Additional 10 = \$3	First 10 = \$100, Each Additional 10

** If any person commences any work on a building or service system before obtaining the necessary permits, he or she shall be subject to a double permit fee.

** All Re-Inspection fees must be paid for before the next inspection is done.

Other Electrical

Minimum Permit Fee	\$60	Solar Installations	\$75
Temporary Power	\$50	HVAC Change Outs	\$75
Saw Service	\$50	Swimming Pools	\$125
Motors up to 4 h.p.	\$20	Motors greater than 4 h.p.	\$20 plus \$.20/h.p.
Low Voltage Residential	\$50	Low Voltage Commercial	\$100

Mechanical Permits

Minimum Permit Fee	\$60
Residential	
First HVAC Unit	\$75
Each additional HVAC Unit	\$50

Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Commercial

Heat Only	1st - \$100, 2nd - \$50
Cooling Ony	1st - \$100, 2nd - \$50
Heating & Cooling	1st - \$100, 2nd - \$50
Refrigeration System - Walk-in Cooler or Unit	\$100 First Unit, \$50 Each Additional Unit

Boilers & Chillers

Up to 150,000 BTU	\$100
Greater than 150,000 BTU	\$225
Commercial Hood	\$80
Gas Logs	\$50
Gas Piping	\$50
Ductwork Inspection	\$50
Fireplaces	\$50

Fire Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Fire Inspections

Airport/Heliports	\$50	Organic Coatings	\$50
Bowling Pin Refinishing	\$50	Ovens	\$50
Bowling Alley Refinishing	\$50	Pipelines Flammable/Combustible	\$50
Cellulose Nitrate Motion Picture	\$50	Pulverized Particles (Dust)	\$50
Cellulose Nitrate Plastic (Pryoxlyn)	\$50	Repair Garages	\$50
Combustible Fibers	\$50	Tank Vehicle Flammable/Combustible	\$50
Compressed Gases	\$50	Tire Rebuilding Plants	\$50
Crude Oil Production	\$50	Wrecking Yards/Junk Yards/Waste Handling	\$50
Cryogenic Fluids	\$50	Welding/Cutting	\$50
Dry Cleaning Plants (NEW)	\$50	Match Manufacturing	\$50
Flammable Finishes Paint Booths	\$50	Radioactive Materials Storage/Handling	\$100
Fruit Ripening Processes	\$50	Hood Systems Extinguishment	\$100
Fumigation/Thermal Insecticide Fogging	\$50	Ansul Test & Inspection	\$50
High Pile Storage Facilities	\$50	Fire Suppression Systems:	
Liquefied Natural Gas 100-500 Gal.	\$50	1 riser	\$150
500-2,000 Gallons	\$50	2 risers	\$300
2,000-30,000 Gallons	\$50	3 or more risers	\$500
Liquefied Petroleum Gas	\$50	Fire Alarm Systems:	
Lumber Storage	\$50	1 - 30,000 Sq. ft.	\$150
Magnesium	\$50	30,001 - 80,000 Sq. ft.	\$300
Mechanical Refrigeration	\$50	80,001 Sq. ft and above	\$500

Fire Inspection Fees

Schedule Subject to Change Upon Approval by City Council

Motion Picture Projection	\$50	Explosives	\$100
Tents	\$50	Return Inspection Fee	\$100
Canopies more than 400 Sq. ft.	\$50		
Fireworks	\$50		

Flammable/Combustible Liquids Installation

Above Ground	\$100	Return Inspection Fee	\$100
Additional Tank	\$50	Removal	\$100
Return Inspection Fee	\$100	Additional Tank	\$50
Underground	\$100	Upgrade Piping	\$50
Additional Tank	\$50	Return Inspection Fee	\$100

**Explosive/Blasting Agents & Ammunition permits will be issued with a valid certificate of insurance stating they are covered for \$1,000,000 of general liability insurance.

Noncompliance w/Fire Code Fee (per Code of Ordinances Article III, Chapter 16, Section 16-65)

1st Re-inspection	\$100	3rd Re-inspection	\$300
2nd Re-inspection	\$200		

Recoupment Charge for False Alarms (per Code of Ordinance Article VI, Chapter 6, Section 6-164)

5 or more in 1 year	\$100	More than 2 in a 7 day period	\$300
2 in a 24 hour period	\$300		

Overcrowding

\$100 per person over posted occupancy certificate

Police

Schedule Subject to Change Upon Approval by City Council

Background and Document Fees

Precious Metals Background Investigation	\$38	Taxi Driver Application	\$10
Precious Metals Background Investigation - Required Photograph	\$10	Accident Report	\$1

Recoupment for False Alarms

5 or more in 1 year	\$100
2 in a 24 hour period	\$100
More than 2 in a 7 day period	\$100

Recreation and Parks

Fee Schedule
Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Athletics

Camp Fees	Resident	Non-Resident
Basketball Camp	\$45	\$55
Football Camp	\$35	\$45
Lacrosse Camp	\$35	\$45
Tennis Camp	\$35	\$45
Athletic Fees	Resident	Non-Resident
First Child	\$15	\$40
Second Child	\$10	\$35
Third Child	\$5	\$30
Lacrosse Program	\$15	\$40
Pod Programs	\$10	\$20
Esports	\$10	\$10
Middle & High School Tennis Program	\$15	\$40
Adult Tennis Mebane City Tournament	\$15	N/A
Mebane Adult Volleyball League Team Fee	\$200	N/A
Mebane Adult Sand Volleyball League Team Fee	\$100	N/A

Facilities

Walker & Youth Field & Equipment Rentals

Per Hour - Resident	\$15	Per Hour - Non-resident	\$25
Lights per day per field	\$25		

Walker Field Tennis Court Rentals (Mebane Courts on 2nd Street)

Per Hour 3 Courts	\$15	Tourney Rental 1 Day	\$100
Per Hour All Courts	\$25	Tourney Rental 2 Days	\$175
		Tourney Rental 3 Days	\$225

Recreation and Parks

**Fee Schedule
Effective July 1, 2021**

Schedule Subject to Change Upon Approval by City Council

Mebane Community Park Rentals

Per Hour Per Field - Resident	\$25	Tourney Rental 1 Field/Day	\$200
Non-Resident Per Field Per Hour	\$40	Tourney Rental Both Fields/Day	\$400
Lights per Day	\$25	Tourney Rental Weekend/Field	\$600

Lake Michael Rentals & Fees

John-boat Rental Per Person	\$5/hour	Single Kayak Rental	\$5/hour
Launch of Boat	\$0	Double Kayak Rental	\$5/hour
Fishing	\$0	Canoe Rental	\$5/hour
Paddle Boat	\$5/hour	Shelter Fee (4-hour block)	\$25
Trail Rental for 5K Race	\$400		

Corridor Drive Athletic Complex Rentals

Per Hour Per Field	\$15	Tournament Rental Per	\$100
Lights per day	\$25	Construction of new lines	\$100
Non-Residents Per Hour Per Field	\$25		

Old Rec Center

	Resident	Non-Resident
Old Rec. Center Basketball Court (Gym) per hour	\$25	\$40

Old Rec Center Tennis Court Rentals

Per Hour All Courts	\$15	Tourney Rental 1 Day	\$75
		Tourney Rental 2 Days	\$125
		Tourney Rental 3 Days	\$175

Arts & Community Center

Multi-Purpose Room Rental (Including Stage) - For Profit (per event)	\$1,000	Community Meeting Room (Full Area) (per use up to 5 hrs.)	\$150
Multi-Purpose Room Rental (1/2 Area) - Non-Profit (per hr.)	\$50	Community Meeting Room (Full Area) (per hr. over 5 hrs.)	\$25
Multi-Purpose Room (Full Area)-Non Profit(up to 5hrs.)	\$300	Civic Meeting Room (1/2 Area) (per use up to 5 hrs.)	\$75
Multi-Purpose Room Rental (Full Area) - Non-Profit (per hr. over 5 hrs.)	\$80	Civic Meeting Room (1/2 Area) (per hr. over 5 hrs.)	\$20

Fee Schedule

Recreation and Parks

Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Multi-Purpose Room Rental - Kitchen Use (per use)	\$40	Civic Meeting Room (Full Area) (per use up to 5 hrs.)	\$100
Community Meeting Room (1/2 Area) (per use up to 5 hrs.)	\$100	Civic Meeting Room (Full Area) (per hr. over 5 hrs.)	\$25
Community Meeting Room (1/2 Area) (per hr. over 5 hrs.)	\$20		

Additional Items for Facility Rentals

Scoreboard Use per hour (w/staff)	\$5	Paint Field/Application	\$25
Staff Supervision per hour	\$15	Chalk Field/Application	\$10
New Lines Set Up Fee	\$100	Field Crew Prep per Hour	\$15
Lights per Day	\$25	Wifi Access @ MACC (guest)	\$25/Rental/Day
Camera Streaming Option	\$100/Rental/Day		

Athletic Uniform Sponsorships

Baseball Team	\$300	Baseball League	\$5,000
Softball Team	\$300	Softball League	\$4,000
T-Ball Team	\$300	T-ball League	\$3,000
Basketball Team	\$200	Basketball League	\$5,000
Football Team	\$2,500	Football League	\$7,500
Tennis League	\$1,000	Lacrosse League	\$750

Program/Special Event Sponsorship

Clay St. After Work Concert Series - Presenting Sponsor	\$2,500
Clay St. After Work Concert Series - Stage Sponsor - Unli	\$1,000
Clay St. After Work Concert Series - Single Concert - Unli	\$500
Mebane 4th of July Celebration - Band & Presenting Spc	\$4,000
Mebane 4th of July Celebration- Food and Beverage Sp	\$1,000 or In Kind
Mebane 4th of July Celebration - Outdoor Sponsorships	\$500
Mebane Sports Hall of Fame - Presenting Sponsor - Limi	\$2,500
Mebane Sports Hall of Fame - Stage Sponsor - Limit - 4	\$1,000
Mebane Farmers Market Sponsor - Limit 5	\$1,000
Mebane Christmas Parade - Presenting Sponsor - Limit 1	\$5,000
Mebane Christmas Parade - Route Sponsor - Unlimited	\$500

Fee Schedule

Effective July 1, 2021

Recreation and Parks

Schedule Subject to Change Upon Approval by City Council

Movie in the Park Sponsorship - Limit 1 / Movie	\$500
Baseball/Softball Opening Night Celebration - Limit 2	\$500 or In Kind
Mid Season Madness Basketball Celebration - Limit 2	\$500 or In Kind
Grow Golf Now Season Sponsor (2 per year)	\$1,500

Summer Sports Camp T-Shirt Sponsors

Basketball Camp	\$1,500	Football Camp	\$1,000
Lacrosse Camp	\$500	Tennis Camp	\$500

Facility Sponsorships

MACC Baseball Field	\$1,000/Yr	Community Park Soccer Field	\$2,500/Yr
MACC Soccer Field	\$1,000/Yr	Both Community Park Soccer Fields	\$4,000/Yr
MACC Baseball Complex	\$3,000/Yr	Both MACC Complex	\$5,000/Yr
MACC Soccer Complex	\$3,000/Yr	All Tennis Courts	\$1,000/Yr

Schedule Subject to Change Upon Approval by City Council

Wastewater Treatment Plant Analytical Costs

pH	\$5	Cadmium (Cd)	\$18
Biochemical Oxygen Demand	\$25	Chromium (Cr)	\$18
Total Suspended Solids (TSS)	\$15	Copper (Cu)	\$18
Ammonia Nitrogen as Nitrogen (NH ₃ -N)	\$15	Lead (Pb)	\$18
Total Phosphorus (TP)	\$15	Nickel (Ni)	\$18
Chemical Oxygen Demand (COD)	\$22	Zinc (Zn)	\$18
Oil & Grease (O&G)	\$50	Aluminum (Al)	\$18
Mercury (Hg)	\$25	Fluoride	\$20
Total Kjeldahl Nitrogen (TKN)	\$25	Silver (Ag)	\$18
Nitrate Nitrite (NO ₃ NO ₂)	\$15	Selenium (Se)	\$18
Cyanide (CN)	\$30	Fecal Coliform	\$20

Wastewater Treatment Plant Sampling Cost

Sampling Technician	\$19.50 per hour (\$58.50 per event)	Program Administration	\$60 per hour (\$90 per event)
Pretreatment Coordinator	\$22 per hour (\$66 per event)	Sampler Rental	\$60 per day

Surcharges

Parameter Base Conc.	(mg/l)	Cost per Pound
BOD ₅	>250	\$0.25
COD	>750	\$0.09
TSS	>250	\$0.34
NH ₃ as N	>15	\$0.85
Phosphorus	>7	\$0.66
Oil & Grease	>100	\$0.25

CITY OF MEBANE POSITION CLASSIFICATION AND PAY PLAN

July 1, 2021

Grade	Classification Title	Minimum	Job Rate	Maximum
2	Maintenance Worker I	\$25,940	\$32,226	\$40,207
3	Maintenance Worker II	\$27,237	\$33,837	\$42,219
	Sanitation Worker			
4	Groundskeeper	\$28,599	\$35,531	\$44,329
	Receptionist/Office Assistant			
5	Equipment Operator I	\$30,029	\$37,306	\$46,546
	Meter Reader			
6	Equipment Operator II	\$31,531	\$39,173	\$48,873
	Meter Reader Technician			
7	Administrative Support Specialist	\$33,107	\$41,131	\$51,317
	Equipment Operator III			
	Sanitation Equipment Operator			
	Wastewater Data Management Assistant			
	<i>Police Cadet (Part-time)</i>			
8	Permit Specialist	\$34,763	\$43,187	\$53,882
	Evidence Technician			
	Recreation Athletic Program Coordinator			
9	Accounting Tech I	\$36,501	\$45,348	\$56,576
	Automotive Mechanic			
	Grounds Crew Supervisor			
	Sanitation Operations Supervisor			
	Streets Supervisor			
10	Accounting Tech II	\$38,325	\$47,616	\$59,405
	Building Maintenance Coordinator			
	Laboratory Technician			
	Parks Operations & Maintenance Supervisor			
	Utilities Location Technician			
	Utilities System Mechanic			
	Wastewater Treatment Plant Opr			
11	Firefighter	\$40,242	\$49,015	\$61,153
	Fire Life Safety Educator			

CITY OF MEBANE POSITION CLASSIFICATION AND PAY PLAN

July 1, 2021

Grade	Classification Title	Minimum	Job Rate	Maximum
	Recreation Supervisor for Athletics			
	Utilities System Mechanic II			
12	Accounting Payroll Specialist	\$41,426	\$52,496	\$65,494
	Automotive Mechanic Supervisor			
	Fire Engineer			
	Police Officer			
	Utilities Maintenance Crew Leader			
	Water Billing & Collections Specialist			
13	Compliance Manager	\$44,367	\$55,121	\$68,769
	Fire Lieutenant			
	Lead Wastewater Plant Operator			
	Police Accreditation Manager			
14	Accountant	\$46,586	\$57,879	\$72,207
	Building Code Inspector I			
	Code Enforcement Officer			
	Fire Inspector I			
	Human Resources Consultant			
	Planner			
	Police Investigator			
	Police Corporal			
16	Building Code Inspector II	\$51,361	\$63,809	\$79,608
17	Accounting Supervisor	\$53,928	\$67,000	\$83,589
	Arts & Community Center Supervisor			
	Building Code Inspector III			
	Information Technology Specialist			
	Police Sergeant			
18	Athletics Director	\$56,624	\$70,350	\$87,769
	City Clerk			
	Fire Captain			
	Planning Officer			
19	Assistant Public Works Director	\$59,456	\$73,868	\$92,157
	Deputy Fire Marshal			
	Public Information Officer			
	Special Projects Coordinator			
20	Assistant Fire Chief	\$62,429	\$77,559	\$96,764

CITY OF MEBANE POSITION CLASSIFICATION AND PAY PLAN

July 1, 2021

Grade	Classification Title	Minimum	Job Rate	Maximum
	Police Lieutenant			
21	Inspections Director	\$65,550	\$81,439	\$101,603
23	Development Director	\$72,269	\$89,785	\$112,017
	Human Resources Director			
	Police Captain			
24	Assistant Police Chief	\$75,883	\$94,275	\$117,618
	Fire Chief			
	Information Technology Director			
	Recreation and Parks Director			
	Public Works Director			

FY 2022 – 2026 Capital Improvement Plan



2022 – 2026 CAPITAL IMPROVEMENT PLAN

May 3, 2021

Mayor and City Councilmembers
City of Mebane, North Carolina

Dear Mayor and Councilmembers,

The Capital Improvement Plan (CIP) for 2022-2026 is a robust appraisal of the significant needs requested by the City's department heads for the next five years. While this document is annually adopted as part of the budget process, it serves as guide that is annually adjusted as financial/economic considerations dictate. As highlighted in the budget message for 21-2022, the next five years will be pivotal in carrying out the vision of the City Council.

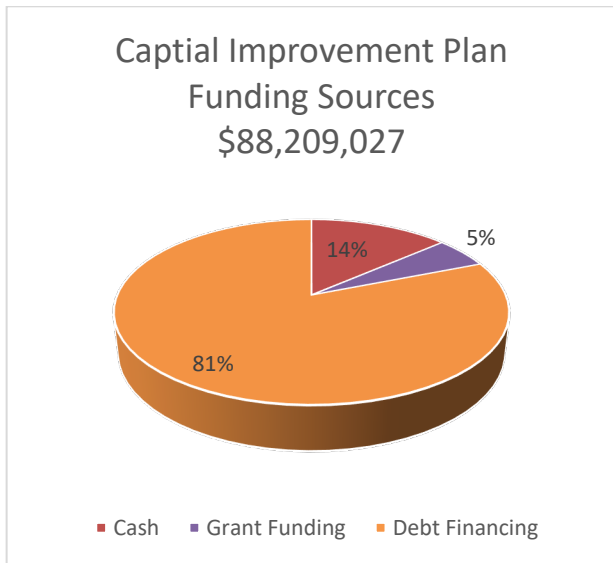
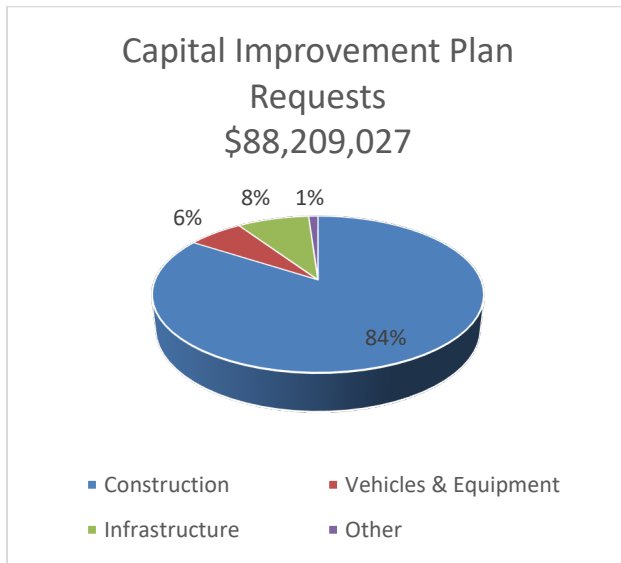
OVERVIEW

The plan identifies needs in the amount of \$88.2 million, with General Fund needs of \$60.3 million and Utility Fund needs of \$27.9 million. Over \$12.0 million of the projects will be funded by general fund revenues and utility fund revenues (12.9%). Most of the remaining \$76.2 million in projects will be funded by some sort of financing which might include a bond referendum, a limited obligation bond, or installment purchase agreements (bank loans). The grant funding represents what the City is expecting to receive from the American Rescue Plan. The City will be unable to fund these kinds of projected needs at the current tax rate. Staff is presently examining a variety of approaches and funding methods for debt financing to allow for the debt financing row of Table 1 to be economically feasible. Eventually, the City may have to consider different avenues than we have recently pursued in the past such as revenue bonds for water & sewer projects and limited obligation bonds for general fund projects. The primary security for revenue bonds is the revenue generated by the water & sewer fund. This allows for multiple projects to be funded concurrently without leveraging capital assets. Limited obligation bonds is a form of installment financing that is advantageous when the borrowing amount exceeds \$10,000,000 in one calendar year.

Table 1

General & Utility Fund CIP Summary FY22-26

<u>Project Budget</u>	<u>Total</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
General Fund.....	\$ 60,317,527	\$ 5,174,144	\$ 25,313,613	\$ 2,713,957	\$ 9,774,813	\$ 17,341,000
Utility Fund.....	27,891,500	1,246,500	14,485,500	6,127,500	3,452,000	2,580,000
Total.....	\$ 88,209,027	\$ 6,420,644	\$ 39,799,113	\$ 8,841,457	\$ 13,226,813	\$ 19,921,000
<u>Funding Source</u>						
Cash.....	\$ 11,969,983	\$ 2,683,600	\$ 4,309,113	\$ 1,831,457	\$ 2,434,813	\$ 711,000
Grant Funding.....	4,760,000	-	3,150,000	1,610,000	-	-
Debt Financing.....	71,479,044	3,737,044	32,340,000	5,400,000	10,792,000	19,210,000
Total.....	\$ 88,209,027	\$ 6,420,644	\$ 39,799,113	\$ 8,841,457	\$ 13,226,813	\$ 19,921,000

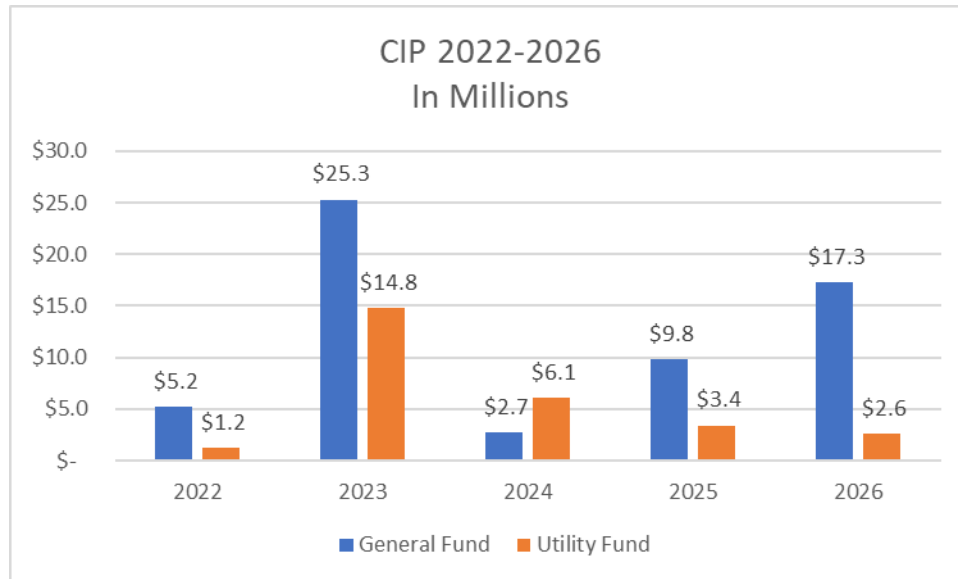


The CIP for 2022-2026 is composed of various projects with significant details to provide the reader with a basis for decision-making. Each department head completed a CIP Project Worksheet for any qualifying capital improvement. A capital improvement for the purpose of this plan, is defined as any expenditure for vehicles, equipment, buildings, infrastructure, and land acquisition, in which the cost exceeds \$100,000 and the estimated useful life is greater than 1 year. Summary schedules of the total CIP for 2022-2026 are provided in Appendix A.

THE CIP AS A PLANNING TOOL

The 5-Year CIP is a planning tool designed to aid the City Council in building, acquiring and replacing the City’s capital assets. The plan is updated annually to ensure that it is based on the most accurate information available and is reflective of the current and projected economic environment. Adoption of the 5-Year CIP by the City Council does not constitute a commitment to fund an item. Rather, adoption signifies an intention to pursue the projects during the ensuing years. The theme of the project remains the focus so specifics will and can be adjusted, for example the incorporation of technological improvements. Especially for the requested facilities, the adoption of the CIP allows both the Council and staff to thoughtfully plan for the

projects leading up to a planned year of design followed by construction, along with the appropriate financing.



THE CURRENT YEAR OF THE CIP – 2021-2022

MANAGER RECOMMENDATION – 2021-2022

For the first year of this plan (2021-2022), the capital funding requests over \$100,000 submitted by department heads total \$8.6 million, including \$5.6 million in needs for the General Fund and \$3.0 million in Utility Fund requests. Included in the 2021-2022 recommended budget is \$3.3 million of these requested needs. Additionally, in FY21-22, staff plans to request that Council establish three new capital project ordinances for a new police station (\$16.5 million), Fire Station 4 (\$4.5 million), and the Holt Street Greenway (\$900,000). Furthermore, staff plans to request the Council approve using the American Rescue Plan funding to address inflow and infiltration projects, \$1.7 million of which were requested but not funded in FY22. If the requests are approved, only \$445,000 of the \$8.6 million in requests will remain unfunded. The \$445,000 consists of a tennis building (\$170,000), and a classroom at the Training Tower (\$275,000). The training tower was moved to FY22-23, and the tennis building was moved to FY23-24 in the CIP. A better understanding of Youth Walker Park future plans, that will be a component of the of Recreation & Parks Master Plan Update, needs to be achieved before new permanent construction of a tennis building is authorized. A site plan for the Public Works Complex is currently being planned and needs to be completed before the construction of the latter occurs to ensure the WRRF future expansions have sufficient space.

GENERAL FUND

The following General Fund table shows the recommended CIP and indicates which items were requested in FY21-22 by the department head and moved to FY22-23 or FY23-24.

General Fund Recommended CIP Budget- Detailed List - CIP 2022-2026

Capital Outlay	Total	2022	2023	2024	2025	2026
Information Technology						
Network Firewall Replacement.....	\$ 122,000	\$ 122,000	\$ -	\$ -	\$ -	\$ -
Fiber Infrastructure.....	400,000	-	100,000	100,000	100,000	100,000
Police						
Police Station.....	16,500,000	1,750,000	14,750,000	-	-	-
Police Vehicles.....	461,756	461,756	-	-	-	-
Fire						
Classroom at Training Tower*.....	275,000	-	275,000	-	-	-
Station 4.....	4,500,000	500,000	4,000,000	-	-	-
Station 5.....	5,500,000	-	-	500,000	5,000,000	-
Replace Fire Engine.....	2,362,288	582,288	580,000	1,200,000	-	-
Replace Aerial Truck.....	1,800,000	-	-	-	-	1,800,000
Planning						
BPAC Sidewalks and Trails.....	3,316,370	187,100	659,500	183,957	1,844,813	441,000
Holt Street Greenway.....	900,000	900,000	-	-	-	-
Public Works - Sanitation						
Automated Garbage Truck.....	650,000	320,000	-	-	330,000	-
Rear Load Garbage Truck.....	180,000	-	180,000	-	-	-
Recreation & Parks						
Lebanon Rd./Lake Michael Connector.....	165,000	165,000	-	-	-	-
Youth/Walker Field Lighting.....	186,000	186,000	-	-	-	-
Tennis Building w/ Bathrooms*.....	170,000	-	-	170,000	-	-
MACC/Old Rec Repave.....	325,000	-	325,000	-	-	-
Lake Michael Trail Extension.....	444,113	-	444,113	-	-	-
Lake Michael Dam Repairs (Phase #3).....	4,000,000	-	4,000,000	-	-	-
Community Park Back Entrance.....	350,000	-	-	350,000	-	-
Amphitheater @ Community Park.....	110,000	-	-	110,000	-	-
Senior Game Commons Area.....	100,000	-	-	100,000	-	-
Community Park Health Pavilion.....	2,500,000	-	-	-	2,500,000	-
MACC Red Cross Updates & Pool.....	5,000,000	-	-	-	-	5,000,000
Park South of 40/85.....	10,000,000	-	-	-	-	10,000,000
Total.....	\$ 60,317,527	\$ 5,174,144	\$ 25,313,613	\$ 2,713,957	\$ 9,774,813	\$ 17,341,000
Funding Sources						
Cash.....	\$ 7,953,483	\$ 1,560,100	\$ 2,563,613	\$ 1,013,957	\$ 2,274,813	\$ 541,000
Debt.....	52,364,044	3,614,044	22,750,000	1,700,000	7,500,000	16,800,000
Total.....	\$ 60,317,527	\$ 5,174,144	\$ 25,313,613	\$ 2,713,957	\$ 9,774,813	\$ 17,341,000

* Department requested in FY22, moved to FY23 or FY24.

UTILITY FUND

Utility Fund Recommended CIP Budget - Detailed List - CIP 2022-2026

Project Budget	Total	2022	2023	2024	2025	2026
Water Distribution						
Water Line Repair and Maintenance.....	\$ 790,000	\$ 150,000	\$ 150,000	\$ 160,000	\$ 160,000	\$ 170,000
Water Line Replacements.....	468,000	150,000	123,000	195,000	-	-
Elevated Storage Tank.....	4,000,000	-	300,000	3,700,000	-	-
Old Hillsborough Road Loop.....	525,000	-	-	-	525,000	-
Gravelly Hill Force Main.....	479,500	-	-	-	479,500	-
Highway 70 Water Main.....	710,000	-	-	-	-	710,000
Vehicles.....	123,000	123,000	-	-	-	-
St Andrews Water Connector.....	700,000	-	-	-	-	700,000
Sewer Mains						
Sewer Equipment Replacement.....	630,000	-	110,000	70,000	450,000	-
Inflow & Infiltration - 5th Street Outfall and Manhole Rehab*.....	1,700,000	-	1,700,000	-	-	-
Inflow & Infiltration - 3rd Street Outfall and Manhole Rehab.....	1,450,000	-	1,450,000	-	-	-
Inflow & Infiltration - WRRF Outfall and Manhole Rehab.....	1,940,000	-	-	1,940,000	-	-
Inflow & Infiltration - Other.....	1,050,000	-	-	-	550,000	500,000
Sewer Lift Stations						
Arbor Creek Outfall - Design and Construction.....	700,000	-	-	62,500	637,500	-
GKN Pump Station Re-Route.....	1,400,000	37,500	1,362,500	-	-	-
Third Street Outfall.....	650,000	-	-	-	650,000	-
Walmart Pump Station Decommissioning.....	500,000	-	-	-	-	500,000
Oversize Reimbursements	286,000	286,000	-	-	-	-
Meters						
Meter Changeout Project.....	500,000	500,000	-	-	-	-
Water Resource Recovery Facility						
WRRF Expansion Project - 0.5 MGD	9,290,000	-	9,290,000	-	-	-
Total.....	\$ 27,891,500	\$ 1,246,500	\$ 14,485,500	\$ 6,127,500	\$ 3,452,000	\$ 2,580,000
Funding Source						
Debt.....	\$ 19,115,000	\$ 123,000	\$ 9,590,000	\$ 3,700,000	\$ 3,292,000	\$ 2,410,000
Grants.....	4,760,000	-	3,150,000	1,610,000	-	-
Cash.....	4,016,500	1,123,500	1,745,500	817,500	160,000	170,000
Total.....	\$ 27,891,500	\$ 1,246,500	\$ 14,485,500	\$ 6,127,500	\$ 3,452,000	\$ 2,580,000

* Department requested in FY22, moved to FY23.

CONCLUSION

The CIP is a plan designed to address our capital improvement listings and has been prepared with the goals of the City Council in mind. Mebane is growing and must plan for more residents, industries, and commercial businesses in a Positively Charming and financially thoughtful way.

Respectfully submitted,

Chris Rollins
City Manager

Daphna Schwartz
Finance Director



AGENDA ITEM #4B

Comprehensive Unified Development Ordinance (UDO) Amendments Per State Requirements *(continued)*

Presenter

Cy Stober, Development Director

Public Hearing

Yes No

Summary

The City Council shall consider proposed amendments to Articles 2, 3, 5, 7, 8, 9, 10, and 12 of the Unified Development Ordinance (UDO) to respond to a) 160D statutory amendments, adopted into law by the NC General Assembly in 2019, and b) environmental amendments to Article 5 that reflect statutory requirements for stormwater management of development in the Falls Lake watershed and the Upper Eno River Water Supply (II) Watershed; ~~and c) enhancement of Article 7 to consider multiple modes of transportation rather than only automobiles.~~

Background

In July 2019, the North Carolina General Assembly adopted the new Chapter 160D of the North Carolina General Statutes, established under [Session Law 2019-111](#)¹. 160D consolidates current city- and county-enabling statutes for development regulations into a single, unified chapter and organizes these statutes into a more logical, coherent structure. The new legislation does not make major policy changes or shift the scope of authority granted to local governments, but it provides several clarifying amendments and consensus reforms that must be incorporated into local development regulations. Local governments shall adopt the necessary ordinance amendments to comply with Chapter 160D have by July 1, 2021. At that date, the rules and procedures of Chapter 160D will apply regardless of if the local ordinance has been updated.²

The State's objectives for creating Chapter 160D include consolidating and improving the organization rules for all local jurisdictions under one chapter heading (previously Chapters 153A and 160A), clarifying specific areas of authority for local governments where uncertainty has existed, and modernizing the tools for development regulation based on newer best practices. Further information is available through the UNC School of Government, including a checklist of changes, which is provided as an attachment and a series of free online modules available [at this link](#).

¹ Session Law 2019-111, <https://www.ncleg.gov/BillLookup/2019/S355>

² Chapter 160D: A New Land Use Law for North Carolina, Adam Lovelady, David W. Owens, Ben Hitchings. UNC School of Government. <https://www.sog.unc.edu/resources/microsites/planning-and-development-regulation/ch-160d-2019>

The proposed amendments to Section 5 are necessary updates to the City's UDO to address State regulations applying to the Falls Lake watershed and the Upper Eno River Water Supply (II) Watershed. In 2020, the City annexed and zoned property in these co-located watersheds, applying the appropriate State requirements for nutrient management and impervious cover. The language in the proposed amendments integrates the State's model ordinance language into the City's UDO to ensure that all development in this area is reflected in our local standards as well as in general statute.

Further amendments to Article 5 integrate adopted language for environmental regulations from the City Ordinance into the UDO; the impact on development is neutral. The City of Mebane has required stormwater management since it was designated a Phase 2 community under the US Environmental Protection Agency's National Pollutant Discharge Elimination System. As such, it requires onsite management of stormwater flows during and after new development projects. The proposed language in Section 2 and 3 of Article 5 achieves this integration with no alterations to the adopted municipal language. The situation is the same for the integration of the Jordan Lake Buffer Rules featured in Article 5, Section 6, which was already adopted by the City following the adoption of the Jordan Lake Rules into law in 2009.

~~Finally, thirteen (13) edits to the subdivision standards in Article 7 have been proposed to include language to ensure subdivisions accommodate pedestrians and bicycles in addition to automobiles. The proposed amendments are in regard to design goals of a subdivision. No amendments to subdivision design standards are proposed.~~

A summary is provided that describes the proposed changes in each Article and Section of the UDO. Detailed text amendment changes to the UDO are available upon request.

Financial Impact

N/A

Staff Recommendation

The Mebane Planning Board voted unanimously (5 – 0) at their April 12, 2021, meeting to recommend adoption of the drafted amendments, as presented.

Staff recommends that the proposed amendments featured in Attachment 3 be adopted, in order to comply with NC General Statutes.

Suggested Motion

Motion to approve the amendments as presented, complying with NC General Statutes.

Attachments

1. **Summary of proposed text amendments to the Unified Development Ordinance, with links to**
 - a. a digest of all proposed text amendments with surrounding language; and
 - b. the full UDO with all proposed text amendments
2. **G.S. Chapter 160D Checklist of Changes to Local Ordinances, Policies, and Practices.** *David W. Owens and Adam S. Lovelady, August 2020, School of Government. The University of North Carolina at Chapel Hill.*
<https://www.sog.unc.edu/sites/www.sog.unc.edu/files/160D%20Checklist%20Aug%202020%20update.pdf>



**SUMMARY OF PROPOSED
MEBANE UNIFIED DEVELOPMENT ORDINANCE AMENDMENTS
APRIL/MAY 2021**

[LINK TO UDO DIGEST SHOWING INLINE CHANGES AND SURROUNDING TEXT \(209 PAGES\)](#)
[LINK TO FULL UDO TEXT WITH INLINE CHANGES HERE \(598 PAGES\)](#)

ARTICLE 2

- Update all statutory references to be current with 160D
- Revision to conflict of interest/impartial decisionmaker language
- Clarification to parliamentary procedures
- Clarification of required public notification policies for public evidentiary hearings
- Simplification and clarification of special use criteria and review procedures
- Update of Vested Rights law
- Update of Development Agreement law

ARTICLE 3

- Explicit exemption of *bona fide* farms, per general statute
- Elimination of the printed map maintenance and damage language

ARTICLE 5

- Update to all internal formatting and references to reflect amendment impacts on organization
- Integration of City's adopted Stormwater Management ordinance (Section 2; relocated from Section 4)
- Integration of City's adopted Phase 2 Stormwater New Development Regulations (Section 3)
- Integration of the Upper Eno River Water Supply (II) Watershed into the City's Watershed Overlay District Regulations (Section 4)
- Adoption of the Falls Lake Watershed Stormwater Regulations For New Development (Section 5)
- Integration of City's adopted Jordan Lake Riparian Buffer Regulations (Section 6)

ARTICLE 7

- Inclusion of multimodal language to accommodate non-automotive transportation considerations
- Update all statutory references to be current with 160D
- Provide clarity regarding sureties/performance guarantees





ARTICLE 8

- Update all statutory references to be current with 160D
- Update to Variance section to recognize ADA accommodations as a hardship

ARTICLE 9

- Cleaning up internal references and grammatical errors

ARTICLE 10

- Update all statutory references to be current with 160D
- Clarity regarding sign conformity needs following government condemnations

ARTICLE 12

- Update all statutory references to be current with 160D
- Update definitions to be current with 160D and statutory environmental regulations
- Staff inclusion of several terms that definitions are needed for (“Place of Worship”, “Right Of Way”, “School”)



G.S. Chapter 160D Checklist of Changes to Local Ordinances, Policies, and Practices

August 2020 Update

This checklist outlines provisions in the new Chapter 160D of the North Carolina General Statutes (hereinafter G.S.) as well as related statutory changes that will be incorporated into Chapter 160D. The changes to the statutes affect the language of local ordinances, the options for local decision processes, and the administrative practices related to development regulations.

This checklist is one piece of a larger set of resources and training materials, including an explanatory book, *Chapter 160D: A New Land Use Law for North Carolina*. Each item on this checklist is described more thoroughly in those additional resources. Section headers in this checklist note the corresponding chapter and section of the Chapter 160D book [in brackets]. Check nc160D.sog.unc.edu for additional resources and training.

The checklist has specific notations, which are accompanied by specific icons, as follows:

- ☐ Denotes legislative changes for which local governments **must** take action (statutory citations are in parentheses) (Many changes may already be reflected in the local ordinance. If so, no additional change is necessary for the ordinance.)
- Denotes permissive legislative changes for which local governments **may** take action
- △ Denotes notable legislative changes that do not require local action but of which local governments must **be aware**

Session Law 2020-25 (S.B. 720) amended Chapter 160D to incorporate other legislative changes from 2019 and make technical corrections. Those changes are noted in this updated checklist with new language underlined and cut language shown with strikethrough. Notably, S.L. 2020-25 altered the effective date of Chapter 160D. All powers and actions authorized under Chapter 160D are available as of June 19, 2020 (local ordinances may be updated and made effective immediately), but local governments have until July 1, 2021, to update local ordinances and policies to comply with the requirements of Chapter 160D. For that reason, the asterisks from the original checklist are removed. For the time before a local government amends its ordinances to comply with Chapter 160D, the rules and requirements of Chapter 160A (for municipalities) or Chapter 153A (for counties) will effectively remain controlling for that local government.

~~*For items noted with an asterisk, local governments do not have authority for the change until January 1, 2021, unless legislation authorizes earlier effectiveness. Noted changes may be incorporated into ordinances and policies, but they must not be effective until 2021. All other changes may be adopted and effective immediately.~~

I. Terminology and Citations [Chapter 1, Section III]

- Must** update any references to provisions in G.S. Chapter 160A or 153A to indicate relevant provisions in Chapter 160D. (See appendixes B and C in the Chapter 160D book.)
- Must** align ordinance terminology with Chapter 160D terminology for *conditional zoning* and *special use permits*; must delete use of the terms *conditional use permit*, *special exception*, *conditional use district zoning*, and *special use district zoning*. (See G.S. 160D-102.)
- Must** ensure that ordinance definitions for the following terms are not inconsistent with definitions provided in state law and regulation: *building*, *dwelling*, *dwelling unit*, *bedroom*, and *sleeping unit*. (G.S. 160D-706; S.L. 2019-111, § 1.17.)
- May** align ordinance terminology with Chapter 160D terminology, including for the following terms: *administrative decision*, *administrative hearing*, *determination*, *developer*, *development*, *development approval*, *development regulation*, *dwelling*, *evidentiary hearing*, *legislative decision*, *legislative hearing*, *planning and development regulation jurisdiction*, and *quasi-judicial decision*. (G.S. 160D-102.)

II. Geographic Jurisdiction [Chapter 2, Section I]

- For extension of extraterritorial jurisdiction (ETJ), a municipality **must** provide mailed notice thirty days prior to ETJ hearing; municipality **may** hold one hearing (with single mailed notice) regarding ETJ and initial zoning amendment. (G.S. 160D-202(d).)
- Municipality **may** hold hearings in anticipation of change in jurisdiction. (G.S. 160D-204.)
- For a parcel in two jurisdictions, the owner and the jurisdictions **may** agree for development regulations from one jurisdiction to apply to the entire parcel. (G.S. 160D-203.)
- In ETJ, the county **may** elect to exercise development regulations that the municipality is not exercising. (G.S. 160D-202(b).)
- For counties, the county **may** apply zoning and subdivision regulations to all or part of the county's planning and development regulation jurisdiction. Cities with zoning must apply zoning jurisdiction-wide. (G.S. 160D-201; S.L. 2020-25.)

III. Boards [Chapter 2, Section II]

A. In General

- Must** adopt broadened conflict-of-interest standards for governing and advisory boards. (G.S. 160D-109.)
- Must** keep minutes of proceedings of each board. (G.S. 160D-308.)
- Must** have each board member take an oath of office before starting his or her duties. (G.S. 160D-309.)

- Must** update ETJ population estimate, at least with each decennial census (also calculation for proportional representation is simplified and process for appointment is clarified). (G.S. 160D-307.)
- Must** provide proportional representation for ETJ on preservation commission if any districts or landmarks are designated in the ETJ. (G.S. 160D-307.)
- May** have detailed rules of procedure for each board; **may** be adopted by governing board; if not, then **may** be adopted by individual board; if adopted, **must** maintain board rules of procedure (by clerk or other officer as set by ordinance) and **must** post board rules of procedure to website, if the jurisdiction has a website. (G.S. 160D-308.)
- May** establish reasonable procedures to solicit, review, and make appointments; governing board typically makes appointments but may delegate that appointment-making authority. (G.S. 160D-310.)
- May** establish additional advisory boards related to development regulations. (G.S. 160D-306.)

B. Planning Board

- May** assign to planning board the coordination of citizen engagement for planning. (G.S. 160D-301.)
- May** assign planning board to serve as preliminary forum for review and comment on quasi-judicial decisions, provided that no part of the preliminary forum or recommendation may be used as a basis for the deciding board. (G.S. 160D-301.)

C. Board of Adjustment

- May** assign board of adjustment to hear and decide matters under any development regulation, not just zoning. (G.S. 160D-302.)
- May** assign duties of housing appeals board to board of adjustment. (G.S. 160D-305.)

IV. Land Use Administration [Chapter 2, Section III]

A. In General

- Must** incorporate new staff conflict-of-interest standards into ordinance or policy. (G.S. 160D-109.)
- Must** maintain in paper or digital format current and prior zoning maps for public inspection. (G.S. 160D-105.)
- Must** maintain in paper or digital format any state or federal agency maps incorporated by reference into the zoning map. (G.S. 160D-105.)

- **May** enact ordinances, procedures, and fee schedules relating to administration and enforcement of development regulations. (G.S. 160D-402(b).)
- **May** charge reasonable fees for support, administration, and implementation of development regulation; **must** use any such fees for that purpose, not for other purposes. (G.S. 160D-402(d).)

B. Enforcement

- **Must** issue notices of violation (NOVs) in conformance with statutory procedures (must deliver to permittee and landowner if different; may deliver to occupant or person undertaking the activity; delivery by hand, email, or first-class mail; may be posted onsite; administrator to certify NOV for the file.) (G.S. 160D-404(a).)
- If inspecting, **must** enter the premises during reasonable hours and upon presenting credentials; **must** have consent of premises owner or an administrative search warrant to inspect areas not open to the public. (G.S. 160D-403(e).)
- For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)
- **May** perform inspections for other development approvals to ensure compliance with state law, local law, and the terms of the approval; **must** perform (or contract for) inspections for building permits. (G.S. 160D-1113; -403(e).)
- **May** perform inspections for general code compliance and enforcement (inspections unrelated to a development approval). (G.S. 160D-402(b).)
- **May** require a certificate of compliance or occupancy to confirm that permitted work complies with applicable laws and terms of the permit; still **must** require certificate of occupancy for work requiring a building permit. (G.S. 160D-403(g).)
- **May** issue stop-work orders for illegal or dangerous work or activity, whether related to a permit or not. (G.S. 160D-404(b).)
- **May** continue to use general enforcement methods, including civil penalties, fines, court ordered actions, and criminal prosecution. (G.S. 160D-404(c).)
- △ **Be aware** that a local government must bring a court action in advance of the applicable five- and seven-year statutes of limitation. (G.S. 1-51 and -49; established prior to Chapter 160D.)
- △ **Be aware** that a local government must comply with existing rules for uses that were previously nonconforming situations. If a use loses its nonconforming status, by amortization or change of use or otherwise, the local government must bring an enforcement action within ten years of the loss of nonconforming status. (160D-1405(c1); established prior to Chapter 160D.)

V. Substance of Zoning Ordinance [Chapter 3, Section I]

- Must** maintain current and prior zoning maps for public inspection (local government clerk or other office may be the responsible office); **may** adopt and maintain in paper or digital format. (G.S. 160D-105.)
- Must** eliminate conditional use district zoning; existing conditional use district zoning converts to conditional district ~~on January 1, 2021~~ upon adoption of updated local ordinances or July 1, 2021. (G.S. 160D-703; S.L. 2020-25; S.L. 2019-111, § 2.9(b).)
- Must not set a minimum square footage for structures subject to the One- and Two-Family Residential Building Code.** (G.S. 160D-703; S.L. 2019-174.)
- May** incorporate maps officially adopted by state or federal agencies (such as flood-insurance rate maps (FIRMs)) into the zoning map; **may** incorporate *the most recent officially adopted version* of such maps so that there is no need for ordinance amendment for subsequent map updates; **must** maintain current effective map for public inspection; **may** maintain in paper or digital format. (G.S. 160D-105.)
- May** require certain dedications and performance guarantees for zoning approvals to the same extent as for subdivision approvals. (G.S. 160D-702.)
- May** use form-based codes. (G.S. 160D-703(a)(3).)
- May** allow administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define “minor modification” by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)
- May** apply zoning standards jurisdiction-wide, not just on a zoning district by zoning district basis. (G.S. 160D-703(d).)
- May** regulate development over navigable waters, including floating homes. (G.S. 160D-702(a).)

VI. Substance of Other Development Ordinances [Chapter 3, Section II]

- Must** conform subdivision performance guarantee requirements with statutory standards. (G.S. 160D-804.1; S.L. 2020-25; S.L. 2019-79 (S.B. 313), ~~to be incorporated into G.S. Chapter 160D-~~)
- Must** conform subdivision procedures for expedited review of certain minor subdivisions. (G.S. 160D-802, established prior to G.S. Chapter 160D.)
- Must not require a developer, as a condition to subdivision approval, to bury a power line existing above ground and outside of property to be subdivided.** (G.S. 160D-804; S.L. 2019-174.)

- Must** exempt farm use on bona fide farm in ETJ from city zoning to the same extent it would be exempt from county zoning; Chapter 160D clarifies that other municipal development regulations may still apply. (G.S. 160D-903(c).)
- Must** not exclude manufactured homes based on the age of the home. (G.S. 160D-910.)
- Must** follow standardized process for housing code enforcement to determine owner’s abandonment of intent to repair and need for demolition. (G.S. 160D-1203(6).)
- May** adopt moratoria for development regulations (subject to limitation on residential uses); moratoria do not affect rights established by permit choice rule. (G.S. 160D-107.)
- Municipalities may petition court to appoint a receiver for vacant structures. (160D-1130.)

A. Historic Preservation

- Must** follow standard quasi-judicial procedures for preservation certificates of appropriateness. (G.S. 160D-947(c).)
- Must** frame preservation district provisions as “standards” rather than “guidelines.” (G.S. 160D-947(c).)
- May** choose for appeals of preservation commission decisions to go to board of adjustment. Default rule is that preservation appeals go directly to superior court rather than to board of adjustment. (G.S. 160D-947(e).)

B. Development Agreements

- Must** process a development agreement as a legislative decision. (G.S. 160D-105.)
- Must** have a local government as a party to a development agreement (a water and sewer authority may enter an agreement as a party, but not independently). (G.S. 160D-1001(b).)
- May** consider a development agreement concurrently with a rezoning, subdivision, or site plan; **may** consider a development agreement in conjunction with a conditional zoning that incorporates the development agreement. (G.S. 160D-1001(d).)
- May** address fewer topics in development agreement content (list of mandated topics is shortened). (G.S. 160D-1006.)
- May** mutually agree with a developer for the developer to provide public improvements beyond what could have been required, provided such conditions are included in the development agreement. (G.S. 160D-1006(d).)
- May** include penalties for breach of a development agreement in the agreement or in the ordinance setting the procedures for development agreements; either party may bring legal action seeking an

injunction to enforce a development agreement. (G.S. 160D-1008.)

VII. Comprehensive Plan [Chapter 4, Section I]

- Must** adopt a comprehensive plan or land-use plan by July 1, 2022, to maintain zoning (no need to re-adopt a reasonably recent plan). (G.S. 160D-501(a).)
- Must** adopt a plan or a plan update following the procedures used for a legislative decision. (G.S. 160D-501(c).)
- Must** reasonably maintain a plan. (G.S. 160D-501(a).)
- May** coordinate a comprehensive plan with other required plans, such as Coastal Area Management Act (CAMA) plans. (G.S. 160D-501(a).)
- May** coordinate with other local governments, state agencies, or regional agencies on planning processes. (G.S. 160D-503(a).)

VIII. Legislative Decisions [Chapter 4, Section II]

A. Notice

- Must** follow applicable procedures for legislative decisions under any development regulation authorized under Chapter 160D, not just zoning; **must** adopt any development regulation by ordinance, not by resolution. (G.S. 160D-601.)
- For zoning map amendments, **must** provide notice not only to immediate neighbors but also to properties separated from the subject property by street, railroad, or other transportation corridor. (G.S. 160D-602.)
- For zoning map amendments, **must** provide posted notice during the time period running from twenty-five days prior to the hearing until ten days prior to the hearing. (G.S. 160D-602(c).)
- For extension of ETJ, **may** use single mailed notice for ETJ and zoning-map amendment pursuant to statutory procedures. (G.S. 160D-202.)
- For zoning map amendments, **may** require applicant to notify neighbors and hold a community meeting and **may** require report on the neighborhood communication as part of the application materials. (G.S. 160D-602(e).)

B. Planning Board Comment

- Must** refer zoning amendments to the planning board for review and comment; **must** not have governing board handle planning board duty to review and comment on zoning amendments. (G.S. 160D-604(c), (e).)

- Must** have planning board consider any plan adopted according to G.S. 160D-501 when making a comment on plan consistency. (G.S. 160D-604(d).)
- May** refer development regulation amendments (other than zoning) to the planning board for review and comment. (G.S. 160D-604(c).)

C. Plan Consistency

- When adopting an amendment to the zoning ordinance, **must** adopt a brief statement describing whether the action is consistent or inconsistent with approved plans. (G.S. 160D-605(a).) *(This eliminates the 2017 requirement that statements take one of three particular forms.)*
 - May** adopt plan consistency statement when acting upon the zoning amendment or as a separate motion. (G.S. 160D-605(a).)
 - May** meet the requirement for plan consistency even without formal adoption of a written statement if the minutes of the governing board meeting reflect that the board was fully aware of and considered the plan. (G.S. 160D-605(a).)
 - May** concurrently consider a comprehensive plan amendment and a zoning amendment; must not require a separate application or fee for plan amendment. (G.S. 160D-605(a).)
- Must** note on the applicable future land use map when a zoning map amendment is approved that is not consistent with the map; the future land use map is deemed amended when an inconsistent rezoning is approved. (G.S. 160D-605(a).) *(This clarifies that a rezoning inconsistent with a plan does not amend the text of the plan, but it does amend the future land use map.)*
- For a future land use map that is deemed amended, if it is a CAMA plan, then such amendment is not effective until it goes through the CAMA plan-amendment process. (G.S. 160D-501.)
- Must** adopt a statement of reasonableness for zoning *map* amendments; for such statements, **may** consider factors noted in the statutes; **may** adopt a statement of reasonableness for zoning *text* amendments. (G.S. 160D-605(b).)
 - May** consider and approve a statement of reasonableness and a plan consistency statement as a single, combined statement. (G.S. 160D-605(c).)

D. Voting

- Must** permit adoption of a legislative decision for development regulation on first reading by simple majority; no need for two-thirds majority on first reading, as was required for cities under prior law. (G.S. 160A-75; S.L. 2019-111, § 2.5(n).)

E. Certain Legislative Decisions

- Must** prohibit third-party down-zonings; **may** process down-zonings initiated by the local government or landowner (G.S. 160D-601; S.L. 2019-111, Pt. I.)
- Must** obtain applicant's/landowner's written consent to conditions related to a conditional zoning approval to ensure enforceability. (G.S. 160D-703(b); S.L. 2019-111, Pt. I.)
- May** use purely legislative conditional zoning and/or quasi-judicial special use permitting; **must** not use combined legislative and quasi-judicial process, such as conditional use district zoning. (G.S. 160D-102.)
- With applicant's written consent, **may** agree to conditional zoning conditions that go beyond the basic zoning authority to address additional fees, design requirements, and other development considerations. (G.S. 160D-703(b); S.L. 2019-111, Pt. I.)
- May** allow administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define "minor modification: by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)

IX. Quasi-Judicial Decisions [Chapter 4, Section III]

A. Procedures

- Must** follow statutory procedures for all quasi-judicial development decisions, including variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. (G.S. 160D-102(28).)
- Must** hold an evidentiary hearing to gather competent, material, and substantial evidence to establish the facts of the case; the evidentiary hearing **must** have testimony under oath; **must** establish written findings of fact and conclusions of law. (G.S. 160D-406.)
- Board chair **must** rule at the evidentiary hearing on objections to inclusion or exclusion of administrative material; such ruling **may** be appealed to the full board. (G.S. 160D-406(d).)
- Must** allow parties with standing to participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments; **may** allow non-parties to present competent, material, and substantial evidence that is not repetitive. (G.S. 160D-406(d).)
- May** continue an evidentiary hearing without additional notice if the time, date, and place of the continued hearing is announced at a duly noticed hearing that has been convened; if quorum is not present at a meeting, the evidentiary hearing is automatically continued to the next regular meeting of the board with no notice. (G.S. 160D-406(b).)

- **May** distribute meeting packet to board members in advance of the evidentiary hearing; if this is done, then **must** distribute the same materials to the applicant and landowner at the same time; **must** present such administrative materials at the hearing and make them part of the hearing record. (G.S. 160D-406(c).)
- **May** have the planning board serve as a preliminary forum for review in quasi-judicial decisions; if this is done, the planning board must not conduct a formal evidentiary hearing, but must conduct an informal preliminary discussion of the application; the forum and recommendation must not be used as the basis for the decision by the board—the decision must still be based on evidence presented at the evidentiary hearing. (G.S. 160D-301.)
- **May** require recordation of special use permits with the register of deeds. (G.S. 160D-705(c).)
- △ **Be aware** that the definition of *close family relationship* as used for conflicts of interest includes spouse, parent, child, brother, sister, grandparent, or grandchild (including step, half, and in-law relationships). (G.S. 160D-109(f).)
- △ **Be aware** that even if there is no objection before the board, opinion testimony from a lay witness shall not be considered competent evidence for technical matters such as property value and traffic impacts. (S.L. 2019-111, § 1.9.)

B. Certain Quasi-Judicial Decisions

- **Must** not impose conditions on special use permits that the local government does not otherwise have statutory authority to impose. (G.S. 160D-705(c); S.L. 2019-111, Pt. I.)
- **Must** obtain applicant’s/landowner’s written consent to conditions related to a special use permit to ensure enforceability. (G.S. 160D-1402(k); G.S. 160D-1403.2; S.L. 2019-111, Pt. I.)
- **Must** set a thirty-day period to file an appeal of any administrative determination under a development regulation; **must** presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(c).)
- **May** adjust variance standards to provide for reasonable accommodation under the federal Fair Housing Act. (G.S. 160D-705(c).)
- **May** use purely legislative conditional zoning and/or quasi-judicial special use permitting; **must** not use combined legislative and quasi-judicial process, such as conditional use district zoning. (G.S. 160D-102.)
- **May** allow administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define “minor modification” by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)

X. Administrative Decisions [Chapter 4, Section IV]

A. Development Approvals

- Must** provide development approvals in writing; **may** provide in print or electronic form; if electronic form is used, then it **must** be protected from further editing. (G.S. 160D-403(a).)
- Must** provide that applications for development approvals must be made by a person with a property interest in the property or a contract to purchase the property. (G.S. 160D-403(a).)
- Must** provide that development approvals run with the land. (G.S. 160D-104.)
- For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)
- May** require community notice or informational meetings as part of the decision-making process for administrative development approvals (quasi-judicial and legislative decisions already had notice and hearing requirements). (G.S. 160D-403(h).)
- May** set expiration of development approvals if work is not substantially commenced; default rule is twelve months, unless altered by state or local rule. (G.S. 160D-403(c).) Building permits expire after six months, as under prior law (no change to building permits). (G.S. 160D-1111.)
- May** extend expiration for development approvals for which construction is commenced and then is discontinued; default rule is that such approvals are valid for 24 months after discontinuation. (G.S. 160D-108(d).) Building permits for which work has been discontinued expire after twelve months, as under prior law (no change to building permits). (G.S. 160D-1111.) ~~**May** set expiration of development approvals if work is discontinued; default rule is twelve months, unless altered by state or local rule. (G.S. 160D-403(c).) **Be aware** that legislation will clarify the provisions on duration of development approvals. (G.S. 160D-403(c); S.L. 2019-111, § 1.3.)~~
- May** authorize administrative staff to approve minor modifications of development approvals and conditional-zoning approvals; if this is done, then **must** define “minor modifications” by ordinance and **must** not include modification of permitted use or density of development; major modifications **must** go through full applicable approval process. (G.S. 160D-403(d); -703(b); -705(c).)

B. Determinations

- Must** provide written notice of determination by personal delivery, electronic mail, or first-class mail to the property owner and party seeking determination, if different from the owner. (G.S. 160D-403(b).)
- May** designate an official to make determinations for a particular development regulation. (G.S. 160D-403(b).)

- **May** require owner to post notice of determination on the site for ten days; if such is not required, then owner has option to post on the site to establish constructive notice. (G.S. 160D-403(b).)

C. Appeals of Administrative Decisions

- **Must** allow administrative decisions of any development regulations (not just zoning) to be appealed to the board of adjustment, unless provided otherwise by statute or ordinance. (Appeals relating to erosion and sedimentation control, stormwater control, or building code and housing code violations are not made to the board of adjustment unless specified by local ordinance.) (G.S. 160D-405.)
- **Must** set a thirty-day period to file an appeal of any administrative determination under a development regulation; must presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(c).)
- **Must** require the official who made the decision (or his or her successor if the official is no longer employed) to appear as a witness in the appeal. (G.S. 160D-406.)
- **Must** pause enforcement actions, including fines, during the appeal. (G.S. 160D-405.)
- **May** assign the duty of hearing appeals to another board (other than the board of adjustment); if this is done, such board must follow quasi-judicial procedures. (G.S. 160D-405.)
- **May** designate that appeals be filed with the local government clerk *or* another official. (G.S. 160D-405.)

XI. Vested Rights and Permit Choice [Chapter 5, Section I]

A. Vested Rights

- **Must** recognize that building permits are valid for six months, as under prior law. (G.S. 160D-1111 ~~G.S. 160D-108(d)(1).~~)
- **Must** recognize the default rule that development approvals/permits are valid for twelve months, unless altered by statute or extended by local rule ~~adjusted by statute or local rule.~~ (G.S. 160D-108(d)(2).)
- **Must** identify site-specific vesting plans (formerly site-specific development plans) with vesting for two to five years, as under prior law, except for specified exceptions. (G.S. 160D-108.1 ~~G.S. 160D-108(d)(3); 108(f).~~)
- **Must** recognize multi-phase developments—long-term projects of at least 25 acres—with vesting up to seven years, except for specified exceptions (160D-108(c)(~~d~~)(4); -108(f).) (The previously authorized phased-development plan is obsolete and should be deleted from ordinance.)
- **May** provide for administrative determination of vested rights and for appeal to the board of adjustment. (G.S. 160D-108(h)(~~e~~), -405.)

- △ **Be aware** that a person claiming vested rights may bring an original civil action in court, skipping administrative determination and board of adjustment consideration. (G.S. 160D-108(h); 160D-405(c).)
- △ **Be aware** that vested rights run with the land, except for state-permitted outdoor advertising permits that run with the owner of the permit. (G.S. 160D-108(i)(g); S.L. 2019-111, Pt. I.)

B. Permit Choice

- **Must** not make an applicant wait for final action on the proposed change before proceeding if the applicant elected determination under prior rules. (G.S. 143-755; G.S. 160D-108(b).)
- △ **Be aware** that if a local development regulation changes after an application is submitted, the applicant may choose the version of the rule that applies; but **may** require the applicant to comply with new rules if the applicant delays the application for six months. (G.S. 143-755; G.S. 160D-108(b); S.L. 2019-111, Pt. I.)
- △ **Be aware** that an application for one development permit triggers permit choice for permits under any development regulation; such permit choice is valid for eighteen months after approval of the initial application. (G.S. 143-755; G.S. 160D-108(b); S.L. 2019-111, Pt. I.)

XII. Judicial Review [Chapter 5., Section II]

A. Declaratory Judgments

- △ **Be aware** that an individual may bring a declaratory judgment action to challenge legislative zoning decisions, vested rights claims, and challenges to land use authority related to administrative decisions, subject to specified procedures. (G.S. 160D-1401; G.S. 160D-1403.1)
- △ **Be aware** that other civil actions may be authorized—G.S. Chapter 160D does not limit availability of other actions. (G.S. 160D-1404.)

B. Appeals of Quasi-Judicial Decisions

- **Must** update ordinance to address appeals of certificates of appropriateness for historic landmarks and historic districts; default rule is that such appeals go straight to court; local government may opt for such appeals to go to the board of adjustment, as under prior statutes. (G.S. 160D-947.)
- **Must** provide that appeals of certificates of appropriateness must be filed within thirty days after the decision is effective or written notice is provided, the same as for appeals of other quasi-judicial decisions. (G.S. 160D-947; -1405.)
- △ **Be aware** that on appeal a party may request a stay of the approval or enforcement action. (G.S. 160D-1402(e).)

- △ **Be aware** that a local government may seek a stay in favor of itself (to prevent development under an approval). (G.S. 160D-1402(e).)
- △ **Be aware** that if, in the absence of a stay, an applicant proceeds with development, the person does so at his or her own risk. (G.S. 160D-1402(l).)
- △ **Be aware** that on appeal, the superior court now must allow for supplementing the record on questions of standing, conflicts of interest, constitutional violations, or actions in excess of statutory authority. (G.S. 160D-1402; S.L. 2019-111, § 1.9.)
- △ **Be aware** that even if there is no objection before the board, opinion testimony from a lay witness shall not be considered competent evidence for technical matters such as property value and traffic impacts. (G.S. 160D-1402; S.L. 2019-111, § 1.9.)
- △ **Be aware** of specific judicial instructions for decisions of appeals of quasi-judicial decisions. (G.S. 160D-1402(k); S.L. 2019-111, § 1.9.)

C. Subdivision Decisions

- **May** establish a rule that administrative subdivision decisions are appealed to the board of adjustment. (G.S. 160D-1405.)
- △ **Be aware** that appeals of administrative subdivision decisions may be appealed directly to superior court. (G.S. 160D-1403.)
- △ **Be aware** that quasi-judicial subdivision decisions are appealed to superior court in the nature of certiorari. (G.S. 160D-1402.)

D. Attorneys' Fees

- △ **Be aware** that a court *shall* award attorneys' fees if the court finds that a city or county violated a statute or case law setting forth unambiguous limits on its authority. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)
- △ **Be aware** that a court *shall* award attorneys' fees if the court finds that a local government took action inconsistent with, or in violation of, the permit choice ~~and vested rights~~ statutes. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)
- △ **Be aware** that a court *may* award attorneys' fees in other matters of local government litigation. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)

E. Additional Judicial Rules

- △ **Be aware** that a court may join a civil action challenging an ordinance with an appeal in the nature of certiorari. (G.S. 160D-1402(m).)

- △ **Be aware** that a local government **must** not assert the defense of estoppel to enforce conditions to which an applicant did not consent in writing. (G.S. 160D-1403.2; S.L. 2020-25; S.L. 2019-111, Pt. I.)

- △ **Be aware** that an action is not rendered moot if the party loses the relevant property interest as a result of the local government action being appealed, subject to applicable case law limits. (G.S. 160D-1402(j1); S.L. 2019-111, Pt. I.)

AGENDA ITEM #4C

Ordinance to Extend the Corporate Limits- RSolution, Mebane, LLC

Meeting Date

June 7, 2021

Presenter

Lawson Brown, City Attorney

Public Hearing

Yes No

Summary

The Council will consider the approval of an Ordinance to Extend the Corporate Limits as the next step in the annexation process. This is a contiguous annexation containing approximately .837 acres located on Hwy 119 South in Alamance County.

Background

At the May 3, 2021 Council Meeting, Council accepted the petition for annexation and the Clerk's certificate of sufficiency and adopted a Resolution setting a date of Public Hearing for June 7, 2021 to consider approval of extending Mebane's corporate limits. The Public Hearing Notice was properly advertised.

Financial Impact

The property and improvements will be added to the ad valorem tax base for the City once the property is annexed as determined by the state statute.

Recommendation

Staff recommends adoption of an Ordinance to Extend the Corporate Limits of the City of Mebane, North Carolina.

Suggested Motion

I make a motion to adopt an Ordinance to Extend the Corporate Limits of the City of Mebane, North Carolina to include the .837 acres.

Attachments

1. Ordinance
2. Map

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE CITY OF MEBANE, NORTH CAROLINA

Mail after recording to: City of Mebane, Attn: City Clerk, 106 E. Washington Street, Mebane, NC 27302

Ordinance No. 144

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

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

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held on June 7, 2021 after due notice by the Mebane Enterprise on May 26, 2021; and

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

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

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Mebane as of June 7, 2021:

Beginning at an existing 5/8" iron rod, said iron rod being located in the western right of way of South NC 119 Highway (Public right of way varies per Plat Book 75, Page 395) and being the southeast corner of Rsolution Mebane, LLC, Parcel Id: 163553 (Deed Book 3953, Page 191 and Plat Book 75, Page 395 – Parcel Two) and being the northeast corner of Rsolution Mebane, LLC, Parcel Id: 63552 (Deed Book 3953, Page 190); Thence leaving said Rsolution (Parcel Id: 163553) and along the western right of way of said South NC 119 Highway, S 24°11'20" W 110.00 feet to a new 1/2" iron pipe, said iron pipe being located in the western right of way of said South NC 119 Highway and being an eastern corner of Rsolution Mebane, LLC, Parcel Id: 163551 (Deed Book 3953, Page 190, Deed Book 332, Page 581 and Plat Book 68, Page 376 – Title Tract 4); Thence leaving said South NC 119 Highway western right of way and along the a northern and eastern property line of said Rsolution (Parcel Id: 163551) the following two (2) courses and distances: 1) N 64°47'05" W 86.94 feet to a new 1/2" iron pipe; 2) N 23°23'02" E 110.00 feet to a new 1/2" iron pipe, said iron pipe being a northeast corner of said Rsolution (Parcel Id: 163551) and being located in the southern property line of said Rsolution (Parcel Id: 163553); Thence leaving said Rsolution (Parcel Id: 163551) and along the southern property line of said Rsolution (Parcel Id: 163553), S 66°46'33" E 88.48 feet to the Point of **Beginning**, Containing 0.22± Acres.

Beginning at an existing 1/2" iron rod, said iron rod being located in the northern right of way of Lowe's Boulevard (A 60' Access Easement per Plat Book 68, Page 376), being the southeast corner of Lowe's Home Center, Inc., Parcel Id: 163487 (Deed Book 2065, Page 997 and Plat Book 68, Page 376 – Title Tract 2 and Title Tract 3) and being the southwest corner of Rsolution Mebane, LLC, Parcel Id: 163551 (Deed Book 3953, Page 190, Deed Book 332, Page 581 and Plat Book 68, Page 376, Title Tract 4); Thence leaving said Lowe's

Boulevard and along the eastern property line of said Lowe's Home Center, N 05°02'40" W 381.11 feet to an existing 3/4" iron pipe, said iron pipe being located in the eastern property line of said Lowe's Home Center and being the southwest corner of Rsolution Mebane, LLC, Parcel Id: 163553 (Deed Book 3953, Page 191 and Plat Book 75, Page 395 – Parcel Two); Thence leaving said Lowe's Home Center and along the southern property line of said Rsolution (Parcel Id: 153553), S 66°46'33" E 115.67 feet to a new 1/2" iron pipe, said iron pipe being located in the southern property line of said Rsolution (Parcel Id: 153553) and being the northwest corner of Rsolution Mebane, LLC, Parcel Id: 163552 (Deed Book 3953, Page 190), Thence leaving said Rsolution (Parcel Id: 163553) and along the western and southern property lines of said Rsolution (Parcel Id: 163552) the following two (2) courses and distances: 1) S 23°23'02" W 110.00 feet to a new 1/2" iron pipe; 2) S 66°47'05" E 86.94 feet to a new 1/2" iron pipe, said iron pipe being the southeast corner of said Rsolution (Parcel Id: 163552) and being located in the western right of way of South NC 119 Highway (Public right of way varies per Plat Book 75, Page 395); Thence leaving said Rsolution (Parcel Id: 163552) and along the western right of way of said South NC 19 Highway, S 24°11'20" W 215.69 feet to a new 1/2" iron pipe; Thence leaving said South NC 19 Highway western right of way and along said Lowe's Boulevard northern right of way, S 84°02'22" W 20.74 feet to the Point of **Beginning**, Containing 0.63± Acres.

Section 2. Upon and after June 7, 2021 the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Mebane and shall be entitled to the same privileges and benefits as other parts of the City of Mebane. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

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

Adopted this 7th day of June, 2021.

ATTEST:

Stephanie W. Shaw, City Clerk

Ed Hooks, Mayor

Approved as to form:

Lawson Brown, City Attorney

SURVEY AND ACCURACY

I, JOHN W. WILLIS, JR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION: (DEED DESCRIPTION RECORDED IN BOOK 3953, PAGE 190 AND DEED BOOK 332, PAGE 581, AND IN PLAT BOOK 68, PAGE 376); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION (AS SHOWN ON MAP); THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 5TH DAY OF APRIL, A.D. 2021.

JOHN W. WILLIS, JR.
LICENSE NUMBER L-4522

CERTIFICATE OF G.S. 47-30(F)(11)

I, JOHN W. WILLIS, JR., PROFESSIONAL LAND SURVEYOR, PLS NO. L-4522, CERTIFY THAT THIS IS OF A SURVEY THAT:

F11(C) THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET; FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR "EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.

F11(D) THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

11(J) THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREA ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED.

JOHN W. WILLIS, JR. PLS L-4522

DATE

PLANNING DIRECTOR CERTIFICATION

THIS TRACT OF LAND IS WITHIN THE CITY OF MEBANE JURISDICTION. NO APPROVAL IS REQUIRED OF THE PLANNING BOARD OR CITY COUNCIL UNDER SECTIONS 50.2(C) OF THE CODE OF ORDINANCES.

PLANNING DIRECTOR

DATE

LEGEND

- EXISTING IRON PIPE/ROD
- NEW IRON PIPE
- UTILITY POLE
- LAMP
- GUY WIRE
- SHRUB
- ELECTRIC BOX
- GAS VALVE
- CATCH BASIN
- GRATE INLET
- TELEPHONE PEDESTAL

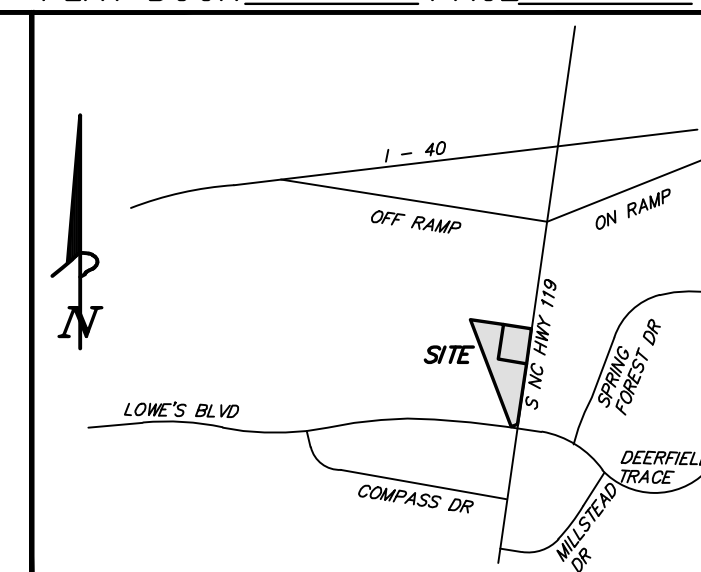
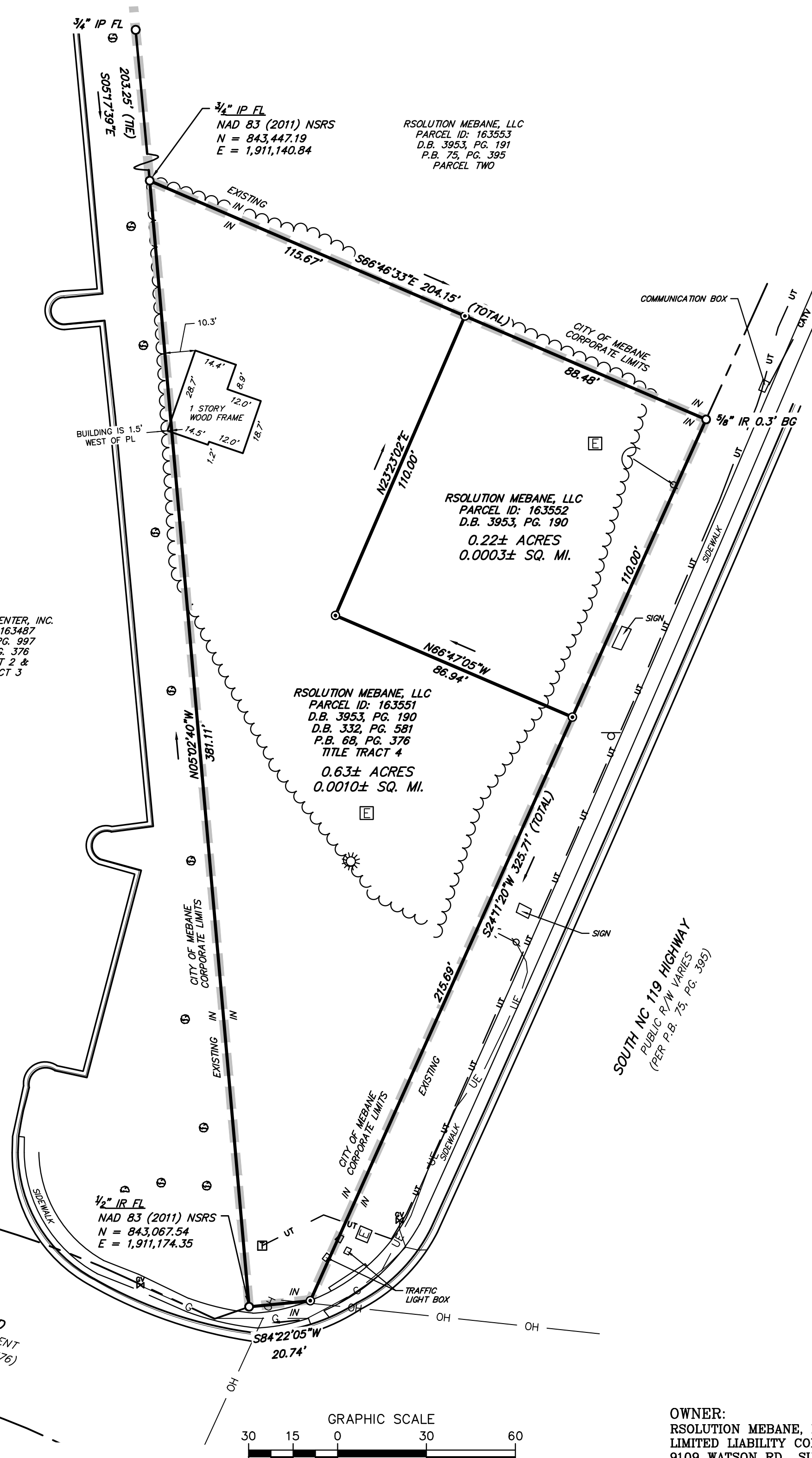
ABBREVIATIONS

- IP = EXISTING IRON PIPE/PIN
- IR = EXISTING IRON ROD
- NIP = NEW IRON PIPE
- ECM = EXISTING CONCRETE MONUMENT
- EPK = EXISTING P-K NAIL
- NPK = NEW PK NAIL SET
- R/W = RIGHT OF WAY
- P/L = PROPERTY LINE
- AG = ABOVE GROUND
- BG = BELOW GROUND
- FL = FLUSH WITH GROUND

Table with 2 columns: Feature Name and Symbol/Line Style. Includes ADJOINER LINE, UTILITY EASEMENT, FENCE LINE, LINE SURVEYED, CURB & GUTTER, RIGHT OF WAY, CORPORATE LIMITS, WOODS LINE, UNDERGROUND TELEPHONE, UNDERGROUND GAS LINE, OVERHEAD UTILITY, UNDERGROUND ELECTRIC.

PLAT NORTH P.B. 68, PG. 376

LOWE'S HOME CENTER, INC.
PARCEL ID: 163487
D.B. 2065, PG. 997
P.B. 68, PG. 376
TITLE TRACT 2 &
TITLE TRACT 3



VICINITY MAP
Not to scale

GENERAL NOTES

- 1) THIS SURVEY IS TO ANNEX PARCEL ID'S: 161551 AND 161552 INTO THE CITY OF MEBANE, NORTH CAROLINA.
- 2) FLOOD CERTIFICATION: THE SUBJECT PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS SCALED FROM MAPS FURNISHED BY NORTH CAROLINA FLOOD PLAIN MAPPING PROGRAM DATED NOVEMBER 17, 2012. SUBJECT TO VERIFICATION BY DETAILED FLOOD MAP STUDY. SEE COMMUNITY PANEL NO. 3710981400K.
- 3) ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS NOTED OTHERWISE.
- 4) IRON PIPES AT ALL CORNERS UNLESS OTHERWISE NOTED.
- 5) METHOD OF COMPUTATION IS BY COORDINATE CALCULATION.
- 6) THE PROPERTY IS SUBJECT TO ANY EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY PRIOR TO THE DATE OF THIS MAP WHICH WERE NOT APPARENT AT THE TIME OF MY INSPECTION AND MIGHT OTHERWISE BE DISCLOSED BY AN ATTORNEY'S TITLE OPINION WHICH AS OF DATE SHOWN HEREON HAS NOT BEEN SUPPLIED TO DAVIS-MARTIN-POWELL ENGINEERS & SURVEYORS. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD AFFECTING THIS PROPERTY NOT SHOWN HEREON.
- 7) TOTAL AREA TO BE ANNEXED: 0.85± ACRES; 0.0013± SQ. MI.

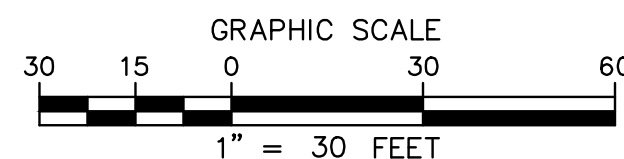
PRELIMINARY PLAT
Not for Recordation, Conveyance, or Sales

CITY OF MEBANE CONTIGUOUS VOLUNTARY CORPORATE LIMITS EXTENSION PLAT FOR DEVINDRA PATEL
PROPERTY OF
RSOLUTION MEBANE, LLC
PARCEL ID'S: 163551 & 161552
DEED BOOK 3953, PAGE 190
DEED BOOK 332, PAGE 581
PLAT BOOK 68, PAGE 376
TITLE TRACT 4

SOUTH NC HIGHWAY 119
MEBANE, NORTH CAROLINA
MELVILLE TOWNSHIP, ALAMANCE COUNTY

PREPARED BY
DAVIS • MARTIN • POWELL
ENGINEERS & SURVEYORS
6415 OLD PLANK RD, HIGH POINT, NC 27265
(336) 886-4821 | WWW.DMP-INC.COM | LICENSE: F-0245
DATE: 4/5/21 SCALE: 1" = 30' PROJECT: 210069
SURVEYED BY: JB DRAWN BY: SKM CHECKED BY: JWW

OWNER:
RSOLUTION MEBANE, LLC MISSOURI
LIMITED LIABILITY COMPANY
9109 WATSON RD., SUITE 400
ST. LOUIS, MISSOURI, 63126



DRAWING NAME: P:\2021\210069\Survey\210069_Annexation.dwg - ANNEX - 5/27/2021 8:46:23 AM



AGENDA ITEM #4D

Condemnation of 402 West Clay Street

Meeting Date

June 7, 2021

Presenter

Lawson Brown, City Attorney
Cliff Ayscue, Chief Building Inspector

Public Hearing

Yes No

Summary

The Inspections Department has determined that condemnation of the structure at the above location is necessary.

Background

The Inspections Department-Code Enforcement has determined by Order, dated February 17, 2021, that the premises located at the above address are unfit for human habitation, the continuation of the dwelling in its vacated and closed status would be inimical to the health, safety, morals and welfare of the City in that the dwelling will continue to deteriorate, would create a fire and safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, would cause or contribute to blight and deterioration of property values in the area and would render unavailable the property and the dwelling which would otherwise been available to the public for housing. The property owner has not performed any work on the dwelling in months, if not years since its purchase. A prior hearing was held on August 4, 2020, at which time a Ms. Cheryl Sampson had requested an extension of time to submit construction drawings, permit applications and the like. As of this date, no submittals of such material have been submitted to the City for consideration. The City utility billings show no water or sewer service to the dwelling since December, 2015. Copies of photographs of the premises are attached. The repair, alteration and/or improvement of the premises, would cost an amount equal to or more that fifty percent (50%) of the present value of the building.

Financial Impact

The City may incur demolition and other costs in remedying the situation, which costs are generally recoverable from the property owner.

Recommendation

Staff recommends that the Council adopt an ordinance directing the Building Inspector to demolish the building and charge the costs of such demolition and clean up against the real property upon which costs were incurred as a lien as provided by law, which lien shall have the priority and be collected or foreclosed upon as provided for assessments as by law allowed.

Suggested Motion

I move that the Building Inspector as Code Enforcer demolish the building on the property with the address of 402 West Clay Street, Mebane, NC; that the costs of such demolition and clean up assessed as a lien on the property and collected in accordance with the applicable statute as provided for assessments; that the Inspector post the property with a placard stating “This building is unfit for human habitation and the use and occupancy of this building is prohibited and unlawful”; and that a copy of this Ordinance be recorded in the Alamance County Registry.

Attachments

1. Order of Building Inspector, dated February 17, 2021
2. Return receipts for Cheryl Manger Sampson, at two addresses
3. Notice of Hearing dated August 4, 2020
4. Ordinance for the Condemnation of 402 West Clay Street
5. Letter notice to Cheryl Manger Sampson, at two addresses, dated April 19, 2021 for the May 3, 2021 Hearing
6. Email notice To Cheryl Manger Sampson Re: Hearing postponement
7. Photographs of premises



#1

Ms. Sampson,


ORDER RE. 402 WEST CLAY STREET, MEBANE, NC A hearing was held on February 2, 2021, at 10 o'clock AM in the front conference room at the Glendell Stephenson Municipal Building, 106 East Washington Street, Mebane, NC upon the letter notice regarding the property at 402 West Clay Street, Mebane, NC (herein the "Property") from the City of Mebane Inspections Department and Code Enforcement. A copy of the letter is attached hereto as Exhibit A and is incorporated by reference. No one appeared on behalf of the property owner of record, Simply Home, LLC. The manager of the LLC owner listed on the North Carolina Secretary of State website is Cheryl Sampson. The persons present at the hearing were Cliff Ayscue, Chief Building Inspector, Laura Crouch, Code Enforcement Officer and Lawson Brown, City Attorney, all employees of the City of Mebane. A person identifying herself as Ms. Sampson, prior to the hearing, had left a voicemail message for Mr. Brown, stating that she was appealing from the decision made by the City with reference to this matter. As no order of the Inspections Department had been entered at the time of the pre-hearing message and nothing was provided in writing and served on the City as required by law, there was nothing from which to appeal.

The files of the Inspections Department reflect that the Inspections Department had scheduled a previous hearing on this property on August 4, 2020, at which hearing Ms. Sampson appeared and requested an extension until August 28, 2020, for the submission of plans for the rehabilitation of the multi-tenant dwelling located on the property, said dwelling hereinafter referred to as the "Improvements". No submittal of plans, building permit applications or other paper writings have been submitted to the Inspections Department as of the date of this hearing. The City records for water and sewer service for the property reflect no water or sewer service to the property since December of 2015. The Property and Improvements have been abandoned; the structure has broken windows and missing exterior siding allowing the intrusion of water and elements into the premises. Copies of photographs showing the abandoned and dilapidated condition of the are attached hereto as Exhibits B, C, D, and E, and are incorporated herein by reference.

The Inspections Department, based upon visual observation, the City records on the Property and other evidence, has determined that the property has been abandoned, that the premises are unfit for human habitation and that the continuation of the dwelling in its vacated but partially closed state would be inimical to the health, safety, morals, and welfare of the City in that the dwelling will continue to deteriorate, would create a fire and safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, would cause or contribute to blight and deterioration of property values in the area and would render unavailable the dwelling for habitation which would otherwise be available for use and occupancy. Based upon the foregoing findings of fact, it is hereby ordered that the property and improvements be remedied by the repair or demolition of the improvements within sixty days of the date of this Order.



Upon failure of the owner to comply with this Order, the City shall be entitled to all legal and equitable remedies, including without limitation, the removal and demotion of the Improvements, the costs of which shall be a lien on the Property.

This the 17th day of February, 2021,  CLIFF AYSCUE, CHIEF BUILDING INSPECTOR.



#2

7020 1810 0002 3124 5378

U.S. Postal Service
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$

Postmark
Here

Sent To Cheryl Manger Sampson
 Street and Apt. No. or PO Box No. 225 E. Cabrin St
 City, State, ZIP+4 Hillsborough NC 27278

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Cheryl Sampson
 225 E Cobain St
 Hillsborough NC 27278



9590 9402 5775 0003 6220 94

2. Article Number (Transfer from service label)

7020 1810 0002 3124 5378

COMPLETE THIS SECTION ON DELIVERY

A. Signature

[Handwritten Signature]

- Agent
- Address

B. Received by (Printed Name)

[Handwritten Name]

C. Date of Delivery

3-8-21

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Registered Mail®
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation
- Signature Confirmation Restricted Delivery
- Priority Mail Express®

U.S. Postal Service
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

7020 1610 0002 3124 5354

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$

Postmark
Here

Sent To
Cheryl Sampson
Street and Apt. No., or PO Box No.
6815 Hebron Church Rd
City, State, ZIP+4®
Mebane NC 27302

USPS TRACKING#

GREENSBORO NC 270
8 MAR 2023 PM 1 L



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

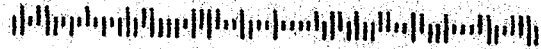
9590 9402 5775 0003 6220 94

United States
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box•

City of Mebane
106 East Washington Street
Mebane, North Carolina 27302

Attn: Laura





#3

July 16, 2020

Cheryl Manger Sampson
225 E Corbin Street
Hillsborough NC 27278

To Whom its concern,

A complaint was received about the overall structural condition of the home located at 402 Clay Street St. The Inspection Department visited the site and found that the home has structural deficiencies throughout due to the building being exposed to the weather elements and not secured to prevent the building from being occupied.

A residential building that fails to meet the requirements of the state and local codes can be declared unsafe under NC General Statute 160-426A and a notice posted on the exterior of the building stating "Every building that shall appear to the inspector to be especially dangerous to life because of its liability to fire or because of bad condition of walls, overloaded floors, defective construction, decay, unsafe wiring or heating system, inadequate means of egress, or other causes, shall be held to be unsafe, and the inspector shall affix a notice of the dangerous character of the structure to a conspicuous place on the exterior wall of the building."

This letter is to serve notice that under general statues 106A-426 of the North Carolina Law and Administration code, the building is found unsafe due to the overall structural condition of the structure and other deficiencies. The building will be posted as condemned with a copy of this letter to the exterior of the building.

Per NC General Statute 160A-426 this letter serves as written notice to you as the property owner(s) that this building has been condemned. A hearing will be held on August 4, 2020 at the Inspection Department Building located at 102 S Fifth Street at 10:00 A.M. As prescribed under the NC General Statute 160A-430 you are entitled to due process in the form on an appeal. If it is you desire to appeal from this order to the City Council, you must give notice of appeal in writing to the Chief Inspector and to the City Clerk, at the address above, within 10 days of receiving this letter. NC General Statute 160A-430 states, "In the absence of an appeal, the order of the inspector shall be final."

Please feel free to contact us with questions you may have. We will be willing to work with you within the latitude of the applicable codes to address this issue.

Sincerely,

A handwritten signature in black ink, appearing to read "Cliff Ayscue", enclosed within a large, hand-drawn oval.

Cliff Ayscue/Chief Building Inspector.

U.S. Postal Service
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

7019 2970 0001 2664 2437

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$ _____
- Return Receipt (electronic) \$ _____
- Certified Mail Restricted Delivery \$ _____
- Adult Signature Required \$ _____
- Adult Signature Restricted Delivery \$ _____

Postmark
Here

Postage

\$

Total Postage and Fees

\$

Sent To

Cheryl Sampson

Street and Apt. No., or PO Box No.

225 E Corbin St

City, State, ZIP+4®

Hillsborough NC 27278

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

**ORDINANCE FOR THE CONDEMNATION OF
402 WEST CLAY STREET, MEBANE, NC**

WHEREAS, the City Building Inspector sited Simply Home, LLC, the record owner of 402 West Clay Street, Mebane, NC (herein the “Dwelling” or “Property”) on two separate occasions; and

WHEREAS, the Building Inspector on February 17, 2021 entered an order requiring the property owner to repair and otherwise bring the Property in compliance with the Minimum Housing Standards; and

WHEREAS, the property owner, despite sufficient time to do so, has not brought the Property into compliance with the Standards; and

WHEREAS, the Property is vacated and closed, is deteriorated with no heat, boarded up as to the windows but not the entry doors, is inimical to the health, safety, morals and welfare of the City in that the dwelling will continue to deteriorate, would create a fire and safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, would cause or contribute to unfit and deterioration of property value in the area and would render the property as a dwelling which would have otherwise been available for affordable housing.

NOW THEREFORE, BE IT RESOLVED that the City Council as to the Property and Dwelling located at 402 West Clay Street, Mebane, NC orders that the dwelling shall be removed and demolished; and that all power and authority afforded by law, the Building Inspector or designee effectuate the purposes of Article 19, Part 6, of the NCGS 160A; and

THAT, the costs of the demolition and clean up be charged against the Property as a lien and collected in accordance with the laws authorizing the collection of assessments; and

THAT, the Inspector post the Property with a placard stating the following: “This building is unfit for human habitation; the use and occupancy of this building for human habitation is prohibited and unlawful”; and

THAT, the Building Inspector record a copy of this Ordinance in the Alamance County Registry.

This the 3rd day of May, 2021.

Ed Hooks, Mayor

ATTEST:

Stephanie W. Shaw, City Clerk

(SEAL)



April 19, 2021

Simple House, LLC
Attention: Cheryl Manger Sampson, Manager
207 Allen Ruffin Avenue
Hillsborough, NC 27278

and

Simple House, LLC
Attention: Cheryl Manger Sampson, Manager
225 East Corbin Street
Hillsborough, NC 27278

Dear Ms. Sampson,

Please be advised that the City Council for the City of Mebane will consider the Chief Building Inspector's request to condemn the dwelling located at 402 West Clay Street, Mebane, NC. A copy of the agenda item and supporting documents are enclosed.

You or your representative will be provided an opportunity to be heard if you desire.

Sincerely,



E. Lawson Brown, Jr.
City Attorney

CC: Cliff Ayscue, Chief Building Inspector
Laura Crouch, Code Enforcement

From: [Laura Crouch](#)
To: [Cheryl Sampson](#)
Cc: [Lawson Brown](#); [Cliff Ayscue](#); [Stephanie Shaw](#)
Subject: 402 W Clay St.
Date: Thursday, April 29, 2021 3:20:39 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Good afternoon Ms. Sampson,

The hearing concerning your property located at 402 W Clay is being postponed until the June 7, 2021 City Council meeting to allow for proper publication of notice in a newspaper of general circulation. If you have any questions please contact our City Attorney, Lawson Brown.

Sincerely,

Laura Crouch

Code Enforcement



102 S Fifth Street

Mebane, NC 27302

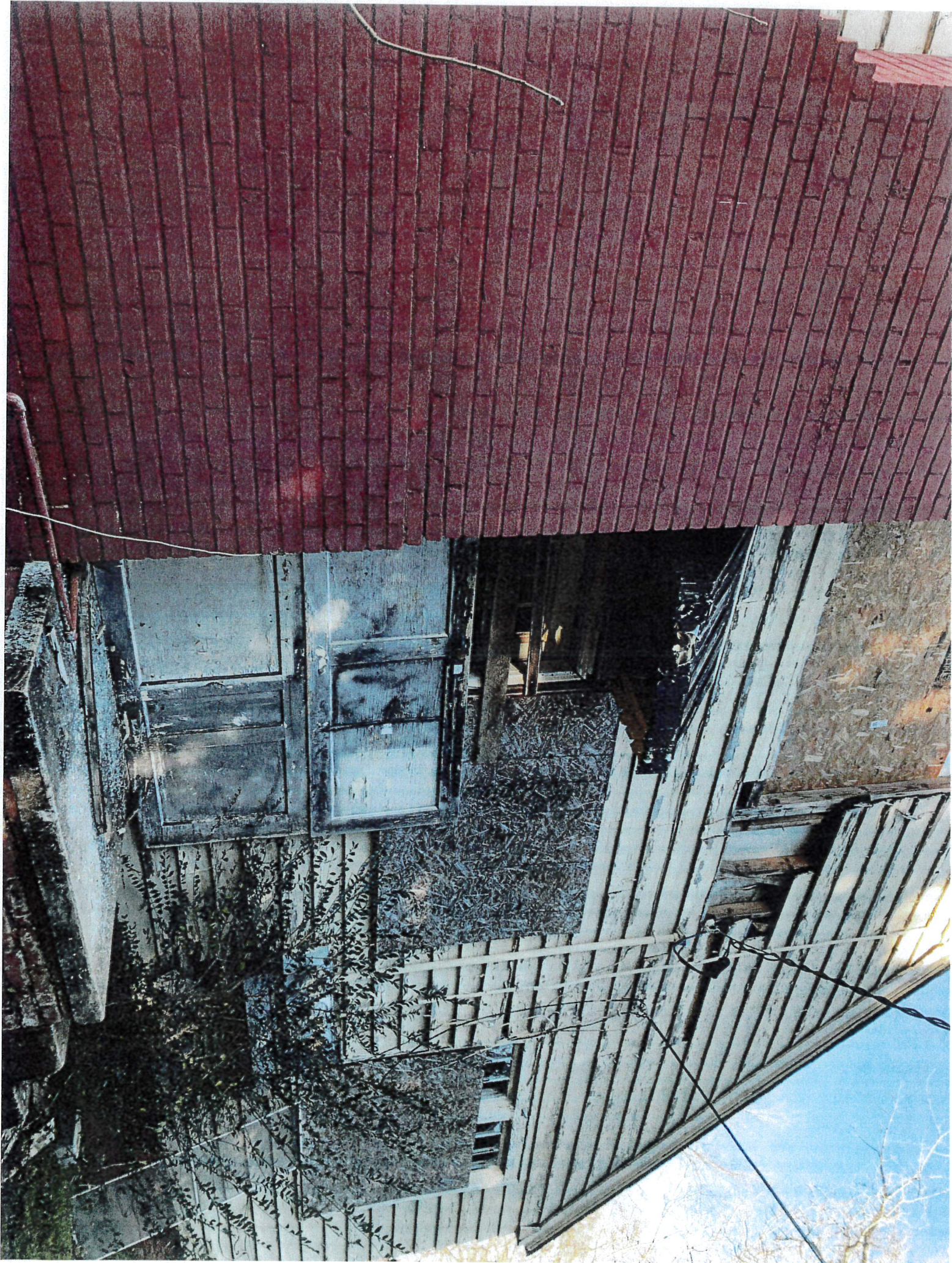
 919 563-9990

lcrouch@cityofmebane.com















AGENDA ITEM #4E

Adoption of Water & Wastewater System Development Fee Analysis

Presenter

Franz Holt, PE
Alley, Williams, Carmen, & King, Inc.

Public Hearing

Yes No

Summary

Enclosed is the final draft of the City's written System Development Fee Analysis which is prepared in accordance with and to satisfy the requirements of House Bill 436 (HB-436). The preliminary analysis was presented to Council at the regularly scheduled meeting held on April 5, 2021 and was subsequently made available for public review and comment online at www.cityofmebane.com. This mandatory 45-day review period concluded on May 24, 2021, and during this time no additional comment or feedback was received. As such, no revisions have been made to the preliminary analysis. Prior to considering adoption of the written analysis and the accompanying fee structure, Council must convene one (1) Public Hearing concerning the final written analysis. Should Council subsequently elect to adopt the written analysis as presented, the proposed fee structure will be incorporated in the City's Fee Schedule and will be deemed effective July 1, 2021.

Background

The City of Mebane currently charges System Development Fees for service to new development to help fund the cost of needed water and sewer capital improvements (treatment plant expansion(s) and other capacity related projects) and to recoup costs of existing facilities. Each municipal provider of water and sewer is required to conduct an analysis to charge such a fee. The planning window should cover no less than 10 years and reviewed at least every 5 years.

Financial Impact

Based on the analysis conducted, the maximum water and sewer system development fee the City can charge for an equivalent residential user is \$3,830. This is an increase of \$959 above the current fee of \$2,871. All other non-residential uses are a factor of the ERU fee based on meter size (as currently charged). Additionally, this analysis considers the impact of the number of bedrooms on water and sewer system capacity with recommended equitable fee charges (multipliers of the typical 3-bedroom unit fee) as well as the wastewater flow being tributary to either the WRRF or Graham WWTP.

Recommendation

It is recommended the final Water and Wastewater System Development Fee Analysis report be accepted as presented and adopted via the enclosed Resolution.

Suggested Motion

Move to accept the AWCK engineering report for the Water and Wastewater System Development Fee Analysis as presented and to adopt a **RESOLUTION ADOPTING NEW SYSTEM DEVELOPMENT FEES FOR WATER AND WASTEWATER IMPROVEMENTS ATTRIBUTABLE TO NEW DEVELOPMENT.**

Attachments

1. Resolution
2. Advertisement for Public Hearing on System Development Fees – Exhibit A to the Resolution
3. Final Report – Exhibit B to the Resolution
4. Water & Sewer System Development Fee Schedule effective July 1, 2021 (if adopted)

**RESOLUTION ADOPTING NEW SYSTEM DEVELOPMENT FEES FOR WATER AND
WASTEWATER IMPROVEMENTS ATTRIBUTABLE TO NEW DEVELOPMENT**

WHEREAS, North Carolina Session Law 2017-138 (the “Public Water and Sewer System Development Fee Act”) states that to impose water and sewer System Development Fees the City Council may, after commissioning preparation of a written analysis, receiving public comment on said analysis for a period of not less than 45 calendar days, and holding one (1) public hearing regarding said analysis, adopt a System Development Fee schedule and incorporate it into the City’s fee schedule; and

WHEREAS, Alley, Williams, Carmen & King, Inc. prepared for the City a professional engineering report (the “Water and Wastewater System Development Fee Analysis”) on the implementation of System Development Fees attributable to new development within the City’s service areas; and

WHEREAS, the City Council finds and determines the City has complied with the requirements of the Public Water and Sewer System Development Fee Act for publishing the written System Development Fee Analysis prior to holding any public hearing; and

WHEREAS, pursuant to the Public Water and Sewer System Development Fee Act the City Clerk of the City of Mebane timely published on the 26th day of May 2021, the notice of public hearing (attached as Exhibit “A”) in the City of Mebane’s official newspaper of general circulation concerning a public hearing to consider approval of the written System Development Fee Analysis and adoption of a System Development Fee schedule.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEBANE, NORTH CAROLINA:

SECTION 1. The facts and recitations found in the preamble of this Resolution are true and correct and incorporated herein for all purposes.

SECTION 2. Approval of System Development Fees. The System Development Fees identified in the final Water and Wastewater System Development Fee Analysis dated 1 June 2021 (a copy of which is attached as Exhibit “B” and incorporated into this Resolution for all purposes) are approved, levied, and imposed.

SECTION 3. Collection of System Development Fees. The City may collect the System Development Fees herein imposed or as may be later amended beginning upon the effective date of this Resolution. The System Development Fees herein imposed or as may be later amended shall be collected as directed by and in accordance with the Public Water and Sewer System Development Fee Act.

SECTION 4. Accounting for System Development Fee Revenue. The City shall deposit all funds collected for the System Development Fees herein imposed or as may be later amended as directed by and in accordance with the Public Water and Sewer System Development Fee Act.

SECTION 5. Appropriation of System Development Fee Revenue. The City shall appropriate all funds collected for the System Development Fees herein imposed or as may be later amended as directed by and in accordance with the Public Water and Sewer System Development Fee Act.

SECTION 6. Recurring Review and Update of System Development Fees. The City shall update the Water and Wastewater System Development Fee Analysis and the System Development Fees herein

imposed or as may be later amended as directed by and in accordance with the Public Water and Sewer System Development Fee Act.

SECTION 7. Waiver of System Development Fees. The City may at any time elect to waive collection the System Development Fees herein imposed or as may be later amended.

SECTION 8. Severability. In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Mebane, North Carolina declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

SECTION 8. Effective Date. This Resolution shall be in full force and effect on the 1st day July 2021.

PASSED, APPROVED, AND ADOPTED on this the 7th day of June 2021. The motion to adopt this Resolution was made by _____, seconded by _____, and passed by a vote of _____ to _____.

Ed Hooks, Mayor

ATTEST: _____
Stephanie W. Shaw, City Clerk

(SEAL)

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Public Notice

NOTICE OF IN PERSON PUBLIC HEARING CONSIDERATION FOR CONDEMNATION- 402 WEST CLAY STREET_

The public will take notice that the City Council of the City of Mebane will hold a public hearing at 6:00 p.m. on June 7, 2021 in the Council Chambers of the Glendel Stephenson Municipal Building located at 106 E. Washington Street, Mebane for consideration of adopting an ordinance directing the Building Inspector to demolish the property located at 402 West Clay Street for the purposes of Article 19, Part 6, of the NCGS 160A.

As Council meetings transition from virtual meetings to in-person meetings, citizens can provide comments via the following three (3) options:

In-person attendance in accordance with City Council Meeting Safety Guidelines
Written comments submitted by email to be read aloud by Clerk
Conference Telephone
Detailed instructions for each option are provided on the City's website, www.cityofmebane.com, under Community Spotlight titled Virtual Meeting Guidelines.

Stephanie W. Shaw
City Clerk
5/26/2021

NOTICE OF IN PERSON PUBLIC HEARING ON PROPOSED 2021-2022 BUDGET

The proposed budget for the City of Mebane has been presented to the City Council and is available for inspection on the City's website at http://www.cityofmebane.com/city_hall/departments/finance/budget.

There will be a public hearing on June 7, 2021 at 6:00 p.m. in the Council Chambers of the Glendel Stephenson Municipal Building located at 106 E. Washington Street, Mebane, North Carolina for the purpose of discussing the proposed budget. Citizens are invited to make written or oral comments.

As Council meetings transition from virtual meetings to in-person meetings, citizens can provide comments via the following three (3) options:

In-person attendance in accordance with City Council Meeting Safety Guidelines
Written comments submitted by email to info@cityofmebane.com to be read aloud by Clerk
Conference Telephone (registration required)

Detailed instructions for each option are provided on the City's website, www.cityofmebane.com, under Community Spotlight titled City Council Meeting Guidelines.

Stephanie W. Shaw, City Clerk
5/26/2021

City of Mebane
Notice of Public Hearing

The City of Mebane will hold a Public Hearing on the 7th day of June, 2021 at 6:00pm in the Council Chambers of the Glendel Stephenson Municipal Building located at 106 East Washington Street, Mebane, NC, to receive public comment and consider adoption of new System Development Fees for the City of Mebane. A preliminary report of the System Development Fee Analysis is available for review on the City of Mebane website at www.cityofmebane.com by viewing the System Development Fee Analysis & Public Comment link, or at City Hall.

Stephanie W. Shaw
City Clerk
5/26/2021



All real estate advertised herein is subject to the Federal Fair Housing Act which makes it illegal to advertise any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status or national origin, or make any such preferences, limitations or discrimination.

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Legals

Administrator's Notice
Having qualified as Administrator of the Estate of Peggy Ann Mims, late of Alamance County, North Carolina, this is to notify all persons, firms and corporations, having claims against the said Estate to exhibit them duly verified, to the undersigned on or before the 30th day of August, 2021, or this notice will be pleaded in bar of their recovery. All persons, firms and corporations, indebted to the said estate will please make immediate settlement. This the 26th day of May, 2021.
Administrator
Albert Mims Jr.
407 Richmond Avenue Burlington, NC 27217
Attorney
Charles E. Davis
Davis Humbert Law P.O. Box 366 Mebane, NC 27302
May 26, June 2, 9, 16

NORTH CAROLINA IN THE GENERAL COURT OF JUSTICE SUPERIOR COURT DIVISION-ALAMANCE COUNTY BEFORE THE CLERK 18 SP 497

IN RE: FORECLOSURE OF A CLAIM OF LIEN HELD BY WINDERMERE CONDOMINIUM HOMEOWNERS ASSOCIATION, INC. FOR PAST DUE ASSESSMENTS ON 3015 WINSTON DRIVE, #101, BURLINGTON, NORTH CAROLINA 27215 WHICH PROPERTY IS TITLED TO JOHN L. JACKSON

Under and by virtue of the power of sale and authority contained in that certain Declaration for Windermere Condominium Homeowners Association, Inc. and recorded in the Office of the Register of Deeds for Alamance County, North Carolina in Book 1836, Page 834, and because of default in the

payment of the indebtedness thereby secured and pursuant to the demand of the owner and holder of the indebtedness secured by Claim of Lien 18 M 478 and pursuant to an Order entered by the Clerk of the Superior Court for Alamance County, North Carolina, entered in this foreclosure proceeding, the undersigned Trustee will expose for sale at public auction to the highest bidder for cash at the usual place of sale in the Court-house of Alamance County, in the City of Graham, North Carolina at 10:00 a.m. on Thursday, May 27, 2021, all that certain lot or parcel of real estate, including all improvements and fixtures located thereon, situated, lying and being known as 3015 WINSTON DRIVE, #101, BURLINGTON, NORTH CAROLINA 27215, more particularly described as Unit No. 101, in Phase VII of Windermere Condominium as described in the Declaration and as shown on the Plan of Condominium which is recorded in Plat Book 71, Pages 231-232 of the Alamance County Registry along with the Unit's allocated interest in all common elements of the Condominium. The present record owner of the property is John L. Jackson. The terms of the sale are that the property will be sold for cash to the highest bidder and a cash deposit not to exceed the greater of five percent (5%) of the amount of the bid, or Seven Hundred and Fifty Dollars (\$750.00) may be required at the time of the sale. The property to be offered pursuant to this Notice of Sale is being offered for sale, transfer and conveyance "As Is, Where Is". Neither the Trustee nor the owner and holder of the indebtedness make any represen-

tation or warranty relating to the title or any physical, environmental, health or safety conditions existing in, on, at or relating to the property being offered for sale, and any and all responsibilities or liabilities arising out of or in any way relating to any such conditions are expressly disclaimed. The property will be sold subject to restriction and easements of record, any unpaid taxes, prior liens and special assessments, any transfer tax associated with the foreclosure, and any tax required to be paid by N.C.G.S. §7A-308(a)(1). The sale will be held open for ten days for upset bids as required by law. PLEASE TAKE NOTICE: An order for possession of the property may be issued pursuant to N.C.G.S. 45-21.29 in favor of purchaser and against the party or parties in possession of the property by the clerk of superior court of the county in which the property is sold. Any person who occupies the property pursuant to a rental agreement entered into on or after October 1, 2007, may, after receiving the notice of sale, terminate the rental agreement upon 10 days' written notice to the landlord. Upon termination of a rental agreement, the tenant is liable for rent due under the rental agreement prorated to the effective date of the termination. Issued the ___ day of May, 2021. Margaret M. Chase, Esq., Trustee of the Foreclosure, 301 N. Elm Street, Suite 800, Greensboro, NC 27401(336) 273-1600. EXHIBIT A (3015 WINSTON DRIVE, #101) May 19, 26

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CITY OF MEBANE, NORTH CAROLINA

**WATER AND WASTEWATER
SYSTEM DEVELOPMENT FEE ANALYSIS**

Final Report



June 1, 2021

Prepared by:

Alley, Williams, Carmen, and King, Inc.

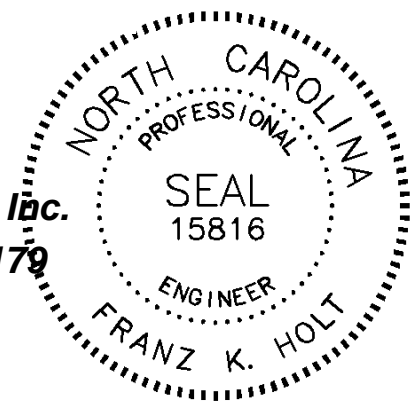
740 Chapel Hill Road, P.O. Box 1179

Burlington, NC, 27216

Tel: (336) 226-5534

Franz Holt, P.E.

fholt@awck.com



EXECUTIVE SUMMARY

The enclosed analysis was performed in accordance with North Carolina House Bill 436 (“HB-436”) and serves to establish a System Development Fee structure for the City of Mebane (the “City”). Water and wastewater system analyses and comprehensive master planning are imperative for facilitating orderly growth of water and wastewater systems, and for providing utility infrastructure which will promote economic development within the City and its service area. As an accompaniment to this level of planning, implementation of a System Development Fee assists in equitably proportioning the financial burden of both existing infrastructure and new infrastructure which is needed to serve new development to the new users and away from existing customers. This analysis follows a previous review in 2018 which provided for the adoption of the current System Development Fees.

Elements of the water and wastewater systems, including storage facilities, pumping facilities, treatment facilities, and the distribution, collection, and conveyance network, were inventoried and evaluated against industry standards as outlined in the Current Utility Infrastructure section of this report.

At present the City’s water and wastewater systems have capacity to serve new customers. Significant system-wide improvements will be necessary to facilitate future growth to meet projected capacity needs. As such, a combined cost approach was utilized in this analysis.

In addition to calculating an existing system “Buy-In” fee, water and wastewater system improvements necessary to serve the 10-year planning horizon were evaluated. City initiated projects will focus primarily on expansion of the WRRF, rerouting wastewater to better utilize the City of Graham sewer agreement, and providing new elevated water storage capacity. These projects are anticipated to commence and be completed within the 10-year planning window.

HB-436 defines a service unit as “a unit of measure, typically an equivalent residential unit, calculated in accordance with generally accepted engineering or planning standards.” Pursuant to HB-436 and methodology prescribed by the American Water Works Association, the following analysis identifies Net Asset Valuations of \$23,150,777 and \$32,407,418 for the water and wastewater systems respectively and identifies approximately \$16,400,000 of needed system-wide capital improvements. Of these capital improvements, approximately \$3,443,375 is identified as potentially recoverable through System Development Fees.

For the purposes of this analysis, the City establishes a service unit as an Equivalent Residential Unit (“ERU”) which consumes an average of 240 gallons per day through a standard ¾” water meter serving a typical 3-bedroom home at 80 gallons/day/bedroom. For any development which requires a different size water meter, a service unit equivalent is established at a multiplier based on its operating capacity with respect to the ¾” water meter. The equivalency factors and associated System Development Fee by water meter size are shown in **Table 1**.

Given 10-year growth projections, an estimated **4,588** additional ERU’s will require water and wastewater service by the year 2031. Based on projected additional ERU’s, current system valuations, and referenced capital planning documents, the City may assess a maximum System Development Fee of **\$3,830** per ERU.

Table 1: Maximum Assessable System Development Fee for Commonly Used Water Meters†

Water Meter Size	Max Flow (GPM)	Equivalent Residential Unit (ERU)	Maximum Assessable Water Fee (\$/ERU)	Maximum Assessable Wastewater Fee (\$/ERU)	Total Maximum Assessable Fee (\$/ERU)
3/4"	30	1.00	\$1,151	\$2,679	\$3,830
1"	50	1.67	\$1,918	\$4,466	\$6,384
1 1/2"	100	3.33	\$3,837	\$8,931	\$12,768
2"	160	5.33	\$6,139	\$14,290	\$20,429
3"	350	11.67	\$13,428	\$31,260	\$44,688
4"	630	21.00	\$24,171	\$56,267	\$80,438
6"	1,300	43.33	\$49,876	\$116,107	\$165,983

†Applicable System Development Fee(s) for development requiring smaller or larger water meters will be calculated on a project specific basis using the above rates and methodology.

‡ERU multiplier adapted from AWWA Manual of Water Supply Practices-M1, *Principles of Water Rates, Fees, and Charges*.

NCDEQ permits wastewater at 120 gallons per day per bedroom or 320 gallons per day for a typical 3-bedroom unit flowing the Graham WWTP vs. 80 gallons per day per bedroom for a typical 3-bedroom unit flowing to the WRRF. This affects permitting capacity and using a multiplier of the ERU for residential development should be considered as follows:

Wastewater Permitted to the WRRF	
2-bedroom – 0.66 for 160 gpd	\$ 2,527.80
3-bedroom – 1.00 for 240 gpd	\$ 3,830.00
4-bedroom – 1.33 for 320 gpd	\$ 5,093.90
5-bedroom – 1.66 for 400 gpd	\$ 6,357.80

Wastewater Permitted to the Graham WWTP	
2-bedroom – 1.00 for 240 gpd	\$ 3,830.00
3-bedroom – 1.50 for 360 gpd	\$ 5,745.00
4-bedroom – 2.00 for 480 gpd	\$ 7,660.00
5-bedroom – 2.50 for 600 gpd	\$ 9,575.00

Note: Future study may provide for a NCDEQ reduction in the 120 gallons per day (min. 2-bedroom) to 80 gallons per day (min. 2-bedroom) for wastewater flowing to the Graham WWTP. At that time the assessed fee may be reduced.

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INTRODUCTION

The City of Mebane (the “City”) retained the services of Alley, Williams, Carmen & King, Inc. (“AWCK”) for the purpose of preparing a written analysis and establishing a System Development Fee in accordance with House Bill 436⁽¹⁾ (“HB-436”) as enacted by the North Carolina General Assembly and ratified on 29 June 2017. HB-436 is entitled “An Act to Provide for Uniform Authority to Implement System Development Fees for Public Water and Sewer Systems in North Carolina and to clarify the Applicable Statute of Limitations”. It amends Chapter 162A of the North Carolina General Statutes and enables local government units (“LGU”) to assess a System Development Fee on new development within their planning area. The initial analysis was completed in 2018 and is currently being reviewed per the recommended 2-5 year period for possible changes in the fee being assessed.

A System Development Fee is a one-time levy assessed against new water and wastewater consumers for system capacity. Proceeds from this fee are then used to fund the design and construction of growth related water and wastewater system capital projects, and/or to reimburse the LGU for previous water and wastewater capacity related capital expenditures.

Currently portions of the City’s water and wastewater systems have capacity to serve new customers. However, current growth rates highlight the need for significant system-wide improvements which will facilitate future growth and meet projected capacity needs. As such, a combined cost approach which seeks to blend the value of both the existing and future expanded systems is utilized in this analysis.

This report relies on existing City planning documents, the American Water Works Association Manual M1, *Principles of Water Rates, Fees, and Charges*⁽²⁾ (“AWWA Manual”), HB-436, and where necessary sound engineering judgement to satisfy the requirements of HB-436 and provide the City with a schedule of maximum allowable System Development Fee assessments.

CURRENT UTILITY INFRASTRUCTURE

Components of the City’s current water and wastewater systems include the following:

- The City retains 50% ownership and capacity allocation in the 12.0 million gallon per day (“MGD”) Graham-Mebane Lake Water Treatment Facility. Current average day use by the City is approximately 1.9 MGD (31.7% of 6.0 MGD allocation). Projected water demand for the year 2031 is approximately 3.0 MGD (50% of 6.0 MGD allocation). The City has adequate water production capacity to meet forecasted demand.
- The City owns and operates one (1) elevated water storage tank with a capacity of 300,000 gallons. Existing storage capacity (clear well storage at the treatment plant plus elevated storage) currently meets demand and permitting criteria. However hydraulic analysis and modeling indicates that as demand approaches 2.0 MGD, additional elevated storage is needed for system operating efficiency.

- The City owns and maintains approximately 124 miles of water distribution lines. Existing distribution lines are currently able to meet minimum design criteria for demand and pressure. However, improvements are needed in order to improve overall levels of service, increase system redundancy, and extend service to unserved areas. The City also maintains interconnections with the City of Graham at NCCP and near the Water Plant and has 4 emergency connections with Orange-Alamance Water System, Inc.
- The City owns and operates the 2.50 MGD Mebane Water Resource and Recovery Facility and retains 21.4% capacity allocation (0.750 MGD) in the 3.50 MGD City of Graham Wastewater Treatment Plant. Current cumulative average daily flow is approximately 1.75 MGD (54% of total current 3.25 MGD capacity/allocation). Projected wastewater demand for the year 2031 is approximately 2.87 MGD (77% of total expected 3.75 MGD capacity/allocation/expansion). In order for the City to maintain continued compliance with 15A NCAC 02T criteria and retain adequate treatment capacity to meet forecasted demand, a series of phased improvements are anticipated over the next 10 years that address I/I, makes better use of the agreement with the City of Graham with wastewater reroute projects, and the 0.5 MGD expansion of the WRRF to 3.0 MGD. Based on forecasted continued growth new expansion of facilities are being reviewed to meet near future demands.
- The City owns and maintains a wastewater collection and conveyance system comprised of 21 pump stations, approximately 28 miles of force main, and approximately 119 miles of gravity sewer. Existing pump stations and conveyance lines are currently able to meet minimum design parameters. However, improvements are needed in order to prevent sanitary sewer overflows, improve overall system efficiency, and extend service to unserved areas.

GROWTH AND POPULATION TRENDS

Since 2000 the City’s annual growth rate has averaged 4.38% as detailed in the Mebane by Design Comprehensive Land Development Plan⁽⁹⁾. This growth rate exceeds that observed in surrounding Alamance and Orange Counties and is anticipated to continue over the next 10 years and beyond. The City relies on this data to aid in long-term capital planning, and corresponding growth projections were utilized for the purposes of this analysis. **Table 2** shows future population projections and resulting increases in demand.

Table 2: Min. 10-year Planning Window Additional ERU’s

Demand	2020		2031		Increase	
	ADF (gallons)	ERUs	ADF (gallons)	ERUs	ADF (gallons)	ERUs
Residential	891,500	5,451	2,060,748	8,586	1,169,248	3,135
Commercial	253,000	1,054	398,527	1,661	145,527	606
Industrial	269,000	1,121	423,730	1,766	154,730	645
Institutional	84,000	350	132,317	551	48,317	201
Total	1,497,500	7,976	3,015,322	12,564	1,517,822	4,588

PROPOSED INFRASTRUCTURE IMPROVEMENTS

In November 2016 the City commissioned preparation of a Long-Range Utility Plan⁽⁴⁾ (“LRUP”) to accompany the Comprehensive Land Development Plan. For the purposes of this analysis, the LRUP establishes the baseline ability of the existing water and wastewater systems to serve current users and projected population growth throughout the 10-year planning horizon and beyond. An extensive list of capital improvements which are needed to replace aging system components, improve levels of service, and expand system capacities are identified within the LRUP. These proposed projects are further subdivided into near-term (5-10 year) and long term (10-20 year) planning windows. Projects identified within the near-term window consist primarily of plant improvements which will expand total production, treatment, and storage capacities; and are viewed as system-wide in nature. Projects identified within the long-term window consist primarily of distribution, collection, and conveyance system projects. These projects are viewed as location specific in nature and in certain cases are anticipated to be primarily Developer initiated with a component of City participation. LRUP identified capital projects which are incorporated into this analysis include the following:

- 1,000,000-gallon Elevated Water Storage Tank, Estimated capital cost: \$4,000,000.
- 0.50 MGD WRRF Renovation & Expansion, Estimated capital cost: \$10,137,050 expansion related
- 0.275 MGD reroute flow to City of Graham WWTP, Estimated capital cost: \$2,250,000.

ESTABLISHED LEVEL OF SERVICE

HB-436 defines a service unit as “a unit of measure, typically an equivalent residential unit, calculated in accordance with generally accepted engineering or planning standards.”

Effective 15 March 2011 the North Carolina Department of Environmental and Natural Resources granted the City a daily design wastewater flow rate reduction to 80 gallons per day (“gpd”) per bedroom, with a minimum design flow of 160 gpd for one (1) and two (2) bedroom dwellings. For the purposes of this analysis, the City establishes a service unit as an Equivalent Residential Unit (“ERU”) which consumes an average of 240 gallons per day through a standard $\frac{3}{4}$ ” water meter and being permitted at 80 gallons per day/bedroom for a 3-bedroom home. Existing system demand is based upon the City’s 2020 Local Water Supply Plan Reporting and the number future ERU’s the City may serve is based on an assumed demand of 240 gpd/ERU for a typical 3-bedroom home.

SYSTEM BUY-IN ASSESSMENT

The system buy-in method values capacity in existing system components, with the resulting fee intended to achieve capital equity between existing and future customers. For the purposes of this analysis, portions of the City’s Comprehensive Annual Financial Report⁽⁵⁾ and Book Asset Details for the Water and Sewer Funds, both for the year ended 30 June 2020, were utilized to establish values of existing system capacity as shown below.

Water System		Wastewater System	
Non-depreciable Capital Assets	\$5,832,470	Non-depreciable Capital Assets	\$318,720
Depreciable Capital Assets	\$29,671,761	Depreciable Capital Assets	\$43,904,914
Accumulated Depreciation	(\$8,595,454)	Accumulated Depreciation	(\$11,506,300)
Debt Credits, Grants, Etc.	(\$3,308,000)	Debt Credits, Grants, Etc.	(\$309,916)
Grant Depreciation	\$0	Grant Depreciation	\$0
Net Asset Value	<u>\$23,150,777</u>	Net Asset Value	<u>\$32,407,418</u>
Existing Capacity (GPD)	6,000,000	Existing Capacity (GPD)	3,250,000

In keeping with methodology prescribed in the AWWA Manual, a system buy-in fee is calculated as shown below. **Table 3** shows the City may assess a maximum buy-in System Development Fee of \$13.83 per gallon of average daily flow (ADF). Assuming an average daily flow (ADF) of 240 gpd, this equates to \$926.03 for water service and \$2,393.16 for wastewater service, totaling \$3,319.19 per ERU.

$$\frac{\text{Buy In Fee}}{\text{Gallon}} = \frac{\text{Original Cost} - \text{Accumulated Depreciation} - \text{Debt Principal Outstanding} - \text{Grants, etc.}}{\text{Total System Capacity (gal.)}}$$

Table 3: Maximum Permissible Buy-In System Development Fee

	\$/Gal ADF	\$/ERU
Water (1 ERU = 240 gpd)	\$3.86	\$926.03
Sewer (1 ERU = 240 gpd)	\$9.97	\$2,393.16
Total	\$13.83	\$3,319.19

INCREMENTAL COST ASSESSMENT

The incremental cost method considers future system expansions which are required, either all or in part, to serve new development. The projected capital cost associated with these expansions are then assessed equitably to new customers in relation to their projected usage of the new facilities and the investment required to construct them. For the purposes of this analysis, three (3) capital projects which were previously identified in the LRUP and deemed to offer a system-wide benefit are considered eligible for recoverable cost through System Development Fee assessments over the 10-year planning window. **Tables 4 and 5** show future capital projects and costs deemed as recoverable for the water and wastewater systems respectively.

Table 4: Water System Capital Projects Eligible for Cost Recovery

Water System Capital Projects	Total Capital Cost	Recoverable Percentage	Recoverable Cost
NEW 1,000,000 GALLON ELEVATED STORAGE TANK	\$4,000,000	39%	\$1,560,000
SYSTEM DEVELOPMENT FEE STUDY (1/2) [†]	\$6,250	100%	\$6,250
Total	\$4,006,250	-	\$1,566,250

[†]Professional fees incurred by the LGU for preparation of a System Development Fee analysis are recoverable costs under HB-436.

Table 5: Wastewater System Capital Projects Eligible for Cost Recovery

Wastewater System Capital Projects	Total Capital Cost	Recoverable Percentage	Recoverable Cost
PUMP STATION REROUTES (GKN AND ARBOR CREEK)	\$2,250,000	7%	\$157,500
WWTP-EXPANSION TO 3.0 MGD	\$10,137,500	17%	\$1,723,375
SYSTEM DEVELOPMENT FEE STUDY (1/2) [†]	\$6,250	100%	\$6,250
Total	\$12,393,750	-	\$1,887,125

[†]Professional fees incurred by the LGU for preparation of a System Development Fee analysis are recoverable costs under HB-436.

In the case of future capital projects HB-436 requires a credit back to new users for the future water and wastewater revenue they will generate, a portion of which will theoretically be allocated for funding future capital improvements. This Revenue Credit prevents the City from effectively double charging new users for future capital improvements, once via System Development Fees and again via water and wastewater rates. In accordance with HB-436 this Revenue Credit is based upon the present value of projected rate revenue to be generated by new users within the 10-year planning window and may not total less than 25% of the aggregate project costs. **Table 6** shows Revenue Credits based upon assumed 4,588 new ERU's and current water and wastewater rates.

Table 6: Revenue Credits and Maximum Recoverable Costs

Water System Development Fee Recoverable Capital Cost =	\$1,566,250
Water System Development Fee Revenue Credit =	(\$533,746)
Wastewater System Development Fee Recoverable Capital Cost =	\$1,887,125
Wastewater System Development Fee Revenue Credit =	(\$573,360)
Total System Development Fee Recoverable Capital Cost =	<u>\$2,346,269</u>

In keeping with methodology prescribed in the AWWA Manual **Table 7** shows the City may assess a maximum buy-in System Development Fee of \$2.13 per gallon of average daily flow (ADF). Assuming average daily flow of 240 gpd, this equates to \$225.05 for water service and \$286.36 for wastewater service, totaling \$511.41 per ERU.

Table 7: Maximum Permissible Incremental Cost Based System Development Fee

Incremental Fee Calc.	\$/Gal ADD	\$/ERU	After Revenue Credit	
			\$/Gal ADF	\$/ERU
Water (1 ESFC = 240 gpd)	\$1.42	\$341.24	\$0.94	\$225.05
Sewer (1 ESFC = 240 gpd)	\$1.71	\$411.15	\$1.19	\$286.36
Total	\$3.13	\$752.39	\$2.13	\$511.41

FEE ADOPTION, ADMINISTRATION, AND MAINTENANCE

HB-436 provides a prescriptive guide for the adoption, administration, and on-going maintenance of a System Development Fee analysis and the revenue it generates. As such, any LGU considering adoption of a System Development Fee should consult legal counsel regarding HB-436, the authorization of a System Development Fee, and subsequent use of revenue.

In order to establish a System Development Fee per service unit of new development an LGU must adopt this written analysis via resolution or ordinance. Prior to an LGU's governing body considering adoption of this and any future System Development Fee analyses, the written analysis shall be posted publicly for a minimum of 45 days in order to solicit public comment regarding its contents. Once the public comment period has expired, the analysis preparer shall consider all received comments and revise or modify the analysis as necessary. The LGU's governing body must subsequently convene one (1) public hearing prior to considering adoption of the analysis and incorporating the resulting System Development Fee into its adopted budget and/or larger fee schedule. An adopted System Development Fee analysis must be reviewed and updated a minimum of every five (5) years. In the case of rapidly developing areas such as the City, more frequent revisions may be warranted.

HB-436 mandates System Development Fee revenue be accounted for by means of a dedicated Capital Reserve Fund and places certain restrictions on how an LGU may appropriate that revenue. As such, any LGU considering adoption of a System Development Fee should consult with legal counsel and a qualified financial professional regarding HB-436, the authorization of a System Development Fee, and subsequent use of revenue.

The City of Mebane adopted a System Development Fee in 2018 using the above prescriptive guide and has followed the same with this 2021 analysis.

CONCLUSIONS

Based upon the City's 10-year growth projections, an estimated additional 4,588 ERU's will require water and wastewater service by the year 2031 with an estimated population of 27,522. For the purposes of this analysis an ERU represents a hypothetical service unit which is considered equal to a single family residential connection and is assumed to consume approximately 240 gallons per day through a standard $\frac{3}{4}$ " water meter and being permitted (wastewater) as a 3-bedroom unit using 80 gallons/day/bedroom.

The City's water and wastewater systems have available capacity to serve new customers. However, significant system-wide improvements will be necessary to facilitate future growth. As such a combined cost approach based upon reasonable engineering assumptions and American Water Works Association methodology was utilized in this analysis to establish both a buy-in fee and an incremental cost fee. The system buy-in fee is based upon current system valuations, and the incremental fee is based upon planned future system-wide capital improvements. Given projected increases in ERU's, current system valuations, and recoverable capital improvements project costs, the City may assess a total maximum System Development Fee of **\$3,830** per ERU. For any development which requires a different size water meter, a service unit equivalent is established as a multiplier based on its operating capacity with respect to the $\frac{3}{4}$ " water meter. The equivalency factors and associated System Development Fee by water meter size are shown in **Table 1**. These values represent the maximum System Development Fee assessment per ERU permissible under HB-436. The City may elect how to incorporate these values into their current fee

structure, but in no case is it permissible under HB-436 to assess a fee greater than that which is supported by this analysis.

NCDEQ permits wastewater at 120 gallons per day per bedroom or 320 gallons per day for a typical 3-bedroom unit flowing the Graham WWTP vs. 80 gallons per day per bedroom for a typical 3-bedroom unit flowing to the WRRF. This affects permitting capacity and using a multiplier of the ERU for residential development should be considered as follows:

Wastewater Permitted to the WRRF	
2-bedroom – 0.66 for 160 gpd	\$ 2,527.80
3-bedroom – 1.00 for 240 gpd	\$ 3,830.00
4-bedroom – 1.33 for 320 gpd	\$ 5,093.90
5-bedroom – 1.66 for 400 gpd	\$ 6,357.80

Wastewater Permitted to the Graham WWTP	
2-bedroom – 1.00 for 240 gpd	\$ 3,830.00
3-bedroom – 1.50 for 360 gpd	\$ 5,745.00
4-bedroom – 2.00 for 480 gpd	\$ 7,660.00
5-bedroom – 2.50 for 600 gpd	\$ 9,575.00

Note: Future study may provide for a NCDEQ reduction in the 120 gallons per day (min. 2-bedroom) to 80 gallons per day (min. 2-bedroom) for wastewater flowing to the Graham WWTP. At that time the assessed fee may be reduced.

REFERENCES

¹ *An Act to Provide for Uniform Authority to Implement System Development Fees for Public Water and Sewer Systems in North Carolina and to Clarify the Applicable Statute of Limitations*. General Assembly of North Carolina. Session 2017. Session Law 2017-138; House Bill 436.

² “VII.2.” *M1: Principles of Water Rates, Fees, and Charges*, by Chris Woodcock et al., Seventh ed., American Water Works Association, 2017, pp. 321–347.

³ *Mebane By Design, Comprehensive Land Development Plan*. (2017). Piedmont Triad Regional Council.

⁴ *Long Range Utility Plan*. (2016). City of Mebane.

⁵ *Comprehensive Annual Financial Report*. (Year Ended June 2020). City of Mebane.

⁶ *FY 2022-2026 Capital Improvement Plan*. (Proposed adoption in June 2021). City of Mebane.

Water & Sewer System Development Fees†

Customer Type	Equivalent Residential Unit‡	Water Fee	Sewer Fee
Residential Dwelling Unit (3/4" Meter - 3 BR Mebane WRRF)*	1	\$1,151	\$2,679
Residential Dwelling Unit (3/4" Meter - 2 BR Mebane WRRF)*	0.66	\$760	\$1,768
Residential Dwelling Unit (3/4" Meter - 4 BR Mebane WRRF)*	1.33	\$1,532	\$3,562
Residential Dwelling Unit (3/4" Meter - 5 BR Mebane WRRF)*	1.66	\$1,911	\$4,447
Residential Dwelling Unit (3/4" Meter - 2 BR GRAHAM WWTP)**	1	\$1,151	\$2,679
Residential Dwelling Unit (3/4" Meter - 3 BR GRAHAM WWTP)**	1.5	\$1,727	\$4,018
Residential Dwelling Unit (3/4" Meter - 4 BR GRAHAM WWTP)**	2	\$2,302	\$5,358
Residential Dwelling Unit (3/4" Meter - 4 BR GRAHAM WWTP)**	2.5	\$2,878	\$6,697
All Other Zoning Categories/Uses - 3/4" Meter	1	\$1,151	\$2,679
All Other Zoning Categories/Uses - 1" Meter	1.67	\$1,918	\$4,466
All Zoning Categories/Uses - 1.5" Meter	3.33	\$3,837	\$8,931
All Zoning Categories/Uses - 2" Meter	5.33	\$6,139	\$14,290
All Zoning Categories/Uses - 3" Meter	11.67	\$13,428	\$31,260
All Zoning Categories/Uses - 4" Meter	21	\$24,171	\$56,267
All Zoning Categories/Uses - 6" Meter	43.33	\$49,876	\$116,107

†Applicable System Development Fee(s) for development requiring smaller or larger water meters will be calculated on a project specific rates and methodology identified in the City's System Development Fee Analysis.

‡Equivalent Residential Unit is approximate multiplier adapted from AWWA Manual of Water Supply Practices-M1, *Principles of Water and Charges*.

*80 gallons per day per bedroom (min. 2-BR) and tributary to the Mebane WRRF

**120 gallons per day per bedroom (min. 2-BR) and tributary to the Graham WWTP



Total Fee

\$3,830
\$2,528
\$5,094
\$6,358
\$3,830
\$5,745
\$7,660
\$9,575
\$3,830
\$6,384
\$12,768
\$20,429
\$44,688
\$80,438
\$165,983

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AGENDA ITEM #5

Racial Equity Advisory Committee (REAC) 7th Member Appointment

Meeting Date

June 7, 2021

Presenter

Mayor Hooks

Public HearingYes No **Summary**

At the May 3, 2021 meeting, Council appointed the first six (6) of seven (7) members of the REAC. Those six members received at least three nominations from the five Councilmembers. The appointed members and their appointed terms are listed below.

Keisha Bluford	4-year term
Schenita Randolph	4-year term
Tomeka Ward-Satterfield	4-year term
Travis Albritton	4-year term
Tommy Jones	2-year term
Stuart Smith	2-year term

The Council decided that they would appoint the seventh (7th) member at the June meeting. Mayor Hooks requested that Councilmembers submit their top three (3) preferences among the remaining applicants that received two nominations each, *Avante Brown*, *Carolyn Burns*, *Charles Strickland*, *Cintia Fernandez*, *Daniel Velasquez* and *Destiny Reid*, by June 3rd. The preferences were received and tallied as shown below, resulting in a tie between Charles Strickland and Daniel Velasquez

Avante Brown	II	(2)
Carolyn Burns	I	(1)
Charles Strickland	IIII	(4)
Cintia Fernandez	I	(1)
Daniel Velasquez	IIII	(4)
Destiny Reid	III	(3)

Financial Impact

No financial impact.

Recommendation

Staff recommends that Council discuss and select the seventh member.

Suggested Motion

I motion to select _____ as the 7th member of the REAC to a term of 2 years.

Attachments

None