



Council Meeting Agenda  
March 4, 2024  
6:00PM

---

1. Call to Order..... Mayor Ed Hooks
2. Invocation ..... Pastor Ken Tilley, Crosslink Community Church
3. Public Comments ..... Mayor
4. Consent Agenda-
  - a. Approval of Minutes- February 5, 2024- Regular Meeting
  - b. Voluntary Contiguous Annexation Petition- Kiewit Infrastructure South Co.
  - c. Final Plat Approval- Courtyards at Magnolia Glen, Ph. 2
  - d. Final Plat Approval- Magnolia Glen Estates, Ph. 4
  - e. Final Plat Reapproval- Cambridge Park, Ph. 3A
  - f. Audit Contract for FY 2023-24
5. **Public Hearings-**
  - a. Rezoning- Holly Gilliam, S. Third Street- from R-20, Residential District, to R-12, Residential District on 1.2 acres..... Ashley Ownbey, Development Director
  - b. Ordinance to Extend the Corporate Limits- Voluntary Contiguous Annexation- Holland Family- Bowman Road ..... Lawson Brown, City Attorney
  - c. Conditional Rezoning- Bowman Road 1, LLC- 7515 Bowman Road, R-8 (CD) zoning on 12.01 acres for 89 townhomes ..... Ms. Ownbey
  - d. Bicycle and Pedestrian Transportation Plan ..... Ms. Ownbey
  - e. Recreation and Parks Master Plan .....Aaron Davis, Recreation and Parks Director
  - f. Resolution Establishing the Alamance County Municipal Tourism Development Authority ..... Mr. Brown
6. Downtown Exterior Improvement Grant (DEIG) Application- 117 W. Clay..... Ms. Ownbey
7. US-70 Multimodal Corridor Study Presentation ..... Ms. Ownbey  
Nishith Trivedi, Orange County Transportation Planning Manager
8. Mebane Community Park (MCP) Woodlawn Road entrance Parking Lot Bids..... Franz Holt, City Engineer
  - a. Contract Award
  - b. Budget Amendment
9. Updates to the Mebane Planning Board Bylaws and Rules of Procedure..... Ms. Ownbey
10. Adjournment ..... Mayor



The Mebane City Council met for its regular monthly meeting at 6:00 p.m., Monday, December 4, 2023 in the Council Chambers of the Glendel Stephenson Municipal Building located at 106 E. Washington Street.

Councilmembers Present:

Mayor Ed Hooks  
Mayor Pro-Tem Tim Bradley  
Councilmember Katie Burkholder  
Councilmember Sean Ewing  
Councilmember Montrena Hadley  
Councilmember Jonathan White

Also Present:

Chris Rollins, City Manager  
Preston Mitchell, Assistant City Manager  
Lawson Brown, City Attorney  
Stephanie Shaw, City Clerk  
Ashley Ownbey, Development Director  
Franz Holt, City Engineer

Mayor Hooks called the meeting to order. Pastor Stu Johnston of Grace Reformed Baptist Church gave the invocation.

Mayor Hooks recognized retired Water Resources Director Dennis Hodge with a resolution honoring his years of service. Mr. Hodge received a standing ovation from the Council and those in attendance.

**RESOLUTION HONORING WATER RESOURCES DIRECTOR DENNIS HODGE  
ON THE OCCASION OF HIS RETIREMENT**

**WHEREAS**, Dennis Hodge, with passion, insightfulness, and a commitment to excellence, has dedicated 48 years of his life to the advancement of environmental practices with particular emphasis on wastewater treatment and nutrient management; and

**WHEREAS**, during his exceptional career, Dennis has served as a lighthouse in the field of environmental stewardship while being employed by the City of Mebane from 1981-1988 and then again, from February 18, 2008, through his retirement on December 29, 2023, guiding the industry through his enthusiastic dedication to sustainable practice; and

**WHEREAS**, Dennis pioneered the implementation of the Kenaf technology, thereby significantly extending the efficacy and life of the City of Mebane Wastewater Resource Recovery Facility, setting a new standard of operational efficiency and environmental care; and

**WHEREAS**, Dennis achieved, against all odds, the strategic goal of early compliance with environmental standards, safeguarding the purity of our local waterways and the health of the communities they nourish; and

**WHEREAS**, He earned the distinction of a formal commendation from the Environmental Protection Agency for his role in launching a nationally valuable study on nutrient removal and secondary technologies that stands as a beacon for stakeholders and regulators alike; and

**WHEREAS**, during his tenure, Dennis created and nurtured a team of operators and professionals, instilling them with the knowledge, teamwork, and pride necessary to maintain the exceptional reputation and performance of our wastewater facility; and

**WHEREAS**, unyielding commitment to pushing the boundaries of environmental care has not merely met the expectations of our community; it has been an example nationwide, a testament to the power of personified dedication in realizing a vision for a cleaner, safer tomorrow. His legacy as a leader and innovator in this field will continue to inspire present and future generations of environmental advocates.

**NOW, THEREFORE, BE IT RESOLVED**, in recognition of the tireless dedication and countless contributions of Dennis Hodge we, the Mebane City Council, hereby honor him with this resolution on the occasion of his retirement. May he find in the years ahead the serenity of thriving by the seashore, admiring the beauty of the waves and natural balance he has dedicated his career to protecting.

Adopted this 5th day of February 2024.

---

Ed Hooks, Mayor

No one spoke during the Public Comment Period.

Mayor Hooks gave an overview of the Consent Agenda as follows:

- a. Voluntary Contiguous Annexation Petition- Holland Family
- b. Resolution of Support- Reconstruction of Interchange/Overpass on I-40/85 at Trollingwood/Hawfields Road- NCDOT Project I-6059
- c. FY23-24 Asset Disposals- July 1, 2023 to December 31, 2023
- d. Second Quarter Financial Report- July 1, 2023 to December 31, 2023

Mr. Bradley made a motion, seconded by Mr. Ewing, to approve the Consent Agenda as presented. The motion carried unanimously.

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

Annexation 167

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 Glendel Stephenson Municipal Building at 6:00 p.m. on March 4, 2024.

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

That certain parcel of land, lying and being in Cheeks Township, Orange County, North Carolina, and being more particularly described as follows:

BEGINNING at a #6 rebar found (with NC Grid NAD83 coordinates N:842,420.06, E:1,925,270.41) in the easterly boundary line of GG Havenstone Limited Partnership as recorded in Deed Book 6791, Page 958 and described as a portion of Parcel 1 in Plat Book 79, Page 194, Orange County Registry; Thence along the easterly and southerly boundary lines of said Havenstone the following ten (10) courses: 1) N 29°57'09" W, at distance of 203.78 feet passing a #5 rebar found, continuing 166.11 feet passing a #5 rebar found, and continuing 271.49 feet, for a total distance of 641.38 feet to a #5 rebar set; 2) N 08°11'24" E, a distance of 201.95 feet to a #5 rebar found; 3) N 01°43'25" W, at a distance of 305.83 feet passing a #5 rebar found, and continuing 27.58 feet, for a total distance of 333.41 feet to a computed point in the centerline of Haw Creek; 4) with said creek N 38°22'23" E, a distance of 62.10 feet to a computed point; 5) with said creek N 27°11'26" E, a distance of 54.23 to a computed point; 6) with said creek N 33°05'19" E, a distance of 38.42 feet to a computed point; 7) with said creek N 52°10'16" E, a distance of 77.55 feet to a computed point; 8) with said creek N 70°22'18" E, a distance of 33.09 feet to a computed point; 9) with said creek N 33°55'59" E, a distance of 45.71 feet to a computed point; and 10) with said creek N 79°28'49" E, a distance of 33.08 feet to a computed point in the westerly boundary line of Wendy Louise Heath parcel as recorded in Deed Book 3877, Page 39 and described at Lot 1 in Plat Book 85, Page 104, Orange County Registry; Thence along the westerly boundary line of said Heath S 27°41'54" E, at a distance of 43.02 feet passing a #5 rebar found, continuing 170.40 feet passing a 1-inch pinch top iron pipe found, continuing 268.89 feet passing a 1" iron pipe found, continuing 371.11 feet passing a #5 rebar found; and continuing 37.77 feet, for a total distance of 891.19 feet to a computed point in the right-of-way of Bowman Road (60' public right-of-way; Thence within the right-of-way of said Bowman Road the following three (3) courses: 1) S 23°23'39" W, a distance of 206.12 feet to a PK nail set; 2) S 29°40'16" W, a distance of 294.88 feet to a computed point; and 3) along a curve to the right, with a chord bearing N 42°46'46" W, a chord distance of 153.57 feet, and a radius of 918.00 feet to a computed point at a southeasterly corner of said Havenstone; Thence along the easterly boundary line of said Havenstone N 29°57'09" W, a distance of 30.75 feet to the Point of Beginning, containing 12.01 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.

ATTEST:

\_\_\_\_\_  
Ed Hooks, Mayor

\_\_\_\_\_  
Stephanie W. Shaw, City Clerk



**RESOLUTION OF SUPPORT**  
**RECONSTRUCTION OF INTERCHANGE/OVERPASS ON I-40/85**  
**AT TROLLINGWOOD/HAWFEILDS ROAD**  
**NCDOT PROJECT I-6059**

**WHEREAS**, G.S. 136-11.1 requires that the North Carolina Department of Transportation (“NCDOT”) request a resolution from all municipalities and counties affected by certain planned transportation projects to express their views on the project prior to any action taken by the North Carolina Board of Transportation (“Board”); and

**WHEREAS**, the NCDOT has proposed committing in excess of \$25,000 for the improvements that include the widening/reconstruction of SR 1981 (Trollingwood-Hawfields Road Interchange over I-40/85 NCDOT Project I-6059); and

**WHEREAS**, pursuant to G.S. 136-11.1, the City is provided the opportunity to state its views on the Project through this resolution before action of the Board; and

**WHEREAS**, the Department and the Board shall consider, but shall not be bound by, the views of the City regarding the Project.

**NOW, THEREFORE**, The City Council of Mebane Resolves:

Section 1. The City supports the Project because the Project will enhance the safety of the traveling public in the area and requests the Department and the Board to approve the Project.

Section 2. This resolution shall be effective upon passage.

Adopted by the City of Mebane Council on this 5<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Ed Hooks, Mayor

\_\_\_\_\_  
Stephanie W. Shaw, City Clerk

A Public Hearing was held on a request from the Clifford M. Ray family to adopt an ordinance to extend the corporate limits. Mr. Brown presented the request. He stated that this is a voluntary non-contiguous annexation of +/- 7.830 acres on the corner of Lake Latham Road and W. Holt Street in Alamance County. A transload facility is planned for this property. At last month’s meeting, the Council accepted the annexation petition and the certificate of sufficiency. No one from the public spoke concerning the request. Mr. White made a motion, seconded by Mr. Bradley, to close the public hearing. The motion carried unanimously. Mr. White made a motion, seconded by Ms. Burkholder, to adopt the ordinance to extend the corporate limits to include the +/- 7.830 acres. The motion carried unanimously.

A Public Hearing was held on a request from VM Development, LLC to adopt an ordinance to extend the corporate limits. Mr. Brown presented the request. He stated that this is a voluntary contiguous annexation of +/- 6.92 acres on the corner of Industrial Drive and Mattress Factory Road in Orange County. A concrete plant is planned for this property. At last month's meeting, the Council accepted the annexation petition and the certificate of sufficiency. No one from the public spoke concerning the request. Mr. Ewing made a motion, seconded by Mr. Bradley, to close the public hearing. The motion carried unanimously. Mr. Bradey made a motion, seconded by Ms. Hadley, to adopt the ordinance to extend the corporate limits to include the +/- 6.92 acres. The motion carried unanimously.

Mr. Brown presented a request for the Council's consideration to approve the City's purchase of three (3) separate parcels of vacant land. He explained that each matter should be voted on separately.

Mr. Brown gave an overview of the first parcel, stating that Willard and Evelyn Rogers contacted staff as to the City's interest in the property located West of the Water Resource Recovery Facility (WRRF). The property is a vacant lot at the corner of Lee and Short Streets (unopened streets). The Rogers have offered to sell the vacant lot for \$16,455 (Alamance County tax value). Staff believes that there is a need for additional land buffering the WRRF and recommends the purchase of the property if the due diligence (phase 1 environmental, title examination, etc.) returns satisfactory.

Tom Boney, editor/owner of the Alamance News, expressed his concern that more public notice was not given regarding the proposed purchases.

After a brief discussion, Ms. Burkholder made a motion, seconded by Mr. White, to approve the City's purchase of the property located at the intersection of Lee Street and Short Street (unopened streets) pursuant to the terms of the Offer to Purchase and Contract, provided that the normal due diligence is satisfactory to staff, and that staff be authorized to take the necessary action to purchase the same. The motion carried unanimously.

Mr. Brown continued by giving an overview of the second parcel of land. He explained that Nelson Dollar contacted staff as to the City's interest in the property located West of Holt Street Park. Mr. Dollar offered to sell the vacant lot for \$30,000 (Alamance County tax value is \$45,000). Staff believes that there is an opportunity to expand the park and recommends the purchase of the property if the due diligence (phase 1 environmental, title examination, etc.) returns satisfactory.

Mr. Bradley made a motion, seconded by Ms. Burkholder, to approve the City's purchase of the property located to the West of Holt Street Park pursuant to the terms of the Offer to Purchase and Contract, provided that the normal due diligence is satisfactory to staff, and that staff be authorized to take the necessary action to purchase the same.

An unnamed lady in attendance spoke in opposition of the City purchasing the property.

Mayor Hooks called for a vote on the previous motion. The motion carried unanimously.

Mr. Brown gave an overview of the third parcel of land. He explained that Lacy Lamont McDougald contacted staff as to the City's interest in the property located West of the WRRF. The property is a vacant lot on Lee Street (unopened). Mr. McDougald has offered to sell the vacant lot for \$14,343 (Alamance County tax value). As previously stated, staff believes that there is a need for additional land buffering the WRRF and recommends the purchase of the property if the due diligence (phase 1 environmental, title examination, etc.) returns satisfactory.

Mr. Ewing made a motion, seconded by Mr. White, to approve the City's purchase of the property located on Lee Street (unopened) pursuant to the terms of the Offer to Purchase and Contract, provided that the normal due diligence is satisfactory to staff, and that staff be authorized to take the necessary action to purchase the same. The motion carried unanimously.

Ms. Ownbey stated that the process of updating the City's Bicycle and Pedestrian Transportation plan began in August of 2022 and they are very excited to bring forward the update to the Council for initial presentation. She said it has been a year and a half process approximately and there was a lot of engagement in the onset of the process that has guided the production of the draft plan. She said during the process, a new planner, Rachel Gaffney, was hired. Ms. Ownbey took a moment to recognize Ms. Gaffney for all her hard work during the process. Ms. Ownbey said that lot of people in Mebane are excited about the City's bicycle and pedestrian infrastructure and staff has evidence of ongoing projects that are currently under construction, and she looks forward to seeing that continue. She then introduced Harrison Wenchell, Transportation Planning Team Lead with Stewart.

Mr. Wenchell presented the Bicycle and Pedestrian Transportation plan update via the attached PowerPoint presentation.

Mr. Boney questioned the number of survey participants. Ms. Ownbey and Mr. Wenchell provided further clarification regarding the public's participation.

After brief discussion, Mr. Rollins stated that tonight was for presentation only. Next month, a public hearing will be held for public input and for the Council's consideration to adopt the Bicycle and Pedestrian Transportation plan.

Ms. Ownbey presented a request for the Council to appoint members to the Bicycle and Pedestrian Advisory Committee (BPAC). She explained that there are currently three (3) openings on the BPAC - one vacant City position, one vacant Alamance County position, and one open at-large position. The members shall serve three-year terms. Ms. Ownbey stated that Katy Jones is seeking reappointment to the at-large position. Ms. Jones currently serves as BPAC Chair. Ms. Ownbey stated that staff recommends current BPAC member Katy Jones, who is requesting reappointment to her at-large position and staff has no recommendation regarding the six (6) qualified individuals who applied for the remaining two positions (City and Alamance County): Alexander Leaman, Casey Roberston, Beth Bell, Conni Fisher, Courtney Dunkerton, and Jackson Szeto. No applications

were received from individuals living in the extraterritorial jurisdiction. All applications are from residents living in the Mebane City Limits in Alamance County.

Mr. White made a motion, seconded by Ms. Burkholder, to reappoint Ms. Jones and to appoint Beth Bell and Courtney Dunkerton to the other positions on the BPAC. The motion carried unanimously.

Mr. Holt presented a request for approval of the City of Mebane's Water Shortage Response Plan (WSRP). Mr. Holt explained that, per State regulations, every 5 years the WSRP is due for a review and any needed revisions. He stated that staff reviewed the plan, the existing plan was adequate, and no revisions were needed. The draft plan has been approved and deemed complete by the Division of Water Resources (DWR).

Mr. White made a motion, seconded by Ms. Hadley, to approve the Water Shortage Response Plan as presented and to adopt the Resolution approving the same. The motion carried unanimously.

### **RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN**

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for The City of Mebane has been developed and submitted to the Mebane City Council for approval; and

WHEREAS, the Mebane City Council finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for The City of Mebane, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Mebane that the Water Shortage Response Plan entitled, Water Shortage Response Plan dated 2023, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Mebane City Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This 5<sup>th</sup> day of February 2024

\_\_\_\_\_  
Ed Hooks, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie W. Shaw, City Clerk

Mr. Holt presented a request for the adoption of a Lead Service Line Replacement (LSLR) Funding Resolution. Mr. Holt explained that as part of the current AIA grant, predictive modeling and other evaluation methods have identified approximately 1,200 service lines that need material types identified. The City of Mebane would like to obtain funding from the Drinking Water State Revolving Fund to conduct field service investigations on service lines within the water distribution system that may contain residential services installed using lead or lead solder. The City intends to proceed with applying for a grant in the amount of \$520,000 with a 0% match. As part of the application, a resolution is required designating the Mayor or City Manager as authorized officials to execute the application on behalf of the City of Mebane. The resolution would be used for future LSLR applications due in March, June, and August of 2024.

Mr. Bradley made a motion, seconded by Ms. Burkholder, to adopt the Resolution as presented. The motion carried unanimously.

### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

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

WHEREAS, The City of Mebane has need for and intends to conduct a study described as City of Mebane LSL Field Service Investigation using Drinking Water State Revolving Fund funding. The project will consist of field service investigations on residential service lines within the water distribution system that may contain lead or lead solder, and

WHEREAS, The City of Mebane intends to request State loan and/or grant assistance for the project.

#### **Now therefore it be resolved, by the City Council of the City of Mebane:**

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

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

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

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

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

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection

with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

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

Adopted this the 5<sup>th</sup> of February 2024 at Glendel Stephenson Municipal Building, Mebane, North Carolina.

\_\_\_\_\_  
Ed Hooks, Mayor

There being no further business, the meeting was adjourned at 7:11 p.m.

\_\_\_\_\_  
Ed Hooks, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie W. Shaw, City Clerk

DRAFT



## Bicycle and Pedestrian Transportation Plan Update

**February 5, 2024**



- 2024 Bicycle and Pedestrian Transportation Plan (BPTP) is an update to the original 2015 BPTP plan
- Significant Accomplishments to Date
  - Developed the Bicycle and Pedestrian Advisory Commission (BPAC)
  - Adopted Complete Streets Resolution in December 2018
  - Community Bike Events
  - Updates to the Unified Development Ordinance (UDO) in June 2022
  - Completed Projects (bike, ped, intersection)





**Table 1: Completed Bicycle and Pedestrian Improvement Projects**

Name	Facility Type	Extent	Details/Distance
Arrowhead Blvd	Sidewalk	Existing sidewalk east of Tanger Outlets to E Oakwood St	919 Feet
N Charles Street	Bike Boulevard	W Stagecoach Road to W Carr Street	Pavement Markings and Signage
W Clay Street	Bike Boulevard	N Charles Street to N Fifth Street	Pavement Markings and Signage
W Clay Street	Sidewalk	N Charles Street to the Community Park	1,150 Feet
E Center Street	Sidewalk	N Ninth Street west to existing sidewalk	450 Feet
N Fifth Street	Bike Boulevard	E Center Street to E Stagecoach Rd	Pavement Markings and Signage
S Fifth St	Sidewalk	E Dogwood Drive west to existing sidewalk	341 Feet
W Jackson Street	Sidewalk	S Third Street east to existing sidewalk	96 Feet
W Jackson Street	Sidewalk	S First Street to S Third Street	539 Feet
W Jackson Street	Sidewalk	S First Street to Holt St Park	549 Feet
NC 119	Sidewalk	S Fifth Street to S Third Street	1,317 Feet
S NC 119	Sidewalk	Lowes Blvd to Holmes Road	2,189 Feet
S NC 119	Sidewalk	I-40 Ramp to Holmes Road	1,574 Feet
S Second Street	Sidewalk	W Holt Street to W Lee Street	846 Feet

**Table 2: Completed Intersection Improvements**

Road 1	Road 2	Facility
W Carr Street	N Charles Street	Sidewalk, curb ramps, and crosswalk
W Clay Street	N Charles Street	High-visibility crosswalk
N Fifth Street	Kit Lane and Kit Court	Crosswalk and curb ramps
S Fifth Street	Mebane Oaks Road and Falcon Lane	Crosswalks, curb ramps, pedestrian signals
S Fifth Street	East Roosevelt Street	Crosswalk across Fifth, signage
Fourth Street	US-70 / Center Street	All way countdown timers and crosswalks
W Ruffin Street	N Charles Street	High-visibility crosswalk, signage, and curb ramps
N Third Street	W Crawford Street	Crosswalk and curb ramps
N Third Street	US-70 / Center Street	Crosswalk and pedestrian countdown, all-way
S Third Street	W Roosevelt Street	Crosswalk and curb ramps – 3-way
S Third Street	Corregidor Street	High-visibility crosswalk and signage
S NC 119	Sidewalk	Lowes Blvd to Holmes Road
S NC 119	Sidewalk	I-40 Ramp to Holmes Road
S Second Street	Sidewalk	W Holt Street to W Lee Street

**Table 3: Approved and Under Construction Bicycle and Pedestrian Projects**

Name	Facility Type	Extent	Details/Distance
S Eleventh Street	Sidewalk	Frontage of 11th Street Apartments	470 Feet
N First Street	Multi-Use Path	E Stagecoach Road to Eastside Creek	1,300 Feet
Holt Street Greenway	Multi-Use Path	Corregidor Drive to S Third Street	4,285 Feet
Lebanon Road	Multi-use path	Heartpine Drive to E Stagecoach Road	0.8 Mile

**Table 3: Approved and Under Construction Bicycle and Pedestrian Projects (Continued)**

Name	Facility Type	Extent	Details/Distance
N Ninth Street	Sidewalk	E Stagecoach Road to E Laramie Drive	560 Feet
Oakwood Street	Multi-use path	Abbott Street to Pryor Street	1,000 Feet
Oakwood Street	Multi-use path	Frontage of Oakwood subdivision	400 Feet
Old Hillsborough Road	Multi-use path	Fairhaven Drive to Brockton Drive	1,500 Feet
Old Hillsborough Road	Multi-use path	Mebane Oaks Road to Summit Church Drive-way	390 Feet
E Stagecoach Road	Multi-use path	Lebanon Road to N Ninth Street	1,500 Feet
Wilson Road	Sidewalk	Frontage of McKay's Bookstore	290 Feet



## Key Inputs:

- Existing Conditions
- Data Analysis
- Public/Stakeholder Engagement
- Prioritization Process
- Development of BPTP Draft – Oct. 10, 2023
- BPAC Meeting - Oct. 16, 2023
- Update BPTP Draft – Jan. 5, 2024
- Planning Board – Jan. 16, 2024
- City Council – February 5, 2024



*“A clean, connected, healthy, and active community where residents and visitors can experience nature, enjoy exercising, and travel safely by foot or by bicycle to local businesses, services, and schools.”*

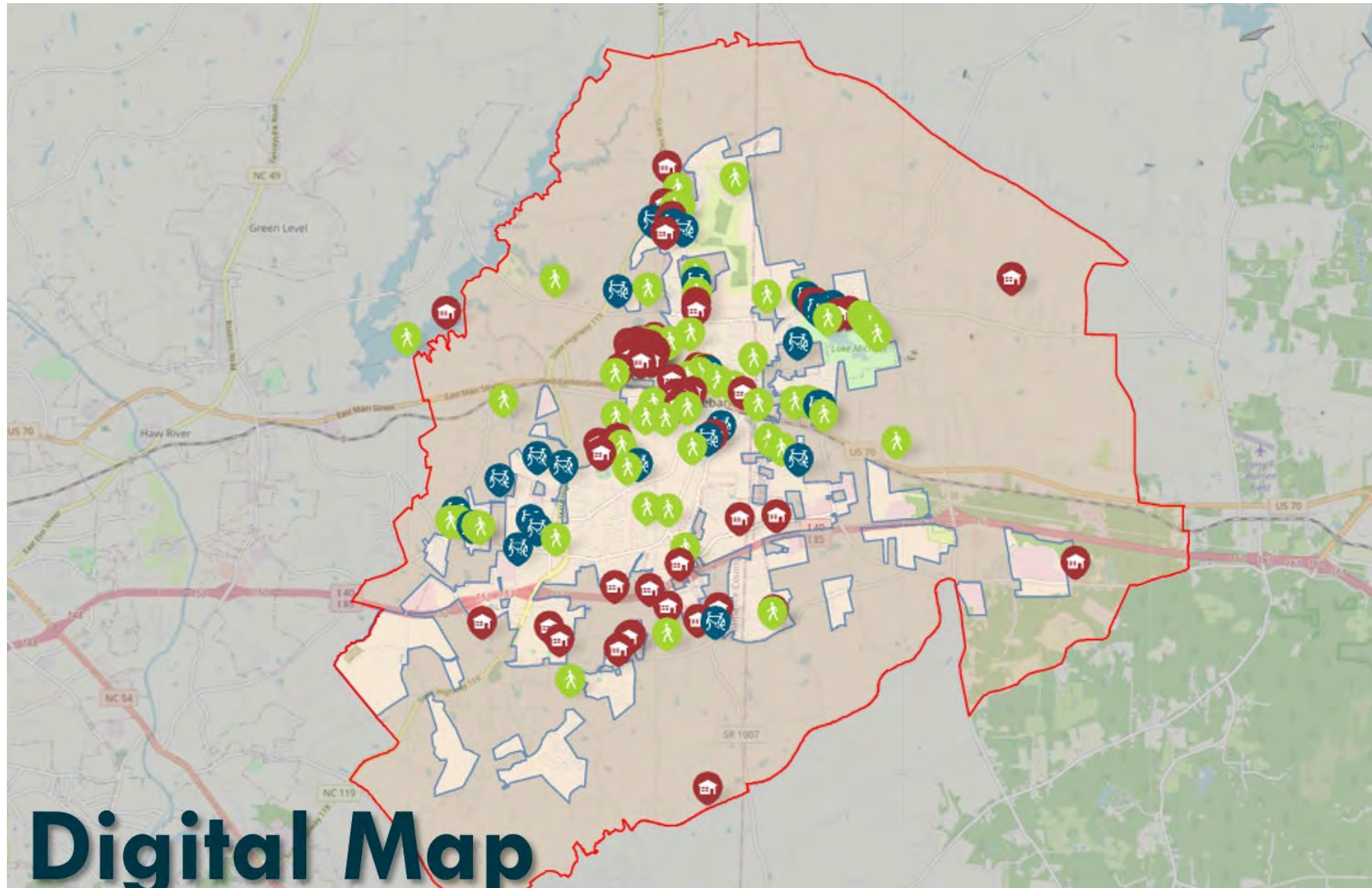
- **Goal #1: Build high-priority bicycle and pedestrian facilities** as part of a comprehensive network to better connect neighborhoods to the downtown, public spaces, and other important destinations.
- **Goal #2: Increase pedestrian and bicyclist safety** by reducing the number of bicycle and pedestrian-related accidents each year.
- **Goal #3: Improve pedestrian connectivity** by filling sidewalk gaps and providing crosswalks at intersections.
- **Goal #4: Continue and enhance community events to educate and encourage residents** to bike and walk to school, to local businesses and services.
- **Goal #5: Raise awareness and educate** decision-makers, stakeholders, interest groups, and the public on the benefits of bikeways, walkways, greenway trails, and active, healthy lifestyles.

## Outreach Statistics

- 311 Statistically Valid Surveys & Open Link Surveys completed
  - 7,000 survey-invite postcards were mailed
- 153 Bicycle and Pedestrian Comments on the Digital Map & Ideas Wall
  - Interactive engagement via Social Pinpoint site
- 90 Focus Group & Public Meeting Attendees
- 75 In-person Mapping Exercise Points
- 23 Stakeholders Interviewed











Boyle Heights Best  
Handball provides exercise...



Search  
Collections  
Like Dislike

to walk dogs. Do poop  
the way. Maybe more  
d water available.

Like +2 Dislike

Lacrosse is an up and coming sport for men and women, that was discussed prior to the artificial turf fields being built. This was not incorporated on the new fields. Flag football male and female league.

Recreational Programming | 2 months ago  
Like Dislike

I would really love to see a paved pumptrack for bicycles. It is a great activity for all ages.



Bicycle Connectivity | 2 months ago  
Like +5 Dislike

We need to have a year round, enclosed, multi-pool facility for competition, such as the Sportsplex in Hillsborough or Cary Aquatic Center. There has been previous discussion about a YMCA with multiple city council members over the past 2 decades and nothing has been done. Our community needs something like this for all age groups, from infants to seniors. A complex like Sportsplex, with iceskating, pool, and workout is nice. Mebanites always have to go out of town to do YMCA activities.

Other/Misc. | 2 months ago  
Like +6 Dislike -1

We need volleyball nets to be fixed, or add new ones, either is fine. Thank you.

Recreational Programming | 3 months ago  
Like +1 Dislike

Would like to see outdoor pickleball courts not just tennis. Also more time allotted to indoor pickleball with lessons (paid and unpaid).

Other/Misc. | 3 months ago  
Like +2 Dislike

## Top Three Bike/Ped Priorities Selected by Survey Respondents:

1. Improve sidewalk connectivity
2. Better connections to destinations (parks, shops, schools, and employment centers)
3. Off-street paths (greenways and multi-use paths)

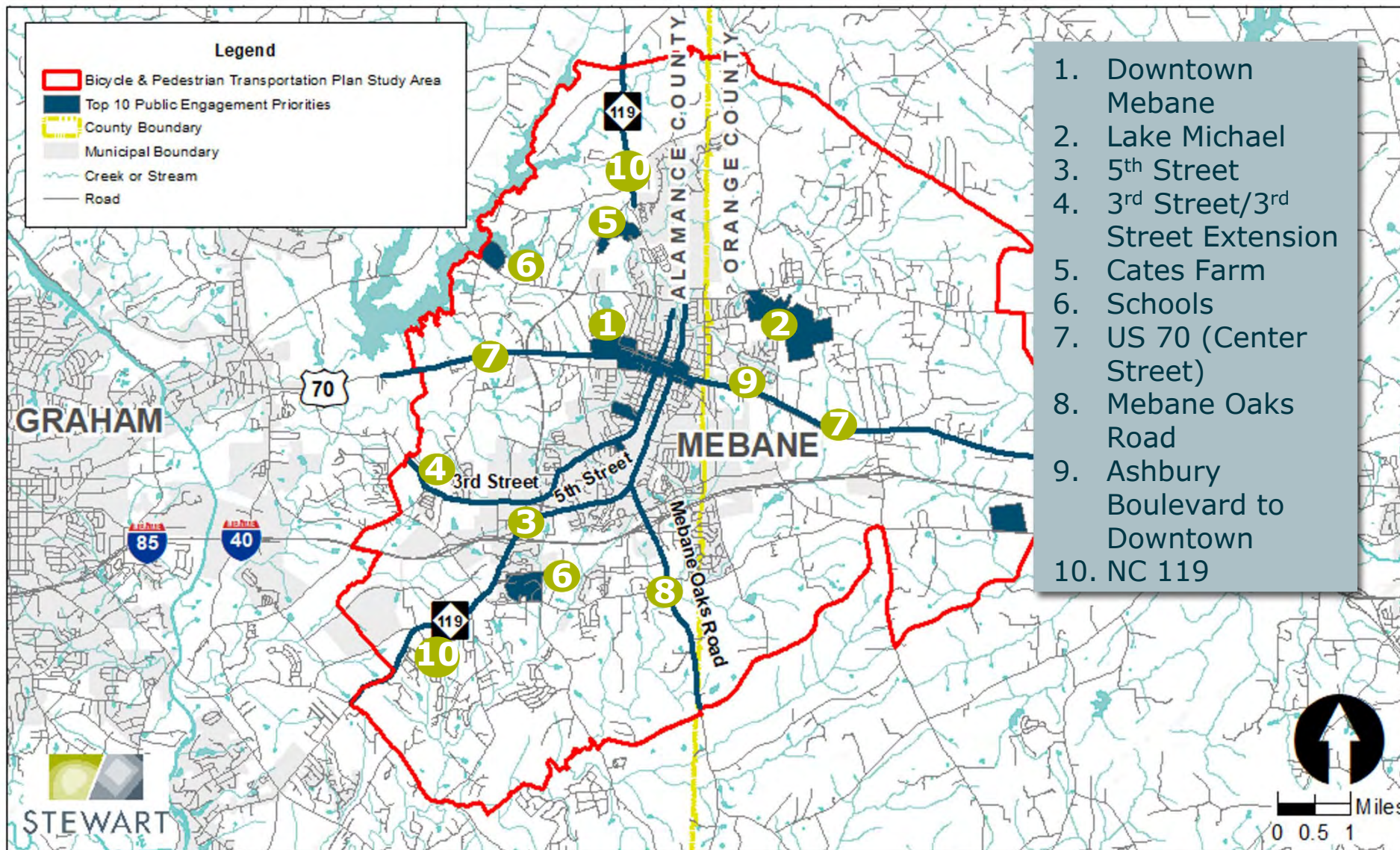
## Public Engagement Themes:

- Enhance the sidewalk network
- Crosswalk improvements or crosswalk installations
- Walking, biking and rolling to parks is important to Mebanites
- Existing bicycle facilities are insufficient





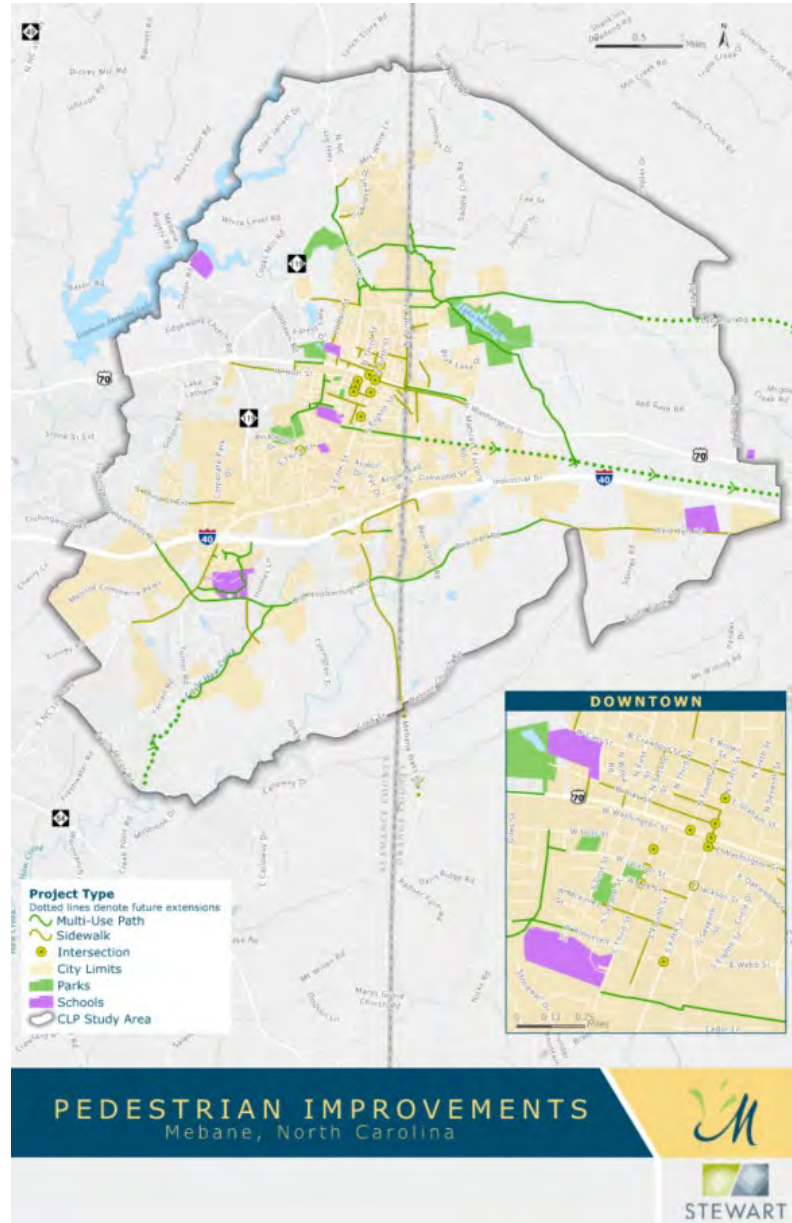
# Top 10 Areas to Improve Walking, Rolling and Biking in Mebane



# Top 10 Areas to Improve Walking, Rolling and Biking in Mebane

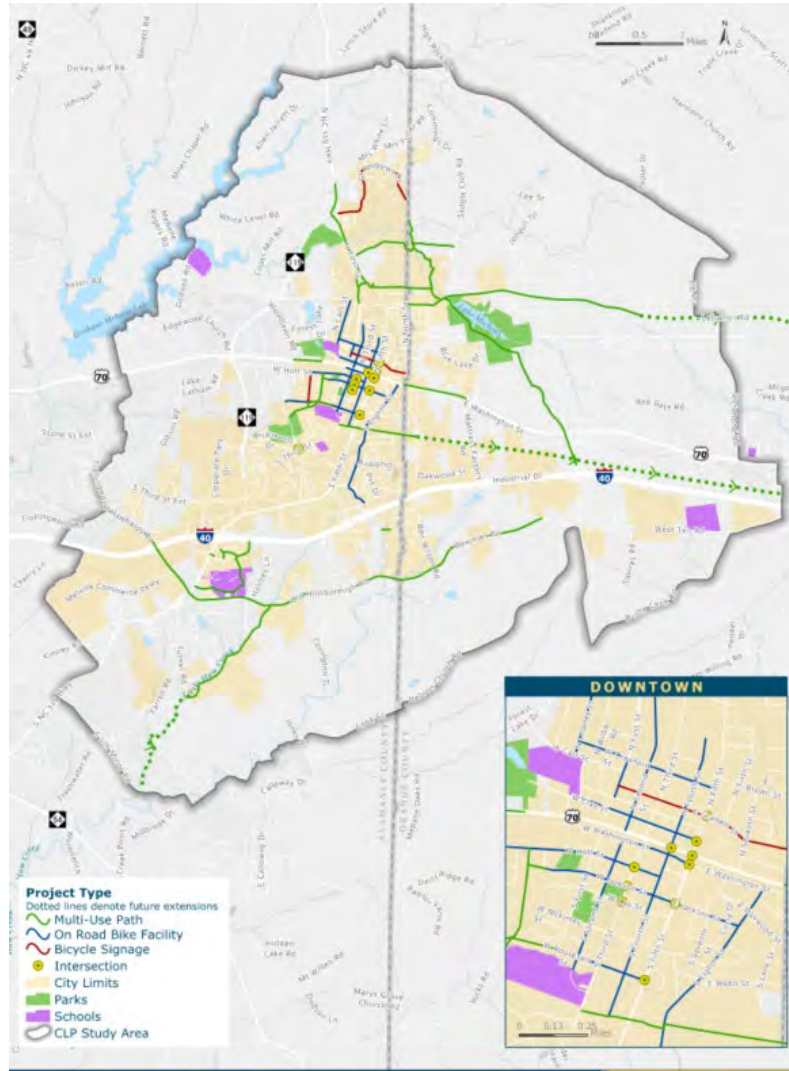
1. Connectivity around/to Downtown Mebane
2. Improve bicycle and pedestrian facilities from neighborhoods to Lake Michael Park and improving the existing trail system at Lake Michael Park
3. Improve bicycle and pedestrian facilities on 5th Street
4. Improve bicycle and pedestrian facilities on 3rd Street and 3rd Street Extension
5. Improve bicycle and pedestrian facilities from neighborhoods to Cates Farm Park
6. Improve bicycle and pedestrian connectivity from surrounding neighborhoods to schools
7. Improve bicycle and pedestrian facilities on US 70 (Center Street)
8. Improve bicycle and pedestrian facilities on Mebane Oaks Road
9. Sidewalk connectivity from Ashbury Boulevard to Downtown Mebane
10. Improve bicycle and pedestrian facilities on NC 119

# Pedestrian Improvement Projects Map





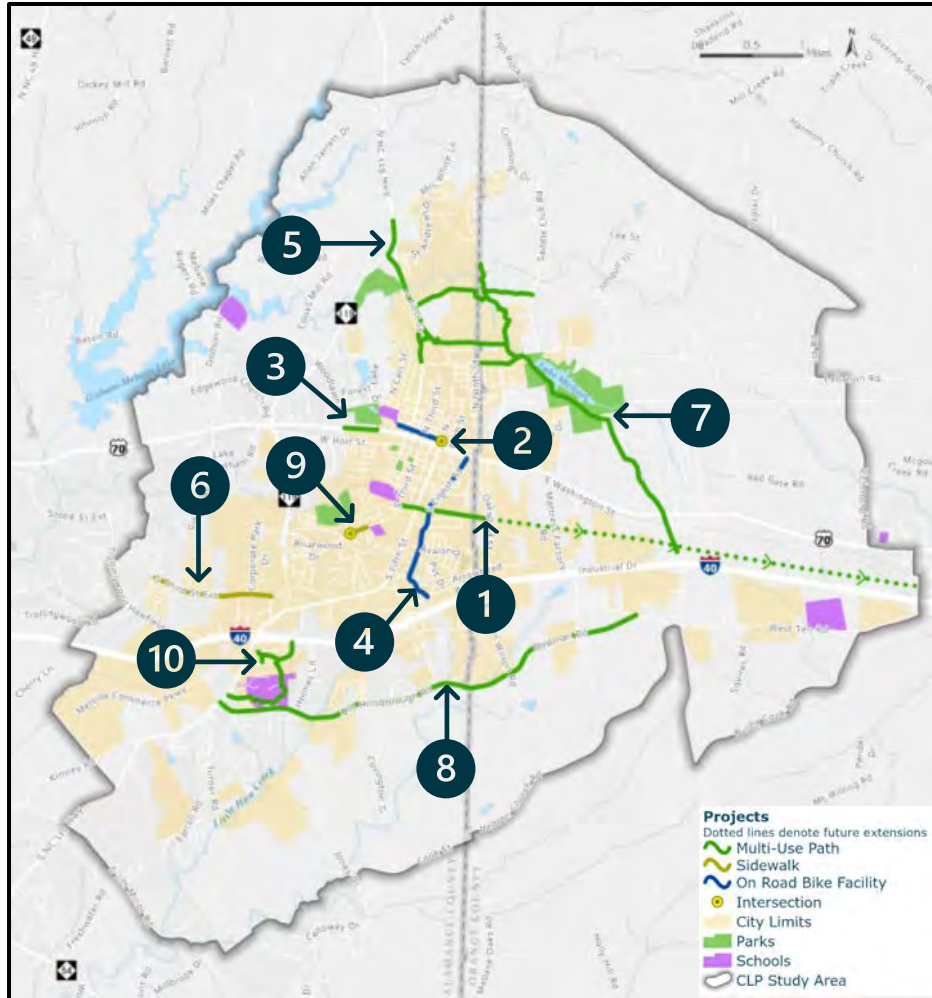
# Bicycle Improvement Projects Map



BICYCLE IMPROVEMENTS  
Mebane, North Carolina



# Top 10 Priority Projects



1. **Central Mebane East-West Greenway** - multi-use path
2. **Clay Street** - intersection improvements and on-road bike facility
3. **U.S. 70 (Center Street)** - multi-use path
4. **Eighth Street Bike Boulevard** - on-road bike facility
5. **North First Street** - multi-use path
6. **Third Street Extension** - sidewalk
7. **Lake Michael Trail Connections** - multi-use path
8. **Old Hillsborough Road and Bowman Road Connections** - multi-use path
9. **South Third Street** - intersection improvements and sidewalk
10. **Hawfields Greenway** - multi-use path

## Overall Strategies:

1. Address sidewalk gaps and need for improved pedestrian crossings in downtown and other priority locations.
2. Continue to coordinate recommendations from other adopted plans.
3. Complete priority bicycle and pedestrian projects identified in this plan and track and identify funding for bicycle and pedestrian facility maintenance.
4. Consider pilot projects to test out roadway retrofits to improve bicycle and pedestrian safety.
5. Support staff capacity and education on active transportation planning issues and design standards.
6. Adopt performance measures to track the City's progress on addressing the issues outlined in this plan.
7. Continue to support local and regional bicycle and pedestrian planning efforts.





## Policies and Standards:

8. Continue implementing the Complete Streets policy adopted in December of 2018.
9. Utilize the development review and approval process and coordinate with private development to improve bicycle and pedestrian connectivity and safety.
10. Plan for routine, annual and remedial management and maintenance of bicycle and pedestrian infrastructure.
11. Ensure adherence to the Americans with Disabilities Act (ADA).



## **Education and Encouragement:**

12. Continue and build on current activities including the Annual Bike Rodeo and Bike Month promotion and events.
13. Support local bicycle and pedestrian centered organizations and events, such as run clubs and walking groups.
14. Encourage support and sponsorship from local businesses for bicycle and pedestrian events.
15. Coordinate with the BPAC and Mebane Public Information Officer (PIO) to increase public education and engagement around walking and bicycling. Make sure successes and project updates are publicly announced.
16. Promote use of bicycle and pedestrian facilities through more health-directed education related to the benefits of cardiovascular activity and wellness. Create literature and initiatives to educate community members on the benefits of active transportation and recreation. - Suggestion from BPAC member.



---

## AGENDA ITEM #4B

### Petition for Voluntary Contiguous Annexation- Kiewit Infrastructure South Co.

---

**Meeting Date**

March 4, 2024

---

**Presenter**

Lawson Brown, City Attorney

---

**Public Hearing**

Yes  No

---

**Summary**

Staff received a petition requesting voluntary contiguous annexation from Kiewit Infrastructure South Co.

---

**Background**

The applicant is requesting that the described property be annexed into Mebane's Corporate Limits. This is a contiguous annexation containing approximately +/- 28.123 acres located in Orange County on Industrial Drive. A commercial development is planned for this property.

---

**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 April 8, 2024.

---

**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 April 8, 2024.

---

**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

1<sup>st</sup> 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

2<sup>nd</sup> 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: 1/23/2024

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. Kiewit Infrastructure South CO Trent M. Demulling	6935 Industrial Drive, Mebane, NC 27302	No	
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 4<sup>th</sup> day of March 2024.



*Stephanie W. Shaw*  
Stephanie W. Shaw, City Clerk



Legal Description of Property AS SURVEYED

BEGINNING at an iron rebar set in the South line of Washington Street, a 60' right-of-way at the Northeast corner of Melvin Dodson recorded in Deed Book 1393, Page 258; thence S 62°17'48" E along said South line a distance of 102.48' to a PK nail found at the Northwest corner of Stag Mebane 3 LLC, recorded in Deed Book 5719, Page 545; thence S 10°56'43" E along the West line of said Stag Mebane 3 LLC, a distance of 1159.73' to an iron pipe found; thence S 08°48'05" E continuing along said West line a distance of 174.29' to an iron rebar set at the Southwest corner of said Stag Mebane 3 LLC.; thence N 86°37'15" E a distance of 646.54' to an iron rebar found in the West line of The City of Mebane recorded in Deed Book 4178, Page 305, at the Southeast corner of said Stag Mebane 3 LLC.; thence S 05°29'53" E along said West line a distance of 702.60' to an iron rebar set; thence S 04°38'55" E a distance of 422.80' to an iron rebar found in the North line of Industrial Connections & Solutions recorded in Deed Book 6383, Page 392, at the Southwest corner of said The City of Mebane; thence S 79°56'58" W a distance of 83.31' to an iron pipe found at the Northwest corner of said Industrial Connections & Solutions; thence S 09°11'17" E along the West line of said Industrial Connections & Solutions a distance of 407.16' to an iron pipe found at the Northeast corner of Python Enterprises LLC, recorded in Deed Book 5699, Page 176; thence S 80°15'57" W a distance of 496.04' to an iron pipe found at the Northwest corner of said Python Enterprises LLC.; thence S 09°13'13" E along the West line of said Python Enterprises LLC, a distance of 432.70' to an iron pipe found; thence S 09°13'15" E a distance of 486.09' to an iron rebar found in the North line of Industrial Drive, a variable width right-of-way, at the Southwest corner of said Python Enterprises LLC.; thence S 83°24'58" W along said North line a distance of 80.10' to an iron pipe found at the Southeast corner of Majorpower Corporation recorded in Deed Book 5840, Page 117; thence N 09°12'07" W a distance of 1329.96' to a railroad spike found at the common East corner of Penske Truck Leasing recorded in Deed Book 752, Page 262 and BRLP Mebane LLC, recorded in Deed Book 6144, Page 548; thence N 08°32'38" W a distance of 1369.50' to an iron rebar found in the East line of Michael & Elizabeth Hall recorded in Deed Book 6834, Page 500; thence N 10°56'37" W a distance of 1212.53' to an iron rebar set which is the point of BEGINNING. Said tract containing 28.12 +/- acres.

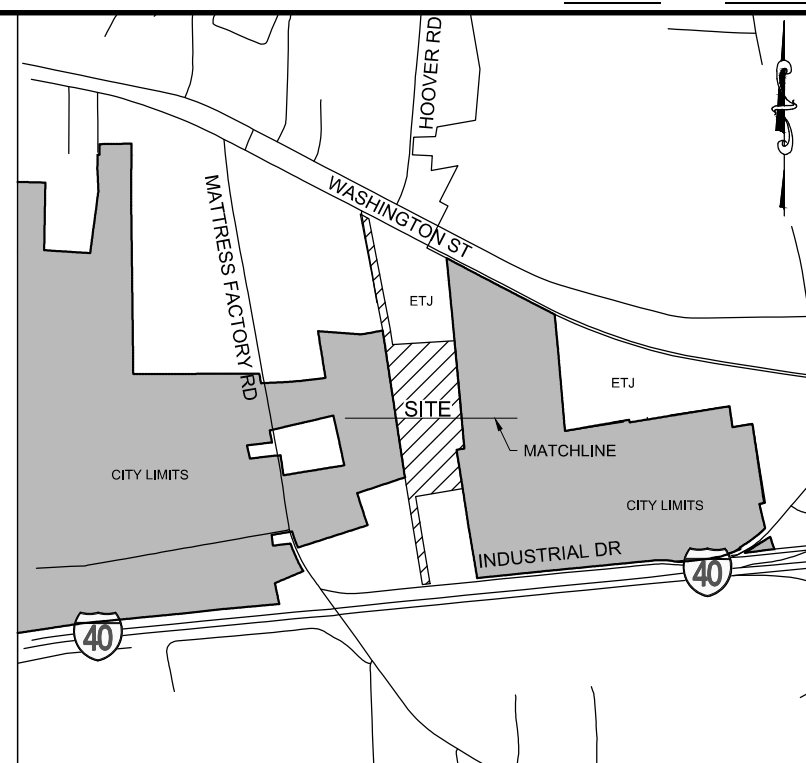
CITY OF MEBANE PLANNING DIRECTOR CERTIFICATION:

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

CITY OF MEBANE PLANNING DIRECTOR DATE

LEGEND

- = PROPERTY LINE
= RIGHT-OF-WAY LINE
= ADJOINING PROPERTY LINE
= EASEMENT LINE
= ACCESS EASEMENT (D.B. 1948, PG. 446)
= SANITARY SEWER EASEMENT (D.B. 1796, PG. 89)
= AREA TO BE ANNEXED
FIP = FOUND IRON PIPE
FIR = FOUND IRON REBAR
FRS = FOUND RAILROAD SPIKE
FPK = FOUND PK NAIL
SIR = SET IRON REBAR
IN = INSIDE CITY LIMITS
OUT = OUTSIDE CITY LIMITS



SITE DATA: 6935-UT INDUSTRIAL DRIVE, MEBANE, NC 27302. VICINITY MAP 1"=2000'

TOTAL AREA: 28.12 AC. AREA IN RW: 0.22 AC. NET AREA: 27.90 AC.

AREA TO BE ANNEXED: 28.12 AC, 1,225,038 SF. ZONING: HM.

MINIMUM LOT AREA: 35,000 SF. MINIMUM LOT WIDTH: 100'. MAXIMUM BUILDING HEIGHT: 150'.

SETBACKS: FRONT: 50', SIDE: 50', REAR: 20'.

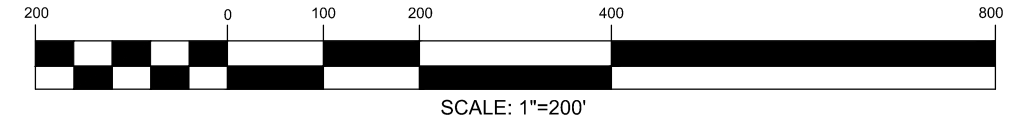
GENERAL NOTES:

- 1. AREA DETERMINED UTILIZING COORDINATE COMPUTATION.
2. NO NGS MONUMENTS WITHIN 2000 FEET OF THIS PROPERTY.
3. GRID TIE INFORMATION BASED ON MONUMENTATION AND DATUM AS SHOWN, ALL DISTANCES ARE GROUND DISTANCES (US FEET) UNLESS OTHERWISE SHOWN.
4. NO SUBSURFACE INVESTIGATION PERFORMED BY FLEMING ENGINEERING, INC.
5. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS, AGREEMENTS OR RIGHTS OF WAY RECORDED PRIOR TO THE DATE OF THIS MAP WHICH WERE NOT VISIBLE AT THE TIME OF INSPECTION.
6. THE CLASSIFICATION OF THIS SURVEY IS NORTH CAROLINA CLASS A.
7. HORIZONTAL DATUM: NAD83(2011).
8. THIS PROPERTY IS LOCATED WITHIN ZONE "X" AREA AS INDICATED ON THE FLOOD INSURANCE RATE MAP (FIRM) MAP NUMBER 3710982400L & MAP NUMBER 3710982500L, EFFECTIVE DATE NOVEMBER 17th, 2017.

THE PURPOSE OF THIS PLAT IS TO ANNEX THE PROPERTY SHOWN HEREON INTO THE CITY LIMITS OF THE CITY OF MEBANE

CITY OF MEBANE CORPORATE LIMITS EXTENSION VOLUNTARY CONTIGUOUS ANNEXATION KIEWIT MEBANE FACILITY

OWNER: KIEWIT INFRASTRUCTURE SOUTH CO. CITY OF MEBANE, CHEEKS TOWNSHIP, ORANGE COUNTY, NORTH CAROLINA. DATE: 2024-02-22



FEI logo and contact information: Civil Engineers and Land Surveyors, 8518 Triad Drive, Colfax, NC 27235, www.feiconsulting.com, (336) 852-9797, License No. C-0950

BYRD'S WAREHOUSE, LLC PERPETUAL RIGHT AND EASEMENT D.B. 1948, PG. 446, P.B. 83, PG. 150. DECLARATION OF PROVISIONS FOR ROAD MAINTENANCE BY BYRD'S WAREHOUSE, LLC, THEIR SUCCESSORS AND ASSIGNS UNTIL SUCH A TIME AS ROADS ARE MAINTAINED BY THE APPROPRIATE GOVERNING BODY D.B. 5717, PG. 597 IS AN AMENDMENT TO THE ABOVE LISTED DEEDS.

MELVIN DODSON PIN: 9825810243 D.B. 1393, PG. 258 ZONING: HM

DONNA T HERRY TRUSTEE PIN: 9825810155 D.B. 1182, PG. 141 ZONING: HM

JAMES BRADLEY & TAMMY M SHULER PIN: 9825810061 D.B. 6826, PG. 1429 ZONING: HM

DONNA T HERRY TRUSTEE PIN: 9825801814 D.B. 183, PG. 647 P.B. 42, PG. 129 ZONING: HM

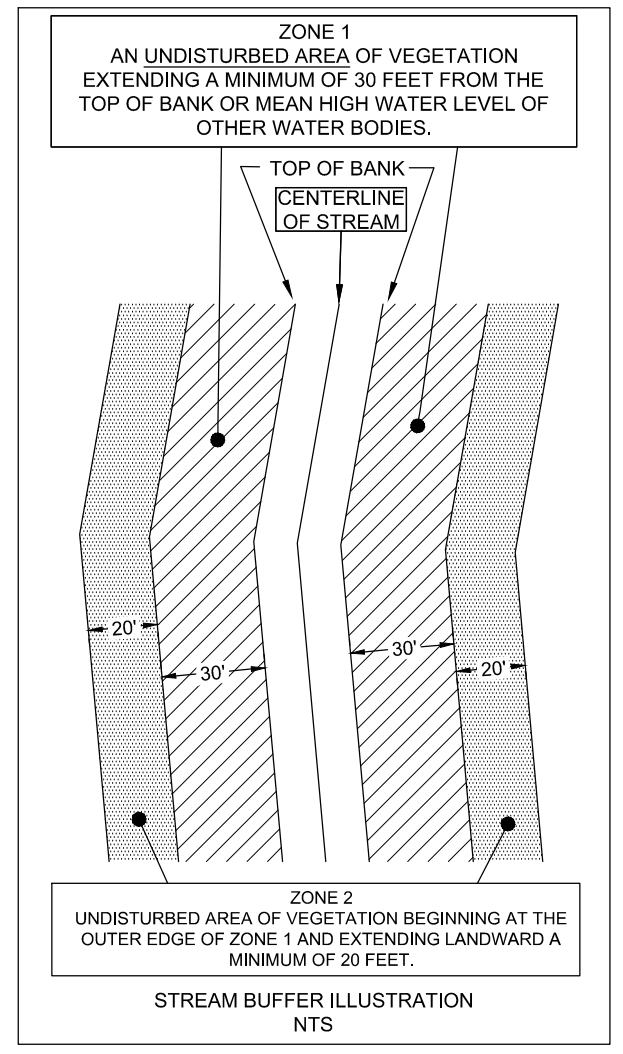
RILEY T. SHULER PIN: 9825801556 D.B. 6613, PG. 387 ZONING: R-20

MICHAEL & ELIZABETH HALL PIN: 9825709388 D.B. 6791, PG. 1652 ZONING: R-20 & HM

MICHAEL & ELIZABETH HALL PIN: 9825801248 D.B. 6834, PG. 500 ZONING: HM

BRLP MEBANE LLC. PIN: 9824890544 D.B. 6144, PG. 548 ZONING: HM

LINE DATA TABLE with columns: LINE, BEARING, DISTANCE. Rows L1 through L4.



SURVEYOR'S CERTIFICATION

I, TOMMY W. WRIGHT, CERTIFY THAT THE CONTROL FOR THIS SURVEY IS FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY: 1. CLASS OF SURVEY ACCURACY: CLASS A...

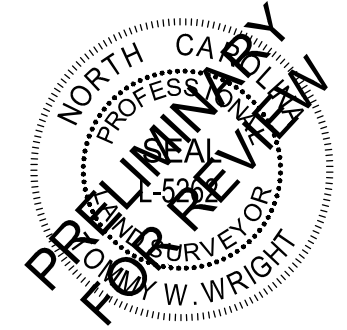
SURVEYOR'S CERTIFICATION:

I, TOMMY W. WRIGHT, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 6799 PAGE 277, ETC.) (OTHER); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK AS PAGE SHOWN; THAT THE RATIO OF PRECISION IS 1:33,841; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

(f)(11)c.1 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.

(j) 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.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS THE 22nd DAY OF FEBRUARY, 2024 A.D.



PROFESSIONAL LAND SURVEYOR L-5262 LICENSE NUMBER

SHEET 1 SHEET 2

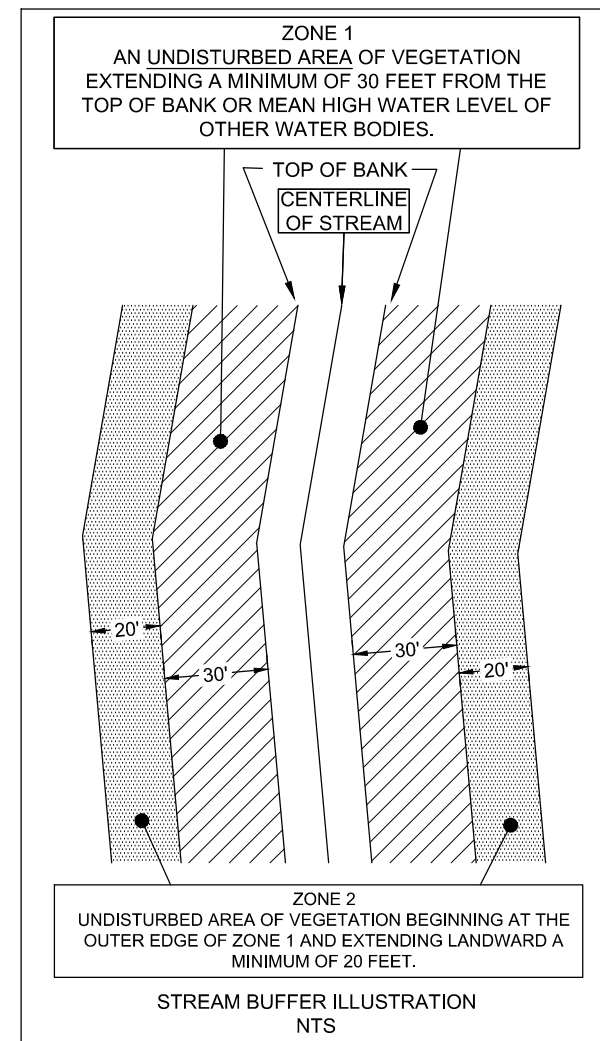
SHEET 1 SHEET 2



Legal Description of Property AS SURVEYED

BEGINNING at an iron rebar set in the South line of Washington Street, a 60' right-of-way at the Northeast corner of Melvin Dodson recorded in Deed Book 1393, Page 258; thence S 62°17'48" E along said South line a distance of 102.48' to a PK nail found at the Northwest corner of Stag Mebane 3 LLC, recorded in Deed Book 5719, Page 545; thence S 10°56'43" E along the West line of said Stag Mebane 3 LLC, a distance of 1159.73' to an iron pipe found; thence S 08°48'05" E continuing along said West line a distance of 174.29' to an iron rebar set at the Southwest corner of said Stag Mebane 3 LLC.; thence N 86°37'15" E a distance of 646.54' to an iron rebar found in the West line of The City of Mebane recorded in Deed Book 4178, Page 305, at the Southeast corner of said Stag Mebane 3 LLC.; thence S 05°29'53" E along said West line a distance of 702.60' to an iron rebar set; thence S 04°38'55" E a distance of 422.80' to an iron rebar found in the North line of Industrial Connections & Solutions recorded in Deed Book 6383, Page 392, at the Southwest corner of said The City of Mebane; thence S 79°56'58" W a distance of 83.31' to an iron pipe found at the Northwest corner of said Industrial Connections & Solutions; thence S 09°11'17" E along the West line of said Industrial Connections & Solutions a distance of 407.16' to an iron pipe found at the Northeast corner of Python Enterprises LLC, recorded in Deed Book 5699, Page 176; thence S 80°15'57" W a distance of 496.04' to an iron pipe found at the Northwest corner of said Python Enterprises LLC.; thence S 09°13'13" E along the West line of said Python Enterprises LLC, a distance of 432.70' to an iron pipe found; thence S 09°13'15" E a distance of 486.09' to an iron rebar found in the North line of Industrial Drive, a variable width right-of-way, at the Southwest corner of said Python Enterprises LLC.; thence S 83°24'58" W along said North line a distance of 80.10' to an iron pipe found at the Southeast corner of Majorpower Corporation recorded in Deed Book 5840, Page 117; thence N 09°12'07" W a distance of 1329.96' to a railroad spike found at the common East corner of Penske Truck Leasing recorded in Deed Book 752, Page 262 and BRLP Mebane LLC, recorded in Deed Book 6144, Page 548; thence N 08°32'38" W a distance of 1369.50' to an iron rebar found in the East line of Michael & Elizabeth Hall recorded in Deed Book 6834, Page 500; thence N 10°56'37" W a distance of 1212.53' to an iron rebar set which is the point of BEGINNING. Said tract containing 28.12 +/- acres.

NC GRID  
NAD 83 (2011)



SURVEYOR'S CERTIFICATION

I, TOMMY W. WRIGHT, CERTIFY THAT THE CONTROL FOR THIS SURVEY IS FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

1. CLASS OF SURVEY ACCURACY: CLASS A
2. POSITIONAL ACCURACY: 0.05'
3. TYPE OF GPS FIELD PROCEDURE: VRS (SOKKIA MODEL GCX-3 NETWORK ROVER)
4. DATES OF SURVEY: 2022-08-17
5. DATUM EPOCH: NAD83(2011)/EPOCH (2010)
6. PUBLISHED/FIXED-CONTROL USE: NC CORS NETWORK
7. GEOID MODEL: GEOID18
8. MEAN COMBINED GRID FACTOR: 0.999978182 (GROUND TO GRID)
9. UNITS: US SURVEY FEET

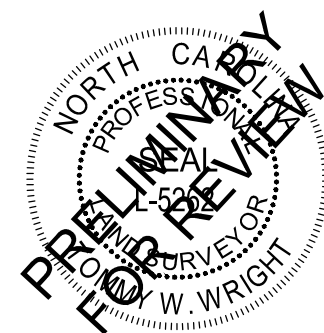
SURVEYOR'S CERTIFICATION:

I, TOMMY W. WRIGHT, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 6799 PAGE 277, ETC.) (OTHER); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK AS PAGE SHOWN; THAT THE RATIO OF PRECISION IS 1:33,841; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

(f)(11)c.1 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.

(j) 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.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS THE 22nd DAY OF FEBRUARY, 2024 A.D.



PROFESSIONAL LAND SURVEYOR

L-5262  
LICENSE NUMBER

LINE DATA TABLE

LINE	BEARING	DISTANCE
L1	S 62°17'48" E	102.48'
L2	S 08°48'05" E	174.29'
L3	S 79°56'58" W	83.31'
L4	S 83°24'58" W	80.10'

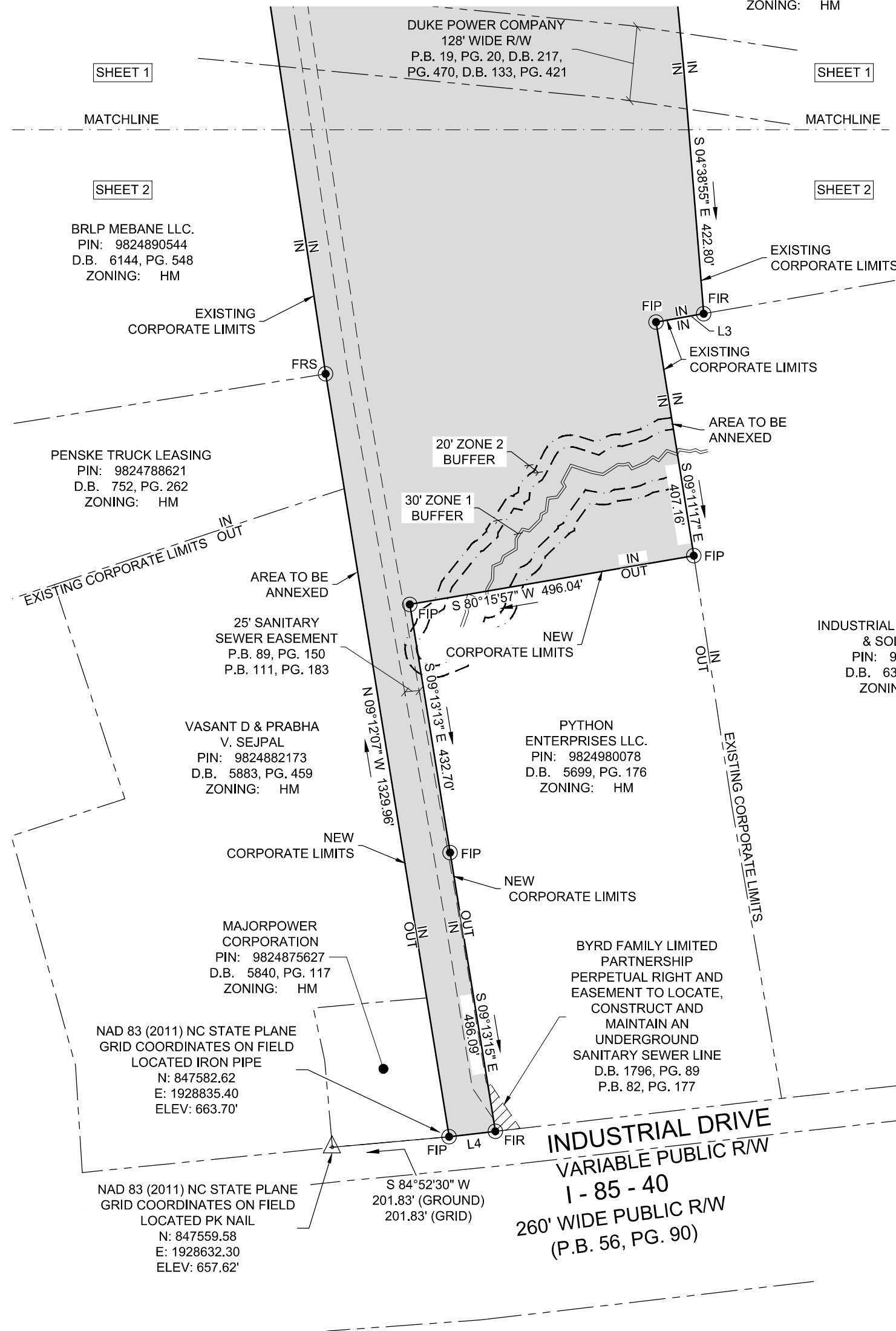
CITY OF MEBANE  
PLANNING DIRECTOR CERTIFICATION:

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

CITY OF MEBANE  
PLANNING DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

LEGEND

- = PROPERTY LINE
- - - = RIGHT-OF-WAY LINE
- - - = ADJOINING PROPERTY LINE
- - - = EASEMENT LINE
- [Cross-hatched] = ACCESS EASEMENT (D.B. 1948, PG. 446)
- [Diagonal lines] = SANITARY SEWER EASEMENT (D.B. 1796, PG. 89)
- [Shaded] = AREA TO BE ANNEXED
- FIP = FOUND IRON PIPE
- FIR = FOUND IRON REBAR
- FRS = FOUND RAILROAD SPIKE
- FPK = FOUND PK NAIL
- SIR = SET IRON REBAR
- IN = INSIDE CITY LIMITS
- OUT = OUTSIDE CITY LIMITS



THE CITY OF MEBANE  
PIN: 9825902086  
D.B. 4178, PG. 305  
ZONING: HM

INDUSTRIAL CONNECTIONS & SOLUTIONS  
PIN: 9834088521  
D.B. 6383, PG. 392  
ZONING: HM

GENERAL NOTES:

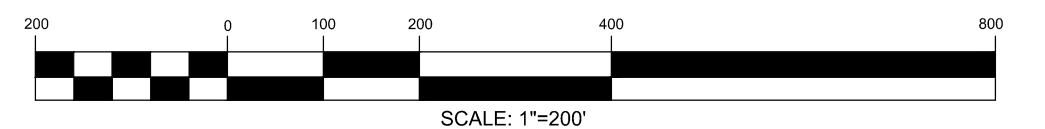
1. AREA DETERMINED UTILIZING COORDINATE COMPUTATION.
2. NO NGS MONUMENTS WITHIN 2000 FEET OF THIS PROPERTY.
3. GRID TIE INFORMATION BASED ON MONUMENTATION AND DATUM AS SHOWN, ALL DISTANCES ARE GROUND DISTANCES (US FEET) UNLESS OTHERWISE SHOWN.
4. NO SUBSURFACE INVESTIGATION PERFORMED BY FLEMING ENGINEERING, INC.
5. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS, AGREEMENTS OR RIGHTS OF WAY RECORDED PRIOR TO THE DATE OF THIS MAP WHICH WERE NOT VISIBLE AT THE TIME OF INSPECTION.
6. THE CLASSIFICATION OF THIS SURVEY IS NORTH CAROLINA CLASS A.
7. HORIZONTAL DATUM: NAD83(2011).
8. THIS PROPERTY IS LOCATED WITHIN ZONE "X" AREA AS INDICATED ON THE FLOOD INSURANCE RATE MAP (FIRM) MAP NUMBER 3710982400L & MAP NUMBER 3710982500L, EFFECTIVE DATE NOVEMBER 17th, 2017.

THE PURPOSE OF THIS PLAT IS TO ANNEX THE PROPERTY SHOWN HEREON INTO THE CITY LIMITS OF THE CITY OF MEBANE

**CITY OF MEBANE  
CORPORATE LIMITS EXTENSION  
VOLUNTARY CONTIGUOUS ANNEXATION  
KIEWIT MEBANE FACILITY**

OWNER:  
KIEWIT INFRASTRUCTURE SOUTH CO.  
1550 MIKE FAHEY STREET  
OMAHA, NEBRASKA 68102

CITY OF MEBANE  
CHEEKS TOWNSHIP  
ORANGE COUNTY  
NORTH CAROLINA  
DATE: 2024-02-22



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

Annexation 168

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 Glendel Stephenson Municipal Building at 6:00 p.m. on April 8, 2024.

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

BEGINNING at an iron rebar set in the South line of Washington Street, a 60' right-of-way at the Northeast corner of Melvin Dodson recorded in Deed Book 1393, Page 258; thence S 62°17'48" E along said South line a distance of 102.48'to a PK nail found at the Northwest corner of Stag Mebane 3 LLC. recorded in Deed Book 5719, Page 545; thence S 10°56'43" E along the West line of said Stag Mebane 3 LLC. a distance of 1159.73'to an iron pipe found; thence S 08°48'05" E continuing along said West line a distance of 174.29'to an iron rebar set at the Southwest corner of said Stag Mebane 3 LLC.; thence N 86°37'15" E a distance of 646.54'to an iron rebar found in the West line of The City of Mebane recorded in Deed Book 4178, Page 305, at the Southeast corner of said Stag Mebane 3 LLC.; thence S 05°29'53" E along said West line a distance of 702.60'to an iron rebar set; thence S 04°38'55" E a distance of 422.80'to an iron rebar found in the North line of Industrial Connections & Solutions recorded in Deed Book 6383, Page 392, at the Southwest corner of said The City of Mebane; thence S 79°56'58" W a distance of 83.31'to an iron pipe found at the Northwest corner of said Industrial Connections & Solutions; thence S 09°11'17" E along the West line of said Industrial Connections & Solutions a distance of 407.16'to an iron pipe found at the Northeast corner of Python Enterprises LLC. recorded in Deed Book 5699, Page 176; thence S 80°15'57" W a distance of 496.04'to an iron pipe found at the Northwest corner of said Python Enterprises LLC.; thence S 09°13'13" E along the West line of said Python Enterprises LLC. a distance of 432.70'to an iron pipe found; thence S 09°13'15" E a distance of 486.09'to an iron rebar found in the North line of Industrial Drive, a variable width right-of-way, at the Southwest corner of said Python Enterprises LLC.; thence S 83°24'58" W along said North line a distance of 80.10'to an iron pipe found at the Southeast corner of Majorpower Corporation recorded in Deed Book 5840, Page 117; thence N 09°12'07" W a distance of 1329.96'to a railroad spike found at the common East corner of Penske Truck Leasing recorded in Deed Book 752, Page 262 and BRLP Mebane LLC. recorded in Deed Book 6144, Page 548; thence N 08°32'38" W a distance of 1369.50'to an iron rebar found in the East line of Michael & Elizabeth Hall recorded in Deed Book 6834, Page 500; thence N 10°56'37" W a distance of 1212.53'to an iron rebar set which is the point of BEGINNING. Said tract containing 28.123 +/- 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 #4C

## SUB 24-02

### Final Subdivision Plat Courtyards at Magnolia Glen, Phase 2

#### Presenter

Ashley Ownbey, Development Director

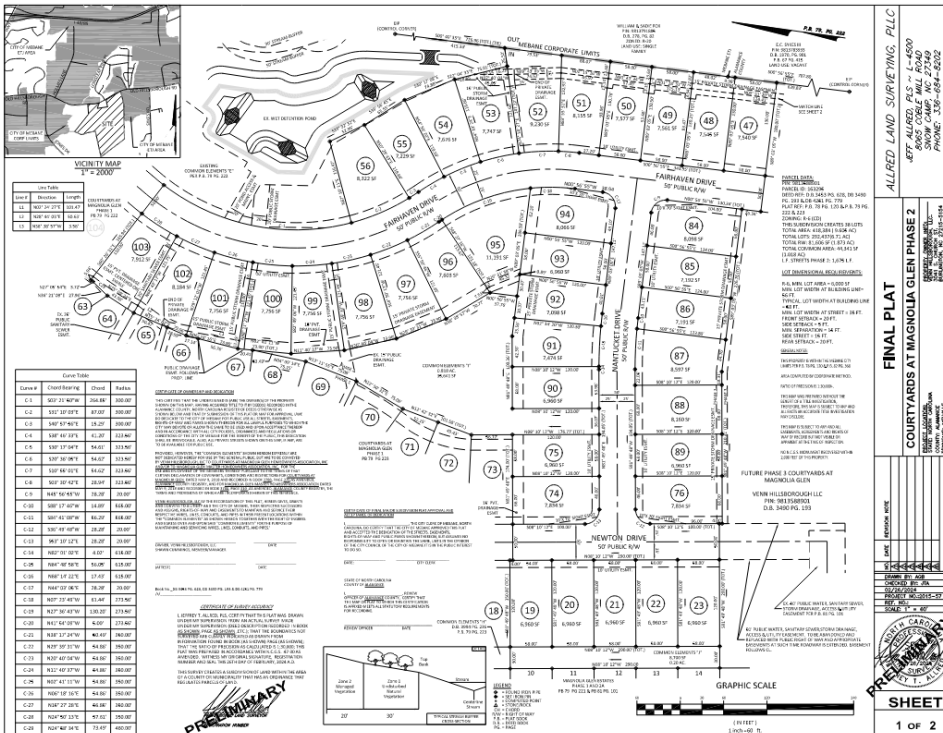
#### Applicant

Venn Hillsborough, LLC  
PO Box 477  
Graham, NC 27253

#### Public Hearing

Yes  No

### Final Plat



**Property**  
Courtyards at Magnolia  
Glen, Alamance County

GPIN  
9813588901

**Proposed Zoning**  
N/A

**Current Zoning**  
R-6 (CD)

**Size**  
+/-9.605 acres

**Surrounding Zoning**  
R-20, Alamance County

**Surrounding Land Uses**  
Residential, Vacant

**Utilities**  
Extended at developer's  
expense.

**Floodplain**  
No

**Watershed**  
No

**City Limits**  
Yes

---

**Summary**

Venn Hillsborough, LLC, is requesting approval of the Final Plat for Phase 2 of the Courtyards at Magnolia Glen (approved for rezoning as an active adult community by the City Council on 07/16/15). The final plat will include a total area of +/- 9.605 acres featuring 38 single-family lots, +/- 1.018 acres of open space, and +/-1.873 acres and +/- 1,675 linear feet of dedicated right of way.

The Technical Review Committee (TRC) has reviewed the final plat and the applicant has revised the plat to reflect 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.

---

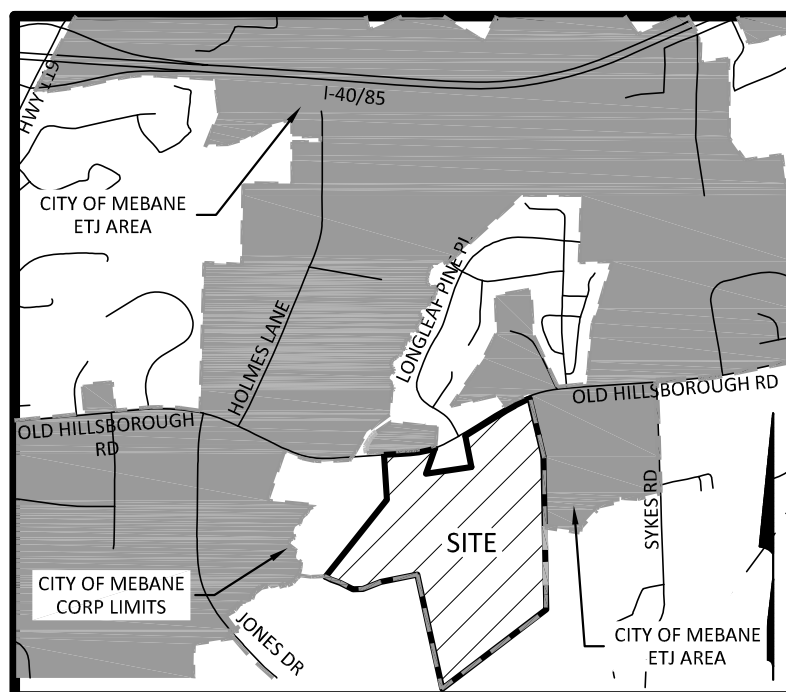
**Suggested Motion**

Motion to approve the final plat as presented.

---

**Attachments**

1. Final Plat



Line #	Direction	Length
L1	N02° 24' 27"E	101.47'
L2	N28° 44' 03"E	50.63'
L3	N38° 38' 57"W	3.58'

Curve #	Chord Bearing	Chord	Radius
C-1	S03° 21' 50"W	264.85'	300.00'
C-2	S31° 10' 03"E	87.00'	300.00'
C-3	S40° 57' 56"E	15.29'	300.00'
C-4	S38° 46' 33"E	41.20'	323.56'
C-5	S30° 17' 04"E	54.61'	323.56'
C-6	S20° 36' 05"E	54.62'	323.56'
C-7	S10° 55' 01"E	54.62'	323.56'
C-8	S03° 30' 42"E	28.94'	323.56'
C-9	N45° 56' 55"W	28.28'	20.00'
C-10	S88° 17' 46"W	14.89'	565.00'
C-11	S84° 41' 08"W	56.29'	565.00'
C-12	S36° 49' 48"W	28.28'	20.00'
C-13	S53° 10' 12"E	28.28'	20.00'
C-14	N82° 01' 02"E	4.02'	615.00'
C-15	N84° 48' 58"E	56.05'	615.00'
C-16	N88° 14' 22"E	17.43'	615.00'
C-17	N44° 03' 05"E	28.28'	20.00'
C-18	N07° 23' 49"W	61.44'	273.56'
C-19	N27° 36' 43"W	130.20'	273.56'
C-20	N41° 54' 09"W	5.00'	273.56'
C-21	N38° 17' 24"W	50.49'	350.00'
C-22	N29° 39' 31"W	54.86'	350.00'
C-23	N20° 40' 04"W	54.86'	350.00'
C-24	N11° 40' 37"W	54.86'	350.00'
C-25	N02° 41' 11"W	54.86'	350.00'
C-26	N06° 18' 16"E	54.86'	350.00'
C-27	N15° 27' 28"E	56.85'	350.00'
C-28	N24° 50' 13"E	57.61'	350.00'
C-29	N24° 58' 34"E	73.49'	460.00'

**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 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 POLICIES, 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 VENN HILLSBOROUGH, LLC TO COURTYARDS AT MAGNOLIA GLEN HOMEOWNERS ASSOCIATION, INC. AND/OR TO MAGNOLIA GLEN MASTER 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 COURTYARDS AT MAGNOLIA GLEN, DATED MAY 9, 2018 AND RECORDED IN BOOK 3788, PAGE 370 AS AMENDED, ALAMANCE COUNTY REGISTRY, AND FOR MAGNOLIA GLEN MASTER HOMEOWNERS ASSOCIATION DATED MAY 9, 2018 AND RECORDED IN BOOK 3788, PAGE 310, AS AMENDED, ALAMANCE COUNTY REGISTRY, THE TERMS AND PROVISIONS OF WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE.

VENN HILLSBOROUGH, LLC 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 SERVICING WIRES, LINES, CONDUITS, AND PIPES.

OWNER, VENN HILLSBOROUGH, LLC DATE \_\_\_\_\_  
SHAWN CUMMINGS, MEMBER/MANAGER

(ATTEST) DATE \_\_\_\_\_

Book No. DB 3453 PG. 628, DB 3490 PG. 193 & DB 4251 PG. 779

**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 AS SHOWN, PAGE AS 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 26TH DAY OF FEBRUARY, 2024 A.D.

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

**CERTIFICATE OF FINAL MAJOR SUBDIVISION PLAT APPROVAL AND ACCEPTANCE OF DEDICATION**

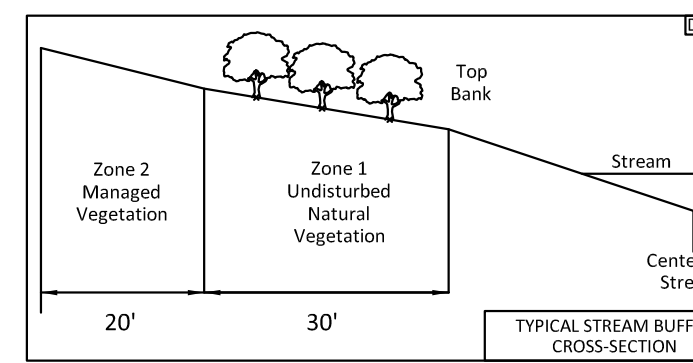
I, \_\_\_\_\_, THE CITY CLERK OF MEBANE, NORTH CAROLINA, DO CERTIFY THAT THE CITY OF MEBANE APPROVED THIS PLAT AND ACCEPTED THE DEDICATION OF THE STREETS, EASEMENTS, RIGHTS-OF-WAY AND PUBLIC PARKS SHOWN THEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME, UNTIL IN THE OPINION OF THE CITY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

DATE: \_\_\_\_\_ CITY CLERK

STATE OF NORTH CAROLINA COUNTY OF ALAMANCE

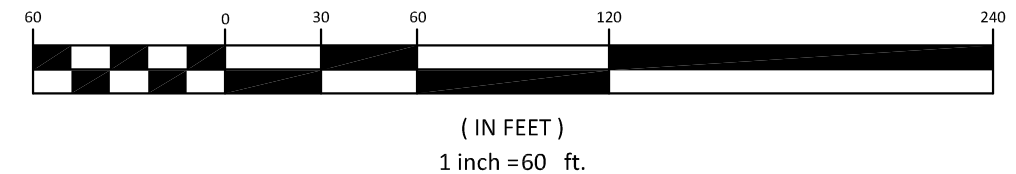
I, \_\_\_\_\_, REVIEW OFFICER OF ALAMANCE COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE \_\_\_\_\_



**LEGEND**

- = FOUND IRON PIPE
- = SET IRON PIN
- = COMPUTED POINT
- ▲ = STONE/ROCK
- CH = CHORD
- R/W = RIGHT OF WAY
- P.B. = PLAT BOOK
- D.B. = DEED BOOK
- PG. = PAGE



**PRELIMINARY**  
J. ALLRED  
REGISTERED LAND SURVEYOR  
REGISTRATION NUMBER



**PARCEL DATA:**  
PIN: 9813588901  
PARCEL ID: 163295  
DEED REF: D.B. 3453 PG. 628, DB 3490 PG. 193 & DB 4251 PG. 779  
PLAT REF: P.B. 78 PG. 120 & P.B. 79 PG. 222 & 223  
ZONING: R-6 (CD)  
THIS SUBDIVISION CREATES 38 LOTS  
TOTAL AREA: 418,384 (9.605 AC)  
TOTAL LOTS: 292,437(6.71 AC)  
TOTAL RW: 81,606 SF (1.873 AC)  
TOTAL COMMON AREA: 44,341 SF (1.018 AC)  
L.F. STREETS PHASE 2: 1,675 L.F.

**LOT DIMENSIONAL REQUIREMENTS:**

R-6, MIN. LOT AREA = 6,000 SF  
MIN. LOT WIDTH AT BUILDING LINE = 56 FT  
TYPICAL LOT WIDTH AT BUILDING LINE = 58 FT  
MIN. LOT WIDTH AT STREET = 35 FT  
FRONT SETBACK = 20 FT  
SIDE SETBACK = 5 FT  
MIN. SEPARATION = 15 FT  
SIDE STREET = 15 FT  
REAR SETBACK = 20 FT.

**GENERAL NOTES:**

THIS PROPERTY IS WITHIN THE MEBANE CITY LIMITS PER P.B. 78 PG. 120 & P.B. 82 PG. 368  
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.

**FUTURE PHASE 3 COURTYARDS AT MAGNOLIA GLEN**

VENN HILLSBOROUGH LLC  
PIN: 9813588901  
D.B. 3490 PG. 193

EX. 50' PUBLIC WATER, SANITARY SEWER, STORM DRAINAGE, ACCESS & UTILITY EASEMENT PER P.B. 81 PG. 101

ALLRED LAND SURVEYING, PLLC

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

**FINAL PLAT**

**COURTYARDS AT MAGNOLIA GLEN PHASE 2**

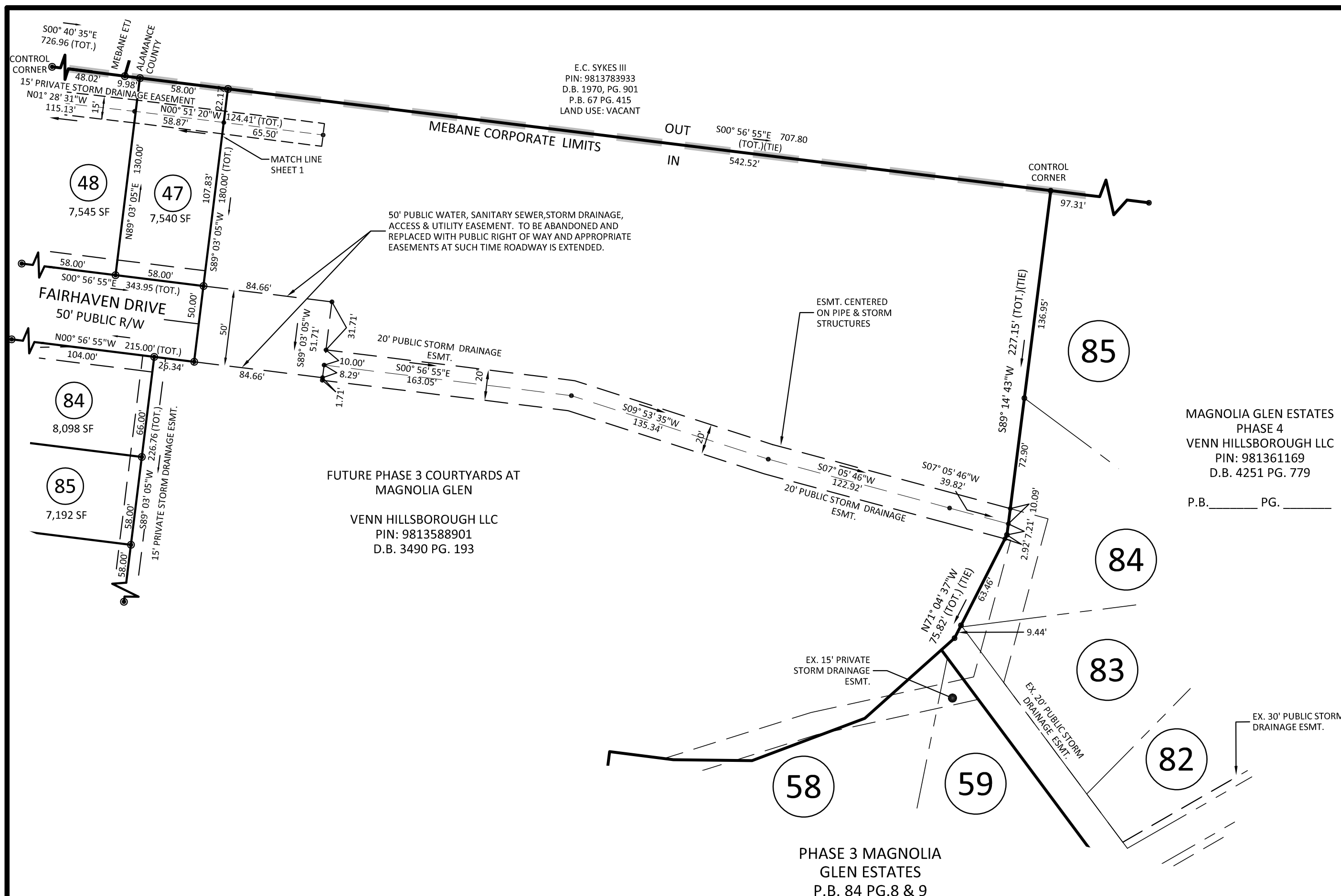
PROPERTY OWNER INFO:  
VENN HILLSBOROUGH, LLC  
3041 S. CHURCH ST.  
BURLINGTON, NC 27215-5154  
(336) 901-8304

NO.	DATE	REVISION	NOTE

DRAWN BY: AGB  
CHECKED BY: JTA  
02/26/2024  
PROJECT NO.: 2015-57  
REF. NO.:  
SCALE: 1" = 60'

**PRELIMINARY**  
NORTH CAROLINA PROFESSIONAL SURVEYOR  
JEFFREY T. ALLRED  
REGISTRATION NUMBER

**SHEET**  
1 OF 2



FUTURE PHASE 3 COURTYARDS AT MAGNOLIA GLEN  
 VENN HILLSBOROUGH LLC  
 PIN: 9813588901  
 D.B. 3490 PG. 193

MAGNOLIA GLEN ESTATES PHASE 4  
 VENN HILLSBOROUGH LLC  
 PIN: 981361169  
 D.B. 4251 PG. 779  
 P.B. \_\_\_\_\_ PG. \_\_\_\_\_

PHASE 3 MAGNOLIA GLEN ESTATES  
 P.B. 84 PG. 8 & 9

**CERTIFICATE OF SURVEY ACCURACY**

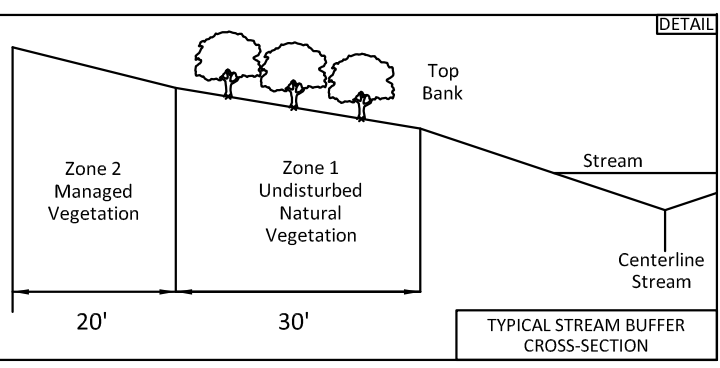
I, JEFFREY T. ALLRED, PLS., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK AS SHOWN, PAGE AS SHOWN, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK (AS SHOWN) 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 26TH DAY OF FEBRUARY, 2024 A.D.

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

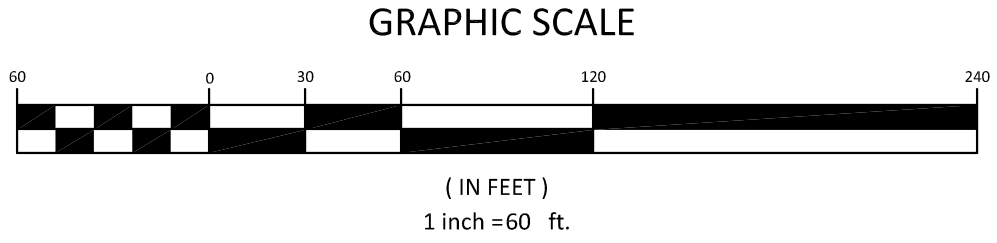
**PRELIMINARY**  
 JEFFREY T. ALLRED  
 LAND SURVEYOR  
 REGISTRATION NUMBER

**GENERAL NOTES:**

- THIS PROPERTY IS WITHIN THE MEBANE CITY LIMITS PER P.B. 78 PG. 120 & P.B. 82 PG. 368
- 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.



- LEGEND**
- = FOUND IRON PIPE
  - = SET IRON PIN
  - = COMPUTED POINT
  - = STONE/ROCK
  - CH = CHORD
  - R/W = RIGHT OF WAY
  - P.B. = PLAT BOOK
  - D.B. = DEED BOOK
  - PG. = PAGE



P.B. 79, PG. 222

**PARCEL DATA:**  
 PIN: 9813588901  
 PARCEL ID: 163295  
 DEED REF: D.B.3453 PG. 628, DB 3490 PG. 193 & DB 4251 PG. 779  
 PLAT REF: P.B. 78 PG. 120 & P.B. 79 PG. 222 & 223  
 ZONING: R-6 (CD)  
 THIS SUBDIVISION CREATES 38 LOTS  
 TOTAL AREA: 418,384 ( 9.605 AC)  
 TOTAL LOTS: 292,437(6.71 AC)  
 TOTAL RW: 81,606 SF (1.873 AC)  
 TOTAL COMMON AREA: 44,341 SF (1.018 AC)  
 L.F. STREETS PHASE 2: 1,675 L.F.

**LOT DIMENSIONAL REQUIREMENTS:**

R-6, MIN. LOT AREA = 6,000 SF  
 MIN. LOT WIDTH AT BUILDING LINE = 56 FT.  
 TYPICAL LOT WIDTH AT BUILDING LINE = 58 FT.  
 MIN. LOT WIDTH AT STREET = 35 FT.  
 FRONT SETBACK = 20 FT.  
 SIDE SETBACK = 5 FT.  
 MIN. SEPARATION = 15 FT.  
 SIDE STREET = 15 FT.  
 REAR SETBACK = 20 FT.

ALLRED LAND SURVEYING, PLLC

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

FINAL PLAT

COURTYARDS AT MAGNOLIA GLEN PHASE 2

PROJECT OWNER INFO:  
 VENN HILLSBOROUGH, LLC.  
 3041 S. CHURCH ST.  
 BURLINGTON, NC 27215-5154  
 (336) 901-8304

PROJECT LOCATION:  
 NORTH CAROLINA  
 COUNTY: ALAMANCE  
 TOWNSHIP: MELVILLE

NO.	DATE	REVISION	NOTE
1			
2			
3			
4			
5			

DRAWN BY: AGB  
 CHECKED BY: JTA  
 02/26/2024  
 PROJECT NO.: 2015-57  
 REF. NO.:  
 SCALE: 1" = 60'

**PRELIMINARY**  
 JEFFREY T. ALLRED  
 LAND SURVEYOR  
 REGISTRATION NUMBER

**SHEET**  
 2 OF 2





# AGENDA ITEM #4D

SUB 24-03

Final Subdivision Plat  
Magnolia Glen Estates,  
Phase 4

### Presenter

Ashley Ownbey, Development Director

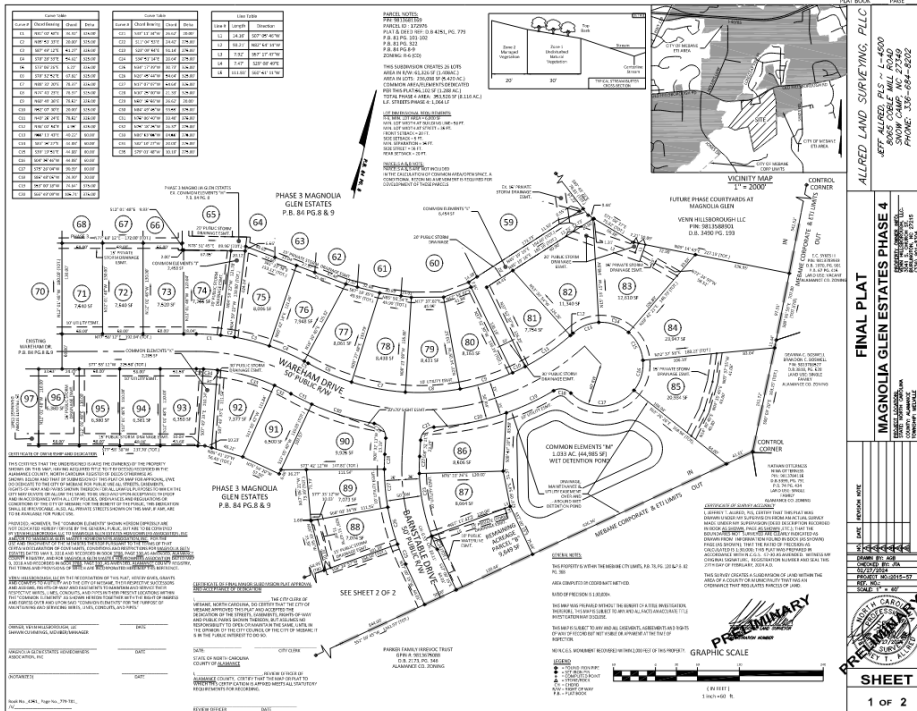
### Applicant

Venn Hillsborough, LLC  
PO Box 477  
Graham, NC 27253

### Public Hearing

Yes  No

### Final Plat



### Property

Magnolia Glen Estates,  
Alamance County

GPIN  
9813681169

### Proposed Zoning

N/A

### Current Zoning

R-6 (CD)

### Size

+/-8.116 acres

### Surrounding Zoning

R-20, Alamance County

### Surrounding Land Uses

Residential, Agricultural,  
Vacant

### Utilities

Extended at developer's  
expense.

### Floodplain

No

### Watershed

No

### City Limits

Yes



---

**Summary**

Venn Hillsborough, LLC, is requesting approval of the Final Plat for Phase 4 of Magnolia Glen Estates (approved for rezoning as a single-family subdivision by the City Council on 07/16/15). The final plat will include a total area of +/- 8.116 acres featuring 26 single-family lots, +/- 1.288 acres of open space, and +/-1.408 acres and +/- 1,064 linear feet of dedicated right of way.

The Technical Review Committee (TRC) has reviewed the final plat and the applicant has revised the plat to reflect 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

Curve #	Chord Bearing	Chord	Delta
C1	N81° 02' 58"E	34.92'	325.00'
C2	N85° 53' 33"E	20.00'	325.00'
C3	S87° 49' 12"E	51.27'	325.00'
C4	S78° 28' 33"E	54.62'	325.00'
C5	S73° 06' 26"E	6.22'	325.00'
C6	S78° 32' 52"E	67.82'	325.00'
C7	N88° 32' 20"E	78.37'	325.00'
C8	N74° 41' 23"E	78.37'	325.00'
C9	N60° 49' 36"E	78.52'	325.00'
C10	N52° 07' 30"E	20.00'	325.00'
C11	N43° 25' 24"E	78.52'	325.00'
C12	N36° 02' 54"E	4.95'	325.00'
C13	N55° 11' 43"E	40.22'	60.00'
C14	S83° 15' 27"E	44.88'	60.00'
C15	S39° 19' 51"E	44.88'	60.00'
C16	S04° 35' 46"W	44.88'	60.00'
C17	S75° 26' 04"W	90.39'	60.00'
C18	S85° 48' 05"W	24.90'	20.00'
C19	S53° 00' 18"W	74.64'	375.00'
C20	S66° 49' 09"W	105.71'	375.00'

Curve #	Chord Bearing	Chord	Delta
C21	S33° 11' 34"W	26.62'	20.00'
C22	S11° 04' 53"E	24.42'	275.00'
C23	S23° 09' 54"E	91.14'	275.00'
C24	S34° 51' 14"E	20.64'	275.00'
C25	N34° 17' 39"W	30.73'	325.00'
C26	N26° 45' 44"W	54.64'	325.00'
C27	N17° 07' 07"W	54.64'	325.00'
C28	N10° 25' 00"W	21.33'	325.00'
C29	N50° 15' 56"W	26.62'	20.00'
C30	N84° 49' 45"W	93.55'	375.00'
C31	N75° 06' 40"W	33.40'	375.00'
C32	N75° 18' 25"W	26.37'	275.00'
C33	N86° 53' 55"W	84.55'	275.00'
C34	S82° 10' 27"W	20.00'	275.00'
C35	S79° 01' 48"W	10.18'	275.00'

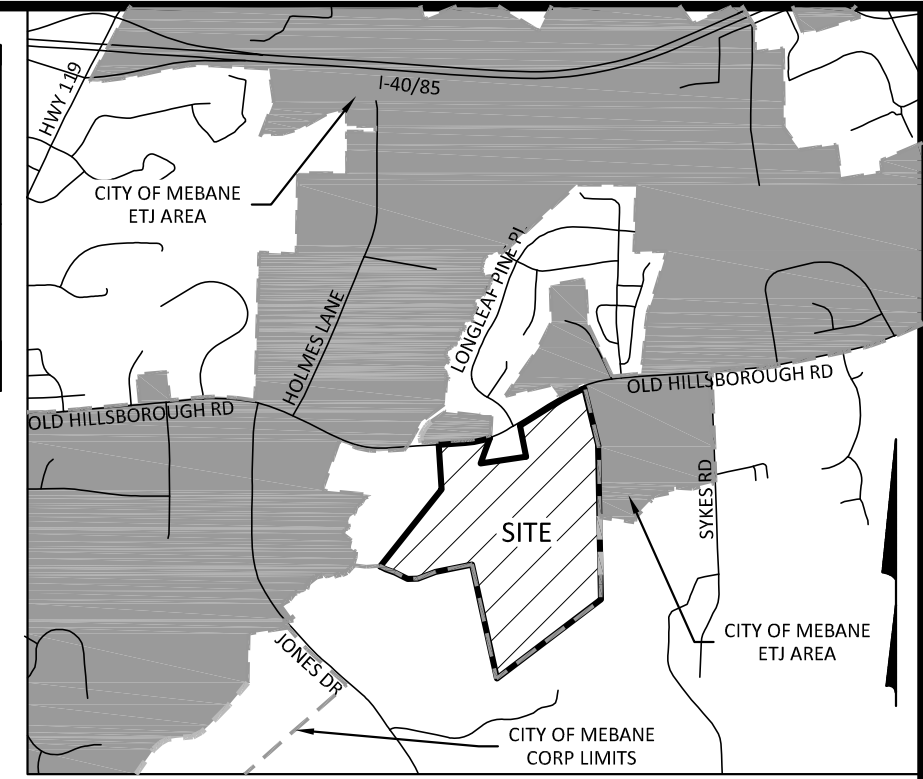
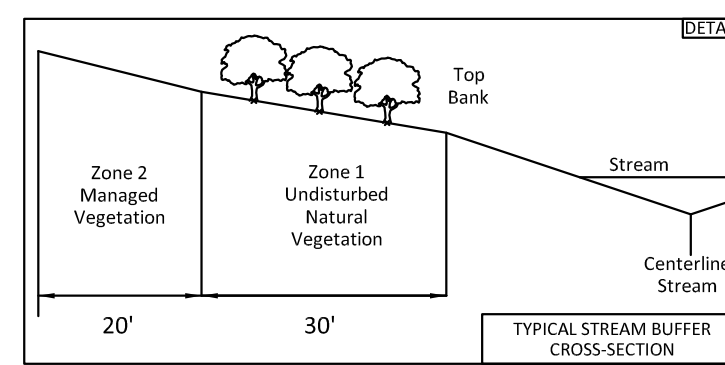
Line #	Length	Direction
L1	14.16'	S07° 05' 46"W
L2	93.21'	N82° 54' 14"W
L3	7.92'	S57° 17' 47"W
L4	7.47'	S29° 08' 49"E
L5	111.83'	S60° 51' 11"W

PARCEL NOTES:  
 PIN: 9813681169  
 PARCEL ID : 172976  
 PLAT & DEED REF: D.B. 4251, PG. 779  
 P.B. 81 PG. 101-102  
 P.B. 81 PG. 322  
 P.B. 84 PG. 8-9  
 ZONING: R-6 (CD)

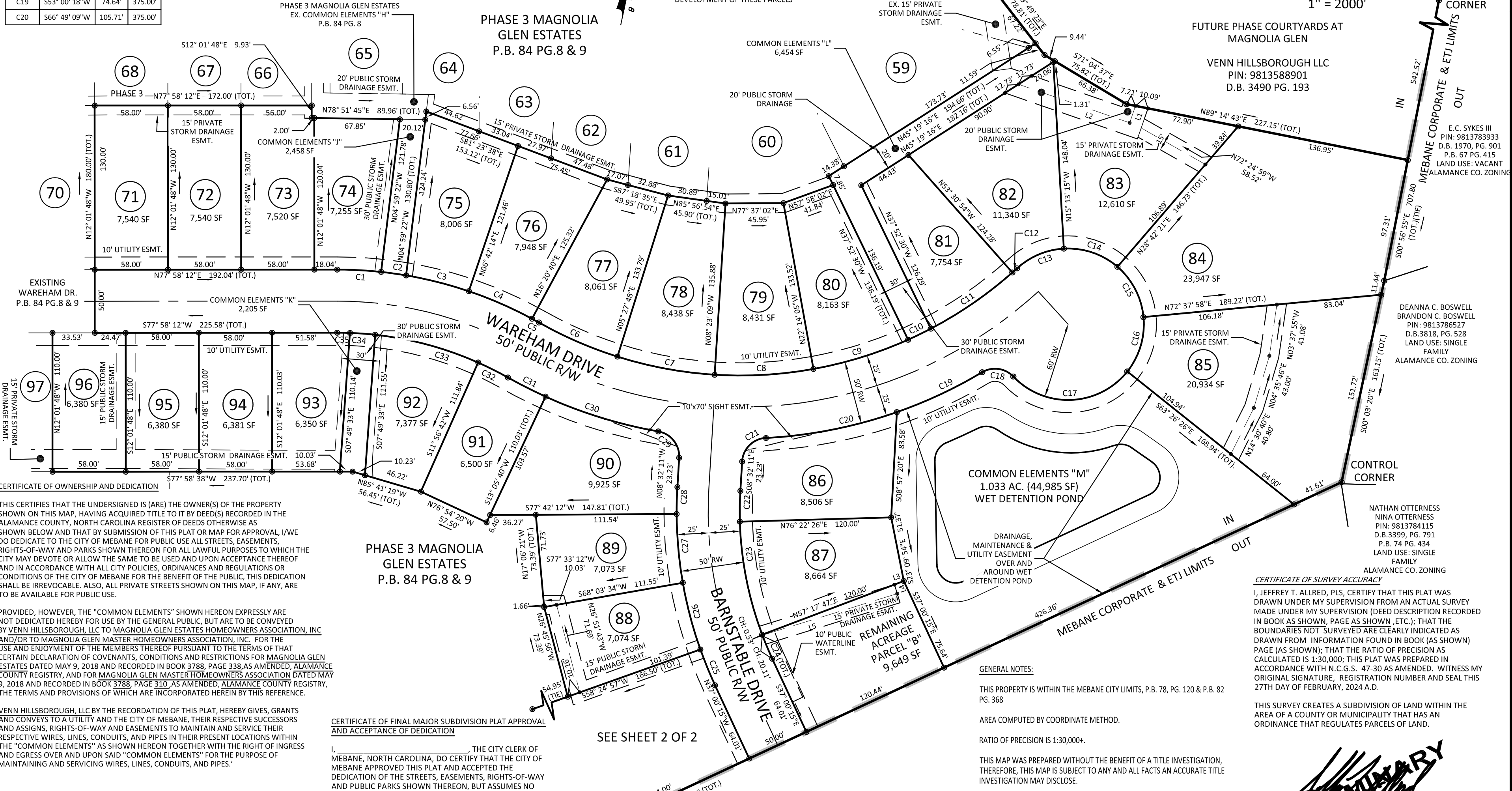
THIS SUBDIVISION CREATES 26 LOTS  
 AREA IN R/W: 61,326 SF (1.408AC.)  
 AREA IN LOTS: 236,098 SF (5.420 AC.)  
 COMMON AREA/ELEMENTS DEDICATED  
 PER THIS PLAT: 56,102 SF (1.288 AC.)  
 TOTAL PHASE 4 AREA: 353,526 SF (8.116 AC.)  
 L.F. STREETS PHASE 4: 1,064 LF

LOT DIMENSIONAL REQUIREMENTS:  
 R-6, MIN. LOT AREA = 6,000 SF  
 MIN. LOT WIDTH AT BUILDING LINE = 56 FT.  
 MIN. LOT WIDTH AT STREET = 35 FT.  
 FRONT SETBACK = 20 FT.  
 SIDE SETBACK = 5 FT.  
 MIN. SEPARATION = 15 FT.  
 SIDE STREET = 15 FT.  
 REAR SETBACK = 20 FT.

PARCELS A & B NOTE:  
 PARCELS A & B ARE NOT INCLUDED  
 IN THE CALCULATION OF COMMON AREA/OPEN SPACE. A  
 CONDITIONAL REZONING AMENDMENT IS REQUIRED FOR  
 DEVELOPMENT OF THESE PARCELS



VICINITY MAP  
 1" = 2000'



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 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 POLICIES, 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 VENN HILLSBOROUGH, LLC TO MAGNOLIA GLEN ESTATES HOMEOWNERS ASSOCIATION, INC AND/OR TO MAGNOLIA GLEN MASTER 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 MAGNOLIA GLEN ESTATES DATED MAY 9, 2018 AND RECORDED IN BOOK 3788, PAGE 338, AS AMENDED, ALAMANCE COUNTY REGISTRY, AND FOR MAGNOLIA GLEN MASTER HOMEOWNERS ASSOCIATION DATED MAY 9, 2018 AND RECORDED IN BOOK 3788, PAGE 310, AS AMENDED, ALAMANCE COUNTY REGISTRY, THE TERMS AND PROVISIONS OF WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE.

VENN HILLSBOROUGH, LLC 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 SERVICING WIRES, LINES, CONDUITS, AND PIPES.

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 AND ACCEPTED THE DEDICATION OF THE STREETS, EASEMENTS, RIGHTS-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.

STATE OF NORTH CAROLINA  
 COUNTY OF ALAMANCE

I, \_\_\_\_\_, REVIEW OFFICER OF ALAMANCE COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

SEE SHEET 2 OF 2

PARKER FAMILY IRREVOC TRUST  
 GPIN #: 9813675088  
 D.B. 2173, PG. 346  
 ALAMANCE CO. ZONING

GENERAL NOTES:  
 THIS PROPERTY IS WITHIN THE MEBANE CITY LIMITS, P.B. 78, PG. 120 & P.B. 82 PG. 368  
 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.

LEGEND  
 ● = FOUND IRON PIPE  
 ○ = SET IRON PIN  
 ○ = COMPUTED POINT  
 △ = STONE/ROCK  
 CH = CHORD  
 R/W = RIGHT OF WAY  
 P.B. = PLAT BOOK



**PRELIMINARY**  
 JEFFREY T. ALLRED  
 PROFESSIONAL LAND SURVEYOR  
 REGISTRATION NUMBER

GRAPHIC SCALE

( IN FEET )  
 1 inch = 60 ft.

ALLRED LAND SURVEYING, PLLC

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

FINAL PLAT

MAGNOLIA GLEN ESTATES PHASE 4

PROPERTY OWNER INFO:  
 VENN HILLSBOROUGH, LLC  
 3041 S. CHURCH ST.  
 BURLINGTON, NC 27215  
 (336) 901-8304

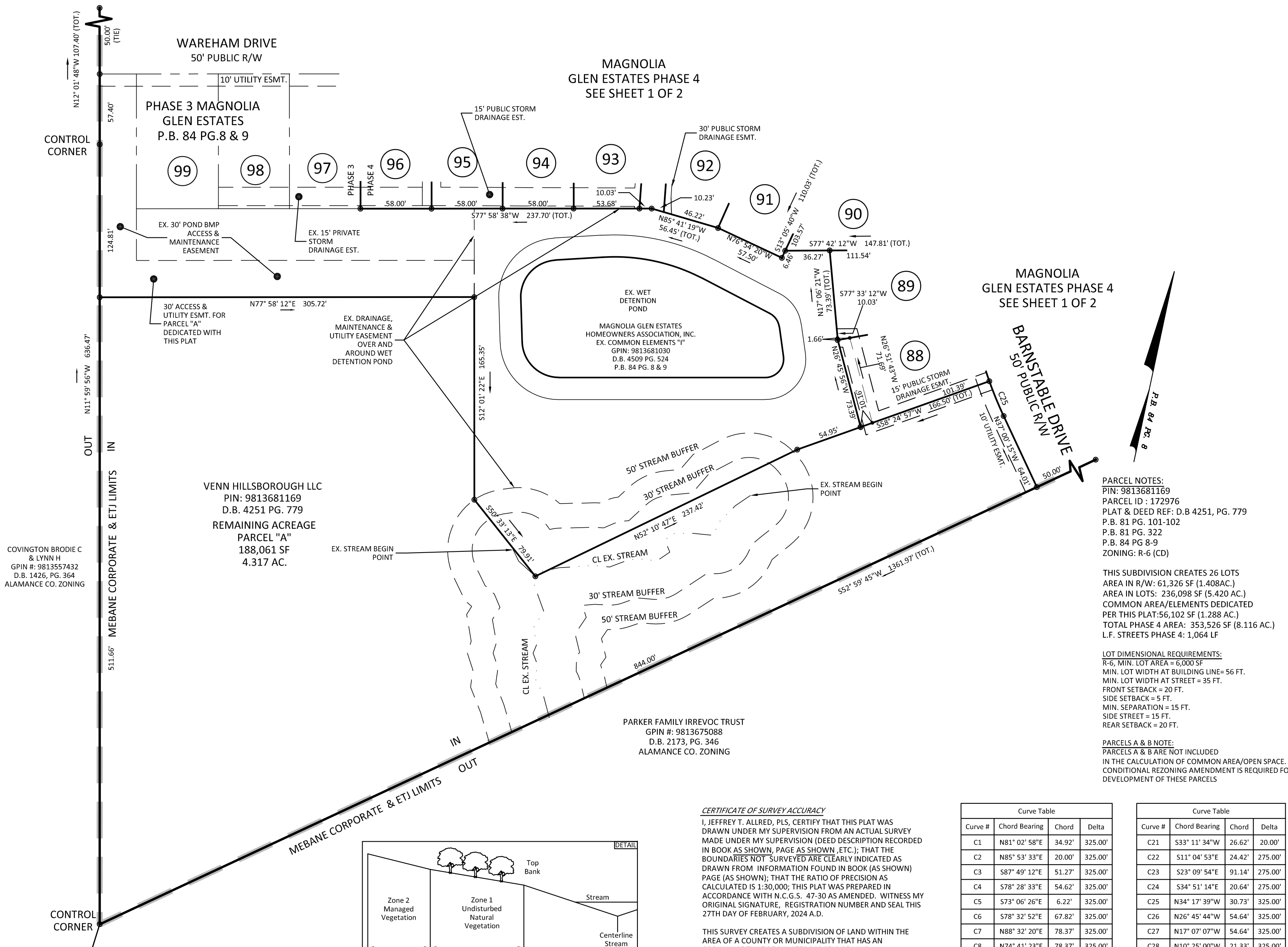
NO.	DATE	REVISION	NOTE

DRAWN BY: AGB  
 CHECKED BY: JTA  
 02/27/2024  
 PROJECT NO.: 2015-57  
 REF. NO.:  
 SCALE: 1" = 60'

**PRELIMINARY**  
 JEFFREY T. ALLRED  
 PROFESSIONAL LAND SURVEYOR  
 REGISTRATION NUMBER

SHEET

1 OF 2



COVINGTON BRODIE C & LYNN H  
GPIN #: 9813557432  
D.B. 1426, PG. 364  
ALAMANCE CO. ZONING

VENN HILLSBOROUGH LLC  
PIN: 9813681169  
D.B. 4251 PG. 779  
REMAINING ACREAGE  
PARCEL "A"  
188,061 SF  
4.317 AC.

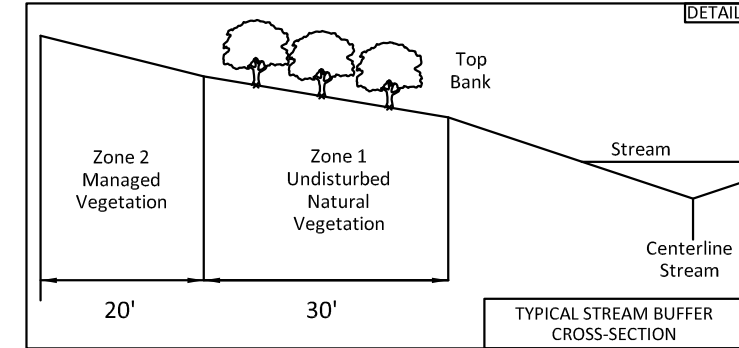
PARKER FAMILY IRREVOC TRUST  
GPIN #: 9813675088  
D.B. 2173, PG. 346  
ALAMANCE CO. ZONING

PARCEL NOTES:  
PIN: 9813681169  
PARCEL ID : 172976  
PLAT & DEED REF: D.B 4251, PG. 779  
P.B. 81 PG. 101-102  
P.B. 81 PG. 322  
P.B. 84 PG 8-9  
ZONING: R-6 (CD)

THIS SUBDIVISION CREATES 26 LOTS  
AREA IN R/W: 61,326 SF (1.408AC.)  
AREA IN LOTS: 236,098 SF (5.420 AC.)  
COMMON AREA/ELEMENTS DEDICATED  
PER THIS PLAT: 56,102 SF (1.288 AC.)  
TOTAL PHASE 4 AREA: 353,526 SF (8.116 AC.)  
L.F. STREETS PHASE 4: 1,064 LF

LOT DIMENSIONAL REQUIREMENTS:  
R-6, MIN. LOT AREA = 6,000 SF  
MIN. LOT WIDTH AT BUILDING LINE = 56 FT.  
MIN. LOT WIDTH AT STREET = 35 FT.  
FRONT SETBACK = 20 FT.  
SIDE SETBACK = 5 FT.  
MIN. SEPARATION = 15 FT.  
SIDE STREET = 15 FT.  
REAR SETBACK = 20 FT.

PARCELS A & B NOTE:  
PARCELS A & B ARE NOT INCLUDED  
IN THE CALCULATION OF COMMON AREA/OPEN SPACE. A  
CONDITIONAL REZONING AMENDMENT IS REQUIRED FOR  
DEVELOPMENT OF THESE PARCELS

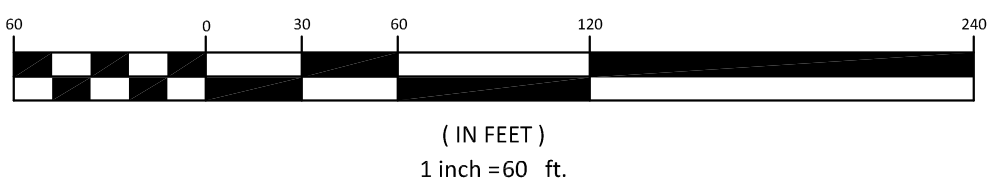


**CERTIFICATE OF SURVEY ACCURACY**  
I, JEFFREY T. ALLRED, PLS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK AS SHOWN, PAGE AS SHOWN, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM 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 27TH DAY OF FEBRUARY, 2024 A.D.

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



GRAPHIC SCALE



**LEGEND**  
 ● = FOUND IRON PIPE  
 ○ = SET IRON PIN  
 \* = COMPUTED POINT  
 ▲ = STONE/ROCK  
 CH = CHORD  
 R/W = RIGHT OF WAY  
 P.B. = PLAT BOOK

Curve Table			
Curve #	Chord Bearing	Chord	Delta
C1	N81° 02' 58"E	34.92'	325.00'
C2	N85° 53' 33"E	20.00'	325.00'
C3	S87° 49' 12"E	51.27'	325.00'
C4	S78° 28' 33"E	54.62'	325.00'
C5	S73° 06' 26"E	6.22'	325.00'
C6	S78° 32' 52"E	67.82'	325.00'
C7	N88° 32' 20"E	78.37'	325.00'
C8	N74° 41' 23"E	78.37'	325.00'
C9	N60° 49' 36"E	78.52'	325.00'
C10	N52° 07' 30"E	20.00'	325.00'
C11	N43° 25' 24"E	78.52'	325.00'
C12	N36° 02' 54"E	4.95'	325.00'
C13	N55° 11' 43"E	40.22'	60.00'
C14	S83° 15' 27"E	44.88'	60.00'
C15	S39° 19' 51"E	44.88'	60.00'
C16	S04° 35' 46"W	44.88'	60.00'
C17	S75° 26' 04"W	90.39'	60.00'
C18	S85° 48' 05"W	24.90'	20.00'
C19	S53° 00' 18"W	74.64'	375.00'
C20	S66° 49' 09"W	105.71'	375.00'

Curve Table			
Curve #	Chord Bearing	Chord	Delta
C21	S33° 11' 34"W	26.62'	20.00'
C22	S11° 04' 53"E	24.42'	275.00'
C23	S23° 09' 54"E	91.14'	275.00'
C24	S34° 51' 14"E	20.64'	275.00'
C25	N34° 17' 39"W	30.73'	325.00'
C26	N26° 45' 44"W	54.64'	325.00'
C27	N17° 07' 07"W	54.64'	325.00'
C28	N10° 25' 00"W	21.33'	325.00'
C29	N50° 15' 56"W	26.62'	20.00'
C30	N84° 49' 45"W	93.55'	375.00'
C31	N75° 06' 40"W	33.40'	375.00'
C32	N75° 18' 25"W	26.37'	275.00'
C33	N86° 53' 55"W	84.55'	275.00'
C34	S82° 10' 27"W	20.00'	275.00'
C35	S79° 01' 48"W	10.18'	275.00'

Line Table		
Line #	Length	Direction
L1	14.16'	S07° 05' 46"W
L2	93.21'	N82° 54' 14"W
L3	7.92'	S57° 17' 47"W
L4	7.47'	S29° 08' 49"E
L5	111.83'	S60° 51' 11"W

ALLRED LAND SURVEYING, PLLC

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

**FINAL PLAT**  
**MAGNOLIA GLEN ESTATES PHASE 4**

PROPERTY OWNER INFO:  
VENN HILLSBOROUGH, LLC.  
3041 S. CHURCH ST.  
BURLINGTON, NC 27215  
(336) 901-8304

NO.	DATE	REVISION	NOTE

DRAWN BY: AGB  
CHECKED BY: JTA  
02/27/2024  
PROJECT NO.: 2015-57  
REF. NO.:





# AGENDA ITEM #4E

SUB 23-09

Final Subdivision Plat  
Cambridge Park, Phase 3A

**REAPPROVAL**

### Presenter

Ashley Ownbey, Development Director

### Applicant

GHD-Cambridge Park Mebane, LLC  
1330 Sunday Drive, Suite 105  
Raleigh, NC 27607

### Public Hearing

Yes  No

## Final Plat



### Property

Cambridge Park,  
Alamance County

GPIN  
9813351154

### Proposed Zoning

N/A

### Current Zoning

R-12 PUD

### Size

+/-38.254 acres

### Surrounding Zoning

Alamance County

### Surrounding Land Uses

Residential,  
Agricultural, Vacant

### Utilities

Extended at  
developer's expense.

### Floodplain

No

### Watershed

No

### City Limits

Yes



---

### Summary

GHD-Cambridge Park Mebane, LLC, is requesting approval of the Final Plat for Phase 3A of the Cambridge Park Subdivision (approved for rezoning and a special use permit for a planned unit development by City Council 01/08/18). The final plat will include a total area of +/- 38.254 acres featuring 71 single-family lots, +/- 0.986 acres of open space, +/- 22.363 acres of private recreation space, and +/-3.138 acres and +/- 2,795 linear feet of dedicated right of way.

The Technical Review Committee (TRC) has reviewed the final plat and the applicant has revised the plat to reflect 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.

This major subdivision plat was originally approved by the City Council at its December 4, 2023, meeting.

---

### 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

**B. Certificate of Ownership and Dedication (For Use with Major Subdivision Plats Only)**

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 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 policies, 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 GHD-CAMBRIDGE PARK MEBANE, LLC to Cambridge Park 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 Cambridge Park recorded in Book 3927, Page(s) 0656-0718, ALAMANCE County Registry, the terms and provisions of which are incorporated herein by this reference.

GHD-CAMBRIDGE PARK MEBANE, LLC 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 servicing wires, lines, conduits, and pipes.

Owner \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_  
A NOTARY PUBLIC OF SAID COUNTY AND STATE, DO HEREBY CERTIFY THAT

PERSONALLY APPEARED BEFORE ME THIS DAY AND UNDER OATH ACKNOWLEDGED THAT THE ABOVE FORM WAS EXECUTED BY HIM/HER WITNESS MY HAND AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

NOTARY PUBLIC (SIGNATURE) \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

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 \_\_\_\_\_

**REVIEW OFFICER CERTIFICATION**

I, \_\_\_\_\_ Review Officer of Alamance County, certify that this map or plat to which the certification is affixed meets all statutory requirements for recording.

Review Officer \_\_\_\_\_ Date \_\_\_\_\_

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, rights-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.

City Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Certificate of Survey Accuracy:**

I, Robert S. Dischinger, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 4478 Page 694); that the boundaries not surveyed are clearly indicated as drawn from information found in Book SEE Page MAP; that the ratio of precision as calculated is 1:21,995; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 20 day of NOVEMBER, AD, 2023.

(11)a. this survey creates a subdivision of land within the area of county or municipality that has an ordinance that regulates parcels of land.

ROBERT S. DISCHINGER PLS-4521



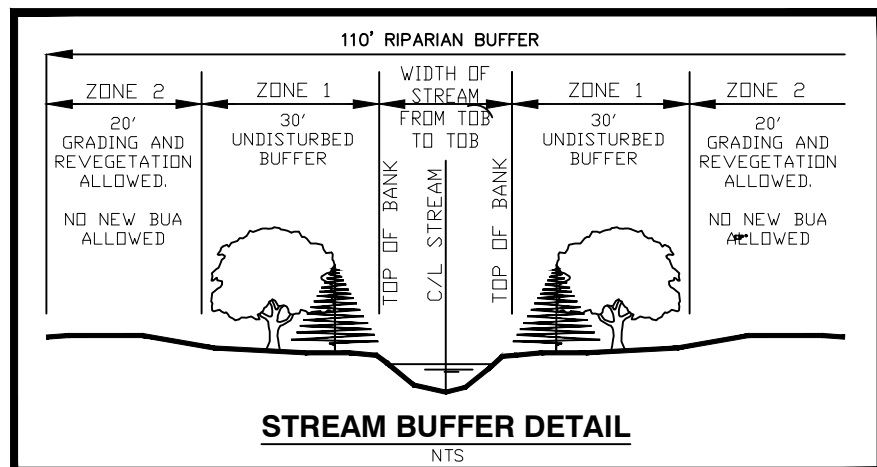
**SITE DATA:**  
PARCELS: PIN: 163091, 163107, 163248, 163252, 163253  
ADDRESS: 1909 JONES DRIVE  
TOTAL ACREAGE= 238.2 ACRES  
ZONING: PUD-R-12 WITH ANNEXATION  
EXISTING USE: VACANT AND RESIDENTIAL  
PROPOSED USE: RESIDENTIAL  
ADJACENT ZONING: ALAMANCE COUNTY  
DEED REFERENCES:  
#163252 - DB 4478, PG 694-699

**FLOOD INFORMATION:**  
FLOOD PLAIN PER FIRM MAP #3710981300K PANEL #9813, DATED 11-17-2017

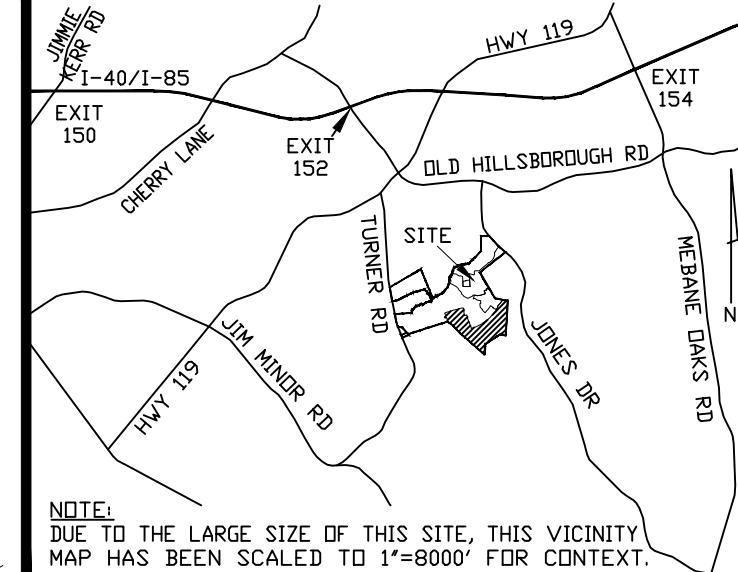
**WATERSHED INFORMATION:**  
WATERSHED: NDNE (NPDES PHASE II RULES APPLY)  
RIVER BASIN: CAPE FEAR (HAW CREEK, CLASS WS-VJNSW)  
COORDINATES: LAT. 36.050746  
LONG. -79.29087  
SOILS: CnB2, CnC2, CnD2, ISB2, R2A, WtB, WtC  
SEWER: PUBLIC  
WATER: PUBLIC

**LINE TYPE AND SYMBOL LEGENDS APPLIES TO ALL 9 SHEETS:**

- ① EXISTING LOT OF RECORD
- EXISTING RIGHT OF WAY
- - - - - PROPERTY LINE (NOT SURVEYED)
- - - - - EASEMENT
- — — — — PROPERTY LINE
- - - - - CENTERLINE
- - - - - CREEK
- D.B. DEED BOOK
- P.B. PLAT BOOK
- PG. PAGE
- STONE
- NIP NEW IRON PIPE
- EIP EXISTING IRON PIPE
- △ ESM.T. EASEMENT
- SE. SIGHT EASEMENT
- B.C. BACK OF CURB
- BFE BASE FLOOD ELEVATION
- XXXX DENOTES ADDRESS



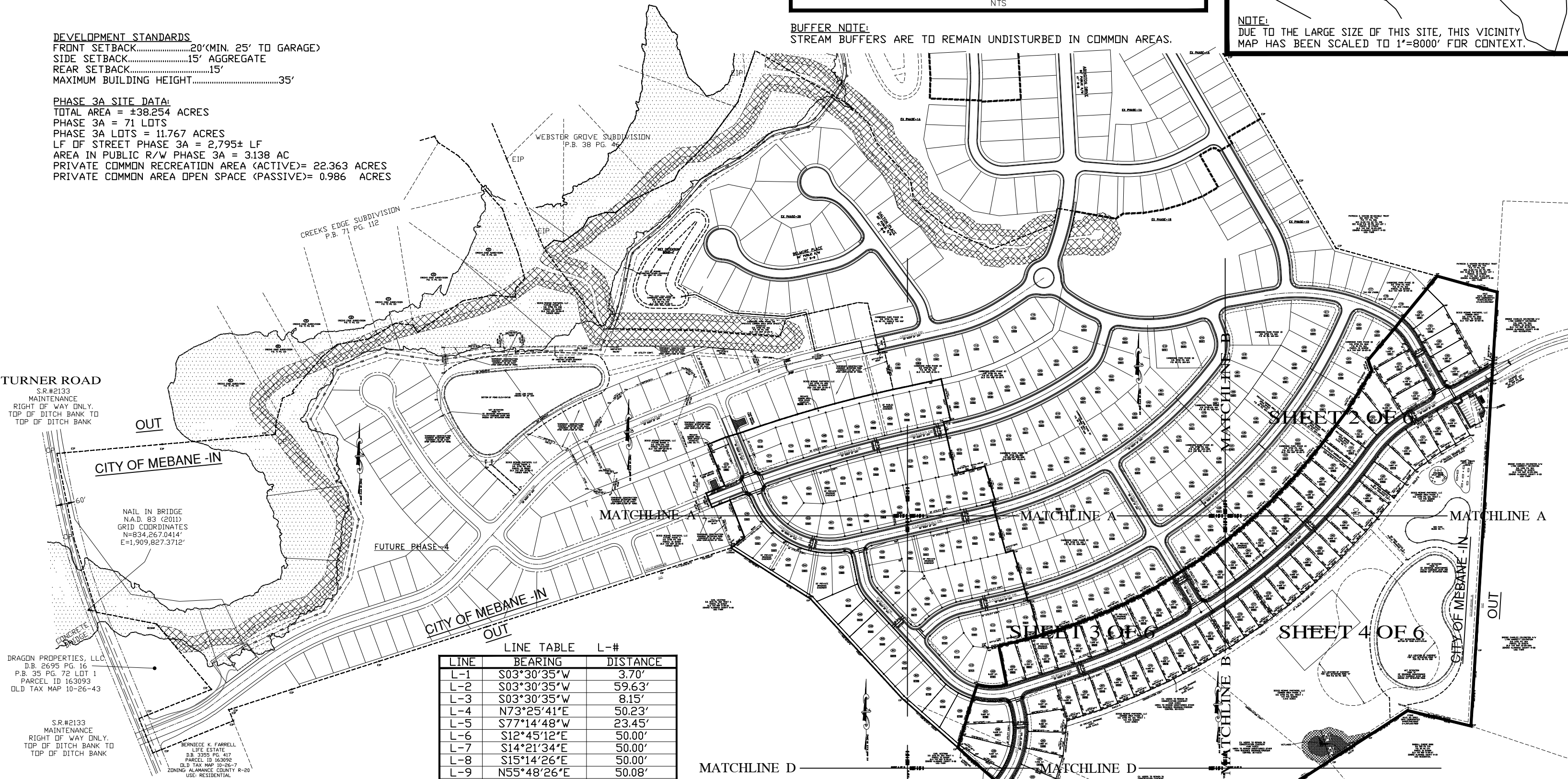
**BUFFER NOTE:**  
STREAM BUFFERS ARE TO REMAIN UNDISTURBED IN COMMON AREAS.



**NOTE:**  
DUE TO THE LARGE SIZE OF THIS SITE, THIS VICINITY MAP HAS BEEN SCALED TO 1"=8000' FOR CONTEXT.

**DEVELOPMENT STANDARDS:**  
FRONT SETBACK.....20'(MIN. 25' TO GARAGE)  
SIDE SETBACK.....15' AGGREGATE  
REAR SETBACK.....15'  
MAXIMUM BUILDING HEIGHT.....35'

**PHASE 3A SITE DATA:**  
TOTAL AREA = 138.254 ACRES  
PHASE 3A = 71 LOTS  
PHASE 3A LOTS = 11,767 ACRES  
LF OF STREET PHASE 3A = 2,795± LF  
AREA IN PUBLIC R/W PHASE 3A = 3,138 AC  
PRIVATE COMMON RECREATION AREA (ACTIVE)= 22.363 ACRES  
PRIVATE COMMON AREA OPEN SPACE (PASSIVE)= 0.986 ACRES



**LINE TABLE L-#**

LINE	BEARING	DISTANCE
L-1	S03°30'35"W	3.70'
L-2	S03°30'35"W	59.63'
L-3	S03°30'35"W	8.15'
L-4	N73°25'41"E	50.23'
L-5	S77°14'48"W	23.45'
L-6	S12°45'12"E	50.00'
L-7	S14°21'34"E	50.00'
L-8	S15°14'26"E	50.00'
L-9	N55°48'26"E	50.08'
L-10	N37°28'57"E	25.00'
L-11	N56°04'07"E	11.99'
L-12	N37°41'46"E	50.03'

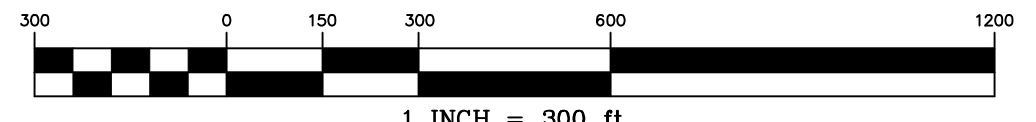
**CURVE TABLE C-#.** CURVE WITH -RADIUS INDICATES A NEGATIVE RADIUS OR CURVE TO THE LEFT.

CURVE	CHORD BEARING	CHORD	ARCLEN	RADIUS
C-1	S68°01'57"W	62.99'	62.99'	-3,857.00'
C-2	N68°02'32"E	65.16'	65.16'	3,907.00'
C-3	S75°24'48"W	10.29'	10.29'	1,298.16'
C-4	N74°38'12"E	6.90'	6.90'	-1,612.49'
C-5	N74°32'56"W	28.27'	31.40'	20.00'
C-6	N33°34'23"W	31.30'	31.33'	-225.00'
C-7	N44°00'23"W	50.51'	50.62'	-225.00'
C-8	S39°45'10"E	61.79'	62.12'	175.00'
C-9	S15°27'04"W	28.30'	31.44'	20.00'
C-10	S59°19'21"W	17.26'	17.26'	-425.00'
C-11	S54°25'46"W	55.29'	55.33'	-425.00'
C-12	S46°58'14"W	55.29'	55.33'	-425.00'
C-13	S39°25'46"W	56.51'	56.55'	-425.00'
C-14	S36°32'02"W	61.20'	61.20'	-1,914.08'
C-15	S37°47'16"W	22.58'	22.58'	1,914.08'
C-16	S38°59'39"W	58.03'	58.03'	1,914.08'
C-17	S40°43'53"W	58.03'	58.03'	1,914.08'
C-18	S42°28'07"W	58.03'	58.03'	1,914.08'
C-19	S44°12'21"W	58.03'	58.03'	1,914.08'
C-20	S45°56'35"W	58.03'	58.03'	1,914.08'
C-21	S47°40'49"W	58.03'	58.03'	1,914.08'
C-22	S49°25'02"W	58.03'	58.03'	1,914.08'
C-23	S51°09'16"W	58.03'	58.03'	1,914.08'
C-24	S52°53'30"W	58.03'	58.03'	1,914.08'
C-25	S54°37'44"W	58.03'	58.03'	1,914.08'
C-26	S56°11'30"W	46.37'	46.37'	1,914.08'
C-27	N77°04'32"W	28.79'	32.14'	20.00'
C-28	S14°17'09"W	28.44'	31.64'	20.00'
C-29	S60°16'52"W	44.93'	44.93'	1,914.08'
C-30	S61°49'53"W	58.65'	58.65'	1,914.08'
C-31	S63°35'14"W	58.65'	58.65'	1,914.08'
C-32	S65°20'35"W	58.65'	58.65'	1,914.08'
C-33	S67°05'56"W	58.65'	58.65'	1,914.08'
C-34	S68°51'17"W	58.65'	58.65'	1,914.08'
C-35	S70°36'38"W	58.66'	58.66'	1,914.08'
C-36	S72°21'54"W	56.60'	56.60'	1,914.08'
C-37	S73°41'43"W	9.05'	9.05'	180.00'
C-38	N89°24'57"W	95.89'	97.06'	180.00'
C-39	S85°50'44"E	98.53'	99.30'	-230.00'
C-40	S56°10'12"E	25.84'	28.09'	20.00'

CURVE	CHORD BEARING	CHORD	ARCLEN	RADIUS
C-41	S11°34'29"E	53.63'	53.73'	249.50'
C-42	S04°03'41"W	82.07'	82.44'	249.50'
C-43	S22°15'16"W	75.71'	76.00'	249.50'
C-44	S36°05'52"W	44.50'	44.56'	249.50'
C-45	N37°09'07"E	42.69'	42.73'	-299.50'
C-46	N27°47'48"E	55.00'	55.11'	-299.50'
C-47	N17°15'37"E	55.00'	55.11'	-299.50'
C-48	N06°43'25"E	55.00'	55.11'	-299.50'
C-49	N03°48'47"W	55.00'	55.11'	-299.50'
C-50	N13°13'17"W	43.25'	43.29'	-299.50'
C-51	N27°26'48"E	28.19'	31.28'	20.00'
C-52	N71°24'43"E	57.80'	57.80'	-1,964.08'
C-53	N69°46'00"E	55.00'	55.00'	-1,964.08'
C-54	N68°09'44"E	55.00'	55.00'	-1,964.08'
C-55	N66°33'27"E	55.00'	55.00'	-1,964.08'
C-56	N64°57'11"E	55.00'	55.00'	-1,964.08'
C-57	N63°20'55"E	55.00'	55.00'	-1,964.08'
C-58	N61°44'39"E	55.00'	55.00'	-1,964.08'
C-59	N60°08'23"E	55.00'	55.00'	-1,964.08'
C-60	N58°32'06"E	55.00'	55.00'	-1,964.08'
C-61	N56°55'50"E	55.00'	55.00'	-1,964.08'
C-62	N55°19'34"E	55.00'	55.00'	-1,964.08'
C-63	N53°43'18"E	55.00'	55.00'	-1,964.08'
C-64	N52°07'02"E	55.00'	55.00'	-1,964.08'
C-65	N50°30'45"E	55.00'	55.00'	-1,964.08'
C-66	N48°54'29"E	55.00'	55.00'	-1,964.08'
C-67	N47°18'13"E	55.00'	55.00'	-1,964.08'
C-68	N45°41'57"E	55.00'	55.00'	-1,964.08'
C-69	N44°05'41"E	55.00'	55.00'	-1,964.08'
C-70	N42°29'24"E	55.00'	55.00'	-1,964.08'
C-71	N40°53'08"E	55.00'	55.00'	-1,964.08'
C-72	N39°16'52"E	55.00'	55.00'	-1,964.08'
C-73	N38°06'51"E	25.00'	25.00'	-1,964.08'
C-74	N36°56'50"E	55.00'	55.00'	-1,964.08'
C-75	N35°46'50"E	18.07'	18.07'	-1,964.08'
C-76	N34°36'50"E	52.92'	52.96'	375.00'
C-77	N49°32'05"E	76.12'	76.25'	375.00'
C-78	N57°55'22"E	33.54'	33.55'	375.00'

**SURVEYORS NOTES:**

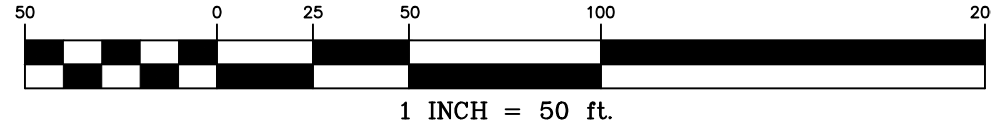
- AREA IS DETERMINED BY LEAST SQUARES METHOD.
- BOUNDARY LINES NOT SURVEYED ARE SHOWN DASHED.
- THIS SURVEY IS OF AN ACTUAL FIELD SURVEY HAVING AN ERROR OF LESS THAN 1:21,995' D.M., D.Y.
- ALL DISTANCES SHOWN HEREON ARE IN US SURVEY FEET UNLESS INDICATED OTHERWISE.
- CITY OF MEBANE ZONING PUD-R-12 WITH ANNEXATION. PROPERTY ANNEXED 11-20-2017 PER PLAT BOOK 79 PAGE 41.
- EVANS ENGINEERING HAS NOT PERFORMED ANY TITLE SEARCH.
- TOTAL AREA= 38.254 ACRES MORE OR LESS.
- MAIL PICK-UP WILL BE PROVIDED AT THE PARKING AREA ADJACENT TO LOT 185.
- STRUCTURAL STORMWATER BMP MAINTENANCE AGREEMENT FOR WET DETENTION POND-G AND POND-H RECORDED IN DEED BOOK 0000 PAGE 0000 THROUGH 0000.



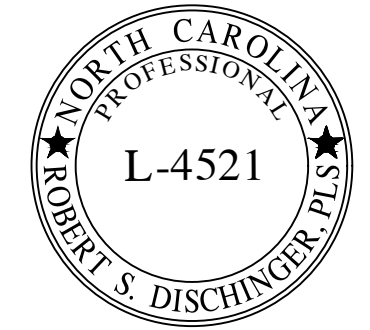
1 INCH = 300 ft.

**EVANS ENGINEERING, INC.**  
ENGINEERS, SURVEYORS, PLANNERS  
4609 DUNDAS DRIVE GREENSBORO, N.C. 27407  
PHONE: (336) 854-8877 FAX: (336) 854-8876  
FIRM LICENSE C-0168

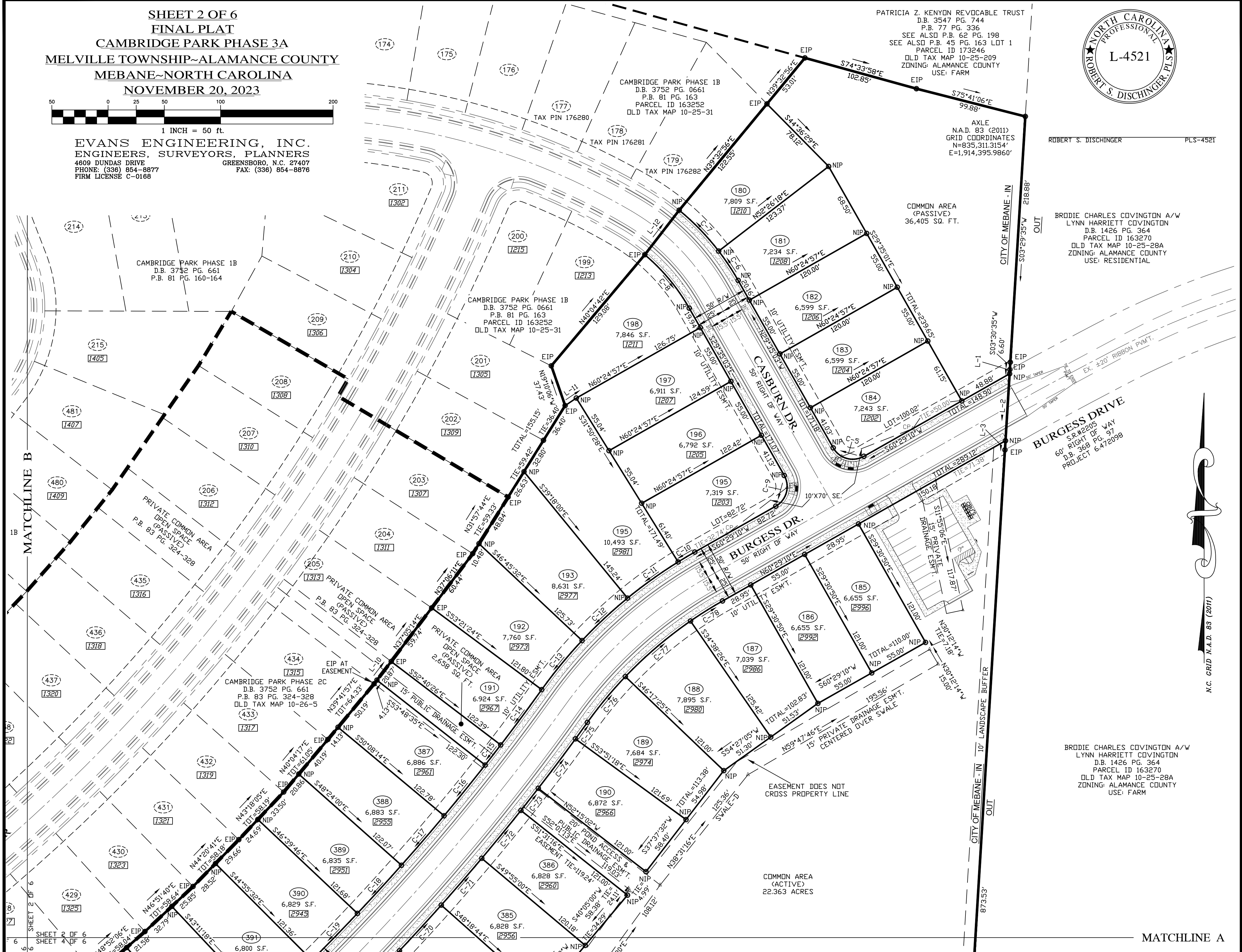
**SHEET 2 OF 6**  
**FINAL PLAT**  
**CAMBRIDGE PARK PHASE 3A**  
**MELVILLE TOWNSHIP~ALAMANCE COUNTY**  
**MEBANE~NORTH CAROLINA**  
**NOVEMBER 20, 2023**



**EVANS ENGINEERING, INC.**  
**ENGINEERS, SURVEYORS, PLANNERS**  
 4809 DUNDAS DRIVE GREENSBORO, N.C. 27407  
 PHONE: (336) 854-8877 FAX: (336) 854-8876  
 FIRM LICENSE C-0168



ROBERT S. DISCHINGER PLS-4521



PATRICIA Z. KENYON REVOCABLE TRUST  
 D.B. 3547 PG. 744  
 P.B. 77 PG. 336  
 SEE ALSO P.B. 62 PG. 198  
 SEE ALSO P.B. 45 PG. 163 LOT 1  
 PARCEL ID 173246  
 OLD TAX MAP 10-25-209  
 ZONING: ALAMANCE COUNTY  
 USE: FARM

AXLE  
 N.A.D. 83 (2011)  
 GRID COORDINATES  
 N=835,311.3154'  
 E=1,914,395.9860'

BRODIE CHARLES COVINGTON A/W  
 LYNN HARRIETT COVINGTON  
 D.B. 1426 PG. 364  
 PARCEL ID 163270  
 OLD TAX MAP 10-25-28A  
 ZONING: ALAMANCE COUNTY  
 USE: RESIDENTIAL

BURGESS DRIVE  
 S.R.#2205  
 60' RIGHT OF WAY  
 D.B. 369 PG. 97  
 PROJECT 6.472098

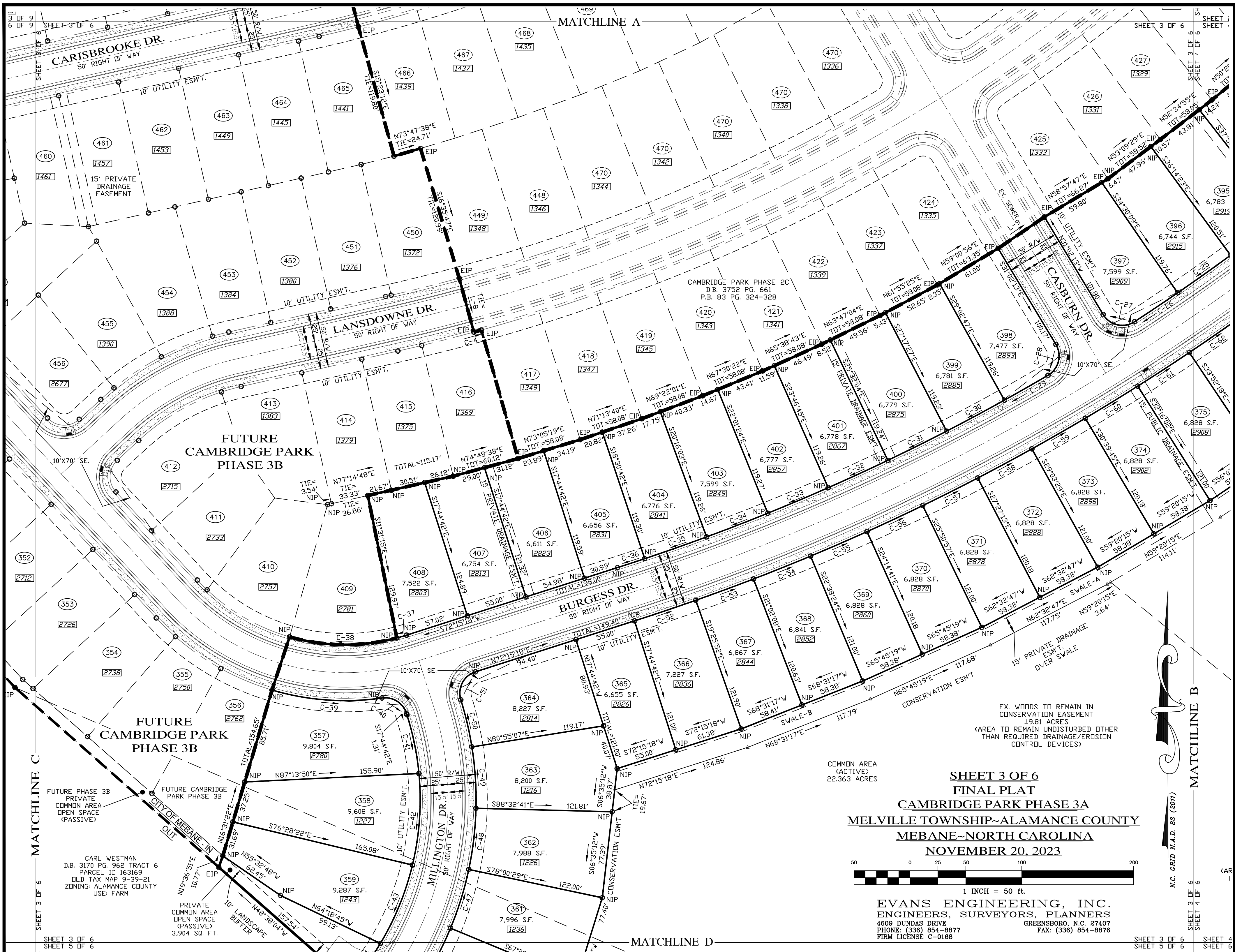
BRODIE CHARLES COVINGTON A/W  
 LYNN HARRIETT COVINGTON  
 D.B. 1426 PG. 364  
 PARCEL ID 163270  
 OLD TAX MAP 10-25-28A  
 ZONING: ALAMANCE COUNTY  
 USE: FARM

SHEET 2 OF 6  
 SHEET 4 OF 6

MATCHLINE A

N.C. GRID N.A.D. 83 (2011)





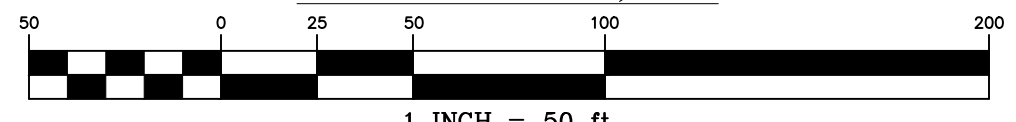
CARL WESTMAN  
D.B. 3170 PG. 962 TRACT 6  
PARCEL ID 163169  
O.L.D. TAX MAP 9-39-21  
ZONING: ALAMANCE COUNTY  
USE: FARM

FUTURE PHASE 3B  
PRIVATE COMMON AREA  
OPEN SPACE  
(PASSIVE)  
3,904 SQ. FT.

EX. WOODS TO REMAIN IN  
CONSERVATION EASEMENT  
+9.81 ACRES  
(AREA TO REMAIN UNDISTURBED OTHER  
THAN REQUIRED DRAINAGE/EROSION  
CONTROL DEVICES)

COMMON AREA  
(ACTIVE)  
22.363 ACRES

**SHEET 3 OF 6**  
**FINAL PLAT**  
**CAMBRIDGE PARK PHASE 3A**  
**MELVILLE TOWNSHIP~ALAMANCE COUNTY**  
**MEBANE~NORTH CAROLINA**  
**NOVEMBER 20, 2023**



**EVANS ENGINEERING, INC.**  
ENGINEERS, SURVEYORS, PLANNERS  
4609 DUNDAS DRIVE GREENSBORO, N.C. 27407  
PHONE: (336) 854-8877 FAX: (336) 854-8876  
FIRM LICENSE C-0168

N.C. GRID N.A.D. 83 (2011)

SHEET 3 OF 6  
SHEET 5 OF 6

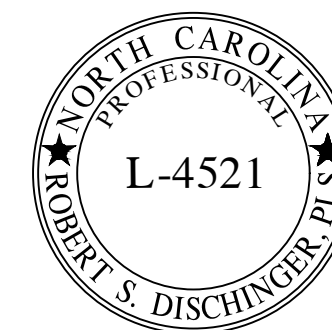
SHEET 3 OF 6  
SHEET 5 OF 6

MATCHLINE B

MATCHLINE D

MATCHLINE A

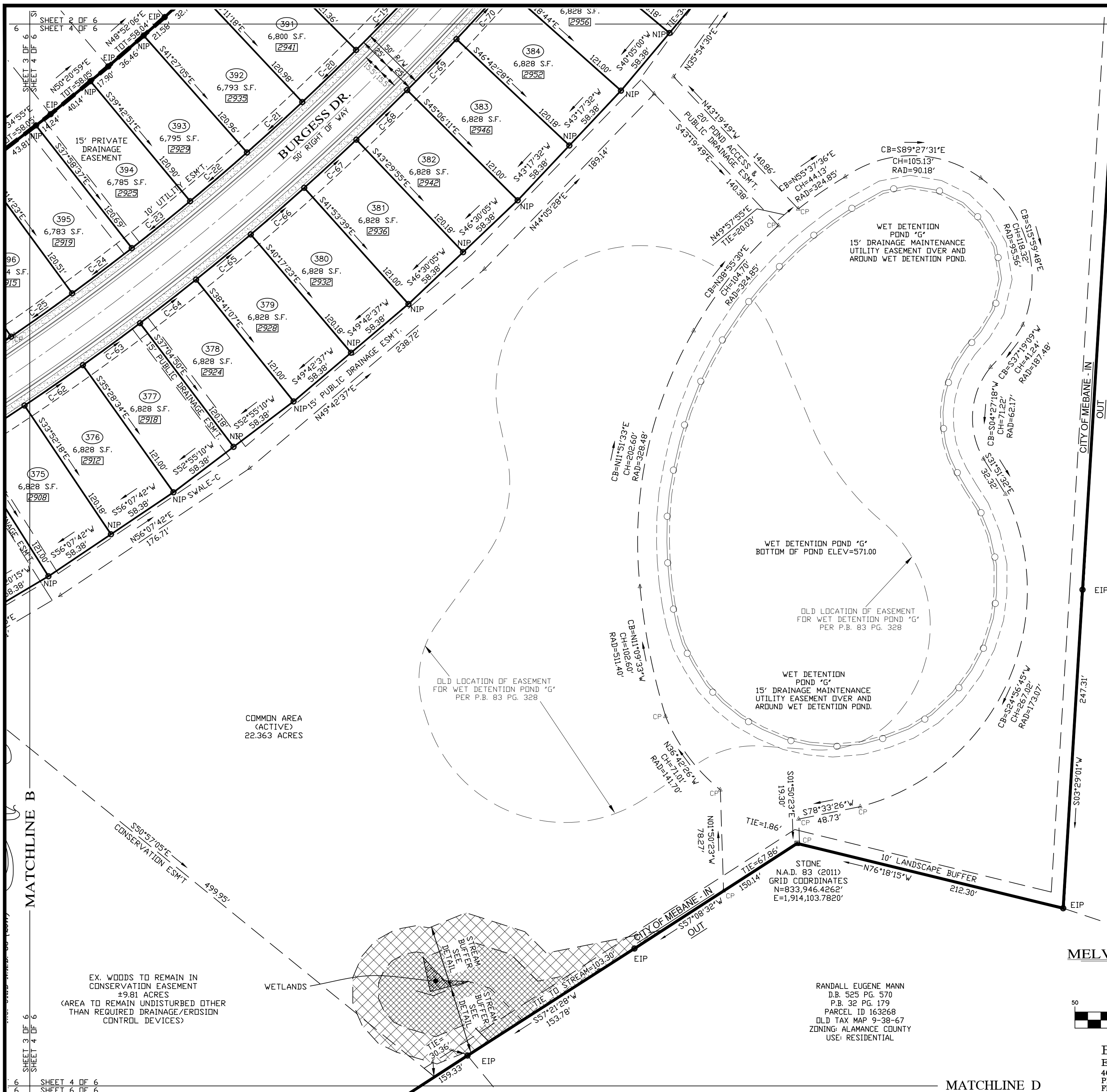




ROBERT S. DISCHINGER PLS-4521

BRODIE CHARLES COVINGTON A/W  
LYNN HARRIETT COVINGTON  
D.B. 1426 PG. 364  
PARCEL ID 163270  
OLD TAX MAP 10-25-28A  
ZONING: ALAMANCE COUNTY  
USE: FARM

N.C. GRID N.A.D. 83 (2011)

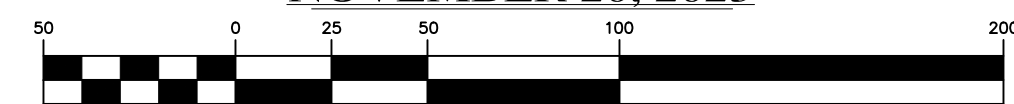


MATCHLINE B

MATCHLINE D

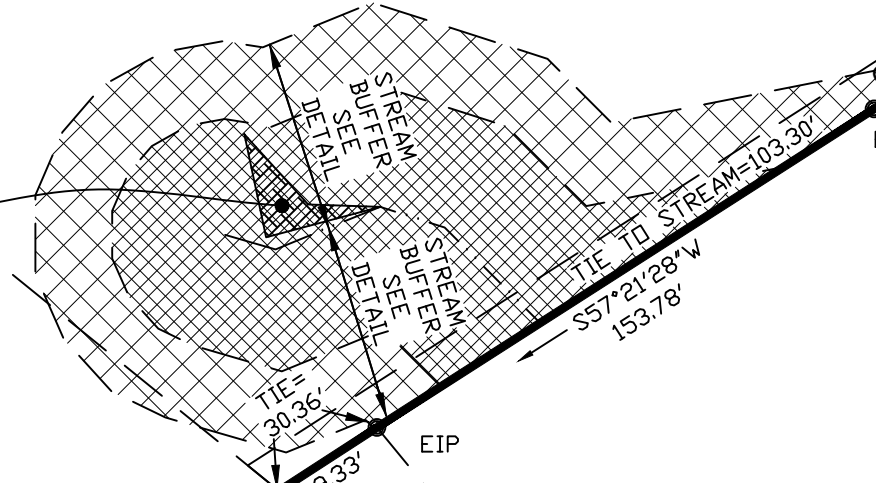
**SHEET 4 OF 6  
FINAL PLAT  
CAMBRIDGE PARK PHASE 3A  
MELVILLE TOWNSHIP~ALAMANCE COUNTY  
MEBANE~NORTH CAROLINA**

NOVEMBER 20, 2023



**EVANS ENGINEERING, INC.**  
ENGINEERS, SURVEYORS, PLANNERS  
4609 DUNDAS DRIVE GREENSBORO, N.C. 27407  
PHONE: (336) 854-8877 FAX: (336) 854-8876  
FIRM LICENSE C-0168

RANDALL EUGENE MANN  
D.B. 525 PG. 570  
P.B. 32 PG. 179  
PARCEL ID 163268  
OLD TAX MAP 9-38-67  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL



EX. WOODS TO REMAIN IN CONSERVATION EASEMENT ±9.81 ACRES  
(AREA TO REMAIN UNDISTURBED OTHER THAN REQUIRED DRAINAGE/EROSION CONTROL DEVICES)

COMMON AREA (ACTIVE)  
22.363 ACRES

WET DETENTION POND 'G'  
BOTTOM OF POND ELEV=571.00

WET DETENTION POND 'G'  
15' DRAINAGE MAINTENANCE UTILITY EASEMENT OVER AND AROUND WET DETENTION POND.

OLD LOCATION OF EASEMENT FOR WET DETENTION POND 'G' PER P.B. 83 PG. 328

OLD LOCATION OF EASEMENT FOR WET DETENTION POND 'G' PER P.B. 83 PG. 328

WET DETENTION POND 'G'  
15' DRAINAGE MAINTENANCE UTILITY EASEMENT OVER AND AROUND WET DETENTION POND.

CITY OF MEBANE - IN  
OUT

EIP

EIP

EIP

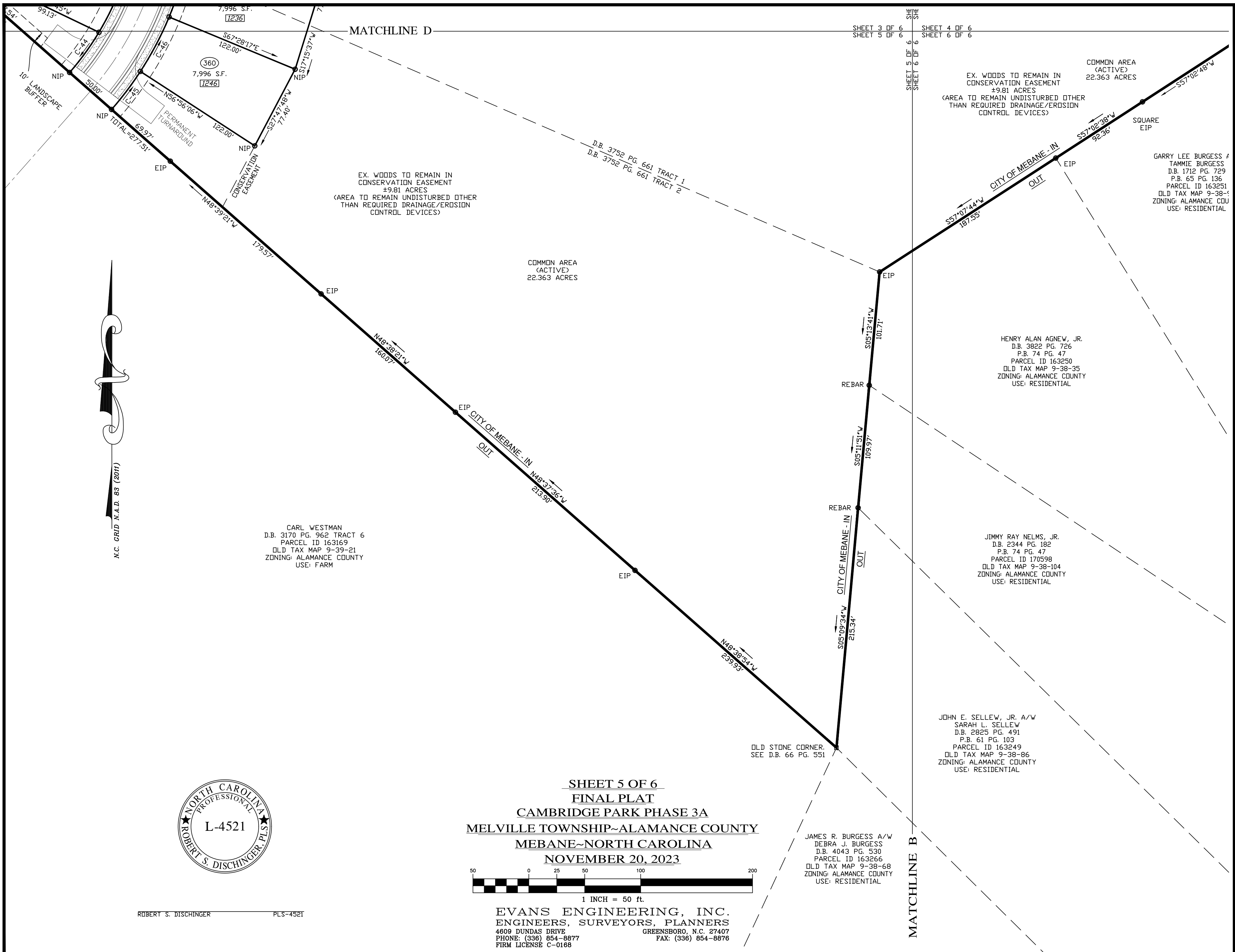
EIP

SHEET 2 OF 6  
SHEET 4 OF 6

SHEET 3 OF 6  
SHEET 4 OF 6

SHEET 4 OF 6  
SHEET 6 OF 6

SHEET 5 OF 6  
SHEET 6 OF 6



MATCHLINE D

SHEET 3 OF 6  
SHEET 5 OF 6

SHEET 4 OF 6  
SHEET 6 OF 6

SHEET 5 OF 6  
SHEET 6 OF 6

MATCHLINE B



ROBERT S. DISCHINGER PLS-4521

EX. WOODS TO REMAIN IN CONSERVATION EASEMENT ±9.81 ACRES (AREA TO REMAIN UNDISTURBED OTHER THAN REQUIRED DRAINAGE/EROSION CONTROL DEVICES)

COMMON AREA (ACTIVE) 22.363 ACRES

EX. WOODS TO REMAIN IN CONSERVATION EASEMENT ±9.81 ACRES (AREA TO REMAIN UNDISTURBED OTHER THAN REQUIRED DRAINAGE/EROSION CONTROL DEVICES)

COMMON AREA (ACTIVE) 22.363 ACRES

GARRY LEE BURGESS & TAMMIE BURGESS  
D.B. 1712 PG. 729  
P.B. 65 PG. 136  
PARCEL ID 163251  
OLD TAX MAP 9-38-5  
ZONING: ALAMANCE COU  
USE: RESIDENTIAL

HENRY ALAN AGNEW, JR.  
D.B. 3822 PG. 726  
P.B. 74 PG. 47  
PARCEL ID 163250  
OLD TAX MAP 9-38-35  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

JIMMY RAY NELMS, JR.  
D.B. 2344 PG. 182  
P.B. 74 PG. 47  
PARCEL ID 170598  
OLD TAX MAP 9-38-104  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

JOHN E. SELLEW, JR. A/W SARAH L. SELLEW  
D.B. 2825 PG. 491  
P.B. 61 PG. 103  
PARCEL ID 163249  
OLD TAX MAP 9-38-86  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

JAMES R. BURGESS A/W DEBRA J. BURGESS  
D.B. 4043 PG. 530  
PARCEL ID 163266  
OLD TAX MAP 9-38-68  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

CARL WESTMAN  
D.B. 3170 PG. 962 TRACT 6  
PARCEL ID 163169  
OLD TAX MAP 9-39-21  
ZONING: ALAMANCE COUNTY  
USE: FARM

OLD STONE CORNER.  
SEE D.B. 66 PG. 551

SHEET 5 OF 6

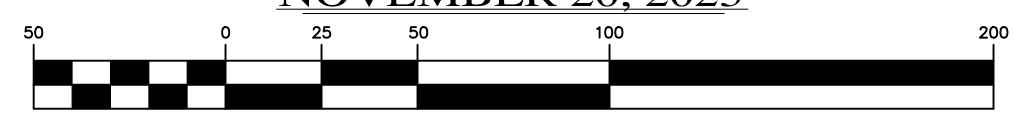
FINAL PLAT

CAMBRIDGE PARK PHASE 3A

MELVILLE TOWNSHIP~ALAMANCE COUNTY

MEBANE~NORTH CAROLINA

NOVEMBER 20, 2023



EVANS ENGINEERING, INC.  
ENGINEERS, SURVEYORS, PLANNERS  
4609 DUNDAS DRIVE GREENSBORO, N.C. 27407  
PHONE: (336) 854-8877 FAX: (336) 854-8876  
FIRM LICENSE C-0168

PARCEL ID 163268  
OLD TAX MAP 9-38-67  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

MATCHLINE D

SHEET 3 OF 6  
SHEET 4 OF 6  
SHEET 5 OF 6  
SHEET 6 OF 6

AREA TO REMAIN UNDISTURBED OTHER THAN REQUIRED DRAINAGE/EROSION CONTROL DEVICES)

EX. WOODS TO REMAIN IN CONSERVATION EASEMENT ±9.81 ACRES  
(AREA TO REMAIN UNDISTURBED OTHER THAN REQUIRED DRAINAGE/EROSION CONTROL DEVICES)

COMMON AREA (ACTIVE)  
22.363 ACRES

GARRY LEE BURGESS A/W TAMMIE BURGESS  
D.B. 1712 PG. 729  
P.B. 65 PG. 136  
PARCEL ID 163251  
OLD TAX MAP 9-38-93  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

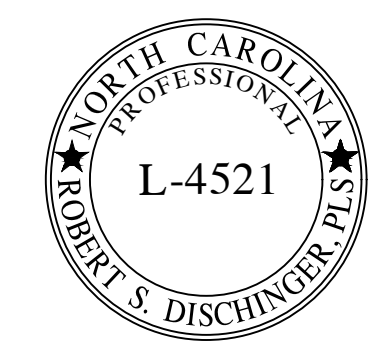
HENRY ALAN AGNEW, JR.  
D.B. 3822 PG. 726  
P.B. 74 PG. 47  
PARCEL ID 163250  
OLD TAX MAP 9-38-35  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

JIMMY RAY NELMS, JR.  
D.B. 2344 PG. 182  
P.B. 74 PG. 47  
PARCEL ID 170598  
OLD TAX MAP 9-38-104  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

JOHN E. SELLEW, JR. A/W SARAH L. SELLEW  
D.B. 2825 PG. 491  
P.B. 61 PG. 103  
PARCEL ID 163249  
OLD TAX MAP 9-38-86  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

JAMES R. BURGESS A/W DEBRA J. BURGESS  
D.B. 4043 PG. 530  
PARCEL ID 163266  
OLD TAX MAP 9-38-68  
ZONING: ALAMANCE COUNTY  
USE: RESIDENTIAL

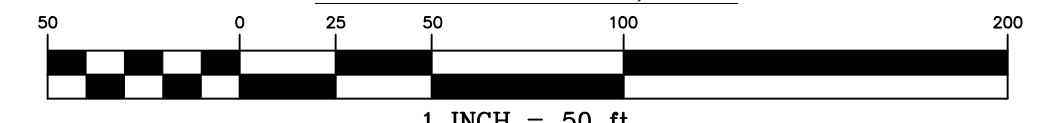
OLD STONE CORNER.  
SEE D.B. 66 PG. 551



ROBERT S. DISCHINGER PLS-4521



**SHEET 6 OF 6**  
**FINAL PLAT**  
**CAMBRIDGE PARK PHASE 3A**  
**MELVILLE TOWNSHIP~ALAMANCE COUNTY**  
**MEBANE~NORTH CAROLINA**  
**NOVEMBER 20, 2023**



**EVANS ENGINEERING, INC.**  
ENGINEERS, SURVEYORS, PLANNERS  
4609 DUNDAS DRIVE GREENSBORO, N.C. 27407  
PHONE: (336) 854-8877 FAX: (336) 854-8876  
FIRM LICENSE C-0168

661 TRACT 1  
661 TRACT 2

CHLINE B



---

## AGENDA ITEM #4F

### Contract for 2023-24 Audit

---

#### Meeting Date

March 4, 2024

---

#### Presenter

Daphna Schwartz

---

#### Public Hearing

Yes  No

---

#### Summary

Stout, Stuart, McGowen & King, LLP has presented an engagement contract for an audit of the City's financial records for the fiscal year ending June 30, 2024. Approval of this contract is requested, subject to approval by the Local Government Commission of the State Treasurer's Office.

---

#### Background

North Carolina General Statute §159-34 requires an annual audit of governmental units by an independent audit firm at the conclusion of each fiscal year. For the past five years, in keeping with best practice recommendations, the City has engaged with one firm, Cobb, Ezekiel Loy & Co, for assistance in the preparation of the financial statements and with another, Stout, Stuart, McGowen & King, for the audit itself. The cost for last year's audit was \$29,000. The proposed fee for FY23-24 is \$29,900. The actual cost will depend on the work required for the audit.

---

#### Financial Impact

The amount needed for the contract is included in the proposed 2024-25 budget.

---

#### Recommendation

Staff recommends approval of the contract as presented.

---

#### Suggested Motion

I make a motion to approve the contract as presented.

---

#### Attachments

1. Contract to audit accounts
2. Engagement Letter



The	Governing Board City Council
of	Primary Government Unit City of Mebane
and	Discretely Presented Component Unit (DPCU) (if applicable)

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name STOUT STUART MCGOWEN & KING, LLP
	Auditor Address P.O. Box 1440, Burlington, NC 27216-1440

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
-----	--------------------------------	---

*Must be within four months of FYE*

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
- At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *A/CPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.



23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitted-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
Daphna Schwartz	Finance Director/ City of Mebane	dschwartz@cityofmebane.com

**OR Not Applicable**  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.


4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	City of Mebane
Audit Fee (financial and compliance if applicable)	\$ 29,900.00
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	\$

<b>Discretely Presented Component Unit</b>	
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	\$

**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm* STOUT STUART MCGOWEN & KING, LLP	
Authorized Firm Representative (typed or printed)* Patricia B. Rhodes	Signature* 
Date* 02/21/24	Email Address* pbrhodes@ssmklp.com

**GOVERNMENTAL UNIT**

Governmental Unit* City of Mebane	
Date Governing Board Approved Audit Contract* <b>(Enter date in box to right)</b>	
Mayor/Chairperson (typed or printed)* Ed Hooks	Signature*
Date	Email Address* ehooks@cityofmebane.com

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**GOVERNMENTAL UNIT- PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Sum Obligated by This Transaction:	\$
Primary Governmental Unit Finance Officer* (typed or printed) Daphna Schwartz	Signature*
Date of Pre-Audit Certificate*	Email Address* dschwartz@cityofmebane.com



**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



**STOUT  
STUART  
MCGOWEN  
& KING LLP**

*Certified  
Public  
Accountants*

*Advisors to  
Management*

February 21, 2024

Mr. Ed Hooks, Mayor  
City of Mebane  
Mebane, North Carolina

Dear Mayor Hooks:

We are pleased to confirm our understanding of the services we are to provide for City of Mebane for the year ended June 30, 2024.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of City of Mebane as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Mebane's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Mebane's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Law Enforcement Officers' Special Separation Allowance Schedule of Changes in Total Pension Liability
- 3) Law Enforcement Officers' Special Separation Allowance Schedule of Total Pension Liability as a Percentage of Covered Payroll
- 4) Firefighters' Special Separation Allowance Schedule of Changes in Total Pension Liability

*Mailing Address:  
P.O. Box 1440  
Burlington, NC 27216-1440*

*Street Address:  
1233 South Church Street  
Burlington, NC 27215*

*336-226-7343  
fax 336-229-4204*

*www.ssmkllp.com  
email: smk@ssmkllp.com*

*Member of PCPS,  
the AICPA Alliance  
For CPA Firms*

- 5) Firefighters' Special Separation Allowance Schedule of Total Pension Liability as a Percentage of Covered Payroll
- 6) Other Postemployment Benefits Schedule of Changes in the Total OPEB Liability and Related Ratios
- 7) Local Government Employees' Retirement System Schedule of Proportionate Share of Net Pension Liability
- 8) Local Government Employees' Retirement System Schedule of Contributions
- 9) Firefighters' and Rescue Squad Workers' Pension Plan Schedule of Proportionate Share of Net Pension Liability

We have also been engaged to report on supplementary information other than RSI that accompanies City of Mebane's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole [in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements].

- 1) Schedule of expenditures of federal and State awards.
- 2) Combining and individual fund financial statements and schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Introductory information.
- 2) Statistical tables.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

## **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party



service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Mebane's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Mebane's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of Mebane's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported

audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on October 15, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

## **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of STOUT STUART McGOWEN & KING LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to grantor agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of STOUT STUART McGOWEN & KING LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the grantor agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Patricia B. Rhodes is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately June 15, 2024. Our fee for these services will be at \$29,900 in accordance with our audit contract dated February 21, 2024.

## **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City of Mebane. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an



audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to City of Mebane and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

STOUT STUART MCGOWEN & KINGS LLP

RESPONSE:

This letter correctly sets forth the understanding of City of Mebane.

Management signature: \_\_\_\_\_

Title: City Manager \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: Mayor \_\_\_\_\_

Date: \_\_\_\_\_



# AGENDA ITEM #5A

RZ 24-02

General Rezoning – S Third Street  
(GPINs 9815913029 and 9815902977)

### Presenter

Ashley Ownbey, Development Director

### Applicant

Holly Gilliam  
1527 St. Andrews Drive  
Mebane, NC 27302

### Public Hearing

Yes  No

## Zoning Map



	<b>CITY OF MEBANE</b> ZONING MAP	<b>GENERAL REZONING</b> <b>S THIRD STREET</b> (GPINs 9815913029 & 9815902977)	DATE: 02/05/24
		<small>1 inch = 300 feet</small>	DRAWN BY: RG

### Property

Unaddressed  
Alamance County GPINs:  
9815913029 and  
9815902977

### Proposed Zoning

R-12

### Current Zoning

R-20

### Size

+/-1.2 acres

### Surrounding Zoning

R-20, R-12, & R-10

### Surrounding Land Uses

Residential, Elementary  
School, Church

### Utilities

City water is available.  
Sewer must be extended  
at developer's expense.

### Floodplain

No

### Watershed

No

### City Limits

Yes

---

### Summary

Holly Gilliam is requesting approval to rezone two lots, totaling +/- 1.2-acres and located on S. Third Street (GPINs 9815913029 and 9815902977), from R-20 to R-12 to allow a subdivision of three lots. The properties are located within the Mebane City Limits in Alamance County.

The surrounding zoning in the area includes R-20, Residential, to the south and east, R-12, Residential, to the north, and R-10, Residential, to the southwest. Surrounding land uses are largely single-family residential. There is an existing church south of the properties and South Mebane Elementary School is located directly west of the properties. The subject properties are in the Secondary Growth Area. The proposed rezoning is consistent with the guidance provided within *Mebane By Design*, the City's Comprehensive Land Development Plan. The proposed rezoning will be a continuance of the existing R-12 zoning to the north and will be compatible with the residential uses of the surrounding properties.

A project report has not been provided for this general rezoning due to the simplicity of the request.

---

### Financial Impact

The developer will be required to make all of the improvements at their own expense.

---

### Recommendation

The Planning staff has reviewed the request for harmony with the zoning of the surrounding area and consistency with the City's adopted plans and recommends approval. At their February 12, 2024, meeting, the Planning Board voted 7-0 to recommend approval of the rezoning request.

---

### Suggested Motion

1. Motion to approve the R-12 zoning as presented.
2. Motion to find that **the application is consistent** with the objectives and goals in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*. Specifically, the request:
  - Is for property within the City's G-4 Secondary Growth Area and is generally residential in nature (Mebane CLP, p. 66).

### OR

3. Motion to **deny** the R-12 rezoning as presented due to a lack of
  - a. Harmony with the surrounding zoning or land use

**OR**

  - b. Consistency with the objectives and goals in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*.

### **Attachments**

1. Preliminary Presentation Slides
2. Zoning Amendment Application
3. Zoning Map





Ashley Ownbey, Development Director

Public Hearing - Rezoning Request: R-20 to R-12  
by Holly Gilliam



# S. Third Street General Rezoning Request

- Request by Holly Gilliam
- Two lots, totaling +/- 1.2 acres
- Existing zoning: R-20
- Requested zoning: R-12



**CITY OF MEBANE**  
**ZONING MAP**

**GENERAL REZONING**  
**S THIRD STREET**  
**(GPINs 9815913029 & 9815902977)**

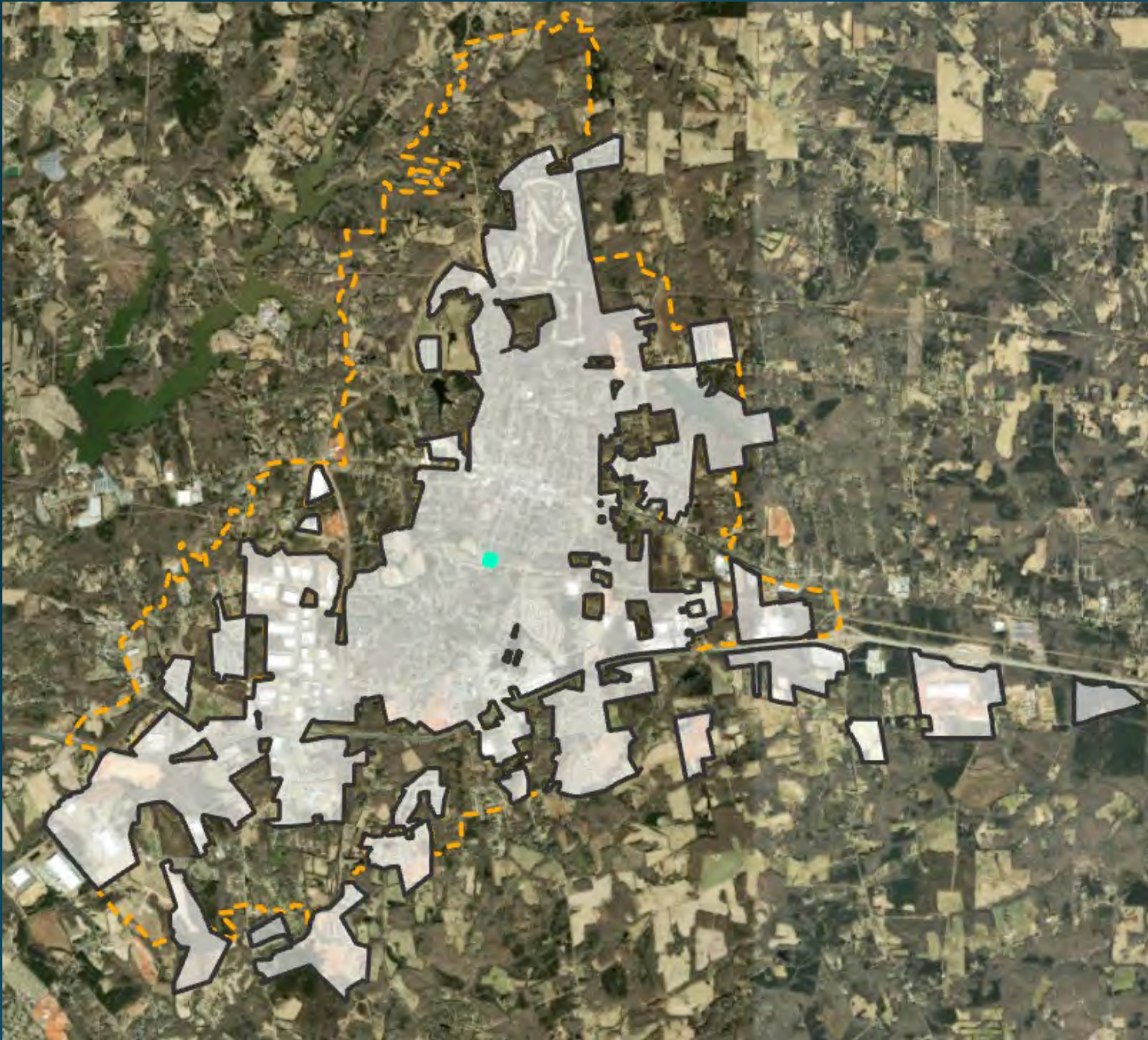
1 inch = 300 feet

DATE: 02/05/24

DRAWN BY: RG







# S Third Street

## General Rezoning Request

- Within City limits
- Water connection is available. Sewer must be extended at developer's expense.







# S Third Street

## General Rezoning Request

- Vacant, forested
- Surrounding uses include:
  - Residential
  - Church
  - Elementary School







# S Third Street General Rezoning Request

*Mebane By Design* G-4 Secondary Growth Area





# APPLICATION FOR A ZONING AMENDMENT

Application is hereby made for an amendment to the Mebane Zoning Ordinance as follows:

Name of Applicant: Holly Gilliam

Address of Applicant: 1527 St. Andrews Dr. Mebane NC

Address and brief description of property to be rezoned: Lots 18, 19, 20 South third St.

Mebane Gis Tax mapping # 165943 165926

Applicant's interest in property: (Owned, leased or otherwise) Owner

\*Do you have any conflicts of interest with: Elected/Appointed Officials, Staff, etc.?

Yes \_\_\_ Explain: \_\_\_\_\_ No

Type of re-zoning requested: R12

Sketch attached: Yes  No \_\_\_\_\_

Reason for the requested re-zoning: We would like to achieve the highest and best use of our land and with rezoning we could build 3 houses on the lots.

Signed: Holly Gilliam

Date: 1-14-24

Action by Planning Board: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_

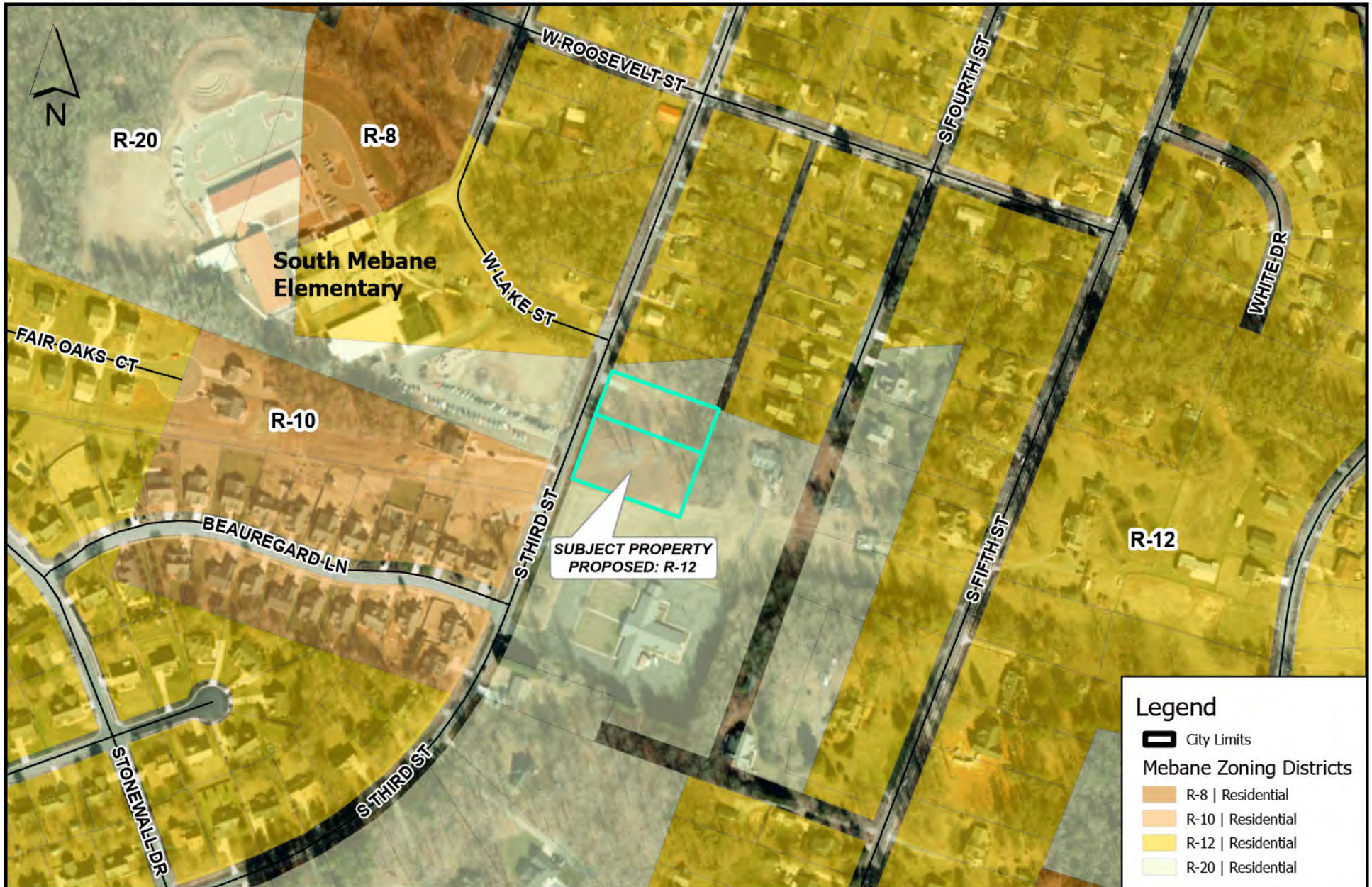
Zoning Map Corrected: \_\_\_\_\_

The following items should be included with the application for rezoning when it is returned:






1. Tax Map showing the area that is to be considered for rezoning.
2. Names and addresses of all adjoining property owners within a 300' radius (Include those that are across the street).
3. \$300.00 Fee to cover administrative costs.
4. The information is due 15 working days prior to the Planning Board meeting. The Planning Board meets the 2<sup>nd</sup> Monday of each month at 6:30 p.m. Then the request goes to the City Council for a Public Hearing the following month. The City Council meets the 1<sup>st</sup> Monday of each month at 6:00 p.m.







**Legend**

-  City Limits
- Mebane Zoning Districts**
-  R-8 | Residential
-  R-10 | Residential
-  R-12 | Residential
-  R-20 | Residential



**CITY OF MEBANE  
ZONING MAP**

**GENERAL REZONING  
S THIRD STREET  
(GPINs 9815913029 & 9815902977)**

1 inch = 300 feet

DATE: 02/05/24

DRAWN BY: RG



---

## AGENDA ITEM #5B

Ordinance to Extend the Corporate Limits-  
Voluntary Contiguous Annexation-  
Holland Family- Bowman Road

---

### Meeting Date

March 4, 2024

---

### 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 of +/- 12.01 acres located in Orange County on Bowman Road. A proposed subdivision is planned for this property.

---

### Background

At the February 5, 2024, Council Meeting, the Council accepted the petition for annexation and the Clerk's certificate of sufficiency and adopted a Resolution setting a date of Public Hearing for March 4, 2024, 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 the 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 +/- 12.01 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. 167

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 at the Glendel Stephenson Municipal Building at 6:00 p.m. on March 4, 2024, after due notice by the Mebane Enterprise on February 21, 2024; 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 March 4, 2024:

That certain parcel of land, lying and being in Cheeks Township, Orange County, North Carolina, and being more particularly described as follows:

BEGINNING at a #6 rebar found (with NC Grid NAD83 coordinates N:842,420.06, E:1,925,270.41) in the easterly boundary line of GG Havenstone Limited Partnership as recorded in Deed Book 6791, Page 958 and described as a portion of Parcel 1 in Plat Book 79, Page 194, Orange County Registry; Thence along the easterly and southerly boundary lines of said Havenstone the following ten (10) courses: 1) N 29°57'09" W, at distance of 203.78 feet passing a #5 rebar found, continuing 166.11 feet passing a #5 rebar found, and continuing 271.49 feet, for a total distance of 641.38 feet to a #5 rebar set; 2) N 08°11'24" E, a distance of 201.95 feet to a #5 rebar found; 3) N 01°43'25" W, at a distance of 305.83 feet passing a #5 rebar found, and continuing 27.58 feet, for a total distance of 333.41 feet to a computed point in the centerline of Haw Creek; 4) with said creek N 38°22'23" E, a distance of 62.10 feet to a computed point; 5) with said creek N 27°11'26" E, a distance of 54.23 to a computed point; 6) with said creek N 33°05'19" E, a distance of 38.42 feet to a computed point; 7) with said creek N 52°10'16" E, a distance of 77.55 feet to a computed point; 8) with said creek N 70°22'18" E, a distance of 33.09 feet to a computed point; 9) with said creek N 33°55'59" E, a distance of 45.71 feet to a computed point; and 10) with said creek N 79°28'49" E, a distance of 33.08 feet to a computed point in the westerly boundary line of Wendy Louise Heath parcel as recorded in Deed Book 3877, Page 39 and described at Lot 1 in Plat Book 85, Page 104, Orange County Registry; Thence along the westerly boundary line of said Heath S 27°41'54" E, at a distance of 43.02 feet passing a #5

rebar found, continuing 170.40 feet passing a 1-inch pinch top iron pipe found, continuing 268.89 feet passing a 1" iron pipe found, continuing 371.11 feet passing a #5 rebar found; and continuing 37.77 feet, for a total distance of 891.19 feet to a computed point in the right-of-way of Bowman Road (60' public right-of-way; Thence within the right-of-way of said Bowman Road the following three (3) courses: 1) S 23°23'39" W, a distance of 206.12 feet to a PK nail set; 2) S 29°40'16" W, a distance of 294.88 feet to a computed point; and 3) along a curve to the right, with a chord bearing N 42°46'46" W, a chord distance of 153.57 feet, and a radius of 918.00 feet to a computed point at a southeasterly corner of said Havenstone; Thence along the easterly boundary line of said Havenstone N 29°57'09" W, a distance of 30.75 feet to the Point of Beginning, containing 12.01 acres.

Section 2. Upon and after March 4, 2024, 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 Orange 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 Orange County Board of Elections as required by G.S. 163-288.1.

Adopted this 4<sup>th</sup> day of March 2024.

City of Mebane

\_\_\_\_\_  
Ed Hooks, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie W. Shaw, City Clerk

Approved as to form:

\_\_\_\_\_  
Lawson Brown, City Attorney

NC SURVEYORS BOUNDARY AND GPS CERTIFICATIONS

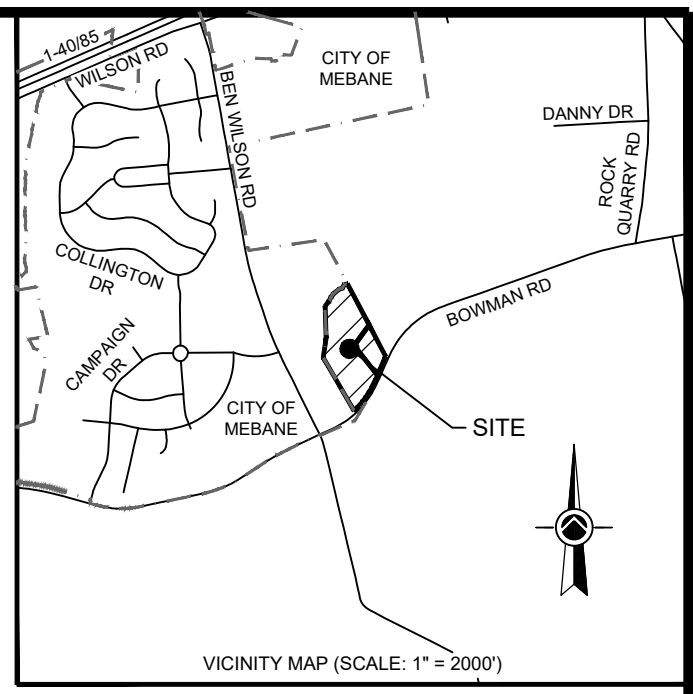
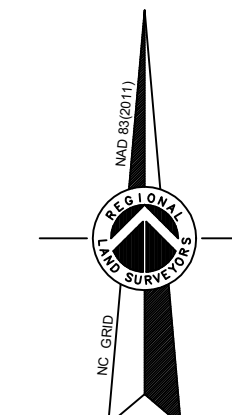
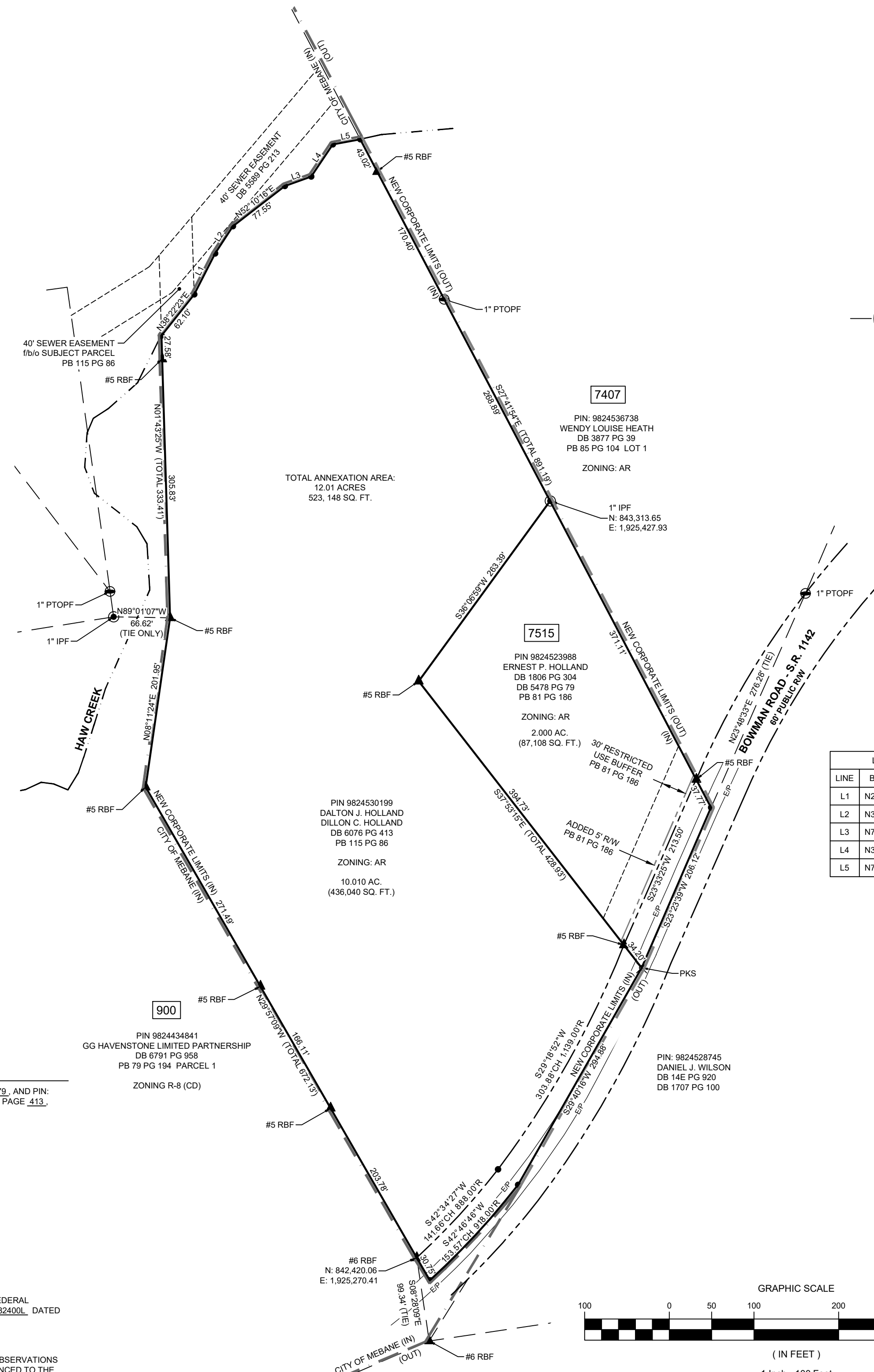
I, **KIM R. LILLY**, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK 1806, PAGE 304; DEED BOOK 5478, PAGE 79; DEED BOOK 6076, PAGE 413; PLAT BOOK 81, PAGE 186; AND PLAT BOOK 115, PAGE 86). THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION IN DEED BOOK 3877, PAGE 39; DEED BOOK 6791, PAGE 958; PLAT BOOK 79, PAGE 194; AND PLAT BOOK 85, PAGE 104; THAT THE RATIO OF PRECISION IS 1:27,882; THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600); AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30(j) AS AMENDED.

THIS xx<sup>TH</sup> DAY OF JANUARY, A.D. 2024.

47-30(f)(11) c.1: THAT THE SURVEY IS OF ANY EXISTING PARCEL OR PARCELS OF LAND OR ONE OF 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.

I, **KIM R. LILLY**, FURTHER CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- 1) CLASS OF SURVEY: URBAN LAND (CLASS A)
- 2) POSITIONAL ACCURACY: 0.05'
- 3) TYPE OF GPS FIELD PROCEDURE: GPS/RTS
- 4) DATES OF SURVEY: MARCH 24-29, 2023
- 5) DATUM/EPOCH: NAD 83 (NSRS 2011)
- 6) PUBLISHED/FIXED-CONTROL USE: NONE
- 7) GEOID MODEL: GEOID 12B
- 8) COMBINED GRID FACTOR(S): 0.99994841
- 9) UNITS: US FEET



**LINE LEGEND**

- SUBJECT BOUNDARY LINE (SURVEYED)
- ADJOINER BOUNDARY LINE (NOT SURVEYED)
- RIGHT-OF-WAY LINE
- EXISTING CORPORATE LIMITS
- NEW CORPORATE LIMITS
- BUILDING SETBACK LINE
- EASEMENT
- CREEK PER ORANGE COUNTY GIS
- EDGE OF PAVEMENT

**LEGEND**

- COMPUTED POINT
- IRON PIPE FOUND - IPF (SIZE AS NOTED)
- REBAR FOUND - RBF (SIZE AS NOTED)
- PINCH TOP FOUND - PTOFP (SIZE AS NOTED)
- PK NAIL SET - PKS
- 642** ADDRESS
- DB DEED BOOK
- PB PLAT BOOK
- PG PAGE
- R/W RIGHT-OF-WAY

**LINE TABLE**

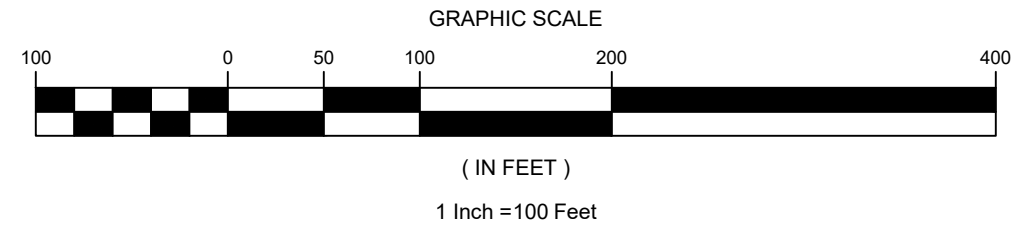
LINE	BEARING	LENGTH
L1	N27°11'26"E	54.23'
L2	N33°05'19"E	38.42'
L3	N70°22'18"E	33.09'
L4	N33°55'59"E	45.71'
L5	N79°28'49"E	33.08'

**PLANNING DIRECTOR**  
THIS TRACT OF LAND IS WITHIN THE CITY OF MEBANE'S JURISDICTION. NO APPROVAL IS REQUIRED OF THE PLANNING BOARD OR CITY COUNCIL PER THE CITY OF MEBANE UNIFIED DEVELOPMENT ORDINANCES.

PLANNING DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

- NOTES**
1. SITE BEING PIN: 9824523988, ERNEST P. HOLLAND, AS RECORDED IN DEED BOOK 5478, PAGE 79, AND PIN: 9824530199, DALTON J. HOLLAND AND DILLON C. HOLLAND, AS RECORDED IN DEED BOOK 6076, PAGE 413, ORANGE COUNTY REGISTER OF DEEDS.
  2. ALL DISTANCES ARE HORIZONTAL GROUND, UNLESS OTHERWISE NOTED.
  3. AREA:
 

9824523988 (PER DEED)	2,000 ACRES (87,108 SQ. FT.)
LESS R/W AREA	0.265 ACRES (11,543 SQ. FT.)
NET AREA	1,735 ACRES (75,565 SQ. FT.)
9824530199 (PER DEED)	10.010 ACRES (436,040 SQ. FT.)
LESS R/W AREA	0.143 ACRES (6,238 SQ. FT.)
NET AREA	9,867 ACRES (429,802 SQ. FT.)
TOTAL ANNEXATION AREA	12.010 ACRES (523,148 SQ. FT.)
  4. ZONING CLASS "AR" - AGRICULTURAL RESIDENTIAL  
MINIMUM SETBACKS:  
RIGHT-OF-WAY 40'  
SIDE OR REAR 20'
  5. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD ZONE AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT (NORTH CAROLINA FLOOD MAPPING), COMMUNITY PANEL NO. 3710982400, DATED NOVEMBER 17, 2007. (ZONE X)
  6. INFORMATION SHOWN HEREON IS FROM DIRECT FIELD DATA COLLECTED MARCH 24 TO 29, 2023.
  7. NORTH CAROLINA GRID COORDINATES AS SHOWN HEREON WERE DERIVED FROM DIRECT GPS OBSERVATIONS UTILIZING THE NORTH CAROLINA GEODETIC SURVEY'S NETWORK RTK SYSTEM AND ARE REFERENCED TO THE NAD83(NSRS2001) DATUM GPS OBSERVATION PERFORMED ON MARCH 24, 2023.



FINAL PLAT  
CITY OF MEBANE  
CORPORATE LIMITS EXTENSION  
VOLUNTARY CONTIGUOUS ANNEXATION  
BOWMAN RD 1, LLC  
7515 BOWMAN ROAD  
CHEEKS TOWNSHIP  
ORANGE COUNTY  
NORTH CAROLINA







# AGENDA ITEM #5C

RZ 24-01

Conditional Rezoning – Bowman Road Townhomes

### Presenter

Ashley Ownbey, Development Director

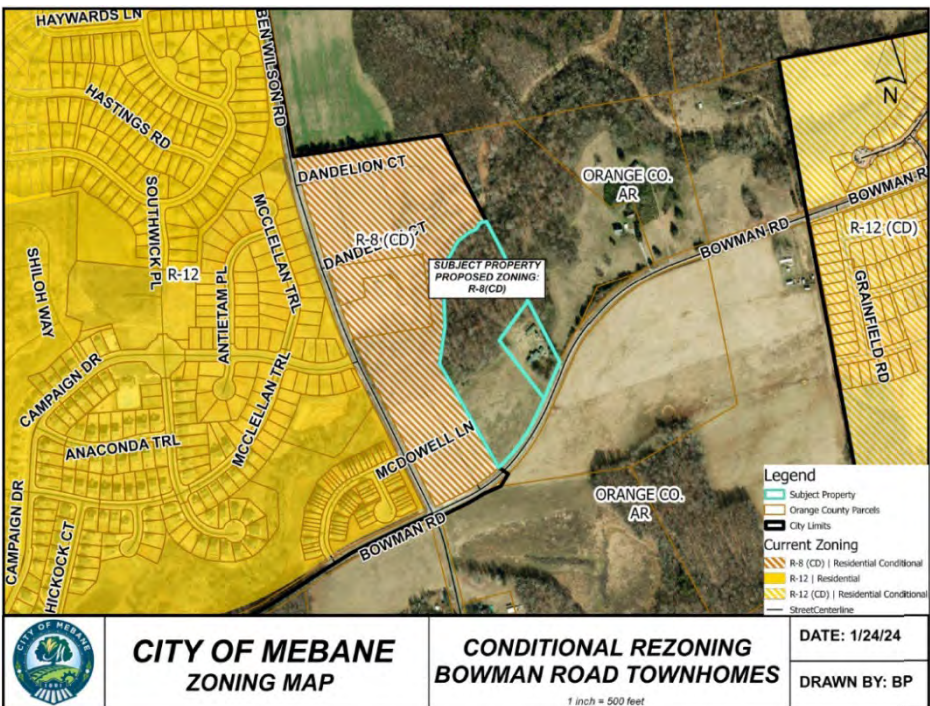
### Applicant

Bowman Rd. 1, LLC  
 3301 Atlantic Ave.  
 Raleigh, NC 27612

### Public Hearing

Yes  No

### Zoning Map



### Property

Unaddressed  
 7515 Bowman Rd.  
 Orange County GPINs:  
 9824530199; 9824523988

### Proposed Zoning

R-8 (CD)

### Current Zoning

Agricultural Residential  
 (Orange County Zoning)

### Size

+/- 12.01 acres

### Surrounding Zoning

R-8(CD), R-12 PUD,  
 R-12(CD), Orange Co. AR

### Surrounding Land Uses

Townhomes, Single-family  
 Residential, Vacant,  
 Agricultural

### Utilities

Yes

### Floodplain

No

### Watershed

No

### City Limits

No

**Application Brief**

*See Planning Project Report for more details.*

<b>Recommendations</b>	
Technical Review Committee:	The Technical Review Committee (TRC) has reviewed the site plan four times (not including pre-submittal meetings), and the applicant has revised the plan to reflect the comments.
Planning Staff:	The proposed development “Bowman Road Townhomes” is consistent with the guidance provided within <i>Mebane By Design</i> , the Mebane Comprehensive Land Development Plan.
Planning Board:	At their February 12 meeting, the Planning Board voted 7-0 to recommend approval of the conditional rezoning request.
<b>Zoning &amp; Land Use Report</b>	
Jurisdiction:	Orange County (Annexation Required)
Proposed Use By-Right (Yes/No):	No
Type of Rezoning Request:	Conditional
Special Use Request (Yes/No):	No
Consistency with Mebane By Design (Yes/No):	Yes
<b>Utilities Report</b>	
Available Utilities (Yes/No):	Yes
Adequate Stormwater Control (Yes/No):	Yes
Innovative Stormwater Control (Yes/No):	No
Consistency with Long-Range Utility Plan (Yes/No):	Yes
<b>Transportation Report</b>	
Traffic Impact Analysis Required (Yes/No):	No
Multi-Modal Improvements (Yes/No):	Yes
Consistency with Bike/Ped Transportation Plan (Yes/No):	Yes

**Summary**

Bowman Rd 1, LLC is requesting to establish R-8 (CD) zoning on two properties (GPINs: 9824530199 and 9824523988) totaling +/- 12.01 acres at 7515 Bowman Road, located outside of the Mebane Extraterritorial Jurisdiction (ETJ) in Orange County, for a development of 89 townhomes. The properties are currently zoned AR, Agricultural Residential, by Orange County. Bowman Road 1, LLC, has the properties under contract to purchase, contingent upon approval of the conditional rezoning.

The site-specific plan includes the following on-site amenities and dedications:

- A 10’ wide multi-use path along the property’s frontage on Bowman Road connecting to the multi-use path by the Meadowstone Townhomes development.
- All internal roads within the development will include 5’ wide sidewalks on one side of the streets.
- The development will include pickleball court, a gathering pavilion, and dog park as private recreational amenities.

Proposed Conditions of Zoning District	Mebane UDO Requirements
The applicant has proposed a minimum 8’ side yard setback for end units, a minimum 10’ side street setback, and a minimum 15’ rear yard setback.	The Mebane Unified Development Ordinance (UDO) requires a 15’ side yard for end units and a 20’ rear yard setback.
The applicant is providing 0.17 acres of public recreation space and requests to provide a payment in lieu of the remaining public recreation space. The payment-in-lieu totals \$54,041.	Pursuant to Section 6-8 of the Mebane UDO, the applicant is required to provide 2.55 acres of public recreation space. The applicant may request the Mebane City Council consider a payment-in-lieu.

The proposed development does not generate enough trips to warrant a traffic impact analysis (TIA). The applicant is required by the Mebane UDO to provide turn lanes at the entrance to the development. The turn lanes must be installed before the second phase of development.

**Financial Impact**

The developer will be required to make all of the improvements at their own expense.

**Suggested Motion**

1. Motion to approve the R-8 (CD) zoning as presented.
2. Motion to find that **the application is consistent** with the objectives and goals in the City’s 2017 Comprehensive Land Development Plan *Mebane By Design*. Specifically, the request:

- Is for properties within the City's G-2 Industrial (Part of BEDD) and proposes workforce housing (Mebane CLP, p. 76); and
- Provides a greenway and open space in a developing area, connecting to other locations, consistent with Open Space and Natural Resource Protection Goal 4.3 (p. 17, 89, & 90).

**OR**

3. Motion to **deny** the R-8 (CD) rezoning as presented due to a lack of
  - a. Harmony with the surrounding zoning or land use

**OR**

  - b. Consistency with the objectives and goals in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*.

---

**Attachments**

1. Preliminary Presentation Slides
2. Zoning Amendment Application
3. Zoning Map
4. Site Plan – [click here to access](#).
5. Planning Project Report
6. Preliminary Water and Sewer System Approval Letter
7. Technical Memorandum – City Engineering Review
8. Traffic Impact Statement





Ashley Ownbey, Development Director

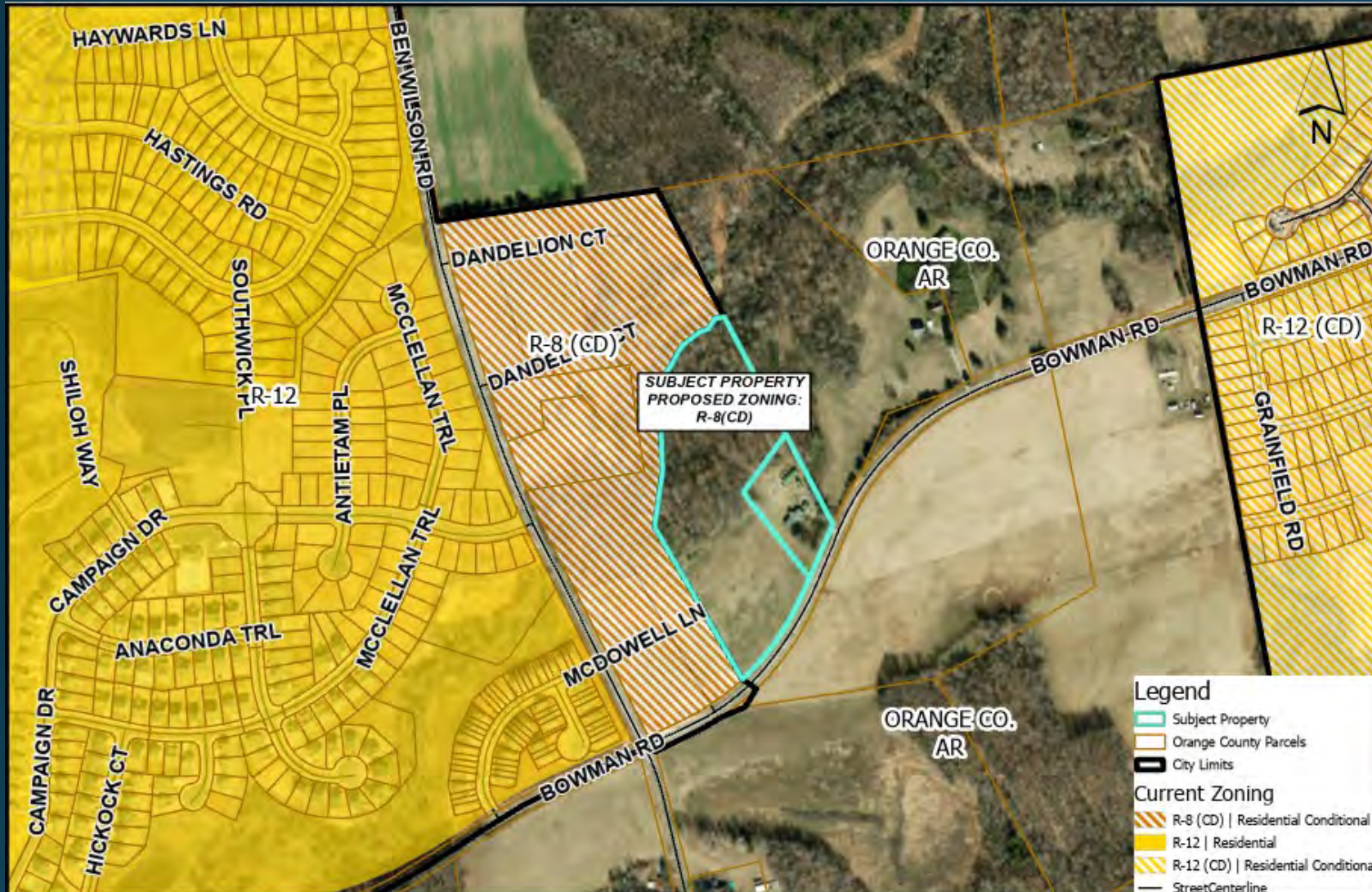
Public Hearing - Rezoning Request: Establish R-8 (CD) Zoning  
by Bowman Rd 1, LLC



# Bowman Road Townhomes

## Conditional Rezoning Request

- Request by Bowman Rd. 1, LLC
- +/- 12.01 Acres
- Existing zoning: Orange Co. AR
- Requested zoning: R-8 (CD)



**CITY OF MEBANE**  
ZONING MAP

**CONDITIONAL REZONING**  
**BOWMAN ROAD TOWNHOMES**

1 inch = 500 feet

DATE: 1/24/24

DRAWN BY: BP







# Bowman Road Townhomes

## Conditional Rezoning Request

- Located outside of ETJ in Orange County
- Annexation required before action on rezoning request.







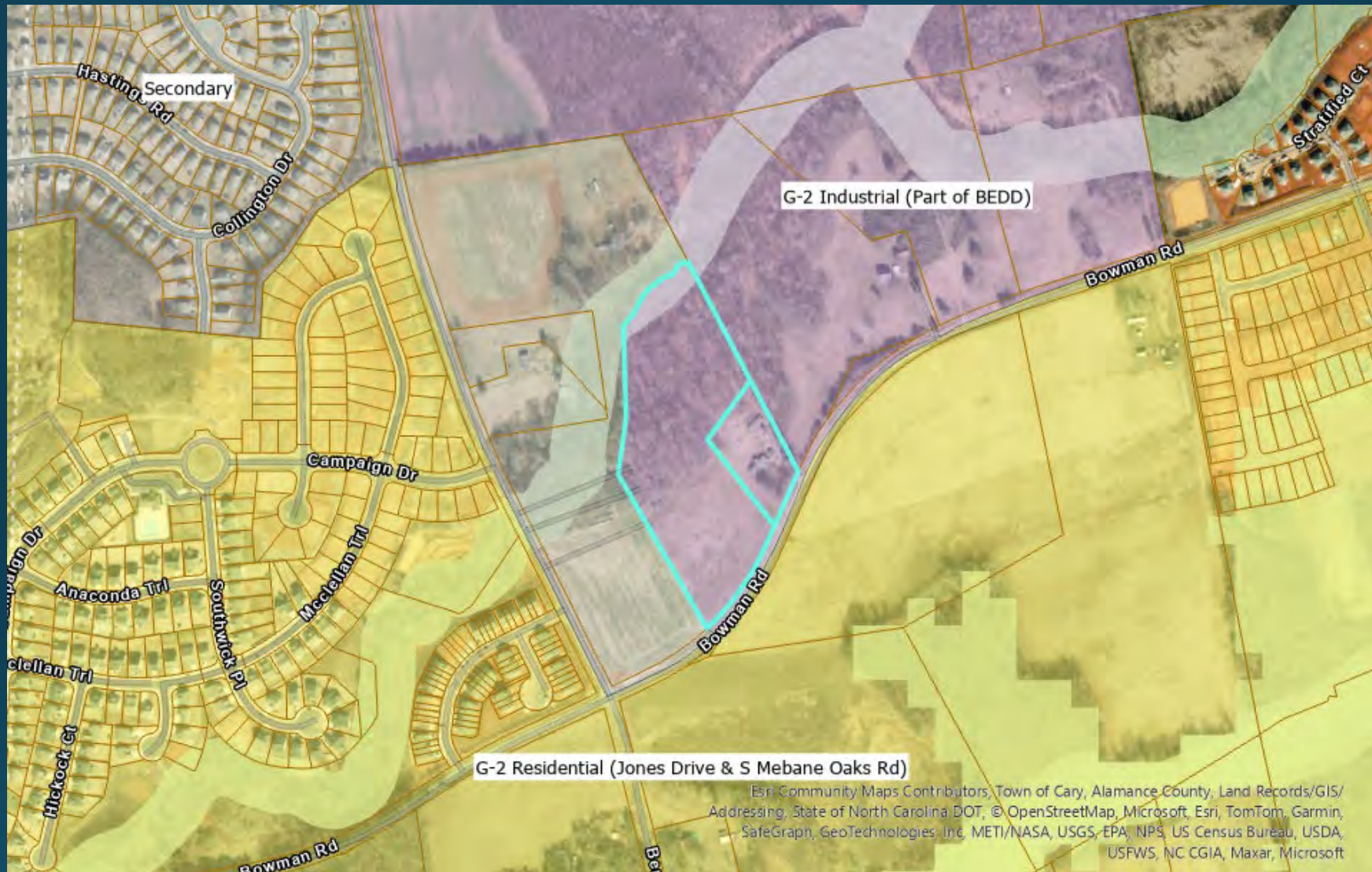
# Bowman Road Townhomes

Conditional Rezoning Request

- Single-family home; Vacant & Forested
- Surrounding uses include:
  - Townhomes (Meadowstone)
  - Single-family residential (Meadows, Bowman Village, Bowman Place)
  - Vacant & Agricultural







# Bowman Road Townhomes Conditional Rezoning Request

*Mebane By Design: G-2 Industrial Growth Area*







# Bowman Road Townhomes

## Conditional Rezoning Request

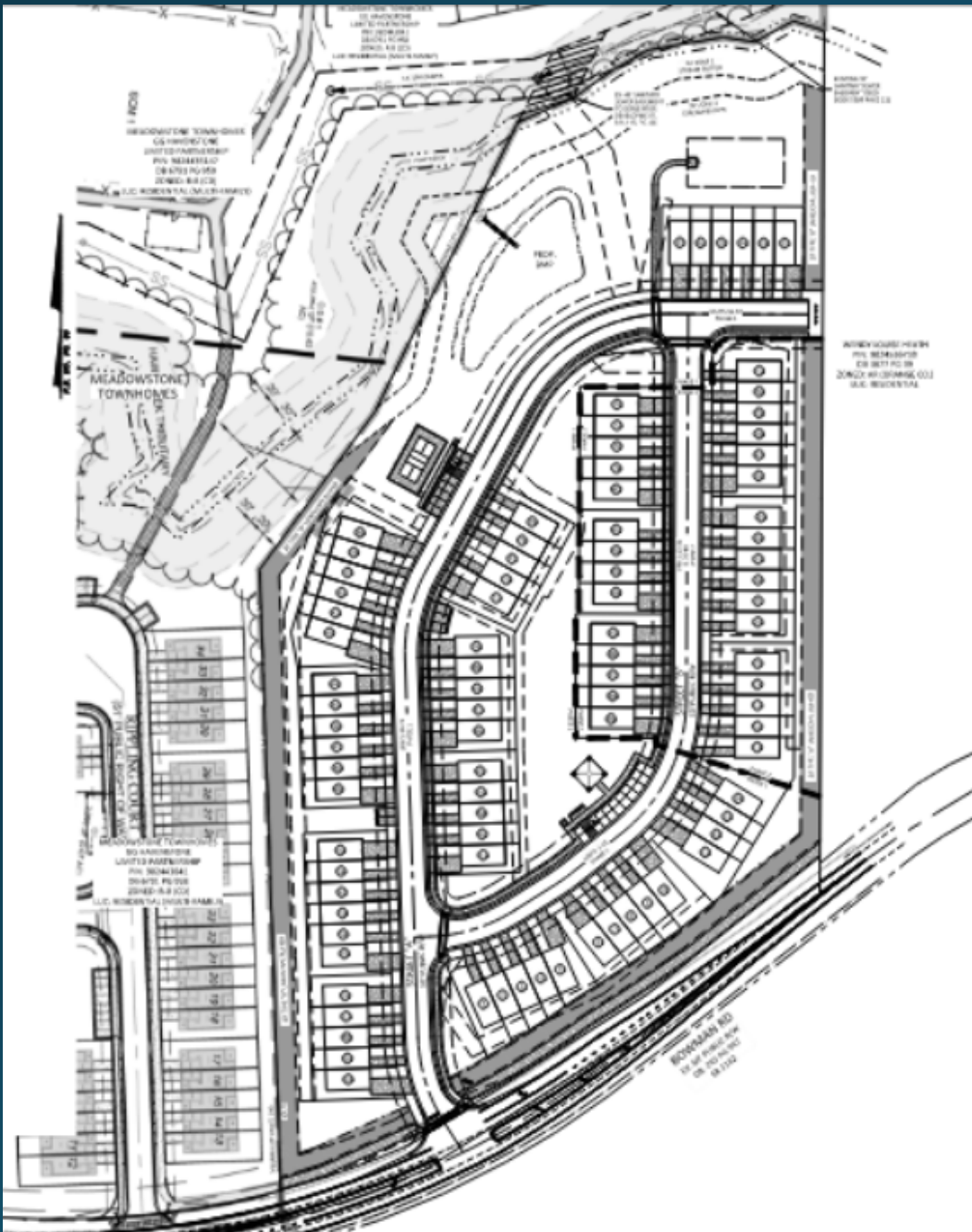
### Conditions Requested:

- 8' side yard for end units
- 10' side street setback
- 15' rear setback

Public recreation provided: 0.17 acres

- Payment in lieu of \$54,041 for the remaining requirement of 2.38 acres.

Install left and right turn lanes at entrance.







# Applicant Presentation





# BOWMAN ROAD TOWNHOMES

Mebane City Council

March 4, 2024

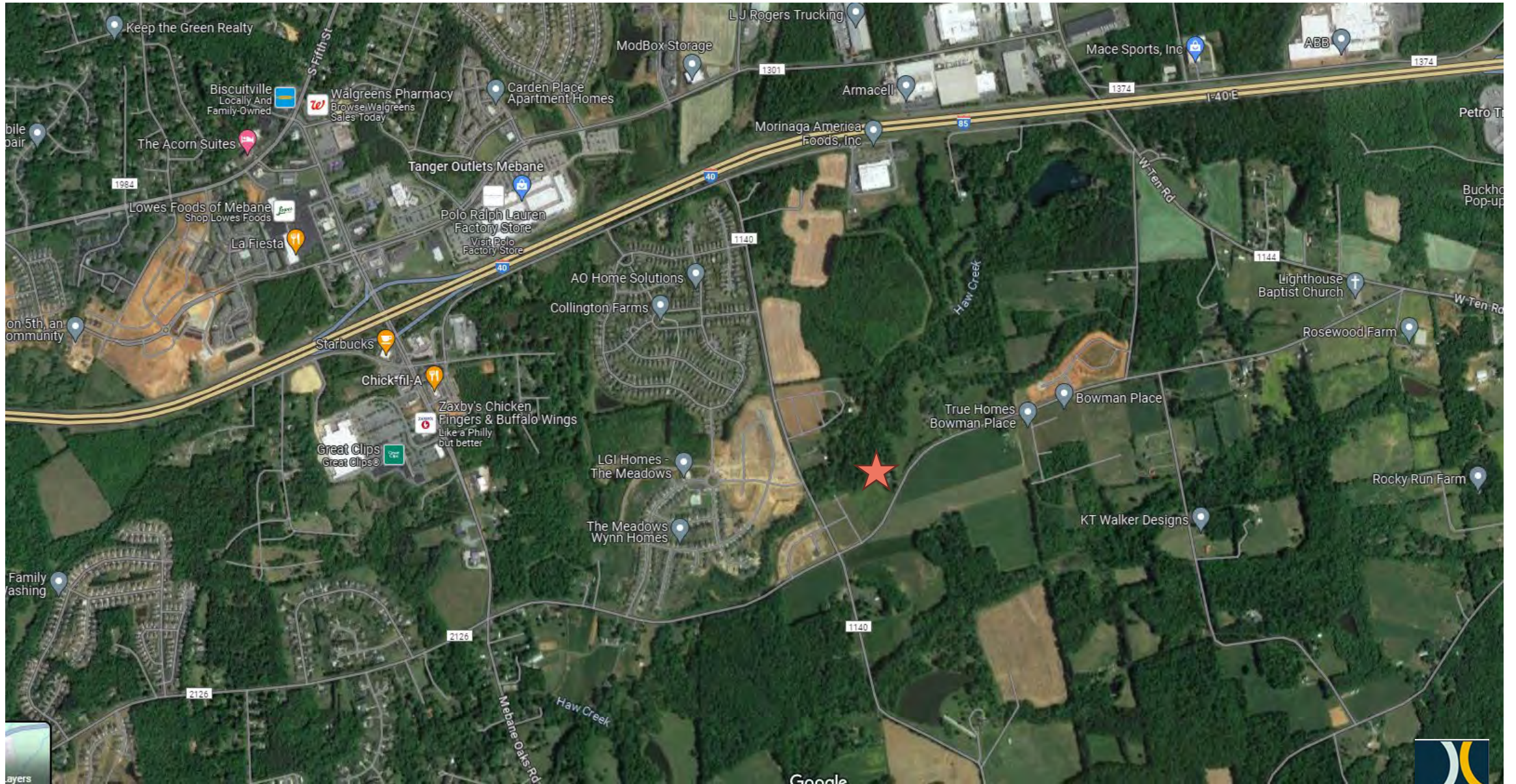


# NATURE OF REQUEST

- 12.01 Acre Site
- Annex into the City of Mebane and Rezone to R8(CD)
- Proposed Number of Homes is 89
- Community To Include Amenities of Pickleball Court, Dog Park, Multi-Use Trail, Community Gathering Pavilion
- Conditional Zoning = Site Plan Specificity

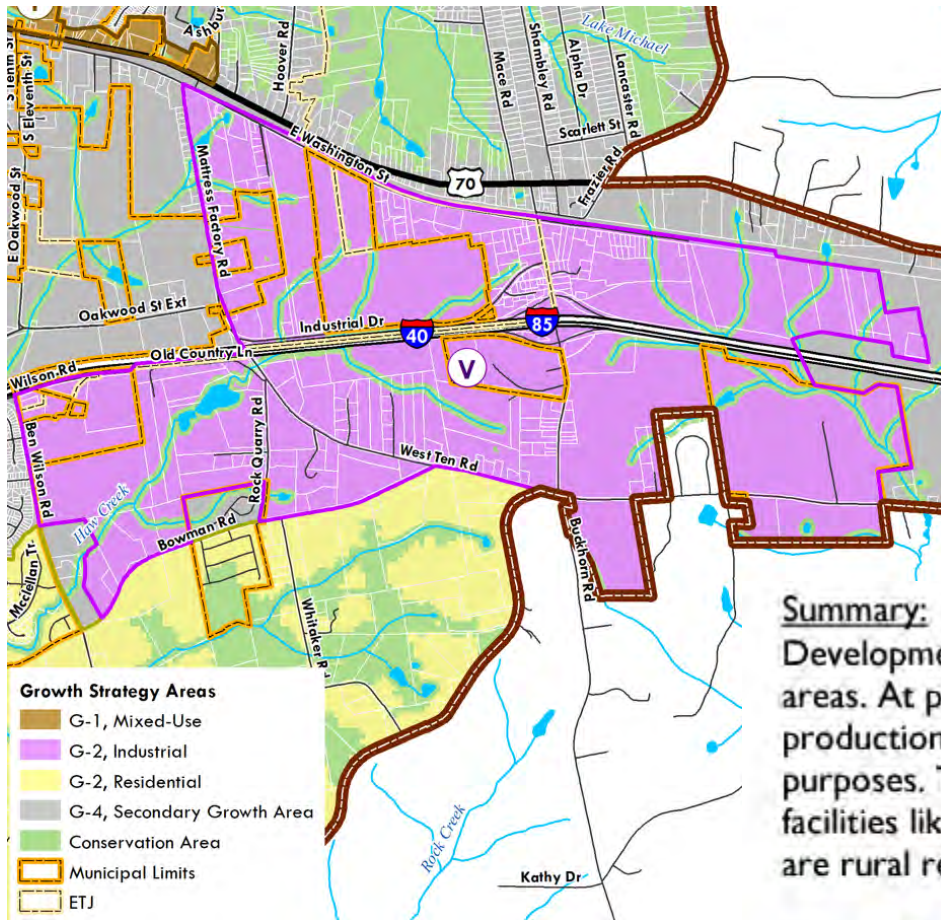








# MEBANE BY DESIGN



- Property is designated Primary Growth Area G-2
- Specific Designation of Industrial V, part of the Buckhorn Economic Development District

**Summary:** This area encompasses the western portion of the Buckhorn Economic Development District (BEDD) and its existing industrial uses and some existing residential areas. At present, the BEDD is primarily defined by the Morinaga America Confectionary production facility. The area is intended for more robust growth, primarily for light industrial purposes. The Mattress Factory Road area north of I-40/85 is also a corridor for light industrial facilities like Kingsdown and AKG. The areas immediately outside of these corridors, though, are rural residential lots.

**Uses:** Maximize non-residential use and discourage further single family developments. Multi-family or workforce housing in close proximity to the current and future industrial land uses will be encouraged to minimize commuting concerns, especially traffic congestion. Encourage low water user and incentivize the employment of local residents at any new industries developed in this area.



# Consistency with Mebane By Design (Land Use)

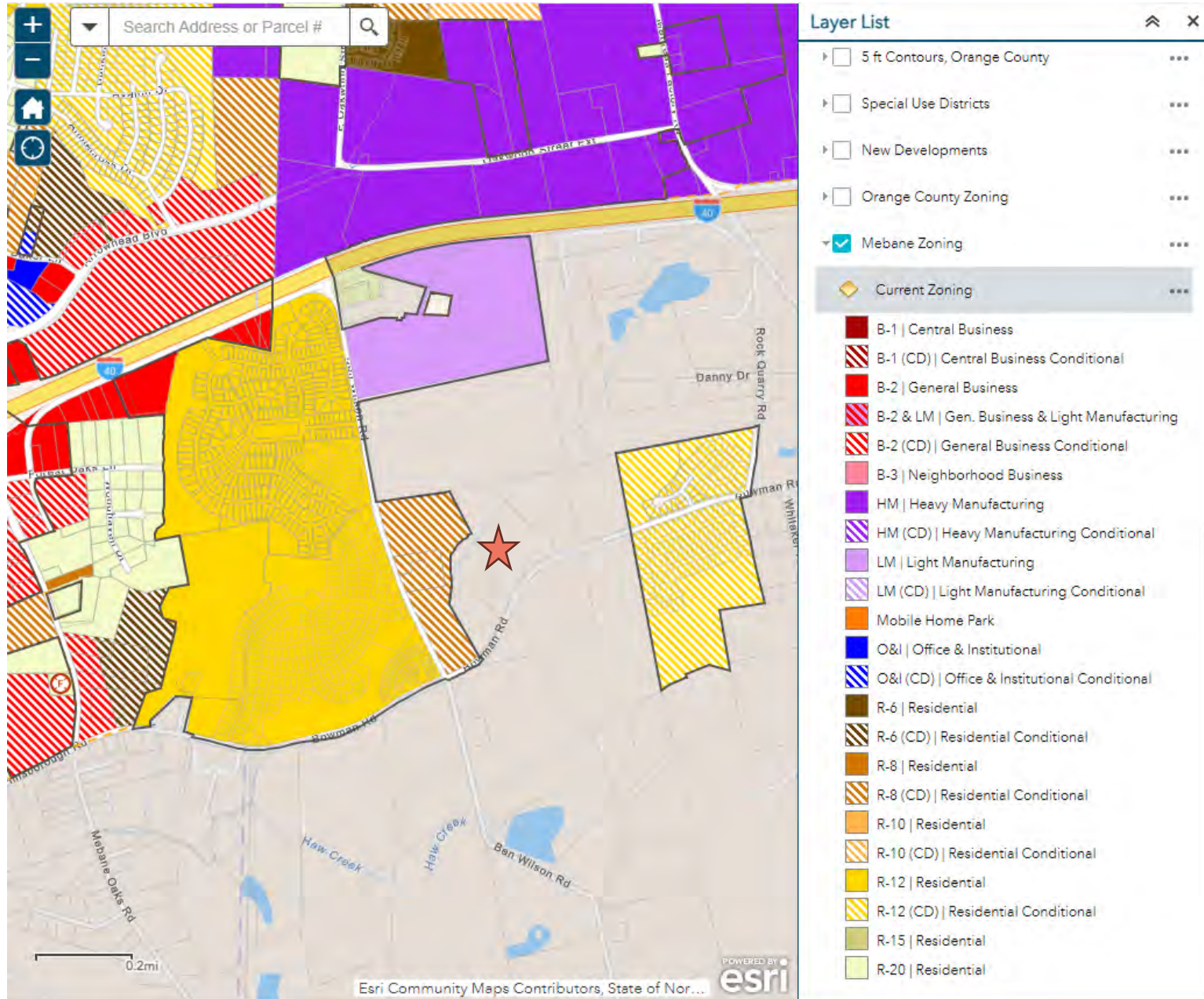
- Townhomes
- Designed and planned to meet objective of workforce housing in this location
- Target of workforce housing using
  - Proximity;
  - HUD definition: housing that is affordable for those earning between 80% and 120% of area median income (AMI). This area has \$108,500 AMI per the Fannie Mae AMI Lookup Tool; 80% is \$86,800

# Consistency with Mebane By Design (Other Objectives)

- Open Space and Natural Resource Protection Goal 4.3
  - Provision of Multi Use Path to ensure connectivity in developing area to access full City network
- Consistency with Mebane Bicycle and Pedestrian Transportation Plan
  - Provision of Multi Modal Improvements
  - Connection to community sidewalk network



# ZONING CONTEXT







MEADOWSTONE  
TOWNHOMES

MEADOWSTONE  
TOWNHOMES

MEADOWSTONE  
TOWNHOMES



VICINITY MAP  
1" = 2,000'

# BOWMAN ROAD TOWNHOMES

CITY OF MEBANE  
ORANGE COUNTY, NORTH CAROLINA

**SITE DATA:**  
TOTAL ADDRESS: 122,512 sq. ft.  
RESIDENTIAL: 118,842 sq. ft.  
PARKING: 2,670 sq. ft.  
TOTAL: 121,512 sq. ft.  
DATE: 08/2023  
PROJECT: 08/2023/08/23/08/23/08/23



CONCEPTUAL PLAN  
12/12/2023  
GRAPHIC SCALE



# Site Plan Features

- Increased Setback off Bowman Road (30 feet)
- 4.69 acres of open space and recreational amenities (3.67 excess acres)
- Shade Pavilion/Gathering Space
- Dog Park
- Pickleball Court
- Multi Use Path and Sidewalks
- Public Streets
- Meeting 20 foot separation Between Buildings
- Only 8' side yards are adjacent to Open Space
- Rear Setbacks abut open space and perimeter buffers





# HOME STYLES





# BUILDING COMMITMENTS

- All homes shall have a covered front porch/alcove.
- All homes shall have projecting eaves.
- Townhome building shall feature an articulated roofline through the use of gables, dormers and height variations.
- The front façade of each home shall feature some mix of building materials to include, minimal maintenance siding, masonry, stone, or board and batten.
- Each home shall have a garage.
- Garage doors shall feature decorative paneling.

# AMENITIES



# NEIGHBORHOOD OUTREACH

## BOWMAN RD 1, LLC

December 5, 2023

Dear Neighbor:

Our company, Bowman Rd 1, LLC, is under contract to purchase those certain parcels of land located at 7515 Bowman Road, being approximately 12 acres in total and identified as PINs 9824523988 and 9824530199 (the "Property"). We intend to develop a townhome community on the Property.

In order to facilitate our development plan, we are applying to the City of Mebane to annex the Property with an original zoning of R8 (CD) (Conditional District - Residential, 8 units per acre). The Property is adjacent to similar zoning in the City of Mebane, and our request is consistent with existing land uses in the immediate area and would support employment opportunities in the area. We believe our request reflects a reasonable plan for the highest and best use of the Property.

In order to provide information about our project and respond to any questions that you might have, we will host a neighborhood Zoom meeting on Thursday, January 4, 2024 at 5:30 pm. The Zoom link is attached to this letter.

We look forward to hearing your thoughts and questions as we move through the rezoning process. Please feel free to contact our project representative, Amanda Hedierne, with any questions about this request. Her direct phone number is 336-609-5137, or you can email her at [amanda@isaacsonsheridan.com](mailto:amanda@isaacsonsheridan.com).

The Mebane Planning Board will consider our request early in 2024. We will know the exact meeting date and share those details with you at our zoom meeting on January 4<sup>th</sup>, 2024.

Sincerely,



Cliff Minsky  
Manager

- Letter mailed to 10 Neighboring Property Owners
- Invited Neighbors to a Zoom Informational Meeting
- No Participants





## APPLICATION FOR A ZONING AMENDMENT

Application is hereby made for an amendment to the Mebane Zoning Ordinance as follows:

Name of Applicant: Bowman Rd 1, LLC

Address of Applicant: c/o Amanda Hodierne 804 Green Valley Road, Suite 200 Greensboro, NC 27408

Address and brief description of property to be rezoned: PINS 9824523988 and 9824530199

Applicant's interest in property: (Owned, leased or otherwise) Contract Purchaser

\*Do you have any conflicts of interest with: Elected/Appointed Officials, Staff, etc.?

Yes \_\_\_ Explain: \_\_\_\_\_ No X

Type of re-zoning requested: R8 (CD)

Sketch attached: Yes X No \_\_\_\_\_

Reason for the requested re-zoning: To permit development of the properties for  
workforce housing.

Signed: [Signature]

Date: 12/13/2023

Action by Planning Board: \_\_\_\_\_

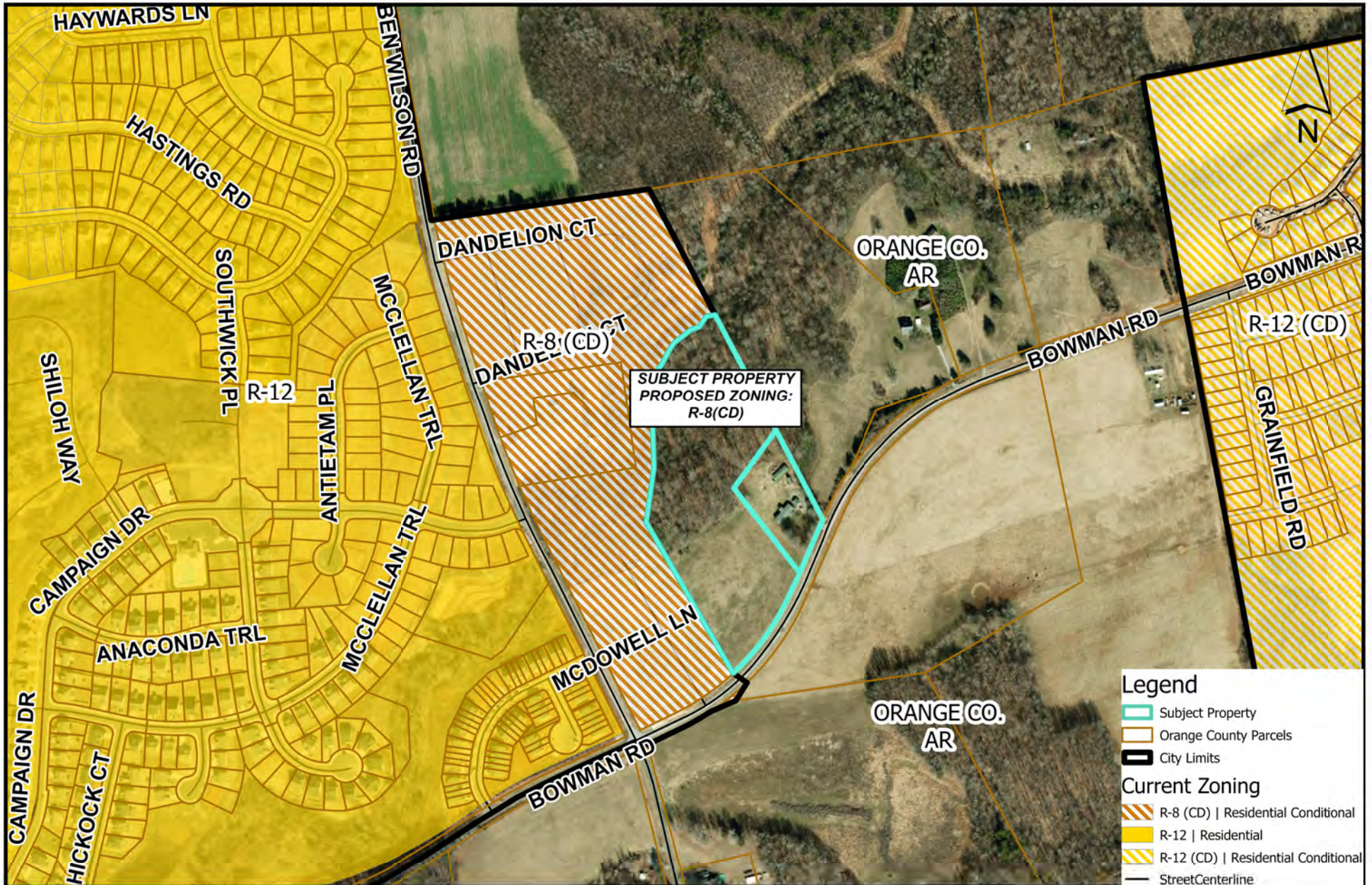
Public Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_

Zoning Map Corrected: \_\_\_\_\_

The following items should be included with the application for rezoning when it is returned:

1. Tax Map showing the area that is to be considered for rezoning.
2. Names and addresses of all adjoining property owners within a 300' radius (Include those that are across the street).
3. \$300.00 Fee to cover administrative costs.
4. The information is due 15 working days prior to the Planning Board meeting. The Planning Board meets the 2<sup>nd</sup> Monday of each month at 6:30 p.m. Then the request goes to the City Council for a Public Hearing the following month. The City Council meets the 1<sup>st</sup> Monday of each month at 6:00 p.m.





SUBJECT PROPERTY  
PROPOSED ZONING:  
R-8(CD)



**CITY OF MEBANE  
ZONING MAP**

**CONDITIONAL REZONING  
BOWMAN ROAD TOWNHOMES**

1 inch = 500 feet

DATE: 1/24/24

DRAWN BY: BP



The site plan can be downloaded through the following link:

<https://cityofmebane.sharefile.com/public/share/web-sa3fd8b804b5d443b8f3a6de6e9e1be36>.



---

# PLANNING PROJECT REPORT

DATE	01/24/24
PROJECT NUMBER	RZ 24-01
PROJECT NAME	Bowman Road Townhomes
APPLICANT	Bowman Rd. 1, LLC 3301 Atlantic Ave. Raleigh, NC 27612

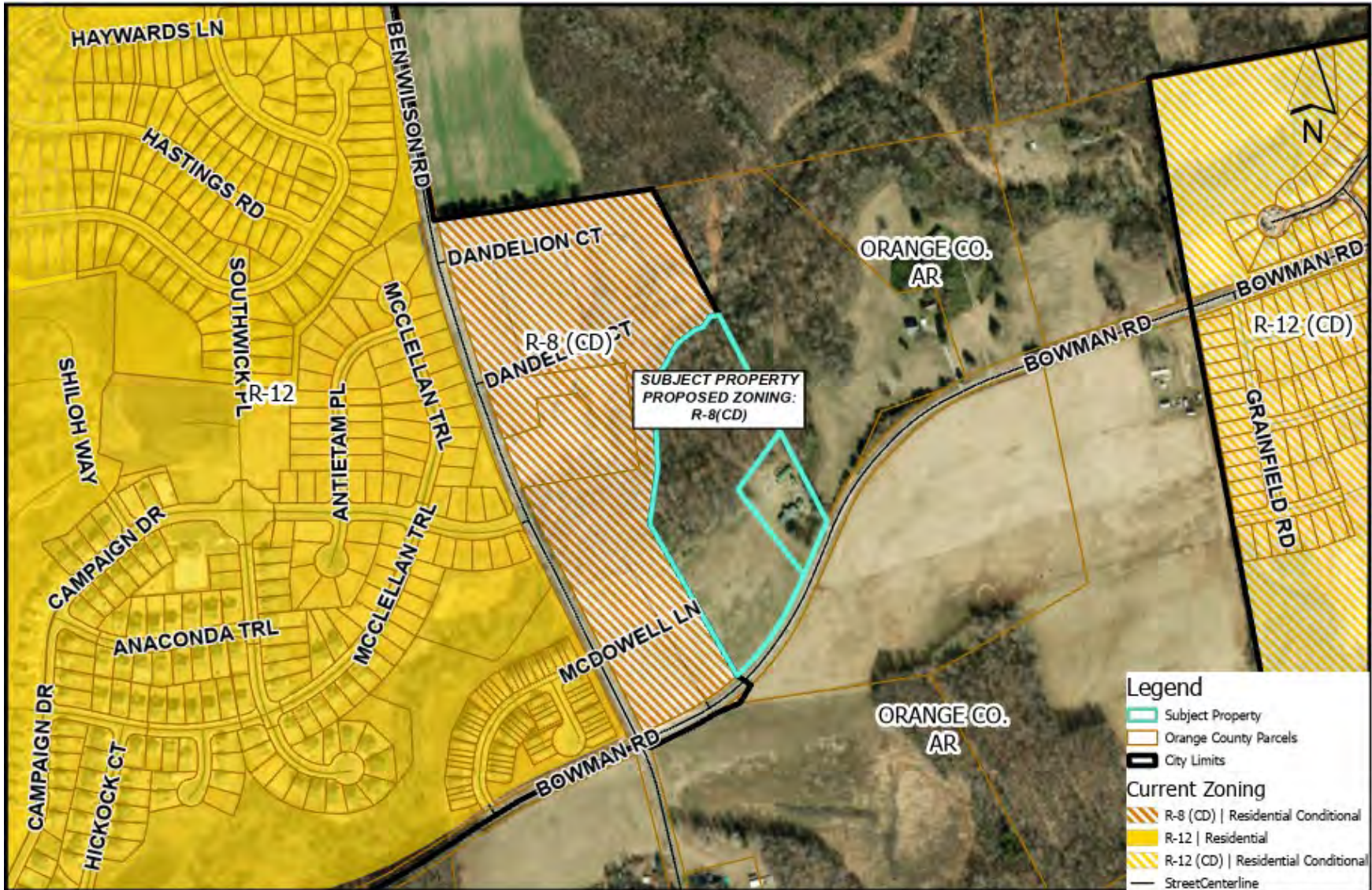
## CONTENTS

PROJECT NAME & APPLICANT .....	PAGE 1
ZONING REPORT .....	PAGE 2
LAND USE REPORT .....	PAGE 4
UTILITIES REPORT .....	PAGE 6
STAFF ZONING REQUEST RECOMMENDATION .....	PAGE 7

---

## ZONING REPORT

EXISTING ZONE	AR (Orange County)	
REQUESTED ACTION	R-8 (CD), Residential Conditional	
CONDITIONAL ZONE?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
CURRENT LAND USE	Vacant, Residential	
PARCEL SIZE	+/- 12.01 acres	
PROPERTY OWNERS	Dalton J. and Dillon C. Holland 7515 Bowman Rd. Mebane, NC 27302	Ernest P. Holland PO Box 1926 Angier, NC 27501
LEGAL DESCRIPTION	Request to establish R-8 (CD) zoning on two properties (GPINs: 9824530199 and 9824523988) totaling +/- 12.01 acres at 7515 Bowman Road, located outside of the Mebane Extraterritorial Jurisdiction (ETJ) in Orange County, for a development of 89 townhomes by Bowman Rd 1, LLC.	
AREA ZONING & DISTRICTS	Properties to the west are zoned R-8(CD). Properties to the north, east, and west are zone AR, Agricultural Residential, by Orange County.	
SITE HISTORY	The site is largely vacant and forested with a single-family residence on one of the properties.	
<b>STAFF ANALYSIS</b>		
CITY LIMITS?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Annexation is required before action on the rezoning request.	
PROPOSED USE BY-RIGHT?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SPECIAL USE?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
EXISTING UTILITIES?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
POTENTIAL IMPACT OF PROPOSED ZONE	The proposed R-8(CD) zoning district is consistent with the adjacent zoning for the Meadowstone Townhome development. It is a higher residential density than the surrounding AR zoning by Orange County.	



**CITY OF MEBANE  
ZONING MAP**

**CONDITIONAL REZONING  
BOWMAN ROAD TOWNHOMES**

1 inch = 500 feet

DATE: 1/24/24

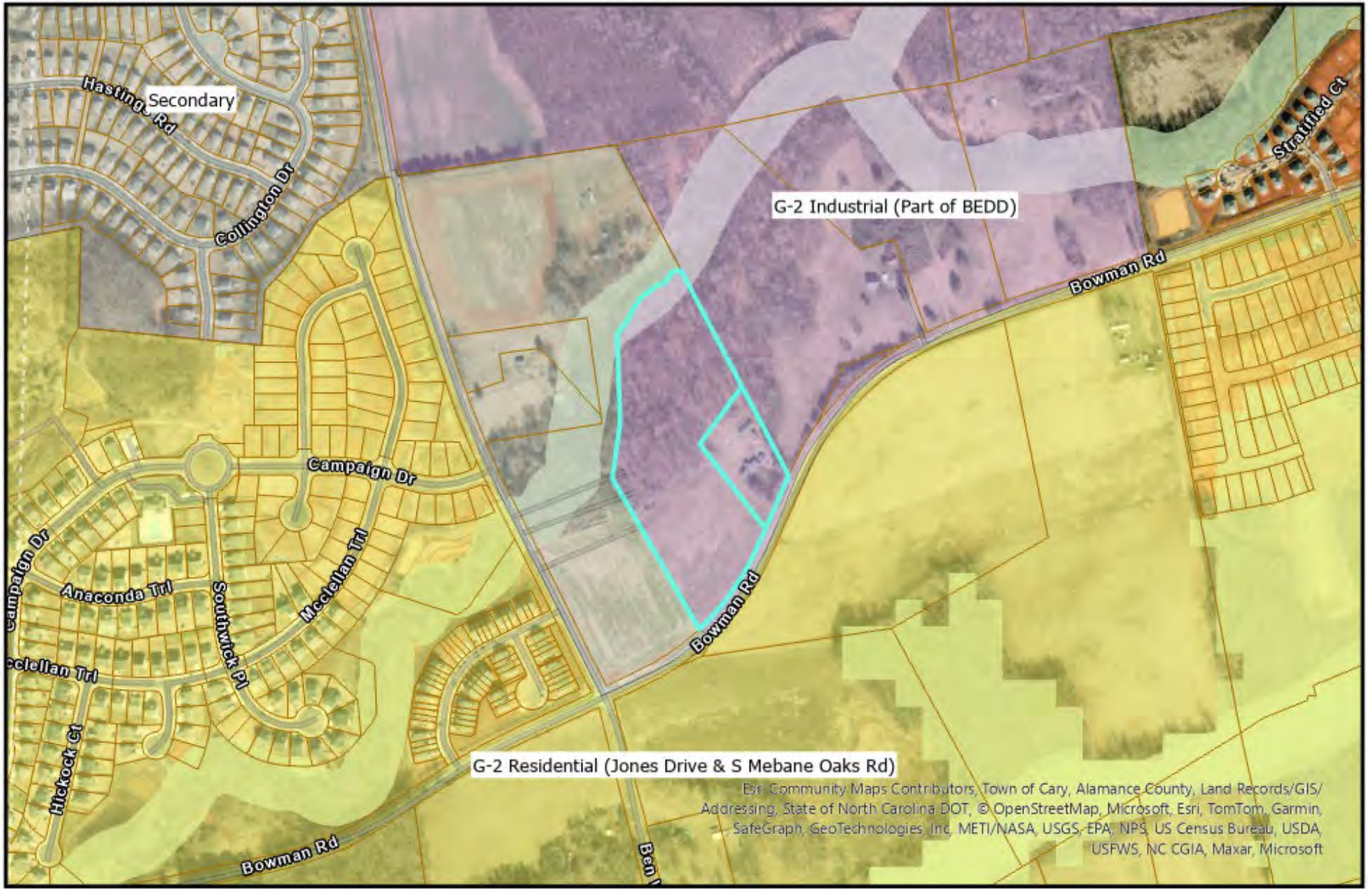
DRAWN BY: BP



## LAND USE REPORT

<b>EXISTING LAND USE</b>	Single-Family Residential, Vacant
<b>PROPOSED LAND USE &amp; REQUESTED ACTION</b>	The applicant is requesting to establish R-8 (CD) zoning on two properties totaling +/- 12.01 acres located at 7515 Bowman Road for a development consisting of 89 townhomes by Bowman Rd 1, LLC.
<b>PROPOSED ZONING</b>	R-8 (CD), Residential Conditional District
<b>PARCEL SIZE</b>	+/- 12.01 acres
<b>AREA LAND USE</b>	The subject properties are located along Bowman Road. The surrounding uses include the Meadows and Meadowstone subdivisions to the west, the Bowman Village and Bowman Place subdivisions to the east, and larger single-family lots and agricultural land immediately adjoining the site to the east and across Bowman Road.
<b>ONSITE AMENITIES &amp; DEDICATIONS</b>	The proposed development will feature 4.69 acres of private open space and private recreational amenities including a shade pavilion, dog park, and pickleball court. Additionally, a 10' multi-use path will run along the development's frontage and connect to the path by the Meadowstone Townhomes development.
<b>CONDITIONAL ZONE?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DESCRIPTION OF PROPOSED CONDITIONS</b>	The applicant has proposed a minimum 8' side yard setback for end units, a minimum 10' side street setback, and a minimum 15' rear yard setback. The Mebane Unified Development Ordinance (UDO) requires a 15' side yard for end units and a 20' rear yard setback.  The applicant is providing 0.17 acres of public recreation space and requests to provide a payment in lieu of the remaining public recreation area in the amount of \$54,041.

<b>CONSISTENCY WITH <i>MEBANE BY DESIGN</i> STRATEGY</b>	
<b>LAND USE GROWTH STRATEGY DESIGNATION(S)</b>	G-2 Industrial (V) (Part of BEDD)  Multi-family and workforce housing are identified as supported uses in this industrial growth strategy area. Workforce housing is defined by the United States Department of Housing and Urban Development as serving individuals earning 80% to 120% of the area median income.
<b>OTHER LAND USE CONSIDERATIONS</b>	
<b><i>MEBANE BY DESIGN</i> GOALS &amp; OBJECTIVES SUPPORTED</b>	Goal 4.3: Support park, greenway, and open space expansion in developed and developing areas, prioritizing connectivity between each location.
<b><i>MEBANE BY DESIGN</i> GOALS &amp; OBJECTIVES <u>NOT</u> SUPPORTED</b>	



---

## UTILITIES REPORT

AVAILABLE UTILITIES	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSED UTILITY NEEDS	Per the memorandum from Franz Holt of AWCK, the anticipated utility use is approximately 20,025 gallons per day of water and of sewer. The project will be served from connections to an existing 12-inch water line along Bowman Road and an existing 18-inch sewer outfall that runs through the rear of the property. The City has adequate sewer capacity in the downstream sewer outfall and at the Water Resource Recovery Facility.
UTILITIES PROVIDED BY APPLICANT	Applicant has pledged to provide all on-site utilities, as described in AWCK's Technical Memo.
MUNICIPAL CAPACITY TO ABSORB PROJECT	The City has adequate water & sewer supply to meet the domestic and fire flow demands of the project.
CONSISTENCY WITH MEBANE LONG RANGE UTILITY PLAN?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADEQUATE STORMWATER CONTROL?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
INNOVATIVE STORMWATER MANAGEMENT?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>TRANSPORTATION NETWORK STATUS</b>	
CURRENT CONDITIONS	One entrance is proposed on Bowman Road, which is a two-lane, undivided road maintained by the NCDOT. In 2023, this section of Bowman Road recorded an annual average daily traffic volume of 1,800. From 2018-2022, there have been three reported crashes in this section of Bowman Road, with two accidents resulting in minor and moderate injuries, and one resulting in property damage only.
TRAFFIC IMPACT ANALYSIS REQUIRED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
DESCRIPTION OF RECOMMENDED IMPROVEMENTS	As required by the Mebane UDO, the developer will install left and right turn lanes at the entrance before the second phase of development.
CONSISTENCY WITH THE MEBANE BICYCLE AND PEDESTRIAN TRANSPORTATION PLAN?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
MULTIMODAL IMPROVEMENTS PROVIDED BY APPLICANT?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIPTION OF MULTIMODAL IMPROVEMENTS	The applicant will construct a 10' multi-use path along Bowman Road to connect to the Meadowstone Townhome development. Internal sidewalks and crosswalks will be provided as shown on the site plan.

---



---

## STAFF RECOMMENDATION

STAFF ZONING RECOMMENDATION	<input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE
STAFF SPECIAL USE FINDING	<input type="checkbox"/> CONSISTENT <input type="checkbox"/> NOT CONSISTENT.....WITH <i>MEBANE BY DESIGN</i>
RATIONALE	The proposed development “Bowman Road Townhomes” is consistent with the guidance provided within <i>Mebane By Design</i> , the Mebane Comprehensive Land Development Plan and is in harmony with surrounding uses.



February 6, 2024

Mr. Aden Stoltzfus, PE  
Stoltzfus Engineering, Inc.  
Kernersville, NC 27284

Subject: Bowman Road Townhomes – Water and Sewer System Layout

Dear Mr. Stoltzfus:

Regarding the subject Preliminary Subdivision Plans and in accordance with paragraph 7-4.3 A.3(a) in the UDO, this memo is provided to indicate that I have reviewed the preliminary water and sewer system layout and find it acceptable and meets City standards based on the following:

Water system – The project is to be served by the City’s 12-inch water line along Bowman Road. Internal to the subdivision are 8-inch water lines with appropriate fire hydrant spacing and valves. The City has adequate water capacity available to meet the domestic demand at approximately 20,025 gallons per day and fire flow requirements. When completed, the new water lines will become part of the city’s water distribution system.

Sanitary Sewer system – The project is to be served from connections to an existing 18-inch sewer outfall that runs through the rear of the property. Internal to the subdivision are proposed 8-inch sewer mains with appropriate manhole spacing. The permitted sewer use is 89 residential units x 3-bedrooms x 75 gallons per day per bedroom equaling 20,025 gallons per day. The City has adequate sewer capacity in the downstream sewer outfall, Southeast Regional Pump Station, and at the Water Resource Recovery Facility. When completed, the new sewer mains will become part of the city’ sewer collection system.

As the project is planned to be phased sewer permitting will follow the City’s accumulated paper flow policy. If there are any questions, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Franz K. Holt".

Franz K. Holt, P.E. City Engineer

CC: Ashley Ownbey, Development Director  
Kyle Smith, Utilities Director



## Technical Memorandum

Date: February 6, 2024  
To: Ashley Ownbey, Development Director  
From: Franz K. Holt, P.E.  
Subject: Bowman Road Townhomes – City Engineering review

The preliminary site plans for the proposed Bowman Road Townhomes Subdivision sealed on 12-12-23 and prepared by Aden Stoltzfus with Stoltzfus Engineering, Inc. in Kernersville, NC, have been reviewed by the Engineering Department as a part of the TRC process. Our technical review comments are as follows:

### A. General

The project proposes 89 townhomes (attached) on 12.01-acres along Bowman Road between Ben Wilson Road and Rock Quarry Road. Private amenities include a dog park and pickleball court.

### B. Water and Sewer System Layout

Regarding the subject Preliminary Subdivision Plans and in accordance with paragraph 7-4.3 A.3(a) in the UDO, this memo is provided to indicate that I have reviewed the preliminary water and sewer system layout and find it acceptable and meets City standards based on the following:

1. Water system – The project is to be served by the City’s 12-inch water line along Bowman Road. Internal to the subdivision are 8-inch water lines with appropriate fire hydrant spacing and valves. The City has adequate water capacity available to meet the domestic demand at approximately 20,025 gallons per day and fire flow requirements. When completed, the new water lines will become part of the city’s water distribution system.
2. Sanitary Sewer system – The project is to be served from connections to an existing 18-inch sewer outfall that runs through the rear of the property. Internal to the subdivision are proposed 8-inch sewer mains with appropriate manhole spacing. The permitted sewer use is 89 residential units x 3-bedrooms x 75 gallons per day per bedroom equaling 20,025 gallons per day. The City has adequate sewer capacity in the downstream sewer outfall, Southeast Regional Pump Station, and at the Water Resource Recovery Facility. When completed, the new sewer mains will become part of the city’ sewer collection system.

As the project is planned to be phased sewer permitting will follow the City’s accumulated paper flow policy.





#### C. Watershed Overlay District and Phase II Stormwater Requirements

1. Watershed Overlay District requirements are provided under Sec. 5.3 of the UDO. These requirements in the UDO are for the Back-Creek Watershed, which includes the Graham-Mebane Lake. The project is tributary to Haw Creek, a Class V watershed and the Watershed Overlay District requirements do not apply to this project. This type of watershed classification (Class V) does not have density restrictions or built upon restrictions as required for the Graham-Mebane Lake watershed.
2. Phase II Stormwater Post Construction Ordinance  
Section 5-2 of the UDO provides requirements for Phase 2 Post Construction Runoff compliance. It is estimated that the new built upon area will be approximately 40% making the project high density requiring engineered storm water controls. The project proposes one engineered storm water control device which will require fencing if constructed as a wet pond or if bio retention, sand filter, and or wetlands storing 2 feet or more of surface water. The plans call for the post construction runoff post vs. peak discharge be detained for the 100-year design storm exceeding city requirements of a 10-year storm event. A property association (HOA) will be responsible for ownership and maintenance.

#### D. Storm Drainage System

Sec. 5-1 in the UDO provides requirements for storm drainage systems. The preliminary site plans include a preliminary piping layout that indicates certain pipe locations, inlets, and discharge points. Stormwater flows from these pipes will be transported to stormwater management devices before being released.

#### E. Street Access and Traffic Impact Statement

Internal streets are considered local streets and are to be constructed to the city standard of 31-ft. b-b roll curb and gutter section with 5' wide concrete sidewalks along one side of the street. A street stub is provided to the adjacent eastern property. A proposed 10' wide multi-use path is proposed along the property frontage. When completed, the new streets, sidewalks, and multi-use path will become part of the city's network.

One connection is proposed to Bowman Road (SR 1142) with left and right turn lanes. A NCDOT driveway permit is required for the proposed roadway connection and turn lane improvements. A Three-Party NCDOT encroachment agreement is required for proposed pedestrian improvements and water line connection inside NCDOT right-of-way.

A Traffic Impact Statement prepared by Ramey Hemp was provided to the city in lieu of a TIA. The statement indicates peak hourly trips of 41 am and 49 pm being less than *100 peak hourly trips* and average daily trips of 628 being less than the *1,000 average daily trips* (TIA requirement).



#### F. Construction Plan Submittal

Sec. 7-6.7. A. in the UDO indicates that construction plans for all street facilities, including water and sewer facilities, shall be submitted following preliminary plat or site plan approval; therefore, construction plans are not required as a part of the site plan review. A utility plan is provided which generally shows the proposed water lines, sewer lines, and storm drainage and stormwater management devices to indicate that the project is feasible for utility service and providing stormwater management. Appendix E which is included in the UDO is a Construction Document checklist which is to be provided at such time as construction plans are submitted after Preliminary Site Plan approval. Based on city engineering review of the referenced preliminary site plans, it is my opinion that said plans are in substantial compliance with the UDO.



November 28, 2023

Aden Stoltzfus, PE  
683 Gralin Street  
Kernersville, NC 27284  
P: 336.904.0207  
E: [aden@seiengineering.com](mailto:aden@seiengineering.com)

Reference: Bowman Road Townhomes - Mebane, NC

Subject: Traffic Impact Statement

Dear Mr. Stoltzfus:

This letter provides a Traffic Impact Statement with an estimate of the trip generation for the proposed residential development to be located north of Bowman Road and east of Ben Wilson Road in Mebane, North Carolina. The proposed residential development is anticipated to consist of 89 townhomes. Refer to the attachments for the preliminary site plan.

**Trip Generation**

Table 1 provides a summary of the weekday peak hour trip generation for the proposed development based on the number of townhomes anticipated to be built.

**Table 1: Site Trip Generation Summary**

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Arrival Peak Hour Trips (vph)		Departure Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Townhomes (215)	89 units	628	10	31	29	20

As shown in Table 1, it is estimated that the buildout of the development is expected to generate approximately 628 trips during a typical weekday. Of the weekday daily site trips, it is anticipated that 41 trips (10 entering and 31 exiting) occur during the weekday AM peak hour and 49 trips (29 entering and 20 exiting) occur during the weekday PM peak hour.

**TIA Determination**

It should be noted that the typical threshold for NCDOT to require a TIA is 3,000 trips per day, which this development is anticipated to generate significantly less than. The City of Mebane (City) United Development





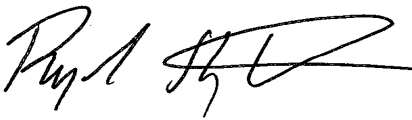
Ordinance states “a traffic impact study shall be required for applications for preliminary plat or rezoning requests that are anticipated to generate 100 or more undisturbed peak hour vehicle trips or 1,000 or more undisturbed average daily trips (ADT), based on trip generation rates from the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.” The development is anticipated to generate 628 daily site trips, 41 AM peak hour site trips, and 49 PM peak hour site trips. These numbers are significantly less than both the NCDOT and City of Mebane thresholds. Given this information, a TIA is not recommended.

**Findings and Summary**

Based on the trip generation results, it is expected that the proposed development will have minimal impact on the surrounding roadway network. The peak hour trip generation potential for this proposed development is expected to be under the typical threshold to require a TIA.

If you have any questions or concerns, please feel free to contact me at (919) 872-5115.

Sincerely,



Rynal Stephenson, P.E.  
Director of North Carolina  
Infrastructure Consulting Services, Inc.  
*dba*

**RAMEY KEMP ASSOCIATES**



NC Corporate License #F-1489

Attachments: Preliminary Site Plan





---

## AGENDA ITEM #5D

### Bicycle and Pedestrian Transportation Plan Update

#### Meeting Date

March 4, 2024

#### Presenters

Ashley Ownbey, Development Director  
Harrison Wenchell, Transportation Planning  
Team Lead with Stewart

---

#### Public Hearing

Yes  No

---

#### Summary

Since the original Bicycle and Pedestrian Transportation Plan was adopted in 2015, the City of Mebane has utilized the goals and recommendations of that plan to guide development and investment in support of the vision of “a clean, connected, healthy, and active community where residents and visitors can experience nature, enjoy exercising, and travel safely by foot or by bicycle to local businesses, services, and schools”. Twenty-eight of the project recommendations from the 2015 plan have been successfully completed and a further eleven projects are approved and/or under construction. Other project recommendations have since been determined by City staff to be infeasible or no longer compatible with new development and other planned projects.

In the eight years since the original plan’s adoption, the population of Mebane has grown from approximately 13,000 residents in 2015 to more than 19,000 residents in 2022. This growth has been accompanied by a multitude of residential, commercial, and industrial developments, as well as major infrastructure projects such as the NC 119 Bypass. In light of this growth, the purpose of this update to the Bicycle and Pedestrian Transportation Plan is to evaluate the City’s current and future needs and to recommend new projects and strategies that will build on the accomplishments of the last eight years and continue to move Mebane forward to a connected and active future.

---

#### Background

Public engagement efforts for the Bicycle and Pedestrian Transportation Plan were coordinated with the Recreation and Parks Comprehensive Master Plan. Collectively these long-range planning efforts were branded as one effort: Together, Moving Mebane Forward. Engagement began with a three day in-person kickoff from August 15-17, 2022. The project team hosted six focus groups, interviewed seven stakeholder groups, and held a public meeting. Ninety community members attended either the focus groups or the public meeting and 23 stakeholders participated in interviews. In October 2022, over 7,000 postcard invitations were mailed to a random selection of residents for the purpose of completing a statistically valid survey. The survey was also available online and open to the public. The survey ran from October 2022 until early December 2022. A total of 311 surveys were completed between the invitation surveys and open link



surveys. A Social Pinpoint website was also developed as a community engagement hub for the plan, and it allowed over 150 individuals to use an interactive mapping tool and ideas board to provide feedback about the plan update.

The project team reviewed information gathered during the engagement period, presented results to the Mebane Bicycle and Pedestrian Advisory Commission (BPAC), and used the public input to develop a comprehensive list of projects. BPAC members and City staff ranked projects appearing on the list through a prioritization process, which resulted in a top ten project list. The final plan includes policy and strategy recommendations, a list of recommended projects, and detailed descriptions of the top ten projects. The Mebane City Council received a presentation of the updated plan at their regular meeting in February.

---

### Financial Impact

There is no immediate financial impact caused by the plan's adoption. The plan is intended to guide future investment, both public and private, in bicycle and pedestrian infrastructure in Mebane through development review and capital project planning.

---

### Recommendation

The Mebane Bicycle and Pedestrian Advisory Commission unanimously (7-0) recommended approval of the plan at their January 22, 2024, meeting. The Mebane Planning Board unanimously (8-0) recommended approval of the plan at their January 16, 2024, meeting. Staff recommends approval of the Bicycle and Pedestrian Transportation Plan Update.

---

### Suggested Motion

1. Motion to **approve** the Bicycle and Pedestrian Transportation Plan Update

The plan is reasonable and in the public interest, and is consistent with the goals and objectives of the City's adopted plans, specifically:

- ❑ The City's Comprehensive Land Development Plan Growth Management Goal 1.2: *"Continue to support historic Downtown Mebane's culture, aesthetics, walkability, bikeability, shopping, dining, and housing options."* and
- ❑ The City's Comprehensive Land Development Plan Public Facilities and Infrastructure Goal 2.1: *"Improve safety and confidence of pedestrian access across major streets, including I-40/85, US-70, NC-119, Mebane-Oaks Road and other highly-traveled roadways."* and
- ❑ The City's Comprehensive Land Development Plan Open Space and Natural Resource Protection Goal 4.2: *"Provide greenways, parks and open space connectivity between different land uses and across major transportation corridors, thereby advancing safety and health."*

---

### Attachments

1. Presentation Slides - February 5, 2024 – [click here to access.](#)
2. Bicycle and Pedestrian Transportation Plan Update – [click here to access.](#)
3. City of Mebane Bicycle and Pedestrian Transportation Plan, January 2015 – [click here to access.](#)



---

## AGENDA ITEM # 5E

### Recreation and Parks Comprehensive Master Plan

**Meeting Date** March 4, 2024

---

**Presenter**

Aaron Davis – Recreation and Parks Director  
Lisa Wolff – Berry Dunn

---

**Public Hearing**

Yes  No

---

#### Summary

The City of Mebane Recreation and Parks Department desires the adoption of a new Comprehensive Master Plan to help shape the future of Mebane’s Parks, Facilities, Programs, Trails, etc. Using the Tagline, “Together, Moving Mebane Forward,” Berry Dunn and Stewart, partnered with the city to provide the creation of this document to ensure the outline for a continued Healthy and Happy Community. During this process, over 70 stakeholders participated in focus groups and meetings. Over 2,000 participants took surveys, and many posted them on the social pinpoint website, where they could comment on what they wanted to see in the future and where they thought they should be. The site garnered over 5,000 site visits and received excellent feedback from the community. Staff requests that the Council hear from the citizens and for adoption of the plan.

---

#### Background

The previous Recreation and Parks Master Plan paved the way for many beautiful additions to the City of Mebane. Fortunately, many items listed in that plan had been completed by 2021. The city partnered with Berry Dunn and Stewart to help develop an updated plan for the next ten years. At the January 2024 Recreation and Parks Advocacy Commission meeting, the Commission voted to recommend the plan to the City Council. The Bike and Pedestrian Commission and Racial Equity Commission also reviewed the plan and had the opportunity to make comments before the recommendation from the RPAC.

---

#### Financial Impact

N/A

---

#### Recommendation

Staff recommends that the Council adopt the new Recreation and Parks Comprehensive Master Plan for 2024 – 2034.

---

#### Suggested Motion

I make a motion to adopt the Comprehensive Recreation and Parks Master Plan to help shape the future of Recreation and Parks opportunities for the citizens of Mebane.

---

#### Attachments

1. [Comprehensive Recreation and Parks Master Plan](#)
2. BERRY DUNN PRESENTATION – WILL BE UPLOADED SOON



---

## AGENDA ITEM #5F

### Resolution Establishing the Alamance County Municipal Tourism Development Authority

---

#### Meeting Date

March 4, 2024

---

#### Presenter

Lawson Brown, City Attorney

---

#### Public Hearing

Yes  No

---

#### Summary

The City now has authority by state statute to levy an occupancy tax (Senate Bill 154, Session Law 2023-144), through the Municipal Tourism Development Authority at a rate of three percent (3%).

---

#### Background

The General Assembly enacted Senate Bill 154, an act to make various occupancy tax changes (Session Law 2023-144) which authorized the municipalities of Mebane, Burlington, Elon, and Graham to levy room occupancy taxes and to create the Alamance County Municipal Tourism Authority to administer the same.

---

#### Financial Impact

The projected annual revenue to the City is Two Hundred Eighty-four Thousand, Nine Hundred Eighty-two Dollars and Ninety-five Cents (\$284,982.95), of which two-thirds will need to be expended for travel-tourism marketing. (The projection is based upon April 2022 to April 2023, collected days as provided by Alamance County).

---

#### Recommendation

Staff recommends the City's participation in the Municipal Tourism Authority and the adoption of the room occupancy tax of three percent (3%).

---

#### Suggested Motion

I move that the City adopt the Resolution Establishing the Alamance County Municipal Tourism Development Authority and a room occupancy tax of three percent (3%).

---

#### Attachments

1. A Resolution Establishing the Alamance County Municipal Tourism Development Authority



**CITY OF MEBANE, NORTH CAROLINA**

**A RESOLUTION**

**ESTABLISHING THE ALAMANCE COUNTY MUNICIPAL TOURISM DEVELOPMENT AUTHORITY**

**WHEREAS**, the North Carolina General Assembly has ratified Senate Bill 154, An Act to Make Various Occupancy Tax Changes, which has been designated Session Law 2023-144, herein known as “the Act”; and,

**WHEREAS**, the Act authorized the cities of Burlington, Elon, Graham, and Mebane to levy room occupancy taxes and to create the Alamance County Municipal Tourism Development Authority to promote travel and tourism within the aforementioned municipalities in Alamance County; and,

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

**Section 1. Establishment.**

Pursuant to N.C.G.S. 160A-215, there is hereby established the Alamance County Municipal Tourism Development Authority (“the Authority”) which shall be a public authority under the Local Government Budget and Fiscal Control Act.

**Section 2. Authority.**

This Resolution is enacted pursuant to the provisions of N.C.G.S. 160A-215 as amended by S.L. 2023-144. Accordingly, the Authority shall segregate the net occupancy tax proceeds into separate accounts for each municipal member, the amount based upon the proceeds collected from within each municipality’ corporate limits, Pursuant to NCGA Session Law 2023-144. The Authority shall use at least two-thirds of the funds in each account to promote travel and tourism and the remaining one-third of the funds in each account for tourism-related expenditures in the municipality represented by the account from which the funds are derived.

**Section 3. Appointment, Membership, Terms, and Meetings.**

The Authority shall consist of seven (7) members. Three (3) members shall be individuals affiliated with the businesses that collect the tax within the included jurisdictions, namely hoteliers. The remaining four (4) members shall be the Chief Administrative Officer (City/Town Manager) of each participating municipality, representing the promotion of travel and tourism within their respective jurisdiction.

The Finance Officer of the City of Mebane shall serve the Authority, ex-officio.

Authority members shall choose the Chair from among its membership to coordinate meetings.

The three members of the Authority who are hoteliers (represent the businesses that collect the tax) shall be appointed for terms of three (3) years beginning on July 1 and expiring on June 30. Members may be

reappointed for up to two additional three-year terms. Vacancies occurring for reasons other than the expiration of terms shall be filled for the period of the unexpired term. Anyone appointed to complete a vacancy on the Authority of greater than eighteen (18) months duration shall be deemed to have served a full term.

The City/Town Manager of each municipality shall serve on the Authority so long as they are employed by their respective municipalities.

The Authority shall hold regular quarterly meetings.

Members of the Authority shall not be compensated but may be reimbursed for direct Authority-related travel and expenses.

#### **Section 4. Definitions.**

The following definitions, as outlined in NC General Assembly Session Law 2023-144, apply in this Resolution:

(1) Net Proceeds. -- Gross proceeds less the cost to the respective municipality administering and collecting the tax, as determined by the finance officer, not to exceed three percent (3%) of the first five hundred thousand dollars (\$500,000) of gross proceeds collected each year and one percent (1%) of the remaining gross receipts collected each year.

(2) Promote Travel and Tourism. -- To advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the area. The term includes administrative expenses incurred in engaging in the listed activities.

(3) Tourism-Related Expenditures. -- Expenditures that are designed to increase the use of accommodations, meeting facilities, or convention facilities in the municipality or to attract tourists or business travelers to the municipality. The term includes tourism-related capital expenditures.

#### **Section 5. Duties.**

The Authority shall expend the net proceeds of the tax levies from the Room Occupancy Tax by segregating the net proceeds into separate accounts based on the municipality from which the proceeds are collected. The Authority shall transfer the net proceeds of each account to the respective municipality which shall, in turn, use at least two-thirds of those funds to promote travel and tourism and the remaining one-third of the funds for tourism-related expenditures within the municipality, pursuant to Session Law 2023-144.

Two or more municipalities may choose to work collaboratively on tourism-related promotion or expenditures so long as the expenditure of funds aligns with the purposes set out in this section and provides a direct benefit to each municipality expending funds.

The City/Town Manager of each participating member municipality is responsible for administering the funds appropriated by the Authority to its respective municipality pursuant to the parameters outlined in Session Law 2023-144.

**Section 6. Reports.**

The Authority shall:

- (a) Annually review the proposed tourism-related budget of each member municipality to ensure it complies with the uses specified in the statute.
- (b) Annually review the expenditures of each member municipalities' tourism-related funds.
- (c) Report quarterly and at the close of the fiscal year to the governing bodies of the participating member municipalities on its receipts and expenditures for the preceding quarter and for the year in such detail as the governing bodies may require.
- (d) Contract with a qualified auditing firm to perform an annual audit of the Alamance Municipal Tourism Development Authority.

**Section 7. Severability.**

If any section, clause, or provision of this Resolution shall be found invalid, the validity of the remaining sections, clauses, or provisions shall not be affected thereby.

**Section 8. Effective Date.**

This Resolution shall become effective \_\_\_\_\_.

Adopted this the 4<sup>th</sup> day of March 2024.

\_\_\_\_\_  
Ed Hooks, Mayor  
City of Mebane

ATTEST:  
  
\_\_\_\_\_  
Stephanie W. Shaw, City Clerk  
City of Mebane



---

## AGENDA ITEM #6

### DOWNTOWN EXTERIOR IMPROVEMENTS GRANT AWARDS

---

**Meeting Date**

March 4, 2024

---

**Presenter**

Ashley Ownbey, Development Director

---

**Public Hearing**

Yes  No

---

#### Summary

Council will consider awarding Downtown Exterior Improvements Grant (DEIG) funds to qualifying applications.

---

#### Background

At their November 1, 2021, meeting the Mebane City Council formally adopted the Downtown Exterior Improvements Grant (DEIG) program. The approved budget for Fiscal Year 2023 – 2024 allocated \$50,000 for Downtown Improvements as a matching funds grant program that will reimburse an individual up to 50% of qualifying expenses for exterior improvements to a Downtown property in one of four categories:

- Façade improvements;
- Outdoor seating;
- Exterior artwork; and
- Preservation of historic architecture and buildings.

No grant funds have been awarded this year. The City has received one application for consideration at the March 4, 2024, meeting:

- 117 W. Clay Street: \$3,850.00 to repair brick mortar and replace windows.

---

#### Financial Impact

Qualifying requests total \$3,850.00, to be awarded at City Council discretion. If the candidate project is awarded full grant funding, \$46,150.00 will remain in the DEIG pool.

---

#### Recommendation

DEIG awards are made at City Council discretion. All applications included are complete and meet the criteria established by the City at the November 1, 2021, meeting.

---

#### Suggested Motion

Motion to award \$3,850.00 in Downtown Exterior Improvement Grants to the applicant for the project described in the qualifying application.

---

#### Attachments

1. 117 W. Clay Street application package



# Grant Application



Date of Application: 2-10-2024

## APPLICANT INFORMATION

Property Owner Name	Tammy Scarlett
Business Owner Name (if different*)	
Business Name	
Phone #	336-214-4671
Street Address of Property	117 West Clay Street
Applicant's Mailing Address	117 West Clay Street, Mebane, NC 27302

\*If outdoor seating is being provided offsite from primary business site, a copy of a lease agreement or similar document is needed

## USE OF BUILDING AND DESCRIPTION OF PROPOSED PROJECT

Current use of building:	Residential and business
Proposed use of building:	Same
Business Name	Big Oak Restoration
Describe project details. Attach drawing, sketch, or photo of proposed project, specifically identifying changes and paint color for each detail of the building, along with an existing photo of the building:  Repair of degrading brick mortar and windows that are rotten and could pose a danger if fall	
Total Estimated Cost of Exterior Improvements (Attach copies of all quotes, minimum of two quotes required for each portion of work and/or materials, grant will cover the sum of lowest quotes.):  \$7,700 (lowest quote)	

## CHECKLIST FOR COMPLETE APPLICATION

1. I have read the City of Mebane Exterior Improvements Grant documentation and fully understand the agreement.
2. The property owner's written permission is attached if the applicant is the business owner, including City pre-approval to place seating on the sidewalk.
3. Drawings, sketches, and/or pictures, including color scheme and sign design for project are attached.
4. Summary of project costs is attached, with copies of all quotes

*I understand the City of Mebane Exterior Improvement Grant Program must be used in the manner described in this application, and the application must be reviewed and approved by the Mebane City staff prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds.*

Applicant Signature: \_\_\_\_\_ 

Date: 2024-02-10

# Invoice

# QUOTE

Confirmed with applicant that work has not been completed.

Williams and son repairs , 207 holly ridge lane , Mebane NC 27302, United States

## BILL TO

Tammy Scarlett  
117 West Clay  
Mebane NC 27302  
United States

Invoice No.: **108**  
Issue date: **Feb 10, 2024**  
Due date: **Feb 24, 2024**

Reference: **2443**  
Payment method: **Cash**

Invoice No.: <b>108</b>	Issue date: <b>Feb 10, 2024</b>	Due date: <b>Feb 24, 2024</b>	Total due <b>\$7,700.00</b>
----------------------------	------------------------------------	----------------------------------	--------------------------------

Description	Qty.	Unit price (\$)	Amount (\$)
facade and window repair Repair to brick mortar and replacement of 3 windows Parts and supplies \$4200 Labor \$3500 To be completed after deposit	1	7,700.00	7,700.00
Subtotal			\$7,700.00
<b>Total (USD):</b>			<b>\$7,700.00</b>

Robbie Adams

TO: Tammy Scarlett

3362144671

 Quote # QU00281

Feb 09, 2024

# Job Quote

---

Description		Amount
Brick mortar repair front facade	x1	\$3,500.00
Window replacement	x3	\$6,600.00
Subtotal		\$10,100.00
Tax (0%)		\$0.00
<b>Total</b>		<b>\$10,100.00</b>



---

## AGENDA ITEM #7

### US-70 Multimodal Corridor Study

---

#### Meeting Date

March 4, 2024

---

#### Presenter

Ashley Ownbey, Development Director  
Nishith Trivedi, Orange County Transportation Planning Manager

---

#### Public Hearing

Yes  No

---

#### Summary

*A staff member of Orange County Transportation Services will present information to the Mebane City Council at the March 4, 2024, meeting and is willing to return to the Mebane City Council on April 8, 2024, with a request for action on the study.*

The US-70 regional corridor continues to experience significant residential and employment growth -- the population of Mebane has doubled in the last decade and Mebane, Orange County, and Hillsborough have already approved several thousand new residential units that will have an impact on the corridor in the next few years. In addition, low-income and minority populations are concentrated along various segments of the corridor, especially between Hillsborough and Mebane.

The US 70 Multimodal Corridor Study creates a much-needed transportation plan for a fast-growth corridor, and ensures a unified, coherent process for the two counties, two municipalities and two MPOs that have planning authority in the area. VHB is the consultant for the US 70 Multimodal Corridor Study and has facilitated a Core Technical Team (CTT) that includes one staff member from Mebane, Hillsborough, Orange County, DCHC MPO, BGMPO, and NCDOT Division 7. The CTT has met regularly throughout the duration of the study.

---

#### Background

In the summer of 2022, representatives of the City of Mebane Planning Department began participating in the CTT for the US 70 Multimodal Corridor Study. The study area spans from the NC 119 Bypass in Alamance County to the Orange/Durham County line. The Mebane City Council received updates on this process during the September 12, 2022, and October 2, 2023, meetings. Additionally, community workshops were held in Mebane on March 9, 2023, and November 19, 2023.

A draft of the final study is now ready for consideration by the Mebane City Council. Given the size of the study area, recommendations of the study are defined in segments. Segment A is within Mebane and a minor portion of Segment B is in the City's planning jurisdiction. A staff member of Orange County Transportation Services will present information to the Mebane City Council at the March meeting and will return to the Mebane City Council in April with a request for action on the study. Orange County desires



approval from the City of Mebane of the recommendations for Segment A and portions of Segment B and endorsement of the larger study and vision.

---

### **Financial Impact**

DCHC MPO funded the study, which is a planning document intended to guide decisions on the US 70 corridor. No financial impact is associated with approval or endorsement of the study.

---

### **Recommendation**

Staff recommends approval of the goals, objectives, and recommendations for Segment A and for a portion of Segment B. Staff recommends endorsement of the vision and study as whole.

---

**Suggested Motion** – *A motion may be delayed until the April meeting of the Mebane City Council.*

Motion to approve the goals, objectives, and recommendations of Segment A and the portion of Segment B extending from Segment A to Frazier Road as presented in the US 70 Multimodal Corridor Study. Motion to endorse the vision and recommendations of the US 70 Multimodal Corridor Study outside of Mebane.

---

### **Attachments**

1. Preliminary Presentation Slides
2. US 70 Multimodal Corridor Study (Working Draft) – [click here to access.](#)



# US 70 Multimodal Corridor Plan

March 4, 2024  
Mebane City Council

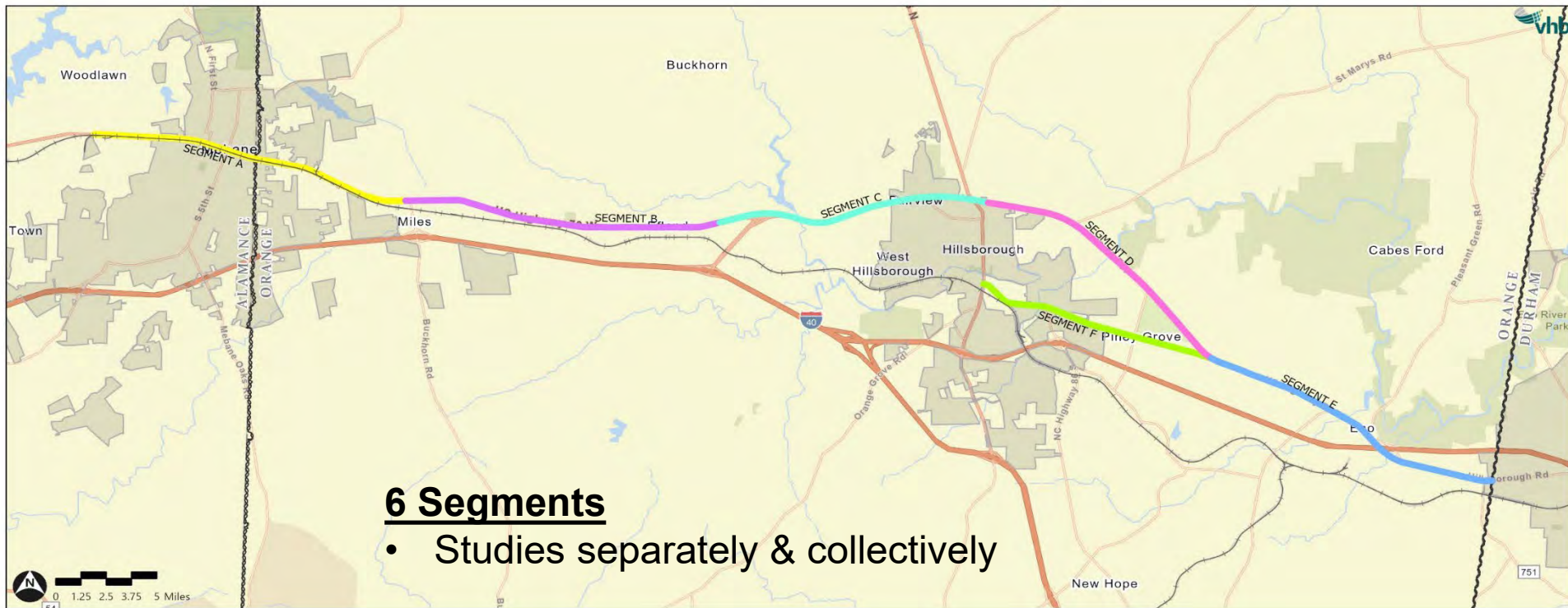
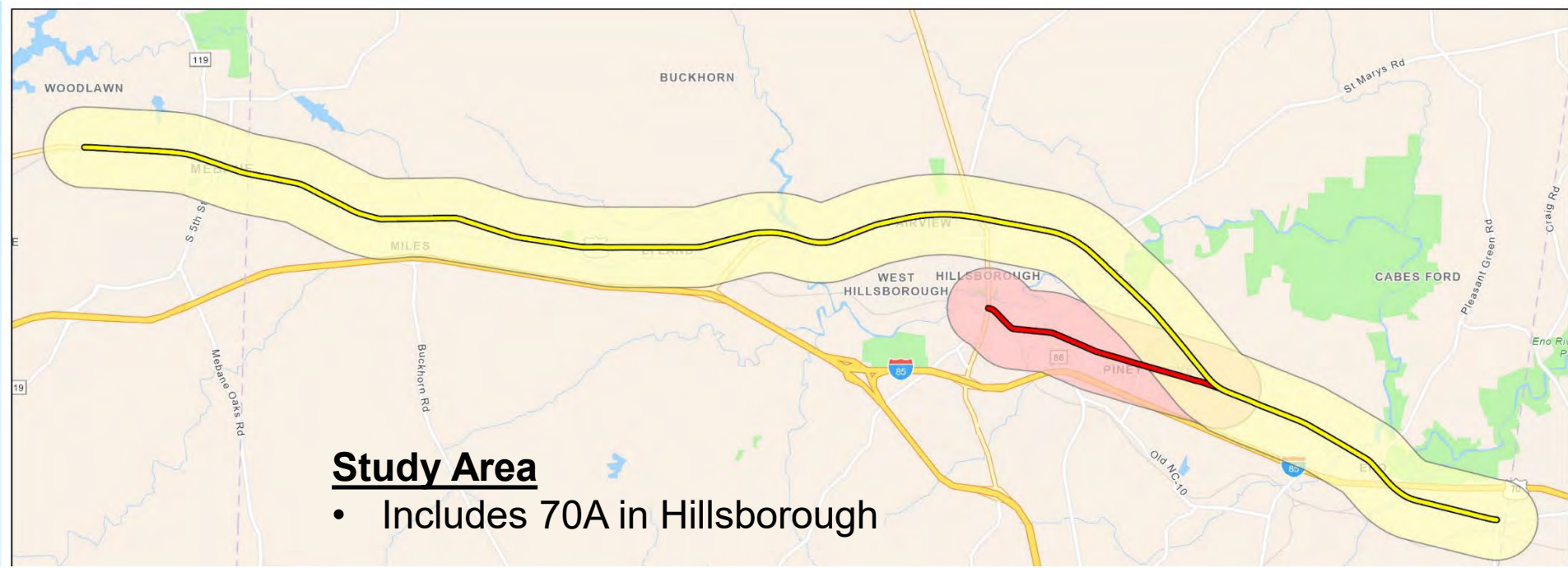
# Outline

- **Background**
  - Existing Conditions
  - Public Engagement
- **Draft Plan**
  - Goals, Objectives, Critical Issues
  - Recommendations
- **Implementation**
  - Funding

# Background







# Existing Conditions



## Water Quality, Sources, & Watersheds



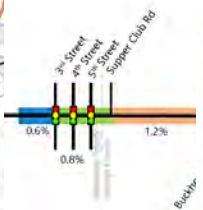
- 1.1 Introduction
- 1.1.1 Study Purpose
- 1.1.2 Study Context
- 1.2 Transportation Infrastructure
- 1.2.1 US 70 Roadway Design Elements

## Existing Transit Routes

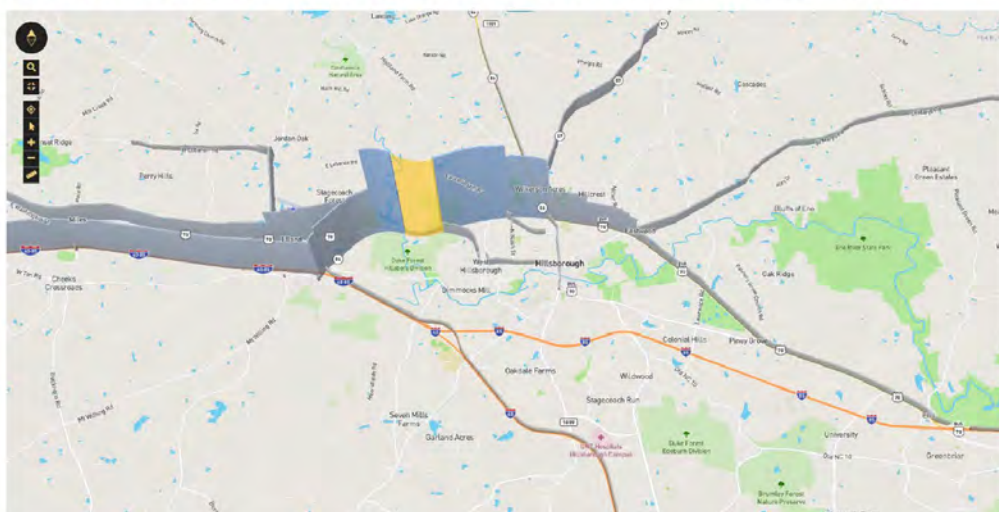
### Regional Hiking & Biking Routes

### Total Truck Percentages

Estimated from 2019 Location-Based Services



### Distribution of US 70 trips for point west of West Hill St (2019 StreetLight LBS Data)



US 70 Multimodal Corridor Study

## Including:

- Traffic Volume
- Level of Service
- Heavy Truck
- Peak & non-Peak
- Off-road crashes



# Public Engagement

## Project Schedule



## Community Meetings Round #1

### ★ MARCH 7 | 5:00 - 7:00 PM

Passmore Center  
103 Meadowlands Dr  
Hillsborough, NC 27278

### ★ MARCH 9 | 5:00 - 7:00 PM

Mebane Arts and Community Center  
633 Corridor Street  
Mebane, NC 27302

### ★ MARCH 14 | 5:00 - 7:00 PM

Town Hall Annex  
105 E Corbin Street  
Hillsborough, NC 27278

## Your Input is Needed!

Please visit the project website ([www.us70west.com](http://www.us70west.com)) to sign up for project updates. The website includes an online map to virtually provide your comments and concerns regarding the U.S. 70 West Corridor. We would like to hear where you might also like to see improvements including bicycle and pedestrian connections, and enhancements to local and regional bus service and facilities.

The meeting will be an open house informational meeting with a short presentation at 5:00 and 6:00 PM. There will also be an opportunity for interactive activities to express your thoughts as well as speak directly with study team members.

## Other Ways to Get Involved

Visit the project website to sign-up for email updates ([www.us70west.com](http://www.us70west.com)), provide more comments, and review project materials.

### PROJECT CONTACT

**Nishith Trivedi**  
Project Manager, Orange  
County Public Transportation  
(919) 245-2607  
[ntrivedi@orangecountync.gov](mailto:ntrivedi@orangecountync.gov)



## US 70 Multimodal Corridor Study Community Meeting Notice

The Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC-MPO) is conducting a study of **U.S. 70 West, from NC 119 in Mebane to U.S. 751 in Orange County**. The Study will provide recommendations for future development of the transportation corridor with specific focus on multimodal facilities.

A series of three Community meetings to share improvement recommendations and get feedback on priorities will be held in the locations listed below. Light refreshments and a Playzone for kids will be provided at each meeting. All meetings will have an associated Zoom link for virtual attendance and will be available on the project website. Please visit the project website or reach out to the project team for any questions.



## Community Meetings Round #2

### ★ SUNDAY, NOVEMBER 19TH

2:00 - 4:00 PM  
Mebane City Hall  
106 East Washington Street  
Mebane, NC 27302

### ★ SATURDAY, DECEMBER 2ND

2:00 - 4:00 PM  
Town of Hillsborough Town Hall  
105 East Corbin Street  
Hillsborough, NC 27278

### ★ SATURDAY, DECEMBER 9TH

2:00 - 4:00 PM  
Whitted Building, Main Meeting Room  
300 W Tryon Street  
Hillsborough, NC 27278

## Need a Ride?

Orange County On-Demand services are available. Learn more by calling (919-245-2008) or check out the Mobility on Demand (MOD) Service website for more information here: <https://www.orangecountync.gov/2624/MOD>

## Project Website



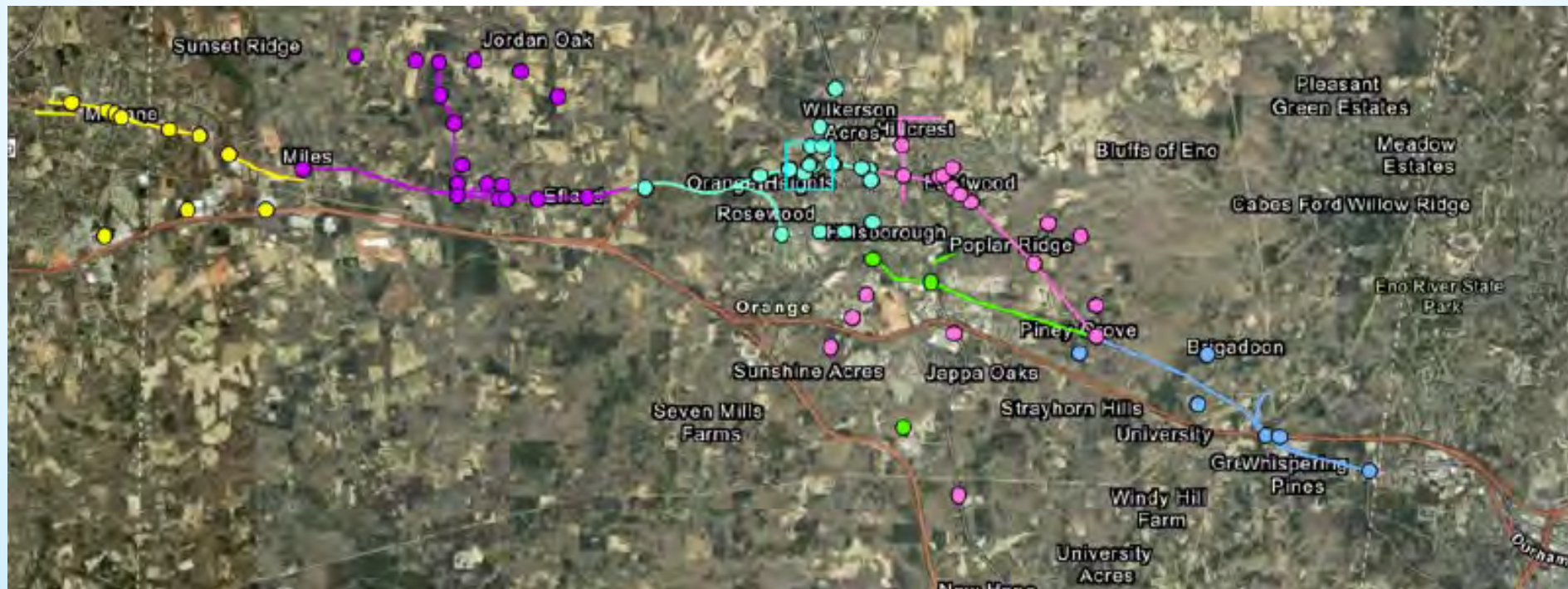
The updated project website ([www.us70west.com](http://www.us70west.com)), accessible by scanning the QR code, is a convenient resource for tracking the progress of the study, providing feedback, and checking the schedule and location of outreach activities.

1<sup>st</sup> Round Workshop  
March

2<sup>nd</sup> Round Workshop  
November/December

# Public Engagement

- Relieving vehicular congestion
- Slowing down speeds of cars
- Improving intersections and crosswalks
- Maintain the character of the corridor
- Providing more bus, pedestrian and bicycle connections
- Improved access and circulation into schools.





# Goals and Objectives



## Mobility

- Manage traffic congest
- Prioritize bike/ped.
- Improve transit access



## Placemaking

- Transportation investment protect community character
- Prioritize bike, ped, and transit in urban areas



## Safety

- Improve comfort for non-automobile users
- Work towards Vision Zero
- Reduce pedestrian-automobile conflicts



## Job Access

- Improve access to jobs in and outside corridor



## Natural Environment

- Improve multimodal access to parks
- Reduce wildlife-automobile conflicts

# Critical Issues

## Natural Environment

- Natural areas that are recreational destinations lack connectivity to the multimodal transportation network
- The corridor experiences a large amount of animal crash incidents.



## Built Environment

- US 70 poses a significant barrier to pedestrian connectivity in urban areas despite existing crossings.
- US 70 does not have sufficient multimodal facilities to support its growing business.
- US 70 detracts from the character of the municipalities it traverses.



# Critical Issues

## Active and Vehicular Transportation

- Low-income populations have limited access to the multimodal transportation network.
- Inadequate pedestrian connectivity to bus stops reduces transit demand.
- Existing pedestrian facilities do not serve most of the corridor.
- No dedicated bicycle facilities exist in the corridor.
- Schools in the corridor are significant sources of congestion.
- Roadway infrastructure in the corridor does not have the capacity for the future projected traffic demand
- High traffic speeds contradict existing and planned residential and commercial development in the corridor.



# Critical Issues

## Transit

- Low-income populations have limited access to the multimodal transportation network.
- Inadequate pedestrian connectivity to bus stops reduces transit demand.
- No bus stop in the corridor meets ADA standards.
- Areas projected to experience significant employment growth, particularly for low-income jobs, are not served by public transit.
- Bus service is too infrequent to be a convenient, reliable travel option, especially for those commuting at non-traditional times.
- Bus routes do not serve some of the corridor's largest trip producers and attractions.





# Critical Issues

## Safety

- Pedestrian crossings across US 70 lack adequate safety features.
- High traffic speeds pose a significant threat to non-automobile users.
- No dedicated bicycle facilities exist in the corridor.
- The corridor experiences a large amount of animal crash incidents



# Recommendations - Policy

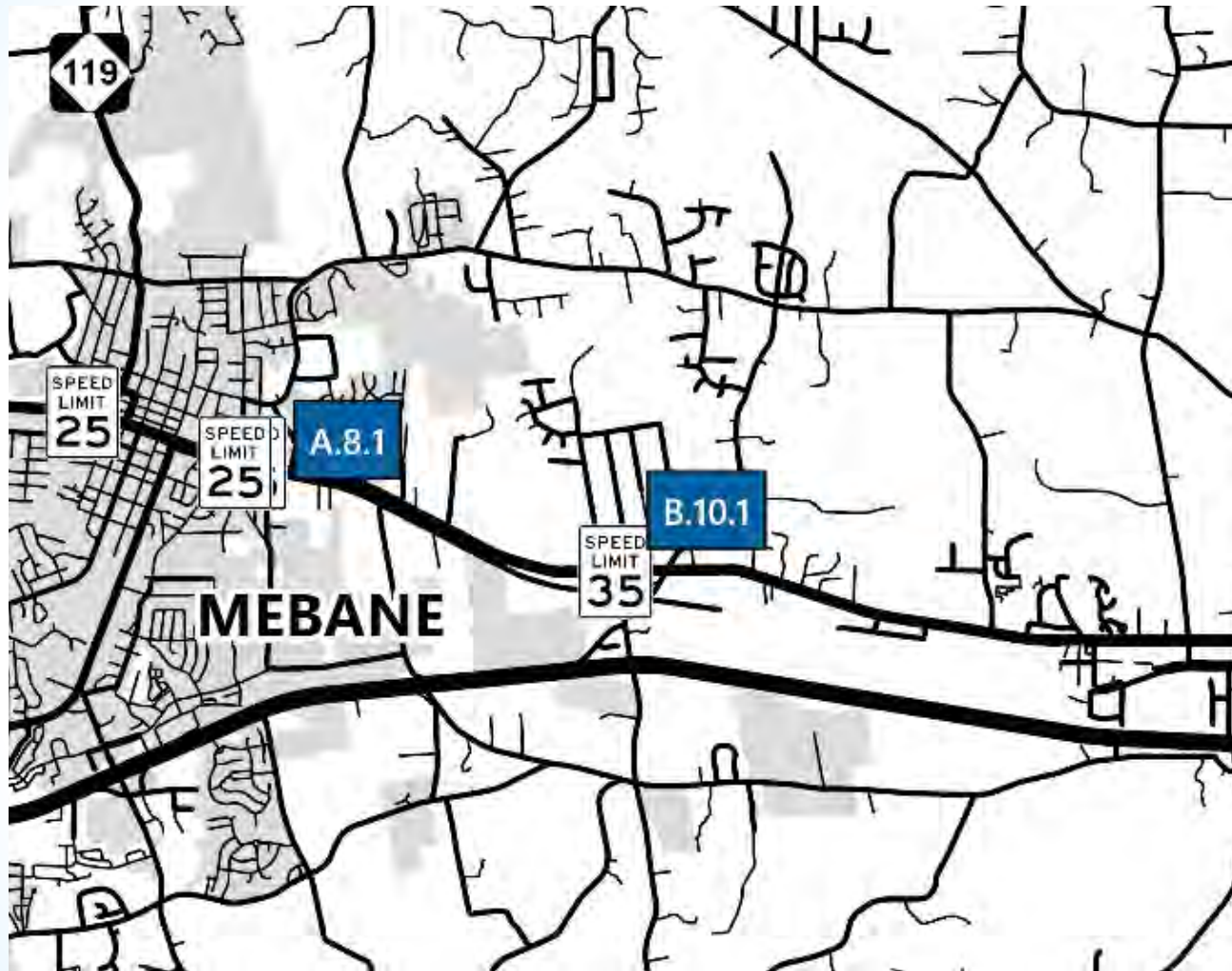
## Extend sidewalk connectivity to anticipated growth areas.

- Establish a maintenance agreement between NCDOT and Orange County for new and existing pedestrian facilities on US 70.
- Require developers building on land parcels fronting US 70 to either construct sidewalk along their frontages, dedicate ROW for future construction, or pay in lieu.

## Manage travel demand for future development in the Efland-Buckhorn-Mebane economic development area.

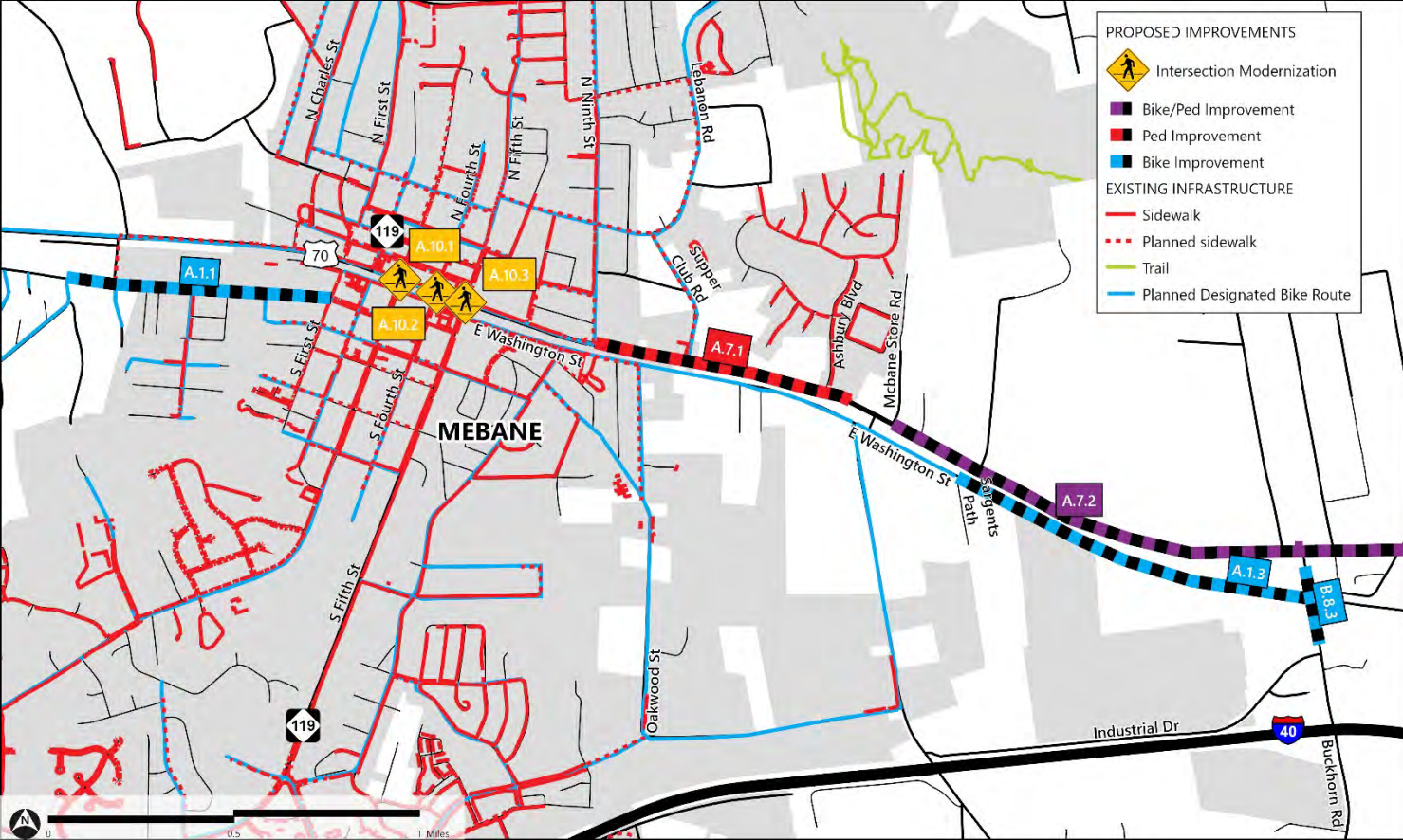
- Update the *Efland-Buckhorn-Mebane Access Management Plan* to include pedestrian, bicycle, and transit connectivity recommendations.

# Recommendations - Mebane



Speed Limit Changes → Preferably 35 miles per hour

# Recommendations - Mebane



Segment A – Bike and Pedestrian

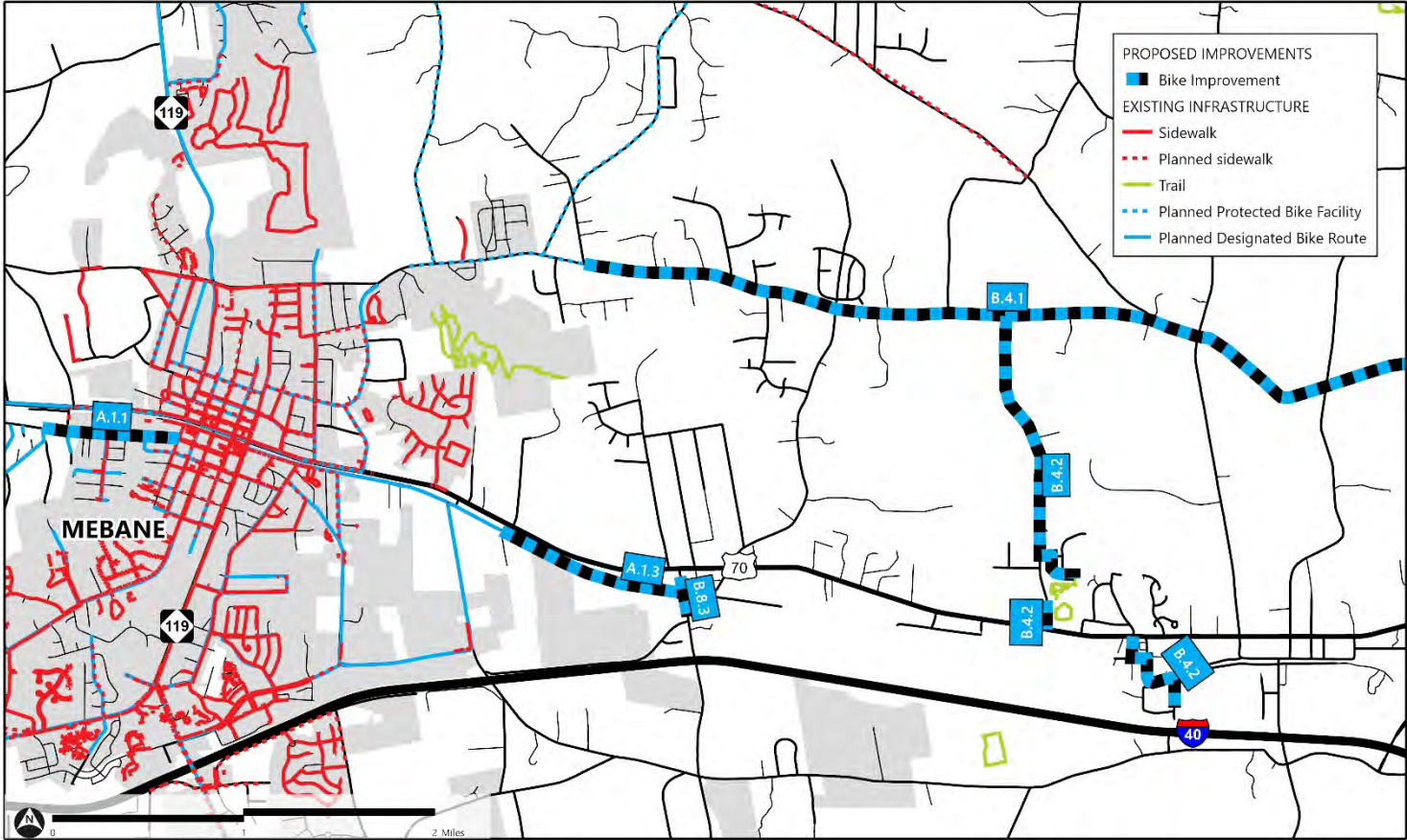


# Recommendations - Mebane



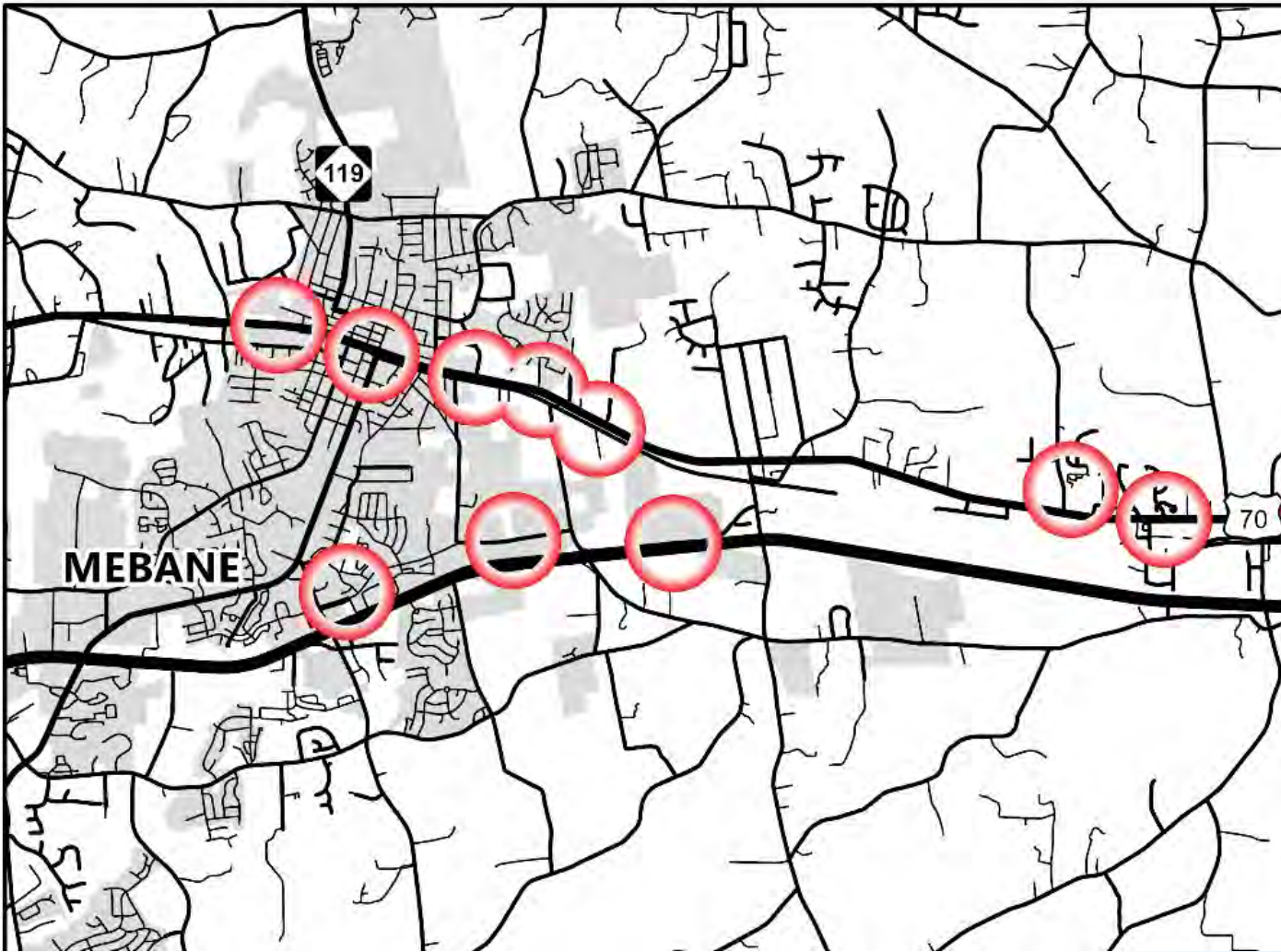
Segment B – Bike and Pedestrian

# Recommendations - Mebane



Segment A & B – Complimentary Bike and Pedestrian

# Recommendations - Mebane



Transit → Transit Oriented Development (TOD) nodes



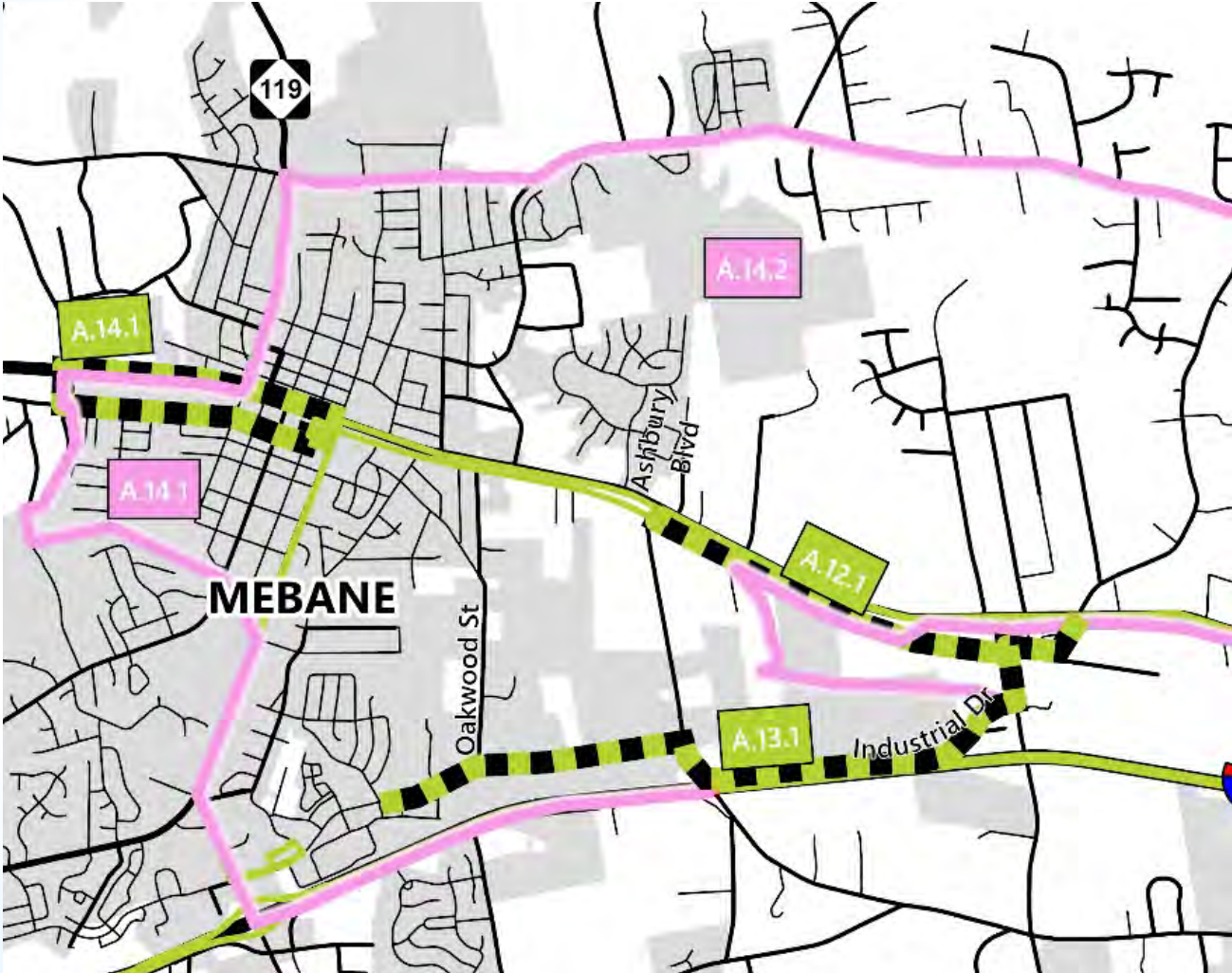
# Recommendations - Mebane



Transit Segment A & B → New Stops



# Recommendations - Mebane



Transit Segment A & B → New Routes

# Recommendations - Mebane



Multimodal Corridor → 4 lane divided with transit, bike, and pedestrian accommodations

# Recommendations - Funding

## Federal

- Rebuilding American Infrastructure with Sustainability and Equity (RAISE)
- Safe Streets For All (SS4A)
- TPM Bus and Bus Facility Grant Program (TPM)

## State

- Transportation Improvement Program (STIP)
- Complete Streets
- SPOT Safety/Mobility/HSIP

## Local

- Private Development
- Local Government

# Requested Action

- Approve US 70 Multimodal Corridor Segment A and portion of B (*to \_\_\_\_\_*)
- Endorse US 70 Multimodal Corridor outside Mebane.





---

## AGENDA ITEM #8

Mebane Community Park (MCP)  
Woodlawn Road entrance Parking Lot  
Bids and Contract Award

---

### Meeting Date:

March 4, 2024

---

### Presenter

Mark Reich, AWCK, Inc.  
Daphna Schwartz, Finance Director

---

### Public Hearing

Yes  No

---

### Summary

The City of Mebane recently received six (6) bids for the MCP parking lot project adding 50 new parking spaces. Bids ranged from \$652,222.50 to \$997,750.00. The low bidder is 7 Group Development, LLC of Fuquay Varina. All referenes provided excellent reports with a willingness to use again on other projects.

---

### Background

The proposed parking lot was originally included in the scope of work for the Mebane Community Park; however, the work was deleted from the original construction contract. Work consists of grading, installation of curb and gutter, sidewalk, stone base and asphalt, drainage flumes, erosion control, 2 water quality treatment devices, landscaping, lighting, and gated entrance.

---

### Financial Impact

A budget amendment in the amount of \$220,000 is recommended to cover the construction costs and provide a \$23,777 construction contingency. If approved, this additional fund balance appropriation will bring the total project budget to \$700,000.00 which also includes related engineering and surveying.

---

### Recommendation

1. Staff recommends Council award a contract to the low bidder, 7 Group Development, LLC. in the amount of \$652,222.50 for the construction of the parking lot.
2. Staff recommends Council adopt a project budget amendment appropriating \$220,000 of fund balance to add to the \$480,000 budgeted total of \$700,000.

---

### Suggested Motion

1. I make the motion to approve awarding a contract to the low bidder, 7 Group Development, LLC., in the amount of \$652,222.50 for the construction of the parking lot.
2. I make the motion to amend the current FY 23-24 Budget Ordinance by appropriating \$220,000 in General Fund fund balance to the parking lot project.

---

### Attachments

1. Letter of Recommendation of Contract Award and Certified Bid Tabulation.
2. Budget Ordinance Amendment Mebane Community Park - Woodlawn Rd. entrance Parking Lot 3.4.24.
3. Exhibit Map.



February 20, 2024

City of Mebane  
106 East Washington Street  
Mebane, NC 27302

Subject: Woodlawn Road Parking Lot  
AWCK Project No. 23037

Honorable Mayor and City Council:

Bids for the subject project were opened on Thursday, February 8th, 2024, in the Glendel Stephenson Municipal Building. Six (6) bids were received with the lowest bid submitted by 7 Group Development, LLC of Fuquay Varina, NC in the amount of \$652,222.50. Attached with this letter is a copy of the Tabulation of Bids showing the bidder's name and amount of each bid.

This contract consists of constructing a 50-parking space parking lot, including water quality treatment for stormwater, landscaping, lighting, and mechanical gates. We received an alternate bid for sodding the additional areas outside of the water quality devices for \$6,248.00; however, we are not recommending including the alternate bid in the award. The contract does include a \$20,000.00 contingency line item to cover any estimated quantity line item overruns and change orders.

7 Group Development, LLC. has been in business since November 2022 and has completed 3 building projects with parking lots over the past 16 months for private companies in the triangle area. Contractor has provided us with a list of 5 subcontractors (grading, concrete, paving, landscaping and electrical). We have reached out to other municipalities, contractors, bonding company and other persons for which the contractor and subcontractor have worked for and all conversations were positive and all would use them on future projects.

We recommend that the Council award a contract to 7 Group Development, LLC in the amount of \$652,222.50 since they submitted the low responsive bid.

We look forward to working with the City and Contractor during the construction phase of this project. Should you have any questions, please feel free to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mark D. Reich', is written over a light blue circular stamp.

Mark D. Reich, PE

encl.

cc: Chris Rollins, City Manager  
Preston Mitchell, Assistant City Manager  
Aaron Davis, Director of Recreation and Parks

# TABULATION OF BIDS

## City of Mebane

**Project Title: City of Mebane – Woodlawn Road Parking Lot**

Bid Time & Date: 2:00 PM, Thursday, February 8<sup>th</sup>, 2024

Location: Glendel Stephenson Municipal Building Council Chambers

Bids Opened By: Mark Reich, PE

Witnessed By: Trenton Novelli, EI

AWCK Project No. 23037

CONTRACTOR	N.C. LICENSE NO.	BID SECURITY	E-VERIFY	CQS	MBE (%)	ADD #1	ADD #2	ADD #3	TOTAL BASE BID	ALT. 1 TOTAL BID
7 Group Development, LLC <sup>(1)</sup>	101286	Y	Y	Y	14%	Y	Y	Y	\$652,222.50	\$6,248.00
Central Builders, Inc. of Mebane <sup>(2)</sup>	04176	Y	Y	Y	0%	Y	Y	Y	\$821,004.00	\$11,000.00
Triangle Grading & Paving, Inc <sup>(3)</sup>	17456	Y	Y	Y	10%	Y	Y	Y	\$823,295.00	\$19,712.00
Fred Smith Company	43848	Y	Y	Y	10.1%	Y	Y	Y	\$870,830.00	\$6,160.00
Carolina Sunrock, LLC	71559	Y	Y	Y	23%	Y	Y	Y	\$990,029.00	\$13,200.00
Hollins Construction Services	69738	Y	Y	Y	25%	Y	Y	Y	\$997,750.00	\$11,440.00

(1) Bid Amount read was \$659,996.50. A multiplication error in one line item and total summation error of all unit prices resulted in a revised Bid Amount of \$652,222.50.

(2) Bid Amount read was \$789,655.20. Multiple multiplication errors and a total summation error of all unit prices resulted in a revised Bid Amount of \$821,004.00.

(3) Bid Amount read was \$843,007.00. A summation error of all unit prices resulted in a revised Bid Amount of \$823,295.00.

**THIS IS CERTIFIED TO BE A TRUE COPY OF BIDS RECEIVED.**



BE IT ORDAINED by the Council of the City of Mebane that the Budget Ordinance for the Fiscal Year beginning July 1 2023 as duly adopted on June 5, 2023, is hereby amended as follows:

ARTICLE I

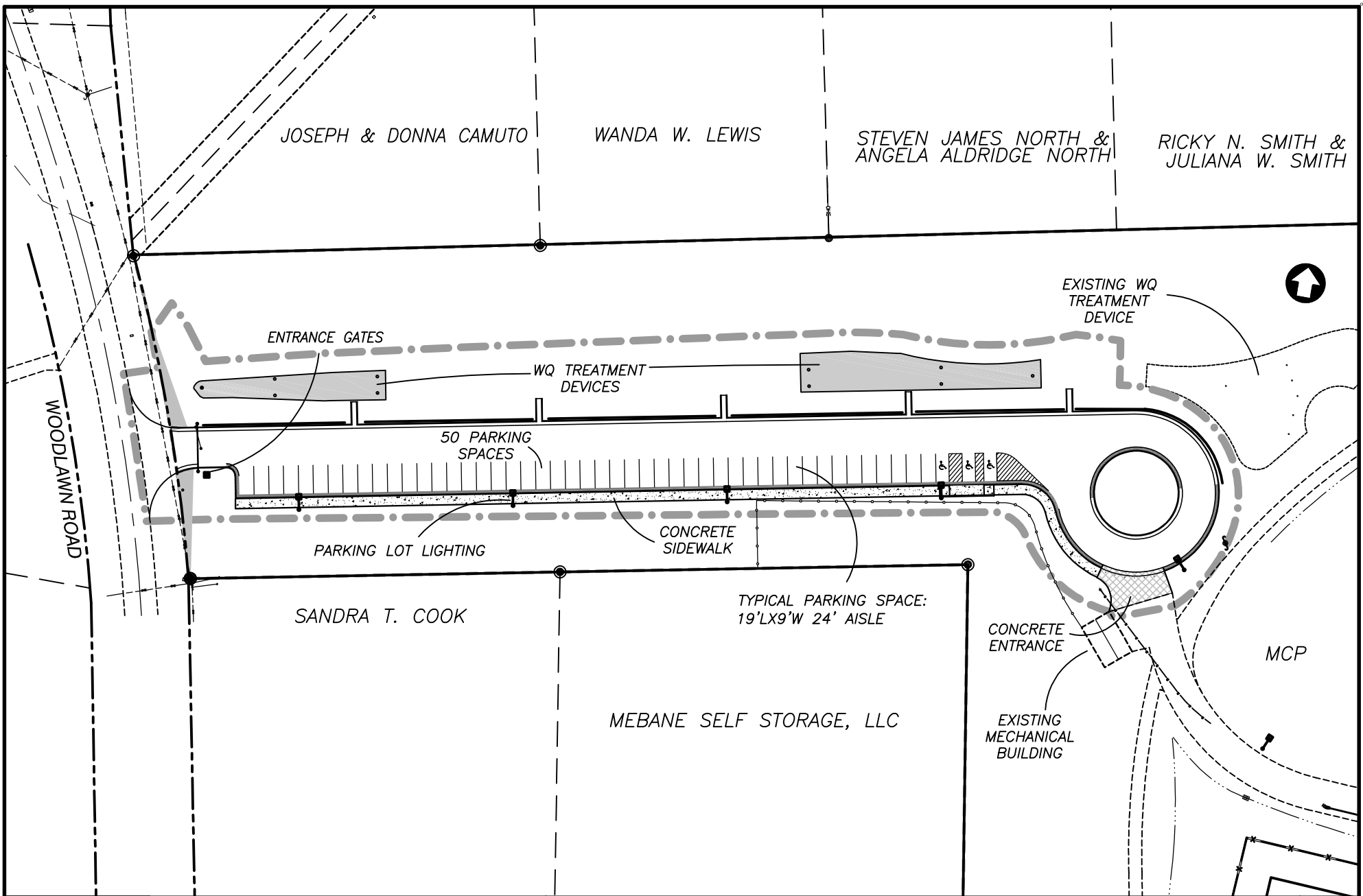
APPROPRIATIONS	Current Budget	Change	Revised Budget
General Fund - Recreation & Parks	\$ 3,543,497	\$ 220,000	\$ 3,763,497

ARTICLE II

REVENUES	Current Budget	Change	Revised Budget
General Fund - Appropriated Fund Balance	\$ 5,566,231	\$ 220,000	\$ 5,786,231

This the 4th day of March, 2024.





**alley, williams, carmen & king, inc.**  
ENGINEERS, ARCHITECTS & SURVEYORS

740 chapel hill road  
burlington, n.c. 27215

p.o. box 1179  
336/226-5534

Firm's Engineering License No. F-0203

**CITY OF MEBANE**  
**MEBANE COMMUNITY PARK**  
**WOODLAWN ROAD PARKING LOT**

MELVILLE TOWNSHIP., ALAMANCE COUNTY, N.C.

PROJ. NO.: 23037

SCALE: 1" = 80'

DATE: 1/31/2024

DWG. BY: TJN

CHK'D BY: MDR

SHEET NO.:

1

OF 1



---

## AGENDA ITEM #9

### Updates to the Mebane Planning Board Bylaws and Rules of Procedure

---

#### Meeting Date

March 4, 2024

---

#### Presenter

Ashley Ownbey, Development Director

---

#### Public Hearing

Yes  No

---

#### Summary

North Carolina General Statute 160D-308 allows a local governing board to adopt rules of procedure for its planning board. Recently, the Planning staff and Planning Board have reviewed and proposed updates to the *Bylaws and Rules of Procedure of the City of Mebane Planning Board*, which was adopted in 1999.

---

#### Background

Section 2-2-D of the Mebane Unified Development Ordinances states the following:

“The Planning Board shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with the review procedures delineated in this Ordinance and in accordance with the adopted *Bylaws and Rules of Procedure of the City of Mebane Planning Board*.”

Planning staff announced upcoming updates to the *Bylaws and Rules of Procedure of the City of Mebane Planning Board* at the July 17, 2023, meeting of the Mebane Planning Board and made a request for comments from the Board at the September 18, 2023, meeting. Based on comments provided by the Board and discussion at the October 9, 2023, meeting, Planning staff worked with the City Attorney to revise the document. The Planning Board recommended initial approval of the document at the November 13, 2023, meeting. At their December 4, 2023, meeting, the Mebane City Council requested that staff review the addition of wording to promote the Planning Board make decisions respective of ordinances, policies, and procedures. The proposed additions are indicated in red.

---

#### Financial Impact

N/A

---

#### Recommendation

Staff recommends the Mebane City Council adopt the rules of procedure as presented. The Planning Board recommended approval of the amended document at the February 12, 2024, meeting.

---

#### Suggested Motion

Motion to adopt the amended Rules of Procedure of the City of Mebane Planning Board.

---

#### Attachments

1. Amended Rules of Procedure of the City of Mebane Planning Board
2. Original Bylaws and Rules of Procedure

# **Rules of Procedure of the Planning Board of the City of Mebane**

The objectives and purpose of the Mebane Planning Board shall be set forth by North Carolina General Statutes and ordinances of the City of Mebane as the same may change from time to time. Specifically, Section 2-2 of the Mebane Unified Development Ordinance establishes the Mebane Planning Board which section is incorporated into these rules and procedures, as amended. **As an appointed, advisory body, the Planning Board makes recommendations to the City Council in accordance with ordinances, policies, and long-range planning documents adopted by the City of Mebane.** The purpose of these rules of procedure is to guide and govern meetings. Should any rules be inconsistent with ordinances or laws of the City of Mebane or the State of North Carolina, said ordinances and laws shall govern.

The Mebane Planning Board is hereinafter referred to as "the board".

The rules of procedure are adopted to facilitate open, effective, equitable, and orderly communication during official meetings of the board. The following principles guide the rules set forth by the board:

1. The board must act as a body.
2. The board must act by at least a majority.
3. The board's rules of procedure should be followed consistently.
4. The board should proceed in the most efficient manner possible.
5. The board's actions should result from a decision on the merits, not manipulation of the rules.
6. Every member should have an equal opportunity to participate in decision making.

## **2) Officers**

The board shall nominate and elect by majority, a quorum being present, a Chair and Vice-Chair as the first order of business of the first regular meeting of each fiscal year, as defined by the City. Any newly appointed members shall be sworn in and seated before a motion to nominate may be considered.

The Chair and Vice-Chair shall serve for one-year terms, which may be successive. If an office is vacated, the board shall, at the next regular meeting, nominate and elect a member to that office for the remainder of the current term.

A staff member of the City's Planning Department shall serve as the Secretary. The Secretary shall keep full and accurate minutes of the board's proceedings.

## **3) Meetings**

- A. **Regular Meetings** – The board shall hold regular meetings on the second Monday of each month; provided, however, the meeting date shall not conflict with a meeting of the Mebane City Council nor a legal holiday. When a scheduling conflict occurs, the regular meeting shall be held at the same time on the next Monday. The meeting shall be held in the Glendel

Stephenson Municipal Building and begin at 6:30 p.m., unless proper notice is given of a change in location, day, or time.

- B. **Special Meetings** – The board may hold special meetings at the call of the Chair or the majority of the board. Notice of special meetings shall be provided in accordance with North Carolina General Statutes.
- C. **Quorum** – As required by the Mebane Unified Development Ordinance, a quorum shall consist of a majority of the board's actual membership, excluding vacant seats, and is necessary for the board to take official action. A voting member who has withdrawn from a meeting without being recused by a majority vote of the remaining voting members present shall be counted as present for purposes of determining whether or not a quorum is present.
- D. **Open Meetings** – The board is a public body and shall meet in accordance with the [North Carolina Open Meetings Law](#) (North Carolina General Statutes, Chapter 143, Article 33C) and any other laws established by the State of North Carolina governing the conduct of meetings by public bodies.
- E. **Agenda** – The Secretary shall prepare an agenda for each regular meeting, as well as a packet that includes, for each item of business placed on the agenda, necessary background information on the subject. The Secretary shall order items on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:
  - 1) Call to order and establishment of a quorum
  - 2) Approval of minutes from previous meeting(s)
  - 3) Unfinished business from previous meeting(s)
  - 4) New business
  - 5) Announcements
  - 6) Adjournment

The Secretary shall circulate the agenda to every member of the board at least seven days before the date of the meeting. The Secretary shall circulate the agenda packet to include applications and supporting materials to every member of the board at least five days before the date of the meeting and, promptly thereafter, publish the agenda and packet on the City's website.

If, as of the deadline for circulating the agenda for a regular meeting, there are no agenda items for unfinished or new business, the Secretary may declare that meeting cancelled by giving notice in accordance with North Carolina General Statutes.

#### 4) Conduct of Meetings

- A. **Presiding Officer** - The presiding officer at each meeting shall be the Chair. If the Chair is absent, the Vice-Chair shall preside. If both the Chair and the Vice-Chair are absent, another member designated by vote of the board members present shall preside. Any member who is presiding retains all rights of board membership, including the right to make motions and the right to vote.



The presiding officer shall have the following powers:

1. To recognize any person wishing to address the board, including other members;
2. To rule motions in or out of order, including any motion offered for obstructive or dilatory purposes;
3. To determine whether a speaker has exceeded the permitted amount of time or standards of courtesy in provided remarks, and to entertain and rule on objections from other members on these grounds;
4. To entertain and answer questions of procedure;
5. To call a brief recess; and
6. To adjourn in an emergency.

A decision by the presiding officer under any of the first four powers listed may be appealed to the full board upon motion of any member. Such a motion is only in order immediately after that decision is announced. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

**B. Order of Business** – The board may, as its first order of business of each meeting after the establishment of a quorum, vote to add items to or subtract items from the agenda. The board shall consider new business as follows:

1. **Staff Report:** A representative of the City’s Planning Department presents the staff report for the proposed application. The staff report is entered into the record.
2. **Applicant's Presentation:** The applicant presents the request and additional information.
3. **Planning Board Questions:** Board members may ask questions of staff and the applicant during or after either presentation.
4. **Comments from the Public:** The presiding officer shall limit the subject of comments to the item being considered and shall require those addressing the board to state their full name and address (business address if speaking on behalf of a business). Only one person may speak at a time and that person must speak from a designated spot, such as a podium. The presiding officer may set a time limit for each comment.
5. **Planning Board's Discussion:** Board members shall address the presiding officer unless engaged in debate with each other or questioning a speaker. Upon hearing no further discussion, the presiding officer may entertain a motion for action on the application or question at hand.
6. **Planning Board’s Action:** The board shall act only by motion duly seconded. A motion shall be deemed adopted when it is affirmed by a majority, meaning more than half, of votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina. **A motion to recommend approval or denial of a request shall be accompanied by justifications based on adopted ordinances, policies, and long-range planning documents of the City of Mebane.**

**C. Substantive Motions**

1. Any member, including the presiding officer, may make a motion or second a motion.
2. No speaker may address the board while a motion is on the floor.
3. A member may make only one motion at a time.

4. A substantive motion is out of order while another substantive motion is pending.
5. A motion may be withdrawn at any time by the moving member and the member seconding the motion before it is amended or before the presiding officer puts the motion to vote, whichever occurs first.
6. A motion that does not get a second or does not receive enough affirmative votes to be adopted will be deemed to have failed.
7. Once a substantive motion has been stated and seconded, the presiding officer shall open the floor to debate.

D. **Debate** – The presiding officer shall preside over debates unless they become actively engaged in debate on a particular matter, in which case they may designate another board member to preside over the debate. The officer shall resume presiding as soon as action on the matter is concluded. In a debate on a motion:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken; and
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.

E. **Procedural Motions** – In addition to substantive motions, the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted. In order of priority (if applicable), the procedural motions are:

1. To Appeal a Procedural Ruling of the Presiding Officer

A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of procedure.

2. To Adjourn

This motion may be made only at the conclusion of action on a pending substantive matter. It may not interrupt deliberation of a pending matter. A motion to adjourn to a time and place certain shall also comply with the requirements of Special Meetings.

3. To Take Brief Recess

This motion allows the board to pause briefly in its proceedings.

4. Call to Follow the Agenda

The motion must be made at the first reasonable opportunity, or it is deemed waived.

5. To Suspend the Rules

The board may not suspend provisions of the rules that are imposed by law on the board. For adoption, the motion requires a vote equal to the number required for a quorum.

6. To Divide a Complex Motion and Consider it by Paragraph  
This motion is in order whenever a member wishes to consider and vote on sub-parts of a complex motion separately.
7. To Close Debate  
This motion is not in order until every member has had an opportunity to speak at least once.
8. To Defer Consideration  
The board may defer a substantive motion for later consideration at an unspecified time. Consideration of which has been deferred expires 30 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules. This rule is subject to North Carolina General Statutes Section 160D-604.
9. To Postpone to a Certain Time or Day  
This motion allows the board to defer consideration to a specified time or day and is appropriate when more information is needed, or the deliberations are likely to be lengthy. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules. This rule is subject to North Carolina General Statutes Section 160D-604.
10. To Amend  
An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as a rejection of the original motion. A proposal to substitute completely different working for a motion or an amendment shall be treated as a motion to amend. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last offered amendment is disposed of by a vote.
11. To Revive Consideration  
The board may vote to revive consideration of any substantive motion earlier deferred by adoption of a previous motion.
12. To Reconsider  
The board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side and only at the same meeting as the vote was taken, including any continuation of that meeting through adjournment to a time and place certain. The motion cannot interrupt

deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

This document shall become effective on the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.



**Bylaws and Rules of Procedure  
Of the  
Planning Board  
Of the  
City of Mebane, North Carolina**

**OBJECTIVES AND PURPOSE**

The objectives and purposes of the Mebane Planning Board shall be set forth in North Carolina General Statutes Chapter 160A, Sections 360, 361, 362, and 363, as amended, in those acts of the legislature which comprise the corporate charter of the City of Mebane with powers and duties as may be from time to time delegated to said board by resolution or ordinance by the City Council of the City of Mebane within the limitations of the above statutes.

The Mebane Planning Board is hereinafter referred to as "the board".

**ARTICLE I – ELECTION OF OFFICERS**

**Section 1.**

Officers shall be elected at the July meeting (beginning of the fiscal year).

**Section 2.**

The candidate for each office receiving a majority vote of the entire membership of the Planning Board shall be declared elected.

**Section 3.**

All officers shall be elected for a term of one (1) year and all officers shall be eligible to succeed themselves.

**Section 4.**

Vacancies in office shall be filled immediately for the unexpired term by election.

**ARTICLE II – OFFICERS AND THEIR DUTIES**

**Section 1. Officers**

The officers of the Planning Board shall consist of a chairman, vice chairman, and a secretary.

**Section 2. Chairman**

The Chairman shall preside at all meetings of the Planning Board; he/she shall decide all points of order or procedure. The Chairman shall possess and execute all duties conferred by parliamentary usage upon such officers.

**Section 3. Vice Chairman**

The Vice-chairman shall assume the duties of the chairman in his/her absence.

**Section 4. Secretary**

A staff member of the City's Planning Department shall hold the office of secretary.

**ARTICLE III – MEETINGS**

**Section 1. Regular meetings**

Regular meetings of the Planning Board shall be held on the second Monday of each month at City Hall, provided, that if the Chairman so directs, meetings may be held any other place in the city. Absence from two (2) consecutive meetings or three (3) meetings within the space of a year may be deemed to be sufficient cause to ask for that member's resignation.

**Section 2. Notice of meeting**

The secretary shall keep the minutes of the Planning Board meetings in the proper form for approval of the board at the next regular meeting. The secretary shall send out mail notices of regular meetings in accordance with General Statutes, and shall give telephone notice of the special meetings called by the Chairman, and carry on routine correspondence and maintain the files of the board.

**Section 3. Special meeting**

Special meetings of the Planning Board may be called at any time by the chairman, in accordance with General Statutes.

**Section 4. Quorum**

A quorum shall consist of a majority of the board's eligible membership.

**Section 5. Conduct of meetings**

All meetings shall be open to the public. The order of business shall be as follows: a) roll call; b) reading of the minutes of the previous meeting; c) reports of committees; d) unfinished business; e) new business.

**Section 6. Voting**

The vote of a majority of those eligible voting members present shall be sufficient to decide matters before the Planning Board, provided a quorum is present.

**Section 7. Cancellation of meetings**

Whenever there is no business for the Planning Board, the Chairman may dispense with a regular meeting by giving notice in accordance with General Statutes.

## **ARTICLE IV - AGENDA PREPARATION**

### **Section 1. Agenda for regular meeting**

The Secretary shall prepare the agenda, with the assistance of the chairman and the advice of the administrative officers of any unit of government concerned.

### **Section 2. Circulation of the Agenda**

An official copy of the Agenda shall be prepared not less than seven (7) days in advance of the regular meeting date and shall be circulated to every member of the Planning Board and members of the City Council so that it will be received not less than five (5) days prior to the regular meeting date.

### **Section 3. Publication of the Agenda**

A copy of the official agenda shall be made available to the local press in accordance with General Statutes.

### **Section 4. Content of the Agenda**

The agenda shall be made up of the following items:

- a) Items for which the City Council has specifically requested the Planning Board study and/or action.
- b) Any item on which any member of the Planning Board has requested consideration.
- c) Any item which any person has requested in writing that the Planning Board consider.
- d) Items specifically held over from previous meetings of the Planning Board.

### **Section 5. Agenda for Special meeting**

The Agenda for a special meetings of the Planning Board shall be prepared and circulated to the membership of the City Council, the Planning Board, and to the local press in accordance with General Statute.

### **Section 6.**

Only the following types of items will be considered at a special meeting:

- a) The specific items contained on the special meeting agenda, which has been circulated to the membership of the Planning Board.
- b) Items on which the City Council specifically requests immediate action.
- c) Items for discussion only and on which no official action is proposed to be taken.
- d) Items approved by unanimous vote of all members of the Planning Board present, which so affect the public health, safety and general welfare that they require immediate action.

## **ARTICLE V – GENERAL POWERS AND DUTIES**

### **Section 1.**

The Planning Board shall have those powers, as determined by the City Council, enumerated in the Zoning Ordinance.

## **ARTICLE VI – COMMITTEES**

### **Section 1.**

The chairman from time to time, for purposes and terms, which the Planning Board approves, may appoint standing committees and adhoc committees.

## **ARTICLE VII – EMPLOYEES**

### **Section 1.**

The City Council may appoint such employees and staff as it deems necessary to work with the board.

## **ARTICLE VIII – EXPENDITURES**

### **Section 1.**

The expenditures of the Board, exclusive of gifts, shall be within the amounts appropriated by the city.

## **ARTICLE IX – RECORDS**

### **Section 1.**

The city shall maintain a file on all studies, plans, reports and recommendations made by the Planning Board in the discharge of its duties and responsibilities.

All records of the Planning Board shall be public record.

## **ARTICLE X - COMPOSITION**

### **Section 1.**

The Planning Board shall consist of twelve (12) members, eight (8) of whom shall be residents of the City of Mebane and appointed by the City Council, and four (4) members (three (3) from Alamance County and one (1) from Orange County) to be residents of that area which is within one (1) mile outside of the corporate limits of the city and shall be appointed by their respective County Commissioners.



**ARTICLE XI - TERMS OF OFFICE**

**Section 1.**

Each member shall be appointed for a term of four (4) years. Members shall serve no more than two (2) consecutive terms, unless there are no other applicants, in which case the City Council may continue to reappoint a member. Vacancies occurring otherwise shall be for the unexpired term and shall be made by the City Council.

**ARTICLE XII - AMENDMENTS**

**Section 1.**

These bylaws may be amended by a majority vote of the City Council.

This document shall become effective on the 1<sup>st</sup> day of March, 1999.

ATTESTED:

Elaine J. Hicks  
(Seal)

3/1/99  
Date



The Planning Board meeting was held at the Glendel Stephenson Municipal Building located at 106 E. Washington Street, Mebane, NC 27302 and livestreamed via YouTube. The video can be accessed through the following link: <https://www.youtube.com/watch?v=6sXhsT6H2Xk>.

**Members Present:**

Edward Tulauskas, Chair  
Judy Taylor, Vice Chair  
Colin Cannell  
William Chapman  
Kurt Pearson  
Keith Hoover  
Susan Semonite

**Members Absent:**

David Scott  
Gale Pettiford

**City Staff Present:**

Ashley Ownbey, Development Director  
Briana Perkins, City Planner  
Kirk Montgomery, IT Director

**1. Call to Order**

At 6:30 p.m. Chair Tulauskas called the meeting to order.

**2. Approval of January 16, 2023, Meeting Minutes**

Judy Taylor made a motion to approve the meeting minutes. William Chapman seconded the motion, which passed unanimously.

**3. Request to rezone two properties totaling +/- 1.2 acres and located on S. Third Street (GPINs: 9815913029 and 9815902977) from R-20, Residential District, to R-12, Residential District, by Holly Gilliam.**

Holly Gilliam requests to rezone two lots totaling +/- 1.2 acres located on S. Third Street (GPINs 9815913029 and 9815902977), from R-20 to R-12. The rezoning would allow the properties to be subdivided into three lots. The properties are located within City Limits and in the Secondary Growth Area identified by *Mebane By Design*, the Comprehensive Land Development Plan.

Ashley Ownbey provided a more detailed overview and PowerPoint presentation of the request.

Blake Giliam, son of the applicant, provided that he planned on constructing three nice homes on the site and preserving existing trees on the properties. Blake Giliam said that when clearing the property, a lot of the kudzu was removed that was also growing into the neighboring church's property. He said after speaking with the church, that they were okay with the proposed use of the properties. He also explained the three homes would blend in with the surrounding properties.



Susan Semonite asked if all driveways would be off S. Third Street. Blake Giliam responded all driveways would be on S. Third Street.

Colin Cannell asked if the property lines were moving. Blake Giliam said yes, the plan was to create three equal size lots.

Olivia Ruffin, 204 Beauregard Lane, asked what size homes would be put on the lot and what type of homes they would be. Ms. Ruffin also expressed concern about traffic on S. Third Street. Blake Giliam responded that the homes would be about 1,500 – 2,000 square feet single-family homes.

Holly Orlowski, 610 S. Fourth Street, asked how deep into the properties the houses would sit. Blake Giliam replied that the homes would be no closer than where the properties had been cleared. Holly Orlowski also asked if the houses would be toward the front of the properties. Blake Giliam responded that the homes would meet the minimum required setback.

Kurt Pearson commented on the existing R-12 zoning and commented that the requested zoning seemed appropriate. Colin Cannell added that two houses could be built by-right and it was just a matter of adding another house.

Keith Hoover made a motion to approve the request as follows:

*Motion to approve the R-12 zoning as presented.*

*Motion to find that **the application is consistent** with the objectives and goals in the City's 2017 Comprehensive Land Development Plan Mebane By Design. Specifically, the request:*

- *Is for a property within the City's G-4 Secondary Growth Area and is generally residential in nature (Mebane CLP, p. 66).*

Kurt Pearson seconded the motion, which passed unanimously.

- 4. Request to modify the conditional zoning district, B-2(CD), of three lots, totaling +/- 6.19-acres and located at Wilson Road and Forest Oaks Lane (GPINs 9824046036, 9824049256, and 9824038914) to allow for a farm supplies and equipment retail use by Hendon Tiller Mebane 3.0, LLC.**

Mike Fox, an attorney representing the applicant, asked the Planning Board for a continuation of the request to the March meeting. Mr. Fox stated that a neighborhood meeting has not been held, and that they wanted to make sure the meeting occurred to receive feedback from neighbors before the request was considered by the Planning Board.

*Kurt Pearson made a motion to continue the request by Hendon Tiller 3.0, LLC. William Chapman seconded the motion, which passed unanimously.*



**5. Request to establish R-8 (CD) zoning on two properties (GPINs: 9824530199 and 9824523988) totaling +/- 12.01 acres at 7515 Bowman Road, located outside of the Mebane Extraterritorial Jurisdiction (ETJ) in Orange County, for a development of 89 townhomes by Bowman Rd 1, LLC.**

Bowman Rd 1, LLC requests to conditionally rezone two properties totaling +/-12.01 acres preliminarily addressed at 7515 Bowman Road (GPINs 9824530199 and 9824523988) from Orange County AR to R-8(CD). The property is located outside of the Mebane Extraterritorial Jurisdiction (ETJ) in Orange County. The request is for the development of 89 townhomes. The properties are under contract to purchase, contingent upon approval of the conditional rezoning. The applicant proposed the following conditions as part of the conditional rezoning request:

Requested Conditions

- Minimum 8- foot side yard setback for end units, 10-foot side street setback, and minimum 15-foot rear yard setback.
- Provide a payment in lieu of public recreation in the amount of \$54,041.
- Provide multi-modal improvements with a 10-foot multi-use path along Bowman Road and left and right turn lanes at the development's entrance.

The site-specific plan and staff report are provided in the meeting agenda packet available [here](#).

Briana Perkins provided a more detailed overview and PowerPoint presentation of the request.

Amanda Hodierne, atorney representing Bowman Rd 1, LLC, introduced the project team from Bowman Rd, 1 LLC, including Cliff Minsley, Dwayne Dixon, Daniel Scarlet , and Brad Koch. She also said that Aden Stoltzfus, the civil engineer for the project, was in at endance to answer technical questions.

Amanda Hodierne presented the request. She mentioned that the number of townhomes allowed by the R-8 zoning district density standards is 115, and the applicant is showing a plan for 89 townhomes. Amanda Hodierne reviewed the property's location in an industrial growth strategy as identified by the Comprehensive Land Development Plan. The growth area allows for multi-family or workforce housing in close proximity to the industrial uses. She said that the project focused on the goal of providing appropriate housing to match the workforce definition by HUD of "housing that is affordable for those earning between 80% and 120% of the area median income (AMI)". She also provided that using the Fannie Mae AMI Lookup Tool, that 80% of the area's AMI of \$108,500 is \$86,800.

Amanda Hodierne also provided that the R-8(CD) zoning was chosen to be consistent with the neighboring Meadowstone development. She mentioned that there was an increased setback of 30-feet from Bowman Road, 4.69 acres of open space, private recreational amenities, and public





streets. She also provided that the 8-foot side yard condition was for those adjacent to open space and the rear yards largely abut open space or buffers. Amanda Hodiernie also showed renderings and provided architectural commitments for the development. She stated that a neighborhood meeting was held virtually in early January, with no participants.

Susan Semonite asked if the townhomes were for rent or for sale. Amanda Hodiernie replied that the townhomes would be for sale.

Colin Cannell said that the illustration of the shaded pavilion had a playground, but a playground was not shown on the plans. Amanda Hodiernie replied that the photo provided was just the best depiction of the pavilion, and the project would not include a playground.

Susan Semonite asked about the townhome units on the site plan that appeared close to each other. Amanda Hodiernie replied that the lines are the boundaries of the property, which are 15 feet from the units, and there is some extra common element.

Colin Cannell asked how the property was not currently in Mebane's ETJ. Ashley Ownbey replied that Meadowstone, Bowman Village, and Bowman Place all required annexation before the properties were rezoned. Colin Cannell asked if the ETJ was based off a certain point. Ashley Ownbey replied that the City has not expanded the ETJ in many years. Kurt Pearson added that the ETJ does not expand automatically, and that Mebane would have to make a request. Amanda Hodiernie also pointed out that Orange County representatives were part of the initial review to ensure no issues or concerns.

Colin Cannell asked about the workforce housing and how the Fannie Mae AMI calculated number correlated. Amanda Hodiernie replied that the project is targeting affordability guidance and hitting achievable housing stock. She explained how to consider the income of \$86,800 in terms of housing costs by applying the 28% or 30% rule, which helps her client create benchmarks.

Colin Cannell asked how the workforce housing line be drawn to determine if it qualifies as being consistent with guidance in Mebane's comprehensive plan. Amanda Hodiernie replied that the numbers would be used as a guide for appropriate housing even though price points could not be a factor in rezoning cases and that the project would keep within the conceptual goals of the comprehensive plan.

Ashley Ownbey commented that the developer originally asked about multi-family housing, and staff did not recommend multi-family in this area. She also said that the Unified Development Ordinance defines townhomes differently from single-family detached and staff considered the property to not be a single-family, detached subdivision where the size of the property adds to the overall cost. Colin



Canell commented that not being able to use price points for rezoning cases where workforce housing is recommended and not defined puts the City in a bind.

Judy Taylor commented that it was difficult to define workforce housing since it is viewed differently depending on the area and having HUD put a specific definition does not help. Colin Cannell said that his interpretation of the comprehensive plan would be the housing serve the industrial uses in that area such as Morinaga.

Cliff Hinsley, 3301 Atlantic Avenue in Raleigh, said that they based the workforce housing on the economic development of the area. He listed Morinaga, Walmart distribution center, and Lidl's distribution facility as workforces that the development was targeting. He said that the designed units would fall within the \$300,000-400,000 price range, keeping with the incomes in the workforce housing range.

Colin Cannell asked about the growth map having Meadowstone within the industrial zone and not being considered as workforce housing at the time it was approved. Ashley Ownbey replied that the growth map was outdated. She said that when the Buckhorn Area Plan was presented to City Council, an amendment to the comprehensive plan removed the Meadowstone property from the industrial growth area.

Colin Cannell voiced his concern that more residential was being built in an industrial zone and asked why the City was allowing the exception of housing closer to industrial uses. Ashley Ownbey replied that the City has budgeted to update the Comprehensive Land Development Plan and review of the growth areas is expected. She said that more industrial development was emerging around West Ten Road and Buckhorn Road. She suggested West Ten Road might serve as a boundary between residential and industrial areas in the upcoming plan update.

Amanda Hodiern commented that new studies have found that it was a mistake to remove housing from employment zones. She said that housing in industrial zones could be done, as long as it was carefully planned. She also said that they had reached out to David Putnam, with the Alamance Chamber, to ask if housing in the industrial area presented issues. She said that Mr. Putnam was not concerned because Bowman Road and Ben Wilson Road already have a residential feel, and most of the industrial uses would be closer to the easier access points. She also mentioned that there was already a natural stream corridor that helped separate the residential and industrial uses.

Tom Boney Jr., Alamance News, asked about the geography of the area median income (AMI). Colin Cannell replied that the area was Orange County. Mr. Boney asked exactly how broad the area was. Mr. Cannell replied that the area only includes the perimeter of Orange County and not Durham and Chapel Hill. He added that just to the west in Alamance County, the AMI was much lower.



Tom Boney, Jr. asked for the Alamance County AMI. Ashley Ownbey replied that the 2023 AMI for the Burlington MSA was \$78,800. Mr. Boney asked if he was correct that the townhome price point was estimated at \$300,000 to \$400,000. Cliff Minsley confirmed the price point.

Judy Taylor made a motion to approve the request as follows:

*Motion to approve the R-8 (CD) zoning as presented.*

*Motion to find that **the application is consistent** with the objectives and goals in the City's 2017 Comprehensive Land Development Plan Mebane By Design. Specifically, the request:*

- *Is for properties within the City's G-2 Industrial (Part of BEDD) and proposes workforce housing (Mebane CLP, p. 76); and*
- *Provides a greenway and open space in a developing area, connecting to other locations, consistent with Open Space and Natural Resource Protection Goal 4.3 (p. 17, 89, & 90).*

William Chapman seconded the motion, which passed unanimously.

Chairman Tulauskas noted that the request will go to the City Council on March 4<sup>th</sup> at 6:00 p.m.

## **6. Revisions to the Updated Planning Board Rules of Procedure**

Ashley Ownbey informed the Board about the revisions made to the previously reviewed Planning Board Rules of Procedure, highlighting two revisions that included a sentence in the introduction paragraph and in the order of business section.

Colin Cannell asked how the City defined policies. Ashley Ownbey replied that a policy example would be the "Paper Flow Policy" related to wastewater permitting. She referenced the Evolve project included a requested condition related to this policy. Colin Cannell asked if policies had to be written for the Board to consider them. Ashley Ownbey replied that the Board should consider written policies.

Colin Cannell expressed concern with the Planning Board only considering the written plans and policies. He referenced the Bowman Road Townhomes and mentioned how the Board should consider residential being allowed in an industrial growth area. He also commented that the Planning Board should have access to informal amendments to plans and policies. Ashley Ownbey replied that the main purpose of the revisions was to recognize that the City Council is the policymaking body for the City of Mebane.

Colin Cannell made a motion to approve the Planning Board Rules of Procedure with the revisions as presented. William Chapman seconded the motion, which passed unanimously.



**7. New Business**

Ashley Ownbey informed the Board that the City Council will hold public hearings at their March meeting for the Recreation and Parks Comprehensive Master Plan and the updated Bicycle and Pedestrian Transportation Plan.

**8. Adjournment**

Chair Tulauskas adjourned the meeting at approximately 7:24 p.m.

DRAFT