

**AGENDA**  
**Snow Hill Board of Commissioners**  
**Monday, 14 September 2015; 6:30 pm**  
**G. Melvin Oliver Town Hall**  
**201 N Greene Street**

- |            |   |  |
|------------|---|--|
| <b>1.</b>  | <b>Call to Order</b>  | <i>Invocation / Pledge of Allegiance</i> |
| <b>2.</b>  | <b>Roll Call</b>  |  |
| <b>3.</b>  | <b>Consider Agenda Approval</b>   |  |
| <b>4.</b>  | <b>Consider Minutes Approval</b>  | <i>10 August 2015</i>                    |
| <b>5.</b>  | <b>Program / Presentations: Public Hearing</b>  |  |
|            | <b>Robert Masters</b>   | <i>CDBG Closeout</i>                     |
| <b>6.</b>  | <b>Report of Officers:</b>  |  |
|            | <b>a. Mayor</b>   |  |
|            | <b>b. Town Manager / PW Director</b>  |  |
|            | <b>1. Board Retreat</b>   | <i>Discussion</i>                        |
|            | <b>2. Ball Field Dedication</b>   | <i>Consent Request</i>                   |
|            | <b>3. Project Budget Ordinance</b>  | <i>Action Request</i>                    |
|            | <b>4. Mill Street Sidewalk</b>  | <i>Action Request</i>                    |
|            | <b>5. DOT Surplus Equipment</b>   | <i>Action Request</i>                    |
|            | <b>6. Golden Leaf Funding Cycle</b>   | <i>Information</i>                       |
|            | <b>c. Town Clerk / Finance Officer</b>  |  |
|            | <b>1. Tax Release</b>   | <i>Action Request</i>                    |
| <b>7.</b>  | <b>Report of Boards:</b>  |  |
|            | <b>Planning Board</b>   | <i>Mobile Home Ordinance</i>             |
|            | <b>Historic Preservation</b>  | <i>Scheduled Events</i>                  |
| <b>8.</b>  | <b>Public Comments</b>  |  |
| <b>9.</b>  | <b>Action Items:</b>  |  |
|            | <b>1. Consider Adoption of Project Budget Ordinance 09-2015</b>   |  |
|            | <b>2. Consider Allocating \$4,500 from GF Contingency for Mill Street Sidewalk Replacement</b>                      |  |
|            | <b>3. Consider Authorizing the Purchase of a Dump Truck/Plow from NCDOT Surplus Not to Exceed \$10,000</b>          |  |
|            | <b>4. Consider Authorizing the Release of Taxes in the Amount of \$8,912 for Dwight Tyrone Jones</b>                |  |
|            | <b>5. Consider Setting a Public Hearing for the Recommended Zoning Ordinance Amendment on 12 October at 6:30 pm</b> |  |
| <b>10.</b> | <b>Closed Session: Personnel</b>  |  |
| <b>11.</b> | <b>Commissioner Comments</b>  |  |
| <b>12.</b> | <b>Adjourn</b>  |  |

*Any person who has a disability requiring a reasonable accommodation to participate in this meeting should contact Town Hall prior to the meeting date. Requests for an interpreter require five (5) working days notice. Proposed agenda current as of 9-9-15*

**MINUTES**  
**SNOW HILL BOARD OF COMMISSIONERS**  
**MONDAY, AUGUST 10, 2015**  
**G. MELVIN OLIVER TOWN HALL**  
**201 N. GREENE STREET**

- 1. Call to Order - Invocation/Pledge of Allegiance**  
Mayor Liles called the meeting to order at 6:30 p.m. Commissioner Wilkes led the Prayer and Mayor Hagans led the Pledge.

- 2. Roll Call – Cathy Webb**  
Members present were Mayor Liles, Commissioners Hagans, Shackleford, Taylor, Washington, and Wilkes. A quorum was declared.

- 3. Consider Agenda Approval**  
Motion to approve made by Commissioner Washington, seconded by Commissioner Shackleford, carried unanimously.

- 4. Consider Minutes Approval**  
Motion made by Commissioner Washington, seconded by Commissioner Wilkes. Carried unanimously.

- 5. Program/Presentation – NC Main Street Program**  
**Mayor King, City of Goldsboro – Art Jackson, GC Economic Development**

Mayor Liles introduced Mr. Alfonso King, Mayor of the City of Goldsboro. Mayor King talked about the Main Street project that they had done. He said that the downtown area had become dead. He said that the Downtown Project had helped Goldsboro economically. He encouraged the Town to go forward with the main street project if at all possible.

Mayor Liles introduced Art Jackson, GC Economic Development Officer. Mr. Jackson talked about the NC Main Street Program. He said that the Town Council and the staff could not do this project alone-help would be needed from Other organizations that would work together.

- 6. Report of Officers:**
- a. **Mayor** – None
  - b. **Town Manager/Public Works Director** –
    - 1) **Board Retreat**- Mr. Hill asked the Board to give him some dates and times for planning a Board retreat. He said this would give them a chance to sit down and talk about what their visions are for the Town.
    - 2) **Harper Street Drainage Update** – Mr. Hill said that the drainage

Project had been completed with the exception of a little landscaping. He said that the residents were very pleased with what has been done.

- 3) **NC DOT Agreement** – Mr. Hill presented a proposed agreement with NC DOT. This agreement gives the Town permission to clear the state right-of-ways and the Town in turn can apply for FEMA reimbursement.

**c. Town Clerk/Finance Officer**

- 1) **FY 14-15 Settlement Report** – Cathy Webb presented the 2014-2015 Fiscal Year report of the collection of property taxes. The percentage collected for this fiscal year was 97.22%.
- 2) **2015 and Prior Tax Collection** – Cathy Webb asked the Board for permission to bill and collect the 2015 and prior year property taxes.

**7. Report of Boards- NONE**

**8. Public Comments -**

- 1) **Roger Whitson** – Mr. Whitson thanked the Board for inviting Mayor King to the meeting. He said that we had to be willing to invest in this community if we expect to have any growth. He said that he hoped that the entire Board was listening to Mayor King.
- 2) **Salvador Abrego** – Mr. Abrego asked “When can we start?” “When can we see a little bit of enthusiasm?”

**9. Action Items:**

- 1) **Consider Approval of DOT Debris Removal Contract-**  
Motion made by Commissioner Washington, seconded by Commissioner Hagans. Motion carried.
- 2) **Consider charging Revenue Collector with Collection of 2015 and prior year taxes.**  
Motion made by Commissioner Washington, seconded by Commissioner Shackleford. Motion carried.

**10. Closed Session – Property Negotiation**

Motion made by Commissioner Shackleford, seconded by Commissioner Hagans to go into closed session. Motion carried.

Motion made by Commissioner Washington, seconded by Commissioner Shackleford to reconvene to regular session. Motion carried.

11. **Commissioner Comments** – Commissioners Washington, Wilkes, and Shackleford commented on the meeting of the NC Black Elected Municipals Officials conference that they recently attended.

12. **Adjourn** – There being no further business, a motion was made by Commissioner Washington, seconded by Commissioner Shackleford to adjourn. Motion carried.

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Mayor

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Clerk

**Town of Snow Hill**  
**Small Business Entrepreneur Assistance (SBEA) Grant**  
**Summary of Grant Activities and Outcomes**

1. Grant application submitted on 10-17-201
2. Grant awarded on 3-27-2013
3. Amount of Grant: \$250,000
4. Purpose of Grant:

To stimulate the creation of at least 11 new private sector jobs by awarding funds to three participating businesses located in the Town of Snow Hill. Funds were intended to facilitate business expansion efforts designed to create jobs. All 11 jobs were intended to be filled with low to moderate income people.

5. Participating businesses and funds awarded:

Tide Tamer Industries, Inc.	\$100,000
Worth Products, LLC	\$80,000
Hardy Appliance & Furniture	\$40,000

6. Private Investment. The participating businesses were also required to document the expenditure of their own funds toward the project. In total private investment exceeded \$213,324.

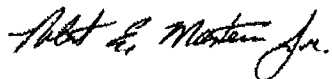
7. Work Completed:

Tide Tamer Industries	Construction of 12,000 Sq Ft Building
Hardy Appliance & Furniture	New Furniture Showroom Constructed
Worth Products	New Computer Equipment, Design Software, & Working Capital

8. Jobs Created. The initial Grant Application committed to creating a total of 11 new jobs. In total, 18 new jobs were created. All jobs created were verified by records on file with the North Carolina Employment Security Commission.
9. Low to Moderate Income Jobs. Of the 18 new jobs created, 16 of them went to low to moderate income people. See attached HUD income information for Greene County, NC.

10. Another unofficial goal of this project was to keep as much of the grant money in Greene County as possible. To do that every attempt was made to use Greene County firms and individuals to do all the work on this project. Despite the fact, that competitive bidding had to be used and documented we were able to achieve that goal.
11. On 7-16-2015, the North Carolina Department of Commerce performed a comprehensive on-site review of this grant funded project. All goals and objectives of the grant were met and/or exceeded and no problems or findings were reported.
12. Following this Public Hearing on the outcomes of the grant and our intention to close out the work, final reporting requirements will be completed and submitted.
13. Carolina Opportunities has served as the Grant Administrator for this project for two years and it was a pleasure to do so. No local tax dollars were expended on this project. Any local funds expended were provided by the three local businesses that benefitted from the grant funds. All goals and objectives stated in the Grant Application were met and then exceeded. The entire project was completed on time and within the assigned budget. It was my pleasure to work with the Town staff, Mayor Liles, and the Board of Commissioners on this project. Most of all, I've enjoyed working directly with the three participating businesses and their owners to create new jobs, additional tax base, and new opportunities in the Town of Snow Hill.

Respectfully Submitted,



Robert E. Masters Jr.  
Executive Director  
Carolina Opportunities, Inc.



# FY2015 FMR AND IL SUMMARY SYSTEM

## FY2015 FMR Geography Summary for Greene County, North Carolina

Greene County is part of the Greene County, NC HUD Metro FMR Area.

The **Greene County, NC HUD Metro FMR Area** is made up of the following:

Greene County, NC.

## FY2015 Fair Market Rent Summary

Greene County, North Carolina					
	Efficiency	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
<b>Final FY2015 FMRs</b>	\$464	\$467	\$632	\$793	\$845

## FY 2015 Income Limits Summary

Greene County, North Carolina										
FY 2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Greene County, NC	\$52,400	<u>Very Low (50%) Income Limits</u>	\$18,350	\$21,000	\$23,600	<b>\$26,200</b>	\$28,300	\$30,400	\$32,500	\$34,600
		<u>Extremely Low (30%) Income Limits</u>	\$11,770	\$15,930	\$20,090	<b>\$24,250</b>	\$28,300	\$30,400	\$32,500	\$34,600
		<u>Low (80%) Income Limits</u>	\$29,350	\$33,550	\$37,750	<b>\$41,900</b>	\$45,300	\$48,650	\$52,000	\$55,350

**NOTE: Underlined headings in both the FMR and IL tables link to detailed documentation concerning the calculations of the parameters listed here.**

## Historical Information for Greene County, North Carolina:

**FMR History**

**IL History**

**Change Your Geographic Selections**

**RESOLUTION NO \_\_\_\_\_**  
**ADOPTING CAPITAL PROJECT BUDGET ORDINANCE,**  
**AND AWARDING**  
**CONTRACT FOR WATER IMPROVEMENTS**  
**FOR**  
**TOWN OF SNOW HILL**  
**SNOW HILL 09/WATER SYSTEM IMPROVEMENTS**  
**PWS NUMBER WIF-1734**  
**\_\_\_\_\_, 2015**

**WHEREAS,** The Town of Snow Hill has completed the Town of Snow Hill 09/Water Improvements, and

**WHEREAS,** Public Water Supply Section (PWS) has provided funding in the amount of \$656,000 as 100% Loan at 0% interest rate for twenty (20) years, and has been accepted by the Town of Snow Hill, and

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SNOW HILL:**

That the attached Capital Project Budget Ordinance is hereby adopted, and

That the Mayor is hereby authorized to execute all related documents.

Adopted this the \_\_\_\_ of \_\_\_\_\_, 2015

\_\_\_\_\_  
Dennis Liles, Mayor

(SEAL)

**ATTEST:**

\_\_\_\_\_  
Cathy Webb, Clerk to the Board



TOWN OF SNOW HILL  
SNOW HILL 09/WATER SYSTEM IMPROVEMENT PWS  
PWS ID NUMBER WIF-1734  
\_\_\_\_\_, 2015

		BUDGET AFTER 8/26/14	CHANGES	BUDGET AFTER COMPLETION
<u>REVENUES - PWS ELIGIBLE</u>				
xxxxxx-xxxxxx	PWS DWSRF Loan	\$ 656,000.00	\$ -130.38	\$ 655,869.62
xxxxxx-xxxxxx	PWS DWSRF Loan Forgiveness	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Owner Contribution	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Sales Tax Refund - Restriction	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Interim Financing	\$ 0.00	\$ 0.00	\$ 0.00
	<b>SUBTOTAL PWS ELIGIBLE</b>	<b>\$ 656,000.00</b>	<b>\$ -130.38</b>	<b>\$ 655,869.62</b>
<u>REVENUES - NON-PWS ELIGIBLE</u>				
xxxxxx-xxxxxx	Owner Contribution	\$ 12,500.00	\$ -12,500.00	\$ 0.00
xxxxxx-xxxxxx	Interest Earned	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00
	<b>SUBTOTAL NON-PWS ELIGIBLE</b>	<b>\$ 12,500.00</b>	<b>\$ -12,500.00</b>	<b>\$ 0.00</b>
	<b>TOTAL REVENUE</b>	<b>\$ 668,500.00</b>	<b>\$ -12,630.38</b>	<b>\$ 655,869.62</b>
<u>EXPENSES - PWS ELIGIBLE</u>				
xxxxxx-xxxxxx	Contract No. 1 - Waterline Improvements	\$ 517,700.00	\$ -44,359.70	\$ 473,340.30
	<b>Construction Subtotal</b>	<b>\$ 517,700.00</b>	<b>\$ -44,359.70</b>	<b>\$ 473,340.30</b>
xxxxxx-xxxxxx	Engineering Design	\$ 59,078.37	\$ -4,332.80	\$ 54,745.57
xxxxxx-xxxxxx	Construction Administration/Observation	\$ 44,315.00	\$ 55,195.00	\$ 99,510.00
xxxxxx-xxxxxx	Preliminary Engineering Report	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Grant and/or Loan Assistance	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Davis Bacon	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Land Surveying Cost	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Permitting	\$ 1,000.00	\$ -775.00	\$ 225.00
xxxxxx-xxxxxx	Easement Preparation	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Legal Cost	\$ 2,000.00	\$ 0.00	\$ 2,000.00
xxxxxx-xxxxxx	Closing Cost	\$ 13,120.00	\$ 0.00	\$ 13,120.00
xxxxxx-xxxxxx	Other (Printing Cost)	\$ 0.00	\$ 428.75	\$ 428.75
xxxxxx-xxxxxx	Repayment of Interim Financing	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Funding Assistance	\$ 0.00	\$ 12,500.00	\$ 12,500.00
xxxxxx-xxxxxx	Contingency	\$ 18,786.63	\$ -18,786.63	\$ 0.00
	<b>SUBTOTAL ELIGIBLE EXPENSES</b>	<b>\$ 656,000.00</b>	<b>\$ -130.38</b>	<b>\$ 655,869.62</b>

		BUDGET AFTER 8/26/14	CHANGES	BUDGET AFTER COMPLETION
<u>EXPENSES - NON-PWS ELIGIBLE</u>				
xxxxxx-xxxxxx	Funding Assistance	\$ 12,500.00	\$ -12,500.00	\$ 0.00
xxxxxx-xxxxxx	Contingency	\$ 0.00	\$ 0.00	\$ 0.00
SUBTOTAL NON-PWS ELIGIBLE EXPENSES		\$ <u>12,500.00</u>	\$ <u>-12,500.00</u>	\$ <u>0.00</u>
TOTAL EXPENSES		\$ 668,500.00	\$ -12,630.38	\$ 655,869.62

# Memo

**To:** Town of Snow Hill Board of Commissioners  
**From:** Cathy Webb, Revenue Collector/Town Clerk/Finance Officer  
**Date:** 8/25/2015  
**Re:** 2015 Property Tax Releases

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Attached you will find a letter sent from the Greene County Tax Department advising the Town of Snow Hill that they have released \$8,912 from the value of the property owned by Dwight Tyrone Jones, 51 Sierra Ct. This release is due to a trailer that was incorrectly assessed that was approved by the Greene County Board of Commissioners on August 18, 2015. I am requesting that you approve the release of \$8,912 in value from his 2015 Town of Snow Hill taxes. This lowers the total tax amount due by \$31.89.

08/18/2015 09:27  
835bsutt

GREENE COUNTY  
Personal Property Tax Statement

P 1  
txtaxstm

PROPERTY : 2661432

LOCATION: MULTI YR TAG

CURRENT OWNER:

JONES, DWIGHT TYRONE  
51 SIERRA CT  
SNOW HILL NC 28580-1341

CURRENT STATUS:

TAXABLE VALUATION : 200

INTEREST DATE: 08/18/2015

YEAR	TYPE	BILL INST CHARGE	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2015	PP-R	1396				
	1	COUNTY	1.57	1.57	.00	1.57
			1.57	1.57	.00	1.57
GRAND TOTALS			1.57	1.57	.00	1.57

Board approved release of value of \$8912 for multi year tagged trailer  
incorrectly assessed at their meeting on August 18, 2015

FOR YOUR INFORMATION, THIS IS THE BALANCE NOW DUE ON THIS PARCEL.  
DUE DATE: SEPTEMBER 1, 2015; DELINQUENT DATE: JANUARY 6, 2016

PLEASE REMIT TO:  
GREENE COUNTY TAX OFFICE  
P O BOX 482  
SNOW HILL, NC 28580

cc: Town of Snow Hill

Billed 9112  
Release 8912  
200 amt. to bill

7310

**MINUTES**  
**SNOW HILL PLANNING BOARD**  
**7:00 P.M. TUESDAY, 25 AUGUST 2015**  
**SNOW HILL TOWN HALL**  
**201 NORTH GREENE STREET, NORTH CAROLINA 28580**

Order of Business

1. **Call to Order** 7:05 pm
2. **Prayer**
3. **Roll Call** Members present: Donald Beaman, Bobby Taylor, Jim Davenport, and Sam Edmonds. Staff present: Dana Hill- Manager, Brian Pridgen-Attorney
4. **Approval of Agenda** Motion to approve by Taylor, Second by Davenport, Carried
5. **Reading and Approval of Minutes: 28 July 2015** Motion to approve by Taylor, Second by Davenport, Carried
6. **Old Business:**
  1. **Amendment Request-** *review of proposed amendment to mobile home park ordinance*  
Hill and Pridgen reviewed changes made following the last meeting to subsection (f) and subsection I(11). After discussion there was consent to change subsection 12(i) to read that parking spaces must be a minimum of 20'X20' and comprised of an NCDOT approved base or foundation material. **Motion to recommend the ordinance amendment to the Town Board with the change by Taylor, Second by Davenport, Carried.**
7. **New Business:**

None
8. **Public Comments**
9. **Board Comments**
10. **Adjourn** Motion to adjourn by Taylor, Second by Davenport, Carried

Approved: \_\_\_\_\_  
Donald Beaman, Chair

Recorded: \_\_\_\_\_  
Dana Hill

### Manufactured home parks.

Manufactured home parks may be allowed as a special use in the R-20 district, and notwithstanding the requirements of Article V, may be allowed as a special use on any parcel where a pre-existing non-conforming manufactured home park was located at the time of adoption of this section, with the following special requirements:

- a. General description: The location of two or more manufactured homes or manufactured home spaces on a parcel of land shall constitute a manufactured home park and shall be subject to the provisions of this section.
- b. Minor changes in the location, siting or character of manufactured homes or other structures may be authorized by the Zoning Administrator if required by engineering or other circumstances not foreseen at the time the manufactured home park special use permit was approved, provided that such changes are within the minimum or maximum requirements set forth in this chapter. An applicant proposing to increase the number of units or to construct buildings (other than accessory buildings for individual manufactured homes) not originally shown on the site development plan, or proposing to make changes that would substantially affect the provision of sewer and water, or that would affect the status of required landscaping or open space, or that would otherwise substantially modify the approved park plan, shall submit a revised plan for approval by the Planning Board.
- d. Any manufactured home park, as defined by this chapter, existing on the effective date of this chapter or any subsequent amendment thereto may continue to operate without being subject to the requirements of this chapter except where explicitly set forth below.
- e. Any expansion of a pre-existing manufactured home park shall require the issuance of a manufactured home park special use permit.
  - 1) The BOA shall require that pre-existing phases of such park's infrastructure be brought into full compliance with this chapter, except where dimensional or other pre-existing conditions preclude such compliance.
  - 2) Expansions to a pre-existing manufactured home park shall occur in a manner that fully conforms to the requirements of this ordinance. Expansions onto parcels of land not already containing a manufactured home park shall not occur in districts within which manufactured home parks are not permitted.
- f. A manufactured home park space shall be considered preexisting if, on the effective date of this chapter, the space:
  - 1) Is defined on the ground by the presence of all of the following:
    - (a) A water supply system service connection;
    - (b) A connection to a septic system or sanitary sewer; and
    - (c) Electric service equipment.
  - 2) Contains an occupied manufactured home connected to each of the preceding utilities; or,
  - 3) Is defined on the ground and the applicant can provide sufficient evidence that the particular space was previously used, or intended to be used as a manufactured home park space.

Under this section, there are three ways to have a space declared pre-existing:

  - a) Show that a trailer was there
  - b) Show that utilities were there for a mobile home
  - c) Show that the space was set aside for a mobile home
- g. Each application for a manufactured home park as a special use permit shall be accompanied by a site plan. Site plans shall show the circulation pattern, manufactured home spaces, permanent

structures and other site design requirements as may be considered essential by the board of adjustment. Site plans shall also show that all improvements would meet the following minimum standards.

h. Dimensional specifications.

1) Lot standards:

Minimum Development Size	3 acres
Maximum Development Size	40 acres
Maximum Development Density (Units/Acre)	5
Lot Width at Right-of-Way	50 ft.
Lot Depth (Minimum)	150 ft.

2) Principal structure standards:

Development setback on all boundaries	50 ft.
Unit setback from internal street centerline	25 ft.
Distance between homes-short side to short side	20 ft.
Distance between homes-long side to short side	20 ft.
Distance between homes-long side to long side	30 ft.
Setback from public right-of-way	50 ft.
Height (maximum)	35 ft.

i. General requirements. The following standards shall be considered the minimum requirements for all manufactured home parks (new and pre-existing):

- 1) Prior to the placement, replacement, modification, or setup of a manufactured home within any manufactured home park or on an individual lot of record within the regulatory jurisdiction of the Town of Snow Hill, the manufactured home owner or agent thereof shall procure a land development permit from the Town of Snow Hill and a manufactured home setup permit from the Greene County Building Inspections Department.

- 2) The transfer of title of a manufactured home space or spaces either by sale or by any other manner shall be prohibited within a manufactured home park.
- 3) All manufactured home park roads, spaces, and the manufactured homes therein shall fully comply with the road naming and property addressing requirements of the Town of Snow Hill or Greene County, as applicable.
- 4.) The owner and/or operator of a manufactured home or manufactured home park shall not sell manufactured homes on or within a manufactured home park unless the manufactured home unit for sale is placed individually and separately upon an existing manufactured home space where all design standards and utilities have been completed as specified by this ordinance.
- 5) All manufactured homes placed upon an individual lot of record or within a manufactured home park shall be built according to Housing and Urban Development standards, shall bear a label or seal indicating compliance with this requirement, shall be installed in accordance with all applicable building codes, and shall be inspected and determined to be in compliance with the Town of Snow Hill Minimum Housing Code.
- 6) Only manufactured homes meeting the definition of a Class B-Park Manufactured Home will be allowed within a manufactured home park.
- 7) Recreational vehicles (RV), park model RV's, and other structures that are not constructed to the United States Department of Housing and Urban Development Standards or to North Carolina Building Code shall not be permitted with any manufactured home park, nor shall such structures become occupied within any other property within the jurisdiction of the Town of Snow Hill, except as otherwise provided for in this ordinance.
- 8) At least ten percent of the total area of any manufactured home park containing 35 or more spaces shall be set aside for recreational purposes.
- 9) Manufactured home parks shall conform to all sedimentation/erosion/stormwater management requirements applicable thereto.
- 10) All manufactured home parks shall have a park identification sign not exceeding 48 square feet in area. Only indirect, non-flashing lighting shall be used for illumination. The top portion of any sign shall not exceed 12 feet in height.
- 11) Manufactured home park owners and/or operators are responsible for ensuring that manufactured homes brought into the manufactured home park are compliant with the Town of Snow Hill Zoning Code and the Town of Snow Hill Minimum Housing Code and have an affirmative duty to provide a copy of the Town's "Manufactured Home Minimum Housing Checklist" to potential occupants prior to relocation of the manufactured home onto the property.
- 12) Manufactured home park streets.
  - (a) Convenient access to each manufactured home space shall be provided by streets or drives that are properly graded, drained, and paved with a durable dustless surface, for automobile circulation.
  - (c) Any tract of land to be developed as a manufactured home park must either have frontage on a public (state or city-maintained) road or have a private right-of-way corridor to the property. The minimum required length of the public road frontage or width of the private right-of-way corridor (at its narrowest point) shall be 50 feet.
  - (d) Off-site access shall have a minimum 20-foot cleared, unobstructed corridor, with a vertical clearance of at least 14 feet to allow passage of emergency vehicles. .
  - (f) Publicly dedicated rights of way shall not be required, and maintenance of such streets shall be provided for by the owner and/or operator of the manufactured home park.
  - (g) Culs-de-sac shall not exceed 250 feet in length and shall be provided with a turnaround of at least 60 feet in diameter. Streets or drives within the manufactured home park shall intersect as nearly as possible at right angles, and no street shall intersect at less than 60



degrees. Where a street intersects a public street or road, the design standards of the North Carolina Department of Transportation shall apply.

- (h) Proposed streets shall be named and addresses for manufactured home spaces along such streets shall be determined by Greene County.
  - (i) A minimum of two defined automobile parking spaces (covered with, at a minimum, stone approved for use by the NC DOT and totaling 20x20 feet in size) shall be provided adjacent to each manufactured home space, but shall not be located within any public right-of-way or within any street in the park.
  - (j) All spaces within a manufactured home park shall be serially numbered for mailing address purposes. These numbers shall be displayed on each manufactured home space.
- 13) Manufactured home space.
- (a) Each manufactured home space shall be clearly defined by means of concrete or iron pipe markers placed at all corners.
  - (b) Each manufactured home space shall be located on ground not susceptible to flooding and graded so as to prevent any water from ponding or accumulating on the premises.
- 14) Utility requirements.
- (a) An accessible, adequate, and potable supply of water shall be provided at each mobile home space.
  - (b) Adequate and safe sewage disposal facilities shall be provided at each mobile home space.
  - (c) All utilities within the proposed manufactured home park shall be located underground.
- 15) Solid waste.
- (a) The storage, collection, and disposal of solid waste in the manufactured home park shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards or pollution.
  - (b) All solid waste containing garbage shall be stored in standard fly-tight, watertight, rodent-proof containers. Containers shall be provided in sufficient number and capacity to properly store all solid waste containing garbage. The manufactured home park owner and/or operator shall be responsible for the proper storage, collection, and disposal of solid waste generated or otherwise existing within the mobile home park.
  - (c) Containers shall be installed in the ground or provided with stands. Such container stands shall be so designed as to prevent containers from being tipped, to minimize spillage and container deterioration, and to facilitate cleaning around them.
  - (d) All solid waste garbage shall be collected and removed from the mobile home park at least once weekly. The manufactured home park owner and/or operator shall be responsible for ensuring that solid waste is removed in accordance with this section.
- 16) Grounds, buildings, and structures.
- (a) These standards shall apply to all existing and new manufactured home parks within the regulatory jurisdiction of the Town of Snow Hill.
  - (b) Grounds, buildings, and structures shall be maintained free of insect and rodent harborage and infestation. Extermination and control methods shall conform to the requirements of the Greene County Health Department and/or North Carolina Department of Agriculture.

- (c) Parks shall be maintained free of accumulation of garbage, litter, or other debris which may provide rodent harborage or breeding places for flies, mosquitoes, and other pests, or which may pose other health or sanitation hazards, or which may contribute to an otherwise unsightly or unpleasant environment.
  - (d) Storage areas shall be so maintained as to prevent rodent harborage and shall not pose a safety hazard to manufactured home park residents or guests. Lumber, pipe, and other building material shall be stored at least one foot above ground.
  - (e) All manufactured homes shall be properly skirted with non-opaque wood, aluminum, vinyl, or other appropriate material. Plastic, plywood, particle board, carpet, or other atypical skirting material shall not be used.
  - (f) Where the potential for insect and rodent infestation exists, all exterior openings in or beneath any structure shall be screened with wire mesh or other suitable materials.
  - (g) Landscaping and vegetation in and around the manufactured home park shall at all times be maintained, and landscaping provisions of the park plan shall at all times be adhered to. The growth of bushes, weeds, and grass shall be controlled so as to prevent the harborage of ticks, chiggers, and other noxious insects. Parks shall be so maintained as to prevent the growth of ragweed, poison ivy, poison oak, poison sumac, and other noxious weeds considered detrimental to health. Open spaces and recreation areas shall be maintained free of heavy undergrowth of any description.
  - (h) No inoperable vehicle shall remain in a manufactured home park for a period longer than 60 days unless the vehicle is stored within a garage.
  - (i) Manufactured and mobile homes shall not be abandoned or stored within the regulatory jurisdiction of the Town of Snow Hill. Manufactured homes that have been disconnected from active electricity, water, or sewage for a period exceeding 90 days shall be removed and properly disposed of. Manufactured homes located outside of a manufactured home space for a period to exceed 30 days shall be removed and properly disposed of. Both the owner of the manufactured home and the owner/operator of the manufactured home park are responsible for the removal of any stored and/or abandoned manufactured home.
  - (j) Manufactured homes shall not be utilized for storage or other non-residential uses of any type.
- 17) Registration of occupant.
- (a) Every manufactured home park owner or operator shall maintain an accurate register. The register shall be available for inspection at all times by authorized Town representatives. The register shall contain the following information: (1) Name of owner and/or occupant; (2) manufactured home space number; (3) make, model, registration number of manufactured home; and (4) date of arrival and departure of the manufactured home and/or occupants. Records shall be maintained for a period of three years.
- 18) Inspection and enforcement.
- (a) The park owner and/or operator shall notify park occupants of all applicable provisions of this ordinance and inform them of their duties and responsibilities under this ordinance.
  - (b) The person to whom a manufactured home park special use permit has been issued shall operate the park in compliance with such special use permit, this ordinance, Snow Hill Town Code, Greene County Code (as applicable), and state and federal law, and shall provide adequate supervision to maintain the park, its facilities and equipment in good repair and in a clean and sanitary condition.
  - (c) The Town of Snow Hill Zoning Administrator, Greene County Health Department and the Greene County Building and Inspections Department are hereby authorized and directed to make such inspections as are necessary to determine satisfactory compliance with this ordinance. It shall be the duty of the owners and/or operators or occupants of

manufactured home parks to give these agencies free access to such premises at reasonable times for the purpose of inspection in accordance with applicable laws.

- (d) Upon observation of a violation, the administrator shall provide notification of such violation and pursue enforcement action in accordance with the provisions of this Zoning Code.
- (e) So long as a violation exists, the administrator shall not issue permits that would authorize the placement, replacement, setup, or modification of a new or existing manufactured home within the subject park.
- (f) If reasonable efforts to secure compliance are unsuccessful the administrator shall bring the matter to a hearing before the Town of Snow Hill Board of Adjustment.
- (g) The Board of Adjustment may revoke a manufactured home park special use permit or impose other reasonable conditions for compliance therewith if the Board finds that the park owner or operator has failed to comply with the provisions of the special use permit or any provision of this ordinance, Snow Hill Town Code, Greene County Code (as applicable), or state or federal law. Upon revocation of a manufactured home park special use permit, the Board shall set forth clearly in writing, the specific steps necessary to re-issuance of such special use permit, and shall set forth a reasonable time frame for closure of the park that gives deference to any tenants who will be displaced by such action.

Section 3.02 (44):

44. MANUFACTURED HOME, CLASS B-Park. A manufactured home constructed after July 1, 1976 that meets or exceeds the construction standards promulgated by the U.S. Department of Housing and Urban Development that were in effect at the time of construction, and meet or exceed criteria (c), (d), (e), (g), and (h), and (i) for a Class A home above; in addition such home shall be a minimum size of 14 feet by 65 feet. The manufactured home shall be set up in accordance with the standards set by the North Carolina Department of Insurance and a continuous skirting of metal, fiberglass, vinyl or masonry, unpierced except for required ventilation and access, installed under the perimeter of the manufactured home.

**Minutes**  
**Snow Hill Historic Preservation Commission**  
**Monday, 24 August 2015—6:30 p.m.**  
**Snow Hill Town Hall**  
**201 North Greene Street, North Carolina 28580**

**1. Call to Order**

**2. Roll Call** Members present were Roger Whitson, Jill Whitson, and Gwen Smith. Staff-Dana Hill. Quorum Declared

**3. Consider Approving Meeting Agenda** Motion to approve by G Smith, Second by R Whitson, Carried

**4. Consider Approving Meeting Minutes** (27 July 2015) Motion to approve by R Whitson, Second by G Smith, Carried

**5. Old Business:**

1. Mayor King's Visit / Main Street Program

Discussion on the recent presentation and the possibility of joining together with the existing countywide committee. Roger will contact Art Jackson. Hill informed the group that he and Mayor Liles had spoken with Rep. Graham about funding possibilities, and that he would be attending an informational session with the Gold Leaf Foundation in September.

2. Rosenwald Ceremony Plans

The ribbon cutting ceremony was finalized for September 24 at 4pm. Jill will contact school groups to participate. Dana will issue a press release and mail invitations to dignitaries.

3. HPC Input with Building Inspector

Hill spoke with the GC Building Inspector and found that aesthetic work such as roofing and siding does not require a permit. Communication will take place if permits are issued for large renovation projects

4. HPC Info on Website

Jill will contact Addie Watson to coordinate content

**6. New Business:**

1. Photos in Building Fronts

Jill would like to see the windows of vacant downtown building adorned with historical photographs. Hill will contact Mr. Minshew to see if he is willing to allow this.

2. Greene Street Parking Lot Access

The group would like to host a food truck rodeo and live music on the town owned property on October 3 from 10am – 1pm to coincide with the community yard sale. Hill will coordinate the closing of the lot and contact GC Male Chorus to see if they are available.

**7. Public Comments**

**8. Adjourn** Motion at 7:25 by G Smith, Second by R Whitson, Carried

The Snow Hill Historic Preservation Commission cordially invites you to attend a ribbon cutting ceremony for newly installed signage recognizing the historical significance of Rosenwald Schools in Snow Hill and Greene County.

The event will be held on 24 September 2015, 4 p.m., at 602 W. Harper Street in Snow Hill.

**SNOW HILL POLICE DEPARTMENT**

**AUGUST 2015**

**MONTHLY CRIME SUMMARY**

1) Larceny-	2
2) Assaults-	3
3) Breaking/Entering-	0
4) Robbery-	0
5) Sex Offenses-	0
6) Homicide-	0
7) Fraud-	1
8) Damage to Property( Vandalism)	3

191 Raphael Road  
Madison, AL 35757  
31 August 2015

Mr. John C. Rea  
Chief of Police  
Town of Snow Hill  
201 N. Greene Street  
Snow Hill, N. C. 28580

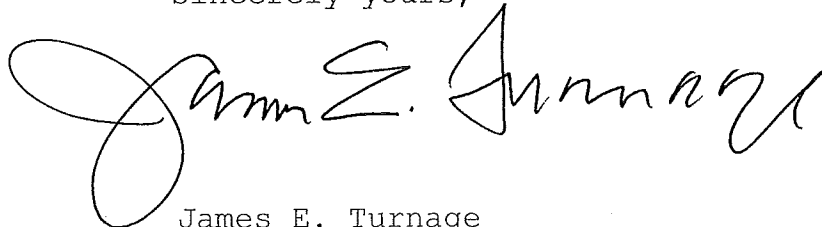
Dear Chief Rea:

Late this summer, July 24, 2015, I was stopped for speeding within the city limits of Snow Hill, my home-town. Even though from my vantage point, I was caught in a "speed trap". I was over the posted speed limit nevertheless. My fifteen year daughter was in the rental car with me. Given the recent incidents with people of color and police officers, I was somewhat apprehensive upon seeing the blue light. I quickly reviewed contact protocol in my mind. However, the contact was very positive; as, I was most impressed with the manner in which this policeman handled our contact and his commitment to providing quality public service.

I found the issuing officer very knowledgeable, courteous, and personable. Officer R. G. Hobbs (ID #608) is an asset to your organization. If the other police officers interface with the public like him, your organization can only reap the benefits. His willingness to listen and present himself as an ally rather than a threat exemplifies his concern and professionalism.

I greatly appreciate the willingness of Officer Hobbs to listen to my reasons for speeding as well as our subsequent conversation. This encounter with law enforcement in my hometown was a very pleasant. I applaud you for the leadership you must provide to him.

Sincerely yours,

A handwritten signature in black ink, appearing to read "James E. Turnage". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

James E. Turnage