

AGENDA
Snow Hill Board of Commissioners
Monday, 10 August 2015; 6:30 pm
G. Melvin Oliver Town Hall
201 N Greene Street

1. **Call to Order** *Invocation / Pledge of Allegiance*
2. **Roll Call**
3. **Consider Agenda Approval**
4. **Consider Minutes Approval** *8 / 29 June 2015*
5. **Program / Presentations: NC Main Street Program**
 Mayor King *City of Goldsboro*
 Art Jackson *GCED*
6. **Report of Officers:**
 - a. **Mayor**
 - b. **Town Manager / PW Director**
 1. **Board Retreat** *Discussion*
 2. **Harper Street Drainage Update** *Information*
 3. **NC DOT Agreement** *Action Request*
 - c. **Town Clerk / Finance Officer**
 1. **FY 14-15 Settlement Report** *Information*
 2. **2015 and Prior Tax Collection** *Action Request*
7. **Report of Boards: NONE**
8. **Public Comments**
9. **Action Items:**
 1. **Consider Approval of DOT Debris Removal Agreement**
 2. **Consider Charging Revenue Collector with Collection of 2015 and Prior Year Ad Valorem and Personal Property Taxes**
10. **Commissioner Comments**
11. **Adjourn**

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 8-4-15

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, JUNE 8, 2015
G. MELVIN OLIVER TOWN HALL
201 N. GREENE STREET
SNOW HILL, NC 28580

1. Call to Order –

Invocation/Pledge of Allegiance

Mayor Liles called the meeting to order at 6:30 p.m. Commissioner Hagans led the Prayer and Mayor Liles led the Pledge of Allegiance.

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 as presented by Commissioner Washington, seconded by Commissioner Shackleford, carried unanimously.

4. Consider Minutes Approval

Motion to approve as presented by Commissioner Wilkes, seconded by Commissioner Shackleford, carried unanimously.

5. Program/Presentations

Public Hearing

FY 2015-2016 Budget

Motion made by Commissioner Shackleford, seconded by Commissioner Hagans to begin the Public Hearing. Mayor Liles asked for any comments from the Commissioners and the citizens. There were none. A motion was made by Commissioner Washington, seconded by Commissioner Hagans to close the Public hearing – carried unanimously.

Public Hearing

Neuse River Hazard Mitigation Plan

Motion made by Commissioner Washington, seconded by Commissioner Taylor to begin the Public hearing-carried unanimously. Mr. Hill said that this plan is required to be updated and approved periodically. This plan is required in order to be eligible for FEMA reimbursement in the event of a disaster. There were no comments. Commissioner Hagans, seconded by Commissioner Washington to close the Public hearing. Motion carried.

JoAnn Stevens

Rosenwald Center

Mrs. Stevens did not come to the meeting.

6. Report of Officers:

1) **Mayor** – Mayor Liles announced that there would be a Blood Drive here

at the Town Office on July 2, 2015, and a concert featuring “Dakota Blue” on June 16th at 7:00 p.m.

Town Manager/Public Works Director

1) Fund Balance Policy

Action Request

Mr. Hill asked that the Board adopt the Fund Balance Policy as presented in the May 8th, 2015 meeting. He is requesting that the Board consider setting a minimum general fund balance of 50% by way of resolution to ensure that there will always be an adequate amount to cover emergency equipment failure and natural disaster recovery.

2) Lease of property from LCC

Action request

Mr. Hill presented the lease agreement from Lenoir Community College and asked that the Board consider approving it.

Town Clerk

Action request

Town Clerk, Cathy Webb, presented Budget Amendment VI to be considered for Approval.

7. Report of Boards: NONE

8. Public Comments:

1) Sharon Ginn – Mrs. Ginn gave an update on the exhibits that were being featured at the Museum. The exhibit “Places of Worship: A Sacred Journey Revisited” will be on display from June 9-August 28th.

2) Gene Riddle – Mr. Riddle announced that Commissioner Shackleford had taken the Bee-Keepers course and had been certified as a “bee-Keeper”. He also noted that he had received an \$8200 grant to help get others certified for this.

9. Action Items -

1) Consider Adoption of the FY 15-16 Budget Message –

Motion to approve by Commissioner Washington, seconded by Commissioner Shackleford-carried unanimously.

2) Consider Adoption of FY 15-16 Budget Ordinances –

Motion to approve by Commissioner Hagans, seconded by Commissioner Shackleford-carried unanimously.

3) Consider Adoption of FY 15-16 Operating Budget

Motion to approve by Commissioner Taylor, seconded by Commissioner Hagans-carried unanimously.

4) Consider adoption of 15-16 Fee Schedule -

Motion to approve by Commissioner Hagans, seconded by Commissioner Washington, carried unanimously.

5) Consider Adoption of the Neuse River Basin Regional Hazard

Mitigation Plan

Motion to approve by Commissioner Washington, seconded by Commissioner Wilkes-carried unanimously.

6) Consider Adoption of Fund Balance Policy

Motion to approve by Commissioner Washington, seconded by Commissioner Hagans-carried unanimously.

7) Consider Approving Property Lease Renewal from Lenoir Community College

Motion to approve by Commissioner Washington, seconded by Commissioner Hagans-carried unanimously.

8) Consider Adoption of Budget Amendment VI

Motion to approve by Commissioner Shackelford, seconded by Commissioner Hagans-carried unanimously.

10. Closed Session –Contract Negotiation-Attorney Consultation NCGS 143-318.11 (a)(2)

Motion made by Commissioner Washington, seconded by Commissioner Shackelford to go into closed session.

Motion made by Commissioner Shackelford, seconded by Commissioner Wilkes to reconvene to regular session-motion carried.

11.Commissioner Comments – NONE

12. Recess until June 29, 2015 at 5:30 p.m.

Mayor

Clerk

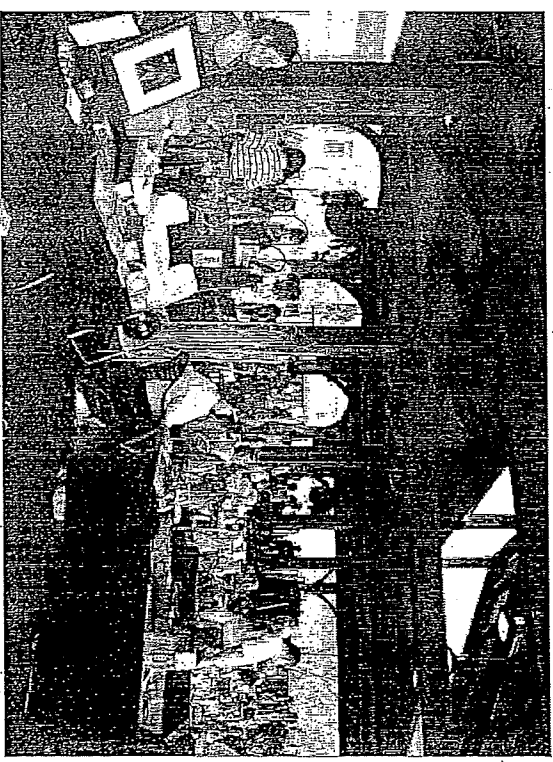
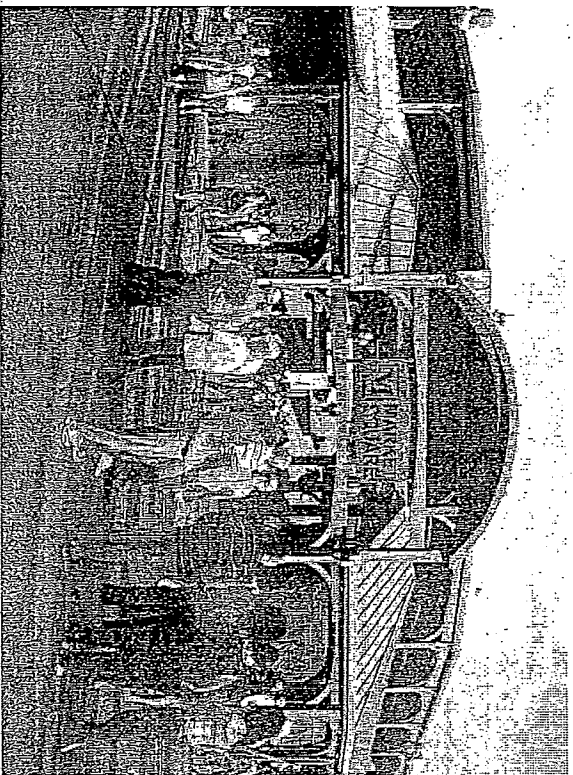
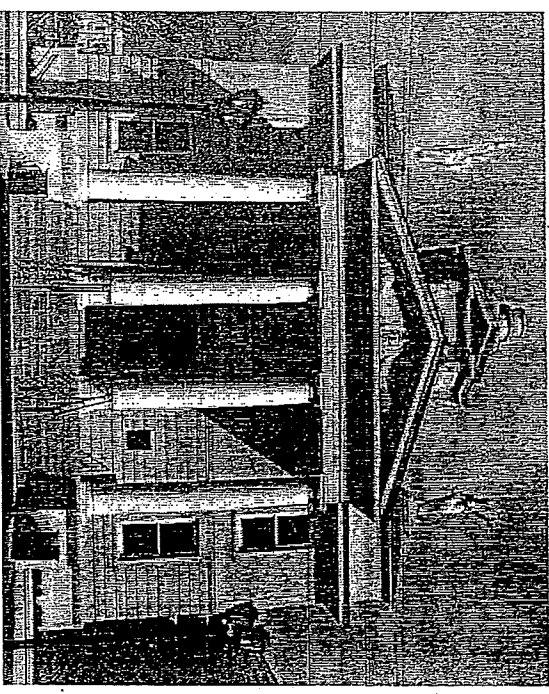
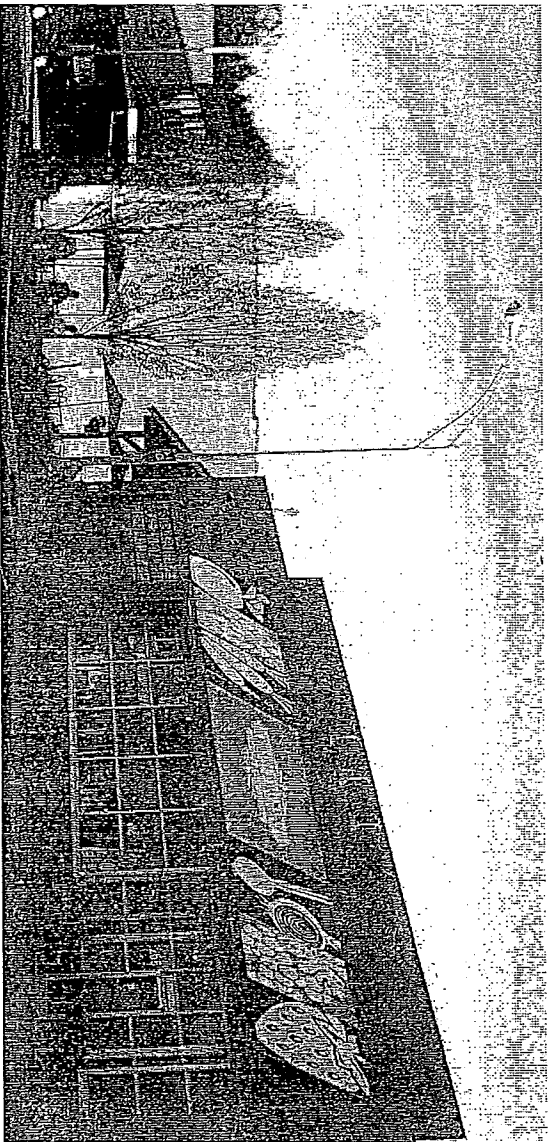
MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, JUNE 29, 2015
RECESSED FROM JUNE 8, 2015 MEETING
G. MELVIN OLIVER TOWN HALL
201 N. GREENE STREET
SNOW HILL, NC 28580

1. **Call to order – Motion made by Commissioner Shackleford, seconded by Commissioner Hagans to open the meeting that was recessed on June 8, 2015. Motion carried.**
2. **Roll Call – The roll was called by Cathy Webb. All members were present. A quorum was declared.**
3. **Report of Officers-**
 - a. **Town Manager**
 - 1) **2015-2016 Fee Schedule – There were two changes to the fee Schedule. 1) Allow cemetery rates to remain unchanged for town residents due to the fact that tax revenues go toward the operation of the cemetery. The only increase would be for out-of-town residents.**
 - b. **Town Clerk**
 - 1) **Budget Amendment #VII – Cathy Webb presented the final Budget amendments for the fiscal year 2014-2015.**
4. **Action Items**
 - 1) **Consider adoption of Revised fee Schedule – Motion made by Commissioner Taylor, seconded by Commissioner Washington-Motion carried.**
 - 2) **Consider adoption of Budget Amendment VII – Motion made by Commissioner Washington, seconded by Commissioner Shackleford-Motion carried.**
5. **Adjourn – Motion made by Commissioner Washington, seconded by Commissioner Shackleford-Motion carried.**

Mayor

Clerk

II. Overview: History, Success, Four-Point Approach®





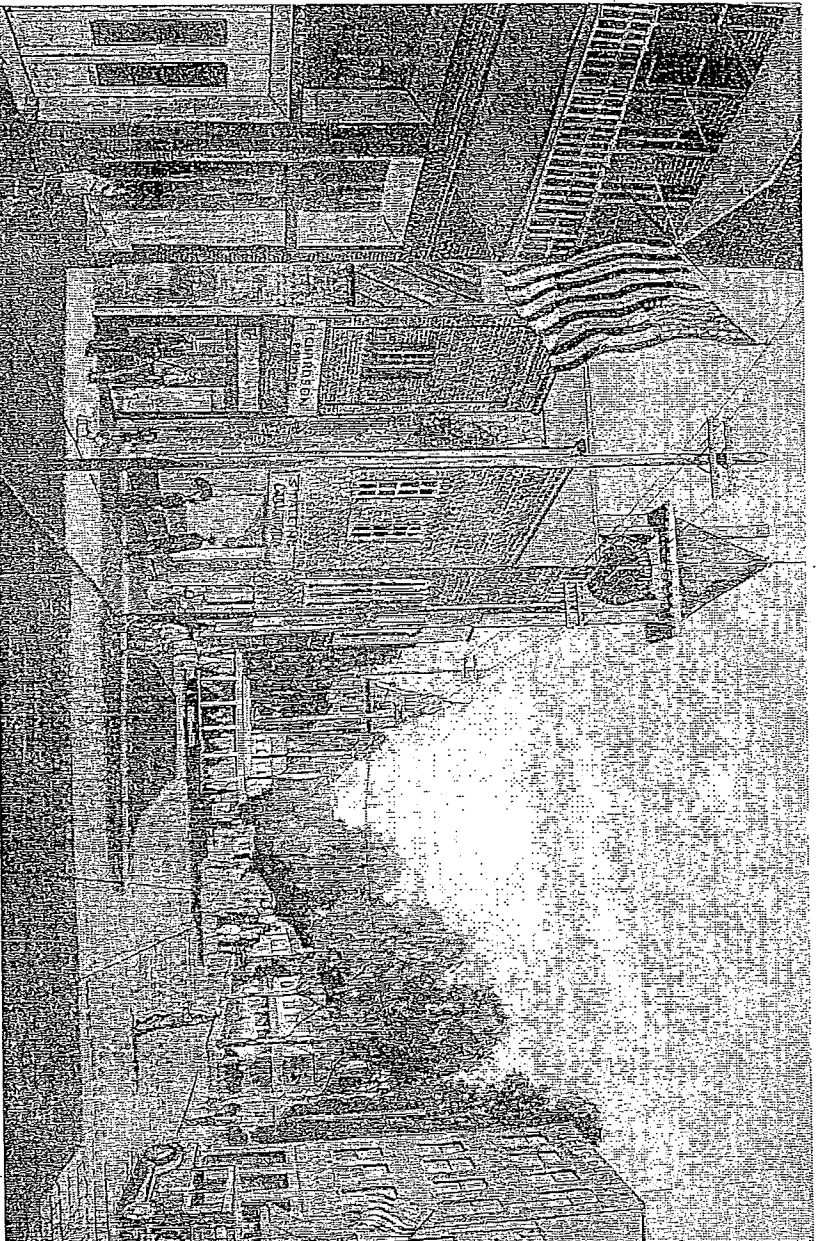
National Main Street
Center
a subsidiary of the
National Trust for Historic Preservation

Main Street...

- Created by the National Trust for Historic Preservation, a national non-profit
- 1980, the National Main Street Center was created; 6 states and 30 communities selected; NC was one of the original states
- Today, 46 states and over 1100 communities with programs

THIRTY
in NORTH
CAROLINA

Main Street is economic development within the context of historic preservation.

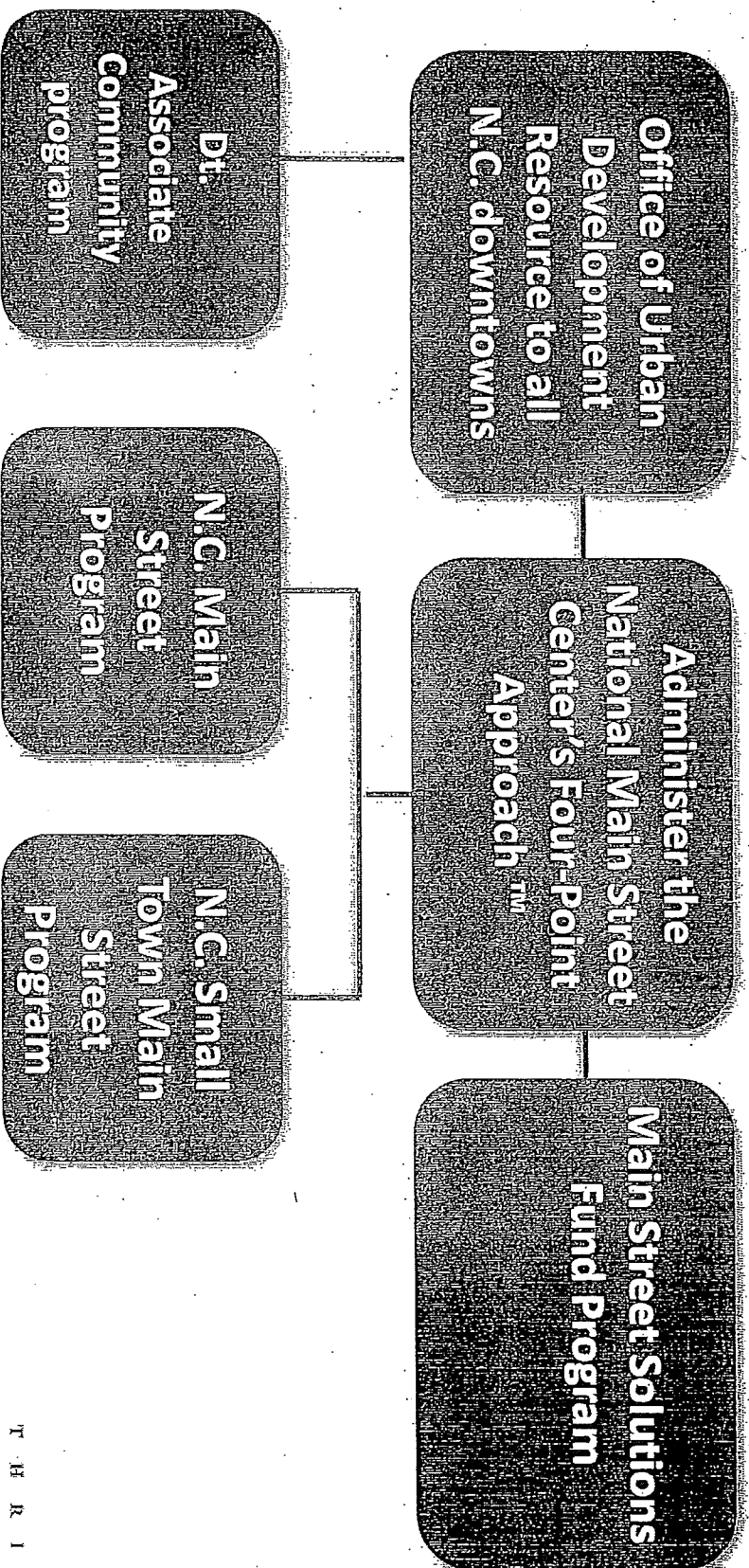


*"In economics it
is the
differentiated
product that
commands a
monetary
premium."*

THIRTY
NORTH
CAROLINA

N.C. Department of Commerce

N.C. Main Street Center



T H R I V E

**in NORTH
CAROLINA**

Main Street Four Point Approach

ORGANIZATION

Building Human and
Financial
Resources, through
public/private
Partnerships, to
achieve a
common vision.

PROMOTION

Selling a positive image
of downtown based
on the authentic,
creative assets of
the community.

DESIGN

Improving the physical
aspects of downtown.

ECONOMIC

RESTRUCTURING
Strengthening the
existing economic
assets; expanding
and
diversifying the
economic base.

Eight Principles of Main Street

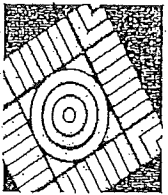
- Comprehensive
- Incremental
- Self-help
- Partnerships
- Builds on assets
- Quality focus
- Change
- Implementation

Community Statistics

Since the program began in 1980:

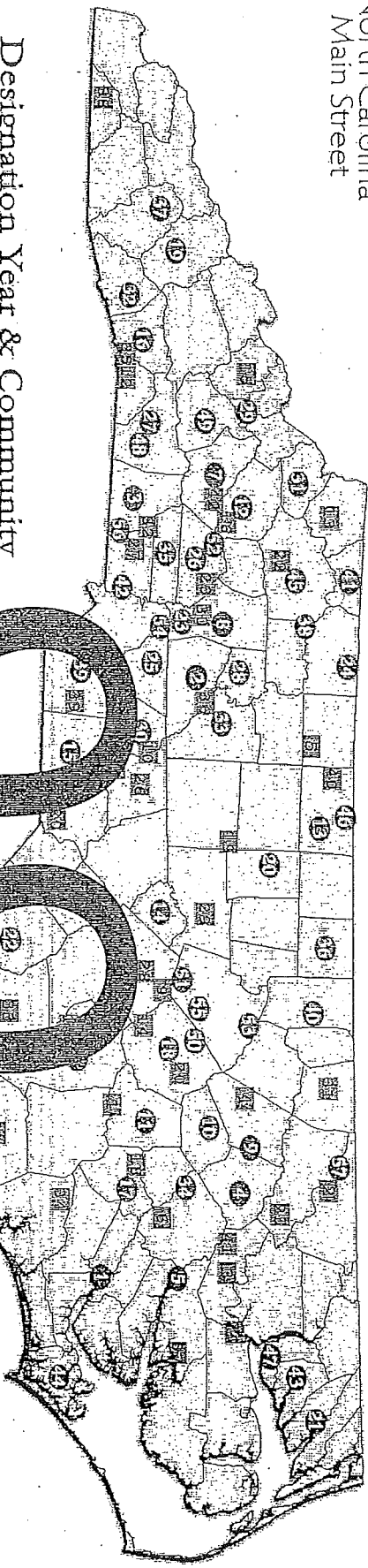
- A gain of \$2.2 billion in new public and private investment,
- A net gain of over 19,200 jobs,
- Renovation of 5,223 buildings, and
- A net gain of 4,960 businesses

Nationally, Main Street® communities have had more than \$ 61.7 billion of new public and private investment in their downtowns.



North Carolina
Main Street

North Carolina Main Street and Small Town Main Street Communities



Designation Year & Community

1980	1982	1984	1986	1988	1990	1991
1 New Bern	6 Clinton	11 Goldsboro	16 Hendersonville	Burlington	25 Concord	28 Mocksville
2 Salisbury	7 Morganton	12 Lenoir	17 Kinston	1 Elizabeth City	26 Newton	29 Spruce Pine
3 Shelby	8 Statesville	13 Reidsville	18 Smith	22 Lumber		
4 Tarboro	9 Rocky Mount	14 Sanford	19 Wyncennesville	23 Mooresville		
5 Washington	10 Wilson	15 Wadesboro	24 Mount Airy			
1993	1995	1998	2000	2003	2004	2006
30 Albemarle	34 Farmville	38 Ellin	42 Belmont	46 Eden	4 Spring Hope	52 Hickory
31 Boone	35 Lenoir	39 Monroe	43 Hartford	47 Edenton	48 Forest City	50 Clayton
32 Brevard	36 Roxboro	40 Oxford	44 Morehead City	1 Mount Olive	49 Marion	51 Fagway-Vadina
33 Lexington	37 Sylva	41 Sparta	45 North Wilkesboro		2 Weldon	6 Ayden
					3 Williamston	7 Fairmont
					5 Walnut Cove	
2007	2008	2009	2010	2011	2012	2013
9 Angier	14 Benson	54 Davidson	56 Kings Mountain	23 Catawba	27 Bessemer City	37 Belhaven
10 Badin	15 Burnsville	55 Garner	57 Roanoke Rapids	24 Plymouth	28 Lillington	38 Hayesville
11 Bugaw	16 Granite Falls	18 La Grange	20 Selma	25 Scotland Neck	29 Pittsboro	39 Marshville
12 Tryon	17 Roseboro	19 Liberty	21 Waxhaw	26 Troy	30 Troutman	40 Mayodan
13 West Jefferson			22 Wilkesboro		31 Warrenton	41 Robersonville
						42 Valdese

Organization

3 Basic Areas of Focus:

- Plan for Downtown's Success
- Manage the Main Street Program
- Promote the Program

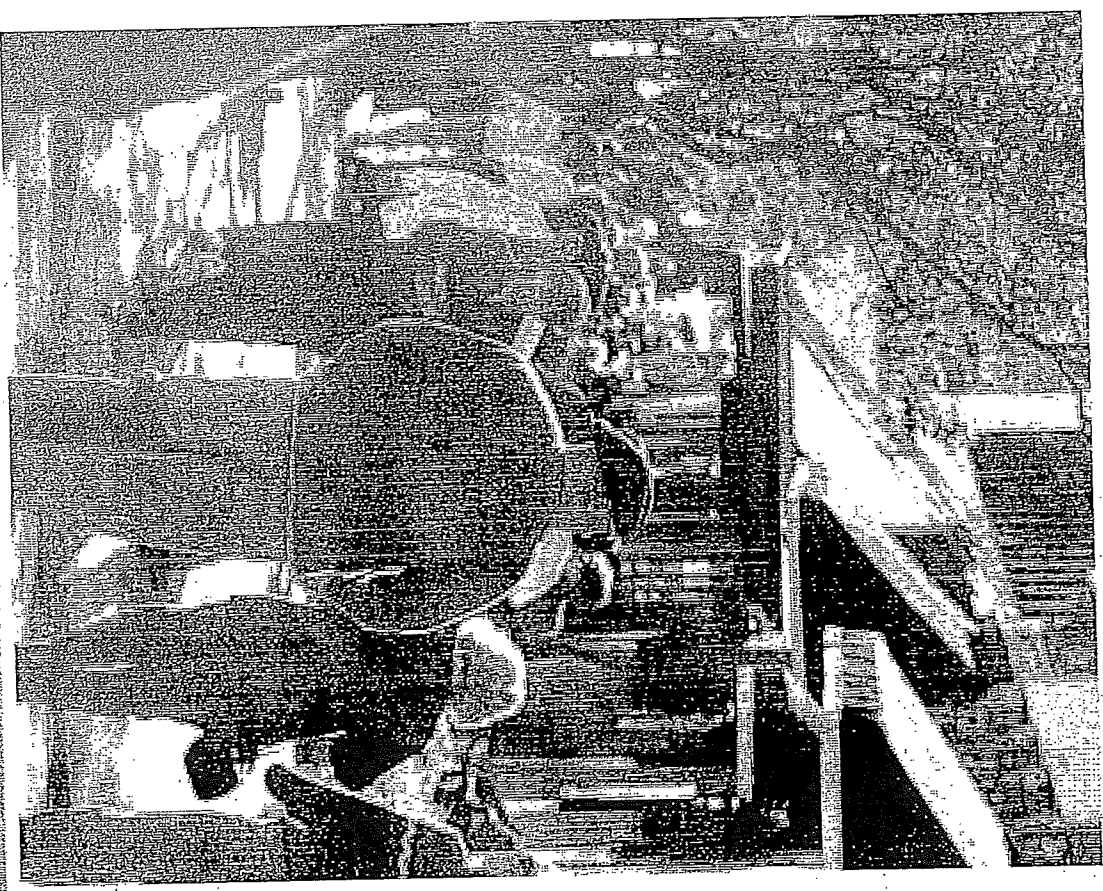


THIRIVE
in NORTH
CAROLINA

Promotion

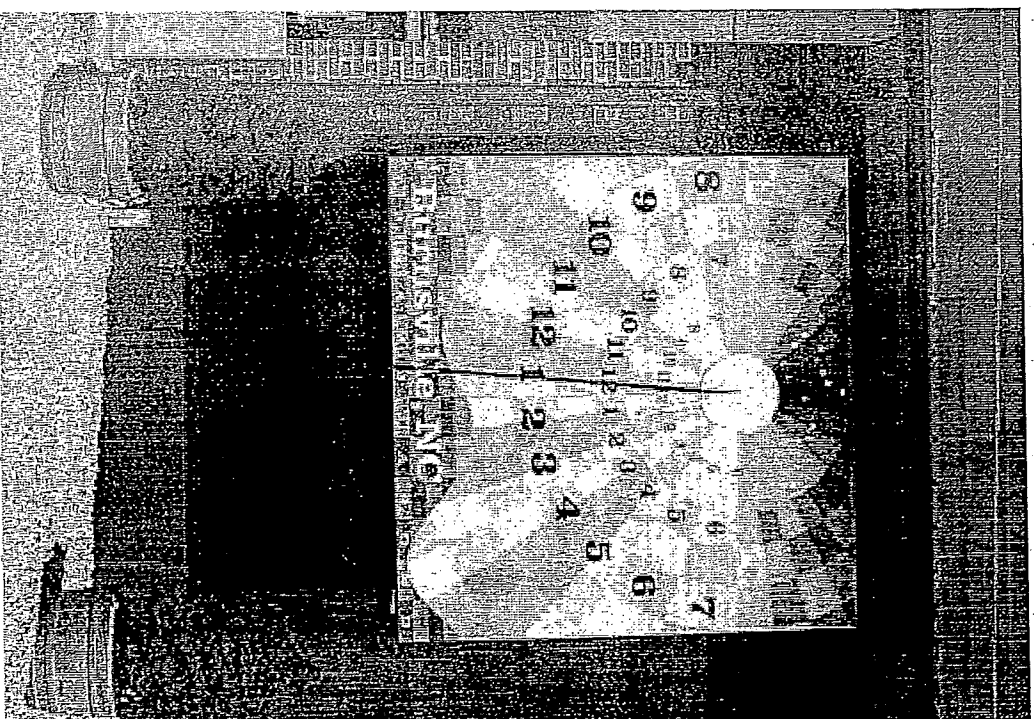
3 Basic Areas of Focus:

- Image Building Campaigns
- Retail Promotion
- Special Event Development



Three Keys to Promotion

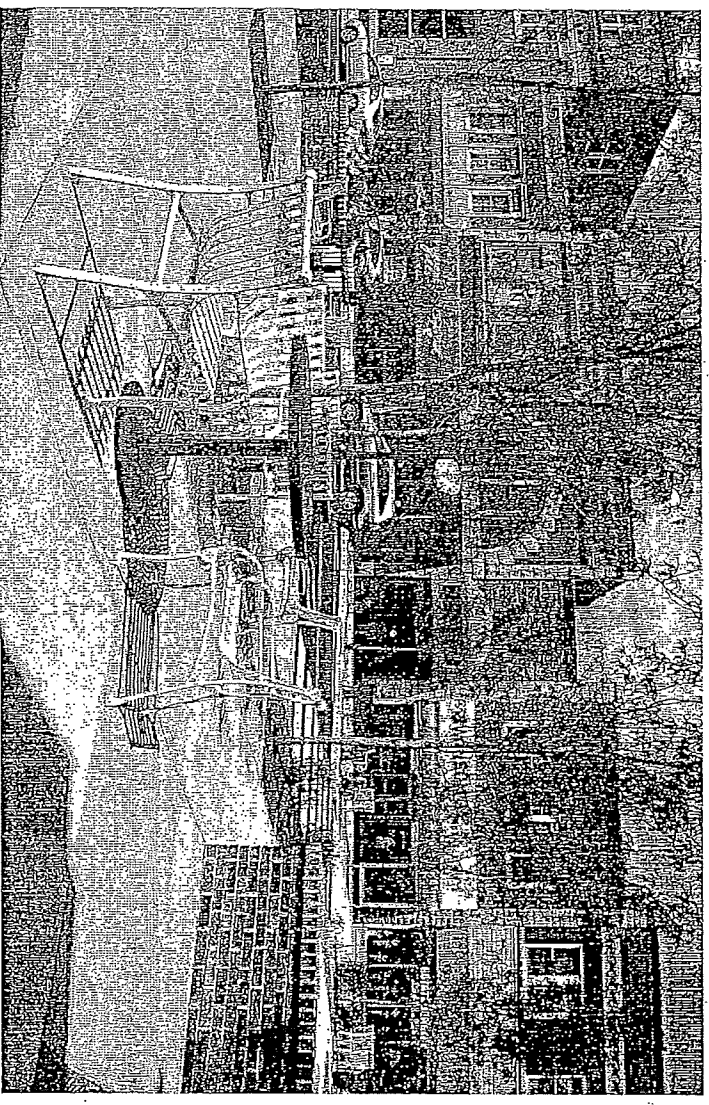
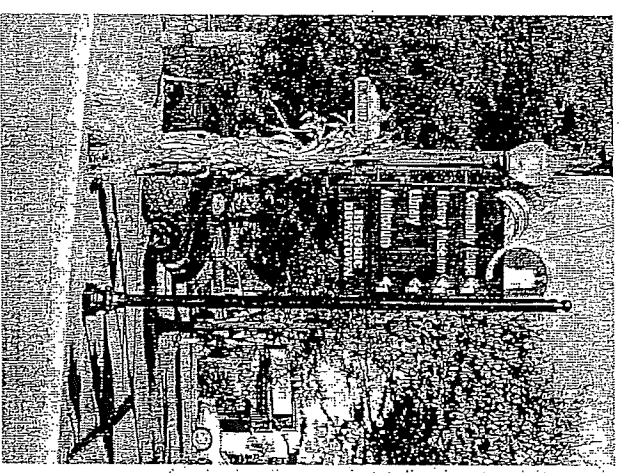
- Authentic
- Creative
- Market Driven



Sundial Project in Burnsville, N.C.

Design

- 5 Basic Areas of Focus:
 - Buildings
 - Displays
 - Streetscapes
 - Signage
 - Public Spaces



Economic Restructuring

- 5 Basic Areas of Focus:
 - Understand Current Economic Conditions
 - Strengthen Existing Businesses
 - Find New Economic Uses
 - Develop Financial Incentives & Capital for Building Rehabilitations & Business Development
 - Monitor the Economic Performance of Downtown

NORTH CAROLINA

**DISASTER RELATED DEBRIS REMOVAL
AGREEMENT**

GREENE COUNTY

DATE: 7/6/2015

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

AND

WBS Element: N/A

TOWN OF SNOW HILL

THIS SPECIAL AGREEMENT, hereinafter referred to as "AGREEMENT" is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Snow Hill, hereinafter referred to as the "Municipality," collectively referred to hereinafter referred to as "the Parties."

WITNESSETH:

WHEREAS, this AGREEMENT is made on the last date signed below between the Department and the Municipality for the emergency removal of disaster related debris during a State of Disaster or Imminent Threat of Disaster and/or a State of Emergency declared pursuant to the North Carolina General Statutes, Chapter 14 and Chapter 166A; and,

WHEREAS, during a declared State of Disaster or Imminent Threat of Disaster which implements the North Carolina Emergency Operations Plan, hereinafter referred to as "the NCEOP", the Department may be called upon to perform certain functions, including the removal of debris from the right of way of public roads and streets, pursuant to the NCEOP; and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, herein referred to as the "Stafford Act", as it relates to this AGREEMENT; and,

WHEREAS, in certain instances, the Moving Ahead for Progress in the 21st Century Act, hereinafter referred to as "MAP-21," allows the Federal Emergency Management Agency, hereinafter referred to as "FEMA," to reimburse for debris removal on Federal Highway Administration, hereinafter referred to as "FHWA," routes; and,

WHEREAS, the Municipality has requested and the Department is in agreement that it be allowed the opportunity and responsibility to perform certain Department functions as set forth in the NCEOP, in order to assure that its citizens are served and protected; and,

WHEREAS, the Parties have conferred as to the best methods and practices to allow the Municipality to assume these responsibilities.

NOW, THEREFORE, the Parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

DEFINITIONS

1. For purposes of this AGREEMENT, the following definitions shall apply:
 - A. "State Routes" shall mean those roads maintained by the Department on the National Highway System, including US and NC Routes and Secondary Routes that are identified by a four-digit State Route (SR) number.
 - B. The term "disaster related debris" shall be such debris for which removal costs are considered eligible for reimbursement by FEMA during a particular State of Disaster, Imminent Threat of Disaster or State of Emergency.

DESCRIPTION OF WORK

2. The Municipality shall remove and dispose of disaster related debris on all released State Routes. In so doing, the Municipality shall comply with all State and Federal policies, guidance, and requirements regarding procurement, storm debris removal, monitoring and disposal including landfill quantity calculations and site disposal costs.
3. The Municipality shall remove all disaster related debris even if such removal requires multiple passes on a particular route and shall continue until the mutually agreed upon completion date. All work pursuant to this AGREEMENT shall be completed to the satisfaction of the Department's Division Engineer of the Transportation Division in which Municipality is located. The Division Engineer's decision as to the completeness of the work shall be final.

TIME FRAME

4. This AGREEMENT shall remain in effect for five (5) years from the date execution included herein. This AGREEMENT may be extended for two (2) additional years, contingent upon the availability funds, if mutually agreed upon in writing by the Parties. On behalf of the Municipality, extensions may be authorized and executed by the City Manager or other official as designated without further resolution of the Municipality.
5. All work pursuant to this AGREEMENT shall be completed by a date mutually agreed to by DEM, FEMA, the Department and Municipality.

REIMBURSEMENT FOR ELIGIBLE COSTS

6. The Municipality shall apply directly to FEMA for reimbursement of eligible debris removal costs in accordance with the rules, regulations and procedures of those agencies for such debris removal at that time. Any reimbursement must be governed by the current rules, regulations and procedures of those agencies for the specific State of Disaster, Imminent Threat of Disaster or State of Emergency, and the Department shall not be responsible for any portion of reimbursement costs whatsoever to Municipality.

PROCEDURES FOR REMOVAL OF DISASTER RELATED DEBRIS

7. During a State of Disaster or Imminent Threat of Disaster and/or a State of Emergency declared pursuant to Chapters 14 and 166A of the North Carolina General Statutes and upon a determination by the Parties that is desirable that Municipality be responsible for removal of debris from the right of way of State Routes, the Municipality shall submit a completed ***Request Release of State System Roads***, Form SSR-01, (see Appendix A) to the Department's Division Engineer. This request, if approved, will release the identified State Routes to the Municipality for disaster related debris removal.
8. The Department will review the Municipality's ***Request Release of State System Roads***, Form SSR-01 and respond in writing indicating whether the Department has approved or denied the request from the Municipality for removal of disaster related debris under the terms of this AGREEMENT. If approved, this action will be considered the Municipality's "Notice to Proceed" with the work.
9. When the Municipality is approved for the removal of disaster related debris on State Routes under the terms of this AGREEMENT, the Municipality will be responsible for complying with all Department rules, regulations and procedures including, but not limited to, safety, insurance, and traffic control in accordance with the Manual on Uniform Traffic Control Devices when undertaking the work.
10. The Municipality shall provide a written report to the Department's Division Engineer that includes a detailed description and quantities of the work accomplished for each Notice to Proceed issued by the Department within sixty (60) days of the completion of the work.
11. The Municipality shall be responsible for repair of any damages to the state maintained rights of way, which may be caused by debris removal operations undertaken pursuant to this AGREEMENT. All repairs shall be completed to the satisfaction of the Department's Division Engineer of the Transportation Division in which the Municipality is located. The Division Engineer's decision as to the completeness of the work shall be final.

PRINCIPAL REPRESENTATIVE

12. To provide consistent and effective communication between the Parties, each Party shall appoint a Principal Representative to serve as its central point of contact responsible for coordinating and implementing this AGREEMENT. Any notices required by this AGREEMENT shall be in writing and shall be personally delivered or sent by United States mail, First Class postage pre-paid to ensure delivery to the Parties, respectively, at the following addresses, unless a Party has been notified in writing by the other of a change of address:

To the Department:

Michael L. Holder, P.E.
Chief Engineer
North Carolina Department of Transportation
1501 Mail Service Center
Raleigh, North Carolina 27699-1501

To the Municipality:

Dana Hall, Town Manager
Town of Snow Hill
201 N. Greene Street
Snow Hill, NC 28580

ADDITIONAL PROVISIONS

13. This AGREEMENT may be amended at any time by mutual agreement of the Parties by a written Supplemental Agreement approved and signed by the Parties.
14. This AGREEMENT may be terminated by either Party upon submission of a thirty (30) day advance written notice of termination to the other Party, except in instances where there is active debris removal. In these instances where active debris removal is ongoing, the termination will be effective no sooner than thirty (30) days after the completion of all active debris removal already underway.
15. This AGREEMENT is solely for the benefit of the identified Parties to the AGREEMENT and is not intended to give any rights, claims, or benefits to third parties or to the public at large.
16. The Municipality shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.
17. It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency. By execution of this AGREEMENT, the Municipality certifies, that neither it nor its agents or contractors performing work included in this AGREEMENT are presently debarred, suspended, proposed for

debarment, declared ineligible or voluntarily excluded from participation in this transaction by a governmental department or agency.

18. The Municipality shall certify to the Department compliance with all State laws and regulations and ordinances that are applicable to the County in connection with the work included in this AGREEMENT and shall indemnify the Department against any fines, assessments or other penalties resulting from noncompliance by the Agency or any entity performing work included in this AGREEMENT under contract with the Municipality.
19. The Municipality is solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality for the work included in this AGREEMENT. The Department is not responsible under this AGREEMENT for any expenses or obligations incurred for the work included in this AGREEMENT.
20. The Municipality agrees to indemnify and hold harmless the Department, FHWA and the State of North Carolina for any and all claims for payment, damages and/or liabilities of any nature including damage or injury to persons or to private property occurring as a result of the debris removal activities asserted against the Department in connection with this AGREEMENT. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.
21. In compliance with state policy, the Municipality shall have a Conflict of Interest Policy for its employees, in addition to the statutory conflict of interest restrictions applicable to its directors.
22. All terms and conditions of this AGREEMENT are dependent upon, and subject to, the allocation of funds for the purpose set forth in the AGREEMENT and the AGREEMENT shall automatically terminate if funds cease to be available.
23. The Municipality and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of the final payment, for inspection and audit by the Department's Financial Management Section, the Office of State Management and Budget, the FHWA, or any authorized representatives of the Federal Government.
24. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (http://www.whitehouse.gov/omb/circulars_default) and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The County shall verify to the Department that the annual independent audit report has been completed within nine (9) months after the Municipality's fiscal year ends.
25. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this AGREEMENT to other parties or entities.

26. In no way shall it be construed or implied that either the Department or the Municipality is by this AGREEMENT intending to abrogate its obligation and duty to comply with the regulations promulgated under Federal and state law.
27. This AGREEMENT contains the entire agreement between the Parties and there are no understandings or agreements, verbal or otherwise, regarding this AGREEMENT except as expressly set forth herein.
28. The Parties hereby acknowledge that the individual executing the AGREEMENT on their behalf is authorized to execute this AGREEMENT on their behalf and to bind the respective entities to the terms contained herein and that he has read this AGREEMENT, conferred with his attorney, and fully understands its contents.
29. A copy or facsimile copy of the signature of any Party shall be deemed an original with each fully executed copy of this AGREEMENT as binding as an original, and the Parties agree that this AGREEMENT can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the AGREEMENT.
30. "By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the Work by the Department is subject to the conditions of this AGREEMENT.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF SNOW HILL

BY: _____ BY: _____

TITLE: _____ TITLE: _____

DATE: _____ DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by the Town of Nags Head as attested to by the signature of

_____, Clerk of the _____

(Governing Board) on _____ (Date)

(SEAL)

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

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:
Dana Hall, Town Manager
Town of Snow Hill
201 N. Greene Street
Snow Hill, NC 28580

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____

APPENDIX A

Request Release of State System Roads

FEMA - _____ - DR - NC

Requesting Applicant: _____

In accordance with the Agreement on file between the NCDOT and the Requesting Applicant listed above; the local government is hereby requesting the NCDOT to release its authority for FEMA reimbursement for emergency services to the local government authority for the State System Roads listed below.

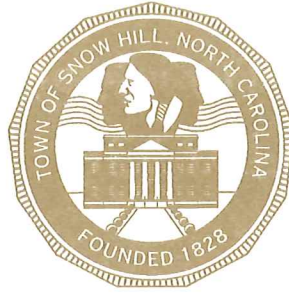
- I. Release of all State System Roads
or
II. Selective State System Roads as Follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

Local Government Designated Agent:	_____
Date:	_____

North Carolina Department of Transportation	
Release by:	_____
Title:	_____
Date:	_____

MAYOR
DENNIS K. LILES
MAYOR PRO-TEM
LORRINE B. WASHINGTON
COMMISSIONERS
WILLIAM (DONNELL) HAGANS
GERALDINE E. SHACKLEFORD
ROBERT L. (BOBBY) TAYLOR, JR.
ROSA S. WILKES



TOWN ADMINISTRATOR
PUBLIC WORK DIRECTOR
DANA D. HILL
TOWN CLERK / FINANCE OFFICER
CATHY WEBB
DEPUTY CLERK / UTILITIES
ADDIE WATSON
CHIEF OF POLICE
JOHN C. REA

Settlement Report for FY 2014-2015 Taxes
As of June 30, 2015

Original Levy	\$ 316675.56
Discoveries	597.82
Adjustments/Releases	576.30
Late listings	<u>14736.20</u>
Adjusted Levy	331433.28
Adjusted Levy	331433.28
Principal Collected	<u>322203.03</u>
Principal Remaining Uncollected	9230.25

(Fiscal Year 2013/2014 Collection Rate as of 6/30/2015 is 97.22%)

Interest and Penalties Collected 5135.70

Prior Year Taxes Collected in Fiscal Year 2014-2015

Prior Year Principal Collected 7699.12

Respectfully Submitted,

Cathy Webb

Cathy Webb
Town Clerk/Finance Officer

Sworn and subscribed before me, this _____ day of August, 2014

Adelaide Watson, Notary Public

My Commission Expires _____

MAYOR
DENNIS K. LILES
MAYOR PRO-TEM
LORRINE B. WASHINGTON
COMMISSIONERS
WILLIAM (DONNELL) HAGANS
GERALDINE E. SHACKLEFORD
ROBERT L. (BOBBY) TAYLOR, JR.
ROSA S. WILKES



TOWN ADMINISTRATOR
PUBLIC WORK DIRECTOR
DANA D. HILL
TOWN CLERK / FINANCE OFFICER
CATHY WEBB
DEPUTY CLERK / UTILITIES
ADDIE WATSON
CHIEF OF POLICE
JOHN C. REA

Memo

To: Mayor Liles and Town of Snow Hill Board of Commissioners
From: Cathy Webb, Town Clerk/Finance Officer/Revenue Collector
Date: 7/15/2015
Re: Request to be Charged with Collection of 2015 and Prior Year Ad Valorem and Personal Property Taxes

I would like to request that you allow me to bill and collect the 2015 ad valorem and personal property taxes for the Town of Snow Hill. I would also like to request that you recharge me the responsibility to collect 2004 – 2014 prior year taxes.

MINUTES- DRAFT
SNOW HILL PLANNING BOARD
7:00 P.M. TUESDAY, 30 JUNE 2015
SNOW HILL TOWN HALL
201 NORTH GREENE STREET, NORTH CAROLINA 28580

Order of Business

- 1. Call to Order-** 7pm
- 2. Prayer-** Following an open invitation to attendees to offer prayer, Chairman Beaman led
- 3. Roll Call-** Members present were Donald Beaman, Sam Edmonds, Jim Davenport, and Bobby Taylor. Guests: Denny Garner. Staff: Dana Hill, Brian Pridgen, Attorney
- 4. Approval of Agenda-** Motion to approve by Taylor, Second by Davenport, Carried
- 5. Reading and Approval of Minutes: 3 February 2015-** Motion to approve by Davenport, Second by Taylor, Carried

6. Old Business:

1. Update on Ordinance Revisions- *Information*

Hill advised the group that the draft ordinance revision had been reviewed by the attorney, and significant legal discrepancies were discovered. Both Hill and Pridgen feel that the best approach would be to update the current ordinance rather than create an entire new document. Beaman asked that Hill compile a list of priorities based on recent request to look at first such as Special Uses.

7. New Business:

1. Amendment Request- to allow mobile homes to be replaced once removed on Chelsea Drive. Reference Ordinance 5.04(4)(c)- *Discussion*

Hill explained that under the current ordinance, a mobile home could not be replaced once removed unless the removal was due to fire or natural disaster. This regulation was approved in September of 2011. The prior ordinance did allow for replacement within an approved mobile home park with restrictions on the age and condition of the replacement. Mr. Garner was recognized and allowed to convey his request to allow replacement, citing the fact that he has 11 vacant lots on Chelsea Drive, and he feels that the current restriction lowers the value of his property.

Mr. Pridgen explained that the role of the Planning Board was to send a recommendation to the Town Board, where a public hearing would be held and a final decision made. Discussion followed.

Motion by Taylor to consider reinstating Section 5.04(5) of the previous ordinance (attached) with the addition of enforcement actions that the attorney deems sufficient, including an inspection certification from a residential home inspector.

Second by Edmonds, Carried unanimously. A draft will be presented to the Planning Board in their July meeting for final approval before forwarding to the Town Board.

2. Regular Meeting Schedule- consider changing the regular meeting night to coincide with attorney availability- *Action Request*

Hill asked that the Board consider changing the regular meeting night so the attorney could be present if needed.

Motion by Edmonds to establish the fourth Tuesday of each month at 7pm as the regular meeting night. Second by Davenport, Carried.

8. Public Comments

9. Board Comments

10. Adjourn- Motion by Davenport, Second by Edmonds, Carried at 8:20pm

Donald Beaman, Chair

Dana Hill, Recording

2. No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by the use at the effective date of adoption or amendment of this ordinance;
3. If any such nonconforming use of land ceases for any reason for a period of more than 180 days, any subsequent use of land shall conform to the regulations specified in this ordinance for the district in which it is located;
4. No additional structure not conforming to the requirements of this ordinance shall be erected in connection with such nonconforming use of land.

SECTION 5.04 NONCONFORMING STRUCTURES

Where a lawful structure exists at the effective date of adoption or amendment of this ordinance that could not be built under the terms of this ordinance by reason of restrictions on area, lot coverage, height, yards, its location on the lot, or other requirements concerning the structure, the structure may remain so long as it remains lawful, subject to the following provisions:

1. No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity;
2. Should such nonconforming structure or nonconforming portion of such structure be destroyed by any means to an extent of more than 75 percent of its assessed value at time of destruction, it shall not be reconstructed except in conformity with the provisions of this ordinance, unless a permit has been applied for within 90 days of destruction;
3. Should a structure be moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the district in which it is located after it is moved.
4. Where a manufactured home is located on an individual lot in a zoning district in which the manufactured home is a nonconforming use or structure, it may be replaced with another manufactured home as follows, provided all other applicable state and county regulations are met:
 - a) If the original manufactured home was a Class B or Class C manufactured home, or the substantial equivalent thereof, and it is being replaced due to damage or destruction caused by fire or other force of nature, it may be replaced with a Class B manufactured home, as defined under this ordinance, provided all other requirements of this ordinance, including set-back requirements, are met and provided that a zoning permit for said replacement manufactured home is obtained within six (6) months of the damage or destruction of the original manufactured home. If the manufactured home is replaced for any other reason, or if the manufactured home is being replaced due to damage or destruction caused by fire or other force of nature but a zoning permit has not been obtained within six (6) months of the damage or destruction of the original manufactured home, then it must be replaced with a Class A manufactured home, as defined in this ordinance.
 - b) If the original manufactured home was a Class A manufactured home, or the substantial equivalent thereof, and it is being replaced for any reason, it shall be replaced with a Class A manufactured home, as defined under this ordinance, and all other requirements of this ordinance must be met.
5. Where a manufactured home is located in a bona fide manufactured home park or rental community in a zoning district in which the manufactured home or the manufactured home

park or rental community is a nonconforming use, it may be replaced with another manufactured home as follows:

a) If the original manufactured home was a Class A, Class B, or Class C manufactured home, or the substantial equivalent thereof, then it may be replaced with a Class A-Park or Class B-Park Manufactured Home.

SECTION 5.05 REPAIRS AND MAINTENANCE

On any building devoted in whole or in part to any nonconforming use, work may be done on ordinary fixtures wiring, or plumbing, provided that the cubic content of the building shall not be increased. Nothing in this Section shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof.

**MINUTES
SNOW HILL PLANNING BOARD
7:00 P.M. TUESDAY, 28 JULY 2015
SNOW HILL TOWN HALL
201 NORTH GREENE STREET, NORTH CAROLINA 28580**

Order of Business

1. Call to Order

2. Prayer

3. Roll Call: Members present were Donald Beaman, Jim Davenport, Salvador Abrego, Bobby Taylor, and Sam Edmonds. Also present were Brian Pridgen, Attorney and Dana Hill, Zoning Administrator

4. Approval of Agenda Motion to approve by B Taylor, Second by J Davenport, Carried

5. Reading and Approval of Minutes: 30 June 2015 Motion to approve by B Taylor, Second by S Edmonds, Carried

6. Old Business:

1. Amendment Request- to allow mobile homes to be replaced once removed on Chelsea Drive. Reference Ordinance 5.04(4)(c)- *Action Request- Recommendation to Board of Commissioners*

Mr. Pridgen reviewed a draft proposal based on comments from the Board in their June meeting (attached). The following were areas that need to be clarified or adjusted:

(f) This requirement would apply to the property in general, not individual lots.

(5) Add- *Require a pre-location inspection report by a third party inspector*

After discussion, the Board agreed by consent to table this issue for further consideration at the August meeting. Members were asked to send any additional suggestions or thoughts to Hill so that they can be compiled for discussion.

7. New Business:

1. Special Use Request- to allow the operation of a dance studio at Carolina Drive and Hwy 58 South. Reference Ordinance 6.07(c)(h)- *Action Request – Recommendation to Board of Adjustment*

Site plan was reviewed with all required items found to be in place. The applicant was informed that prior to construction, the Board would need to review building plans.

Motion to send a favorable finding to the Board of Adjustment by Bobby Taylor, second by Salvador Abrego, Carried

8. Public Comments

9. Board Comments

**10. Adjourn: Motion to adjourn at 8pm by Davenport, Second by Edmonds,
Carried**

Donald Beman, Chair

Dana Hill, Recording

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) The applicant can provide sufficient evidence that the space was previously used as a manufactured home park space that met the conditions of subsection 1 above.
- 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 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) Cul-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 automobile parking spaces (paved with a durable, dustless surface) 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.

12) 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.

13) 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.

14) 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.

15) 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, and 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.
 - (j) Manufactured homes shall not be utilized for storage or other non-residential uses of any type.
- 16) 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.
- 17) 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.

MINUTES
Snow Hill Historic Preservation Committee
Monday, 22 June 2015—6:30 p.m.
Snow Hill Town Hall
201 North Greene Street, North Carolina 28580

1. Call to Order 6:30

2. Roll Call

Members present: Jill Whitson, Roger Whitson, and Gwen Smith- Quorum declared
Guests present: Art Jackson, Pat Adams, Trudy Hardy, Carolyn Newcomb, Gene Smith,
and Commissioner Rosa Wilkes
Staff: Dana Hill

3. Consider Approving Meeting Agenda

Motion to approve by R Whitson, Second by G Smith, Carried

4. Consider Approving Meeting Minutes (27 April 2015)

Motion to approve by G Smith, Second by R Whitson, Carried

5. Old Business:

1. Rosenwald Ceremony- The group agreed that a good target for a ribbon cutting would be in September followed by discussion to possibly include school groups. Pat Adams volunteered to speak with the Superintendent of Schools about their involvement.

6. New Business:

1. HPC Sponsored Annual Event- Discussion on an event to increase awareness about the historic district. A music event was talked about involving the African American Music Trail, maybe with the partnership of the Arts & Historical Society. NC Council of Arts may be able to provide funding assistance. Venues discussed were the Greene Street Courtyard, Greene Street parking lot, or the boating access area. Further discussion will follow.

2. Small Town Main Street- Art Jackson, GCED- Mr. Jackson gave a presentation of the program offered through NC Commerce summarizing the benefits and process by which application can be made. The beginning step would be to appoint a downtown coordinator and form a group to head the project comprised of building owners, business leaders, town commissions, and the public. The program is not a funding source, but rather a technical assistance program. The 2016 Conference will be held in Goldsboro, and the next application period will be in 2017. Discussion followed with Trudy Hardy and Pat Adams, 2015 Conference attendees speaking to the benefits of the programs and ideas that were shared. Mr. Whitson will speak to the Goldsboro Mayor about a follow-up presentation focusing on their efforts and success.

3. HPC Input for Downtown Project

7. Public Comments

Carolyn Newcomb pointed out that resale values are low at this time in the commercial district and that steps to pursue the Main Street designation would be beneficial.

8. Adjourn Motion by R Whitson, Second by G Smith, Carried at 8:10pm

MINUTES
Snow Hill Historic Preservation Commission
Monday, 27 July 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- Jill and Roger Whitson, Gwen Smith, Jennifer Krodel.
Guest present- Commissioner Rosa Wilkes. Staff- Dana Hill

3. Consider Approving Meeting Agenda: Motion to approve with the addition of *Dog Park Discussion* as Item 6(3) by R Whitson, Second by G Smith, Carried

4. Consider Approving Meeting Minutes (22 June 2015) Motion to approve by R Whitson, Second by G Smith, Carried

5. Old Business:

1. Walking Tour Brochure Distribution- J Whitson suggested that brochures be placed in downtown businesses. R Whitson asked that the brochure be updated to include the Rosenwald School and AME Zion Church. Jill will update the brochure and send to staff for a better map to be included before distribution.

2. Festival- Discussion about hosting at least one festival in the downtown area or the area around the old Jr. High. R Whitson will follow up with representatives of the Arts & Historical Society about partnering to host. Possible ideas would be a food truck rodeo with a band performing.

3. Rosenwald Ceremony- Possible dates in late September were discussed. J Whitson will follow up with Pat Adams about possible school group involvement.

6. New Business:

1. Goldsboro Mayor Visit- Mayor Al King has been invited by Mayor Liles to speak to the Board of Commissioners on August 10th about Goldsboro's experiences with the NC Main Street program. Members were asked to contact downtown business owners to invite them to hear the presentation

2. HPC Input with Building Inspector- Jill asked if homeowners / contractors performing renovations on the historic district could be referred to HPC for advice and guidance by the Inspections Department when permits are issued. Hill will contact the Inspector to make the request.

3. Dog Park- Several citizens have asked that the idea of a dog park be considered. If we could utilize town owned property, costs would be minimal in fencing. Hill will compile a list of properties that the town currently owns or maintains for further consideration.

7. Public Comments

8. Adjourn- Motion to adjourn at 7:40 pm by G Smith, Second by R Whitson, Carried.

SNOW HILL POLICE DEPARTMENT

JUNE 2015

MONTHLY CRIME SUMMARY

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

SNOW HILL POLICE DEPARTMENT

JULY 2015

MONTHLY CRIME SUMMARY

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