

**AGENDA**  
**Snow Hill Board of Commissioners**  
**Monday, 12 October 2015; 6:30 pm**  
**G. Melvin Oliver Town Hall**  
**201 N Greene Street**

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|-----|--|--|
| 1.  | Call to Order  | <i>Invocation / Pledge of Allegiance</i> |
| 2.  | Roll Call  |  |
| 3.  | Consider Agenda Approval   |  |
| 4.  | Consider Minutes Approval  | <i>14 September 2015</i>                 |
| 5.  | Program / Presentations: Public Hearing<br>Mobile Home Ordinance Amendment |  |
| 6.  | Report of Officers:  |  |
|     | a. Mayor   |  |
|     | b. Town Manager / PW Director  |  |
|     | 1. Title V Work Program  | <i>Consent Request</i>                   |
|     | 2. Hull Road / Gregory Addressing  | <i>Information</i>                       |
|     | c. Town Clerk / Finance Officer  |  |
|     | 1. Budget Amendment I  | <i>Action Request</i>                    |
| 7.  | Report of Boards: NONE   |  |
| 8.  | Public Comments  |  |
| 9.  | Action Items:  |  |
|     | 1. Consider Adoption of Proposed Mobile Home Ordinance Amendment           |  |
|     | 2. Consider Adoption of Budget Amendment I                                 |  |
| 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 10-6-15*

**MINUTES  
SNOW HILL BOARD OF COMMISSIONERS  
MONDAY, SEPTEMBER 14, 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 offered the Prayer and Commissioner Washington 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 agenda as presented made by Commissioner Hagans, seconded by Commissioner Shackleford. Motion carried.

- 4. Consider Minutes Approval – August 10, 2015** – Motion made by Commissioner Washington, seconded by Commissioner Wilkes. Motion carried.

- 5. Program/Presentation: Public Hearing – Robert Masters-CDBG Closeout**  
A motion was made by Commissioner Wilkes, seconded by Commissioner Hagans to open the Public hearing. Motion carried.

Mr. Masters gave a summary of the Grant activities and the outcomes. The grant has been audited and all goals and objectives stated in the Grant application were met and then exceeded. Mr. Buzz Shackleford and Mr. Carl Hardy spoke on how the grant helped them and thanked the Town for allowing them to take advantage of these funds. There were no public comments.

A motion was made by Commissioner Washington, seconded by Commissioner Hagans to close the Public hearing. Motion carried.

- 6. Report of Officers:**
- a. Mayor** – Mayor Liles presented The Carolina Country magazine which featured the Greene Early College. It listed the many accomplishments of the students of the Early College.
  - b. Town Manager-PW Director-**
    - 1) Board Retreat** – Mr. Hill said that he had a tentative date of October 15, 2015 and a tentative time beginning at 4:00 p.m. -7:00 p.m.
    - 2) Ball Field Dedication** – Mr. Hill talked briefly about renaming and re-dedication of the South Greene Ball Field. Commissioner Wilkes asked about possibly changing the name to include the Smith

Family Name. Mr. Hill's understanding is that Ms. Gwen Smith's father donated the property and the Rosenwald School was built on this property. It was his understanding that Mr. Smith was the first principal of the School. Commissioner Washington said that she would like to see more research on this before making a final decision. Mayor Liles said that we would need to contact LCC since the Town is leasing the property from them. All legal aspects need to be checked before proceeding with this.

- 3) **Project Budget Ordinance** – Mr. Hill presented an amendment to the original budget ordinance for the water line replacement project. He asked that the Board approve this amendment so that the project could be closed out.
- 4) **Mill Street Sidewalk** – He asked that the Board consider allowing the Town to replace the sidewalk along Mill Street to SE 2<sup>nd</sup> and SE 3<sup>rd</sup>. The sidewalk is in much need of repair. The cost is around \$4500. Funds will come out of contingency.
- 5) **DOT Surplus Equipment** – Mr. Hill asked the Board to consider authorizing the purchase of a Dump/Truck/Snow Plow from NCDOT surplus not to exceed \$10,000.
- 6) **Golden Leaf Funding Cycle** – Mr. Hill attended an information session on the Golden Leaf funding cycle in New Bern on Tuesday. He said that monies are available for Greene County, not saying that the county will be awarded all of any of it. He said that only three (3) project proposals could come from Greene County. He said that the County Manager would have the final say as to what those three projects would be.

Commissioner Washington stated that the Community yard Sale would be on October 3<sup>rd</sup> and asked if the Fall Cleanup would follow that. Mr. Hill said that the cleanup could be done the following Monday, October 5<sup>th</sup>. Mr. Hill stated that he would get memos out to the citizens advertising this.

c. **Town Clerk/Finance Officer**

- 1) **Tax Release** – Cathy Webb asked for a tax release for Dwight Tyrone Jones in the amount of \$8912. The county assessed the trailer that he owned incorrectly.

7. **Report of Boards:**

- 1) **Planning Board – Mobile Home Ordinance** – Mr. Hill said that the Planning Board had received a request to allow mobile homes to be replaced within the ETJ. Attorney Pridgen said that the owner

would have to get a special use permit and be in compliance at all times. A copy of the amended ordinance is included with these minutes. A public hearing would be held concerning this.

- 2) **Historic Preservation** – Mr. Hill announced that there would be a Ribbon cutting ceremony for the Historical signage at the Rosenwald School on September 24<sup>th</sup> at 4:00 p.m.

The committee would also like to host a food truck rodeo and live music on the town owned property on October 3 from 10a.m.-1:00 to coincide with the community yard sale.

#### 8. Public Comments – None

#### 9. Action Items:

- 1) **Consider Adoption of Project Budget Ordinance 09-2015-**  
Motion made by Commissioner Washington, seconded by Commissioner Hagans. Motion carried
- 2) **Consider Allocating \$4500 from General fund Contingency for Mill Street Sidewalk replacement –**  
Motion made by Commissioner Taylor, seconded by Commissioner Shackelford. Motion carried.
- 3) **Consider authorizing purchase of a dump truck/plow from NCDOT not to exceed \$10,000.**  
Motion made by Commissioner Wilkes, seconded by Commissioner Shackelford. Motion carried.
- 4) **Consider authorizing release of taxes in the amount of \$8912 for Dwight Tyrone Jones.**  
Motion made by Commissioner Washington, seconded by Commissioner Hagans. Motion carried.
- 5) **Consider setting a public hearing for the recommended Zoning Ordinance Amendment on 12 October at 6:30 p.m.**  
Motion made by Commissioner Wilkes, seconded by Commissioner Hagans. Motion carried.

#### 10. Closed Session: Personnel

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

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

11. **Commissioners Comments** – Mayor Liles and Commissioners Washington thanked everyone for remembering them during their time of loss of family members.

12. **Adjourn** – Motion made by Commissioner Wilkes, seconded by Commissioner Shackelford to adjourn. Motion carried.

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Mayor

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Clerk

### 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.

**Ordinance**  
Budget Amendment I  
Fiscal Year 2015/2016

**BE IT ORDAINED** by the Mayor and Board of Commissioners of the Town of Snow Hill, North Carolina, that pursuant to North Carolina General Statute 159-15, the following budget amendment be made for the Budget Ordinance adopted June 9, 2015:

Fund/Account	Original Budget	Increase (Decrease)	Amended Budget
<b>GENERAL FUND</b>			
10-4930-0120 Housing Enforcement	5000.00	(5000.00)	.00
10-4510-0190 Professional Services	5000.00	11000.00	16000.00
10-4930-0115 Contingency	10360.00	(6000.00)	4360.00
10-3350-0300 Master Gardner Revenue	.00	3981.00	3981.00
10-4120-0358 Master Gardner/Bee Keepers	.00	3981.00	3981.00
10-3900-0000 Fund Balance	.00	(3981.00)	(3981.00)

Adopted this the \_\_\_\_ day of \_\_\_\_\_. 2014

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SNOW HILL POLICE DEPARTMENT**

**SEPTEMBER 2015**

**MONTHLY CRIME SUMMARY**

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



DISCLAIMER: THIS MAP IS PREPARED FOR THE INVENTORY OF REAL PROPERTY FOUND WITHIN THIS JURISDICTION AND IS COMPILED FROM RECORDED DEEDS, PLATS, AND OTHER PUBLIC DATA. USERS OF THIS MAP ARE HEREBY NOTIFIED THAT THE AFOREMENTIONED PUBLIC PRIMARY INFORMATION SOURCES SHOULD BE CONSULTED FOR VERIFICATION OF THE INFORMATION CONTAINED ON THIS MAP. THE COUNTY ASSUMES NO LEGAL RESPONSIBILITY FOR THE INFORMATION CONTAINED ON THIS MAP.



# GREENE COUNTY

A Place To Grow. The Way To Live.

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