

**PERSON COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**NOVEMBER 5, 2012**  
**OTHERS PRESENT**

Jimmy B. Clayton  
Kyle W. Puryear  
B. Ray Jeffers  
Samuel R. Kennington  
Frances P. Blalock

Heidi York, County Manager  
C. Ronald Aycock, County Attorney  
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, November 5, 2012 at 7:00 p.m. in the Commissioners' meeting room in the Person County Office Building.

Chairman Clayton called the meeting to order, led invocation and asked Commissioner Kennington to lead the Pledge of Allegiance. Commissioner Kennington asked Mr. Ron Johnson, county-wide Scout Master and boy scouts present in the audience representing various county troops to come forward and lead the group in the Pledge of Allegiance. The boy scouts present were Michael Day, Brandon Sanders, Cameron Grube, Tristan Davis and Jamion Cash. Mr. Johnson told the group the boy scouts were working on their Citizenship in the Community merit badge.

**DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:**

A **motion** was made by Commissioner Jeffers, **seconded** by Vice Chairman Puryear and **carried 5-0** to approve the agenda.

**RESOLUTION OF APPRECIATION:**

Chairman Clayton read and presented Bess Hester-Whitt the following Resolution of Appreciation.

Ms. Hester-Whitt thanked the Board for the opportunity to work with such wonderful folks over the last 30 years noting her job has been personally rewarding and satisfying serving the citizens of Person County.

Each of the board members commended Ms. Hester-Whitt for her professionalism and service.

## RESOLUTION OF APPRECIATION

**WHEREAS,** Bess Hester-Whitt has served the people of Person County thirty years as an Extension Agent working for the Cooperative Extension Program focusing on Family & Consumer Sciences; and

**WHEREAS,** Bess Hester-Whitt's dedication and countless hours to Person County's 4-H, ECFA Club, Kids in the Kitchen, Cook Smart Class, Medicare Part D, Aging with Gusto, Fan Club, Wellness Committee, Farmer's Market and other programs serving the citizens of Person County has been invaluable; and

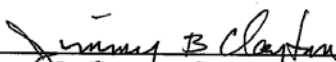
**WHEREAS,** Bess Hester-Whitt has earned the respect and admiration of all who have known her and worked with her throughout her career from September 1, 1983 to October 31, 2012; and

**WHEREAS,** the County of Person recognizes the many contributions Bess Hester-Whitt made to the County and offers her sincere best wishes for her retirement.

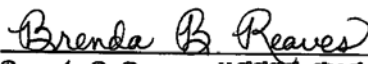
**NOW, THEREFORE,** I, Jimmy B. Clayton, Chairman of the Person County Board of Commissioners, do hereby extend this Resolution of Appreciation to Bess Hester-Whitt for continually striving to make Roxboro and Person County a better place to live and work.

Adopted this, the 5th day of November, 2012.



  
Jimmy B. Clayton, Chairman  
Person County Board of Commissioners

Attest:

  
Brenda B. Reaves, NCCCG, CMC  
Clerk to the Board

November 5, 2012

**PUBLIC HEARING:**

**REQUEST BY KENDALL OLIVER FOR A SPECIAL USE PERMIT TO ADD A 32' X 42' ADDITION TO AN EXISTING ASSISTED LIVING FACILITY, CAMBRIDGE HILLS, LOCATED ON US 501 SOUTH, DURHAM ROAD, FLAT RIVER TOWNSHIP, TAX MAP A51 PARCEL 111, IN A HIGHWAY BUSINESS/SPECIAL USE DISTRICT:**

A **motion** was made by Vice Chairman Puryear, **seconded** by Commissioner Jeffers, and **carried 5-0** to open the duly advertised Public Hearing for a request by Kendall Oliver for a Special Use Permit to add a 32' x 42' addition to an existing assisted living facility, Cambridge Hills, located on US 501 South, Durham Road, Flat River Township, Tax Map A51 Parcel 111, in a Highway Business/Special Use District.

The public hearing set to hear a request by Kendall Oliver for a Special Use Permit to add a 32' x 42' addition to an existing assisted living facility, Cambridge Hills, located on US 501 South, Durham Road, Flat River Township, Tax Map A51 Parcel 111, in a Highway Business/Special Use District required a quasi-judicial zoning decision whereby witnesses are to be sworn in and subject to cross examination, no ex parte communication and requires findings of fact. Chairman Clayton administered the Oath of Sworn Testimony to the following individuals who would offer testimony during the public hearing: Ms. Paula Murphy and Mr. Dennis Redmond.

Planning Director, Paula Murphy stated Person County has received a request by Kendall Oliver for a Special Use Permit to add a 32' x 42' addition to an existing assisted living facility, Cambridge Hills, located on US 501 South, Durham Road, near Crown Craft and Roby Barton Roads. Ms. Murphy noted Cambridge Hills was originally approved in 1999 for an 80-bed facility with further approval in 2002 for an additional 40 beds, thus making Cambridge Hills a 120-bed facility. Ms. Murphy explained the request to add a 32' x 42' addition will not increase the number of beds within the facility; therefore, the number of required parking spaces will remain the same. Ms. Murphy stated the request for the addition is to accommodate Alzheimer patients with 24-beds being dedicated for this purpose. Ms. Murphy added the facility is presently served by City water and sewer.

Ms. Murphy stated the property is located in the Flat River Watershed requiring best management practices once the project exceeds 24% impervious to which it can not exceed 70% impervious. Ms. Murphy stated the project is currently at 59.49% built upon. Ms. Murphy noted the Falls Lake Development Rules apply requiring stormwater facilities for any disturbance exceeding 12,000 square feet. Ms. Murphy stated this project does not exceed that amount and the new overall impervious amount. Ms. Murphy stated the new disturbance is shown as 4,286 square feet of either impervious or disturbance. Ms. Murphy added the applicant will need to provide Person County with final "as-built" showing all new disturbance and all impervious areas. Ms. Murphy told

the group the property does lie within a one hundred year special flood hazard area noting the addition is not being built within a one hundred flood area.

Ms. Murphy stated the surrounding area is a mixture of uses noting there is a solar farm facility across the street, industrial and commercial uses (GKN and Tobacco Flue Cure), convenience store, bank and some single family residential uses.

Ms. Murphy stated the addition (32' x 42') will be built in the northwest portion of the lot noting a portion of this addition is being placed over an existing best management practice which is required by the Flat River Watershed Regulations. Ms. Murphy stated an engineer has reviewed the plans and noted the stormwater facilities are adequate. Ms. Murphy stated staff recommends that the Granville Person Stormwater Utility Director review and approve the final "as built" (to include stormwater calculations) prior to the issuance of a Certificate of Occupancy. Presently, a Stormwater Director has not been hired but should be on staff by the time this structure is built. Ms. Murphy understands the Stormwater Director position has been advertised and the application deadline closes this Friday.

Ms. Murphy noted that in November 2008, a Special Use Permit was approved for an adjacent 6.5 acre site for two Independent Living Facilities and a clubhouse. The site plan submitted for the Assisted Living Facility shows grading on the adjacent property. It should be noted that changes to an existing approved Special Use Permit are limited. With the new Falls Lake Stormwater Rules, disturbance over 12,000 square feet will require stormwater controls per the Falls Lake Rules. The existing Special Use Permit has vested rights but that does not cover any changes.

Ms. Murphy told the Board that on receiving the recommendation of the Planning Board, the County Commissioners shall consider the application and said recommendation and may grant or deny the Special Use Permit requested. The Special Use Permit, if granted, shall include such approved plans as may be required. In granting the permit, the County Commissioners shall find the project is in keeping of Section 74-4 of the Zoning Ordinance as follows:

- (1) that the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved,
- (2) that the use meets all required conditions and specifications,
- (3) that the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity, and
- (4) that the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with comprehensive plan.

Ms. Murphy referenced Section 160-5(B) of the Zoning Ordinance stating the Planning Board shall provide a written recommendation to the Board of County Commissioners that addresses that the proposed amendment is consistent with the comprehensive plan, but a comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the Board of County Commissioners. Prior to adopting or rejecting any zoning amendment, the Board of County Commissioners shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and why such action is reasonable and in the public interest. Ms. Murphy stated Section 2.1 of the Land Use Plan states "Promote continued economic investment through retention and expansion of existing industrial concerns and the recruitment of new industries and commercial businesses".

Ms. Murphy stated should the Board approve this Special Use Permit; the following conditions should be attached:

1. Applicant to obtain a Zoning Permit and Building Permit from the County.
2. Applicant to show documentation from the City of Roxboro that City water and sewer are available.
3. Applicant to submit a final "as built" of the property showing buildings, sidewalks, drives, parking, setbacks, impervious area (delineate old and new) , all new land disturbance as well as calculations showing that the area meets all stormwater requirements prior to a Certificate of Occupancy being issued. County to have an Engineer (new Granville/Person Stormwater Administrator) to certify that this addition meets all conditions of the Stormwater Ordinance.

Ms. Murphy stated the Planning Board reviewed this item and held a Public Hearing at their October 11, 2012 meeting and voted 4 to 0 to forward with a favorable recommendation to include staff comments noting it was in keeping with Section 74-4 and the comprehensive plan.

Vice Chairman Puryear asked Ms. Murphy what type of watershed facilities would be required. Ms. Murphy noted grass swells and a level spreader is currently in place. Ms. Murphy noted a letter from McKim and Creed addresses this issue (a copy in the Board's packet) which states the facilities currently in place are fine. Ms. Murphy stated Person County would like confirmation so not to be out of compliance with the state of NC.

Commissioner Jeffers asked Ms. Murphy if the applicant should go ahead and build and once someone is in place, review for approval. Ms. Murphy stated that is the process for a final "as built". Commissioner Jeffers asked Ms. Murphy is the applicant is following the stormwater ordinance guidelines. Ms. Murphy noted the applicant already has the stormwater plans in place with all calculations further noting Person County needs an engineer to verify that everything is fine and that they do not go over when the "as built" is done.

Commissioner Jeffers asked Ms. Murphy if the applicant was changing the use of 40 beds and not adding 40 beds. Ms. Murphy replied they are not adding 40 beds noting the number of beds will stay the same and just changing some of the assisted living beds to become Alzheimer's patient beds. Ms. Murphy noted the request for the addition is a result of the State of NC requiring a separate dining area for the Alzheimer's patients.

Commissioner Kennington asked Ms. Murphy if she foresees the hiring of the Stormwater Director as an issue to delay the applicant. Ms. Murphy stated no, noting the applicant's plans are not ready as of now. Ms. Murphy further noted the plan is for the applicant to start building the first of the year. Ms. Murphy stated she would not hold them up for a CO if that is the case.

The following individual appeared before the Board to speak in favor of the request by Kendall Oliver for a Special Use Permit to add a 32' x 42' addition to an existing assisted living facility, Cambridge Hills, located on US 501 South, Durham Road, Flat River Township, Tax Map A51 Parcel 111, in a Highway Business/Special Use District:

Mr. Dennis Redmond of 6736 Falls of Neuse Road, Raleigh stated he was available for any questions from the Board. Mr. Redmond reiterated that there would be no change in the number of beds and that the facility has 120 licensed assisted living beds whereby 12 of those rooms which would be 24 beds would be in a designated area for a special care unit for dementia and Alzheimer's residents. Mr. Redmond confirmed the state of NC requires a separate dining room, courtyard, activity room and nursing station. Mr. Redmond stated the addition would necessitate relocating four of the parking spaces in the existing parking lot, and in doing so, disturbing the best management practices in that area. Mr. Redmond stated an engineering firm from Raleigh, McKim and Creed, came to the site to review and determined there would be no interference with the current best management practice in place. Mr. Redmond stated he is aware of the new regulations with the Falls Lake. Mr. Redmond noted the addition of the 4,200 square feet for the common areas, relocating four parking spaces and shifting the dumpster back is in essence the project.

Commissioner Blalock asked Mr. Redmond if the new unit would be isolated from the rest of the facility with the same amenities. Mr. Redmond confirmed noting even more amenities would be offered in the new unit due to more staffing, doors would magnetically lock allowing freedom to move around the unit which will be a controlled environment versus co-mingled with non-dementia population which would not work well.

There were no individuals appearing before the Board to speak in opposition of the request by Kendall Oliver for a Special Use Permit to add a 32' x 42' addition to an existing assisted living facility, Cambridge Hills, located on US 501 South, Durham Road, Flat River Township, Tax Map A51 Parcel 111, in a Highway Business/Special Use District.

A **motion** was made by Commissioner Blalock, **seconded** by Commissioner Jeffers, and **carried 5-0** to close the Public Hearing for a request by Kendall Oliver for a Special Use Permit to add a 32' x 42' addition to an existing assisted living facility, Cambridge Hills, located on US 501 South, Durham Road, Flat River Township, Tax Map A51 Parcel 111, in a Highway Business/Special Use District.

**CONSIDERATION TO GRANT OR DENY REQUEST BY KENDALL OLIVER FOR A SPECIAL USE PERMIT:**

A **motion** was made by Vice Chairman Puryear, **seconded** by Commissioner Jeffers, and **carried 5-0** to grant the request by Kendall Oliver for a Special Use Permit with the following conditions as recommended by the Planning Board noting it was in keeping with Section 74-4 and the comprehensive plan:

1. Applicant to obtain a Zoning Permit and Building Permit from the County.
2. Applicant to show documentation from the City of Roxboro that City water and sewer are available.
3. Applicant to submit a final "as built" of the property showing buildings, sidewalks, drives, parking, setbacks, impervious area (delineate old and new) , all new land disturbance as well as calculations showing that the area meets all stormwater requirements prior to a Certificate of Occupancy being issued. County to have an Engineer (new Granville/Person Stormwater Administrator) to certify that this addition meets all conditions of the Stormwater Ordinance.

**PUBLIC HEARING:**

**UPDATE TO 10 YEAR SOLID WASTE PLAN:**

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Blalock, and **carried 5-0** to open the duly advertised Public Hearing for an update to the 10-year Solid Waste Plan.

Assistant County Manager, Sybil Tate presented to the Board the Update to the 10-Year Solid Waste Plan. Ms. Tate noted the State of NC requires that counties update their 10-year Solid Waste Management Plan every three years noting the current Update to the 10-Year Solid Waste Plan will be in effect until 2022 and will be updated again in 2015. The State's goal for the 10-year Solid Waste Management Plan is to be a tool to guide Person County and City of Roxboro's future planning decisions and a reference for the public and other government agencies. Ms. Tate informed the group that the last update adopted in 2009 goals was set for 2012 - 2019 to which Person County will not meet the 5% reduction goal for 2012.

Ms. Tate told the group the current Update to the 10-Year Solid Waste Plan is due by December 31, 2012 to the state of NC in order to receive the electronics recycling funding. Ms. Tate noted staff will present this update for adoption to the Roxboro City Council on November 19, 2012 and the Person County Board of Commissioners on December 3, 2012.

Ms. Tate stated staff presented the updated plan to the Person County Solid Waste Advisory Committee (SWAC) on September 6, 2012 and October 9, 2012. At the October meeting, the SWAC voted unanimously to recommend the Solid Waste Management Plan to the Person County Board of County Commissioners.

Ms. Tate requested the Board to provide staff with feedback on the 10-Year Solid Waste Management Plan. Highlights of the updated plan include a substantial increase in the diversion rate goal and many new ideas for increasing recycling. The plan adopted in 2009 set a 5% diversion rate goal (.76 tons per capita) by 2012 and an 8% diversion rate goal (.736 tons per capita) by 2019. This update increases those goals to 26% (.59 per capita) by 2015 and 41% (.47 per capita) by 2022. See the table below.

| GOAL CALCULATIONS  | Previous Goal |        | New Goal |        |
|--|---------------|--------|----------|--------|
|  | FY2012        | FY2019 | FY2015   | FY2022 |
| 1. Baseline year per capita disposal rate<br>(FY 1991-1992 unless alternate approved by Section)   | .8            | .8     | .8       | .8     |
| 2. Percent waste reduction goal  | 5%            | 8%     | 26%      | 41%    |
| 3. Targeted per capita disposal rate<br>(Subtract line 2 from 1.0 and multiply result by line 1)   | .76           | .736   | .59      | .47    |
| 4. Estimated population in the new waste reduction goal year<br>(Available at Office of State Budget and Management website:<br><u>Projected Annual County Population Totals 2010-2019</u> ) | 38,713        | 40,697 | 39,850   | 45,010 |
| 5. Projected tonnage for disposal at baseline disposal rate<br>(Multiply line 1 by line 4)   | 30,970        | 32,558 | 31,880   | 36,008 |
| 6. Targeted annual tonnage for disposal<br>(Multiply line 3 by line 4)   | 29,422        | 29,953 | 23,442   | 21,320 |
| 7. Targeted annual tonnage to reduce<br>(Subtract line 6 from line 5)  | 1,548         | 2,605  | 8,438    | 14,688 |

Ms. Tate stated the SWAC recommended many new ideas for increasing the diversion rate. These ideas include a second pick-up at schools, buy-back program for metal and cardboard, waste audits, a hospital recycling program, exploring county-wide recycling initiatives, tying economic development incentives to recycling, a church-sponsored recycling program (Recycling Buddy program), increasing efficiency of the City of Roxboro's recycling and exploring opportunities for composting.

Ms. Tate told the group a waste audit would be costly to evaluate the county and/or the City of Roxboro's waste stream.



Commissioner Blalock stated the assessment is not complete at this time related to the City of Roxboro's annual cost to send waste to the landfill (approximately \$290,000) noting the projected costs to start a recycling program in the city is at \$188,000. Commissioner Blalock suggested a possible partnership between the county and city to start recycling program for a potential of 4,000 tons of waste to be recycled.

There were no individuals appearing before the Board to speak in favor or in opposition of the update to the 10-year Solid Waste Plan.

A **motion** was made by Commissioner Jeffers, **seconded** by Vice Chairman Puryear, and **carried 5-0** to close the Public Hearing for an update to the 10-year Solid Waste Plan.

#### **INFORMAL COMMENTS:**

The following individual appeared before the Board to make informal comments:

Ms. Marji Stehle of 159 Possum Trot Lane, Semora requested Board consideration to provide county-owned property for residents to legally dispose of yard waste.

#### **APPROVAL OF MINUTES:**

Commissioner Blalock stated a correction to the October 15, 2012 minutes under the Commissioner Report/Comments to which the out-of-county users referenced by Commissioner Blalock should read county users.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Blalock, and **carried 5-0** to approve the minutes of October 15, 2012 as corrected as well as the October 18, 2012 minutes as presented.

#### **OLD BUSINESS:**

#### **PERSON COUNTY NON-SMOKING ORDINANCE:**

Health Director, Janet Clayton stated during the Board's October 15, 2012 meeting, the Person County Board of County Commissioners requested additional information regarding designated smoking areas or perimeters for county properties. In carrying out the Board's direction, Ms. Clayton stated she had consulted with Tobacco Prevention representative, Candyne West with the regional community transformation grant and Jim Martin with the Division of Public Health, Tobacco Prevention Branch. Ms. Clayton presented the Board with two revisions (Version A and Version B) for consideration for the proposed Person County Non-Smoking Ordinance. Ms. Clayton recommended the process to be as streamlined as possible for the public to interpret.

Ms. Clayton explained the Version A revision noting language under Section 2, (c) Exceptions, (e) County parking lots in designated areas at least 50 feet from any building or as determined by the County Manager or designee to be appropriate due to limitations of physical components of such property.

Ms. Clayton outlined the Version B revision and the language under Section 2, (c) Exceptions, (e) Other designated areas as approved by the County Manager or designee.

Ms. Clayton confirmed that the county will have the cigarette receptacles that have been funded with a grant in the proposed designated areas.

Ms. Clayton stated the County Manager was deemed as the designating authority instead of the Board of Commissioners in the proposed ordinance to simplify and streamline a change of designated area(s) for convenience to accomplish the task of eliminating the smokers from the entrances and without having to bring before the Board of Commissioners with each change.

Commissioner Blalock stated support of including into the ordinance the number of feet from any building as listed in Version A.

Commissioner Jeffers asked if consideration was given to non-public entrances. Ms. Clayton stated county employees' health is as important as the community that enters the building.

Commissioner Jeffers advocated prohibiting smoking in the recreational facilities' stands but was opposed to designated smoking areas to just the county parking lots.

Vice Chairman Puryear voiced support for the Board of Commissioners to review each county facility and creating designated areas noting he was not in favor a county-wide ordinance.

It was the consensus of the Board to review county facilities individually to set designated smoking areas.

**OLD HELENA SCHOOL FACILITY SITE IMPROVEMENTS CAPITAL PROJECT ORDINANCE:**

Finance Director, Amy Wehrenberg presented a Capital Project Ordinance for various improvements to the Old Helena School Facility and associated property. The approval of proposed Ordinance allowed for the creation of the Project on the County's books and funding for \$25,500 that covers critical improvements to the Old Helena building and grounds, including exterminating services, plumbing repairs, and grading services. The Ordinance also included a contingency budget for \$2,500 to account for any unforeseen related costs. The total for this Project is estimated to be \$28,000, all of which is presented to be sourced from a fund balance appropriation in the General Fund. It is anticipated that future improvements will need to be made at this site, which would require the Board's approval and additional funding sources. All revenues and expenditures for improvements to this site will be recorded and accounted for in this new Project. Ms. Wehrenberg requested the Board's approval of the Person County - Old Helena School Facility Site Improvements Capital Project Ordinance as presented.

Commissioner Kennington asked if the services for the improvements required the bidding process. General Services Director, Ray Foushee stated the services did not require the bid process as the monetary amount would have to meet \$30,000 for it to be a requirement, but the intent was to bid out the work. County Manager, Heidi York stated is it best practice to bid out. The group agreed it would be nice for local businesses to have the opportunity to bid on the projects.

A **motion** was made by Commissioner Kennington, **seconded** by Vice Chairman Puryear, and **carried 5-0** to approve a Capital Project Ordinance for the Old Helena School Facility Site Improvements as presented.

**PERSON COUNTY - OLD HELENA SCHOOL FACILITY SITE IMPROVEMENTS  
CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Board of Commissioners of Person County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1 The project authorized is for various improvements to the Old Helena School Facility and associated property that was deeded to Person County by the Person County Board of Education on February 29, 2012. Expenditures for these critical improvements cover exterminating services, plumbing repairs, minimal grading services to improve water flow, and contingency funds for any unforeseen costs associated with these improvements. The source of funding for this project includes a fund balance appropriation in the General Fund. Funding for future improvements associated with this project will be established at the Board's direction, using sources at the County's disposal, possibly including but not limited to funds provided by Person County, debt financing proceeds, the State and any other revenues that may become available.

Section 2 The officers of this unit are hereby directed to proceed with the capital project within the terms of this Capital Project Ordinance and the budget contained herein.

Section 3 The following amounts are appropriated for the project:

|   |                  |
|---|------------------|
| <b>Building &amp; Grounds - Maintenance and Repair:</b> |                  |
| Exterminating Services.....                             | \$ 15,000        |
| Plumbing Repairs .....                                  | 3,000            |
| Grading Services.....                                   | 7,500            |
| Contingency .....                                       | 2,500            |
| <b>Total .....</b>                                      | <b>\$ 28,000</b> |

Section 4 The following revenues are anticipated to be available to complete this project:

|                                  |                  |
|----------------------------------|------------------|
| Transfer from General Fund ..... | \$ 28,000        |
| <b>Total .....</b>               | <b>\$ 28,000</b> |

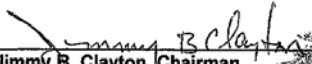
Section 5 The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of any and all applicable requirements of North Carolina General Statutes. The terms of the Capital Project Ordinance also shall be met.

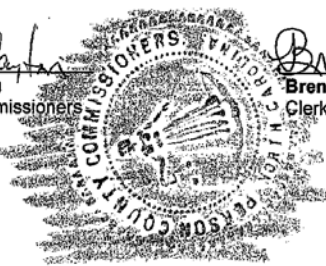
Section 6 The Finance Director is directed to report periodically on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 7 The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project periodically to the Board.

Section 8 Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted, this, the 5th day of November 2012.

  
Jimmy B. Clayton, Chairman  
Person County Board of Commissioners



  
Brenda B. Reaves  
Clerk to the Board

## **NEW BUSINESS:**

### **DEVELOPMENT SERVICES DIRECTOR:**

Assistant County Manager, Sybil Tate requested Board feedback related to creating a new Development Services Director position and providing cross-training for the permitting staff as discussed at the last Person County/City of Roxboro joint meeting. Ms. Tate stated the vision of the Development Services Director position is an effort to move forward with the permitting department's goals laid out in the Strategic Plan. Ms. Tate noted over the past year, Person County has successfully created a "one-stop" shop for the City of Roxboro and Person County permitting. The next step is to integrate the permitting processes and improve customer service with the third step to create a Unified Development Ordinance for both the City of Roxboro and Person County.

The goal of the Development Services Director position is to oversee the operations of the permitting departments, ensuring that the various permitting processes are integrated and presented to residents in a clear and customer-friendly manner. The Development Services Director will also facilitate a Unified Development Ordinance for the city and the county. In addition to hiring the Development Services Director, staff recommends cross-training existing permitting technicians and admin staff to reduce the number of trips residents make to the permitting building and wait time. Cross training will allow the front counter to be manned at all times by an individual who can provide basic intake for each of the permitting processes.

Per the City Council and the Board of County Commissioners' recommendation at the last joint city-county meeting, Ms. Tate presented these changes to the Home Builder's Association (HBA). Overall, feedback was positive, especially about the cross-training initiative and potential to enact a Unified Development Ordinance. Members of the HBA expressed concern that the Development Services Director would create another level of approval, thus increasing response time. Staff believes that the Development Services Director will provide additional planning resources and expertise, improving response time.

If approved by the Board of Commissioners, Ms. Tate anticipated hiring the Development Services Director in January 2013 and conducting a pilot of the cross-training between November and January, with full-implementation directed by the Development Services Director after January.

Ms. Tate estimated total cost for cross training and hiring a Development Services Director during FY13 at \$49,309. The total salary and benefit cost for the Development Services Director will be \$43,712.50 from January to June 2013. The remaining \$5,596.00 will be used to ensure equitable compensation for the cross-trained permitting technicians. Ms. Tate noted the estimate does not include any offsetting revenues from the City of Roxboro (estimated at \$10,000 for FY13) or lapsed salary from freezing the Permitting Technician position (estimated at \$23,657.50). The total cost for twelve months of salary and cross-training is estimated at \$95,819; however, if offsetting revenues are taken into account the estimated net cost for twelve months could be \$38,504.

Ms. Tate stated funds are available from the debt service fund to cover the cost of the Development Services Director position and cross-training in FY13 noting the Finance Office budgeted for two debt service payments in FY13 for the new QSCB debt; however, final negotiated terms of the financing contract in September 2012 scheduled only one debt service payment in this budget year.

Commissioner Blalock suggested possible apprenticeships and/or mentoring at the permitting offices during slow times.

Commissioner Jeffers stated support to the cross-training recommendation noting he had concerns with the new position.

County Manager, Heidi York reiterated that the current structure of staff did not allow the ability to take on the task of developing an Unified Development Ordinance noting the vision was to jointly with the City or Roxboro hire and fund a director with the needed skill set to lead through the process in-house. Ms. York stated a slower approach would be to implement the cross-training and consider at a later time merging into a shared department or possibly hiring a consultant to create a Unified Development Ordinance.

Commissioner Kennington noted he was not in favor of the new position at this time and recommended a comprehensive study be done for the department. Commissioner Kennington suggested Ms. Tate, Sam Hobgood (Inspections Director) and the HBA meet to further discuss.

It was the consensus of the Board to proceed with implementation of cross-training for permitting technician staff (8 months at a cost of \$5,596.00). Ms. York confirmed the costs associated with cross-training would be recurring costs.

**BUDGET AMENDMENT:**

Finance Director, Amy Wehrenberg presented and explained the following Budget Amendment.

Upon a motion by Commissioner Kennington, and a second by Vice Chairman Puryear and majority vote (5-0), the Board of Commissioners of Person County does hereby amend the Budget of the Fund(s) listed below on this, the 5th day of November 2012, as follows:

| <u>Dept./Acct No.</u> | <u>Department Name</u>   | <u>Amount</u><br>Incr / (Decr) |
|-----------------------|--------------------------|--------------------------------|
| <u>EXPENDITURES</u>   | <u>General Fund</u>      |                                |
|                       | General Government       | 999                            |
|                       | Public Safety            | 10,228                         |
|                       | Transportation           | 7,615                          |
|                       | Environmental Protection | 500                            |
|                       | Human Services           | 17,479                         |
|                       | Culture & Recreation     | 1,436                          |

|                 |                            |        |
|-----------------|----------------------------|--------|
| <u>REVENUES</u> | <u>General Fund</u>        |        |
|                 | Other Revenues             | 8,067  |
|                 | Intergovernmental Revenues | 30,190 |

|                     |   |       |
|---------------------|---|-------|
| <u>EXPENDITURES</u> | <u>Person Industries &amp; MRF Fund</u> | 3,492 |
|---------------------|---|-------|

|                 |   |       |
|-----------------|---|-------|
| <u>REVENUES</u> | <u>Person Industries &amp; MRF Fund</u> |       |
|                 | Intergovernmental Revenues              | 3,492 |

**Explanation:**

Appropriating donation revenue received in the Sheriff's Department (\$32), Animal Control (\$100), and Recreation (\$1,436); revenue received for the sale of equipment at the old Landfill (\$500); morale concession funds (\$999); the 2012 SCAAP Grant received for monitor replacement equipment in the Detention Center (\$4,714); the 2012 Homeland Security Grant received in EMS (\$5,000); the ROAP grant allocation for PATS (\$7,615), the Senior Center (\$6,828), DSS (\$1,901); and Person Industries (\$3,492); Local Buy Money received in Sheriff's Restricted Fund (\$382); allocating Central Partnership Grant (\$1,000), Healthy Personians Grant (\$1,000), Public Health Quality Grant (\$1,750) and a donation in the Health Department (\$5,000).

**CHAIRMAN'S REPORT:**

Chairman Clayton had no report.

**MANAGER’S REPORT:**

County Manager, Heidi York announced she would be participating on an interview panel next week with eight candidates for the Uptown Development Director position. Ms. York commended the Elections Department for handling the high number of early voters. Ms. York reminded the group that the Board’s next meeting scheduled for November 19, 2012 would be held in the FEMA Room at 9:00 am to accommodate Local Government Day confirming a small conference could be arranged for the planned Closed Session to follow the regular meeting.

**COMMISSIONER REPORT/COMMENTS:**

Commissioner Kennington had no report but wished Chairman Clayton and Commissioner Jeffers success in the election.

Commissioner Blalock had no report but noted her enjoyment working alongside Commissioner Kennington with his term coming to an end.

Commissioner Jeffers thanked the citizens that attended the Board’s recent Community Conversations meeting at Bethel Hill Charter School. Commissioner Jeffers stated he attended the opening reception at the Kirby Gallery for the Sappony Tribe Art.

Vice Chairman Puryear bid good luck to the election candidates as he recited Article One of the Constitution of the United States.

**ADJOURNMENT:**

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Blalock, and **carried 5-0** to adjourn the meeting at 8:23 pm.

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Brenda B. Reaves  
Clerk to the Board

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Jimmy B. Clayton  
Chairman