

PERSON COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

SEPTEMBER 4, 2018
OTHERS PRESENT

Tracey L. Kendrick
Gordon Powell
Jimmy B. Clayton
Kyle W. Puryear
B. Ray Jeffers

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 Tuesday, September 4, 2018 at 7:00pm in the Commissioners' meeting room in the Person County Office Building.

Chairman Kendrick called the meeting to order. Vice Chairman Powell offered an invocation and Commissioner Puryear led the group in the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

Commissioner Puryear requested to add to the agenda a Closed Session #2 for the purpose of considering the acquisition of real property.

Commissioner Clayton requested to add to the agenda consideration to change the Board's October 15, 2018 regularly scheduled meeting date to October 22, 2018.

A **motion** was made by Vice Chairman Powell and **carried 5-0** to add a Closed Session #2 as well as add an item to consider changing the regularly scheduled October 15, 2018 meeting to be held on October 22, 2018 to the agenda and to approve the agenda, as adjusted.

PUBLIC HEARING:

AMEND AN ORDINANCE REGULATING ADDRESSING AND ROAD NAMING IN PERSON COUNTY:

A **motion** was made by Commissioner Puryear and **carried 5-0** to open the duly advertised public hearing for proposed amendments to Person County's Ordinance Regulating Addressing and Road Naming.

Sallie Vaughn, GIS Manager presented proposed amendments to the County's Ordinance Regulating Addressing and Road Naming to include industry-standard terminology, change the timing of address placement on new construction projects, allow address visibility to be checked during the permitting process, improve address visibility requirements, and keep up with development trends within the County.

September 4, 2018

Ms. Vaughn summarized the requested text amendments:

1. Added definitions to include up-to-date industry terms, including “Structure” and “Master Address Repository (MAR)” (Definitions),
2. For new construction projects, require 911 address be posted on the premises at the time of the first inspection (Article VII. C),
3. For new projects at existing structures requiring permits, the Building Inspector may choose to fail an inspection if an address is not posted on the premises (Article VII. D),
4. Require that 911 addresses be assigned to all structures such as solar farms, electrified signs, telecom facilities, and utility structures such as natural gas booster stations, electrical substations, and wastewater life stations, and other non-dwelling structures (Article III. A.),
5. Require that all new RV parks/travel trailer parks have 911 addresses assigned to each permanent lot (Article V, Section 502, B), and
6. Require that posted addresses must be visible in all lighting and weather conditions (Article V. Section 504, 3).

Commissioner Clayton requested a change in Section 402-B on page 7, to read “The name of any new street, whether it is public or private, shall not duplicate or be phonetically similar to any other street name within the entire county and a five-mile radius extending into adjacent Counties **in North Carolina and Virginia**; including municipalities. The Board accepted Commissioner Clayton’s change noted in bold.

Commissioner Jeffers asked Ms. Vaughn to confirm that any service with an electrical meter would now require an address. She stated the utilities have asked their office to provide an address and they have been doing so for some time. Ms. Vaughn said that farmers with heated troughs and other electrical services have been assigned an address. She added that the proposed amendments would not affect the U.S. Postal Service mail delivery nor would any roads require to be upgraded. The point to which a road would require an upgrade was with three or more dwellings.

There were no individuals appearing before the Board to speak in favor of or in opposition to the proposed amendments to Person County’s Ordinance Regulating Addressing and Road Naming.

A **motion** was made by Vice Chairman Powell and **carried 5-0** to close the public hearing for proposed amendments to Person County’s Ordinance Regulating Addressing and Road Naming.

September 4, 2018

CONSIDERATION TO GRANT OR DENY REQUEST BY GIS STAFF TO AMEND AN ORDINANCE REGULATING ADDRESSING AND ROAD NAMING IN PERSON COUNTY:

A **motion** was made by Vice Chairman Powell and **carried 5-0** to accept the amendments to the County's Ordinance Regulating Addressing and Road Naming as presented by Ms. Vaughn as well as the change suggested by Commissioner Clayton. The Ordinance Regulating Addressing and Road Naming in Person County, as amended on this date, follows:

September 4, 2018

An Ordinance Regulating Addressing and Road Naming in Person County

v. September 4, 2018

Adopted by the Person County Board of County Commissioners on September 23, 2013.

Amended:

(1) September 4, 2018 (Added definition of structure and requires them to be addressed, requires addresses displayed prior to first inspection, for new projects at existing structures allows Inspector to fail an inspection if address not posted, requires all new RV parks/travel trailer parks to have 911 addresses for each permanent lot, require posted addresses to be visible in all lighting and weather conditions.

Table of Contents

Article I. Title, Authority, Purpose, and Jurisdiction.....	3
SECTION 101. Title.....	3
SECTION 102. Purpose.....	3
SECTION 103. Authority.....	3
SECTION 104. Jurisdiction.....	4
Article II. Definition of Terms	4
Article III. Administration	6
Article IV. New Street Naming.....	7
SECTION 401. Street Names	7
SECTION 402. New Street Names.....	7
SECTION 403. Subdivisions with Proposed New Streets	9
SECTION 404. Street Suffixes.....	9
SECTION 405. Street Directionals	9
SECTION 406. Renaming Streets	10
SECTION 407. Street Renaming Guidelines and Limitations	10
SECTION 408. Notice	11
Article V. Street Numbering and Address Assignment.....	11
SECTION 501. Application.....	11
SECTION 502. Basic guidelines to follow when numbering/addressing streets	11
SECTION 503. When a street must be renumbered.....	12
SECTION 504. Display of street address numbers.....	13
Article VI. General Standards	14
Article VII. Enforcement	14
Article VIII. Appeals	14
Article IX. Amendment Procedure.....	15
Article X. Liability	15
Article XI. Separability	15
Article XII. Conflict	15
Article XIII. Effective Date.....	15

Whereas the Person County Board of Commissioners has previously adopted Road Naming ordinance and the House, Building and Mobile Home Numbering ordinance on August 2, 1993; and

Whereas the Person County Board of Commissioners found it prudent to coordinate, revise, update and consolidate all road naming and addressing ordinances into a single document as adopted on September 23, 2013.

Now therefore be it resolved by the Person County Board of Commissioners that the Board of Commissioners hereby amends the ordinance as follows:

Article I. Title, Authority, Purpose, and Jurisdiction

SECTION 101. Title

This Ordinance shall be known and may be cited as the Road Naming and Addressing Ordinance for the County of Person, North Carolina.

SECTION 102. Purpose

The purpose and intent of this ordinance is to hereby establish a uniform system of road naming and re-naming along both public and private streets and roadways. It also provides for a uniform system of addressing and numbering all buildings and structures within the jurisdiction of the County, and to establish a process for changing existing addresses, streets and road names so that street, road, and highway names are not duplicated, or phonetically similar, in the County. The ordinance provides a method to correct inaccurate addresses that will help to greatly improve emergency service response to all parts of the County.

Standard addressing rules will provide guidelines for assigning 911 address numbers and street names. A standard database format for recording address information will simplify the maintenance, exchange, and interpretation of address information between governmental agencies and the community.

An additional purpose of this ordinance is to ensure that street name identification signs are placed at all street intersections and establishes a procedure for reviewing street names. This is necessary to facilitate public safety and emergency response service in locating properties and buildings for service to public.

Finally, this ordinance is further designed to establish an official map and Master Address Repository (MAR) of all addresses, streets, and roadways in Person County.

SECTION 103. Authority

This ordinance is hereby adopted under the authority and provisions of General Statutes of North Carolina GS 153A-238 and 153A-239.1(a) and GS 147-54.7, and the Police Powers of the county to protect the health, safety and welfare of its citizens.

SECTION 104. Jurisdiction

The provisions and regulations provided by this Ordinance shall apply within the ordinance-making jurisdiction of Person County. Application of this Ordinance within a municipal jurisdiction shall require a mutually-entered intergovernmental agreement between said municipality and the County of Person.

Article II. Definition of Terms

For the purposes of this Ordinance, certain terms of words used herein shall be defined as follows:

911 Address - The confirmed address for a building previously assigned a preliminary address and physically verified by the Addressing Coordinator.

Address Coordinator -The official or officials of Person County charged with the administration of this ordinance.

Board of Commissioners - Person County Board of Commissioners

Building- Any structure having a roof supported by columns or by walls, and intended for shelter, housing or enclosure of persons, animals, chattels or equipment. For the purposes of this Ordinance, the term "building" may also include other man-made structures.

Building Number - Number assigned to any house, residence, dwelling, business, warehouse, or other structure or property in a sequential manner.

Department of Transportation (DOT or NCDOT) - North Carolina State Government Department of Transportation

Developer - A person, firm or corporation submitting an application for development for a subdivision, planned unit development, industrial park or mobile home park and upon whom final responsibility for ensuring compliance with the terms and conditions of this Ordinance rests.

Driveway - A private way, beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way, giving access from that public road, recorded easement, recorded private road or private right-of-way, and leading to a building, use of structure on that lot.

Dwelling, Single-Family - A building arranged or designed to be occupied by one (1) family.

GIS Department - Person County Geographic Information Services Department

Inspections Department - Person County Inspections Department

Mailing Address - Assigned or used by the U.S. Postal Service for the purpose of delivery of the U.S. Mail. Mailing Addresses may or may not be identical to 911 addresses.

Master Address Repository (MAR) – An authoritative database of building addresses, roads, intersections, and other landmarks. Used by County agencies such as the Tax Department, Inspections Department, and Emergency Communications. (added 09/04/2018).

Master Street Address Guide (MSAG) - Consists of the street name, addresses and emergency providers for that range. This lookup became the key step for Enhanced 9-1-1.

Mobile Home - A portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semi-permanent foundation having a measurement of 32 feet or more in length and 8 feet or more in width. As used in this Ordinance, mobile home also means a double-wide mobile home which is two or more portable manufactured housing units designed for transportation on their own chassis, which connect on site for placement on a temporary or semi-permanent foundation having a measurement of 32 feet or more in length and 8 feet or more in width.

Mobile Home Park - Shall be the land leased or rented, being used or proposed to be used by mobile homes occupied for dwelling or sleeping purposes.

Mobile Home Space -Any parcel of ground within a mobile home park designed for the exclusive use of one mobile home.

Multi-family dwelling – A building arranged or designed to be occupied by more than one (1) family.

Official Address – An address assigned by the Addressing Coordinator for development or emergency response purposes. Equivalent to a 911 address.

Official Roadway Name - The name of any roadway in the unincorporated area of Person County as approved by the Person County Addressing Coordinator.

Planning Department - Person County Planning and Zoning Department

Preliminary Address - An assigned address, calculated by the approximate location of a building to its associated roadway. Subject to change through physical verification of the structure by the Address Coordinator.

Private Mobile Home Park Road - Any street, roadway or driveway which serves two or more mobile homes for residential purposes, and which has not been dedicated to the public use.

Private Road - A roadway not maintained by the North Carolina Department of Transportation which is not intended to become a public street but which shall be used for access to a particular site, group development or business.

Public Road - A street located on public right-of-way and which meets the total improvement requirements for a public street as set forth by the North Carolina Department of Transportation in its publication "Subdivision Roads - Minimum Construction Standards".

Recreational Vehicle (RV) - motor vehicles and trailers which include living quarters designed for temporary accommodation. Also called travel trailers.

Roadway - Any road, street, drive, lane, cart way, tram way, easement, right-of- way, access area, thoroughfare, highway , boulevard , or any other corridor used for or having the potential use as a means of conveyance by a motor vehicle.

State Road Number - A number assigned by the North Carolina Department of Transportation; also known as the SR number for secondary state maintained roads.

Street Name - The official name of any roadway, designated by the Board of Commissioners or, in the case of public roads, by the North Carolina Department of Transportation.

Structure – Something built or constructed including, but not limited to, residential, commercial, industrial, or institutional facilities, other buildings, permanent signs, bridges, dams, and infrastructure facilities. (added 09/04/2018).

Suffix - The term used after a road name. Approved suffixes are outlined in Article IV, Section 404 of this Ordinance.

Travel Trailer - A vehicular portable structure less than 32 feet in length primarily designed as a temporary dwelling for travel, recreation or vacation uses. Also called Recreational Vehicles (RV).

Travel Trailer Park - A parcel of land designed and equipped to accommodate travel trailers and RVs.

Article III. Administration

The Official Street Addressing and Road Naming Authority in the Person County, NC- The Person County Board of Commissioners hereby assigns overall authority and responsibility for addressing and naming of both public and private roads as directed by the provisions of this ordinance to the County Address Coordinator. It shall be the duty of the Address Coordinator and in accordance with the general direction of the Person County Commissioners, County Manager and County GIS Department to prepare and maintain the MAR County and, when a new building is built, or for any reason a 911 address is required, to be issued*. It shall be the duty of the Addressing Coordinator from time to time, and upon request, to review street number assignments, resolve conflicts in address numbering, reassign numbers or propose any changes which, in his/her opinion, are necessary for the public safety, welfare and mail delivery. This includes any authorized staff representative acting on the Coordinator's behalf, and hereby assigns overall authority and responsible for all activities necessary for the enforcement, interpretation and administration of this Ordinance to the Address Coordinator. The Address Coordinator (s) are assigned by the 911 Communications Manager for Person County.

* It shall be the duty of the County GIS Department to maintain the database required for the implementation of the aforementioned MAR. As such the County Address Coordinator and County GIS Department recognize and agree to a, separately defined, Memorandum of Understanding outlining a well regulated relationship between the two parties concerning equipment usage, data collection, data entry and data maintenance standards.

Further requests or petitions for changing street names will be filed with the Address Coordinator(s) who will then transmit such requests to the necessary departments for approval. The Address Coordinator(s) will prepare a

recommendation to the County Board of Commissioners for each request within sixty (60) days of its filing. The County Commissioners shall schedule a time to hold a public hearing on the matter.

Pursuant to General Statutes of North Carolina GS 153A-238 and G.S. 153A-239.1(a), the County Commissioners shall at least 10 days before the day of the public hearing, cause notices of the time, place and subject matter of the hearing to be prominently posted at the county courthouse and in at least two public places in the township or townships where the said street is located, and shall publish a notice of such hearing in a newspaper of general circulation published in the county. The Address Coordinator(s) responsibilities are:

- A. Assigning 911 addresses for buildings and structures of any kind within the jurisdiction of the county. (amended to include structures 09/04/2018).
- B. Keeping a record of the date, copy of the notation, and the 911 address to which the new address was assigned.
- C. Recommending change of existing 911 addresses when necessary to facilitate building and structure numbers along a street. (Buildings and structures will be numbered according to a lineal system in which all numbers are assigned consecutively from the beginning of a street along its length to its end without regard to how it integrates with the rest of the rural area.)
- D. Designating individual unit addresses within the multiple housing units in conformity with this Ordinance (Apartment Complexes and Mobile Home Parks).
- E. Ensuring that all streets which require naming have street identification signs, and that all signs are uniform in construction, that all signs are placed at proper locations and properly installed, and that all signs that are either destroyed or lost are reinstalled in a timely manner.
- F. The Address Coordinator(s) will provide official addresses for each building or structure to County Tax Department.
- G. The Address Coordinator(s) will be responsible for compiling the Master Street Address Guide (MSAG) as required for F911 Database.
- H. The Address Coordinator(s) will be the agent assigned for all activities necessary for the interpretation and administration of this Ordinance.

Article IV. New Street Naming

SECTION 401. Street Names

The names of streets currently in place and listed in the current Master Street Address Guide (MSAG) that are located within the jurisdiction of Person County, whether public or private shall not be changed by any methods except those set forth in this ordinance. A copy of this ordinance and a list of street names shall be forwarded to the Department of Transportation pursuant to G.S. 153A-239.1.

SECTION 402. New Street Names

- A. No new public or private streets shall be named without review and approval of the Address Coordinator(s).
- B. The name of any new street, whether it is public or private, shall not duplicate or be phonetically similar to any other street name within the entire county and a five-mile radius extending into adjacent Counties in North Carolina and Virginia; including municipalities.
- C. Directional names cannot be part of any street or street name (examples - WESTOVER RD or NORTHFIELD DR are not acceptable).

- D. Alternate spelling and homonyms (dear and deer) are not acceptable. All street names must use the common spelling as found in a standard dictionary.
- E. Street names must not contain any punctuation or symbols. Only letters of the alphabet and blank spaces may be included in street names.
- F. Names that are numbers must be expressed as alphabet (spelled out) and not numeric (for example, Second Street is acceptable, not 2nd Street, because of the MSAG setting in E911 Database). State and federal highways numbered are not to be used as names.
- G. New subdivision streets, Apartment Complexes, Recreational Vehicle Parks, and Mobile Home Parks whether public or private, shall be named when created through the subdivision process in accordance with those procedures outlined in the Person County Subdivision Ordinance.
- H. Private streets, shall be required to be named and structures addressed off of when they meet the minimum standard of serving at least three (3) households and having a length of 200ft or greater.
- I. Those people who live on private streets that do not meet these minimum standards may be addressed off the public street from which it intersects.
- J. This subsection shall not apply to the extension of existing streets, which should whenever possible be given the same name.
- K. "EXT" is not to be used as a suffix when a street is extended. Instead the name remains the same and the address range extended to accommodate the new section or street.
- L. Any roads or streets that make a directional change at an intersection of 90 degrees must have a unique name after each directional change.
- M. Abbreviations of the main title of the street or road name cannot be used except for the following streets (MT for Mount, ST for Saint, NC for North Carolina, I for Interstate, and US for United States.)
- N. A Street with one name shall serve all multi-family dwelling complexes, including apartment complexes, townhouses and condominium developments, and other similar uses unless the Address Coordinator(s) finds that, in the interest of public safety, the naming of more than one street in or near the development is warranted.
- O. Street names must be limited to a maximum of twenty-one (21) characters to aid in keeping sign manufacturing costs to a minimum.
- P. Only one name may be assigned along a continuous roadway. Where permanent breaks in a street exist, a new name must be assigned to each segment. A permanent break may consist of but is not limited to a river, stream, and / or intersecting street where continuous access is not available between the two (2) segments without using another street.
- Q. Approved street name suffixes may not be used as part of a street name (examples - DEER RUN DR or EAGLE WAY CT are not acceptable)
- R. Owners and / or developers of subdivision roads shall be responsible for the purchase of road sign(s) at a cost established by the board of commissioners and collected by the county Planning and Zoning Department. This fee will be established in the annual county budget. The developer shall pay the fee to the county for required street name signs prior to final plat approval. Street name signs shall be erected at each street intersection where said streets having three or more lots are proposed for development. The county will purchase and erect the street name signs in accordance with the Manual of Uniform Traffic Control Devices for Streets and Highways 2009 edition, as amended:

Public Street Sign Color and Reflective Letters - Color of signs, white lettering on reflective Green background

Private Street Sign Color and Placement - Color of signs, white lettering on Blue reflective background.
Street name signs installed in areas, which have not been
dedicated to public use

SECTION 403. Subdivisions with Proposed New Streets

For all subdivisions which are developed in conformance with the Person County Planning Ordinance and Subdivision Regulations and in which new streets are proposed, the following items must be submitted to the Addressing Coordinator for approval before any property can be subdivided and recorded:

- A. A scaled map of the overall tract illustrating street layout,
- B. The name proposed for each street identified on the map, and
- C. An alphabetical list of the proposed street names, together with an alternate name for each name proposed.

The Addressing Coordinator will review the proposed street names for duplication and for overall compliance with the street naming and numbering policy. The approved street names shall be included in the final plat submitted for recordation. **Note:** Planned and approved subdivision streets that are designed and constructed to NC State Department of Transportation standards will be recorded and marked as public roadways.

SECTION 404. Street Suffixes

The following street name suffixes and their official abbreviations must be used in the naming of new roads and streets:

AV = Avenue- Any thoroughfare that is continuous and not limited to a single subdivision.
PT = Point- Street adjacent to a waterway.
BLVD = Boulevard- Street with a landscaped median dividing the roadway.
RD = Road- Any thoroughfare that is continuous and found mainly in the rural area of any county.
CT = Court- Permanently dead-end street or terminating in a cul-de-sac, not longer than 600 feet in length.
RUN = RUN- A straight street in an undeveloped area.
CIR = Circle- Discouraged but allowed, at discretion of the Address Coordinator(s).
ST = Street- Any thoroughfare that is continuous and used mainly in city and town.
DR = Drive- For a curving, continuous thoroughfare. This is the default suffix.
SQ = Square- Central Square set up for centralized development.
HWY = Highway- State, Interstate, or Federal Highway.
TER = Terrace- Curvilinear street of less than a 1,000 feet.
LN = Lane- A minor street.
TRC = Trace- Small community Street.
LOOP = LOOP- Street that loops around and terminated onto itself.
TRL = Trail- Street serving as a collector for one or more local thoroughfares.
PKWY = Parkway- Collector or arterial street with a raised median.
WAY = Way- A curvilinear street.
PL = Place- For a permanently dead-end street ending in a cul-de-sac, not longer than 660 feet in length.

SECTION 405. Street Directionals

Street Directionals can be used with the approval of the Address Coordinator(s) based on the following standards:

- A. Directions must be placed ahead of the street name in a separate field separate from the street name (for example, E SMITH ST).
- B. Directionals cannot be used as a suffix or placed after the street name.
- C. Directionals must be used in a complimenting set. If a North directional is used there must also be a South directional. If an East directional is used there must be a West directional.
- D. The prefix "N" (for North) shall be used for the northern portion of roadways having the same name.
- E. The prefix "S" (for South) shall be used for the southern portion of roadways having the same name.
- F. The prefix "E" (for East) shall be used for the eastern portion of roadways having the same name.
- G. The prefix "W" (for West) shall be used for the western portion of roadways having the same name.

SECTION 406. Renaming Streets

Official Street Renaming Process in Person County's. Existing street names may be changed for just cause. Examples of just cause are:

- A. Property owners who want to have the name of a public or private street changed must submit a petition to the Address Coordinator(s) for verification. In addition to complying with Section 402 of this Ordinance the street name must comply with GS 147-54.7. The Address Coordinator(s) will make recommendations to the Person County Board of Commissioners after the following additional criteria have been met:
 - 1. A petition should include the existing street name, the proposed street name, and the reasons why the person(s) are requesting the change, the signatures of 75% of those persons owning property adjacent to the street, and 75% of street frontage.
 - 2. In renaming streets, no requests will be considered that is a duplicate or phonetically similar to any existing street name already established by this Ordinance, any subsequent ordinances, and amendments thereto or within a municipality, city or town located in Person County, irrespective of the use of a suffix such as street, drive, place, court, etc.
 - 3. The Address Coordinator(s) shall request a public hearing date be set by the Person County Board of Commissioners and cause the same to be advertised pursuant to G.S. 153A-239.1(a).
 - 4. Upon approval of the petitioned street name, by the Address Coordinator(s) and Board of Commissioners, the petitioners shall pay to Person County the cost of purchasing the new signs and erecting them.
- B. In the event an existing street name has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response.

SECTION 407. Street Renaming Guidelines and Limitations

When having to rename one of the streets with similar names consider the following circumstances:

- A. In naming or renaming a public street, the county may not change the name, of any street name given to a street by the Department of Transportation unless the Department of Transportation agrees to such changes. The Address Coordinator(s) and Board of Commissioners shall not change any number assigned to a street by Department of Transportation. The Address Coordinator(s) and Board of Commissioners may give the street a name in addition to its DOT Number.

- B. Largest Impact - In most cases, the street with the larger number of homes, dwellings, or commercial structures along the roadway should have priority and retain the name in order to minimize the number of people affected.
- C. Oldest Street - When renaming either of the two streets will have an equal impact, the street that has been consistently signed for the longest period of time should retain the name.
- D. Historical Significance - In some cases, the street with a name of historical significance should retain the disputed name.

SECTION 408. Notice

The Address Coordinator(s) shall give notice following naming, or renaming of a public or private street, assigning or reassigning street addresses on a public or private street(s), to the local Postal Service, to any major utilities serving the addressed area, to any emergency services agency such as police, sheriff, fire departments and ambulance service with jurisdiction over the addressed area. A copy of the newly assigned addresses will be forwarded to the Person County School System, to the Board of Transportation, and to any city within five miles of the street.

Article V. Street Numbering and Address Assignment

SECTION 501. Application

The rules and guidelines in this section are designed to facilitate the proper assignment of addresses to properties for every possible addressing scenario that occurs in Person County. Properties and structures must be assigned addresses in a logical, easy to understand manner in order to help citizens and emergency personnel quickly locate people, places and events.

- A. When to assign addresses - When the proper governing body has approved a new street it must be assigned an address range and each individual property with a building must be assigned an official address in accordance with the standards defined in this document. Addresses should not be assigned to structures that are simply accessory to another building or insubstantial in nature.
- B. Street addressing process in Person County, NC - Address block ranges will be assigned to streets shown on approved preliminary plans. Individual physical addresses must be assigned to lots and/or structures prior to approval of final plan and/or the recordation of final plat, and a copy of the final plat (preferred as an electronic file (AutoCAD or GIS File)) must be submitted to the Address Coordinator(s).

SECTION 502. Basic guidelines to follow when numbering/addressing streets

The rules and guidelines in this section are designed to facilitate the proper assignment of addresses to properties for every possible addressing scenario that occurs in Person County. Properties and structures must be assigned addresses in a logical, easy to understand manner in order to help citizens and emergency personnel quickly locate people, places and events.

- A. Address Ranges - All required structures shall be assigned up to a five-digit number. No address range in Person County shall conflict with another address range in a contiguous locality. For those rare duplicate street names in the county, the address range will be different for each street. The range will be assigned consecutively for all

duplicate street names; however, the numbering of the second street will have a break of a minimum of one thousand (1,000) addresses.

- B. Addressing Interval - Building numbers shall be assigned consecutively so that a new address is created ideally every 5.28 linear feet. Addresses will be assigned at the point of access or to a structure point along the front of the structure. If the driveway enters from the side or rear of the property, the structure shall be addressed on the street that it fronts at the approximate middle of the structure.
- C. Even and odd numbering. Odd numbered addresses shall be assigned to the left in the direction of increase and even numbered addresses shall be assigned to the right in the direction of the increase.
- D. Each mobile home, RV, and/or Travel Trailer within Mobile Home Parks, Travel Trailer Parks, and/or RV parks shall be assigned a primary 911 address during the permitting process. Addresses shall be assigned from internal drives, using even and odd addressing. A Mobile Home Park owner may assign lot numbers, but the lot number shall not be used in the address of the lot. (added 09/04/2018)
- E. Addresses in Sequential Order. All addresses need to be in sequential numeric order, always increasing from the point of origin, and should numerically balance on both sides of the street.
- F. Addresses will be established as whole numbers and will not have fractions or decimals of a number.
- G. Vacant Properties shall, upon request, be assigned addresses pre-development for location purposes only, but once development occurs may have to be readdressed based on the final layout or plan.

SECTION 503. When a street must be renumbered - Official Street Renumbering Process in Person County
It shall be the duty of the Address Coordinator(s) from time to time, and upon request, to review street number assignments, resolve conflicts in numbers assignment reassign numbers or propose any changes which, in their opinion, are necessary. When due to conflicts, change in character or amount of occupancy of any block, and it becomes necessary to assign and reassign numbers within that block, it is the authority and responsibility of Address Coordinator(s) to assign approved numbers to the owners and tenants of each building involved. The Address Coordinator(s) will then notify the local postmaster having jurisdiction over that area of the address change.

- 1. Administration - When renumbering a street it shall be renumbered in accordance to the numbering rules in this document and in anticipation of possible future changes. Individual numbers can be changed by the Address Coordinator(s) and do not have to go through the process of a public hearing. When renumbering whole or large sections of streets the Address Coordinator(s) notifies all adjacent property owners of the proposed street numbering change. A public hearing is then scheduled to discuss the proposed street numbering. At least 10 days before the hearing, a notice of the subject matter shall be posted in the county courthouse, and in the local newspaper for general circulation within the county.
- 2. Basic guidelines to follow when renumbering a street - Existing addresses may be changed for just cause.

Examples of just cause are:

- A. Government Initiated Address Reassignment To Secure the Public's Health, Safety and General Welfare. In the event an existing Address has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response.
- B. Area where no addresses were left for vacant lot(s) or new development.
- C. If the Street Name has officially been changed.

SECTION 504. Display of street address numbers

The owner, occupant or agent of the affected building or structure shall place or cause to be placed upon each building or structure the numbers assigned under the addressing system as provided in this article. The following criteria must be used to properly display the number:

- A. The cost of the number shall be paid for by the property owner and may be procured from any source (example: hardware store). Such number or numbers shall be placed on existing buildings within 30 days from the date of notification.
- B. The numbers shall be conspicuously placed immediately above, on, or at the side of the proper door of each building so that the number can be seen plainly from the street on which the number is based. Whenever any building is situated or is more than one hundred (100) feet from the street front, and the number is not clearly discernible from the street line, or vision of the building from the streets is otherwise obscured, the number assigned shall be placed on a sign (minimum of six inches (6) x eighteen inches (18)) attached near the walk, driveway or common entrance to such buildings, and affixed upon the gatepost, fence, post or other appropriate place so as to be easily discernible, and clearly identifies the entrance to a property. Alternatively, numbers can be posted on an individual US mailbox or US mailbox stand/post for the building if:
 - 1. The US mailbox is distant and separate from any other US mailbox so as to eliminate confusion as to specific ownership, and;
 - 2. The US mailbox is located adjacent to the driveway or access to said building or structure, and;
 - 3. That said 911 address numbers are affixed to the US mailbox or US mailbox post/stand in such a manner as to be visible in all lighting and weather conditions and readable from any and/or all directions from the road or street which it fronts, and; (amended to include lighting and weather conditions 09/04/2018)
 - 4. That said building and structure numbers on the US mailbox or US mailbox post/stand are no less than three (3) inches in height.

Numbers painted or stenciled on the curb shall not be a lawful substitute for the display of address numbers prescribed by this section.

- C. Address numbers must be a minimum of six (6) inches in height for residential uses and shall be placed on the front of the building facing the street or on the end of the building nearest the street so as to be visible from the street on which the property fronts.
- D. Numbers for multiple dwelling units and nonresidential buildings shall be at least ten (10) inches in height and shall be placed on the front of the building facing the street or on the end of the building nearest the street in which the building is accessed.
- E. All numbers must be made of a durable, clearly visible material and must contrast with the color of the house, building, or other structure. Reflective numbers for nighttime identification are strongly recommended.
- F. When a property, (Building or structure) is built on a corner lot. The address shall be assigned, from the street that the building faces (front of the building or structure).
- G. Address numbers should be plain block numeric numbers and not in alpha print or any type of script writing.
- H. The Address Coordinator(s) or the Person County Board of Commissioners will have the right to authorize and approve alternate methods of displaying 911 address numbers on existing and new structures that meet the intent of this Ordinance.

Article VI. General Standards

It shall be unlawful for any person(s) without the written consent of Person County to:

- A. Name or designate the name of any public road, neighborhood public road, private subdivision street or private mobile home park road, in the unincorporated areas.
- B. Erect any street sign on any public road, neighborhood public road, private subdivision street or private mobile home park road in the unincorporated areas of Person County, without the written approval of the Person County Planning and Zoning Department.
- C. Erect any street sign on any roadway, public or private, in Person County, which does not meet the current County sign specifications.
- D. Remove, deface, damage, or obscure any number or sign in the jurisdiction of this Ordinance.
- E. Number or assign a number to any structure without the written approval of Person County.
- F. Name a private street or road which duplicates or is substantially similar to the name of an existing street or road within Person County.

Article VII. Enforcement

- A. Owners of proposed buildings and buildings already constructed will be required to comply with this ordinance. Those person(s) who do not comply with this ordinance will be notified, in writing specifying the nature and extent of the non-compliance, and requested by the Address Coordinator to meet the requirements within 30 days from the date of notification delivery. If the owner does not comply voluntarily with this Ordinance within 30 days of receiving delivery of the notice by registered or certified mail or by hand delivery, enforcement action pursuant to G.S. 153A-123 may be initiated. A fine of twenty-five dollars (\$25.00) shall be imposed on the property owner for each day that the address is not posted.
- B. No building permit shall be issued until an official address has been assigned for a lot.
- C. For all new construction, display of a 911 address is required at the time of the first inspection. (added 09/04/2018).
- D. For structure additions, modifications, upgrades, or other activities requiring a permit from Building Inspections, a 911 address must be displayed prior to passing the final inspection. (added 09/04/2018).
- E. The certificate of occupancy for any structure erected, repaired or modified after the effective date of this Ordinance shall be withheld by the Inspections Department until the address is posted on the structure as outlined in this Ordinance.
- F. Any violation of the provisions of this Ordinance not specifically addressed in Article VII A., shall be guilty of a misdemeanor and shall be subject to a fine of not more than fifty dollars (\$50) or imprisonment of not more than thirty (30) days, as provided by North Carolina General Statutes 14-4C. Violations of this Ordinance may also be subject to further civil remedies as set forth in North Carolina General Statutes 153A-123.

Article VIII. Appeals

Appeals of proposed street renaming/renumbering, individual addressing number changes or denial of a street name request must be filed with the Address Coordinator, in writing, within thirty (30) days of written notification of required owner action. In the event of a denial of an appeal by the Address Coordinator(s), individuals affected by proposed changes or denials may file a final appeal to the Person County Board of County Commissioners. This final appeal must be filed in writing within 30 days of the denial with the Address Coordinator(s) and will be placed on the next available Board of County Commissioners meeting agenda.

Article IX. Amendment Procedure

The provisions of this ordinance may from time to time be amended, supplemented, changed, modified, or repealed by the Board of Commissioners. The Person County Board of Commissioners, upon review and recommendation of the Address Coordinator(s), may also authorize a variance from these regulations when in its opinion the interests of the public would best be served by such variance.

Article X. Liability

Person County, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Ordinance, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan. Person County will not be held responsible or liable from owners or occupants for personal injury or damage to buildings or dwellings constructed which do not comply with this ordinance.

Article XI. Separability

All provisions in other Ordinances for Person County in conflict with this Ordinance are hereby repealed. Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decisions shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

Article XII. Conflict


Insofar as the provisions of this Ordinance are inconsistent with the provisions or any other law except a provision of state or federal law, the provisions of this Ordinance shall control.


Article XIII. Effective Date

This Ordinance shall take effect upon final adoption by the Person County Board of Commissioners.

Adopted, this the 4th day of September 2018.

Attest:




Brenda B. Reaves, Clerk to the Person
County Board of County Commissioners

PERSON COUNTY
BOARD OF COMMISSIONERS



Tracey L. Kendrick, Chairman

INFORMAL COMMENTS:

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

Mr. Claude Steen of 416 Charlie Moore Road, Timberlake, and a retired pastor, spoke in opposition to the Brunch Bill that was on the Board's agenda. Mr. Steen presented information to the group in the form of a handout containing information related to a New Scientific Study that must be considered in any decisions regarding alcohol legislation highlighted in an article entitled "Alcohol use and burden for 195 countries and territories, 1990-2016: a systematic analysis for the Global Burden of Disease Study 2016 that was published in *The Lancet*, a weekly peer-reviewed general medical journal.

Mr. Ronnie Shepard of 315 Carter Lane, Roxboro stated opposition to the proposed sale of the Roxboro Country Club noting the County would be losing an economic development asset. He asked the Board to consider taking over the Roxboro Country Club so that it would remain a golf course in Person County.

Mr. Ronny Hicks of 120 Sand Trap Lane, Roxboro asked the Board to consider the option to take over the Roxboro Country Club noting it had a pool that the county has been talking about for years.

Mr. Johnny Blanks of 1525 Cavel Chub Lake Road, Roxboro asked the Board to look into taking over the Roxboro Country Club. Mr. Blanks opined that tax values may go down if low rent housing were to come in on that property. He said golfers would have to travel out of county to play golf.

Mr. Troy Rust of 3834 Union Grove Church Road, Hurdle Mills stated opposition to the Brunch Bill that was on the Board's agenda. He quoted biblical scripture noting if alcohol consumption did not increase, the Brunch Bill would be a failure. Mr. Rust said the action to allow alcohol to be served for two additional hours in the week was only about the dollar and would risk lives being lost.

DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:

A **motion** was made by Commissioner Jeffers and **carried 5-0** to approve the Consent Agenda with the following items:

- A. Approval of Minutes of August 20, 2018,
- B. Budget Amendment #4,
- C. Appropriation Transfer between departments for NeoGov training software, and
- D. Resolution requesting that the Eno-Haw Regional Hazard Mitigation Plan add Person County and the City of Roxboro to the Eno-Haw Regional Hazard Mitigation Plan

September 4, 2018

UNFINISHED BUSINESS:

SECOND READING OF A PROPOSED ORDINANCE TO ALLOW THE SALE OF ALCOHOLIC BEVERAGES BEFORE NOON ON SUNDAYS AT LICENSED PREMISES:

Chairman Kendrick read and presented the Second Reading of an Ordinance to Allow the Sale of Alcoholic Beverages before Noon on Sundays at Licensed Premises.

Commissioner Clayton stated his opposition to the proposed Ordinance.

Commissioner Jeffers said he had spoken with owners of convenience stores that had lost sales to bordering counties that already have the Brunch Bill noting they wanted the opportunity to make the sale to their customers.

A **motion** was made by Chairman Kendrick and **carried 3-2** to adopt an Ordinance to Allow the Sale of Alcoholic Beverages before Noon on Sundays at Licensed Premises. Chairman Kendrick and Commissioners Puryear and Jeffers voted in favor of the motion. Vice Chairman Powell and Commissioner Clayton voted in opposition to the motion. The ordinance, as adopted follows:

**An Ordinance to Allow the Sale of Alcoholic Beverages Before Noon
on Sundays at Licensed Premises**

WHEREAS, on June 29, 2017, the North Carolina General Assembly enacted Senate Bill 155, entitled "An Act to Make Various Changes to the Alcoholic Beverage Control Commission Laws"; and

WHEREAS, Section 4 of Ratified Senate Bill 155 authorizes city and county governments to adopt an ordinance to allow alcohol sales beginning at 10 am on Sundays; and

WHEREAS, Ratified Senate Bill 155 was signed into law by Governor Roy Cooper on the 30th day of June, 2017 and became effective on that date (Session Law 2017, Chapter 87); and

WHEREAS, by enacting Senate Bill 155, North Carolina joins 47 other States in allowing alcohol service before noon on Sunday; and

WHEREAS, Sunday morning alcohol service will allow the hospitality community and retail merchants in our county to meet the needs of their customers; and

WHEREAS, Sunday morning alcohol service will benefit the county's small business community, bring people into business districts earlier in the day, and generate increased tax revenues; and

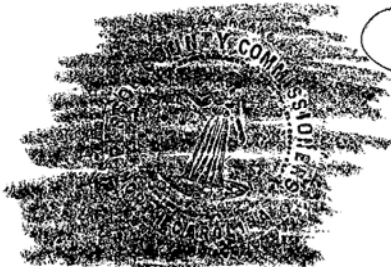
WHEREAS, our County has a diverse and growing population with different religious beliefs, each of which has various times and multiple days for worship;

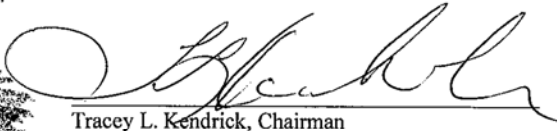
NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Person County, North Carolina that:

Section 1. Pursuant to the authority contained in G.S. 153A – 145.7, the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages is allowed in the unincorporated areas of Person County beginning at 10 A.M. on Sunday pursuant to the licensed premises' permit issued under G.S 18B – 1001.

Section 2. This ordinance is effective upon adoption.

Adopted this 4th day of September 2018.




Tracey L. Kendrick, Chairman

Attest:


Brenda B. Reaves, NCCCC, MMC
Clerk to the Board of County Commissioners

September 4, 2018

NEW BUSINESS:

APPOINTMENT TO JUVENILE CRIME PREVENTION COUNCIL:

Clerk to the Board, Brenda Reaves presented a citizen application for consideration for Board for appointment noting Vice Chairman Powell recruited for a vacancy on the Juvenile Crime Prevention Council.

Juvenile Crime Prevention Council

2-Year Term:

1 position for a Juvenile Defense Attorney

- 1) Thomas Christopher Perkins, Attorney submitted application requesting appointment

A **motion** was made by Chairman Kendrick and **carried 5-0** to appoint Thomas Christopher Perkins, Attorney as the Juvenile Defense Attorney representative on the Juvenile Crime Prevention Council for a 2-year term.

CONSIDERATION TO CHANGE THE BOARD'S REGULARLY SCHEDULED OCTOBER 15, 2018 TO OCTOBER 22, 2018:

Commissioner Clayton requested Board consideration to change the regular scheduled Board meeting on October 15, 2018 to be held on October 22, 2018 due to a conflict he had with the Kerr Tar Council of Government Board meeting in Charlotte.

A **motion** was made by Commissioner Clayton and **carried 5-0** to change the Board's October 15, 2018 regular scheduled meeting to now be held on October 22, 2018. The start time of the meeting, 9:00am and the location of the meeting, in the Board's usual meeting room 215, remained the same.

CHAIRMAN'S REPORT:

Chairman Kendrick had no report.

MANAGER'S REPORT:

County Manager, Heidi York announced that on October 1, 2018, Amanda Everett would serve as Person Industries' Director. She added the current Director was retiring on the same date.

Ms. York reported that the required public hearing to receive comments related to the proposal for purchase of Person County's Home Health and Hospice Agencies would be advertised in the September 5, 2018 edition of the paper to be held at the Board's September 17, 2018 regularly scheduled meeting. She added that the Letter of Intent as well as the Offer Proposal are available for public viewing in the Office of the Clerk to the Board.

COMMISSIONER REPORT/COMMENTS:

Vice Chairman Powell had no report.

Commissioner Puryear had no report.

Commissioner Clayton reminded the group of the upcoming Kerr Tar Council of Government annual awards banquet scheduled for September 27, 2018 in Oxford.

Commissioner Jeffers commented that he had information he would pass along to the County Manager related to a group that builds a brick display, free of charge, for display of the US Constitution and Bill of Rights, should the Board be interested. He said he thought the Person Veterans Park or the lawn at the Courthouse would be appropriate locations in the county. It was the consensus of the Board to pursue this opportunity.

CLOSED SESSION #1

A **motion** was made by Commissioner Puryear and **carried 5-0** to enter into Closed Session per General Statute 143-318.11(a)(3) at 7:30pm for the purpose to consult with the county attorney in order to preserve the attorney-client privilege as well as per General Statute 143-318.11(a)(4) for the purpose of discussion of matters relating to the location or expansion of industries or other businesses in the county (economic development) with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ron Aycock, Economic Development Specialist, Sherry Wilborn and Person County Business Industrial Center President, David Newell, Sr.

A **motion** was made by Commissioner Jeffers and **carried 5-0** to return to open session at 7:50pm.

A **motion** was made by Commissioner Jeffers and **carried 5-0** to accept and approve a transfer of an Assignment of Option to Purchase Agreement, by and between Person County Business Industrial Center, a non-profit, to Person County.

NORTH CAROLINA

ASSIGNMENT OF OPTION TO PURCHASE
AGREEMENT

PERSON COUNTY

THIS ASSIGNMENT OF OPTION TO PURCHASE ("Assignment"), made as of the ^{4th} day of ~~September~~ 2018, by and between PERSON COUNTY BUSINESS & INDUSTRIAL CENTER, INC., a North Carolina nonprofit corporation (herein "Assignor"), and COUNTY OF PERSON, a political subdivision of the State of North Carolina (herein "Assignee").

RECITALS:

1. By an Option and Purchase Agreement dated February 1, 2016, by and among Lindsay T. Wagstaff, Jr. and wife, Kay G. Wagstaff; John H. Wagstaff and wife, Jane C. Wagstaff; Lindsay T. Wagstaff III (unmarried); Leslie W. McKay and husband, Andrew J. McKay; and John H. Wagstaff, trustee of John's Sub-Trust of the Lindsay T. Wagstaff Sr. Trust (collectively "Seller") and the Assignor, as buyer, as amended by a First Amendment to Option and Purchase Agreement dated September 1, 2017 (as amended, the "Agreement"), the Seller agreed to sell to the Assignor and the Assignor granted an option to purchase the Property (as defined in the Agreement) to Assignor.

2. Assignor and Assignee desire by this Assignment, as permitted by Section 14 of the Agreement, for the Assignor to assign to the Assignee all of the rights and obligations of the Assignor under the Agreement, and for the Assignee to accept such assignment, all upon the terms and subject to the conditions set forth herein.

NOW THEREFORE, in consideration of the mutual execution and delivery of this Assignment by the parties hereto, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by each party hereto, the Assignor and Assignee hereby agree as follows:

1. Assignment. The Assignor hereby assigns to the Assignee, and the Assignee hereby accepts and assumes from the Assignor, all of the Assignor's rights and obligations under the provisions of the Agreement; provided, however, Assignor shall retain the obligation to make future installments of the Extension Price to Seller.

2. Representations. Assignor and Assignee each hereby represent and warrant to the other that it has been duly authorized to execute this Assignment and to perform its obligations hereunder.

3. Miscellaneous.

3.1 Amendment. This Assignment may be amended only by an instrument executed and delivered by both Assignee and Assignor.

September 4, 2018

3.2 Applicable Law. This Assignment shall be given effect and construed by application of the law of North Carolina, without regard to principles of conflicts of law.

3.3 Headings. This Assignment shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns hereunder.

3.4 Severability. Each provision herein shall be valid and enforceable to the fullest extent allowed by and shall be construed wherever possible as being consistent with, applicable law.

3.5 Indemnification. Assignor shall indemnify and hold Assignee harmless from and against all obligations under the Agreement, to the extent such obligations were applicable to the period and required to be performed prior to the date of this Assignment. Except for Assignor's continuing obligation to make installment payments of the Extension Price to Seller, Assignee shall indemnify and hold Assignor harmless from and against all obligations under the Agreement, to the extent that such obligations are applicable to the period and required to be performed from and after the date of this Assignment.

[SIGNATURE PAGE TO FOLLOW]

ASSIGNMENT OF OPTION TO PURCHASE AGREEMENT

[Signature Page]

IN WITNESS WHEREOF, Assignor and Assignee have each executed this Assignment by hand and seal affixed hereto as of the day and year first above written.

August 30, 2018
Susan Allen
Susan Allen
COMM. EXP. 11-9-18

**PERSON COUNTY BUSINESS & INDUSTRIAL
CENTER, INC.,** a North Carolina nonprofit corporation

By: *David Newell Sr.*
Name: *David Newell, Sr.*
Title: *President*

COUNTY OF PERSON, a political subdivision of the
State of North Carolina

By: *[Signature]*
Name: *Tracey L. Kendrick*
Title: *Chairman, Person County
Board of Commissioners*

Attested by:
Brenda B. Reaves
Clerk to the Board

36716572_2

CLOSED SESSION #2

A **motion** was made by Vice Chairman Powell and **carried 5-0** to enter into Closed Session per General Statute 143-318.11(a)(3) at 7:51pm to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ron Aycock and Person County Business Industrial Center President, David Newell, Sr.

A **motion** was made by Commissioner Jeffers and **carried 5-0** to return to open session at 8:35pm.

ADJOURNMENT:

A **motion** was made by Commissioner Puryear and **carried 5-0** to adjourn the meeting at 8:35pm.

Brenda B. Reaves
Clerk to the Board

Tracey L. Kendrick
Chairman

September 4, 2018