

PERSON COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

APRIL 5, 2021
OTHERS PRESENT

Gordon Powell
Kyle W. Puryear
C. Derrick Sims
Charlie Palmer
Patricia Gentry

Heidi York, County Manager
Brenda B. Reaves, Clerk to the Board
S. Ellis Hankins, County Attorney

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, April 5, 2021 at 7:00pm in the Person County Office Building Auditorium.

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

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

Commissioner Sims requested to add an item to the agenda for the Economic Development Commission.

A **motion** was made by Commissioner Sims and **carried 5-0** to add an item to the agenda for the Economic Development Commission and to approve the agenda as adjusted.

RECOGNITION:

RESOLUTION OF APPRECIATION FOR COUNTY RETIREE:

April 5, 2021

Chairman Powell read and presented a Resolution of Appreciation for County retiree, Henrietta Moore.

RESOLUTION OF APPRECIATION

WHEREAS, Henrietta Moore has served the people of Person County during her tenure as an Administrative Assistant I in the Environmental Health Department; and

WHEREAS, Henrietta Moore has served the citizens of Person County with honor, integrity, sincerity and dedication, providing accurate, concise services for thirty-five years, June 1986 – March 2021; and

WHEREAS, Henrietta Moore has earned the respect and admiration of all who have known her and worked with her throughout her career; and

WHEREAS, the County of Person recognizes the many contributions Henrietta Moore has made to the County and offers her sincere best wishes for her retirement.

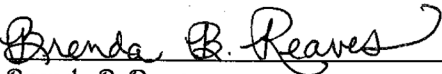
NOW, THEREFORE, I, Gordon Powell, Chairman of the Person County Board of Commissioners, do hereby extend this Resolution of Appreciation to Henrietta Moore for continually striving to make Roxboro and Person County a better place to live and work.

Adopted this, the 5th day of April 2021.




Gordon Powell, Chairman
Person County Board of Commissioners

Attest:


Brenda B. Reaves
Clerk to the Board of Commissioners

April 5, 2021

PROCLAMATION FOR THE WEEK OF THE YOUNG CHILD:

Chairman Powell read a Proclamation that dedicated the week of April 10-16, 2021 as the Week of the Young Child in Person County.

PROCLAMATION BY

Person County Board of Commissioners

On

THE WEEK OF THE YOUNG CHILD

WHEREAS, the Person County Partnership for Children and other local organizations, in conjunction with the National Association for the Education of Young Children, are celebrating the WEEK OF THE YOUNG CHILD April 10-16, 2021; and

WHEREAS, by calling attention to the need for high-quality early childhood services for all children and families within our community/state, these groups hope to improve the quality and availability of such services; and

WHEREAS, the future of Person County depends on the quality of the early childhood experiences provided to young children today.

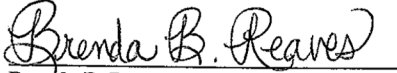
NOW THEREFORE, the Person County Board of Commissioners does hereby proclaim the week of April 10-16, 2021 as THE WEEK OF THE YOUNG CHILD in Person County and urge all citizens to recognize and support the needs of young children in Person County.

Adopted this, the 5th day of April 2021.




Gordon Powell, Chairman
Person County Board of Commissioners

Attest:


Brenda B. Reaves, NCMCC, MMC
Clerk to the Board

April 5, 2021

PUBLIC HEARING:

CONSIDER TEXT AMENDMENTS TO THE ORDINANCE REGULATING ADDRESSING AND ROAD NAMING IN PERSON COUNTY:

A **motion** was made by Commissioner Sims and **carried 5-0** to open the duly advertised public hearing to consider text amendments to the Ordinance Regulating Addressing and Road Naming in Person County.

GIS Manager, Sallie Vaughn presented text amendments to simplify language and facilitate road re-naming in the Ordinance Regulating Addressing and Road Naming in Person County. Ms. Vaughn stated the text amendments requested are as follows:

1. Remove a section referencing road sign fees to reflect current practices,
2. When renaming a road, the percentage of property owners who must be in agreement about the road name decreased from 75% to 66%, and
3. Remove duplicative terminology and standardize language throughout.

Commissioner Gentry asked about the percentage decrease from 75% to 66% to which Ms. Vaughan used an example of a renaming request for a road that had three houses noting it would have to be unanimous approval among the three for a proposed renaming; with the change to 66%, two of the three residences preferred roadway renaming would carry.

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

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

CONSIDERATION TO AMEND THE ORDINANCE REGULATING ADDRESSING AND ROAD NAMING IN PERSON COUNTY:

A **motion** was made by Vice Chairman Puryear and **carried 5-0** to adopt the text amendments to the Ordinance Regulating Addressing and Road Naming in Person County, as presented.

April 5, 2021

An Ordinance Regulating Addressing and Road Naming in Person County

v. April 5, 2021

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, requires posted addresses to be visible in all lighting and weather conditions.)

(2) April 5, 2021 (Removed section referencing road sign fees to reflect current practices, changed the percentage from 75% to 66% of property owners who must be in agreement for a road renaming, removed duplicative terminology, and standardized language throughout.)

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

Whereas, the Person County Board of Commissioners finds it prudent to coordinate, revise, update and consolidate all road naming and addressing ordinances into a single document.

Then, now therefore be it resolved by the Person County Board of Commissioners that the Board of Commissioners hereby adopts 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 renaming along both public and private roads. It also provides for a uniform system of addressing and numbering all structures within the jurisdiction of the County, and to establish a process for changing existing addresses 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 road 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 road name identification signs are placed at all road intersections. It also establishes a procedure for reviewing road names. This is necessary to facilitate public safety and emergency response service in locating properties and structures for service to the public.

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

Article II. Definition of Terms

For the purposes of this Ordinance, certain terms or 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 Address 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 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 or 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 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 road 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 Address 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 Address Coordinator.

Planning Department - Person County Planning and Zoning Department

Preliminary Address - An assigned address, calculated by the approximate location of a structure 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 road not maintained by the North Carolina Department of Transportation which is not intended to become a public road but which shall be used for access to a particular site, group development or business.

Public Road - A road located on public right-of-way and which meets the total improvement requirements for a public road 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.

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

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.

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 Addressing and Road Naming Authority in 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 Address Coordinator. It shall be the duty of the Address Coordinator and in accordance with the general direction of the Board of Commissioners, County Manager and GIS Department to assign a new address when a structure is being built, or for any reason a 911 address is required, and prepare and maintain the MAR for the County *. It shall be the duty of the Address Coordinator from time to time, and upon request, to review road 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 is assigned by the 911 Communications Manager for Person County.

* It shall be the duty of the GIS Department to maintain the database required for the implementation of the aforementioned MAR. As such, the Address Coordinator and 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 road names will be filed with the Address Coordinator who will then transmit such requests to the necessary departments for approval. The Address Coordinator will prepare a recommendation to

the Board of Commissioners for each request within sixty (60) days of its filing. The Board of 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 Board of 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 responsibilities are:

- A. Assigning 911 addresses for 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 sequential building numbers along a road. (Structures will be numbered according to a lineal system in which all numbers are assigned consecutively from the beginning of a road 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 roads which require naming have road 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 will provide official addresses for each building or structure to the Person County Tax Administration Department.
- G. The Address Coordinator will be responsible for compiling the Master Street Address Guide (MSAG) as required for the E911 Database.
- H. The Address Coordinator 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 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.
- 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; including municipalities.

- C. Directional names cannot be part of any 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). 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 them when they meet the minimum standard of serving at least three (3) habitable structures and having a length of 200 feet or greater.
- I. Those people who live on private streets that do not meet these minimum standards may be addressed off the public street that 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 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. 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 Address 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 Address 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. Road Suffixes

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

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.
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 terminates 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 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

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 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 will make recommendations to the 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 66% of those persons owning property adjacent to the street, and 66% of street frontage. (amended April 5, 2021)
 - 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 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 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 and Board of Commissioners shall not change any number assigned to a street by the Department of Transportation. The Address Coordinator 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 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 structure 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 structure 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.

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 numbering. 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 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, it becomes necessary to assign and reassign numbers within that block, it is the authority and responsibility of the Address Coordinator to assign approved numbers to the owners and tenants of each structure involved. The Address Coordinator 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 and do not have to go through the process of a public hearing. When renumbering whole or large sections of streets the Address Coordinator 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 structure shall place or cause to be placed upon each 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 (examples: hardware store or volunteer fire department). 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 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 (6) inches x eighteen (18) inches) 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 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 which it fronts, and; (amended to include lighting and weather conditions 09/04/2018)
 4. That said address 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 structures 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 structure nearest the street in which the structure is accessed.
- E. All numbers must be made of a durable, clearly visible material and must contrast with the color of the structure. Reflective numbers for nighttime identification are strongly recommended.
- F. When a structure is built on a corner lot, the address shall be assigned, from the street that the structure faces (front of the 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 or the 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 Planning 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 structures and structures 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) 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 the Inspections Department, 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, individuals affected by proposed changes or denials may file a final appeal to the Board of Commissioners. This final appeal must be filed in writing within 30 days of the denial with the Address Coordinator and will be placed on the next available Board of 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 Board of Commissioners, upon review and recommendation of the Address Coordinator, 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 5th day of April, 2021.



Attest:

Brenda B. Reaves

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

PERSON COUNTY
BOARD OF COMMISSIONERS

Gordon Powell

Gordon Powell, Chairman

INFORMAL COMMENTS:

There were no comments from the public.

DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:

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

- A. Approval of Minutes of March 1, 2021,
- B. Approval of Minutes of March 15, 2021,
- C. Budget Amendment #13,
- D. NC Education Lottery Application for Earl Bradsher Preschool for plumbing replacement in the amount of \$35,000,
- E. Lease Agreement between Person County and Bushy Fork Athletic Club,
- F. Person County Animal Services Ordinance Revision, and
- G. Update to Person County Health Department Fee Requests to increase the immunization administration fee to \$50 for the COVID-19 vaccination.

April 5, 2021

NEW BUSINESS:

UPDATE ON PUBLIC PRIVATE PARTNERSHIP SOLICITATION PROCESS FOR SPECULATIVE SHELL BUILDING AND CONTINUED DEVELOPMENT PROCESS:

Economic Development Director, Sherry Wilborn said at her last update at the Board's January 19, 2021 meeting, advertising solicitation would take place through February with submitted proposals and financial models to be reviewed in March with an update to Board of Commissioners at this meeting. Ms. Wilborn said she had conversations with several development firms, which acknowledged the opportunity but also had other projects in the works. Ms. Wilborn stated two proposals were received however neither one matched the exact request and key parameters; she indicated the solicitation encouraged creativity to achieve the goal of constructing the speculative building on the North Park site provided that a definitive local investment amount could be ascertained. As the deals of the proposals are to be kept confidential until an award is announced, one proposal was more of a build to suit model and did not meet the constructing of speculative building parameter and the other had an open-ended lease agreement that did not allow the County to ascertain a definitive local investment amount.

Ms. Wilborn noted as the negotiations and modeling phase rolled into April, she wanted to minimize the local risks as counter proposals are being developed with the assistance of the School of Government Development Finance Team to evaluate the comparisons in relation to each other, to the market, and to what the county could do on its own.

In the meantime, Ms. Wilborn said progress towards continued development at the site included obtaining the Army Corp permit for the stream crossing at the entrance, approval for the erosion and sedimentation control plan and the driveway permit is expected any day. Ms. Wilborn anticipated having the counter proposals presented with options to the Economic Development Commission to review at its April 27, 2021 meeting with a recommendation to the Board of Commissioners at its May 3, 2021 meeting.

TRANSFER OF ECONOMIC DEVELOPMENT FUNDS:

Economic Development Director, Sherry Wilborn stated as a part of the FY2020-2021 budget process, the Board of Commissioners approved discretionary funds for use by the Economic Development Commission, which were allocated to the Economic Development Operating Budget. In order to simplify accounting for those funds, the Economic Development Director requested to transfer those funds from the Economic Development Department Operating Budget to a separate account in the Economic Development Catalyst Fund, a separate fund apart from the General Fund, as advised by the County Finance Director as an appropriate fund to comply with auditing practices. Ms. Wilborn said the one-time transfer would be for \$296,533.

Ms. Wilborn noted this agenda item was for explanation purposes as Board approval would come on a future meeting agenda through a budget amendment.

County Manager, Heidi York explained the County's Economic Catalyst Fund was not a new fund, but was set up many years ago and primarily used for financial incentives. She added that in the Economic Development Catalyst Fund, any unused funds would roll over year to year with the ability to build up the fund. As presently budgeted in the economic development's contract budget line for an unrestricted use, this request formalizes the appropriate use of the undesignated funds noting the auditors stated it was not a good fit in the current contracted services budget line. Finance Director, Amy Wehrenberg stated the Catalyst Fund would provide an easier way to track and keep any future appropriations by the Board.

ECONOMIC DEVELOPMENT TASK FORCE APPOINTMENT:

Sharon Holler was appointed by the Board of Commissioners on March 15, 2021 to serve on the Economic Development Task Force. Commissioner Gentry stated Ms. Holler resigned shortly thereafter; Commissioner Gentry presented Randy King to the Board to be appointed on the Task Force.

A **motion** was made by Commissioner Sims and **carried 5-0** to appoint Randy King to the Economic Development Task Force.

RECOMMENDED CAPITAL IMPROVEMENT PLAN FOR FY 2022-2026:

County Manager, Heidi York presented to the Board the Capital Improvement Plan (CIP) for Fiscal Years 2022-2026. Ms. York said the CIP is a planning tool for implementing large, capital projects costing \$50,000 or greater from county departments, Piedmont Community College, and Person County Schools. In past versions, Ms. York noted the County also included capital needs for the Museum, the Airport, and the Senior Center as county-owned facilities.

Ms. York stated the CIP paves the way for the Manager's Recommended Budget as it will provide an estimate of funding needed for capital projects and anticipates impacts on operating costs as well. These capital projects span the next five fiscal years with the upcoming fiscal year, FY2022, being the only year where a funding commitment was needed from the Board.

Ms. York noted the CIP was being presented as information only at this meeting and proposed that adoption of the CIP be at the May 3rd Board meeting, after the Debt Model financing scenarios were presented to the Board on April 19th.

Ms. York further noted the current year, FY2020-21 total CIP costs are \$535,073. Recommended CIP costs for next fiscal year, FY2021-2022 totals \$2,465,206.

The Recommended CIP, by function, illustrates that Person County Schools has 49.4% of the projects.

The Recommended Funding Schedule, including current fiscal year along with FY2022 appropriations and planning years in FY2023-2026 are as follows:

**Person County
Capital Improvement Plan (CIP)
2022-26
Recommended - Funding Schedule**

Sources of Revenue:	Current Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	Planning Year 2024-25	Planning Year 2025-26	TOTAL REVENUE SOURCES
Revenues:							
General Fund contribution	535,073	2,465,206	2,177,035	2,097,136	1,427,705	1,109,158	9,811,313
Total Sources of Revenue:	535,073	2,465,206	2,177,035	2,097,136	1,427,705	1,109,158	9,811,313
Project Costs for County:	Current Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	Planning Year 2024-25	Planning Year 2025-26	TOTAL PROJECT COSTS
Information Technology:							
Construct room addition to existing IT building	-	93,800	-	-	-	-	93,800
Engineering & Planning	-	6,000	-	-	-	-	6,000
Contingency	-	10,000	-	-	-	-	10,000
UPS for new server room	-	20,000	-	-	-	-	20,000
General Services:							
New Roof - Helena (old) Gym	-	253,287	-	-	-	-	253,287
LEC Replace water valves/upgrade actuators	-	55,500	-	-	-	-	55,500
New Roof - EMS (Barden St.)	-	-	193,402	-	-	-	193,402
New Roof - Helena EMS/Sheriff Satellite Station	-	-	149,278	-	-	-	149,278
New Roof - Inspections	-	-	289,194	-	-	-	289,194
New Roof - Emergency Communications (911)	-	-	109,564	-	-	-	109,564
New Roof - Mayo Park Buildings	-	-	143,399	-	-	-	143,399
New Roof - Law Enforcement Center	-	-	-	-	963,316	-	963,316
New Roof - Library	-	-	-	-	85,515	-	85,515
New Roof - Mayo Park Maintenance Building	-	-	-	-	-	60,777	60,777
Recreation, Arts & Parks:							
ADA Accessibility Safety Surfacing	-	142,721	-	-	-	-	142,721
ADA Parking Areas	-	60,000	-	-	-	-	60,000
Athletic Field Light/Pole Upgrades	-	50,000	50,000	55,000	52,000	55,000	262,000
Playground Equipment Upgrades	-	-	60,000	60,000	-	-	120,000
Rock Complex Playground Equipment	-	-	55,000	-	-	-	55,000
Outdoor Multi-Purpose Courts	-	-	63,000	-	-	-	63,000
Converting Old Landfill to Park	-	-	-	73,000	-	-	73,000
Huck Sansbury - Playground ADA Safety Surfacing	-	-	-	-	205,330	-	205,330
Total County Projects:	-	691,308	1,112,837	188,000	1,306,161	115,777	3,414,083

**Person County
Capital Improvement Plan (CIP)
2022-26
Recommended - Funding Schedule**

Project Costs for PCC:	Current Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	Planning Year 2024-25	Planning Year 2025-26	TOTAL PROJECT COSTS
Piedmont Community College (PCC):							
Telephone System Replacement	57,592	9,600	-	-	-	-	67,192
Early College - POD Building	79,000	79,000	79,000	79,000	-	-	316,000
Enviro controls for buildings	-	325,000	-	-	-	-	325,000
Repair HVAC Roof Water Lines	-	-	78,000	-	-	-	78,000
Chiller units	-	-	250,000	250,000	-	-	500,000
New Roof- Building L & covered walkways	-	-	260,543	-	-	-	260,543
Total PCC Projects:	136,592	413,600	667,543	329,000	-	-	1,546,735
Project Costs for Public Schools:	Current Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	Planning Year 2024-25	Planning Year 2025-26	TOTAL PROJECT COSTS
Public Schools:							
North, NE, Woodland, Oak Lane - ADA improvements	398,481	-	-	-	-	-	398,481
North Elementary - Chiller Replacement	-	150,000	-	-	-	-	150,000
North End Elementary - Chiller Replacement	-	125,000	-	-	-	-	125,000
Stories Creek Elementary - Heat Pumps Replacement	-	140,000	-	-	-	-	
Earl Bradsher Elementary - HVAC Units Replacement	-	115,000	-	-	-	-	115,000
New Roof - Oak Lane Elementary	-	778,868	-	-	-	-	778,868
New Roof (metal) - South Elementary	-	51,430	-	-	-	-	51,430
South Elementary - Tile Floor Replacement	-	-	87,000	-	-	-	87,000
Southern Middle School - Bleachers Replacement	-	-	145,000	-	-	-	145,000
New Roof - North End Elementary (sectors C,D,E)	-	-	164,655	-	-	-	164,655
New Roof - South Elementary	-	-	-	1,580,136	-	-	1,580,136
New Roof (canopies) - Southern Middle School	-	-	-	-	121,544	-	121,544
New Roof - Woodland Elementary	-	-	-	-	-	993,381	993,381
Total Public Schools Projects:	398,481	1,360,298	396,655	1,580,136	121,544	993,381	4,850,495
Total Project Costs:	535,073	2,465,206	2,177,035	2,097,136	1,427,705	1,109,158	9,811,313

April 5, 2021
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ECONOMIC DEVELOPMENT COMMISSION:

Commissioner Sims noted his concerns related to the cohesiveness of the Economic Development Commission (EDC) and for the cohesiveness and continuity of the EDC and for the best interests of the EDC, he made a motion to remove Elizabeth (Liz) Bradsher from EDC.

Commissioner Gentry asked for substantial reason(s) or information why Commissioner Sims wanted to remove Liz Bradsher from the EDC to which he said he had no further comments.

Commissioner Gentry said she couldn't make a decision without substantial information.

Commissioner Sims called the question.

A **motion** was made by Commissioner Sims and **carried 3-2** to remove Elizabeth (Liz) Bradsher from the Economic Development Commission. Commissioner Sims, Vice Chairman Puryear and Chairman Powell voted in favor of the motion. Commissioners Gentry and Palmer cast the dissenting votes.

Commissioner Gentry stated her displeasure in the petty politics to remove someone from a board without reason or evidence to provide to the public.

CHAIRMAN'S REPORT:

Chairman Powell had no report.

MANAGER'S REPORT:

County Manager, Heidi York had no report.

COMMISSIONER REPORT/COMMENTS:

There were no reports from Vice Chairman Puryear or Commissioners Gentry and Sims.

Commissioner Palmer commented a former resident contacted him related to a family member's stay in the extended care unit at Person Memorial Hospital. He added there was no contact information on their website for people to call with an issue. County Manager, Heidi York stated the County has no authority over Person Memorial Hospital noting they have their own board. Ms. York offered to provide Commissioner Palmer with contact information for the Hospital Director.

April 5, 2021

CLOSED SESSION #1

A **motion** was made by Commissioner Sims and **carried 5-0** to enter into Closed Session #1 at 7:37pm 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 area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, Economic Development Director, Sherry Wilborn and County Attorney, Ellis Hankins.

A **motion** was made by Vice Chairman Puryear and **carried 5-0** to return to open session at 7:52pm.

CLOSED SESSION #2

A **motion** was made by Commissioner Palmer and **carried 5-0** to enter into Closed Session #2 at 7:54pm per General Statute 143-318.11(a)(5) 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 with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, Economic Development Director, Sherry Wilborn and County Attorney, Ellis Hankins.

A **motion** was made by Commissioner Sims and **carried 5-0** to return to open session at 8:10pm.

ADJOURNMENT:

A **motion** was made by Commissioner Sims and **carried 5-0** to adjourn the meeting at 8:12pm.

Brenda B. Reaves
Clerk to the Board

Gordon Powell
Chairman