1. **MEETING CALLED TO ORDER**

2. **INVOCATION**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC COMMENT**

5. **APPROVAL OF AGENDA**

6. **CONSENT AGENDA**
   A. Approval of City Council Meeting Minutes Dated May 7, 2019 – (Pages 4 - 12)
   
   B. Approval of City Council Work Session Meeting Minutes Dated May 14, 2019 – (Pages 13 - 23)
   
   C. Approval of City Council Meeting Minutes Dated May 21, 2019 – (Pages 24 - 31)
   
   D. Approval of City Council Meeting Minutes Dated June 4, 2019 – (Pages 32 - 38)
   
   E. Approval of City Council Work Session Meeting Minutes Dated June 11, 2019 – (Pages 39 - 44)
   
   F. Approval of City Council Meeting Minutes Dated June 18, 2019 – (Pages 45 - 56)

7. **SPECIAL AGENDA**
   Presentation by Crystal McIver Regarding Community Garden – (Page 57)

8. **CASES FOR PUBLIC HEARING:** to be held jointly with the Planning Board.
   A. This rezoning request is a follow-up to the annexation of the subject property on June 4.
      Application by Schoolhouse Sanford, LLC - to rezone one 22.98 ± acre tract of land developed with Ascend Leadership Academy charter school addressed as 283 Harvey Faulk Road and two single-family homes addressed as 3930 /3934 NC 87 Hwy to Ascend
Leadership Academy Conditional Zoning District, a site plan specific conditional zoning district. Currently, 12.89 acres is zoned Residential Agricultural Conditional Zoning District with a Conditional Use (RA-C-CU), 1.34 acre is zoned Residential Restricted Conditional Zoning District (RR-C), and 8.75 acres is zoned Residential Restricted (RR). The subject property is identified as Tax Parcel 9661-22-8224-00 as depicted on Lee County Tax Map 9661.03 and illustrated as a 22.98-acre lot on a 2018 survey labeled Survey for (Owner) Schoolhouse Sanford, LLC and recorded at Plat Cabinet 2018, Slide 71 of the Lee County Register of Deeds Office. – (Pages 58 – 95)

B. Application by the Ruby and Ernest McSwain Worthy Lands Trust, for property owned by the Ruby Crumpler McSwain Estate and the Ruby C. McSwain Estate - to rezone two adjoining tracts of land from Heavy Industrial (HI) to Light Commercial & Office (C-1). Tract one is a 0.90-acre vacant tract of land addressed as 1200 S. Third Street. Tract two is a 2.40-acre tract of land addressed as 102 E. Rose Street and being a corner lot with frontage on E. Rose Street and S. Third Street. The subject property is identified as Tax Parcels 9652-06-9273-00 and 9652-06-7420-00 as depicted on Lee County Tax Maps 9652.09 and illustrated a Tracts 1 and 2 on a 2016 survey labeled Survey for Ruby and Ernest McSwain Worthy Land Trust and recorded at Plat Cabinet 2016, Slide 30 of the Lee County Register of Deeds Office. – (Pages 96 – 120)

The Planning Board shall retire to the West End Conference Room.

C. Public Hearing on Forest Hills Sewer Petition
   - Consider Award of Contract for Forest Hills Sewer Extension Project – (Pages 121 – 123)

9. DECISIONS ON PUBLIC HEARINGS:

10. REGULAR AGENDA

11. NEW BUSINESS (Items for discussion and action will only be taken if necessary. Otherwise, these items will be placed on the next agenda for approval.
   A. Consider and Authorize Compliance Plan and Fair Housing Documents for the 2018 Community Development Block Grant Neighborhood Revitalization (CDBG-NR) Linden Avenue Project
      - Program Manual Summary Memorandum – (Pages 124 – 126)
      - Program Manual and Resolution for Adoption – (Pages 127 – 206)
      - Fair Housing Promotion Memorandum – (Pages 207 – 209)
      - Analysis of Impediments/Assessment of Fair Housing – (Pages 210 – 238)
      - Fair Housing Resolution and Certification for Adoption – (Pages 239 – 240)

B. Consider Resolution in Support of the Temporary Closure of Portions of Several Streets for the Purpose of a 5K and 10K Fun Run and Fundraiser – (Pages 241 – 244)
C. Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2019-2020 – (Police Department) – (Pages 245 – 246)

D. Consider Reimbursement Resolution – Fire Pumper – (Page 247)

F. Consider Spruce Street Water Tank Tower Antenna Agreement – (Pages 248 – 251)

G. Consider Waiver of Residency Requirement for the Opioid Commission – (Page 252)

H. Consider Initial Board of Directors for Friends of Sanford, Inc. – (Pages 253 – 254)

12. OTHER BUSINESS
   Closed Session – (Page 255)

13. ADJOURNMENT
MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF SANFORD
SANFORD, NORTH CAROLINA

The City Council met at the Sanford Municipal Center, 225 E. Weatherspoon Street, on Tuesday, May 7, 2019, at 6 p.m., in Council Chambers. The following people were present:

Mayor Pro Tem Rebecca Wyhof                 Council Member Byron Buckels
Council Member Sam Gaskins                   Council Member Jimmy Haire
Council Member Norman Charles Post, III      Council Member Charles Taylor
City Manager Hal Hegwer                      City Attorney Susan Patterson
Deputy City Clerk Vicki Cannady

Absent:
Mayor T. Chet Mann
Council Member James Williams
City Clerk Bonnie Davis

CALL TO ORDER
Mayor Mann called the meeting to order. Council Member Buckels delivered the invocation. The Pledge of Allegiance was recited.

PUBLIC COMMENT (Exhibit A)
The following individuals spoke in favor of the proposed ordinance to erect a stop sign on Gulf Street at the intersection with Cross Street: Aidan Harbison (201 N. Gulf Street, Sanford), John Cloud (321 N. Gulf Street, Sanford), Brian Gould (319 Summit Drive, Sanford), and Greg Stoch (220 N. Gulf Street, Sanford).

APPROVAL OF AGENDA
Council Member Gaskins made the motion to approve the agenda. Seconded by Council Member Post, the motion carried unanimously.

CONSENT AGENDA
City Council Work Session Meeting Minutes dated April 9, 2019 (filed in Minute Book 96)
Joint Meeting Minutes dated April 10, 2019, with Sanford Area Growth Alliance, Lee County Commissioners, Town of Broadway Commissioners and Sanford City Council (filed in Minute Book 96)

Council Member Buckels made the motion to approve the agenda. Seconded by Council Member Gaskins, the motion carried unanimously.

SPECIAL AGENDA
Update from Sanford Area Growth Alliance (SAGA)
SAGA Chief Executive Office Michael Smith reported that his organization continues to refine their marketing message for Sanford, Lee County and Broadway by focusing on channels and people who have significant influence on site selection decisions. They have travelled to regional conferences to build relationships with site consultants, along with the team from the
Economic Development Partnership of NC and regional partners from the Research Triangle Regional Partnership. He highlighted the following activity:

- They have worked 37 projects year-to-date compared with 23 from the same period last year. Manufacturing strength continues to be our area’s biggest draw but they are seeing more life science projects and more food and beverage projects than in prior years.
- The Chamber is having another strong year, with retailers reporting double-digit sales increases. Sales tax collections have also increased by nearly double-digits over last year. Staff is developing a new program tentatively called “RISE” (Real Investment in Sanford Entrepreneurs). They are also working to enhance wi-fi downtown.
- Staff continues to connect with local businesses and industries, and have reinstituted what was previously known as the “Plant Managers Association”, now called the “Major Employers Group.”
- The NC Director of Skills USA spoke at the most recent Public Policy Luncheon. He commended local student Brandon Ramirez, the national president and noted that three of the last five national student presidents of this group have been from our area.
- A major announcement is expected in the next 60 days regarding a new subdivision project.
- Staff is working with Representative John Sauls on paved permanent access points at Deep River to allow easy river access for kayaking and recreation. Downtown continues to see fewer vacancies, along with increased traffic and rents.
- They are seeing significant activity and potential expansion in our local industrial community, with increased traffic at local properties vacated when Static Control moved some of its operations.
- Walls are in place at the Central Carolina Enterprise Park spec building and they continue to see significant interest in that space: completion is anticipated in about 45 days.
- The Chamber and Tourism Development Authority are working with the Outdoor Channel on a fishing show that will be filming in Sanford in the next several weeks. The show was made possible by funding and sponsorships from the Chamber, TDA and one of our small businesses, Cashion Fishing Rods. The show will be broadcast nationally more than 40 times.
- A statewide event will be held in Sanford in early October at the Civic Center.
- Dr. Bill Stone with the NC Cooperative Extension, will be giving a “State of Agriculture” report on May 13. SAGA is working closely with Dr. Stone and members of the agricultural sector to explore opportunities to match local assets with needs. They encouraged regional partners at the Research Triangle Regional Partnership to form an agriculture cluster, which they did and funding has been requested from the legislature. It will involve regional marketing, social media and additional national outreach. More information on this new initiative will available at the “State of the Region” event that will be held in Raleigh on May 23.

Mr. Smith thanked Council for the opportunity to provide an update and thanked them for their support of SAGA.

**CASES FOR PUBLIC HEARING**

There were no cases for public hearing.
DECISSIONS ON PUBLIC HEARINGS

Application by the Ruby and Ernest McSwain Worthy Lands Trust, for property owned by the Ruby Crumpler McSwain Estate to rezone one vacant 0.50 +/- acre tract of land with frontage/access off of Woodland Avenue, from Residential Mixed (R-12) to Office & Institutional (O&I). The subject property is identified as Tax Parcel 9652-04-1924-00 as depicted on Lee County Tax Maps 9652.09 and 9542.13 and illustrated as Lot 1 on a 1907 survey labeled a Map of Sou. Sanford, NC, and recorded at Plat Cabinet 2, Slide 314 of the Lee County Register of Deeds Office, along with a portion of W. Spruce Street that was closed by the Sanford Board of Alderman in 1993 per Deed Book 507, Page 912, of the Lee County Register of Deed Office (Exhibit B)

Thomas Mierisch, Planner I, reminded Council that the public hearing on this application was held on April 16, 2019, at which time all relevant information was presented. He informed Council that the Planning Board voted unanimously to recommend approval of this request as presented since it appears to comply with the Long Range Plan place type designation of “Neighborhood Transition Area” and appears to be reasonable and in the public interest based on the location of the site between two existing commercial uses on a city maintained public street with existing water and sewer service.

• Vote to Approve or Deny Statement on Long Range Plan Consistency as it Relates to this Rezoning Request
Council Member Gaskins stated that the proposed design appears to comply with the PlanSanLee “Neighborhood Transition Area” place type and this specific area was used as the local example; therefore, he made a motion that this request is consistent with the adopted long-range plan. The motion was seconded by Council Member Taylor and carried unanimously.

• Vote to Approve or Deny Rezoning Request- Ordinance Amending the Official Zoning Map of the City of Sanford, North Carolina (Exhibit C)
Council Member Gaskins stated that the proposed zoning map amendment is reasonable and in the public interest because it is consistent with the adopted land use plan and has existing access to public water, sewer, and streets; therefore, he moved to approve the request to rezone the vacant 0.50 acre +/- tract of land with frontage/access off of Woodland Avenue identified as Lee County tax parcel 9652-04-1924-00 from Residential Mixed (R-12) to Office & Institutional (O&I). The motion was seconded by Council Member Buckels and carried unanimously.

Application by the Ruby and Ernest McSwain Worthy Lands Trust, for property owned by the Ruby Crumpler McSwain Estate, to rezone one vacant 0.33 +/- acre tract of land formerly developed with a house addressed as 1015 Woodland Avenue, and being a corner lot with frontage/access off of Woodland Avenue and W. Rose Street, from Residential Mixed (R-12) to Office & Institutional (O&I). The subject property is identified as Tax Parcel 9542.95-7483-00 as depicted on Lee County Tax Map 9642-12 and illustrated on Exhibit A of a 2016 Deed of Easement recorded at Deed Book 1412, Page 677, of the Lee County Register of Deeds Office (Exhibit D)

Thomas Mierisch, Planner I, reminded Council that the public hearing on this application was held on April 16, 2019, at which time all relevant information was presented. He informed Council that the Planning Board voted unanimously to recommend approval of this request as presented since it appears to comply with the Long-Range Plan place type designation of...
“Neighborhood Transition Area” and appears to be reasonable and in the public interest since it is a corner lot with frontage and access off Woodland Avenue and West Rose Street, with existing water and sewer service.

- **Vote to Approve or Deny Statement on Long Range Plan Consistency as it Relates to this Rezoning Request**
  Council Member Buckels stated that the proposed design appears to comply with the PlanSanLee “Neighborhood Transition Area” place type and this specific area was used as the local example; therefore, he made a motion that this request is consistent with the adopted long-range plan. Council Member Gaskins seconded the motion, which carried unanimously.

- **Vote to Approve or Deny the Rezoning Request- Ordinance Amending the Official Zoning Map of the City of Sanford, North Carolina (Exhibit E)**
  Council Member Gaskins stated that the proposed zoning map amendment is reasonable and in the public interest because it is consistent with the adopted land use plan and has existing access to public water, sewer, and streets; therefore, he made a motion to approve the request to rezone a vacant 0.33 ± acre tract of land formerly developed with a house addressed as 1015 Woodland Avenue and identified as Lee County tax parcel 9642-95-7483 from Residential Mixed (R-12) to Office & Industrial (O&I). The motion was seconded by Council Member Buckels and carried unanimously.

Application by Wolfheel Properties, Inc., to rezone two adjoining tracts of land totaling 0.44 +/- of an acre addressed as 1103 and 1007 Woodland Avenue, from Residential Mixed (R-12) to Office & Institutional (O&I). The subject property is identified as Tax Parcels 9642-95-9360-00 and 9652-05-0239-00 as depicted on Lee County Tax Maps 9642.12 and 9652.09 and illustrated as Lots 2 and 3 on a 1952 survey labeled Map Showing Actual Survey for Redivision of Block #184 of the Monroe Additional to the Town of Sanford, NC, Lee County, recorded at Plat Cabinet 2, Slide 474, of the Lee County Register of Deeds Office (Exhibit F)

  Thomas Mierisch, Planner I, reminded Council that the public hearing on this application was held on April 16, 2019, at which time all relevant information was presented. He informed Council that the Planning Board unanimously recommends approval of this request as presented since it appears to comply with the long-range plan place type designation of “Neighborhood Transition Area” and appears to be reasonable and in the public interest based upon the location of the site next to an existing commercial use with frontage on a city maintained public street with existing water and sewer service.

- **Vote to Approve or Deny Statement on Long Range Plan Consistency as it Relates to this Rezoning Request**
  Council Member Buckels stated that the proposed design appears to comply with the PlanSanLee “Neighborhood Transition Area” place type and this specific area was used as the local example; therefore, he made a motion that this request is consistent with the adopted long-range plan. Council Member Gaskins seconded the motion, which was unanimously approved.
• **Vote to Approve or Deny the Rezoning Request- Ordinance Amending the Official Zoning Map of the City of Sanford, North Carolina (Exhibit G)**

Council Member Gaskins stated that the proposed zoning map amendment is reasonable and in the public interest because it is consistent with the adopted land use plan and has existing access to public water, sewer, and streets; therefore, he made a motion to approve the request to rezone two adjoining tracts of land totaling 0.44 ± acre addressed as 1103 and 1107 Woodland Avenue from Residential Mixed (R-12) to Office & Institutional (O&I). The motion was seconded by Council Member Buckels and carried unanimously.

**REGULAR AGENDA**

There were no items on the regular agenda.

**NEW BUSINESS (Items for discussion and action will only be taken if necessary. Otherwise, these items will be placed on the next agenda for approval).**

- **Ordinance to Erect Stop Signs Within the City of Sanford – Chapter 36, Traffic Code of Ordinances (Exhibit H)**

  Engineering Administrator Van Johnson explained that a request was made by property owners in the area of Gulf and Cross Streets to make this intersection a four-way stop rather than the current two-way stop. Mr. Johnson stated that to his knowledge, only one phone call was received opposing this request and they requested that he inform Council that they are emphatically opposed. Council Member Buckels stated that he met with area residents last month and four of them spoke earlier in support of the request; he also received phone calls from seven people supporting the request and one emphatically opposed.

  Council Member Buckels made a motion to approve the Ordinance to Erect Stop Signs within the City of Sanford – Chapter 36, Traffic Code of Ordinances but with no second, the motion failed. Council Member Gaskins noted that several stop signs are posted in the area and he requested traffic and accident information for at least five years back. He stated that he has received several complaints about adding another stop sign and suggested that another strategy be considered. Mayor Pro Tem Salmon suggested that this issue be discussed at a Council workshop when additional information and statistics are available. She thanked neighborhood residents for attending and acknowledged that this issue warrants further attention.

- **Ordinance Establishing Speed Limit on Various Roads Within Fairway Woods Subdivision in City Limits (Exhibit I)**

  Engineering Administrator Van Johnson explained that a request was made by the Fairway Woods Homeowners’ Association to reduce the speed limit from 35 mph to 20 mph and erect signage. In order to maintain consistency with other similar neighborhoods, staff suggests that the change be from 35 to 25 mph. Council Member Taylor agreed with the suggestion for a 25-mph speed limit. Council Member Gaskins requested statistics on accidents in the neighborhood before making this change. Council Member Taylor explained that electronic signs have been placed in the neighborhood on two occasions and the request is being made not because of accidents but out of safety concerns since many citizens walk in the neighborhood.

  Council Member Taylor made a motion to approve the Ordinance Establishing Speed Limit on Various Roads Within Fairway Woods Subdivision in the City Limits. The motion was
seconded by Council Member Buckels. Council Member Gaskins made a motion to table this issue until information on accidents in the neighborhood is received but the motion failed for lack of a second. The motion to approve the ordinance reducing the speed limit carried by a vote of five to one, with Council Member Gaskins casting the lone dissenting vote.

Ordinance Establishing Speed Limit on Various Roads within Hawkins Run Subdivision in City Limits (Exhibit J)

Council Member Taylor explained that electronic speed signs have been posted in the Hawkins Run neighborhood in the past and staff has received data on traffic and speed studies. Council Member Gaskins suggested that this information be provided to Council prior to reducing the speed limit and made a motion to table the issue; however, with no second, the motion failed.

Council Member Taylor made a motion to approve the Ordinance Establishing Speed Limit on Various Roads within Hawkins Run Subdivision in the City Limits. The motion was seconded by Council Member Buckels and passed by a vote of five to one, with Council Member Gaskins casting the dissenting vote.

Renewal Contract for Inmate Labor Between the City of Sanford and NC Department of Public Safety (Exhibit K)

Public Works Manager Fedd Walker explained that the inmate labor program continues to be very successful and helps supplement the City’s efforts to continually provide litter collection, ground maintenance and other activities. The current contract will expire June 30, 2019, and staff is requesting that Council renew the proposed contract. The Public Works Department currently uses eight inmates but we can request more if we provide the required ratio of supervision. There are also requirements for amenities (such as trucks and trailers of a specific size; portable toilet) and we would have to purchase additional vehicles and equipment if we want to increase inmate staffing. He noted that this arrangement offers inmates an opportunity to learn a trade and reenter the work force. Mr. Hegwer stressed that the inmates provide a tremendous benefit to the City and perform exceptionally well on the job. Council Member Buckels expressed concern about the pay which, according to Mr. Walker, is “$1 per hour” (actually $1 per eight-hour workday) but Mr. Walker explained that this pay scale is established by the state and he has relayed these concerns to the superintendent.

Council Member Taylor made a motion to approve the Renewal Contract for Inmate Labor Between the City of Sanford and NC Department of Public Safety. The motion was seconded by Council Member Gaskins and approved by a vote of five to one, with Council Member Buckels casting the dissenting vote.

Municipal Mowing Agreement Between the NC Department of Transportation and the City of Sanford (Exhibit L)

Public Works Manager Fedd Walker explained that this agreement is for a five-year extension of our agreement with the Department of Transportation and allows us to be considered a contractor. It would provide reimbursement for five mowing cycles annually and offer us control in scheduling and frequency of mowing. He confirmed that the prior contract with DOT was executed in 2013; they are typically five-year contracts; and fuel adjustments can be made monthly.
Council Member Gaskins made a motion to approve the Mowing Agreement between the NC Department of Transportation and the City of Sanford. The motion was seconded by Council Member Post and unanimously approved.

**Bond Order Authorizing the Issuance of Enterprise Systems Revenue and Revenue Refunding Bonds of the City of Sanford, North Carolina (Exhibit M)**

City Manager Hal Hegwer explained that approximately $13.5 million of the $45 million bond issuance would be new debt issued for the Moncure Megasite sewer extension project, Amos Bridges Road waterline project, Hawkins Avenue waterline project and Raleigh Executive Jetport (Sanford Airport) sewer extension project. The remainder would be used to refinance the outstanding balance (about $31.5 million) on the debt originally issued for the Wastewater Treatment Plant expansion. This bond order will authorize execution of all documents required for filing in connection with bond issuance. Moody’s Rating Agency has affirmed our revenue bond credit rating of Aa3 and we anticipate the Fitch Agency rating next week. The Local Government Commission was to meet today and while he does not yet have results from that meeting, Mr. Hegwer stated that he was fairly confident the issuance would be approved. Pricing of the bonds is scheduled for around May 30 and the deal should be closed in mid-June. Mayor Pro Tem Salmon noted this was a great rating and a great deal for citizens of Sanford. Council Member Gaskins questioned how the new issuance would affect the payment amount and term for the portion paying the balance on the Wastewater Treatment Plant bonds. Mr. Hegwer responded that he did not have details but believed the term would be the same as the original debt.

Council Member Post made a motion to approve the Bond Order Authorizing Issuance of Enterprise Systems Revenue and Revenue Refunding Bonds of the City of Sanford, North Carolina. The motion was seconded by Council Member Haire. Mayor Pro Tem Salmon called for a vote on the motion by asking who was in favor and several Council members responded; however, before asking who opposed the motion, Council Member Gaskins made a motion to table the vote until additional information is received. Council Member Taylor stated that the vote had been taken but Mr. Gaskins noted there was no opportunity for discussion after the motion was seconded and he had not yet cast his opposing vote. Mayor Pro Tem Salmon stated that the vote on the motion to approve the bond order was taken prior to Mr. Gaskins motion to table. She apologized for confusion on the parliamentary procedure and explained that anyone voting in the affirmative could request that the vote be reconsidered. Mr. Gaskins suggested the vote wasn’t yet final. Mr. Buckels stated that Mr. Gaskins may be correct because he did not recall voting in favor of the motion and if time is not of the essence and more time is needed, he would second Mr. Gaskins motion to table the vote until additional information is received. City Attorney Susan Patterson suggested that Mayor Pro Tem Salmon ask Council members to clarify their vote. Mayor Pro Tem Salmon requested that vote be clarified but called for a brief ten-minute recess.

After the meeting was reconvened, Mayor Pro Tem Salmon offered Mr. Gaskins an opportunity to comment and stated that she would ask members to confirm their votes to approve the Bond Order. Mr. Gaskins stated that the “new money” portion of the bonds is being financed for 25 years; the “old money” (paying the balance on the bonds originally issued for the Wastewater Treatment Plan) will be financed for the balance of the original term (15 years) and the refinancing will lower the payments by approximately $120,000, a significant saving. Mayor Pro Tem Salmon noted that the recess provided an opportunity to obtain answers to Mr. Gaskins’ questions. She then asked Council members to confirm their votes: Council Members Buckels,
Post, Taylor, Gaskins, Haire and Mayor Pro Tem Salmon all voted in favor of the motion to approve the bond order, which carried unanimously.

City of Sanford Quarterly Budget Report – Third Quarter Ending March 31, 2019 (Exhibit M)
Senior Budget Analyst Cindy O’Quinn reviewed items from the quarterly budget report as shown on the attached Exhibit M.

Resolution Directing Clerk to Investigate a Petition for Annexation Under G.S. 160A-31 (Exhibit N)
Community Development Director Marshall Downey explained that Council is being asked to consider directing the clerk to investigate a petition for voluntary annexation under G.S. 160A-31. The petitioner is Schoolhouse Sanford, LLC, on whose site “Ascend Academy” (a public charter school opened last fall) is located. That project opened with private septic systems but they indicated a desire to access public sewer service and they are now seeking voluntary annexation to extend that service. Mr. Downey noted that there was a discrepancy in the description originally included in the petition which has been corrected as shown on page 72 of Exhibit N. City Attorney Susan Patterson confirmed that the description included in the exhibit is the correct description.

Council Member Gaskins made a motion to approve the Resolution Directing the Clerk to Investigate a Petition for Annexation under G.S. 160A-31. The motion was seconded by Council Member Taylor and unanimously approved.

OTHER BUSINESS
Council Member Taylor thanked City Manager Hegwer and Management Analyst Holly Marosites for working with the Fairway Woods and Hawkins Run Property Owners’ Associations. Several issues discussed at the meetings were resolved within 24 hours and all were resolved within a week. He also informed fellow Council members that the Joint Planning Commission met in April and the eight proposed amendments related to mining and oil and gas extraction are moving forward, with public hearings to be scheduled at each of the governing bodies (Sanford City Council, Broadway Town Commissioners, Lee County Commissioners). He noted there was good dialogue at the meeting and he is pleased with work done by the commission and staff. A meeting of the S3 Housing Connect board is scheduled for May 9 and additional information will be provided.

Mayor Pro Tem Salmon thanked everyone who participated with and helped organize the recent Block Party in the area near Temple Ball Park. She thanked everyone involved with the recent visit by guests from Atizapan, Mexico, our future Sister City. Feedback received from the delegation indicated that they had a great visit and were very impressed with our community. They toured several local attractions associated with economic development, education, and public safety. She acknowledged community support of the Mayors’ Prayer Breakfast held recently at the Civic Center and noted that a new sculpture was recently unveiled in Depot Park to recognize volunteers. She stated that she attended the recent Hanmadang (Tae Kwon Do) Global Open event that drew hundreds of people into our community to stay in our hotels and eat in our restaurants. She also commented that she saw some of the first elements of the splash pad while walking on the greenway recently and thanked everyone for their hard work on all the activity around Sanford.
ADJOURNMENT

Council Member Gaskins made the motion to adjourn the meeting; seconded by Council Member Buckels, the motion carried unanimously.

ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED BY REFERENCE AND MADE A PART OF THESE MINUTES.

Respectfully Submitted,

______________________________
T. CHET MANN, MAYOR

ATTEST:

______________________________
BONNIE DAVIS, CITY CLERK
The City Council held a work session on Tuesday, May 14, 2019, at 6:00 p.m. in the West End Conference Room at City Hall. The following people were present:

Mayor T. Chet Mann  Mayor Pro Tem Rebecca Wyhof Salmon
Council Member Byron Buckels  Council Member Jimmy Haire- arrived at 6:19 PM
Council Member Charles Taylor  Council Member Norman Charles Post, III
Council Member James Williams  Council Member Sam Gaskins
City Manager Hal Hegwer  City Clerk Bonnie Davis
City Attorney Susan Patterson  Deputy City Clerk Vicki Cannady

Work Session

Mayor Chet Mann called the work session to order.

Consider Presentation from Planning Department Staff and Triangle J Council of Government on Affordable Housing Study – (Exhibit A)

Community Development Director Marshall Downey stated that staff and Council have discussed at several workshops the East Sanford Redevelopment Area and the need to look at housing, trend data, and an analysis of our need for housing. Staff reached out of Triangle J and they have put together a report on the housing study. He introduced Erika Brown and Aspen Romeyn, with Triangle J Council of Governments (TJCOG), who prepared and presented an extensive report on the need for affordable housing in Lee County.

Planner Erika Brown, with TJCOG, spoke regarding Triangle J COG services and how they strive to improve the quality of life for the citizens. They just recently started working on affordable housing projects in the region a few years ago and are working in Chatham, Wake, Durham, Orange, Johnston and Lee County. She presented an overview of the study and the purpose of it and also the strategies for opportunities to move forward to address affordable housing. Housing affordability is generally when a household pays no more than 30 percent of their gross monthly income on a mortgage/rent, as well as utilities. If they pay more than the 30 percent of their income every month, they would be considered housing cost burden. While this is not an issue for everybody, if a family makes $10,000 per month and are paying 50 percent of their income on their mortgage and utilities, they still have $5,000 left for everything else to pay. For low and moderate incomes, they have very little income left to put towards other needs. When affordable housing is talked about, it is generally focused towards providing housing for the low and moderate group. Low and median income is defined by the U. S. Department of Housing and Urban Development (HUD). Traditionally, HUD provides income data, income limits on a yearly basis and they do it for all geographies across the United States. The median income for Lee County in 2018 for a family of four was $58,000. If you think about affordable housing, it is usually capped at 80 percent of the Area Median Income (AMI) or $46,400 for a family of four. Some communities that have a lot higher housing cost and a lot higher income; they focus on the
City Council Work Session  
May 14, 2019

moderate income 80 to 100 percent of AMI, which is called workforce housing. For purposes of this study, most of the data they looked at was related to 80 percent AMI or less.

She explained there are a couple of kinds of affordable housing; the Legally-Binding Affordable Restricted (LBAR) Housing, which is public housing, low-income housing tax credit projects that is income restricted and the Naturally Occurring Affording Housing (NOAH), which is market rate housing that tends to be affordable to people at the low and median income level. Sanford has a lot of these two kinds of housings now.

Sanford is a very diverse community and a lot of growth projected is for older adults - 65 years and older, non-white households and Hispanic households, who may or may not need different housing needs. Sanford has a lot of housing cost-burden households, which is the people who pay more than the 30 percent of their income; about one in three pay more than 30 percent and Sanford is higher. She stated there are a lot more one and two person households than there are one-and two-bedroom units. There is a lack of housing diversity in terms of types of housing and unit size.

Renter households make up 33 percent of all housing in the County and 45 percent in Sanford. Nearly 50 percent of the renter households make less than $25,000. Of the more than 25,000 people who work in Lee County, about one-third live in another county; it is unclear why but could be related to the housing cost. Housing cost more to live in Lee County than surrounding counties.

She explained the housing goals to incentivize development of a variety of housing types and price points within priority locations; provide education, resources and incentives to improve housing conditions and preserve affordable housing options and increase local funding for affordable housing initiatives; and to improve housing conditions through efficient code enforcement and community outreach. (See Exhibit A).

Consider Broadcast Options for Council Meetings

Mayor Mann wanted to approach the subject of our television coverage. He noted that the City has been moved down to Channel 191 in an old format (Spectrum Cable TV). He asked Tim Copas to come to see if Council is more interested in having a more modern, HD quality presentation on a lower channel through streaming. He expressed concern that people are not seeing Council meetings and are not reading the articles. Mr. Copas approached him with an idea and wanted to see if Council has an interest in moving forward with the streamlining.

Mr. Copas sent Mayor Mann an article from Forbes Magazine about streaming; it came out in April. Over 65 percent of Americans are watching the majority of their different media on demand through Smart TVs and about 61 percent own a Smart TV. When they started streaming live, you would see viewership go to 500 to 600 people. Mr. Copas stated that when Southern Lee High School went to Texas and played a football game there, they had over 15,000 views of that game live and over 500 people viewed it from Wild Wings. He feels the City could be ahead of the curve streaming the meetings, etc. Mr. Copas did not feel people would go to Channel 191 to watch the meetings. They started running some tests with this and they would like to produce a channel that would be all Sanford programming. They streamed about six hours of StreetFest.
They have a new option for Sanford called Sanford TV live. You can go to it on the web browser and there is an app on Smart TVs called Twitch and there is information on how to download it. You would be well ahead of Raleigh, Cary and Apex. They could partner with the City’s station Channel 191 and run them at the same time. In essence, it would be a Sanford channel that would serve Sanford and the surrounding areas where you have on-demand content and the ability to see live events as they happen in HD quality.

Mayor Mann asked how would you produce a streaming HD City Council meeting? Mr. Copas replied that he has the equipment to produce it. All he would need to stream the Council meetings is an internet connection through high-speed data. He could stream it live or on a delay basis.

City IT Director John Clayton stated that the City’s cameras now have 600 horizontal lines; HD is 700 to 1000. We are almost HD. On the website, staff converts to HD. They are using 600 lines to convert it to a better image. On our views, we are getting 300 to 400 views immediately after the meeting within the first view; a month later there are about 1,200 views; four to five months down the road, they are seeing around 2,000 views. Mr. Hegwer stated that when we were Channel 11, there were more people who watched the channel. We are limited to some degree.

Council Member Taylor stated that a lot of people are streaming now. Council has seen it at trade shows of Box Cast where we can have the meetings go on line immediately. There are ways we can enhance what we have now, technology wise, with tricaster and more cameras and you retain the rights to your viewership and metrics. This is key because we do not get metrics from Charter. He had rather retain copy because we have the tool and there are ways to get around it. The technology is there; cameras are smaller and cheaper. Mr. Copas stated that he felt four cameras would be more than adequate and he has produced Lee County’s graduation, football program, etc. To survive, you would have to monetize it unless you have someone to pay for it.

Mayor Mann added that most homes buyers are streaming now. His concern was to bring it to Council’s attention because he felt people are not finding us. People need to be informed today. Mayor Pro Tem Salmon asked do we have the capability to take the video and put it on Facebook. Mr. Clayton replied that we can do it.

Council Member Taylor stated that we do not have a tv logo on the City’s landing page of our site. You have to drill down to the agenda to find the video on-line; we need some type of logo on our landing page. Mr. Copas added that you have to have money to make it work either through advertising, pop ups, or subscriptions. Mayor Mann noted that the TDA could promote that we have a tv channel. Mr. Taylor was concerned about the advertising content because you could have political advertising on our channel and we need to control content. We have the ability to stream through you tube, etc. He had rather keep it in house because we can keep the metrics on it. Mayor Pro Tem Salmon expressed that she would like to know how Public Information Officer Kelly Miller felt about it and what new ways we can get info out to people. She felt we need to control how we deliver. Mayor Mann would like to have staff look at it from a public information office and see what we can do. Mr. Taylor suggested contacting Bill Freeman with the Central Carolina Community College, to get college students to produce a week-long program on what is going on in Sanford.
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Consider Presentation by North Carolina Department of Transportation Regarding Seventh Street/Charlotte Avenue Resurfacing and Road Diet - (Exhibit B)

Senior Long-Range Planner David Montgomery was approached by the Department of Transportation (DOT) in February and they are letting out its resurfacing contract and one of the roads they are slated to resurface is Seventh Street. Seventh Street is a four-lane road running from Bragg Boulevard to Colon Road, and it bisects East Sanford. From the planning staff perspective, this would be an opportunity in our planning documents to do a road diet. Staff looked at the DOT design and asked them to look at bike lanes. The DOT worked on it and came back and said maybe we want to do improvements to Charlotte Avenue. The DOT and staff would like to receive feedback from Council to remove some traffic lights on Seventh Street and Charlotte Avenue; a decision would need to be made soon.

Chuck Dumas, Division Maintenance Engineer, for Division 8, stated that they would like to talk about the resurfacing of Charlotte Avenue and Seventh Street. He also brought staff from the DOT to answer some of the questions staff had at the last workshop they attended. He introduced Matt Kitchen, the District Engineer, whose office handles driveway permits, utility encroachment agreements, and attends the MPO and RPO meetings for the area he works in. Mr. Kitchen will present the project on Seventh Street and Charlotte Avenue.

Josh Brooks, is the County Maintenance Engineer, for Lee and Moore Counties. His office handles the resurfacing program. He plans the DOT’s five-year resurfacing program, maintenance plan for Lee County, draining, patching, hurricane recovery efforts, removing debris, snow and ice removal. His office is located on Seventh Street and Bragg Street. Mr. Brooks also brought Bradley Oldham, who is their Advanced Technician, who helps put together the resurfacing programs and maintenance plans, etc.

Anthony Bostic, is the DOT Road Maintenance Supervisor. Mr. Dumas stated that the reason they are looking at this area is because there was a crash at Charlotte Avenue and Seventh Street. The DOT did an investigation and found that there was a crash pattern there. With this investigation and the resurfacing project, they felt this was an opportunity to do the road diet. One of the things they looked at was removing the signal at First Street and Charlotte Avenue and this was incorporated into the plan (Exhibit B). We have a contract for resurfacing and need feedback from Council if they would like to move forward with this plan. The width is there to do the bike lanes.

Mr. Kitchen stated that this is strictly a resurfacing project and it will give you the opportunity to make some changes to it, which would benefit the roadway and City. Seventh Street is a four-lane undivided roadway; the traffic volume has dropped dramatically in the last ten to twelve years. It will not affect the level of service. Charlotte Avenue has also experienced a drop between 2,500/2,600 to 2,100 vehicles per day in the last ten years. They want to start at Weatherspoon Street; take the four lanes undivided highway and reduce it to three lanes; providing one through lane in each direction as well as a center turn lane. This would provide two, four-foot bike lanes on each side of the road, which is part of the City’s bike/ped plan. He stated that Seventh Street and Charlotte Avenue do not warrant a signal any more. As a policy, they look for opportunities to remove those signals as long as it provides for safe travel. Four-way stops sign
can be installed and signal lights removed at Seventh Street and Charlotte Avenue; McIver Street and Seventh Street can handle the four-way stops. The same template with three, 12-foot lanes continue down Bragg Street.

At the intersection of Hawkins Avenue and Charlotte Avenue, they will be taking the four-lane section and convert it to a three-lane section; however, they did not put the bike lanes for the first block or two in order to facilitate parking. They will remove the signal at First Street and Charlotte Avenue; once you get to First Street, they will open the bike lane passed the parallel parking. The signal at Third Street and Charlotte Avenue will remain. They would tie back in to Eighth Street with the normal pattern. It is just a matter of striping because the DOT is resurfacing the street. People will run through a stoplight. You have a higher crash rate with signals. With a four-way stop, they can run it; there is a 99 percent chance everyone else stops for the stop sign. Comfortable with removing signals because they don’t warrant a stop light. Mr. Dumas presented the crash lane document on Charlotte Avenue (Exhibit C). It was the consensus to move forward with this project. The contractor has until June 2020 to complete the project. They have a year to complete the contract. Mayor Mann noted that this is the beginning of the East Sanford revitalization.

Consider Letter of Support for Required Local Matches for Non-Highway North Carolina Department of Transportation Projects – (Exhibit D)

Long Range Planner David Montgomery informed Council that we are in the final steps of the prioritization of 5.0, biennial process of submitting projects to the DOT for funding. We have two bike/ped projects that are now on the STI; however, part of the process is that they want a commitment from the City guaranteeing a match for the bike/ped projects and also a commitment from previous projects we have had from P3 and P4. Staff needs a consensus from Council to move forward with the letter of support (See Exhibit D). Wicker Street was underestimated when the original estimate was done. He summarized the projects as listed on Exhibit D. Matching funds for the projects on Exhibit D through 2026 total an estimated match of $1.4 million. We are required with the 20 percent match. Non-highway projects are estimated at $1.875 million through 2026. Estimates can change in the future. It was the consensus of Council to sign the letter of support, understanding that it does not bind the Council if time/budgets change.

Consider Recommendations by Lee County Transportation Committee on Ranking of Lee County Transportation Projects to TARPO – (Exhibit E)

Long Range Planner David Montgomery referred to Exhibit E. This time, each county is allowed to submit eight projects per mode, then TARPO Subcommittee and staff will reduce it down to 23 total submittals for each transportation mode; that is highway, bike and ped; aviation, transit, ferry and rail. We are only submitting for three; they are highway, bike and ped and aviation projects. The Lee County Transportation Committee is composed of two members from each governing board, Bob Heuts, Bob Joyce, and Debbie Davidson with COLTS. They met in April and devised the list of highway projects. There are four new projects they are submitting for scoring at this point and time. One is making improvements at the intersection of Carolina Trace; Colon Road from US 1 to 15/501 to widen and extend to 15/501 (this was high on SAGA’s list; Signalization at 15/501 & Deep River Road intersection; new access road connection where the new potential multi-sports complex may be located from Broadway Road/421 Bypass partial
cloverleaf south to the Ashby Rd/Highway 421/87 intersection. He gave a summary of the other projects on the list and their scoring.

**Discussion Regarding Lee County/Sanford Participation in Downtown Sanford Wi-Fi Project**

IT Director John Clayton advised that Lee County is looking for a partner to provide free public Wi-Fi Downtown. The cost is $1,150 per month. The County is requesting a 50/50 split of the cost. It will be a good robust Wi-Fi system, similar to what you see in a hotel and it will handle hundreds of users. Mr. Hegwer added the County has received a proposal and there are certain aspects of it. Lee County is asking us to split the cost per month; Lee County will pay the capital cost of $20,000. Wi-Fi will reach Downtown Sanford from Horner Boulevard eastward to First Street. Mr. Hegwer stated that one thing staff looked at is being able to serve internet access in Depot Park and it will allow this capability. The County is looking at building the system. Mr. Clayton stated that not every kid has Wi-Fi; kids can go to the library to get it. Mr. Haire asked why would they end at Horner Boulevard and you would think they would want to service their building. Mr. Clayton replied that this is Phase I. They will sell high-speed secured circuits to businesses. Mr. Hegwer stated that the agreement would be between Lee County and the City of Sanford for three years. Staff recommends going forward. It was the consensus of Council to agree to pay 50 percent of the monthly cost.

Mayor Mann recessed the meeting for dinner and then, reconvened the meeting.

**Consider DSI Staffing Transition – (Exhibit F)**

Vice-Chair Bob Joyce, representing the Downtown Sanford Inc. Board, stated that they met this morning to discuss the budget; almost everyone was in attendance. The job of DSI has changed over the years but is still focused on marketing and advertising Downtown, events and retail promotion; grants to improve overall appearance of Downtown, and serves as liaison with property owners and merchants. The Board of Directors consist of property owners, Carol Carlson, Tim Childress, Ophelia Livingston, Pam Gordon, Jeff Towson, Ashley Brown Whitaker, Tommy Thysstrup, and others.

As Council is aware, Jennifer St. Clair announced her resignation effective June 6. The first thing we need to know is how much money DSI can spend money wise. Sharon Spence is the perfect person to be chair this year because, at one point, she was head of Downtown and is very aware of the Main Street Program. Mrs. Spence has spoken with the Main Street Program representatives and has received a salary study that was done statewide and a job description.

One of first things DSI wanted to do was to prepare and review the budget. The budget is about $145,000 - $150,000. About $65,000 of the budget comes from the Municipal Service District. The tax rate is 11 cents. The revenue neutral rate 9.2 cents and Financial Services Director Beth Kelly and DSI discussed the effect it would have on their budget. They looked at a small building on Steele Street and a large building on Carthage Street to see what the effect in the tax rate would be. The small building would go from a revenue neutral rate of 9.2 to 11 cents was about a $30 a year difference in tax; the larger building was about $300. DSI had a lengthy discussion and decided to recommend leaving the Municipal Service District rate at .11 cents. One cent is about $5,700. It would give them more cushion to hire a person to replace Jennifer St. Clair and continue to have a half-time person. The salary DSI pays has no benefits. DSI is
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recommending that Council consider a 11-cent tax rate. Mr. Hegwer informed Council that his proposed budget he will be presenting Tuesday night is revenue neutral. Mr. Joyce added that Jennifer St. Clair and Kelli Laudate raised almost $40,000 in sponsorship which goes in their revenue line.

Consider Discussion Regarding Water Quality - Odor/Taste Concerns – (Exhibit G)

Water Plant Superintendent Scott Christiansen received about 100 complaint calls over a period of four to five days in April and it drew attention. In a typical calendar year, they do not receive 100 complaints. They may get two to three complaints per month and it is people that are really interested mainly in the quality of the water. The calls received were an "earthy," pondy taste and odor problem. Within a day or two, he was notified by a distribution operator and a notice was published to inform the public that staff was aware of the complaint. Mr. Christiansen reassured everybody during this time, that staff continued to test the water and knew it was safe to drink. Staff sent the City’s operators out to taste the water and some could and some could not taste it. Three staff members publicized the notification. He sat down with the laboratory supervisory and chief operator to discuss the matter and realized the reservoir was “turning over.” Other terms used are “flipping or inverting.” “Turnover” is the physical mixing of the entire body of water until the temperature equalizes and it happens at about 58 degrees. They test for organics and a lot of different methodologies. It is typically a spring issue. When they receive taste/odor complaints, it is usually in March when the plant is switched to free chlorine or during this turnover. The reservoir is shallow and it turns over rapidly; depends on the weather. It turned over between April 18 through 25.

Council Member Taylor asked if this is something Public Information Officer Kelly Miller could be prepared for in the app and notifications could be sent out to the public. Mr. Christiansen said it is somewhat predictable and he felt it was a good suggestion. Sometimes it turns over in the fall but no one notices it. He drinks water every day and sometimes we have manganese issues. Public Works Director Vic Czar added that sometimes it turns over and you don’t know about it. Mr. Christiansen displayed a picture of the reservoir and the Cape Fear River feeds the reservoir. He explained in detail what causes the turnover. During the summer and winter months, the reservoir is layered, or stratified by the temperature. Water gets denser as it gets colder and wants to sink. As the water temp gets lower, the molecules in the water expand. Lower water wants to lift and pulls all these organics and it settles in the reservoir. The bottom layer contains an abundance of decaying matter (organics) and sulfurous gases that causes taste and odor problems.

Mr. Christiansen said that to mitigate turnover, they may increase the chemical treatment of the water to maximize the removal ratio of organics, or to oxidize the iron and manganese. This year since they had a lot of problems, they blended water directly from the river and reservoir. They tested for MIB and geosmin to rule out an algae issue. The reservoir was treated with copper sulfate; typically, they don’t do this in the winter months. Normally, they wait to see some PH fluctuations before they use copper sulfate. This year they treated it because they wanted to be sure they were not having blue-green algae problems.
Consider Employee Survey Options – (Exhibit H)

Human Resources Director Christy Pickens explained that several months ago Council asked staff to look into another employee opinion survey. The Employment Security Commission conducted two surveys in the past; however, they no longer provide this service. Staff contacted several organizations and the range was $2,200 to as high as $9,500 and more if they come on site. Most of the companies who responded will provide the same level of service. All will either have a customized survey or they have a standard survey to pull from. If you would like to maintain the level of service similar to the one provided by the Employment Security Commission in the past, the Maps Group in Cary can perform this service. They would do all the analysis and communication with employees and provide us, if Council would like, a presentation to management. They will do a customized survey for $4,000.

Council Member Gaskins suggested that if we do this, we would get the most benefit out of the duplicate survey from what we did the last time and could compare. Council Member Taylor added that he believes The Maps Group is doing the City of Chapel Hill’s survey and he agrees with consistency’s sake because we already have the benchmarks from previous years. He felt some committees should be formed among the departments to work through the top three to four critical items for the employees to build continuity. We did the survey; however, we did not take it a step forward to make it pliable and workable. Mr. Hegwer added that it will be in next year’s budget. Council was in agreement to move forward in the next fiscal year. Mr. Hegwer suggested that it might be helpful for staff and Council to possible survey the citizens to see what is important to them. They could do paper copies or complete it online. We have a lot of ways to get the public engaged by letting them know about the survey. Mrs. Pickens will come up with some creative ways to increase the participation in the survey.

Consider Establishing Commission on the Opioid Abuse Epidemic (Three At-Large Appointments)

City Attorney Susan Patterson explained that we are looking to see if council would like to establish a commission on the opioid abuse epidemic. She has started the process to create and structure a commission, and working with Council Member Post about what the commission can do for us. It was suggested that the City have its own commission and to seek out funding opportunities. The commission would consist of seven members, three at-large and four by virtue of different groups; one from the police department; one from the sheriff department; one from the treatment facility and one from the medical community. This commission would be created to address the opioid abuse epidemic and to provide education; prevention strategies; recommend treatment and rehabilitation methods; and to facilitate enforcement of laws and regulations to protect the public health safety and welfare of the residents of Sanford. She looked at the powers and duties they could have to advise the City of Sanford on the opioid epidemic; to educate the public and local officials about opioid abuse issues; to perform special studies/projects on the epidemic; to prepare a report to the City Council addressing prevention, treatment and enforcement; to facilitate citizen participation and the idea is to stand up and be modeled after S3 Housing Connect where the citizens take the issues and development information and advise the Council. This would be separate from Lee County’s Project Lazarus group. This is proposed to see if Council would like to proceed about appointing people to this commission.
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Council Member Post stated that he has been working on it a long time, along with several other people. Attorney General Josh Stein came in January of 2018 with various people interested in trying to find solutions to the opioid problem in Lee County. It was a great start and thereafter, the County Health Department took it over because technically it was under their purview; they held an initial public meeting where there was a ton of people there and it was good. A month or two later, less people showed up for the meeting and they broke up into groups. Since then, the groups have dissolved over time. There is no blame on anyone. He felt the City could take the lead. The first is education and prevention; the second is enforcement and the third is treatment and rehabilitation. Project Lazarus takes care of the education and prevention; it does not talk about enforcement and treatment and rehabilitation. He felt it would be good to model it after S3 Housing Connect. Opioid epidemic is as big a problem as the homeless. He felt the easiest way to do it is to have a commission where we can appoint people. The committee does not have to last forever; it could be reviewed in five years.

Mayor Mann added that he receives calls from crying moms and upset families that say their children have died or have been stolen from them. The federal government has gone after the drug companies; the other problem is people getting heroin when they cannot get opioids. He felt there are individuals who will be willing to serve. The commission could appoint some people/committees to create their own task force.

It was the consensus of Council to set up the commission framework. Council Member Post stated that he and Council Member Taylor will be the co-liaisons (non-voting) on the committee from Council.

Consider Efforts to Create Opportunity for Fundraising Regarding Parks, Art, Etc.

Public Works Director Vic Czar stated that the evolution of the park system has gotten to the point to raise funds such as sponsorships, etc. Along the same line, the Depot building is coming up also. When people donate to a certain function, they want a tax advantage. If you write a check to the City for something, there is a question as to whether it is a tax deduction. The way to solve that problem is to create a non-profit. They looked at some opportunities to dovetail with other non-profits or create our own. There is a foundation called the North Carolina Community Foundation and part of their mission is if you don’t have a nonprofit, you can use them to be your bank. They give you receipts and you are in control of the money on how it is spent. They do charge a fee. We could create our own non-profit, which we think has its advantage. If you choose to create your own non-profit; there are articles of incorporation and bylaws and certain things to do to set it up. It can be an arm of this Council or it can be an arm’s length of this Council. There are advantages and disadvantages. An advantage of the non-profit is they do not have to abide by all the rules that a local government has to comply with in terms of expenditures. A non-profit will allow us to solicit for funds and donations and give a tax advantage for the contribution. It was the consensus of Council to create our own non-profit. Mayor Mann commented that it could be called “Friends of the City Non-Profit.” Mr. Hegwer added that there is nothing better than having home-grown people who have a real vested interest, who is willing to serve and reach out to the right people for donations and connections with industries.
Other Business

Mr. Hegwer stated that he will be presenting the budget Tuesday night and he will be happy to sit down with any council member either before or after the presentation to answer any questions they may have.

Financial Services Director Beth Kelly announced that the sale of $2 million GO Bonds went on sale today. There were five bidders all in at an interest rate of 2.446. The Local Government Commission was very pleased as they got 2.66 last week. Obviously, the market changed for the positive for the last days. The most recent numbers, based on the market today, will save $150,000 annually for the refunded $1.7 million for the remainder of the life of the refunding portion. The first estimate was $120,000.

Mr. Williams stated that he had a conversation with a gentleman about the new school being built and that it will be ready August 1. The gentleman’s wife is Wendy Carlyle, principal of the new school. The gentleman said that the auditorium is going to be one of the greatest to be used.

Mayor Pro Tem Wyhof commented that she was at the park yesterday and she was elated to see all the construction going on and the people standing around the sign, showing the rendering of the park and they were talking about it. Mr. Czar added that on Monday, they will start putting in the playground equipment and hopefully on Thursday, pour concrete for the splash pad.

Council Member Jimmy Haire informed Council that Julian Philpott asked him to tell the City they are doing an outstanding job. A few months ago, Mr. Taylor showed us a crosswalk that had a 3D dimension look and staff was going to tell them how much it cost. Mr. Taylor said that the crosswalk may cause more traffic with people looking at it as a novelty instead of functionality.

Mayor Mann commented that they (Byron Buckels, Sam Gaskin, Jimmy Haire and he) have been working hard with the Depot Committee, trying to put together a building design committee, funding raising capital committee, and a public relations committee. The sports park committee is working and the next meeting is at 9 AM on Friday, at the Buggy Building. The County is excited about the sports park and it may house a semi-pro soccer team. For everything we are doing in the revitalization effort, it appears to be paying off. We have had several meetings today; we have another interest in Kendale; and in the tobacco warehouses on Wicker Street. He was asked to make a presentation in Raleigh last week at 7:30 A.M. to 31 people. He put together 65 slides and they would not let him leave. They invited three mayors to hear him speak and he felt the word is getting out. This presentation was for a group of developers and capital finance people. We still have a building owned by Jim Goodnight and the old Bowen Ford building and who knows what will become of that building. Mayor Mann reminded everyone that this is why we are doing revitalization. Mayor Mann noted that Council knows what they are facing in the budget and to take Mr. Hegwer up on his offer to discuss the budget with him and staff.
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Adjournment
Council Member Post made the motion to adjourn the meeting; seconded by Council Member Gaskins, the motion carried unanimously.

Respectfully Submitted,

T. Chet Mann, Mayor

Attest:

Bonnie Davis, City Clerk
MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF SANFORD
SANFORD, NORTH CAROLINA

The City Council met at the Sanford Municipal Center, 225 E. Weatherspoon Street, on Tuesday, May 21, 2019, at 6 p.m., in Council Chambers. The following people were present:

Mayor T. Chet Mann
Council Member Byron Buckels
Council Member Jimmy Haire
Council Member Charles Taylor
City Manager Hal Hegwer
City Clerk Bonnie Davis
Mayor Pro Tem Rebecca Wyhof
Council Member Sam Gaskins
Council Member Norman Charles Post, III
Council Member James Williams
City Attorney Susan Patterson
Deputy City Clerk Vicki Cannady

CALL TO ORDER
Mayor Mann called the meeting to order. Council Member Taylor delivered the invocation. The Pledge of Allegiance was recited.

PUBLIC COMMENT
No citizens requested to speak during the public comment portion of the meeting.

APPROVAL OF AGENDA
Mayor Pro Tem Salmon made the motion to approve the agenda. Seconded by Council Member Buckels, the motion carried unanimously.

CONSENT AGENDA
City Council Work Meeting Minutes dated January 15, 2019 (filed in Minute Book 95)

City Council Meeting Minutes dated February 19, 2019 (filed in Minute Book 96)

City Council Retreat Minutes dated March 7, 2019 (filed in Minute Book 96)

City Council Retreat Minutes dated March 8, 2019 (filed in Minute Book 96)

City Council Meeting Minutes dated April 16, 2019 (filed in Minute Book 97)

Council Member Gaskins made the motion to approve the consent agenda. Seconded by Council Member Williams, the motion carried unanimously.

SPECIAL AGENDA
There were no items on the special agenda.

CASES FOR PUBLIC HEARING
Public Hearing on Carr Creek Area D Sewer Extension

   Council Member Gaskins made a motion to recuse Council Member Williams (who owns property in the Carr Creek community); seconded by Council Member Buckels, the motion carried unanimously.

   City Engineer Paul Weeks explained that this project, consisting of 27 parcels annexed in June 1991, is included in the 2017 Council-approved program through which the City pays 75 percent of
the mainline cost to extend sewer service and 100 percent of the tap costs if connected at the time of construction. The owners are responsible for the remaining 25 percent, along with the cost to re-route house plumbing to the tap and to decommission their septic tanks. The estimated construction cost is $254,370 or $9,421 per lot but under the program, the cost per lot to the property owner is estimated at $2,355 plus costs outlined above. Approximately 64 percent of the property owners (16 of 25) who own 67 percent of the lots (18 of 27 lots) signed the petition. Mr. Weeks confirmed that notices were mailed to all affected parties on April 18, 2019, and this process was reinstituted because some deadlines were not met. Notice of this public hearing was published on April 19 in The Sanford Herald and while staff hasn’t received the affidavit of publication, they do have a copy of the notice from the newspaper. If this resolution is approved by Council, an engineering agreement would be signed this week; engineering work will take three to four months and the project will be opened for bids about a month later.

Mayor Mann opened the public hearing.

Gloria Williams (of 3412 Evers Avenue, Sanford) expressed support for the project.

Henry Harris (314 Asheboro Lane, Durham), who is in the process of erecting a church in the neighborhood, stated that he supports the project since they could connect to the service.

With no other speakers, Mayor Mann closed the public hearing.

- Resolution Directing that the Project be Undertaken – Carr Creek Area D Sewer Extension (Exhibit A)
  Council Member Gaskins made a motion to approve the Resolution Directing that the Carr Creek Area D Sewer Extension be Undertaken. Seconded by Council Member Buckels, the motion carried unanimously.

Public Hearing on the Closing of an Unopened Portion of Railroad Street from East Chisholm Street Southeast 135 Feet

Community Development Director Marshall Downey reviewed a map of the subject property, noting that it is bounded by the railroad right-of-way and one property addressed as 104 Chisholm Street, owned by the petitioner, Michael Kalna.

Mayor Mann opened the public hearing.

Michael Kalna (of 104 East Chisholm Street, Sanford), the petitioner, stated that he would like this portion of Railroad Street closed to provide more versatility to his property. He is having the property re-surveyed and may add a privacy fence along the railroad track.

Mayor Mann closed the public hearing.

- Resolution Ordering the Closing of an Unopened Portion of Railroad Street from East Chisholm Street Southeast 135 Feet (Exhibit B)
  Council Member Taylor made a motion to approve the Resolution Ordering the Closing of an Unopened Portion of Railroad Street from East Chisholm Street Southeast 135 Feet. Seconded by Council Member Buckels, the motion carried unanimously.
DECISIONS ON PUBLIC HEARINGS
There were no decisions on public hearings.

REGULAR AGENDA
There were no items on the regular agenda.

NEW BUSINESS (Items for discussion and action will only be taken if necessary. Otherwise, these items will be placed on the next agenda for approval).
Resolution Authorizing the Advertisement of an Electronic Auction to Sell Certain Personal Property of the City of Sanford (Exhibit C)
Transportation Administrator Phillip Lawrence explained that this resolution would authorize advertisement of an electronic auction to sell personal property as described on the attached exhibit at an auction that would begin on Monday, June 3, 2019, at 8:00 a.m.

Mayor Pro Tem Salmon made a motion to approve the Resolution Authorizing the Advertisement of an Electronic Auction to Sell Certain Personal Property of the City of Sanford. Seconded by Council Member Gaskins, the motion carried unanimously.

Engineering Services Agreement: Big Buffalo Water Reclamation Facility Flood Rehabilitation (Exhibits D and E)
Management Analyst Holly Marosites reviewed photos from September 2018, when Hurricane Florence brought high winds and heavy rains through our area. City staff took preemptive measures to ensure public safety and several departments were deployed to assist with protective measures. An estimated 1,500 cubic yards of storm debris was collected and a portion of Cedar Lane was washed out, exposing a portion of a six-inch water line. The Deep River exceeded its banks and water breached the protective berm around the Influent Pump Station at the Water Reclamation facility, eventually submerging equipment and portions of buildings with more than ten feet of water. A local contractor was employed to secure the electrical building and prevent a catastrophic failure of all equipment and a second contractor was hired to remove debris. Approximately $95,000 has been spent on repairs to mechanical and electrical equipment and instrumentation.

Ms. Marosites explained that the City was declared a disaster community by the federal government, making us eligible for federal assistance and staff has worked with state and federal officials to provide information and documentation required for reimbursement. To date, we have submitted documentation for approximately $367,000 of eligible expenses (staff time, material purchases, rental equipment, contracted services) and we anticipate receive full reimbursement in this amount, with 75 percent coming from the federal government and 25 percent from the state.

City Engineer Paul Weeks explained that while that equipment is designed for submergence, it decreases the lifespan substantially and we have seen equipment failures. Engineering services were solicited to evaluate damages, determine what should be replaced (wiring, motors, equipment), provide a structural analysis and perform construction administration. He explained that the process for acquiring engineering services is not made through the typical “apparent low bidder” method, but rather through a qualification-based process based on demonstrated ability to perform the work without regard to fee. Staff sent requests for engineering services using this process in October and after selecting the firm, it became apparent that there may have been issues with the process compared to the process preferred by FEMA; therefore, we redrafted our requirements and resubmitted the
documentation. We received proposals from three engineering firms in March and after evaluation (as shown on Exhibit E), staff recommends Hazen and Sawyer to perform services described above in the amount of $415,000. They have indicated that this engineering work can be completed in about four months and the bidding process can then begin based on their findings.

Council Member Gaskins noted that the Duke Energy Foundation just announced that they would be funding $1,000,000 in storm resilience grants, up to $50,000 each, and Mr. Weeks agreed to investigate this program. Mr. Weeks informed Council that one of the items Hazen and Sawyer will be researching is how to prevent similar damage in a similar event. FEMA does not allow “betterment” but does allow the property to be returned to its pre-storm condition. He also confirmed that the repair work should not affect day-to-day operations at the facility.

Council Member Gaskins made a motion to approve the Engineering Services Agreement: Big Buffalo Water Reclamation Facility Flood Rehabilitation with Hazen and Sawyer. Seconded by Council Member Williams, the motion carried unanimously.

Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Contribution to Big Buffalo Water Reclamation Facility Flood Rehabilitation Project (Exhibit F)

City Engineer Paul Weeks explained that this ordinance appropriates $415,000 from retained earnings into the capital project for work described in the previous item.

Council Member Gaskins made a motion to approve the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Contribution to Big Buffalo Water Reclamation Facility Flood Rehabilitation Project. Seconded by Council Member Williams, the motion carried unanimously.

Capital Project Ordinance – Big Buffalo Water Reclamation Facility Flood Rehabilitation (Exhibit G)

City Engineer Paul Weeks explained that this ordinance creates the project above from which funds will be paid.

Council Member Gaskins made a motion to approve the Capital Project Ordinance – Big Buffalo Reclamation Facility Flood Rehabilitation. Seconded by Mayor Pro Tem Salmon, the motion carried unanimously.

Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Sewer Petition Engineering for Carr Creek and Carthage Street (Exhibit H)

Council Member Gaskins made a motion to recuse Council Member Williams (who owns property in Carr Creek); seconded by Council Member Buckels, the motion carried unanimously.

City Engineer Paul Weeks explained that this item appropriates $126,650 of interest income to the operating budget for two sewer extension petition projects so that engineering work can begin. The work can proceed now or be delayed until new fiscal year beginning July 1. Funds from the operating fund have been used to pay for engineering work on these projects since it is not known at this time whether the projects will actually move forward to construction.
Council Member Buckels made a motion to approve the Ordinance Amending the Annual Operating Budget FY 2018-2019 – Sewer Petition Engineering for Carr Creek and Carthage Street. Seconded by Council Member Gaskins, the motion carried unanimously.

Resolution Fixing Date of Public Hearing for Annexation of Schoolhouse Sanford, LLC Properties (Exhibit I)
Community Development Director Marshall Downey explained that this resolution would set June 4, 2019, as the date for the public hearing on this request for voluntary annexation. He reviewed a map showing the subject property outlined in blue and current city limits outlined in green. The 22.98 acres, owned by Schoolhouse Sanford, LLC and more commonly known as the Ascend Academy (a charter school) site, is located on the east side of Harvey Faulk Road, just south of Highway 87, near the intersection with the Highway 421 Bypass. The school currently has a private septic system but the owner would like to have public sewer service and is requesting annexation.

Council Member Gaskins made a motion to approve the Resolution Fixing the Date of the Public Hearing for the Annexation of Schoolhouse Sanford, LLC Properties. Seconded by Mayor Pro Tem Salmon, the motion carried unanimously.

Presentation of Proposed Budget for Fiscal Year 2019-2020 (Exhibit J)
City Manager Hal Hegwer provided an overview of the proposed budget and explained that it will be available on the City’s website. Potential scheduling includes a work session as early as May 28, with the public hearing and possible adoption as early as June 4; however, if additional work sessions are needed, these dates can be revised. He reviewed principles that guided the budget process which included completing the second phase of the bond project for parks. He reviewed the proposed budget for all three funds (General Fund, Utility Fund, Municipal Service District), totaling $56,472,557, as follows:

- **General Fund:** Challenges included expenses affiliated with the $2 million parks bond but interest rates were 80 basis points lower for this recent sale (2.44 percent) than the 3.2 percent on the $8.5 million sidewalk and streetscape bonds. Operational expenses include maintenance, personnel, and capital purchases of equipment necessary to provide services. While our current fund balance is not as robust as in the past, we are still in great fiscal condition, even with our relatively low bond debt (we had no general obligation debt until the recent bond projects). The bond debt payment for the second phase will actually be lower than the $148,058 shown since interest rates were lower than anticipated. We have a policy of targeting at least 30 percent in fund balance and if it drops below 25 percent, we have measures in place to increase it. The 24.1 percent in 2017 was increased to 39.7 percent in 2018 when installment loan proceeds reimbursed funds fronted for the streetscape project. About half of the $278,718 increase in sales tax growth was directly related to the two-cent tax increase from last year since it changed the levy and the split with the county. The decrease in license and permit revenue is due to the very large commercial projects in the prior year. An increase of 20 percent in the sanitation fee is proposed to cover Waste Industries increased recycling costs (see below) and actual costs of operations. The huge increase in interest income is due to the increase of very low interest rates from the prior year (from about one percent to about two percent).
Some of the major general fund expenditures include a full year of expenses for the park and debt on the park bonds. An increase of $45 annually has been proposed for the solid waste fee, with $14 directly related to global recycling changes and a consumer price index increase, with the balance to cover operational costs for providing the services. Our fire and police departments will be seeking accreditation, which will help us gauge ourselves against a national body of standards in an attempt to meet best practices. We will be replacing our 2009 fire pumper since we try to keep our first run fire pumers no longer than ten years before moving them into reserve. By the time we receive the new pumper, the older one will be nearly twelve years old. In the Community Development Department, we intend to increase our standards for future growth and there will be expenses associated with updating our Unified Development Ordinance. Also included is a Community Development position for a Planner I to ensure timeliness in processing permits for building and development; expenses associated with this position will be shared with the County (55 percent funded by the City; 45 percent by the County).

Looking at the General Fund as a whole, Mr. Hegwer explained that total property valuation is approximately $2.7 billion. The current tax rate is 62 cents per $100 valuation and it is proposed that we go “revenue neutral” this year with a rate of 0.598, rounded to 60 cents. Since each penny in property tax generates $272,218, this would generate roughly $16.4 million, with $241,629 appropriated from Fund Balance (essentially our savings account) to balance the budget. He noted that public safety is our highest priority and largest expenditure, with the majority of our employees in the police and fire departments. Capital outlays total $1,973,288, with the majority for street resurfacing, Hill Avenue bridge repair, and the fire pumper.

- **Utility Fund:** Mr. Hegwer explained that challenges include capital projects (such as several DOT projects), an aging wastewater system that has been in place since the early 1900s and an older water system, and growth (especially in our water treatment plants and future growth), with fewer capital projects than in prior years. Two positions have been included: a Utility Technician (directly tied to infrastructure and expansions) and a Construction Inspector (tied to residential, commercial and industrial projects). A three percent increase is being recommended to water and sewer rates that would result in a monthly increase to an average City resident of about $0.70 for water and $0.79 for wastewater, or about $1.49 monthly. There have been no increases in these rates for the past three years. Approximately $1.8 million from retained earnings would be needed to balance the budget.

- **Municipal Service District:** The MSD has a total valuation of $72.3 million and with one penny generating $7,123, the current tax rate of 11 cents would generate $78,352. A “revenue neutral” rate of 9.2 cents per $100 valuation has been proposed, which would generate $65,531 in property tax revenue. This rate has been included in the proposed budget, along with $20,000 of the MSD’s fund balance to balance the budget. He also proposed a contribution of $57,732 from the General Fund to retain personnel. However, Mr. Hegwer explained that the Downtown Sanford, Inc., board has requested that Council maintain the current tax rate of 11 cents for the MSD in order to generate additional revenue of approximately $12,821 since DSI will be hiring a new Executive Director and they would like an additional buffer for that and other pursuits.
Mr. Hegwer provided a city-wide summary that includes a proposed cost-of-living adjustment of two percent; two additional employees in the Utility Fund (Construction Inspector in the Engineering Department; Utility Technician); and a Planner I position in the Community Development Department that would be split between the City (55 percent) and the County (45 percent). He also proposed that a “revenue neutral” tax rate of 59.8 cent rate, rounded to 60 cents per $100 valuation, and a three percent increase in water and sewer rates for all users.

Council Member Gaskins noted that the proposed reduction in the tax rate is just over three percent. With recent residential revaluations increasing by an average of three to four percent and commercial and industrial properties (which comprise about 35 percent of collections) increasing by an average of 20 to 30 percent, he questioned why revenue neutral was so shallow. Mr. Hegwer noted that many commercial property revaluations were appealed. Financial Services Director Beth Kelly explained that Mr. Gaskins’ figures were original estimates and not final. Many of the increases were in the County and the City didn’t see huge growth in commercial properties. She also explained that valuation increases are only one piece of the equation and it is spread across a five-year average and because the first year of the five was negative, figures were somewhat misleading. She offered to provide information from the Local Government Commission on the revaluation calculations.

Mr. Hegwer explained there was an increase of about ten percent in health insurance premiums but other nearby cities saw increases of twelve to thirteen percent. Staff is working on programs to address diabetes and hypertension in order to help employees better understand those conditions and incentives are also being offered. Staff will continue to work on improving employee health, to reduce costs and also increase quality of life. Rocky Mount has seen a real return on their investment in the diabetes and hypertension programs while also providing incentives to employees and improving their overall health, which ultimately impacts the bottom line. As a self-insured entity, we pay claims up to $200,000 and our “stop loss” coverage pays 100 percent of claims above $200,000. Several experts have reviewed our plan and their recommendation was to remain self-insured. This typically results in smaller increases over time. While there will be spikes (such as seen this year), generally increases are lower for several years afterward.

Mr. Hegwer noted that the ad valorem sales tax calculation method is very unpredictable. Mayor Mann agreed that it is tough on the city as the levy shifts and stated that he would like to see a move to the fairer per capital model. Consensus was reached to hold a budget workshop on May 28 at 6:00 p.m.

OTHER BUSINESS

Council Member Taylor noted that news reports indicated that there were questions concerning water quality in Durham and officials explained it was due to algae and offered very little additional information, while our staff gave a thorough explanation of our water issues. He also offered condolences to the family of Linda Shook family (former Board of Commissioners Chair) who died Sunday.

Mayor Mann recognized those who have served in the military.

CLOSED SESSION

Council Member Gaskins made a motion to go into closed session in accordance with NCGS 143-318.11(a)(4), to discuss matters relating to the location or expansion of industries or other
businesses in the area served by the public body; and NCGS 143-318.11(a)(6), for the personnel exception. The motion was seconded by Council Member Williams and carried unanimously.

**ADJOURNMENT**

Council Member Buckels made the motion to adjourn the meeting; seconded by Council Member Post, the motion carried unanimously.

**ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED BY REFERENCE AND MADE A PART OF THESE MINUTES.**

Respectfully Submitted,

____________________________________________

T. CHET MANN, MAYOR

ATTEST:

____________________________________________

BONNIE DAVIS, CITY CLERK
MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF SANFORD
SANFORD, NORTH CAROLINA

The City Council met at the Sanford Municipal Center, 225 E. Weatherspoon Street, on Tuesday, June 4, 2019, at 6 p.m., in Council Chambers. The following people were present:

Mayor T. Chet Mann
Council Member Byron Buckels
Council Member Jimmy Haire
City Clerk Bonnie Davis
City Manager Hal Hegwer
Council Member James Williams
Council Member Sam Gaskins
Council Member Norman Charles Post, III
Deputy City Clerk Vicki Cannady
City Attorney Susan Patterson

Absent:
Mayor Pro Tem Rebecca Wyhof
Council Member Charles Taylor

CALL TO ORDER
Mayor Mann called the meeting to order. Mayor Mann called for a Moment of Silence to pay tribute to the fallen Municipal Public Works employees of Virginia Beach. The Pledge of Allegiance was recited.

PUBLIC COMMENT – (Exhibit A)
Irene Smith, residing at 547 W. Weatherspoon Street, stated that she has served on the Public Arts Committee since its inception. A new mural was dedicated last Saturday and a beautiful sculpture “Growing Volunteers” was dedicated in Depot Park a few weeks ago. She praised Mayor Chet Mann for his vision and leadership down this path of mural arts and Council Members for their support of the program. Ms. Smith praised Planner II Elizabeth Whitmore on her creative artistic talent in the public arts program. There are twelve more projects in the pipeline.

APPROVAL OF AGENDA
Mayor Mann stated that Council needs to remove the Closed Session from Other Business. Council Member Gaskins made the motion to approve the agenda as amended. Seconded by Council Member Buckels, the motion carried unanimously.

CONSENT AGENDA
Approval of Certificate of Sufficiency for Voluntary Annexation – Schoolhouse Sanford, LLC – (Exhibit B)
Council Member Buckels made the motion to approve the consent agenda. Seconded by Council Member Gaskins, the motion carried unanimously.

SPECIAL AGENDA
Presentation of Exceptional Service Awards for Participation in Block Party for Sponsor, Group, Adult and Youth Volunteers
Mayor Mann stated that Community Development Manager Karen Kennedy leads the Block Party project every year. It is very rewarding to see all the volunteers who work so hard on other residential properties to improve them and to come together in fellowship. Mayor Mann acknowledged and recognized the lead groups which were Trinity United Methodist Church with Pastor Bruce Petty; Jonesboro United Methodist Church with Reverend Andy Woodhouse and Bill
Huggins as the lead. Mr. Huggins is an integral part of the Sanford Block Party every year. There were many local businesses and sponsors who donated products, monies, and materials. There were at least 210 volunteers who signed in on that day.

Mayor Mann recognized and presented awards to Adult Volunteer Nick Anderson, who worked on a house on Charlotte Avenue; the Sponsor award to John Ramsperger, who has been a leader in the Block Party since the events began nine years ago and paid for the tee shirts for the last two years; Volunteer group Jaslyn Walker and the youth volunteers with the Boys and Girls Club and the Lee County High School Skills USA Club. Instructors involved with the Lee County High Schools Skills Club was Gary Hart, Quinlan Henry, Chris Garner and Tony Martin. He praised Karen Kennedy for all the hard work she does in leading this Block Party event each year.

**CASES FOR PUBLIC HEARING**

**Public Hearing on an Economic Development Project Called “Project Overhead” – (Exhibit C)**

Management Analyst Holly Marosites stated this project is for the application for a building reuse project for Triad Corrugated Metal, located at 109 McNeill Road, formerly known as the old Whittin Roberts facility. Mayor Mann opened the public hearing. She added that the resolution authorizes the application for the building reuse grant through the Rural Division of the North Carolina Department of Commerce. They intend to invest $300,000 in the eligible building reuse cost and create 17 new jobs. The application is requesting funds in the amount of $85,000 for renovation assistance through the building reuse program. The City will make the application and receive the grant money from the state and the City will in turn pass that along to the company. A local match of $4,250 is required and is provided by the company. If the resolution is approved by Council, the application will be submitted to the Department of Commerce and they will make a decision at a meeting on June 20. If selected, staff will come back before Council with contractual documents for Council to review before we accept the grant. If selected, staff will be using a consultant for the administration of the grant. SAGA Economic Development Executive Director Bob Joyce was present to answer any questions regarding the project.

Bob Joyce stated the Sanford Area Growth Alliance (SAGA) is in support of the project and the application. Triad Corrugated Metal, Inc. is a small business and employs 76 employees in Asheboro, Hickory and Asheville. They make metal siding for roofs and building skin. They are a growing business and we are pleased they have selected to rehab this building. Triad Corrugated Metal will create 17 jobs over the next eighteen months. Mr. Williams asked who pays for the consultant. Ms. Marosites replied the City of Sanford will pay $8,500 to the consultant. With no one else requesting to speak. The public hearing was closed.

- **Consider Adoption of Authorizing Resolution by the City of Sanford – Building Reuse Grants Program – Vacant Building Category – (Exhibit D)**
  
  Council Member Post made the motion to adopt the Authorizing Resolution by the City of Sanford. Seconded by Council Member Williams, the motion carried unanimously.

**Public Hearing on Application by Schoolhouse Sanford LLC to Extend Corporate Limits – (Exhibit E)**

Senior Long-Range Planner David Montgomery explained that the public hearing is on an application by Schoolhouse Sanford LLC to extend the corporate limits to Schoolhouse Sanford LLC, of Salt Lake City, Utah, better known as Ascend Academy. Mayor Mann opened the public hearing.
The City received the petition on February 12, 2019 for annexation of 22.98 acres more or less of land located in the corner of Highway 87 and Harvey Faulk Road. The property is the location of the Ascend Charter School. Notice of the public hearing was given by publication in the Sanford Herald on May 24, 2019. The proposed annexation would be contiguous by nature to its proximity of a 44.28-acre tract across Harvey Faulk Road where Kempsville Building Materials is located. The proposed area for annexation is identified in the Future Land Use Plan as Mixed-Use Activity Center Place Type, which is typically located in close proximity to highway interchanges and major arterials and designed to facilitate development of large-scale integrated mix of uses. Therefore, the current use as a school is in conformance with the Future Land Use Plan, as civic uses such as schools are encouraged. The annexation lies in the Carolina Trace Rural Fire Protection District. The City is required to pay annually a proportionate share of any payments due on any debt relating to the facilities or equipment of the rural fire department, if the debt was existing at the time of submission of the petition for annexation to the City. The assessed value of the area to be annexed is $1,940,600 and the Lee County Tax Office shows the total assessed valuation for the Carolina Trace Rural Fire Protection District area to be $410,299,800 as of 2019. City services will be extended to the new area, if it is annexed. The site currently has public water and will be served by public sewer after annexation. Any or all utility extensions will need to be reviewed and approved by the City of Sanford Public Works Department to verify compliance with all applicable regulations. The City Fire Department will provide service to the annexation from Station #2 at 2220 Woodland Avenue, approximately 3.1 miles from the property with an estimated response time of nine minutes.

Justin Smith, residing in Apex, North Carolina, representing Ascend Leadership Academy spoke in favor of annexing this property. He is the managing director at Ascend. They are the only Charter School in Lee County and are currently serving 161 sixth and seventh grade students. Next year they will grow to 320 students serving 6th, 7th, 8th and 9th grades and will continue to grow. Their five-year plan is to be a 6-12 grade school, serving about 560 students. A part of that growth will involve the annexation of this property into the City.

Richard Moss, representing Schoolhouse Sanford LLC, and residing at 4408 East Ridgewood Lane, Gilbert, Arizona spoke in favor of the annexation. He noted that they are happy to be a part of the community with Ascend Academy. Right now, as a County, Ascend is a special use zoning classification and after meeting with City staff, it was requested that they keep that same zoning classification if the petition for annexation is accepted. They will continue to have meetings with their neighbors because they want to be a valuable asset to the community and their neighbors.

With no one else requesting to speak, Mayor Mann closed the public hearing.

- Consider Ordinance to Extend Corporate Limits of the City of Sanford to Schoolhouse Sanford LLC – (Exhibit F)
  Council Member Haire made the motion to adopt the Ordinance to Extend the Corporate Limits of the City of Sanford. Seconded by Council Member Buckels, the motion carried unanimously.

Public Hearing on Proposed Annual Operating Budget for the City of Sanford for Fiscal Year 2019-2020 - (Exhibits G & H)

City Manager Hegwer stated that the public hearing is being held on the proposed annual operating budget for the City for Fiscal Year 2019-2020. Mayor Mann opened the public hearing.
Mr. Hegwer advised that the budget is comprised of three sections consisting of the General Fund in the amount of $33,207,674; it includes a tax rate of $.60 which is derived from the revenue neutral 59.8 cent tax rate, rounded up to the nearest penny. It includes a sanitation fee increase of $45 per household per year. The second section of the budget is the Enterprise Fund in the amount of $23,112,995, which includes a user fee increase of 3 percent for our water and 3 percent for our sewer service. The third section of the budget is the Municipal Service District in the amount of $163,928. It sets the tax rate of 11 cents which is an adjustment from revenue neutral tax rate of 9.2 cents; a 1.8 cent adjustment. This was discussed in the budget workshop and the recommendation from DSI was to adjust the tax rate to 11 cents from revenue neutral. The City’s budget totals $56,484,597.

A workshop was held on May 29 with Council and there was a difference in what was originally presented as shown on Exhibit G. He explained the differences that would impact the budget and stated that the County (at this point) does not have funding for the Homelessness initiative and the UDO Study in its budget. County Manager John Crumpton will present this item to the County Commissioners at its next meeting on June 17. His recommendation is that while it does not appear that these two items will be funded by the County, we can address them in the future from contingency. They are included in the budget as an expense but no revenue to offset it. There is no problem with approving the budget the way it is now. There is a $18,165 increase in the Municipal Service District budget primarily due to the Entrepreneurial Grant. The City is contributing $10,000 towards the Entrepreneurial Grant. This is not a complex budget and staff tried to accommodate the requests by Council.

Mayor Mann said that it is a straight forward budget. There is no fluff in the budget with money being spent He appealed to Lee County Commissioner Kirk Smith (who was in the audience) to consider the Homelessness Initiative and UDO Study in the County’s budget. He stated that the homelessness initiative is a city-county issue. We have a couple of hundred children in the Lee County School system that are considered homeless. The Social Services aspect of homelessness is a city and county-wide impact. He would love to see some reconsideration from the County regarding this issue. There is a commissioner on the S3 Task Force; over 40 people attend the S3 Connect Homelessness meetings and have worked hard to make an impact. We are working to relieve the stress on the Lee County Library with the homeless. Representative John Sauls was able to get the City $57,000 to help with the homelessness initiative. Mayor Mann added that the UDO Study would affect the City and the County with the development in and around the airport and the northern section being developed.

Council Member Gaskins thanked staff for the work they did on the budget.

No one spoke in favor or in opposition of the budget. The public hearing was closed.

- **Consider Annual Budget Ordinance for Fiscal Year 2019- 2020 – (Exhibit H)**
  Council Member Post made the motion to adopt the Annual Budget Ordinance for Fiscal Year 2019-2020. Council Member Post added that the budget includes a 2 percent cost-of-living raise for the employees. Seconded by Council Member Gaskins, the motion carried unanimously.

**DECISIONS ON PUBLIC HEARINGS**

There were no decisions on public hearings.
REGULAR AGENDA

There were no items on the regular agenda.

NEW BUSINESS (Items for discussion and action will only be taken if necessary. Otherwise, these items will be placed on the next agenda for approval).

Consider Nomination of the Sanford Tobacco Company Redrying Plant and Warehouse to the National Register of Historic Places – (Exhibit I)

Senior Long-Range Planner David Montgomery noted that staff is seeking Council’s approval of the nomination of the Sanford Tobacco Company Redrying Plant and Warehouse located at (521 Wicker St.) to the national Register of Historic Places. All Certified Local Governments, which Sanford is one, require participation in the process of nominating properties, both by the local Historic Preservation Commission (HPC) and the governing body. In this instance, the recommendation of the nomination is for an individually listed property as opposed to a district. All comments from the HPC and City Council on the nomination are due June 12, 2019. At the Sanford HPC meeting on May 20, 2019, a public hearing was held and following the public hearing and report, the HPC recommended approval of submitting the property to the Register of Historic Places. Regardless of Council’s decision tonight, the North Carolina National Register Advisory Committee will meet on June 13, 2019 to determine its recommendation and submit it to the National Park Service for final review and listing. The nomination form was completed by a professional private consultant, “hmwPreservation” and was funded by Downtown Sanford Inc. The property is being submitted for its local agricultural significance. According to the report, the Sanford Tobacco Company Redrying Plant and Warehouse is the largest and most impressive warehouse remaining from Sanford’s twentieth century tobacco industry. The Redrying Plant was the first of its kind in Sanford. The building is located on a 3.5-acre portion of a large six-acre parcel. The ones in consideration are A, B and C as shown on the map. It was constructed in three phases, it includes a one-story 1947 building to the east, a two-story 1951 addition to the west, and a 1961-65 addition at the rear. All the other buildings on the property have either been significantly altered or are too modern for the period of significance from 1947 to 1975. The building currently stands vacant. If placed on the National Register, it is an honor signifying its importance to the community. However, property owners are not required to make improvements as a result of the designation. Only when property owners want to take advantage of the federal tax credits (which is up to 20 percent) and state tax credits that there is a process that a property owner has to go through to take advantage of the credits. Any properties within the vicinity of federal undertakings are subject to review as well. If there is a road project that will be federally funded, they are going to take into consideration this project that is listed on the National Register and there may be some mitigating circumstances we need to do.

Mayor Mann clarified that if the buyer does not take advantage of the tax credits, the buyer can do what he wants with the property. Mr. Montgomery replied that it has to follow all zoning and building permit requirements. Mayor Mann added that the property owner can demolish it if they so choose.

Council Member Gaskins made the motion to approve the nomination of the Sanford Tobacco Company. Seconded by Council Member Post, the motion was approved unanimously.

Consider Capital Project Ordinance Amendment – Parks and Recreation Project B1602 – (Exhibit J)

Financial Services Director Beth Kelly explained that staff priced the General Obligation Bonds on May 14 and we closed on the bonds today. This amendment will appropriate $2 million
in bond proceeds for our Series 2019 General Obligation Bonds and appropriate $161,403 of Bond Premiums that we will receive and this will be appropriated into the project of which $2 million (which was fronted) will be transferred back to the General Fund for the Parks and Recreation Project and the balance will go towards the construction project.

Council Member Buckels made the motion to adopt the Capital Project Ordinance Amendment. Seconded by Council Member Post, the motion carried unanimously.

Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Reimburse City – Park Bond Project – (Exhibit K)

Financial Services Director Beth Kelly explained that the ordinance amendment is the operating budget side of the project; it shows the transfer of $2 million coming back from the Capital Project and appropriated into Fund Balance. Council Member Post made the motion to adopt the Ordinance Amending the Annual Operating Budget. Seconded by Council Member Gaskins, the motion carried unanimously.

Mrs. Kelly announced that we priced the revenue bonds last Thursday and we were scheduled to close on the Revenue Bonds of $13.5 million for four projects: Moncure Megasite, Amos Bridges Road, Hawkins Avenue Waterline Extension and a portion of the airport match for us and then we refunded the balance of the 2010 Series of bonds we issued for WWTP expansion. We ended up pricing out and getting a true interest cost of about 2.35 percent. We are scheduled to close on that bond on June 13, 2019; this ended up giving us a savings on the refunding portion for the remainder of the life of that which is 15 years left of approximately $200,000 on our annual debt payment by refunding it. Our GO Bond rating for Fitch was upgraded a few years ago, but Moody has upgraded us as well. The upgrade is important because it allows us to get better interest rates because of how they are able to sell the bonds; it saves the City money.

Mayor Mann and Mr. Hegwer thanked the Finance Department for all their work on the bonds because it is a tremendous amount of work and saves the City money.

OTHER BUSINESS

City Attorney Susan Patterson informed Council that local House Bill 285 started in the House and met crossover and went to the Senate. It was stuck in the Senate Rules Committee; it has come out and gone to the State and Local Government Committee in the Senate. The Senate Committee reported it favorably but changed it by adding an amendment so that it applies to City of Sanford and the Town of Beaufort. From that committee, it will go to the Finance Committee and if it comes out of there favorably, it will go to the Rules Committee again, comes out of it and goes to the Floor of the Senate for a vote. Then it has to go back to the House and be voted on again because they changed the content of it.

Mr. Hegwer thanked staff and Council for all the work on the budget.

Mayor Mann noted that we have some vacancies on our Boards and Commissions and appointments will be made on June 18. He noted that since we had great improvement in property values and expanded the tax rate, the City was able to reduce the tax rate tonight. We are having some tremendous projects being discussed and talking with a lot of companies. Because of Council’s agenda, we are having a lot of activity and growth.
CLOSED SESSION
This item was removed from the agenda.

ADJOURNMENT
Council Member Buckels made the motion to adjourn the meeting; seconded by Council Member Post, the motion carried unanimously.

ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED BY REFERENCE AND MADE A PART OF THESE MINUTES.

Respectfully Submitted,

T. CHET MANN, MAYOR

ATTEST:

BONNIE DAVIS, CITY CLERK
SANFORD CITY COUNCIL
WORK SESSION
Tuesday, June 11, 2019
225 East Weatherspoon Street, Sanford, NC

The City Council held a work session on Tuesday, June 11, 2019, at 6:00 p.m. in the West End Conference Room at City Hall. The following people were present:

Mayor Pro Tem Rebecca Wyhof Salmon  Council Member Byron Buckels
Council Member Jimmy Haire  Council Member Sam Gaskins
Council Member Charles Taylor  Council Member James Williams
City Manager Hal Hegwer  City Attorney Susan Patterson
Management Analyst Holly Marosites  City Clerk Bonnie Davis
Deputy City Clerk Vicki Cannady

Absent:
Mayor Chet Mann
Council Member Norman Charles Post, III

Mayor Pro Tem Salmon called the work session to order.

Sanford Housing Authority Director Shannon regarding Term Limits (Exhibit A)

Shannon Judd explained that Sanford Housing Authority (SHA) board members are currently serving one, two, and three-year terms and members rotate off the board annually. She stated that these short terms do not allow board members adequate time to learn oversight and policy approval responsibilities needed, particularly with their new RAD (Rental Assistance Demonstration) program, and suggested that terms be increased to five years. City Attorney Susan Patterson reminded Council that Council increased the number of board members on November 4, 2014, from five to seven and those initial terms were staggered, but all terms are now three years and board members can be re-appointed. Ms. Judd explained that they need members with backgrounds in finance, banking, housing and business. She confirmed that she meets individually with board members and they have annual retreats where she and outside consultants provide training. Council Member Gaskins commented that the problem appears to be with members resigning before their terms are completed, with current board members who were appointed to fill these incomplete terms.

Ms. Judd also informed Council that SHA’s fiscal year runs from October 1 through September 30, which creates timing issues since board terms begin July 1 and run through June 30, just as the SHA budget planning process begins. Fiscal years for some housing authorities begin in January and others begin in July, but they are all established by the Department of Housing and Urban Development (HUD) when they are incorporated. Council Member Taylor suggested that the SHA use the same fiscal year as the City, which Ms. Judd agreed to investigate since it would require HUD approval. Mrs. Patterson explained that the City’s Code of Ordinances set the term for board appointments to match the City’s fiscal year (July 1 through June 30) but this could be revised. She noted, however, that allowing one board to have a different year for members could create problems with conflicting dates for recruiting and advertising for members, as well as when making appointments (particularly when “second choice” requests are made by applicants).
Council Member Byron Buckels, who serves as Council liaison on the SHA board, agreed that three-year terms are adequate and stated that he would like to see SHA on the same fiscal year as the City. Mayor Pro Tem Salmon suggested that Council members encourage qualified citizens to apply for the SHA board and noted that feedback from board members would be very useful. She requested that Ms. Judd research whether the SHA can revise their fiscal year to align with the City’s. Council Member Buckels stated that he would keep Council updated and suggested that Council reassess the issue if there are issues. Council Member Taylor suggested that information on specific skill sets needed for any board be included when seeking applicants, similar to the model used by the Tourism Development Authority. Council Member Haire suggested that we obtain occupation information for Citizens Academy participants.

**Presentation by Southern Benefit Systems Regarding Health Insurance Analysis and Recommendations to Help Contain Costs (Exhibit B)**

Josh Hyman, Consultant with Southern Benefit Systems (“SBS”), reminded Council that the City paid them $6,000 to analyze its health care coverage, with the understanding that they would provide options to save at least that amount or they would return the fee. He reviewed a “SWOT” (strengths, weaknesses, opportunities and threats) analysis and noted that primary strengths of our current plan include the City’s 100 percent contribution for each employee’s premium; strong benefit levels; and the City’s contribution toward Health Savings Accounts for employees who elect that option. The plan’s weaknesses include a continuous high claimant; some “adverse selection” (described below); supply chain management procedures; and transparency issues with Blue Cross/Blue Shield of North Carolina (“BCBS”), our current insurer. Opportunities include some “bolt-on” solutions (described below); medical management implementation; and direct contracting. Threats include the need for a three- to five-year plan; an aging retiree population; increased medical charges (as seen across the nation); and misaligned incentives.

Mr. Hyman explained that while our fixed costs expenses (administrative fees, stop/loss coverage premium) have decreased each of the past three years, we increased our stop/loss coverage from $135,000 to $200,000; total claims increased by about $100,000 annually; and prescription expenses exceeded $1 million annually, with one particular drug costing more than $200,000. Last year’s renewal premium with BCBS was just under $400,000 but they retained $118,000 in rebates. He contrasted that with a comparable renewal with CIGNA of $570,539 but he noted that they would have allowed $199,000 in rebates (they allow “carving out” prescription coverage while BCBS does not), which would have resulted in a cost of $371,340. Reverting to the $135,000 stop/loss coverage would have generated another $65,000, for a total savings of $93,206 with CIGNA.

Actual cost savings projections presented by Mr. Hyman included the following:

- Option #1- “Bolt-on Strategies”: Since we have already renewed coverage with BCBS for the upcoming fiscal year, two options are available for “bolting on” to that coverage:
  - Prescription coverage: This option would be voluntary and would not replace BCBS. Members would have no co-pay for a 90-day supply of their medications (same brand) which would be mailed directly to them at no cost. He pointed out that on the chart of drugs already being used by members (“Pharmacy Solution – Option 1”), the City is currently paying more than $80,000 annually for Aubagio (the costliest), while the proposed option would cost about $32,000, a savings of
more than $48,000. If we had 100 percent participation, this option could save the City nearly $142,000 annually ($189,987 in actual savings less their 25 percent fee) with actual savings based on the number of medications used by participants. Mr. Hyman will confirm with BCBS that our stop/loss coverage would include medication but he suggested that we would not meet the $200,000 limit. He also explained that the vendor would invoice the plan directly each month for the cost of medication.

- “Adverse selection”: This SIHRA/MERP (“Spousal Incentive Health Reimbursement Account”) option would reduce costs to the City by removing coverage for current employees’ working spouses who have coverage available through their employers (the vendor would be responsible for confirming that coverage was available). The incentive to employees is that the plan would cover 100 percent of the spouse’s co-pays, deductible and co-insurance up to $7,900 (the Affordable Care Act out-of-pocket maximum for 2019). In the second year, this option would be offered for dependents: dependents who are transferred from the City’s plan to the working spouses’ plan would also have 100 percent coverage of co-pays, deductible, and co-insurance. This option reduces the potential $200,000 risk (the amount at which stop/loss coverage would apply) to the City for each participant since the total out-of-pocket limit would be capped at $7,900. The cost to the City would not exceed $7,900 in claims per participant, a $25 fee per member per month, and 30 percent of savings generated. He suggested this option would be attractive to employees who foresee large expenses for their spouses or dependents since it would cover co-pays, deductibles and co-insurance amounts. Since the plan covers current employees’ spouses and current employees’ dependents, a provision would be included that working spouses with group health coverage available through their employer would no longer be eligible for coverage under the City’s health care plan for new employees.

Mr. Hyman reviewed the pro forma analysis shown on the “Adverse Selection Solution”, and stated that potential fixed cost savings to the City over five years range from $378,000 (with three-percent participation) up to $1.2 million (with ten percent participation). He explained that these numbers do not include void claims (potentially very large claims for severe health issues) that would no longer be paid by the City, but does include the administrative fee. It factors in $4,000 for potential claims for each individual covered (roughly the average reimbursement). He noted that they have seen situations where an employee’s spouse’s policy did not cover a specialty medication and confirmed that an exception could be written to allow the spouse to remain on the employee’s plan and use the pharmacy option.

In response to questions about inferior coverage, Mr. Hyman stated that almost all area doctors are included in PPO networks for BCBS, CIGNA, United Health Care or Aetna, and that claims incurred at out-of-network providers would still be eligible for reimbursement up to the $7,900 out-of-pocket maximum. He confirmed that the employee could bear some expense for going to an out-of-network hospital and having a costly procedure above the $7,900, but noted there
are very few out-of-network area hospitals. He also confirmed that an exception could be written to cover this situation.

- Medical Management: Mr. Hyman explained that this option is designed to provide the “right patient the right care at the right time at the right facility”. He reviewed charts showing claims paid from January 1, 2017, through March 31, 2019, at nine area hospitals and a ranking done by Quantros Analytics, a third-party analytic firm that does only hospital analyses, showing their overall quality rankings and orthopedic care quality rankings. The goal of this program is to educate participants and steer them to the facility that will provide the best quality care, thereby reducing re-admissions and complications that increase costs. While not all visits are scheduled and participants will often use the most convenient facility, much of this type of care is pre-planned and will require pre-notification. Participants can potentially be offered no cost surgery with their deductible covered by the City if they use facilities with higher quality ratings. He also noted that the average clinically adjusted cost shown on the Quantros Analytics sheet for Central Carolina Hospital was higher than Duke Health Raleigh’s adjusted cost; they also had a 98 overall quality hospital care rating compared to Central Carolina’s rating of 30.1. He confirmed that facilities are not limited to those shown and this particular information is more of an analysis summary. He explained that this information is not available to employees and this option is also voluntary. It has a fixed cost of $6.12 per employee per month and is a much better option if combined with Option #2.

- Option #2- Fully Transparent Model Replacing BCBS: Mr. Hyman explained that this option would require that BCBS be replaced since they do not allow pharmacy benefits to be “carved out”. There is a fixed administrative fee of $6.75 for each prescription and a “fiduciary pharmacy benefit manager” would pass all rebates along with no spread pricing. He stated that it could reduce our pharmaceutical expenses by a minimum of approximately 20 percent, for an estimated savings of $151,000. He explained that SBS encourages clients to bolt all of Option #2 with Option #1.

He reviewed the top fifteen medications used by members and noted that the plan paid more than $31,000 for Dexilant (the costliest). The pharmacy option included in Option #1 offers a solution for about $15,000 while this Option #2 provides a clinical alternative for less than $800, for a potential savings of more than $30,000. He also noted that Latuda (#15 on the list) cost more than $2,300 on our current plan whereas this option would provide a clinical alternative for less than $8, a savings of more than $2,300. The “alternative” example he provided was two 500-milligram pills of Metformin costing $5.31 with Option #2 compared to one 1000-milligram pill costing more than $10,600 on our current plan. The pharmacy benefit manager would confirm what is “clinically necessary” and in the best interest of the member, while the vendor would maximize prescription savings. In response to questions about a third-party making a clinical decision as opposed to the doctor, he explained that the third-party would work with the doctor on these decisions and this option would bring oversight to the process. He reviewed two case studies showing cost reductions of 34 and 52 percent (this particular
vendor has generated an average of 20 to 40 percent in savings) and explained that the potential savings to the City on the top 15 medications is approximately $129,000. This option would tie into Option #1 and the vendors would work together to determine where medications can be best sourced.

- Option #3- Fair Pay Model: This option offers the highest level of cost containment by working directly with providers to obtain the best possible cost for the same procedure. It is done through direct contracting, pre-negotiated up-front pricing, and potential cash pricing where they are paid within three to four days rather than billing patients. He explained that BCBS discounted the City’s charges of about $6.6 million last year by 50.9 percent and our total plan spending, including fees, was about $2.4 million. Under this program, those charges would have been discounted by 68.4 percent and our total expenses, including fees, would have been $1.6 million, for a savings of $791,000.

Mayor Pro Tem Salmon questioned why more governments and businesses are not moving to these models. Mr. Hyman responded that there is fear of employee pushback, particularly on the adverse solutions model (requiring working spouses to move to their companies’ coverage); many people are not aware of options such as these; and the “status quo” sentiment to keep doing what has been done in the past; however, the potential for cost savings should offset these factors. He acknowledged that these decisions depend largely on budgetary constraints and moving to other options may be a two-, three- or even ten-year plan.

Mr. Hyman proposed an action plan to implement Option #1 with the “bolt-on” pharmacy solution and the SIHRA (requiring employees’ working spouses to move to their company’s plans) in the first year by offering them a reimbursement plan to provide 100 percent coverage of co-pays, deductibles and co-insurance up to $7,900. In the second year, those incentives could be offered to employees who transfer their dependents to their spouses’ employer’s plan. He explained that SBS would plan education meetings for vendors to meet with employees to explain options and benefits. They would also provide ongoing member education through monthly meetings, emails or phone calls and offer quarterly performance meetings to show exactly where savings are being generated and to suggest participants who could be targeted (particularly those using expensive medications, in order to determine if other options are available). They would also provide an ongoing review of medical and prescription claims to consider prior to next year’s renewal. He recommended that we select one or both programs in Option #1 and consider the other options as the next step. He suggested that the prescription option could be effective July 1 and if there is apprehension on the requirement to shift spousal coverage, a 90-day notice period could be written into the plan.

City Manager Hal Hegwer thanked Mr. Hyman for gathering information and presenting options as requested and suggested that staff be given time to analyze these options. He also noted that the City has considered and implemented changes to employee insurance coverage over the years (changing carriers, revising stop/loss coverage, increasing employee co-pays and deductibles) and suggested that it is incumbent on Council to consider and digest this information. Human Resources Director Christy Pickens agreed that any type of change often creates apprehension before employees become accustomed to it. When the specialist co-pay was increased from $60 to $70, her department received negative feedback from employees but it levelled off.
Council Member Taylor questioned whether there was consensus to move forward on the voluntary prescription option for implementation on July 1. Mrs. Pickens recommended that more time be given to review these options. Mr. Hyman confirmed that he could set up initial educational meetings with staff, provide information on the spousal coverage and review savings on prescription claims from July through October. Mayor Pro Tem Salmon suggested that barring any new developments, Council could vote at its next meeting on whether to proceed with the pharmaceutical option described in Option #1 and establish a start date adequate for the Human Resources Department.

Mr. Hyman confirmed that there is no implementation fee for Option #1’s pharmaceutical feature since they are paid a percentage of the savings and it is a “stand alone” feature; however, if we were to elect this option and sever the relationship with SBS, there would be a $20,000 implementation fee. He further explained that if they are to continue reviewing claims prior to next year’s renewal, they would charge a $2,000 monthly retainer but savings would cover these expenses if even one person uses the costliest medication referred to earlier. Financial Services Director Beth Kelly reminded everyone that no funds had been budgeted for these expenses. Ms. Salmon expressed concern about moving forward without additional review and confirming all costs. Mr. Hegwer agreed to have staff analyze the information and report back to Council.

**Closed Session**

Council Member Taylor made a motion to go into closed session in accordance with NCGS 143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential; and (4) to discuss matters relating to the location or expansion of industries or other business in the area served by the public body. The motion was seconded by Council Member Buckels and carried unanimously.

**Other Business**

Council Member Charles Taylor questioned whether we could compare tag fees received prior to implementing the $30 vehicle registration fee with fees received after implementation. Financial Services Director Beth Kelly explained that the state collects this fee for us and she was not sure how much detailed information is sent to the county. Mr. Hegwer agreed that staff would research to determine whether there were any trends.

**Adjournment**

Council Member Gaskins made the motion to adjourn. Seconded by Council Member Buckels, the motion carried unanimously.

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T. Chet Mann, Mayor

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Bonnie Davis, City Clerk
MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF SANFORD
SANFORD, NORTH CAROLINA

The City Council met at the Sanford Municipal Center, 225 E. Weatherspoon Street, on Tuesday, June 18, 2019, at 6 p.m., in Council Chambers. The following people were present:

Mayor T. Chet Mann
Council Member Byron Buckels
Council Member Jimmy Haire
Council Member Charles Taylor
City Manager Hal Hegwer
Deputy City Clerk Vicki Cannady

Mayor Pro Tem Rebecca Wyhof Salmon
Council Member Sam Gaskins
Council Member Norman Charles Post, III
Council Member James Williams
City Attorney Susan Patterson

Absent:
City Clerk Bonnie Davis

CALL TO ORDER
Mayor Mann called the meeting to order. Council Member Buckels led the invocation. The Pledge of Allegiance was recited.

PUBLIC COMMENT
There were no requests for public comment.

APPROVAL OF AGENDA
Council Member Gaskins made the motion to approve the agenda. Seconded by Council Member Buckels, the motion carried unanimously.

CONSENT AGENDA
Closed Session Minutes dated August 29, 2018 – Item #2 (filed in Released Closed Session Minute Book)
Closed Session Minutes dated October 30, 2018 – Item #2 (filed in Released Closed Session Minute Book)
Closed Session Minutes dated November 6, 2018 – Item #1 (filed in Released Closed Session Minute Book)

Council Member Gaskins made the motion to approve the consent agenda. Seconded by Mayor Pro Tem Salmon, the motion carried unanimously.

SPECIAL AGENDA
Recognition of 2019 Lee County 4-H Young Commissioners

Dr. Bill Stone, County Extension Director, stated that this is the seventh year of the Young Commissioners 4-H Leadership program, designed to provide training for leadership, life skills and work force development. He recognized Lee County Commissioner Kirk Smith who helped establish the program and Cindy Howenstein who serves as volunteer leader. Angel Oy, a rising senior from
Lee Early College and current president of the Young Commissioners, thanked Council members for the opportunity to speak with them and learn more about the City. She explained that the program provides an opportunity for youth to grow, become more engaged, speak with confidence and hone their leadership skills. The 2019 class of Young Commissioners were Annie Tart; Avery Tart, Sidney Retama; Vanessa Hernandez; Aracely Guerrero; Oscar Sanchez; Crystal Kohli, and Noemi Perez.

Presentation of Sanford’s Black Historical Entrepreneurs (Exhibit A)

Carol Chalmers Deese (of 2240 Chalmers Drive, Sanford and 10446 Council, Chapel Hill) presented information on Sanford’s African-American entrepreneurs and people of color who made significant contributions to Sanford and Lee County, along with historically black churches, schools, and landmarks. She encouraged citizens to share memories and special black history moments that helped make Sanford what it is today and hopes to engage students who are interested in interviewing senior citizens and family members. The project will provide skills in communication, graphic arts, computer technology and research, and help keep this history preserved. She will continue doing research and wants to run black history segments on radio, television and in schools; create a website to share information and collaborate; publish brochures (such as the sample included in the exhibit); and offer guided tours of points of interest throughout the city.

CASES FOR PUBLIC HEARING

Public Hearing on Municipal Service District Expenditures

Financial Services Director Beth Kelly reviewed a detailed list of Municipal Service District (“MSD”) expenditures for the first half of the upcoming fiscal year. She explained that this information was included in the recently approved City budget and must be approved at a public hearing.

Mayor Mann opened the public hearing and with no one speaking in favor or opposition, closed the public hearing.

• Approval of Expenditures (Exhibit B)

Council Member Gaskins made a motion to approve the MSD expenditures; seconded by Mayor Pro Tem Salmon, the motion carried unanimously.

DECISIONS ON PUBLIC HEARINGS

There were no decisions on public hearings.

REGULAR AGENDA

Resolution Creating the Commission on the Opioid Epidemic (Exhibit C)

City Attorney Susan Patterson explained that the opioid abuse epidemic is a serious national crisis that affects public health, as well as social and economic welfare, and it has taken the lives of hundreds of thousands of Americans. If approved, this resolution would create a commission to address this epidemic and provide education and prevention strategies; recommend treatment and rehabilitation methods; and facilitate enforcement of laws and regulations to protect the health, safety and welfare of the residents of Sanford. The commission is designed to be an advisory commission for the City and would consist of seven members: three At-Large members; one representing the Sheriff’s Department; one representing the Police Department; one representing a treatment facility; and one representing the medical community. She reviewed duties and explained that staff will
advertise for positions on the commission and applications will be presented to Council for appointments at a subsequent meeting. She explained that Council Member Post requested that a committee be formed to address this issue. Mr. Post confirmed that he had been working on this project for about two years and thanked everyone involved in helping it come to fruition.

Council Member Post made a motion to approve the Resolution Creating the Commission on the Opioid Epidemic; seconded by Council Member Taylor, the motion carried unanimously.

**NEW BUSINESS (Items for discussion and action will only be taken if necessary. Otherwise, these items will be placed on the next agenda for approval.)**

**2009-2014 Tax Bill Write-Off for Registered Motor Vehicles (Exhibit D)**

Financial Services Director Beth Kelly explained that the County Commissioners approved a request from Mary Yow (previous Lee County Tax Collector) to write-off all outstanding motor vehicle tax bills from 2009 through 2014. The County is now requesting Council approval for delinquent motor vehicle taxes from the City and Municipal Service District (MSD) for the same period. The amount of delinquent motor vehicle taxes for the City during that period is $48,089.23 and the delinquent amount for the MSD is $88.95. The County provided a detailed list of these amounts and they are on file in the City Clerk’s office.

Council Member Haire questioned whether these delinquent taxes were incurred prior to the current system through which taxes are paid when tags are purchased or renewed. Michael Brown, current Lee County Tax Administrator, explained that these taxes are from the prior system, before the “tax and tag” system was implemented in 2013. He confirmed that collections under the old system were around 80 percent and collections through the new system are nearly 100 percent.

Council Member Gaskins made a motion to approve the 2009-2014 Tax Bill Write-Off for Registered Motor Vehicles; seconded by Council Member Post, the motion carried unanimously.

**Award of Professional Consultant Grant Administration Services for the 2018 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) Linden Avenue Project (Exhibit E)**

Community Development Manager Karen Kennedy explained that a request for consultant grant administrative services for the 2018 CDBG-NR Linden Avenue Project was emailed to six firms; advertised in *The Sanford Herald*; and posted on the Interactive Purchasing System through the federal government (as required by state guidelines). Five responses were received and after evaluation as itemized on the exhibit, staff recommends that the contract for services be awarded to The Wooten Company from Raleigh. She reminded Council that this project is a joint effort between the City and the Sanford Housing Authority (“SHA”) to convert the old Head Start facility on Linden Avenue into five units for the homeless that will be managed by the SHA. Mrs. Kennedy explained that she partnered with Shannon Judd, Executive Director of the SHA, on grant opportunities and $750,000 was received in CDBG funds, with $350,000 going toward rehabilitation of this facility, and the SHA received $440,000 from the Housing Finance Agency for the project.

Council Member Taylor made a motion to award the Professional Consultant Grant Administration Services for the 2018 Community Development Block Grant- Neighborhood
Revitalization (CDBG-NR) Linden Avenue Project to The Wooten Company; seconded by Council Member Buckels, the motion carried unanimously.

**Capital Project Ordinance Amendment – Parks and Recreation Project #B1602 (Exhibit F)**

Financial Services Director Beth Kelly explained that this item transfers the issuance cost for Parks and Recreation project #B1602 bonds between two accounts and into the General Fund.

Council Member Buckels made a motion to approve the Capital Project Ordinance Amendment – Parks and Recreation Project #B1602; seconded by Council Member Gaskins, the motion carried unanimously.

**Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Parks and Recreation Project #B1602 (Exhibit G)**

Financial Services Director Beth Kelly explained that this item transfers $96,000 from the capital project into the operating budget so that costs can be paid.

Council Member Buckels made a motion to approve the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Parks and Recreation Project #B1602; seconded by Mayor Pro Tem Salmon, the motion carried unanimously.

**Capital Project Ordinance Amendment – Moncure Megasite Wastewater Project No. S1703 (Exhibit H)**

Financial Services Director Beth Kelly explained that this item documents $3,669,372 in bond proceeds; transfers $3.5 million advanced from the Utility Fund; and transfers funds between line items.

Council Member Gaskins made a motion to approve the Capital Project Ordinance Amendment – Moncure Megasite Wastewater Project No. S1703; seconded by Mayor Pro Tem Salmon, the motion carried unanimously.

**Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Reimbursement from the Moncure Megasite Wastewater Project (Exhibit I)**

Financial Services Director Beth Kelly explained that this item transfers the $3.5 million advanced for the Moncure Megasite Wastewater project back into the operating budget.

Council Member Gaskins made a motion to approve the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Reimbursement from the Moncure Megasite Wastewater Project; seconded by Council Member Williams, the motion carried unanimously.

**Grant Project Ordinance Amendment – Sanford/Lee County Regional Airport Sewer Extension Project No. S1801 (Exhibit J)**

Financial Services Director Beth Kelly explained that this item appropriates $500,000 in bond proceeds and transfers those funds back to the Utility Fund.

Mayor Pro Tem Salmon made a motion to approve the Grant Project Ordinance Amendment– Sanford/Lee County Regional Airport Sewer Extension Project No. S1801; seconded by Council Member Post, the motion carried unanimously.
Financial Services Director Beth Kelly explained that this item transfers the $500,000 advanced for the Airport Sewer Extension Project back into the operating budget.

Council Member Gaskins made a motion to approve the Ordinance Amending the Annual Operating Budget for the City of Sanford FY 2018-2019 – Reimbursement from the Sanford/Lee County Regional Airport Sewer Extension Project; seconded by Council Member Post, the motion carried unanimously.

Financial Services Director Beth Kelly explained that this item documents the $1 million in bond proceeds and the transfer to the Utility Fund.

Council Member Gaskins made a motion to approve the Capital Project Ordinance Amendment – Amos Bridges Water Main Project No. W1803; seconded by Council Member Post, the motion carried unanimously.

Financial Services Director Beth Kelly explained that this item documents the $1 million reimbursement from the capital project into the operating budget.

Council Member Gaskins made a motion to approve the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Reimbursement from the Amos Bridges Water Main Project (Exhibit M) to the operating budget.

Council Member Gaskins made a motion to approve the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Reimbursements from the Hawkins Avenue Waterline Improvements Project No. W1803 (Exhibit O).

Financial Services Director Beth Kelly explained that this item documents the $5 million reimbursement from the capital project to the operating budget.

Council Member Post made a motion to approve the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Reimbursement from the Hawkins Avenue Waterline Improvements Project No. W1803; seconded by Council Member Gaskins, the motion carried unanimously.
Financial Services Director Beth Kelly explained that this item addresses the prior budget items and projects related to the revenue bond proceeds totaling $13.5 million. The balance of the funds issued for the revenue bonds was refunding the outstanding balance of the bonds issued in 2010 for the Wastewater Treatment Plant upgrade and expansion. This item appropriates the refunding portion of the recent issuance, $25,095,000 bond proceeds and $5,564,280 bond premium. Expenditures were $29,005,000 to pay the outstanding principal on the previously issued bonds; issuance costs, underwriter’s discount and interest. She explained that this refunding portion of the new bond issuance will save the City more than $200,000 annually or nearly $2 million over the remaining life of the prior bond issuance.

Council Member Gaskins made a motion to approve the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Bond Issuance Series 2019; seconded by Council Member Post, the motion carried unanimously.

Financial Services Director Beth Kelly explained that this is the budget amendment done annually at the end of each fiscal year and reviewed transfers as shown on the attached exhibit.

Council Member Gaskins made a motion to approve the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2018-2019 – Cleanup Amendment; seconded by Council Member Buckels, the motion carried unanimously.

Community Development Planner II, Historic Preservation Liz Whitmore explained that a portion of Steele Street must be closed to accommodate a lift on a level spot in the middle of Steele Street. The old Lee Furniture sign, which is being restored, is 35 feet above grade and the left edge extends 100 feet; it is the last project covered through funding from the state grant received through Representative John Sauls. The Police Department is aware of the closure and a certificate of insurance has been approved by Risk Manager Van Dowdy. The equipment will be delivered on Saturday, June 22, and eight or nine parking spaces will be closed (in front of The Hobby Shop, Books at Steele, Shoppes on Steele) when the street is closed at midnight on Sunday, June 23. Representatives of the three stores have been notified and support the project. The only business in the immediate area open on Sunday is Cooper’s Restaurant and their representative also supports the project. Shop owners in the area have been notified that more time may be needed but Mrs. Whitmore explained that the entire project should be completed no later than noon on Monday, June 24, and she has worked closely with city staff to ensure that the process will run smoothly. She also explained that the muralist told her that the project can be completed during a light rain but not during a thunderstorm (weather reports indicate there is only a small chance for thunderstorms). He also indicated to Ms. Whitmore that he is willing to do “whatever it takes” to complete the project.
Mayor Pro Tem Salmon made a motion to approve the Resolution in Support of the Temporary Closure of a Portion of S. Steele Street for the Purpose of the Restoration of the Lee Furniture Ghost Sign Sponsored by the City of Sanford Appearance Commission and the Public Arts Sub-Committee; seconded by Council Member Buckels, the motion carried unanimously.

Elected Official Health and Life Coverage Policy (Exhibit S)
City Manager Hegwer explained that the City currently provides paid health insurance to Council members who request it while holding office. In order to create a smooth transition for Council members who no longer hold office, a change in policy has been proposed to grant one year of health insurance eligibility for members for each term of office fulfilled, for a maximum of five years of eligibility.

Council Member Gaskins made a motion to approve the Elected Official Health and Life Coverage Policy; seconded by Council Member Haire, the motion carried unanimously.

Contract with Sanford Area Growth Alliance (SAGA) for Economic Development (Exhibit T)
City Attorney Susan Patterson explained that this contract with SAGA is proposed to provide a program of economic development services for the City in exchange for $209,000. The contract sets out services to be provided and would allow SAGA to conduct these services on behalf of the City; it is very similar to the contract approved by Council last year. She noted that the prior contract included a provision for an annual audit and this contract includes a provision for an annual audit or review (with a review every other year). Mr. Hegwer explained that this is consistent with the County’s contract and keeps the City on the same schedule as the County. Council Member Haire noted that we are certainly seeing results from SAGA’s economic development efforts. Mayor Mann agreed that our tax base has expanded greatly, in large part due to their efforts.

Council Member Post made a motion to approve the Contract with Sanford Area Growth Alliance (SAGA) for Economic Development; seconded by Council Member Buckels, the motion carried unanimously.

Ordinance to Erect Stop Signs Within the City of Sanford at Piedmont Drive and Canterbury Road – Chapter 36, Traffic Code of Ordinances (Exhibit U)
City Manager Hal Hegwer explained that this request for additional signage was received over the weekend. Council Member Taylor elaborated that many people from this area are familiar with “Tickle Hill”, where many accidents have occurred. This ordinance would authorize erecting a stop sign at that intersection and eliminate problems turning onto Piedmont Drive from Canterbury Drive. Mayor Mann agreed that slowing traffic at this location is a wise decision.

Council Member Haire made a motion to approve the Ordinance to Erect Stop Signs Within the City of Sanford at Piedmont Drive and Canterbury Road; seconded by Council Member Taylor, the motion carried unanimously.

Appointments to Various Boards, Commissions, and Committees (Exhibit V)
City Attorney Susan Patterson explained that there are two methods of making appointments: nominations, which do not require a second, or motions to appoint.
ABC Board

Council Member Gaskins nominated Louis “Bobby” Powell. Council Member Buckels nominated Jan Tart. Council Member Post moved to close the nominations; seconded by Mayor Pro Tem Salmon, the motion to close nominations carried unanimously.

Council Members Williams, Gaskins, Haire, Post and Mayor Pro Tem Salmon voted for Louis “Bobby” Powell, who was re-appointed to the ABC Board for a term expiring June 30, 2022.

Americans with Disability (ADA) Compliance Committee

Council Member Gaskins nominated Nancy Whalen. Council Member Taylor made a motion to close nominations and appoint Nancy Whalen for a term expiring June 30, 2022; seconded by Council Member Post, the motion to close nominations and appoint Nancy Whalen to the ADA Committee for a term expiring June 20, 2022, carried unanimously.

Airport Authority

Council Member Gaskins nominated William Wayne Staton, Jr. Council Member Haire made a motion to close nominations and appoint William Wayne Staton, Jr. to a term expiring June 30, 2022; seconded by Council Member Buckels, the motion to close nominations and appoint William Wayne Staton, Jr. to the Airport Authority for a term ending June 30, 2022, carried unanimously.

Appearance Committee

Mayor Pro Tem Salmon nominated Nancy Kimble and Linda Ware. Council Member Post made a motion to close nominations and appoint Nancy Kimble and Linda Ware for terms expiring June 30, 2022; seconded by Council Member Gaskins, the motion to close nominations and appoint Nancy Kimble and Linda Ware to the Appearance Commission for terms expiring June 30, 2022, carried unanimously.

Board of Adjustments/Housing Board of Appeals

Council Member Post made a motion to appoint Ann Barkley, Gordon Anderson and Van Groce, Jr. Seconded by Council Member Haire, the motion to appoint Ann Barkley, Gordon Anderson and Van Groce, Jr. to the Board of Adjustments/Housing Board of Appeals for terms expiring June 30, 2022, carried unanimously.

Historic Preservation Commission

Council Member Gaskins nominated Greg Stoch and Allen Gordon. Council Member Taylor nominated Kevin Stone. Council Member Post made a motion to close nominations; seconded by Mayor Pro Tem Salmon, the motion to close nominations carried unanimously.

Council Members Williams, Gaskins, Haire, Post, Buckels and Mayor Pro Tem Salmon voted for Greg Stoch. All Council members and Mayor Pro Tem Salmon voted for Allen Gordon. Council Member Taylor voted for Kevin Stone; therefore, Greg Stoch and Allen Gordon were re-appointed for terms expiring June 30, 2022, to the Historic Preservation Commission.

Joint Environmental Affairs Board

Mayor Pro Tem Salmon made a motion to nominate and appoint Brooks Gage and Denise Roethlisberger; the motion was seconded by Council Member Post and the motion to appoint Brooks
Gage and Denise Roethlisberger to the Joint Environmental Affairs Board for terms expiring June 30, 2022, carried unanimously.

Planning Board

Council Member Gaskins nominated Tom Joyner and Jane Smith for the two regular appointments to the Planning Board. Council Member Taylor made a motion to close nominations and appoint Tom Joyner and Jane Smith for the two regular appointments to the Planning Board for terms expiring June 30, 2022; seconded by Mayor Pro Tem Salmon, the motion carried unanimously.

Sanford Housing Authority

Council Member Buckels made a motion to appoint Lucinda McLean; Council Member Taylor seconded the motion. Council Member Post made a motion to appoint William Newby; Mayor Pro Tem Salmon seconded the motion. The motion to appoint Lucinda McLean to the Sanford Housing Authority for a term expiring June 30, 2022, carried unanimously. The motion to appoint William Newby to the Sanford Housing Authority for a term expiring June 30, 2022, carried unanimously.

Sanford Tourism Development Authority (TDA)

Council Member Gaskins made a motion to appoint P.J. Patel to serve as the TDA board member affiliated with the lodging business for a term expiring June 30, 2022. The motion was seconded by Council Member Post and carried unanimously.

Council Member Gaskins nominated Tim Emmert and Tina Gross to serve as TDA board members active in the promotion of travel and tourism in the City. He also made a motion to close nominations; seconded by Council Member Post, the motion to close nominations carried unanimously. Council Member Gaskins made a motion to appoint Tim Emmert to serve the term expiring June 20, 2022; the motion was seconded by Council Member Post and carried unanimously. Council Member Gaskins made a motion to appoint Tina Gross to the serve the term expiring June 30, 2021; the motion was seconded by Council Member Post and carried unanimously.

Mayor Pro Tem Salmon nominated Janet Harrington to serve as the At-Large member of the TDA. Council Member Post nominated Ed Strickland to serve as the At-Large member of the TDA. Council Member Taylor made a motion to close nominations; seconded by Council Member Gaskins, the motion to close nominations carried unanimously. Votes in favor of appointing Janet Harrington were cast by Council Members Taylor, Gaskins, Haire and Mayor Pro Tem Salmon and votes in favor of Ed Strickland were cast by Council Members Williams, Post and Buckels; therefore, Janet Harrington was appointed as the At-Large member of the TDA for a term expiring June 30, 2022.

Mayor Mann explained that Council appoints the Chairman of the TDA annually from all members of the TDA. He reminded them that Kevin Brown currently serves as Chairman, filling the position when former Chairman Steve Brewer resigned. Council Member Gaskins moved to appoint Kevin Brown as Chairman of the TDA for the upcoming fiscal year; seconded by Byron Buckels, the motion carried unanimously.

Council Member Gaskins noted that many outstanding candidates applied for these positions and unfortunately, Council was not able to appoint them all. He encouraged them to apply for other
vacant positions. City Attorney Susan Patterson suggested the Clerk advertise for the remaining vacant positions and those on the new Opioid Commission. Mayor Mann thanked everyone who applied, congratulated appointees and encouraged applicants to re-apply.

OTHER BUSINESS

Council Member Taylor thanked the Fire and Code Enforcement Departments, along with the Lee County Animal Control and Sheriff’s Department for their prompt response to the recent fire in the Temple Terrace community. Many of the dogs located at the home were placed with caregivers within 24 hours of the fire thanks for their efforts. He noted that the Feindel family donated funds for animal respirators and they were used in this incident. Mr. Taylor stated that he recently attended the auction of a small home off McNeill Road with a $175,000 minimum bid requirement that ultimately sold for $225,000. He also attended an S3 Housing Task Force meeting last week with new Chairman Sherry Sudra, where updates were provided from a recent conference attended by staff from S3, Bread of Life and Outreach Missions. Stan Holt (who replaced Terry Allebaugh in providing management and administrative services) is doing an outstanding job, meeting directly with agencies, conducting organizational meetings, and preparing for community fundraising. Recent changes at The Outreach Mission and updates at The Bread of Life (several local churches have helped paint the building and planted shrubbery) indicate that local public/private partnerships are having a positive impact.

Mayor Mann stated that he has received several inquiries from the public on how they can help and he has directed them to volunteer or donate at one of the shelters. He reminded everyone that a contract was approved tonight for administrative services on the Linden Avenue project, a big win for S3 since more space is needed for those who are homeless in our area. He noted that we are not building more shelters and there is no increase in our homeless population; we are merely trying to accommodate them in a better way. He reminded everyone that S3, a public/private partnership composed of community members, is being replicated as a model in other cities to help people reestablish themselves and become productive taxpayers. He also thanked the Fire Department and employees in the public safety sector.

Mr. Taylor explained that Lee Christian School needs unscreened mulch (two to three inches over a six-foot wide area on a one-mile trail) for a cross country trail built behind the school and since the City currently has an overabundance, he requested that we consider donating it. City Manager Hal Hegwer confirmed there is an abundance of unscreened mulch and suggested that we make it available to Lee Christian School and any other non-profit agencies in the area for the next week and consider transporting it to them, subject to Council approval. Consensus was reached among Council members to move forward on this suggestion.

Council Member Gaskins expressed appreciation to the Young Commissioners and to Lee County Commissioner Kirk Smith for helping establish that program. He noted the value of feedback they provide Council. He commented that when he asked Dr. Bill Stone in the past how those youth feel about returning to Sanford after moving away, none wanted to return; however, for the past few years, the vast majority say they want to return, an indication that we must be doing something right.

Mayor Pro Tem Salmon thanked Carol Deese for her presentation on Sanford’s black entrepreneurs. She noted that one of the things they spoke with the Young Commissioners about the importance of capturing the things that make Sanford unique. She expressed hope that people would
respond to Ms. Deese’s requests for more information on the project. She agreed that the Young Commissioners are an incredible group and thanked Commissioner Smith for helping create a program that will have a lasting impact on the community and provide an opportunity for these youth to embrace leadership.

Council Member Buckels thanked the Young Commissioners and Commissioner Smith for their work. He also thanked Carol Deese for her presentation and outstanding work on the project.

City Manager Hegwer explained that the regularly scheduled Council meeting for July 2 had been cancelled. Council will meet next on July 9 for a workshop that will include a presentation on East Sanford from the UNC School of Government. Council will hold its next regular meeting on July 16.

City Engineer Paul Weeks informed everyone that there will be a traffic disruption on Horner Boulevard from Third Street to Main Street beginning Sunday night, June 23, for work by Atlantic and Western Railroad on their two crossings (one near Taco Bell, the other near Blossman Gas). Businesses in the area will remain open but there will be traffic disruptions. Work on the northern tracks will begin on Monday morning, June 24, and should be complete by Wednesday, June 26. Work on the southern track will begin on Wednesday and should be complete by Friday, June 28. This information will also be posted on the City website.

Mayor Mann stated that 22 percent of the population in Sanford and Lee County are of Latino origin. He suggested that we have done a great job integrating this community, particularly with the “Building Integrated Communities” program (the Latino immigration project) from four years ago. He explained that our Rotary Clubs have a great connection with the city of Atizapan de Zaragoza, a large urban city located about 45 minutes north of Mexico City, and through that connection, we are establishing a Sister City relationship with them. He explained that a 13-member delegation will be leaving on Friday, June 21, to reconnect with visitors who came to Sanford in May. He, along with three Council members, private business representatives, the Sister City Committee Chairperson, Alex Collazo from our Fire Department, and members from El Refugio (a family resource center for community development through cultural sharing) will be going to share training, educational opportunities, and ideas to bring automation here and to share ours with them. Of all the benefits that could come from this relationship, he suggested that the overarching theme is total integration of our Latino community. A Memorandum of Understanding will be signed on June 24 at their City Hall during their International Art Festival (with representatives from twelve countries).

He informed everyone that the Depot Committee is working to create a welcome center at the Depot building. He, along with Council Members Haire, Gaskins and Buckels and other committee members, will soon begin a public/private fundraising effort to fully restore the building for use by our Tourism Development Authority and Downtown Sanford, Inc., to promote area hotels, restaurants and continue fostering tourism.

Mayor Mann agreed with Council Member Gaskins’ prior comments that more youth are returning to Sanford and suggested that recent redevelopment efforts have created an atmosphere that draws them back. He also stated that the real estate market is heating up: he met today with a large developer who is moving forward on plans for a new neighborhood and another development that
will be our first signature community is in the works. Values are increasing, with an average appreciation rate of about four and one-half percent annually for the past four years. Sellers are seeing multiple offers and buyers from Wake County who want to relocate here but we have little inventory. Changes to our UDO and development standards will help create neighborhoods that will be cost-effective to serve, while providing attractive amenities that buyers seek. As we recruit industries, we also want the employees to live here, with Sanford being a desirable place to live, work and play. He encouraged Council to complete UDO updates and associated ordinances so that we can uphold standards for the type of development we want to see. As previously discussed with the Young Commissioners, growth provides tax base expansion, with industrial and commercial businesses paying the majority of taxes. With the recent tax revaluation, we had an average three to four percent increase in residential tax values and an average increase of 25 to 30 percent in commercial values. He commended Council and County representatives for their hard work.

**ADJOURNMENT**

Council Member Buckels made the motion to adjourn the meeting; seconded by Council Member Gaskins, the motion carried unanimously.

**ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED BY REFERENCE AND MADE A PART OF THESE MINUTES.**

Respectfully Submitted,

______

T. CHET MANN, MAYOR

ATTEST:

______

BONNIE DAVIS, CITY CLERK
Presentation by Crystal McIver Regarding Community Garden
Zoning Map Amendment (Rezoning) Application

City of Sanford

1. Applicant Name: Schoolhouse Sanford LLC

2. Applicant Address: 3115 Lion Lane, Ste 300, Salt Lake City, UT 84121

3. Applicant Telephone: 801.330.3300

4. Name and Address of Property Owner(s) if different than applicant:
   Schoolhouse Sanford, LLC of 3115 Lion Lane, Suite 300, Salt Lake City, UT 84121

5. Location of Subject Property: 283 Harvey Faulk Road, Sanford, NC 27332 | Lee Co. P.I.N. 9661-22-8224-00

6. Total Area included in Rezoning Request: 22.98 per plat (PC2018/SIL71) Acres

7. Zoning Classification: Current (see below)
   • 12.89 acres is zoned Residential Agricultural Conditional Zoning District with a Conditional Use (RA-C-CU).
   • 1.34 acre is zoned Residential Restricted Conditional Zoning District (RR-C), and
   • 8.75 acres is zoned Residential Restricted (RR)

   Requested: Ascend Leadership Academy Conditional Zoning District

8. Existing Land Use(s): The site is currently developed with Ascend Leadership Academy charter school and two vacant single-family houses (3930 &3934 NC 87 Hwy).

9. Reason(s) for Requesting a Zoning Map Amendment (Rezoning): An annexation petition has been submitted requesting that the subject property be annexed into the corporate City limits, which was triggered by the property owner’s proposed sanitary sewer extension to the serve the existing charter school. When/if the site is annexed, it must be assigned a zoning district by the Sanford City Council; therefore, this rezoning request is a legal requirement of the annexation.

10. Signature(s) of Applicant (and Property Owners if different from Applicant).

   I hereby acknowledge that the information contained herein is true. It is further understood that this application will be reviewed for completeness and accuracy and that it shall not be scheduled for official consideration until all required contents are submitted in proper form to the Sanford/Lee Zoning & Design Review Department.

   Signature of Property Owner(s) (Sign & Print)

   Scott Brand

   Date 6-7-19

   Required Attachments/Submittals
   A. A completed rezoning application, incomplete applications/submittals will not be accepted or processed.
   B. A copy of a Lee County Tax Map illustrating the location of the area to be rezoned. If the exterior boundary of the area to be rezoned does not follow along existing property boundaries, then the applicant shall be required to submit a metes and bounds (legal) description describing the area requested for rezoning.
   C. A copy of the latest deed for the subject property as recorded at the Lee County Register of Deeds Office.
   D. A $500.00 Application fee, payable to the City of Sanford is required before processing the application.
   E. *If the requested rezoning is for a Conditional Zoning District, a Supplemental Application for Conditional Zoning District must also be included, along with an additional $250.00 fee ($750 total fee for Conditional Zoning).
   F. Typically, the submission deadline is the first day of each month at 12:00pm/noon for the rezoning to be heard the following month.

   STAFF USE ONLY

   Date Received: 2019-06-10
   Fee Paid: $750.00
   Application No.: 2019-0701
   Staff Signature: Amy J. McNeill, Zoning Administrator

   Energov Case No.: CZMA-000720-2019
Supplemental Application for Conditional Zoning District
(To be submitted with an Application for Zoning Amendment)

Circle Jurisdiction That Applies:

City of Sanford  Lee County  Town of Broadway

1. Type of Conditional Zoning District (Type 1 or Type 2) Type 1 – stand alone with unique conditions

2. Describe in detail the use(s) requested as part of the Conditional Zoning District (use separate sheet if necessary): See the attached plans that illustrate the existing charter school on the northern portion of the site. Any future expansion of the school or other future development would require a revision to the conditional zoning district. There are two existing single-family homes on the southern portion of the site that are utilized as rental property and are proposed to remain for the foreseeable future.

3. Describe in detail any additional conditions of development proposed as part of the Conditional Zoning District. Such conditions should include (as applicable):
   - The location on the property of the proposed use(s);
   - The number of dwelling units;
   - The location and extent of supporting facilities such as parking lots, driveways, and access streets;
   - The location and extent of all landscaping areas, buffer areas and other special purpose areas
   - The timing of development;
   - The location and extent of rights-of-way and other areas to be dedicated for public purposes;
   - Details on architectural features and scale of proposed structures; and
   - The location and extent of any pedestrian elements (sidewalks, trails, etc.).

Conditions may be listed on additional, separate sheets if necessary. Additionally, a scaled site plan shall be submitted illustrating all conditions as described in the text.

As previously noted, see the attached plans that illustrate the existing charter school on the northern portion of the site. Any future expansion of the school or other future development would require a revision to the conditional zoning district. There are two existing single-family homes on the southern portion of the site that are vacant and are proposed to be demolished/removed from the site in the future.

4. Signature(s) of Applicant (and Property Owners if different from Applicant).

I hereby acknowledge that by submitting this Conditional Zoning application, I am voluntarily requesting that restrictions on the use of land and/or zoning conditions of development be placed upon the subject property as included in this petition. An application fee in the amount of $750.00, payable to The City of Sanford is required before processing the application. The application submission deadline is the second Friday of the month. The petition will be heard the following month at the scheduled public hearing.

[Signature]

[Print Name: Scott Brand]

[Date: 6-7-19]

Signature (Sign & Print)  Date

L:\Forms & Certifications/ CZ Supplemental Appl (Updated 2018-07-02)
CONCEPTUAL SITE PLAN RENDERING
CITY OF SANFORD CITY COUNCIL AND PLANNING BOARD
PUBLIC HEARING INFORMATION
July 16, 2019

APPLICATION# 2019-0701 TO AMEND THE SANFORD ZONING MAP

Please note that this rezoning request is a follow-up requirement to the annexation of the subject property into the corporate City limits by the Sanford City Council on June 4th.

Applicant: Schoolhouse Sanford, LLC | Contact: Mr. Scott Brand
Owner: Schoolhouse Sanford, LLC
Request: Rezone from RA-C-CU, RR-C, and RR to Ascend Leadership Academy CZ
Location: 283 Harvey Faulk Road and 3930 / 3934 NC 87 Hwy
Township: Jonesboro
Tax Parcel: 9661-22-8224-00
Adjacent Zoning: North: Highway Commercial (HC)
                 South: Residential Restricted (RR) & Highway Commercial (HC)
                 East: HC and Residential Restricted (RR), Opposite NC 87 Hwy
                 West: Light Industrial (LI), Opposite Harvey Faulk Road

Introduction: On June 4th, the Sanford City Council approved a request by Sanford Schoolhouse, LLC to annex 22.98 ± acres of land addressed as 283 Harvey Faulk Road and 3930/3934 NC 87 Hwy, which is currently developed with Ascend Leadership Academy charter school and two vacant houses, with the intention of connecting the school to the City of Sanford public sanitary sewer system (cost of the extension/connection borne by the school). When land is annexed or transferred from one jurisdiction to another jurisdiction, the Governing Board must assign a zoning district to the subject property per the North Carolina General Statutes. This means that now that the subject property has been annexed into the City of Sanford corporate City limits, the Sanford City Council must assign a zoning district to the land. Since the land is already developed in the manner preferred by the property owner, which is as a school, the owner is requesting that the use and design of the school (building and site) remain as is, with the intention of the two houses in the rear being demolished/removed from the site in the future. The same site plans and architectural plans submitted for the prior rezoning of the site in 2018 to allow the development of the school when the land was in Lee County’s jurisdiction have been submitted with this rezoning application to establish that the intent is for the design and use of the site to remain as is. The only change at this time would be the school’s proposed connection to public sanitary sewer.

Site and Area Description: Harvey Faulk Road is located in the southwestern area of Lee County between NC Hwy 87 S and Commerce Drive. The subject property is linear in shape and has frontage on both Harvey Faulk Road and NC Hwy 87.

Surrounding Land Uses: North of the site is a vacant tract of land between the subject property and JT Auto Mart. South of the site is a large vacant tract of land. East of the site, opposite NC Hwy 87, is a lumber yard and farmland. West of the site are residential single-family homes on the adjoining lots and a large commercial building on the opposite side of Harvey Faulk Road.
Zoning District Information: In 2018, a recombination plat was recorded that merged five tracts of land into one new legal lot; therefore, this one tract of land has three areas that are zoned differently.

Existing Zoning of RA-C-CU: 12.89 acres of this tract of land is zoned Residential Agricultural-Conditional Zoning District -Conditional Use (RA-C-CU), which is established to provide areas for low density single family uses, low intensity agricultural operations as well as agri-business and supportive industrial and commercial uses. Industrial operations are not permitted unless they clearly support an agricultural use. RA zoning protects and preserves valuable agricultural areas, implements agricultural protection zoning, establishes performance standards for rural businesses, preserves rural areas, preserves pasture land and agriculture, sets maximum permissible densities or new zoning districts, defines specific areas for rural commercial uses, and identifies areas appropriate for agricultural preservation.

The dimensional requirements of the RA district include a minimum lot width of 100 feet, a minimum lot size of 40,000 square feet, with principal building setbacks of 30 feet from the front property line and/or the street right-of-way, 30 feet from the rear property line and 15 feet from the side property lines. The RA district has a maximum building height of 40ft. Examples of uses permitted by right within the RA zoning district include single-family detached homes (manufactured/mobile, modular, or site built), duplexes, churches, parks, and crop production. There is a list of permitted uses for this zoning district included within the agenda for your reference.

The “C” denotes a Type 2 Conditional Zoning District, which corresponds to the base zoning district and is identical to the general use zoning district, with the exception that additional conditions are applied. In this case, the additional land use of a school was allowed in 2018 by the Lee County Commissioners. All conditional zoning districts require that a site plan and architectural elevations be included and the information is legally binding on the land; therefore, the site had to be developed as per the approved plans and is now utilized as Ascend Leadership Academy Charter School. The former property owners wanted this type of zoning district so that the land could still be utilized in a residential agricultural manner if the sale of the land to the charter school developer fell through.

Regarding the “CU” associated with this tract of land, in 1992 a Conditional Use was approved to locate a new singlewide mobile home on the property to replace an older existing single-wide mobile home. (Petition by Clara Cameron for 4123 Harvey Faulk Rd).

Existing Zoning of RR-C: 1.34 acres of this tract of land is zoned Residential Restricted–Conditional Zoning District (RR-C), which is established to provide areas for low-density single-family uses, with a maximum of one and one-half dwelling units per acre. Property zoned RR should include only those tracts which abut or are in close proximity to existing large-lot single family development, making it an appropriate transition district between rural, agricultural, and suburban uses.

The dimensional requirements of the RR district include a minimum lot width of 100 feet, a minimum lot size of 30,000 square feet, with principal building setbacks of 30 feet from the front property line and/or the street right-of-way, 30 feet from the rear property line and 15 feet from the side property lines. The RR district has a maximum building height of 40ft. Examples of uses permitted by right within the RR zoning district include single-family detached homes (modular or site built), churches, parks, and crop production. There is a list of permitted uses for this zoning district included within the agenda for your reference.
As previously noted, the “C” denotes a Type 2 Conditional Zoning District, which corresponds to the base zoning district and is identical to the general use zoning district, with the exception that additional conditions are applied. In this case, the additional land use of a school was allowed in 2018 by the Lee County Commissioners. All conditional zoning districts require that a site plan and architectural elevations be included and the information is legally binding on the land; therefore, the site had to be developed as per the approved plans and is now utilized as Ascend Leadership Academy Charter School. The former property owners wanted this type of zoning district so that the land could still be utilized in a residential agricultural manner if the sale of the land to the charter school developer fell through.

**Existing Zoning of RR:** 8.75 acres of this tract of land is zoned Residential Restricted (RR), which is established to provide areas for low-density single-family uses, with a maximum of one and one-half dwelling units per acre. Property zoned RR should include only those tracts which abut or are in close proximity to existing large-lot single family development, making it an appropriate transition district between rural, agricultural, and suburban uses.

The dimensional requirements of the RR district include a minimum lot width of 100 feet, a minimum lot size of 30,000 square feet, with principal building setbacks of 30 feet from the front property line and/or the street right-of-way, 30 feet from the rear property line and 15 feet from the side property lines. The RR district has a maximum building height of 40ft. Examples of uses permitted by right within the RR zoning district include single-family detached homes (modular or site built), churches, parks, and crop production. There is a list of permitted uses for this zoning district included within the agenda for your reference.

This area was previously three tracts of land zoned RR, which were not included in the 2018 rezoning request.

**Proposed Zoning:** The proposed zoning of Ascend Leadership Academy Conditional Zoning District is a site plan specific conditional zoning district, which is legally binding on the land even in the event of a property transfer. Since the land is already developed in the manner preferred by the property owner, which is as a school, the owner is requesting that the use and design of the school (building and site) remain as is, with the intention of the two houses in the rear being demolished/removed from the site in the future. The same site plans and architectural plans submitted for the prior rezoning of the site in 2018 to allow the development of the school when the land was in Lee County’s jurisdiction have been submitted with this rezoning application to establish that the intent is for the design and use of the site to remain as is. The only change at this time would be the school’s proposed connection to public sanitary sewer.

Please reference the attached rendered conceptual site plan, conceptual architectural elevations, and the conceptual civil drawing set for additional information regarding this project/conditional rezoning request.

**Overlay Districts & Area Plans**

**Plan SanLee Land Use Plan- Long Range Plan**

The plan identifies the future land use place type for this tract of land as “Mixed Use Activity Area,” which has the following characteristics:
- Facilitate development of large scale integrated mix of uses
- Single master-planned unit, but contextually integrated into surrounding development pattern, including strong mobility linkages
- Within close proximity to highway interchanges and major arterials
- Local example – US 1 / Spring Lane Interchange Area in Sanford

Land use designations include Civic (government services, public gathering spaces), Open Space (urban open space), Employment (professional offices and business services), Residential (attached single-family dwellings, multi-family dwellings, and upper story residence), and Commercial (retail, personal services, and entertainment). Forms of transportation include (from low to high priority mode) transit routes that accommodate trucking, public transit, on-street bike lanes, sidewalks and vehicular connectivity. Context includes Development Density with mixed commercial lot sizes, MF 16+ dwelling units/acre, Shallow to moderate building setbacks, and a 50ft height limit, Utility Infrastructure with public water and public wastewater, and a Preferred Character of a 2-4 lane urban street network, core grid street network, 300-500ft block length, sidewalks & street trees, on-street & rear parking, and landscaped off-street parking. The Current Districts include Highway Commercial, General Commercial (C-2), Light commercial & Office (C-1), Office & Institutional (O&I), and Multi-family (MF-12) – all as primary districts. The Proposed Districts are General Commercial (C-2), Office & Institutional (O&I), and Multi-family Residential.

Local Overlay District Notes: Per GIS, the parcel is not located within a local overlay district.

Sanford, Lee County and Broadway do not have local grading permits and rely on the NC Department of Environmental Quality to regulate land-disturbing activities. For questions or concerns regarding land disturbing activities, contact the NC Division of Energy, Mineral, and Land Resources Sediment Program at 1612 Mail Service Center, Raleigh, NC 27699-1612 or call 919-707-9220 or visit the NCDEQ website at http://deq.nc.gov.

Utilities: The subject property has access to public water via a 12-inch public water main that parallels to Harvey Faulk Road. The subject property does not currently have access to public sanitary sewer, but a design for the extension/connection to public sanitary sewer is in-the-works. At this time, the school is served by a large private septic system and the two existing homes are each served by individual private septic systems that will need to be abandoned when the uses are demolished/removed. If the rezoning is approved, all existing development that proposes to connect to public water and public sewer must be approved by the City of Sanford Public Works Department to verify compliance with all applicable regulations. The intent is for the design and use of the site to remain as is. The only change at this time would be the school’s proposed connection to public sanitary sewer.

Transportation: The subject property has approximately 230ft of frontage on Harvey Faulk Road (SR 1138), which is a NCDOT maintained public street with a 60ft right-of-way. All development that proposes to connect to Harvey Faulk Road must be approved by NCDOT to verify compliance with all applicable regulations.

The 2007 Lee County Comprehensive Transportation Plan Highway Map illustrates Harvey Faulk Road as an existing roadway, but does not provide any recommendations.
There is a 2011 traffic count of 490 vehicle per day approximately 700 feet north of the site in front of the existing driveway for JT Auto Mart addressed as 3590 NC Hwy 87.

**Development Standards:** If rezoned, all of the uses permitted in the Ascend Leadership Academy Conditional Zoning District would be allowed (which is the existing school) and any future development or redevelopment of the subject property will be required to revise the site plan specific conditional zoning district via the public hearing process and review/approval by the appropriate boards.

**Public Information Meeting**
A third public information was held for this specific rezoning request on June 16th with two project representatives, two Planning staff members, and no neighbors or other members of the public in attendance.

**Staff Information Regarding a Recommendation from the Planning Board:** The recommendation from the Planning Board should include language describing whether the action is consistent with an adopted comprehensive plan (Plan SanLee) and any other officially adopted plan that is applicable and other matters as deemed appropriate by the board. The board may also include language briefly explaining why it considers the recommendation to be reasonable and in the public interest.

**Staff Recommendation:** Staff recommends that the Boards support this request. In making this recommendation, staff finds that the rezoning proposal to Ascend Leadership Academy Conditional Zoning District appears to be consistent with the current development of the site and in keeping with the future land use place type for this site per the Plan SanLee land use plan. Also, this request appears to be reasonable and in the public interest based upon the location of the site between Harvey Faulk Road (a busy area with new development) and NC 87 Hwy.
REZONING APPLICATION 2019-0701: Application by Schoolhouse Sanford, LLC to rezone one 22.89 acre tract of land addressed as 238 Harvey Faulk Road and 3390 / 3934 NC Hwy 87 from RA-C-CU, RR-C, and RR to Ascend Leadership Academy Conditional Zoning District, a site plan specific conditional zoning district.

This is a graphic illustration and not a legal document.
REZONING APPLICATION 2019-0701: Application by Schoolhouse Sanford, LLC to rezone one 22.89 acre tract of land addressed as 238 Harvey Faulk Road and 3390 / 3934 NC Hwy 87 from RA-C-CU, RR-C, and RR to Ascend Leadership Academy Conditional Zoning District, a site plan specific conditional zoning district.

This is a graphic illustration and not a legal document.
REZONING APPLICATION 2019-0701: Application by Schoolhouse Sanford, LLC to rezone one 22.89 acre tract of land addressed as 238 Harvey Faulk Road and 3390 / 3934 NC Hwy 87 from RA-C-CU, RR-C, and RR to Ascend Leadership Academy Conditional Zoning District, a site plan specific conditional zoning district.

This is a graphic illustration and not a legal document.
**MIXED USE ACTIVITY CENTER**

- Facilitate development of large scale integrated mix of uses
- Single master-planned unit, but contextually integrated into surrounding development pattern including strong mobility linkages
- Within close proximity to highway interchanges and major arterials

*Local Example - US 1 / Spring Lane Interchange Area in Sanford*

---

**Development Density**
- Mixed Commercial Lot Sizes
- MF 16+ dwelling units / acre
- Shallow to Moderate Building Setbacks
- 50 Foot Height Limit

**Utility Infrastructure**
- Public Water
- Public Wastewater

**Preferred Character**
- 2-4 Lane Urban Street Network
- Core Grid Street Network
- 3-500 Foot Block Length
- Sidewalks + Street Trees
- On-Street + Rear Parking
- Landscaped Off-Street Parking

---

**Current Districts**
- HC/C-2/C-1 (Primary)
- OI (Primary)
- MF-12 (Primary)

**Proposed Districts**
- General Commercial
- Office & Institutional
- Multi-Family Residential
RA, RESIDENTIAL AGRICULTURAL ZONING DISTRICT

This list was created by Sanford/Lee County Planning & Development staff as a summary of the permitted land uses within a specific zoning district and is intended for general informational purposes. Staff makes every effort to ensure that the information provided is accurate and up-to-date; however, it is recommended that you verify with Planning & Development staff that the proposed use is permitted within the specific zoning district and discuss any/all development requirements prior to pursuing a project. This information is applicable for the jurisdictions of the City of Sanford, Lee County, and the Town of Broadway in North Carolina.

USES PERMITTED BY RIGHT

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<table>
<thead>
<tr>
<th>Accessory Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory uses (See Section 5.1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residential Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dwelling, Duplex (two-family dwelling)</td>
</tr>
<tr>
<td>Dwelling, Modular home</td>
</tr>
<tr>
<td>Dwelling, Single-family detached</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Sales or Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair of any goods, equipment or vehicles, the manufacture, assembly or sales of which are permitted in that zoning district</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Industrial &amp; Manufacturing Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pottery Manufacturing &amp; Sales</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts, Recreation &amp; Entertainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Botanical garden &amp; arboreta</td>
</tr>
<tr>
<td>Parks, playgrounds, and athletic fields operated on a noncommercial basis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education, Public Administration, Health Care, and Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Complex (less than 350 seats), new site</td>
</tr>
<tr>
<td>Religious Complex (any size), addition to existing complex/site</td>
</tr>
<tr>
<td>Schools, Pre-K – Secondary (nursery and preschool, grade schools, elementary, middle, and high school), addition to existing site</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation, Communication, and Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility lines (including electric lines, phone/cable lines, distribution circuits, gas/fuel lines, water lines, steam/air conditioning lines, irrigation channels, and sewer/waste water lines)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agriculture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Production and Support Services, (unincorporated Lee County)</td>
</tr>
<tr>
<td>Crop Production and Support Functions, (unincorporated Lee County)</td>
</tr>
<tr>
<td>Crop Production and Support Functions, (Sanford and Broadway)</td>
</tr>
<tr>
<td>Forestry and Logging and Support Services, (Unincorporated Lee County)</td>
</tr>
<tr>
<td>Livestock sales and markets</td>
</tr>
</tbody>
</table>
USES PERMITTED WITH DEVELOPMENT REGULATIONS
The uses listed below may either be permitted by right or upon approval of a Special Use Permit, but are also subject to the requirements of Article 5 Supplemental Development Regulations of the Unified Development Ordinance (for example, daycares are required to install a fence around outdoor play areas).

<table>
<thead>
<tr>
<th>Residential Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory Dwellings (See Section 10.4)</td>
</tr>
<tr>
<td>Dwelling, Manufactured home, Class A</td>
</tr>
<tr>
<td>Unincorporated Lee County and Town of Broadway only (See Section 10.5)</td>
</tr>
<tr>
<td>Dwelling, Manufactured home, Class B</td>
</tr>
<tr>
<td>Unincorporated Lee County only (See Section 10.5)</td>
</tr>
<tr>
<td>Home Occupations (See Section 5.16)</td>
</tr>
<tr>
<td>Manufactured Home for Hardship</td>
</tr>
<tr>
<td>Unincorporated Lee County only (See Section 10.6)</td>
</tr>
<tr>
<td>Travel Trailer / Recreational Vehicle / Motor Home / Camper, to be used as a Temporary Residence, Unincorporated Lee County and ETJ areas of Sanford and Town of Broadway (See Section 5.34.2.9)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodations and Group Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed &amp; breakfast inn (See Section 5.4)</td>
</tr>
<tr>
<td>Family Care Homes (See NCGS 168-21) (See Section 5.12)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Industrial &amp; Manufacturing Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landfills, LCID (2 acres or less in size) (See Section 5.19)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Art, Recreation &amp; Entertainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stables/Riding Academies</td>
</tr>
<tr>
<td>Stable, Accessory to Dwelling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education, Public Administration, Health Care, and Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cemeteries, public and private (does not include individual family plots (See Section 5.6)</td>
</tr>
<tr>
<td>Day Care facility, Home Child Care (See Section 5.10)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation, Communication, and Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Collectors, Residential (See Section 5.40)</td>
</tr>
</tbody>
</table>

USES PERMITTED UPON ISSUANCE OF A SPECIAL USE PERMIT
The uses listed below are permitted in the respective zoning district only after review and approval of a Special Use Permit by the Board of Adjustment for the applicable jurisdiction in accordance with Article 3 Zoning and Permitting Procedures, Section 3.5 Special Use Permits of the Unified Development Ordinance. Special uses are subject to any/all applicable general design standards, any development regulations that apply to the specific use and those requirements that may reasonably be imposed by the respective board as per the Unified Development Ordinance.

<table>
<thead>
<tr>
<th>Accommodations and Group Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormitories for the students of colleges, commercial schools, staff of hospitals</td>
</tr>
<tr>
<td>Nursing, Supervision, Adult Care Homes, Group Care Facilities and other rehabilitative services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Services</th>
</tr>
</thead>
</table>
### Farm, Landscape, and Garden Supply Sales
Feed, seed, fertilizer, farm hardware, lawn furniture, mulch, fencing, fountains, statuaries, and other incidental sales of products or related items - (with indoor storage only)

Feed, seed, fertilizer, farm hardware, lawn furniture, mulch, fencing, fountains, statuaries, and other incidental sales of products or related items - (with outdoor storage)

### Arts, Recreation & Entertainment

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphitheater</td>
<td>Fitness and recreational sports, gym, health spa, reducing salon, swimming pool/auditorium, racquet club or athletic club (not otherwise listed)</td>
</tr>
<tr>
<td>Golf courses, public and private</td>
<td></td>
</tr>
<tr>
<td>Golf driving ranges</td>
<td></td>
</tr>
<tr>
<td>Hunting and trapping, game retreats, game and fishing preserves</td>
<td></td>
</tr>
<tr>
<td>Outdoor stage, bandstand, or similar structure (maximum 3,000 sq. ft.)</td>
<td></td>
</tr>
<tr>
<td>Performance Theaters (outdoor)</td>
<td></td>
</tr>
<tr>
<td>Performance Theaters or auditoria (indoor)</td>
<td></td>
</tr>
<tr>
<td>Recreation activities, commercial indoor, not otherwise listed</td>
<td></td>
</tr>
<tr>
<td>Sports stadiums or arenas</td>
<td></td>
</tr>
<tr>
<td>Studios for artists, designers, musicians, photographers, sculptors, woodworking (not as home occupation)</td>
<td></td>
</tr>
<tr>
<td>Zos</td>
<td></td>
</tr>
</tbody>
</table>

### Education, Public Administration, Health Care, and Institutional

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civic, Social, and Fraternal Organizations, including community centers, meeting halls, community halls, reception halls, wedding halls for assembly and recreation</td>
<td></td>
</tr>
<tr>
<td>Day care facility, Adult</td>
<td></td>
</tr>
<tr>
<td>Fire, sheriff and emergency services</td>
<td></td>
</tr>
<tr>
<td>Governmental Functions, not otherwise listed</td>
<td></td>
</tr>
<tr>
<td>Libraries</td>
<td></td>
</tr>
<tr>
<td>Religious Complex (more than 350 seats), new site</td>
<td></td>
</tr>
<tr>
<td>Schools, Continuing Education (alternative, adult colleges and universities, and technical, trade, and other specialty schools)</td>
<td></td>
</tr>
<tr>
<td>Schools, Pre-K – Secondary (nursery and preschool, grade schools, elementary, middle, and high school), new site</td>
<td></td>
</tr>
</tbody>
</table>

### Transportation, Communication, and Utilities

<table>
<thead>
<tr>
<th>Infrastructure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airports, Heliports, and Support Establishments</td>
<td></td>
</tr>
<tr>
<td>Gas or electric generation distribution facilities, compressor stations, or substations</td>
<td></td>
</tr>
<tr>
<td>Sewage treatment and Water treatment plants</td>
<td></td>
</tr>
</tbody>
</table>

### Agriculture

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Production and Support Services, (Sanford and Broadway)</td>
<td></td>
</tr>
<tr>
<td>Forestry and Logging and Support Services, (Sanford and Broadway)</td>
<td></td>
</tr>
</tbody>
</table>
USES PERMITTED UPON ISSUANCE OF A SPECIAL USE PERMIT THAT HAVE SPECIFIC DEVELOPMENT REGULATIONS

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<table>
<thead>
<tr>
<th>Residential Uses</th>
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</thead>
<tbody>
<tr>
<td>Dwelling, Manufactured home, Class A</td>
</tr>
<tr>
<td>City of Sanford only (See Section 10.5)</td>
</tr>
<tr>
<td>Dwelling, Manufactured home, Class B</td>
</tr>
<tr>
<td>City of Sanford and Town of Broadway only (See 10.5)</td>
</tr>
<tr>
<td>Dwelling, Manufactured home, Class C</td>
</tr>
<tr>
<td>Unincorporated Lee County only (See Section 10.5)</td>
</tr>
<tr>
<td>Rural Family Occupation Commercial/Industrial</td>
</tr>
<tr>
<td>Unincorporated Lee County only (See Section 5.30)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Hospitals, Veterinary services, Animal Shelters, Kennels/Animal Pet Services</td>
</tr>
<tr>
<td>(See Section 5.3)</td>
</tr>
<tr>
<td>Nurseries and greenhouses, commercial (See Section 5.25)</td>
</tr>
<tr>
<td>Rural family occupation – Commercial/Industrial</td>
</tr>
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<td>Unincorporated Lee County only (See Section 5.30)</td>
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<tbody>
<tr>
<td>Landfills, C&amp;D or LCID (greater than 2 acres in size) (See Section 5.20)</td>
</tr>
<tr>
<td>Mining and Quarries, Unincorporated Lee County and City of Sanford only (See Section 5.23)</td>
</tr>
<tr>
<td>Mining and Quarries, EXCEPT Oil and Gas Extraction</td>
</tr>
<tr>
<td>Town of Broadway (See Section 5.23)</td>
</tr>
<tr>
<td>Mining and Quarries, Oil and Gas Extraction</td>
</tr>
<tr>
<td>Town of Broadway (See Section 5.41)</td>
</tr>
</tbody>
</table>

| Arts, Recreation & Entertainment |
|--------------------------------
| Campgrounds (See Section 5.29) |
| Raceways, drag strips (motorized vehicles) (See Section 5.27) |
| Recreation activities, commercial outdoor (defined in Article 5), not otherwise listed |
| (See Section 5.28) |
| Travel Trailer Parks (See Section 5.36) |

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<thead>
<tr>
<th>Education, Public Administration, Health Care, and Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Care facility, Child Care Center (See Section 5.10)</td>
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<tr>
<td>Day Care facility, Adult (See Section 5.38)</td>
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</tbody>
</table>

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<tr>
<th>Transportation, Communication, and Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Collectors, Commercial (See Section 5.39)</td>
</tr>
<tr>
<td>Telecommunication towers (See Section 5.33)</td>
</tr>
</tbody>
</table>
RR, RESIDENTIAL RESTRICTED ZONING DISTRICT

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<tr>
<td>Accessory uses (See Section 5.1)</td>
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<td>Parks, playgrounds, and athletic fields operated on a noncommercial basis</td>
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<td></td>
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<td>Religious Complex (any size), addition to existing complex/site</td>
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<td></td>
<td></td>
<td></td>
<td>Schools, Pre-K –Secondary (nursery and preschool, grade schools, elementary, middle, and high school), addition to existing site</td>
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<td></td>
<td></td>
<td></td>
<td>Transportation, Communication, and Utilities</td>
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<td></td>
<td></td>
<td></td>
<td>Utility lines (including electric lines, phone/cable lines, distribution circuits, gas/fuel lines, water lines, steam/air conditioning lines, irrigation channels, and sewer/waste water lines)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Agriculture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Animal Production and Support Services, (unincorporated Lee County)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Crop Production and Support Functions, (unincorporated Lee County)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Forestry and Logging and Support Services, (unincorporated Lee County)</td>
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USES PERMITTED WITH DEVELOPMENT REGULATIONS

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Accommodations and Group Living
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Family Care Homes (See NCGS 168-21) (See Section 5.12)

Industrial & Manufacturing Uses
Landfills, LCID (2 acres or less in size) (See Section 5.19)

Art, Recreation & Entertainment
Stables/Riding Academies
Stable, Accessory to Dwelling

Education, Public Administration, Health Care, and Institutional
Day Care facility, Home Child Care (See Section 5.10)

Transportation, Communication, and Utilities
Solar Collectors, Residential (See Section 5.40)

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Accommodations and Group Living
Dormitories for the students of colleges, commercial schools, staff of hospitals
Nursing, Supervision, Adult Care Homes, Group Care Facilities and other rehabilitative services

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Golf courses, public and private
Golf driving ranges
Sports stadiums or arenas

Education, Public Administration, Health Care, and Institutional
Civic, Social, and Fraternal Organizations, including community centers, meeting halls, community halls, reception halls, wedding halls for assembly and recreation
Fire, sheriff, and emergency services
Governmental Functions, not otherwise listed
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Religious Complex (more than 350 seats), new site
Schools, Continuing Education (alternative, adult colleges and universities, and technical, trade, and other specialty schools)
Schools, Pre-K – Secondary (nursery and preschool, grade schools, elementary, middle, and high school), new site
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<tbody>
<tr>
<td>Sewage treatment and Water treatment plants</td>
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<tr>
<th><strong>Agriculture</strong></th>
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<tbody>
<tr>
<td>Crop Production and Support Functions, (Sanford and Broadway)</td>
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**USES PERMITTED UPON ISSUANCE OF A SPECIAL USE PERMIT THAT HAVE SPECIFIC DEVELOPMENT REGULATIONS**

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<td>Landfills, C&amp;D or LCID (greater than 2 acres in size) (See Section 5.20)</td>
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<tr>
<td>Mining and Quarries, Unincorporated Lee County and City of Sanford only (See Section 5.23)</td>
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<td>Day Care facility, Child Care Center (See Section 5.10)</td>
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<td>Day care facility, Adult (See Section 5.38)</td>
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</tr>
</thead>
<tbody>
<tr>
<td>Solar Collectors, Commercial (See Section 5.39)</td>
</tr>
<tr>
<td>Telecommunication towers (See Section 5.33)</td>
</tr>
</tbody>
</table>
**ADJOINING PROPERTY OWNERS LIST**

**PETITION BY:** Schoolhouse Sanford, LLC  
**REQUEST:** Rezone one 22.98 ± acre tract from RA-C-CU, RR-C, and RR to Ascend Leadership Academy CZ  
**LOCATION:** 3283 Harvey Faulk Road and 3930 & 3934 NC 87 Hwy  
**PIN:** 9661-22-8224-00  
**DATE:** 2019-05-23

<table>
<thead>
<tr>
<th>No.</th>
<th>PIN</th>
<th>PROP ADDR</th>
<th>OWNER 1</th>
<th>OWNER 2</th>
<th>M #</th>
<th>MAIL ST</th>
<th>MAILCITY</th>
<th>ST</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>9661-33-1583-00</td>
<td>0 S NC 87 HWY</td>
<td>OB THOMAS, LLC</td>
<td>-</td>
<td>1501</td>
<td>CREPE MYRTLE DRIVE</td>
<td>SANFORD</td>
<td>NC</td>
<td>27330</td>
</tr>
<tr>
<td>02</td>
<td>9661-43-7087-00</td>
<td>510 COX MADDOX RD</td>
<td>WOMBLE, ALBERT BENTON</td>
<td>-</td>
<td>-</td>
<td>PO BOX 3609</td>
<td>SEAL BEACH</td>
<td>CA</td>
<td>90740</td>
</tr>
<tr>
<td>03</td>
<td>9661-42-2045-00</td>
<td>3997 NC 87 HWY</td>
<td>OB THOMAS, LLC</td>
<td>1501</td>
<td></td>
<td>CREPE MYRTLE DRIVE</td>
<td>SANFORD</td>
<td>NC</td>
<td>27330</td>
</tr>
<tr>
<td>04</td>
<td>9661-30-1778-00</td>
<td>0 HIGHWAY 87 S</td>
<td>BRYAN, CLINTON E III</td>
<td>-</td>
<td>216</td>
<td>ASHFORD DR</td>
<td>PITTSBORO</td>
<td>NC</td>
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<td>9661-20-5972-00</td>
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<td>SALAMONE, JOHN</td>
<td>-</td>
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<td>HARVEY FAULK RD</td>
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<td>NC</td>
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<td>REXROAD, MELISSA</td>
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<td>MARTIN, DENNIS J</td>
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<td>3501</td>
<td>LEE AVE</td>
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<td>CUMMINGS, BEVERLY K</td>
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<td>MARTIN, WILLIAM HENRY JR</td>
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<td>16</td>
<td>9661-22-4833-00</td>
<td>291 HARVEY FAULK RD</td>
<td>HOLDER, HELEN T (LIFE ESTATE)</td>
<td>-</td>
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<td>HARVEY FAULK RD</td>
<td>SANFORD</td>
<td>NC</td>
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<tr>
<td>17</td>
<td>9661-23-5360-00</td>
<td>0 S NC 87 HWY</td>
<td>JT PROPERTIES OF NC LLC</td>
<td>-</td>
<td>-</td>
<td>PO BOX 369</td>
<td>SANFORD</td>
<td>NC</td>
<td>27331</td>
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<tr>
<td>18</td>
<td>9661-15-1024-00</td>
<td>3350 NC 87 HWY</td>
<td>ADAMS, WILLIAM THOMAS &amp; PATRICIA WRIGHT</td>
<td>THE W. THOMAS &amp; PATRICIA W ADAMS TRUST</td>
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<td>CASWELL BEACH RD</td>
<td>CASWELL BEACH</td>
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<td>19</td>
<td>9661-10-5468-00</td>
<td>298 HARVEY FAULK RD</td>
<td>CARTER LUMBER OF THE SOUTH INC</td>
<td>-</td>
<td>601</td>
<td>TALLMADGE RD</td>
<td>KENT</td>
<td>OH</td>
<td>44240</td>
</tr>
</tbody>
</table>

Attendees of the 2019-07 Public Information Meeting
### Applicant and Property Owners Information (same as original rezoning request to General Commercial, C-2)

| APPLICANT/PROPERTY OWNER: | Schoolhouse Sanford, LLC | Steve Brand, Co-owner & Managing Partner | - | 3115 Lion Lane, Suite 300 | Salt Lake City | UT | 84121 |

(0) = Vacant, no addressed structures on the parcel.
Zoning Map Amendment (Rezoning) Application

City of Sanford

1. Applicant Name: Ruby and Ernest McSwain_Worthy Lands Trust
2. Applicant Address: P. O. Box 2280, Sanford NC 27331
3. Applicant Telephone: 919-774-1419
4. Name and Address of Property Owner(s) if different than applicant:
   Ruby C McSwain Estate

5. Location of Subject Property: 102 E. Rose St.
   Lee Co. P.I.N. 9652-06-7420
6. Total Area Included in Rezoning Request: 2.4 Acres
7. Zoning Classification:
   Current: Commercial General
   Requested: C2 - Commercial General

8. Existing Land Use(s):

9. Reason(s) for Requesting a Zoning Map Amendment (Rezoning):
The highest and best use for this property is C2 - Commercial given the location and the adjoining commercial properties.

10. Signature(s) of Applicant (and Property Owners if different from Applicant):

    I hereby acknowledge that the information contained herein is true. It is further understood that this application will be reviewed for completeness and accuracy and that it shall not be scheduled for official consideration until all required contents are submitted in proper form the City of Sanford/Lee County Community Development Department.

    Hubert Lynn Strohman, Trustee
    Signature of Property Owner(s) (Sign & Print)

    5-30-19
    Date

--- $240 Fee ---

Required Attachments/Submittals

A. A copy of a current Lee County Tax Map illustrating the location of the area to be rezoned. If the exterior boundary of the area to be rezoned does not follow along existing property boundaries, then the applicant shall be required to submit a metes and bounds (legal) description describing the area requested for rezoning.

B. *If the requested rezoning is for a Conditional Zoning District, a Supplemental Application for Conditional Zoning District must also be included, along with an additional $120.00 fee ($360 total fee for Conditional Zoning).

C. A $240.00 Application fee, payable to the City of Sanford is required before processing the application.

D. The application submission deadline is the second Friday of each month for the rezoning to be heard the following month.

--- STAFF USE ONLY ---

Date Received: 2019-05-31
Fee Paid: $500.00
Application No.: 2019-07-02

Staff Signature: Amy J. McNell, Zoning Administrator
Energov Case No.: 2013-06-28

[Updated Form - Forms & Certification-Zoning Appl (Updated 2013-06-28) ]
Zoning Map Amendment (Rezoning) Application

City of Sanford  Lee County  Town of Broadway

1. Applicant Name: Ruby and Ernest McSwain Worthy Lands Trust
2. Applicant Address: P. O. Box 2280, Sanford, NC 27331
3. Applicant Telephone: 919-774-1419
4. Name and Address of Property Owner(s) if different than applicant:
   Ruby C. McSwain Estate

5. Location of Subject Property: 1200 S. Third St. Tract 2
   Lee Co. P.I.N. 91652-06-9273

6. Total Area included in Rezoning Request: .9 Acres
7. Zoning Classification: Current: C1 Commercial Requested: C2 Commercial
8. Existing Land Use(s): Commercial Land
9. Reason(s) for Requesting a Zoning Map Amendment (Rezoning): The highest and best use for
   this property is C-2 Commercial given the location and the
   adjoining commercial properties.

10. Signature(s) of Applicant (and Property Owners if different from Applicant).
    
    I hereby acknowledge that the information contained herein is true. It is further understood that this application will be
    reviewed for completeness and accuracy and that it shall not be scheduled for official consideration until all required
    contents are submitted in proper form to the City of Sanford/Lee County Community Development Department.

    Hubert Lynn Blackmon
    Ruby C. McSwain
    Signature of Property Owner(s) (Sign & Print)  Date 5-30-2019

Required Attachments/Submittals

A. A copy of a current Lee County Tax Map illustrating the location of the area to be rezoned. If the exterior boundary of the area to
   be rezoned does not follow along existing property boundaries, then the applicant shall be required to submit a metes and bounds (legal)
   description describing the area requested for rezoning.

B. *If the requested rezoning is for a Conditional Zoning District, a Supplemental Application for Conditional Zoning District must also
   be included, along with an additional $120.00 fee ($360 total fee for Conditional Zoning).

C. A $240.00 Application fee, payable to the City of Sanford is required before processing the application.

D. The application submission deadline is the second Friday of each month for the rezoning to be heard the following month.

STAFF USE ONLY

Date Received: 2019-05-31  Fee Paid: $350.00  Application No.: 2019-07-02

Staff Signature: Amy L. McNeill, Zoning Administrator

Energov Case No.: 1234567890

Note: Revisions by AJMc approved by HLB on 2019-07-10.
Light Commercial & Office (C-1)
CITY OF SANFORD
CITY COUNCIL AND PLANNING BOARD
PUBLIC HEARING INFORMATION
JULY 16, 2019

APPLICATION# 2019-0702 TO AMEND THE SANFORD ZONING MAP

Applicant: Ruby and Ernest McSwain Worthy Lands Trust | Contact: Mr. Lynn Blackmon
Owner: Ruby C. McSwain (Estate)
Request: Rezone from Heavy Industrial (HI) to Light Commercial and Office District (C-1)
Location: 102 East Rose Street (Tract 1) and 1200 South Third Street (Tract 2)
Township: East Sanford
Tax Parcel: 9652-06-7420-00 (Tract 1) and 9652-06-9273-00 (Tract 2)
Adjacent Zoning: North: Light Industrial (LI), opposite South Third Street
South: General Commercial (C-2) and Light Industrial (LI)
East: Light Industrial (LI)
West: Light Industrial (LI) and General Commercial (C-2), opposite W. Rose Street

Introduction: Planning staff has received a rezoning application from Mr. Lynn Blackmon as the first step in the proposed development of two located in the northwestern corner of the E. Rose Street /S. Third Street intersection in the E. Sanford area of the City of Sanford. The intent is to amend the zoning map to allow for the marketing of the subject parcels for future commercial development that would be served by public water, public sanitary sewer and public streets.

Site and Area Description: The first of two subject properties (Tract 1) is a 2.41 ± acre tract of land addressed as 102 E. Rose Street, identified as Lee County Tax Parcel 9652-06-7420-00, developed with a brick building of commercial or industrial nature, as well as a metal warehouse building. The second subject property (Tract 2) is a vacant 0.91 ± tract of land identified as Lee County Tax Parcel 9652-06-9273-00. Both parcels appear to have access to public water and public sewer. Both parcels are illustrated on a survey map recorded in Plat Cabinet 2016, Slide 30 of the Lee County Register of Deeds Office.

Surrounding Land Uses: North of the subject parcels, opposite S. Third Street, are several lots currently zoned LI (Light Industrial). The first of which is a vacant 0.22 ± tract at the corner of S. Third Street and E. Rose Street. The second parcel is 0.47 ± acres, developed with a single-family dwelling addressed as 1109 S. Third Street. The third parcel is addressed as 1111 S. Third Street, developed with a metal warehouse at the intersection of S. Third Street and E. Spruce Street. At the opposite side of the same intersection is a vacant 1.0 ± acre parcel.

To the east of Tract 2 is a 0.96 ± acre parcel developed as Worsley Golf Carts, with a metal commercial building, addressed as 107 E. Garden Street and currently zoned as HI (Heavy Industrial).

To the south of Tract 2 is a 0.12 ± acre parcel, utilized as outdoor storage for Hunter Oil & Propane, Inc., currently zoned as LI (Light Industrial). To the south of Tract 1, as illustrated on a survey map recorded in Plat Cabinet 2016, Slide 7, is a 32 foot wide unimproved public right-of-way for Chatham
Street, utilized by Paradise Towing, located at 1115 South Horner Boulevard, for outdoor storage, as well as an unaddressed 0.46 ± parcel developed with a wood-frame commercial building owned by ACA Rose Office, Inc. with frontage on East Rose Street, both of which are currently zoned C-2 (General Commercial).

To the west of Tract 1, opposite East Rose Street, is a 0.34 ± acre parcel addressed as 101 East Rose Street at the intersection of East Rose Street and Chatham Street and a 0.32 ± parcel addressed as 1018 South Third Street, at the intersection of East Rose Street and South Third Street. Both parcels are developed with a church, Inglesia Jesus Es El Senor, Inc., which is currently zoned C-2 (General Commercial).

**Zoning District Information**

Existing Zoning: The subject property is currently zoned as Heavy Industrial (HI), which is established to provide for areas of heavy manufacturing, concentrated fabrication, manufacturing and industrial uses which are suitable based upon adjacent land uses, access to transportation and the availability of public services and facilities. It is the intent of this district to provide an environment for industries that is unencumbered by nearby residential or commercial development. HI should be located in areas where conflicts with other uses can be minimized to promote orderly transitions and buffers between uses. The HI district is established in order to provide sites for activities which involve major transportation terminals, and manufacturing facilities that have a greater impact on the surrounding area than industries found in the LI district. HI districts should not be located adjacent to any property that is zoned for residential use, including mixed-use developments with an adjacent residential designation. HI zones should be restricted so as to have direct access to or within proximity to a major or minor thoroughfare.

The dimensional requirements include a minimum lot width of 100 feet, a minimum lot depth of 100 feet, no minimum lot size, with principal building setbacks of 30 feet from the front property line, 0 feet from the rear property line and 0 feet from the side property lines with no maximum building height. Examples of uses permitted by right within the R-6 zoning district include single-family detached homes (site built or modular), duplexes, churches, parks, and schools. There is a list of permitted uses for this zoning district included within the agenda for your reference.

Proposed Zoning: The proposed zoning of Light Commercial and Office District (C-1) is established to provide areas for indoor retail, service and office uses. The purpose of the C-1 district is to accommodate well-designed development sites that provide excellent transportation access, make the most efficient use of existing infrastructure and provide for an orderly transition between uses. C-1 zones should be located in areas which continue the orderly development and concentration of moderate commercial uses and should be located on or within proximity to major and/or minor thoroughfares.

The dimensional requirements of the C-1 district include a minimum lot width of 50 feet, a minimum lot depth of 100 feet (which creates a minimum lot size of 5,000 square feet), with principal building setbacks of 10 feet from the front property line and the required landscape buffer yard width determining the required rear and side yard setbacks as measured from the property lines. There is a maximum building height of 50ft in C-1 zoning districts. The maximum allowed impervious surface, such as roof top, parking lot, etc., is 70% of the site. Examples of uses permitted by right within the C-1 zoning district include churches, schools, daycares for children & adults, various types of retail sales (both new & used goods), convenience stores with & without gas sales, barbershops & salons, restaurants with or
without drive-through, and general offices. There is a list of permitted uses for this zoning district included within the agenda for your reference.

**Overlay Districts & Area Plans**

**Plan SanLee Land Use Plan- Long Range Plan**

The plan identifies the future land use place type for this tract of land as “Professional and Institutional Campus,” which has the following characteristics:

- Accommodates large scale professional uses located at critical nodes or activity centers along major roadways
- Development is organized in a ‘campus’ style design and is well integrated into surrounding development patterns

Land use designations include government services, public gathering spaces, parks, undeveloped open space, convenience, retail, and personal services, and large scale professional offices, corporate headquarters, research and development facilities, medical centers, education institutions, and business services. Forms of transportation include on-street bike lanes, off-street paths, greenways, public transit, sidewalks, and vehicular connectivity. The current zoning districts are O&I (Office & Institutional) and LI (Light Industrial) as primary districts, and HC (Highway Commercial) and C-2 (General Commercial) as secondary districts. The recommended development density is moderate to large lot sizes, moderate to deep setbacks, with a 75 foot height limit. Utility infrastructure is public water and public wastewater. The preferred character is 2-4 lane urban street network, sidewalks, street and parking landscaping, and surface and structured parking.

**Local Overlay District Notes:** Per GIS, the parcels are not located within an established floodplain or watershed. The parcels are also not located within a designated wetland area. Also, these parcels are not located within a designated historic district.

Sanford, Lee County and Broadway do not have local grading permits and rely on the NC Department of Environmental Quality to regulate land-disturbing activities. For questions or concerns regarding land disturbing activities, contact the NC Division of Energy, Mineral, and Land Resources Sediment Program at 1612 Mail Service Center, Raleigh, NC 27699-1612 or call 919-707-9220 or visit the NCDEQ website at http://deq.nc.gov.

**Utilities:** The subject property appears to have access to public water via an eight-inch public water main that runs parallel to S. Third Street. The subject property also appears to have access to public sanitary sewer via an eight-inch public sewer main that runs down the center of S. Third Street, but also bisects Tract 1. If the rezoning is approved, all new development that proposes to connect to public water and public sewer must be approved by the City of Sanford Public Works Department to verify compliance with all applicable regulations.

**Transportation:** Tract 1 of the subject properties has approximately 300 feet of frontage along E. Rose Street, which is a NCDOT-maintained paved public street with a 60ft. right-of-way. Tract 1 also has approximately 320ft. of frontage along S. Third Street, which is an NCDOT-maintained paved public street with a 60ft. right-of-way. Tract 2 of the subject properties has approximately 100 feet of frontage along S. Third Street. A traffic count location approximately 526 feet south of the intersection of S. Third
Street and E. Rose Street shows 3,400 vehicles per day in 2013. A second traffic count location approximately 664 feet north of the same intersection indicated 4,000 vehicles per day in 2013.

**Development Standards:** If rezoned, all of the uses permitted in the Light Commercial and Office District (C-1) zoning district would be allowed and any future redevelopment of the subject property will be required to meet the current development standards of the UDO.

**Staff Information Regarding a Recommendation from the Planning Board:** The recommendation from the Planning Board should include language describing whether the action is consistent with an adopted comprehensive plan (Plan SanLee) and any other officially adopted plan that is applicable and other matters as deemed appropriate by the board. The board may also include language briefly explaining why it considers the recommendation to be reasonable and in the public interest.

**Staff Recommendation:** Staff recommends that the Boards support this request. In making this recommendation, staff finds that the rezoning proposal from Heavy Industrial (HI) to Light Commercial and Office District (C-1) appears to be in keeping with the land uses described in the Plan SanLee land use plan. Also, this request appears to be reasonable and in the public interest based upon the proximity of the site to a major thoroughfare (S. Horner Boulevard), and its location along publicly-maintained roadways with existing public utilities.
PROFESSIONAL AND INSTITUTIONAL CAMPUS

- Accommodates large scale professional uses located at critical nodes or activity centers along major roadways
- Development is organized in a ‘campus’ style design and is well integrated into surrounding development patterns

Local Example - Central Carolina Hospital Area in Sanford

Development Density

- Moderate to Large Lot Sizes
- Moderate to Deep Setbacks
- 75 Foot Height Limit

Utility Infrastructure

- Public Water
- Public Wastewater

Preferred Character

- 2-4 Lane Urban Street Network
- Sidewalks
- Street + Parking Landscaping
- Surface + Structured Parking

Current Districts

- OI / LI (Primary)
- HC / C-2 (Secondary)

Proposed Districts

- Office & Institutional
- General Commercial (Secondary)
HI, HEAVY INDUSTRIAL ZONING DISTRICT

This list was created by Sanford/Lee County Planning & Development staff as a summary of the permitted land uses within a specific zoning district and is intended for general informational purposes. Staff makes every effort to ensure that the information provided is accurate and up-to-date; however, it is recommended that you verify with Planning & Development staff that the proposed use is permitted within the specific zoning district and discuss any/all development requirements prior to pursuing a project. This information is applicable for the jurisdictions of the City of Sanford, Lee County and the Town of Broadway in North Carolina.

USES PERMITTED BY RIGHT

The uses listed below are permitted by right, subject to any/all other applicable standards of the Unified Development Ordinance (for example, parking requirements).

<table>
<thead>
<tr>
<th>Accessory Uses</th>
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<td>Accessory uses (See Section 5.1)</td>
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<table>
<thead>
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<th>General Sales or Service</th>
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<tr>
<td>ABC Store (liquor sales), incorporated areas only</td>
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<tr>
<td>Administrative Services, Travel Arrangement and Reservation Services, Investigation and Security Services (locksmiths)</td>
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<tr>
<td>Agricultural equipment, sales and service</td>
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<tr>
<td>Antique Shops</td>
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<tr>
<td>Appliance Sales, Repair and Maintenance, (no outside storage)</td>
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<tr>
<td>Art dealers, supplies, sales and services</td>
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<tr>
<td>Auction sales, general merchandise (no vehicular sales)</td>
</tr>
<tr>
<td>Auction sales, vehicular sales</td>
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<td>Bakeries, retail, including manufacturing of goods for sale on the premises only</td>
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<tr>
<td>Bicycle (non motorized) Sales and/or Repair</td>
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<tr>
<td>Books, magazines, music, etc.</td>
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<tr>
<td>Camera and Photographic Supplies</td>
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<tr>
<td>Clothing, Jewelry, Luggage, Shoes, etc.</td>
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<td>Computer and Software Sales</td>
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<tr>
<td>Consumer Goods, not otherwise listed</td>
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<td>Convenience stores, without gas sales</td>
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<tr>
<td>Convenience stores, with gas sales</td>
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<tr>
<td>Consignment Shops, Used Merchandise Store (not otherwise listed)</td>
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<td>Dry cleaning and laundry</td>
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<tr>
<td>Electronic equipment (small), sales and service</td>
</tr>
<tr>
<td>Farm, landscape, and garden supply sales (feed, seed, fertilizer, farm hardware, lawn furniture, mulch, fencing, fountains, statuaries, and other incidental sales of products or related items) - (with indoor storage only)</td>
</tr>
<tr>
<td>Farm, landscape, and garden supply sales (feed, seed, fertilizer, farm hardware, lawn furniture, mulch, fencing, fountains, statuaries, and other incidental sales of products or related items) - (with outdoor storage)</td>
</tr>
<tr>
<td>Finance and Insurance Services (Bank, Credit and Finance, Insurance-related)</td>
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<tr>
<td>Flea markets (indoors)</td>
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<tr>
<td>Florist</td>
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<tr>
<td>Furniture or home furnishing sales</td>
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<td>Gasoline stations</td>
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<td>Grocery stores and Supermarkets (less than 25,000 sq. ft. GFA)</td>
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<td>Hardware, home centers, lumber yard, heating and plumbing etc., outside storage</td>
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<tr>
<td>Heavy Equipment, sales and service</td>
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<tr>
<td>Leasing/Rental Recreational Goods (Furniture, Party Supplies, Sporting Goods)</td>
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<td>Gun shops and Gunsmiths</td>
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<td>Mail order or direct selling establishments / Electronic Shopping and Mail-Order Houses</td>
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<tr>
<td>Medical equipment sales, rental or leasing</td>
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<tr>
<td>Monument and cut stone sales</td>
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<tr>
<td>Motion Picture, Video and Audio Production</td>
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<tr>
<td>Motorcycle, Motorized Scooters, ATV Sales and/or Leasing/Rental (Indoor display)</td>
</tr>
<tr>
<td>Motorcycle, Motorized Scooters, ATV Sales and/or Leasing/Rental (Outdoor display)</td>
</tr>
<tr>
<td>Motor Vehicle Parts, Accessories, Tire Sales, enclosed building only</td>
</tr>
<tr>
<td>Motor Vehicle, Motorcycle, ATVs, Boats, RVs, etc., repair and service</td>
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<tr>
<td>Motor Vehicle Towing with incidental storage, excluding Salvage Yards &amp; Junkyards</td>
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<tr>
<td>Nurseries and greenhouses, commercial (See Section 5.25)</td>
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<tr>
<td>Office building (general)</td>
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<tr>
<td>Pawnshops (as defined by NCGS 91A-2)</td>
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<td>Personal Services (e.g., nail salons, barbers, shoe repair, and similar establishments), not otherwise listed</td>
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<tr>
<td>Pet store or pet supply store</td>
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<tr>
<td>Pharmacy or Drugstore, without drive through facility</td>
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<tr>
<td>Pharmacy or Drugstore, with drive through facility</td>
</tr>
<tr>
<td>Printing and Publishing Services</td>
</tr>
<tr>
<td>Professional Services (Legal, Accounting, Architectural, Graphic, Consulting Services, Research and Development, Advertising, etc.)</td>
</tr>
<tr>
<td>Real Estate, Sales, Rental &amp; Leasing</td>
</tr>
<tr>
<td>Repair of any goods, equipment or vehicles, the manufacture, assembly or sales of which are permitted in that zoning district</td>
</tr>
<tr>
<td>Retail sales or service establishments, not listed elsewhere, and conducted within an enclosed building</td>
</tr>
<tr>
<td>Services to buildings and dwellings (Extermination, Janitorial, Landscaping, Carpet and Upholstery cleaning, Packing and crating, etc.), no outside storage</td>
</tr>
<tr>
<td>Services to buildings and dwellings (Extermination, Janitorial, Landscaping, Carpet and Upholstery cleaning, Packing and crating, etc.), with outside storage</td>
</tr>
<tr>
<td>Shopping Center, less than 25,000 sq. ft.</td>
</tr>
<tr>
<td>Sporting goods, toys, and hobby sales, excluding guns and gunsmiths</td>
</tr>
<tr>
<td>Tattoo Parlor/Tattoo Studio and/or Body Piercing</td>
</tr>
<tr>
<td>Tobacco or Tobacconist</td>
</tr>
<tr>
<td>Upholstery and furniture refinishing</td>
</tr>
</tbody>
</table>


Wholesales trade, generally, with operation conducted and merchandise stored entirely within a building and not otherwise listed

<table>
<thead>
<tr>
<th>Industrial &amp; Manufacturing Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals, plastics and rubber products</td>
</tr>
<tr>
<td>Contractors’ offices/shop with outdoor storage areas</td>
</tr>
<tr>
<td>Contractors’ offices/shop without outdoor storage areas</td>
</tr>
<tr>
<td>Dolls, Toys, Games, and musical instruments</td>
</tr>
<tr>
<td>Electrical equipment, appliance and components manufacturing</td>
</tr>
<tr>
<td>Finished nonmetallic, mineral products (brick, refractories, ceramics, glass, cement, etc.)</td>
</tr>
<tr>
<td>Food and Beverage manufacturing</td>
</tr>
<tr>
<td>Brewery (Regional Brewery and Large Brewery)</td>
</tr>
<tr>
<td>Brewery (Microbrewery, See Section 5.42)</td>
</tr>
<tr>
<td>Food manufacturing, Animal Slaughtering and Processing</td>
</tr>
<tr>
<td>Furniture and Related Products Manufacturing</td>
</tr>
<tr>
<td>Jewelry and Silverware manufacturing</td>
</tr>
<tr>
<td>Leather and Allied Products</td>
</tr>
<tr>
<td>Machinery and Equipment manufacturing (w/indoor storage/operations only)</td>
</tr>
<tr>
<td>Machinery and Equipment manufacturing (w/outdoor storage/operations)</td>
</tr>
<tr>
<td>Manufactured housing manufacturing</td>
</tr>
<tr>
<td>Manufacturing, excluding other uses listed in this table</td>
</tr>
<tr>
<td>Metal Manufacturing (excluding smelting operations)</td>
</tr>
<tr>
<td>Metal Manufacturing (smelting and similar operations)</td>
</tr>
<tr>
<td>Office Supply, inks, etc. manufacturing (except paper)</td>
</tr>
<tr>
<td>Paper and Printing Materials manufacturing</td>
</tr>
<tr>
<td>Petroleum, Asphalt &amp; Coal Manufacturing</td>
</tr>
<tr>
<td>Pharmaceutical Manufacturing</td>
</tr>
<tr>
<td>Pottery Manufacturing &amp; Sales</td>
</tr>
<tr>
<td>Retail outlets for products manufactured on premises</td>
</tr>
<tr>
<td>Sawmills or Planing Mills</td>
</tr>
<tr>
<td>Sign manufacturing</td>
</tr>
<tr>
<td>Textile Mills &amp; Apparel Manufacturing</td>
</tr>
<tr>
<td>Tire Recapping</td>
</tr>
<tr>
<td>Tobacco Manufacturing</td>
</tr>
<tr>
<td>Transportation equipment, automobiles, aircraft, boat, railroad, etc.</td>
</tr>
<tr>
<td>Warehouse structures, generally</td>
</tr>
<tr>
<td>Wood products, (except furniture)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts, Recreation &amp; Entertainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement or Theater Park Establishment</td>
</tr>
<tr>
<td>Botanical gardens &amp; arboreta</td>
</tr>
<tr>
<td>Bowling alley</td>
</tr>
<tr>
<td>Exhibition, convention, or conference structure</td>
</tr>
<tr>
<td>Fitness and recreational sports, gym, health spa reducing salon, swimming pool/auditorium, racquet club or athletic club (not otherwise listed)</td>
</tr>
<tr>
<td>Golf courses, public and private</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Golf driving ranges</td>
</tr>
<tr>
<td>Golf, miniature</td>
</tr>
<tr>
<td>Hunting and trapping, game retreats, game and fishing preserves</td>
</tr>
<tr>
<td>Movie Theater</td>
</tr>
<tr>
<td>Outdoor stage, bandstand, or similar structure (maximum 3,000 sq. ft.)</td>
</tr>
<tr>
<td>Parks, playgrounds, and athletic fields operated on a noncommercial basis</td>
</tr>
<tr>
<td>Performance Theaters (outdoor)</td>
</tr>
<tr>
<td>Performance Theaters or auditoria (indoor)</td>
</tr>
<tr>
<td>Recreation activities, commercial indoor, not otherwise listed</td>
</tr>
<tr>
<td>Skating Rink – Ice or Roller Skating</td>
</tr>
<tr>
<td>Sports stadiums or arenas</td>
</tr>
<tr>
<td>Zoos</td>
</tr>
<tr>
<td><strong>Education, Public Administration, Health Care, and Institutional</strong></td>
</tr>
<tr>
<td>Civic, Social, and Fraternal Organizations, including community centers, meeting halls, community halls, reception halls, wedding halls, for assembly and recreation</td>
</tr>
<tr>
<td>Crematorium &amp; Embalming</td>
</tr>
<tr>
<td>Fire, sheriff, and emergency services</td>
</tr>
<tr>
<td>Funeral homes</td>
</tr>
<tr>
<td>Governmental Functions, not otherwise listed</td>
</tr>
<tr>
<td>Post office</td>
</tr>
<tr>
<td>Religious Complex (less than 350 seats), new site</td>
</tr>
<tr>
<td>Religious Complex (more than 350 seats), new site</td>
</tr>
<tr>
<td>Religious Complex (any size), addition to existing complex/site</td>
</tr>
<tr>
<td>Schools, Continuing Education (alternative, adult colleges and universities, and technical, trade, and other specialty schools)</td>
</tr>
<tr>
<td>Schools, Pre-K-Secondary (nursery and preschool, grade schools, elementary, middle, and high schools), addition to existing site</td>
</tr>
<tr>
<td><strong>Transportation, Communication, and Utilities</strong></td>
</tr>
<tr>
<td>Airports, Heliports and Support Establishments</td>
</tr>
<tr>
<td>Bus passenger stations/terminals/shelters</td>
</tr>
<tr>
<td>Freight terminals &amp; truck terminals</td>
</tr>
<tr>
<td>Gas or electric distributing facilities, compressor stations, or substations</td>
</tr>
<tr>
<td>Parking lots, parking structures or underground parking areas (commercial or governmental)</td>
</tr>
<tr>
<td>Public utility storage and service yards</td>
</tr>
<tr>
<td>Radio and TV stations and studios (excluding transmission tower)</td>
</tr>
<tr>
<td>Railroad freight yards, repair shops/sheds and marshalling yards</td>
</tr>
<tr>
<td>Sewage treatment and Water treatment plants</td>
</tr>
<tr>
<td>Taxi and Limousine Service</td>
</tr>
<tr>
<td>Utility lines (including electric lines, phone/cable lines, distribution circuits, gas/fuel lines, water lines, steam/air conditioning lines, irrigation channels, and sewer water lines)</td>
</tr>
<tr>
<td><strong>Agriculture</strong></td>
</tr>
<tr>
<td>Animal Production and Support Services, (unincorporated Lee County)</td>
</tr>
<tr>
<td>Animal Production and Support Services, (Sanford and Broadway)</td>
</tr>
<tr>
<td>Crop Production and Support Functions, (unincorporated Lee County)</td>
</tr>
</tbody>
</table>
USES PERMITTED WITH DEVELOPMENT REGULATIONS

The uses listed below may either be permitted by right or upon approval of a Special Use Permit, but are also subject to the requirements of Article 5 Supplemental Development Regulations of the Unified Development Ordinance (for example, daycares are required to install a fence around outdoor play areas).

<table>
<thead>
<tr>
<th>Residential Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Occupations (See Section 5.16)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodations and Group Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel, Motel, and tourist court (See Section 5.17)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Sales or Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Hospitals, Veterinary services, Animal Shelters, Kennels / Animal pet services (See Section 5.3)</td>
</tr>
<tr>
<td>Car Washes and Car Care Centers (See Section 5.5)</td>
</tr>
<tr>
<td>Manufactured home and/or storage building sales (See Section 5.21)</td>
</tr>
<tr>
<td>Mini-warehousing/Self-service storage leasing (See Section 5.22)</td>
</tr>
<tr>
<td>Motor Vehicles, (automobiles), Boats, RVs Sales and/or Leasing/Rental (See Section 5.24)</td>
</tr>
<tr>
<td>Shopping Center/Superstore, 25,000 – 100,000 sq. ft. (See Section 10.2)</td>
</tr>
<tr>
<td>Shopping Center/Superstores over 100,000 sq. ft. (See Section 10.2)</td>
</tr>
<tr>
<td>Wine Shop (See Section 5.43)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Industrial &amp; Manufacturing Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete and Asphalt Plants (See Section 5.8)</td>
</tr>
<tr>
<td>Landfills, LCID (2 acres or less in size) (See Section 5.19)</td>
</tr>
<tr>
<td>Landfills, C&amp;D or LCID (greater than 2 acres in size) (See Section 5.20)</td>
</tr>
<tr>
<td>Mining and Quarries, Unincorporated Lee County and City of Sanford only (See Section 5.23)</td>
</tr>
<tr>
<td>Mining and Quarries, EXCEPT Oil and Gas Extraction, Town of Broadway only (See Section 5.23)</td>
</tr>
<tr>
<td>Mining and Quarries, Oil and Gas Extraction, Town of Broadway only (See Section 5.41)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts, Recreation &amp; Entertainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment Establishments (lounges, discos, nightclubs, pool halls and/or private clubs (See Section 5.26)</td>
</tr>
<tr>
<td>Raceways, drag strips (motorized vehicles), See Section 5.27</td>
</tr>
<tr>
<td>Recreation activities, commercial outdoor (defined in article 5), not otherwise listed, See Section 5.28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education, Public Administration, Health Care, and Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cemeteries, public and private (does not include individual family plots) (See Section 5.6)</td>
</tr>
</tbody>
</table>
Correctional facilities (See Section 5.9)

**USES PERMITTED UPON ISSUANCE OF A SPECIAL USE PERMIT**
The uses listed below are permitted in the respective zoning district only after review and approval of a Special Use Permit by the Board of Adjustment for the applicable jurisdiction in accordance with Article 3 Zoning and Permitting Procedures, Section 3.5 Special Use Permits of the Unified Development Ordinance. Special uses are subject to any/all applicable general design standards, any development regulations that apply to the specific use and those requirements that may reasonably be imposed by the respective board as per the Unified Development Ordinance.

<table>
<thead>
<tr>
<th>Education, public, Administration, Health Care, and Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools, Pre-K – Secondary (nursery and preschool, grade schools, elementary, middle, and high school) new site</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation, Communication, and Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous waste facilities (Subject to NCGS 130A-293)</td>
</tr>
<tr>
<td>Power generation plants or substations</td>
</tr>
<tr>
<td>Solid Waste Collection, Transfer and/or disposal (Non-Hazardous)</td>
</tr>
<tr>
<td>Solid Waste Convenience Centers</td>
</tr>
<tr>
<td>Solid waste combustor incinerator</td>
</tr>
</tbody>
</table>

**USES PERMITTED UPON ISSUANCE OF A SPECIAL USE PERMIT THAT HAVE SPECIFIC DEVELOPMENT REGULATIONS**
The uses listed below are permitted in the respective zoning district only after review and approval of a Special Use Permit by the Board of Adjustment for the applicable jurisdiction in accordance with Article 3 Zoning and Permitting Procedures, Section 3.5 Special Use Permits of the Unified Development Ordinance. In addition to any/all applicable general design standards and those requirements that may reasonably be imposed by the respective board, these uses have specific standards that must be adhered to as per the Unified Development Ordinance (for example, fencing is required around the base of telecommunication towers, including any structures or guy wires).

<table>
<thead>
<tr>
<th>Industrial and Manufacturing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junkyard/Automobile Salvage Yard (See Section 5.18)</td>
</tr>
<tr>
<td>Landfills, Solid waste (See Section 5.20)</td>
</tr>
<tr>
<td>Storage of Flammable Liquids (In Bulk) Above Ground Storage (See Section 5.31)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts, Recreation &amp; Entertainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult establishments (See Section 5.2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation, Communication, and Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Collectors, Commercial (See Section 5.39)</td>
</tr>
<tr>
<td>Telecommunication towers (See Section 5.33)</td>
</tr>
</tbody>
</table>
C-1, LIGHT COMMERCIAL & OFFICE ZONING DISTRICT

This list was created by Sanford/Lee County Planning & Development staff as a summary of the permitted land uses within a specific zoning district and is intended for general informational purposes. Staff makes every effort to ensure that the information provided is accurate and up-to-date; however, it is recommended that you verify with Planning & Development staff that the proposed use is permitted within the specific zoning district and discuss any/all development requirements prior to pursuing a project. This information is applicable for the jurisdictions of the City of Sanford, Lee County and the Town of Broadway in North Carolina.

USES PERMITTED BY RIGHT

The uses listed below are permitted by right, subject to any/all other applicable standards of the Unified Development Ordinance (for example, parking requirements).

<table>
<thead>
<tr>
<th>Accessory Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory uses (See Section 5.1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodations and Group Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarding House/Room Renting</td>
</tr>
<tr>
<td>Group Home/Residential Care Facility, Level I</td>
</tr>
<tr>
<td>Group Home/Residential Care Facility, Level II</td>
</tr>
<tr>
<td>Nursing, Supervision, Adult Care Homes, Group Care Facilities and other rehabilitative services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Sales or Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Store (liquor Sales), incorporated areas only</td>
</tr>
<tr>
<td>Administrative Services, Travel Arrangement and Reservation Services, Investigation and Security Services (locksmith)</td>
</tr>
<tr>
<td>Antique Shops</td>
</tr>
<tr>
<td>Appliance Sales, Repair and Maintenance, (no outside storage)</td>
</tr>
<tr>
<td>Art dealer, supplies, sales and services</td>
</tr>
<tr>
<td>Auction sales, general merchandise (no vehicular sales)</td>
</tr>
<tr>
<td>Bakeries, retail, including, manufacturing of goods for sale on the premises only</td>
</tr>
<tr>
<td>Bicycle (non motorized) Sales and/or repair</td>
</tr>
<tr>
<td>Books, magazines, music, etc.</td>
</tr>
<tr>
<td>Camera and Photographic Supplies</td>
</tr>
<tr>
<td>Clothing, Jewelry, Luggage, Shoes, etc.</td>
</tr>
<tr>
<td>Computer and Software Sales</td>
</tr>
<tr>
<td>Consumer Goods, not otherwise listed</td>
</tr>
<tr>
<td>Convenience stores, without gas sales</td>
</tr>
<tr>
<td>Convenience stores, with gas sales</td>
</tr>
<tr>
<td>Consignment shops, Used Merchandise Store (otherwise not listed)</td>
</tr>
<tr>
<td>Dry cleaning and laundry</td>
</tr>
<tr>
<td>Electronic equipment (small), sales and service</td>
</tr>
<tr>
<td>Farm, landscape, and garden supply sales (feed, seed, fertilizer, farm hardware, lawn furniture, mulch, fencing, fountains, statuaries, and other incidental sales of products or related items) - (with indoor storage only)</td>
</tr>
<tr>
<td>Industry Category</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Finance and Insurance Services (Bank, Credit and Finance, Insurance-related)</td>
</tr>
<tr>
<td>Flea markets (indoor)</td>
</tr>
<tr>
<td>Florist</td>
</tr>
<tr>
<td>Furniture or home furnishing sales</td>
</tr>
<tr>
<td>Gasoline stations</td>
</tr>
<tr>
<td>Grocery stores and supermarkets (less than 25,000 sq. ft. GFA)</td>
</tr>
<tr>
<td>Hardware, home centers, lumber yard, heating and plumbing etc., inside storage</td>
</tr>
<tr>
<td>Leasing/Rental Recreational Goods (Furniture, Party Supplies, Sporting Goods)</td>
</tr>
<tr>
<td>Gun shops and Gunsmiths</td>
</tr>
<tr>
<td>Mail order or direct selling establishments / Electronic Shopping and Mail-Order Houses</td>
</tr>
<tr>
<td>Medical equipment sales, rental or leasing</td>
</tr>
<tr>
<td>Motion Picture, Video and Audio Production</td>
</tr>
<tr>
<td>Motorcycle, Motorized Scooters, ATV Sales and/or Leasing/Rental (Indoor display)</td>
</tr>
<tr>
<td>Motor Vehicle Parts, Accessories, Tire Sales, enclosed building only</td>
</tr>
<tr>
<td>Nurseries and greenhouses, commercial (See Section 5.25)</td>
</tr>
<tr>
<td>Office building (general)</td>
</tr>
<tr>
<td>Pawnshops (as defined by NCGS 91A-2)</td>
</tr>
<tr>
<td>Personal Services (e.g. nail salons, barbers, shoe repair, and similar establishments), not otherwise listed</td>
</tr>
<tr>
<td>Pet store or pet supply store</td>
</tr>
<tr>
<td>Pharmacy or Drugstore, without drive through facility</td>
</tr>
<tr>
<td>Pharmacy or Drugstore, with drive through facility</td>
</tr>
<tr>
<td>Printing and Publishing Services</td>
</tr>
<tr>
<td>Professional Services (Legal, Accounting, Architectural, Graphic, Consulting Services, Research and Development, Advertising, etc.)</td>
</tr>
<tr>
<td>Real Estate, Sales, Rental &amp; Leasing</td>
</tr>
<tr>
<td>Repair of any goods, equipment or vehicles, the manufacture, assembly or sales of which are permitted in that zoning district</td>
</tr>
<tr>
<td>Restaurants, with drive-in or drive-through facilities</td>
</tr>
<tr>
<td>Restaurants, no drive-in or drive-through facilities</td>
</tr>
<tr>
<td>Retail sales or service establishments, not listed elsewhere and conducted with an enclosed building</td>
</tr>
<tr>
<td>Services to building and dwellings (Extermination, Janitorial, Landscaping, Carpet and Upholstery cleaning, Packing and crating etc.) no outside storage</td>
</tr>
<tr>
<td>Sporting goods, toys and hobby sales, excluding guns and gunsmiths</td>
</tr>
<tr>
<td>Tattoo Parlor/Tattoo Studio and/or Body Piercing</td>
</tr>
<tr>
<td>Tobacco or Tobacconist</td>
</tr>
<tr>
<td>Upholstery and furniture refinishing</td>
</tr>
<tr>
<td><strong>Industrial &amp; Manufacturing Uses</strong></td>
</tr>
<tr>
<td>Contractors’ offices/shop without outdoor storage areas</td>
</tr>
<tr>
<td><strong>Arts, Recreation, &amp; Entertainment</strong></td>
</tr>
<tr>
<td>Aquarium or Planetarium</td>
</tr>
<tr>
<td>Amphitheater</td>
</tr>
<tr>
<td>Art galleries</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Botanical gardens &amp; arboreta</td>
</tr>
<tr>
<td>Bowling alley</td>
</tr>
<tr>
<td>Fitness and recreational sports, gym, health, spa, reducing salon, swimming pool/auditorium, racquet club or athletic club (not otherwise listed)</td>
</tr>
<tr>
<td>Golf driving ranges</td>
</tr>
<tr>
<td>Golf, miniature</td>
</tr>
<tr>
<td>Movie Theater</td>
</tr>
<tr>
<td>Museums and art galleries</td>
</tr>
<tr>
<td>Outdoor stage, bandstand, or similar structure (maximum 3,000 sq. ft.)</td>
</tr>
<tr>
<td>Parks, playgrounds, and athletic fields operated on a noncommercial basis</td>
</tr>
<tr>
<td>Performance Theaters (outdoor)</td>
</tr>
<tr>
<td>Performance Theaters or auditoria (indoor)</td>
</tr>
<tr>
<td>Recreation activities, commercial indoor, not otherwise listed</td>
</tr>
<tr>
<td>Skating Rink – Ice or Roller Skating</td>
</tr>
<tr>
<td>Sports stadiums or arenas</td>
</tr>
<tr>
<td>Studios for artists, designers, musicians, photographers, sculptors, woodworking (not as home occupation)</td>
</tr>
<tr>
<td>Zoos</td>
</tr>
<tr>
<td><strong>Education, Public Administration, Health Care, and Institutional</strong></td>
</tr>
<tr>
<td>Civic, Social, and Fraternal Organizations, including community centers, meeting halls, community halls, reception halls, wedding halls, for assembly and recreation</td>
</tr>
<tr>
<td>Crematorium &amp; Embalming</td>
</tr>
<tr>
<td>Day care facility, Adult (See Section 5.38)</td>
</tr>
<tr>
<td>Fire, sheriff, and emergency services</td>
</tr>
<tr>
<td>Funeral homes</td>
</tr>
<tr>
<td>Governmental Functions, not otherwise listed</td>
</tr>
<tr>
<td>Libraries</td>
</tr>
<tr>
<td>Medical and dental clinics or offices, ambulatory or outpatient care, family planning and care, and blood or organ banks</td>
</tr>
<tr>
<td>Post Office</td>
</tr>
<tr>
<td>Religious Complex (less than 350 seats), new site</td>
</tr>
<tr>
<td>Religious Complex (more than 350 seats), new site</td>
</tr>
<tr>
<td>Religious Complex (any size), addition to existing complex/site</td>
</tr>
<tr>
<td>Schools, Continuing Education (alternative, adult, colleges and universities, and technical, trade, and other specialty schools)</td>
</tr>
<tr>
<td>Schools, Pre-K – Secondary (nursery and preschool, grade schools, elementary, middle, and high school), new site</td>
</tr>
<tr>
<td>Schools, Pre-K – Secondary (nursery and preschool, grade schools, elementary, middle, and high school), addition to existing site</td>
</tr>
<tr>
<td>Schools, Fine and Performing Arts</td>
</tr>
<tr>
<td>Social assistance, welfare and charitable services</td>
</tr>
<tr>
<td><strong>Transportation, Communication, and Utilities</strong></td>
</tr>
<tr>
<td>Parking lots, parking structures or underground parking areas (commercial or governmental)</td>
</tr>
<tr>
<td>Radio and TV stations and studios (excluding transmission tower)</td>
</tr>
<tr>
<td><strong>Taxi and Limousine Service</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Utility lines (including electric lines, phone/cable lines, distribution circuits, gas/fuel lines, water lines, steam/air conditioning lines, irrigation channels, and sewer/waste water lines)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Agriculture</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Production and Support Services, (unincorporated Lee County)</td>
</tr>
<tr>
<td>Crop Production and Support Functions, (unincorporated Lee County)</td>
</tr>
<tr>
<td>Crop Production and Support Functions, (Sanford and Broadway)</td>
</tr>
<tr>
<td>Forestry and Logging and Support Services, (Unincorporated Lee County)</td>
</tr>
</tbody>
</table>

**USES PERMITTED WITH DEVELOPMENT REGULATIONS**

The uses listed below may either be permitted by right or upon approval of a Special Use Permit, but are also subject to the requirements of Article 5 Supplemental Development Regulations of the Unified Development Ordinance (for example, daycares are required to install a fence around outdoor play areas).

<table>
<thead>
<tr>
<th><strong>Residential Uses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Occupations (See Section 5.16)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Accommodations and Group Living</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed and breakfast inn (See Section 5.4)</td>
</tr>
<tr>
<td>Hotel, Motel, and tourist court</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>General Sales or Service</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Hospitals, Veterinary services, Animal Shelters, Kennels / Animal Pet Services (See Section 5.3)</td>
</tr>
<tr>
<td>Mini-warehousing/Self-service storage leasing (See Section 5.22)</td>
</tr>
<tr>
<td>Wine Shop (See Section 5.43)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Industrial &amp; Manufacturing Uses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brewery (Microbrewery, See Section 5.42)</td>
</tr>
<tr>
<td>Landfills, LCID (2 acres or less in size) (See Section 5.19)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Arts, Recreation &amp; Entertainment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment Establishments (lounges, discos, nightclubs, pool halls and or private clubs) (See Section 5.26)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Education, Public Administration, Health Care, and Institutional</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cemeteries, public and private (does not include individual family plots) (See Section 5.6)</td>
</tr>
<tr>
<td>Community food service (See Section 5.7)</td>
</tr>
<tr>
<td>Day Care facility, Child Care Center (See Section 5.10)</td>
</tr>
<tr>
<td>Day Care facility, Home Child Care (See Section 5.10)</td>
</tr>
</tbody>
</table>
USES PERMITTED UPON ISSUANCE OF A SPECIAL USE PERMIT

The uses listed below are permitted in the respective zoning district only after review and approval of a Special Use Permit by the Board of Adjustment for the applicable jurisdiction in accordance with Article 3 Zoning and Permitting Procedures, Section 3.5 Special Use Permits of the Unified Development Ordinance. Special uses are subject to any/all applicable general design standards, any development regulations that apply to the specific use and those requirements that may reasonably be imposed by the respective board as per the Unified Development Ordinance.

### Accommodations and Group Living
- Dormitories for the students of colleges commercial schools, staff of hospitals
- Group Home/Residential Care Facility, Level III
- Group Home/Residential Care Facility, Level IV

### Arts, recreation & Entertainment
- Exhibition, convention, or conference structure

### Transportation, Communication, and Utilities
- Sewage treatment and Water treatment plants

USES PERMITTED UPON ISSUANCE OF A SPECIAL USE PERMIT THAT HAVE SPECIFIC DEVELOPMENT REGULATIONS

The uses listed below are permitted in the respective zoning district only after review and approval of a Special Use Permit by the Board of Adjustment for the applicable jurisdiction in accordance with Article 3 Zoning and Permitting Procedures, Section 3.5 Special Use Permits of the Unified Development Ordinance. In addition to any/all applicable general design standards and those requirements that may reasonably be imposed by the respective board, these uses have specific standards that must be adhered to as per the Unified Development Ordinance (for example, fencing is required around the base of telecommunication towers, including any structures or guy wires).

### Industrial & Manufacturing Uses
- Landfills C&D or LCID (greater than 2 acres in size) (See Section 5.20)
- Mining and Quarries, Unincorporated Lee County and City of Sanford only (See Section 5.23)

### Transportation, Communication, and Utilities
- Solar Collectors, Commercial (See Section 5.39)
- Telecommunication Towers (See Section 5.33)
ADJOINING PROPERTY OWNERS LIST

PETITION BY: Ruby & Ernest McSwain Worthy Lands Trust | Ruby Crumpler McSwain Estate
REQUEST: Rezone two adjoining tracts of land totaling 3.32 acres + from HI to C-2
LOCATION: 102 E. Rose Street and 0 (Vacant) South Third Street, Sanford, NC 27330
PIN: 9652-06-7420-00 and 9652-06-9273-00
DATE: 2019-06-28

<table>
<thead>
<tr>
<th>No.</th>
<th>PIN</th>
<th>PROP ADDR</th>
<th>OWNER 1</th>
<th>OWNER 2</th>
<th>M #</th>
<th>MAIL ST</th>
<th>MAILCITY</th>
<th>ST</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>9652-06-6727-00</td>
<td>201 E. Rose Street</td>
<td>Aurora Zetino</td>
<td></td>
<td>201</td>
<td>E. Rose Street</td>
<td>Sanford</td>
<td>NC</td>
<td>27330</td>
</tr>
<tr>
<td>02</td>
<td>9652-06-7686-00</td>
<td>0 E. Rose Street</td>
<td>Karen Maye</td>
<td></td>
<td>2535</td>
<td>Fox Hall Lane</td>
<td>College Park</td>
<td>GA</td>
<td>30349</td>
</tr>
<tr>
<td>03</td>
<td>9652-06-9635-00</td>
<td>1109 S. Third Street</td>
<td>Tony Hockaday</td>
<td></td>
<td>164</td>
<td>Red Cedar Lane</td>
<td>Sanford</td>
<td>NC</td>
<td>27332</td>
</tr>
<tr>
<td>04</td>
<td>9652-16-0611-00</td>
<td>1111 S. Third Street</td>
<td>Donald Simpson</td>
<td></td>
<td>503</td>
<td>Carthage Street</td>
<td>Sanford</td>
<td>NC</td>
<td>27330</td>
</tr>
<tr>
<td>05</td>
<td>9652-16-1498-00</td>
<td>0 S. Third Street</td>
<td>Belinda G. Horton</td>
<td>Thomas A. Horton</td>
<td>1419</td>
<td>Cherokee Trail</td>
<td>Sanford</td>
<td>NC</td>
<td>27332</td>
</tr>
<tr>
<td>06</td>
<td>9652-16-2395-00</td>
<td>1209 S. Third Street</td>
<td>Belkis Bovell</td>
<td></td>
<td>129</td>
<td>Bicentennial Way</td>
<td>Cameron</td>
<td>NC</td>
<td>27326</td>
</tr>
<tr>
<td>07</td>
<td>9652-16-0150-00</td>
<td>107 E. Garden Street</td>
<td>Worsley Golf</td>
<td>Worsley Golf</td>
<td>1207</td>
<td>S. Horner Blvd.</td>
<td>Sanford</td>
<td>NC</td>
<td>27330</td>
</tr>
<tr>
<td>08</td>
<td>9652-16-1252-00</td>
<td>0 S. Third Street</td>
<td>Garden Street</td>
<td>Garden Street</td>
<td>1144</td>
<td>Broadway Road</td>
<td>Sanford</td>
<td>NC</td>
<td>27330</td>
</tr>
<tr>
<td>09</td>
<td>9652-05-9859-00</td>
<td>1207 S. Horner Blvd.</td>
<td>Worsley Golf</td>
<td>Worsley Golf</td>
<td>1207</td>
<td>S. Horner Blvd.</td>
<td>Sanford</td>
<td>NC</td>
<td>27330</td>
</tr>
<tr>
<td>10</td>
<td>9652-06-8171-00</td>
<td>0 S. Horner Blvd.</td>
<td>Hunter Oil &amp; Propane, Inc.</td>
<td>Hunter Oil &amp; Propane, Inc.</td>
<td>P.O. Box 398</td>
<td>Sanford</td>
<td>NC</td>
<td>27331</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>9652-06-8036-00</td>
<td>0 S. Horner Blvd.</td>
<td>Hunter Oil &amp; Propane, Inc.</td>
<td>Hunter Oil &amp; Propane, Inc.</td>
<td>P.O. Box 398</td>
<td>Sanford</td>
<td>NC</td>
<td>27331</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>ROWY-88-7220-00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>9652-06-5247-00</td>
<td>0 E. Rose Street</td>
<td>ACA Rose Office, Inc.</td>
<td></td>
<td>P.O. Box 3367</td>
<td>Sanford</td>
<td>NC</td>
<td>27331</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>9652-06-3218-00</td>
<td>107 E. Rose Street</td>
<td>Mashburn Estate, LLC</td>
<td></td>
<td>P.O. Box 130</td>
<td>Cary</td>
<td>NC</td>
<td>27512</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>9652-06-4469-00</td>
<td>101 E. Rose Street</td>
<td>Iglesia Jesus Es El Senior, Inc.</td>
<td>Iglesia Jesus Es El Senior, Inc.</td>
<td>773</td>
<td>Black Road</td>
<td>Cameron</td>
<td>NC</td>
<td>28326</td>
</tr>
<tr>
<td>17</td>
<td>9652-06-5642-00</td>
<td>1018 S. Third Street</td>
<td>Iglesia Jesus Es El Senior, Inc.</td>
<td>Iglesia Jesus Es El Senior, Inc.</td>
<td>773</td>
<td>Black Road</td>
<td>Cameron</td>
<td>NC</td>
<td>28326</td>
</tr>
<tr>
<td>13</td>
<td>APPLICANT:</td>
<td>102 E. Rose Street</td>
<td>Ruby Crumpler McSwain (Estate)</td>
<td>Contact: Mr. Lynn Blackmon</td>
<td>PO Box 2280</td>
<td>SANFORD</td>
<td>NC</td>
<td>27331</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>PROPERTY OWNER:</td>
<td>(Vacant) Woodland Avenue</td>
<td>Ruby Crumpler McSwain (Estate)</td>
<td>Contact: Mr. Lynn Blackmon</td>
<td>PO Box 2280</td>
<td>SANFORD</td>
<td>NC</td>
<td>27331</td>
<td></td>
</tr>
</tbody>
</table>

(0) = Vacant, no addressed structures on the parcel.
July 3, 2019

Dear Adjacent Property Owner:

The Zoning Ordinance of Sanford, North Carolina requires that adjacent property owners be notified when a request for a change in zoning classification has been scheduled for a public hearing before the Sanford Planning Board and Board of Commissioners.

CITY OF SANFORD PUBLIC NOTICE

Notice is hereby given that the Sanford City Council and Planning Board will hold joint public hearings on Tuesday, July 16, 2019 in the Council Chambers of the Sanford Municipal Center at 225 E. Weatherspoon Street, Sanford, N.C. The Boards will consider two (2) applications to amend the Official Zoning Map of the City of Sanford, NC. The hearings will begin at 6:00 p.m. or as soon thereafter as deemed practical by the Board. The rezoning applications are described below:

1. Application by Schoolhouse Sanford, LLC to rezone one 22.98 ± acre tract of land developed with Ascend Leadership Academy charter school addressed as 283 Harvey Faulk Road and two single-family homes addressed as 3930 /3934 NC 87 Hwy to Ascend Leadership Academy Conditional Zoning District, a site plan specific conditional zoning district. Currently, 12.89 acres is zoned Residential Agricultural Conditional Zoning District with a Conditional Use (RA-C-CU), 1.34 acre is zoned Residential Restricted Conditional Zoning District (RR-C), and 8.75 acres is zoned Residential Restricted (RR). The subject property is identified as Tax Parcel 9661-22-8224-00 as depicted on Lee County Tax Map 9661.03 and illustrated as a 22.98 acre lot on a 2018 survey labeled Survey for (Owner) Schoolhouse Sanford, LLC and recorded at Plat Cabinet 2018, Slide 71 of the Lee County Register of Deeds Office.

2. Application by the Ruby and Ernest McSwain Worthy Lands Trust, for property owned by the Ruby Crumpler McSwain Estate and the Ruby C. McSwain Estate, to rezone two adjoining tracts of land from Heavy Industrial (HI) to General Commercial (C-2). Tract one is a 0.90 acre vacant tract of land addressed as 1200 S. Third Street. Tract two is a 2.40 acre tract of land addressed as 102 E. Rose Street and being a corner lot with frontage on E. Rose Street and S. Third Street. The subject property is identified as Tax Parcels 9652-06-9273-00 and 9652-06-7420-00 as depicted on Lee County Tax Maps 9652.09 and illustrated a Tracts 1 and 2 on a 2016 survey labeled Survey for Ruby and Ernest McSwain Worthy Land Trust and recorded at Plat Cabinet 2016, Slide 30 of the Lee County Register of Deeds Office.

The public is cordially invited to attend. Further information may be obtained from the Sanford/Lee County Zoning & Design Review Department, 115 Chatham Street, Suite 1, Sanford, NC 27330 or by calling (919) 718-4656. Upon request and with 24-hour notice, the County will provide an interpreter for the hearing impaired or any other type of auxiliary aid.

Cualquier cuidadano que tenga preguntas o comentarios de las cosas al referido, puede comunicarse a el departamento de desarrollo para Sanford/Condado de Lee, llame al (919) 718-4656.
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2. Application by the Ruby and Ernest McSwain Worthy Lands Trust, for property owned by the Ruby Crumpler McSwain Estate and the Ruby C. McSwain Estate, to rezone two adjoining tracts of land from Heavy Industrial (HI) to General Commercial (C-2). Tract one is a 0.90 acre vacant tract of land addressed as 1200 S. Third Street. Tract two is a 2.40 acre tract of land addressed as 102 E. Rose Street and being a corner lot with frontage on E. Rose Street and S. Third Street. The subject property is identified as Tax Parcels 9652-06-9273-00 and 9652-06-7420-00 as depicted on Lee County Tax Maps 9652.09 and illustrated a Tracts 1 and 2 on a 2016 survey labeled Survey for Ruby and Ernest McSwain Worthy Land Trust and recorded at Plat Cabinet 2016, Slide 30 of the Lee County Register of Deeds Office.

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By Bonnie Davis, City Clerk
ADJACENT PROPERTY OWNERS NOTIFICATION CERTIFICATION

I, Amy J. McNeill, hereby certify that the property owners and adjacent property owners of the following rezoning petitions as indicated on the Lee County Tax Maps were notified by First Class U.S. Mail on Friday, July 3, 2019.

2019-0701
1. REZONING APPLICATION – a follow-up to the annexation of the subject property on June 4th.
Application by Schoolhouse Sanford, LLC to rezone one 22.98 ± acre tract of land developed with Ascend Leadership Academy charter school addressed as 283 Harvey Faulk Road and two single-family homes addressed as 3930 /3934 NC 87 Hwy to Ascend Leadership Academy Conditional Zoning District, a site plan specific conditional zoning district. Currently, 12.89 acres is zoned Residential Agricultural Conditional Zoning District with a Conditional Use (RA-C-CU), 1.34 acre is zoned Residential Restricted Conditional Zoning District (RR-C), and 8.75 acres is zoned Residential Restricted (RR). The subject property is identified as Tax Parcel 9661-22-8224-00 as depicted on Lee County Tax Map 9661.03 and illustrated as a 22.98 acre lot on a 2018 survey labeled Survey for (Owner) Schoolhouse Sanford, LLC and recorded at Plat Cabinet 2018, Slide 71 of the Lee County Register of Deeds Office.

2019-0702
2. REZONING APPLICATION
Application by the Ruby and Ernest McSwain Worthy Lands Trust, for property owned by the Ruby Crumpler McSwain Estate and the Ruby C. McSwain Estate, to rezone two adjoining tracts of land from Heavy Industrial (HI) to General Commercial (C-2). Tract one is a 0.90 acre vacant tract of land addressed as 1200 S. Third Street. Tract two is a 2.40 acre tract of land addressed as 102 E. Rose Street and being a corner lot with frontage on E. Rose Street and S. Third Street. The subject property is identified as Tax Parcels 9652-06-9273-00 and 9652-06-7420-00 as depicted on Lee County Tax Maps 9652.09 and illustrated a Tracts 1 and 2 on a 2016 survey labeled Survey for Ruby and Ernest McSwain Worthy Land Trust and recorded at Plat Cabinet 2016, Slide 30 of the Lee County Register of Deeds Office.

Signature: ___________________________ Date: 2019-07-09
Title: ___________________________

Lee County, North Carolina

I, Thomas Mierisch, a Notary Public for Lee County and State of North Carolina do hereby certify that Amy J. McNeill personally appeared before me on this day and acknowledged the due execution of the foregoing Instrument. Witness my hand and official seal, this the __________ day of __________, 2019.

Notary Public Signature

My Commission expires __________
MEMORANDUM

TO: Mayor Mann and Members of Council
FROM: Paul M. Weeks Jr., P.E.
DATE: July 5, 2019
SUBJECT: Recommendation to award a contract for “Forest Hills Sewer Extension”

On March 21st at 2:00 pm staff received five bids for the Forest Hills Sewer Extension project. The tabulated results are below:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Bond</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Step Construction, Inc.</td>
<td>yes</td>
<td>$192,452.58</td>
</tr>
<tr>
<td>2 Bridgepoint Civil</td>
<td>Yes</td>
<td>$207,528.00</td>
</tr>
<tr>
<td>3 Vortex Drainage Systems</td>
<td>Yes</td>
<td>$218,150.00</td>
</tr>
<tr>
<td>4 Dellinger</td>
<td>Yes</td>
<td>$228,921.00</td>
</tr>
<tr>
<td>5 Sandhills Contractors</td>
<td>yes</td>
<td>$240,049.00</td>
</tr>
</tbody>
</table>

The apparent low bidder is Step Construction, Inc. However, the bid was higher than the funds available therefore staff entered discussions with the contractor. As a result, the negotiated bid price for this project is $171,452.58.
Their bid documents have been checked for accuracy and we have received an executed E-Verify form. Step Construction’s references have been checked and we have found their work to be acceptable.

Therefore, Staff recommends that Council award the project to Step Construction, Inc. in the amount of $171,452.58.
# CERTIFIED BID TABULATION - FOREST HILLS SEWER

**Owner:** CITY OF SANFORD  
**Bid Opening Date:** Thursday, March 21, 2019 2:00 PM  
**Location:** West End Conference Room Second Floor of the Municipal Center, 225 E. Weatherspoon St., Sanford, NC 27330

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mobilization (Do not exceed 2% of total cost)</td>
<td>1</td>
<td>LS</td>
<td>$3,773.58</td>
<td>$3,773.58</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,714.00</td>
<td>$4,714.00</td>
</tr>
<tr>
<td>2 Clearing</td>
<td>1</td>
<td>LS</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$9,000.00</td>
<td>$9,000.00</td>
<td>$17,500.00</td>
<td>$17,500.00</td>
<td>$19,770.00</td>
<td>$19,770.00</td>
</tr>
<tr>
<td>3 8&quot; PVC Sewer - SDR 26 with stone 0-6'</td>
<td>330</td>
<td>LF</td>
<td>$84.00</td>
<td>$27,720.00</td>
<td>$132.00</td>
<td>$43,560.00</td>
<td>$70.00</td>
<td>$23,100.00</td>
<td>$87.00</td>
<td>$28,710.00</td>
<td>$54.00</td>
<td>$17,820.00</td>
</tr>
<tr>
<td>4 8&quot; PVC Sewer - SDR 26 with stone 6'-9'</td>
<td>172</td>
<td>LF</td>
<td>$86.00</td>
<td>$14,752.00</td>
<td>$140.00</td>
<td>$24,000.00</td>
<td>$90.00</td>
<td>$15,480.00</td>
<td>$102.00</td>
<td>$17,544.00</td>
<td>$136.00</td>
<td>$23,392.00</td>
</tr>
<tr>
<td>5 8&quot; PVC Sewer - SDR 26 with stone 9'-12'</td>
<td>80</td>
<td>LF</td>
<td>$94.00</td>
<td>$7,520.00</td>
<td>$154.00</td>
<td>$12,320.00</td>
<td>$101.00</td>
<td>$8,080.00</td>
<td>$137.00</td>
<td>$10,960.00</td>
<td>$229.00</td>
<td>$18,320.00</td>
</tr>
<tr>
<td>6 8&quot; PVC Sewer - SDR 26 with stone 10'-12'</td>
<td>114</td>
<td>LF</td>
<td>$98.00</td>
<td>$11,172.00</td>
<td>$172.00</td>
<td>$19,698.00</td>
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| Total | | | $192,452.58 | | | $207,518.00 | | | $216,150.00 | | | $228,921.00 | | | $240,048.00 |

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Ken Bright Associates, PLLC  
License No.: P-0781  
PO Box 553  
Sanford, NC 27331  
Phone: (919) 776-3444  
e-mail: kwbright@kenbrightengineering.com

**Certification:**  
I certify that these bids were received on Thursday, March 21, 2019 and were read aloud publicly.

Ken W. Bright, PE
MEMORANDUM

TO: CITY COUNCIL, CITY OF SANFORD
FROM: THE WOOTEN COMPANY
DATE: JULY 16, 2019
RE: CDBG 2018 FUNDING YEARS PROGRAM MANUAL

The purpose of this memo is to summarize the Program Manual for the 2018 Community Development Block Grant (CDBG) Infrastructure Program Funding Years being presented for adoption at the City Council meeting. This Program Manual is designed to meet requirements for participation in the 2018 (CDBG) program administered by the North Carolina Department of Commerce (DOC) Rural Economic Development Division (REDD). A complete copy of the Manual is located in the City Planning & Community Development Department.

In the adoption resolution (front of the manual), the City authorizes the following persons, and/or successors so titled, to execute any grant related documents that do not require the Mayor’s signature:

Karen Kennedy, Community Development Manager
Marshall Downey, Planning Director
P. Hal Hegwer, City Manager

The above listed persons are also generally designated as compliance officers. The manual includes ALL required CDBG policies even though some of the activities may not be included in any specific CDBG project. The following provides a brief summary of the required items contained in the Program Manual.

1. **Language Access Plan:** The purpose of this Plan is to ensure that meaningful communication with persons with limited English proficiency takes place. The Plan includes methods of disseminating information to the public, provisions of translation and interpretation services, and steps to avoid discrimination on the grounds of national origin. The City Community Development Manager / Planning Director are listed as additional compliance officers.

2. **Equal Opportunity Plan:** The Plan ensures that the City maintains a policy that provides equal housing and equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, familial status, age, political affiliation, or any other merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment. The City Community Development Manager / Planning Director are listed as additional compliance officers.

3. **Fair Housing Activities & Complaint Procedure:** The purpose of the Plan is to ensure that fair housing is available to all citizens of the City and that discrimination does not occur. The activities scheduled in the Plan will be undertaken to affirmatively further fair housing, to be amended as needed for the future Assessment of Fair Housing (AFH). The Procedure has all comments being sent to the City Community Development Manager.

4. **Procurement Standards:** The standards are established in the Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards" (2 C.F.R. Part 200) and HUD implementing regulations contained in 24 C.F.R. § 570.489(g) and any clauses required by Federal Statutes, Executive Orders, and implementing regulations including the Section 3 clause, per 24 C.F.R. 570.489 (g) and 24 C.F.R. 135.38. The City Community Development Manager / Planning Director are designated as compliance officers.

5. **Local Jobs Initiative, Section 3 Plan:** The Plan requires contractors to submit, as applicable, a Local Economic Benefit for Low- and Very Low- Income Persons Plan. It also requires that the City develop a listing of jobs, supplies and contracts likely to be used during the course of the project. The City Community Development Manager / Planning Director are designated as compliance officers.
Section 504: The Plan states that the City will not discriminate against persons with handicaps or disabilities in the CDBG Program or general government services. The Procedure states that citizens may file Section 504 grievances at any time during the program. The City Community Development Manager / Human Resources Director are designated as compliance officers.

Non Discrimination Policy: The Policy states that the City will not discriminate on the basis of handicapped status.

Compliance Officer/Grievance Procedure: The Procedure states that if any individual, family or entity should have a grievance concerning any action prohibited under Section 504, they would schedule a meeting with the Compliance Officer. The Procedure has all comments being sent to the City Community Development Manager.

Citizen Participation Plan: The Plan ensures that citizens will be provided adequate opportunity for meaningful involvement on a continuing basis and for participation in planning, implementing, and assessing the CDBG Program. The Plan contains subjects as objectives of the plan, public hearings, program accessibility, citizen access to records, timely information and submission of views and proposals, and response to proposals and complaints. The Plan has all comments being sent to the City Community Development Manager.

Residential Anti-Displacement and Relocation Assistance Plan: The Plan requires replacement and provision of relocation assistance to anyone living in an eligible dwelling which is demolished or converted to use other than low/moderate income housing.

Optional Coverage Relocation Plan*: The Plan provides for relocation benefits for occupants/tenants of dwellings being acquired for demolition.

Code of Conduct/Hatch Act Policy: The Policy itself is a conflict of interest policy that explicitly spells out what City officials and employees cannot do and be involved in during the course of the project.

Section 519/Excessive Force Policy: The policy prohibits the use of Excessive Force in accordance with the applicable State of North Carolina and Federal Regulations, i.e., Section 519 of Public Law 101-144, (1990 HUD Appropriations Act).

Acquisition Guidelines: The Guidelines detail the objectives of the real property acquisition practices of the City. The Guidelines state that it is the City’s intent to only acquire property in the approved project area (such as potential easements) to meet the aims and objectives of the CDBG program.

Disposition Guidelines*: The Guidelines detail the objectives of the real property disposition practices of the City. The Guidelines state the intent and procedures of the disposition practices of the City.

Relocation Guidelines*: The Guidelines detail the objectives of the relocation practices of the City. The Guidelines state that it is the intent of the City to only relocate occupants whose dwelling is unfit for human habitation and beyond the scope of rehabilitation.

Clearance Guidelines*: The Guidelines detail the objectives of the demolition and clearance practices of the City. The Guidelines state that the intent of the City is to rehabilitate substandard privately owned dwellings whenever feasible. However, when housing conditions are dilapidated and the cost of rehabilitation is economically unfeasible, the CDBG program will acquire, demolish, and clear the structures.

Rehabilitation Guidelines: The Guidelines detail the objective of the rehabilitation practices of the City. The Guidelines state that the intent of the City is to rehabilitate private property in a cost-effective manner in the approved project area whenever feasible to meet the plans and to achieve the aim of the CDBG project.

Rehabilitation/Reconstruction Guidelines*: The Guidelines detail the objective of the rehabilitation/reconstruction practices of the City. The Guidelines state that the intent of the City
is to use reconstruction in lieu of rehabilitation for properties that cannot be cost effectively rehabilitated.

(20) **Hook-Up Guidelines**: The Guidelines detail the objective of the hook-up practices of the City. The Guidelines state the intent of the City to provide a hook-up in a cost-effective manner to approved existing public utility lines to meet the plans and achieve the aims of the CDBG project.

(21) **Public Facilities Guidelines**: The Guidelines detail the objectives of the public facility improvement practices of the City. The Guidelines state that the City will undertake public facility improvements whenever feasible, in accordance with the approved application.

(22) **Complaint Procedure**: The Procedure has all comments being sent to the City Community Development Manager / Planning Director. Deadlines for responses are included in the Procedure.

(23) **Officer Designations**:  
(a) **Contracts Officer**: The City Community Development Manager / Planning Director, and successors so titled, will have the authority to execute contracts pertaining to grant implementation within the limitations of the approved Grant Application and Local, State and Federal Procurement Procedures.

(b) **Labor Standards Officer**: The City Community Development Manager / Planning Director, and successors so titled, will have the authority to enforce compliance of labor standards on all jobs requiring labor standards provisions.

(c) **Verification Officer**: The City Community Development Manager / Planning Director, and successors so titled, will have the responsibility to verify the eligibility of all contractors and subcontractors participating on jobs funded in full or in part with Community Development funds.

(d) **Just Compensation Officer**: The City Community Development Manager / Planning Director, and successors so titled, have the authority to certify just compensation of private property acquisition within the limitations of the approved Grant Application and State and Federal Acquisition Procedures.

(24) **Financial Management Procedure**: The Procedure will meet the requirement that the City maintain a financial accounting system for the CDBG Program. The Procedure meets all Federal guidelines for financial management of Federally-assisted activities. All of the requirements needed are contained within the Procedure.

C: CDBG-NR File

* Indicates plans that are not necessarily applicable to this type of CDBG project
CITY OF SANFORD
COMMUNITY DEVELOPMENT BLOCK GRANT
2018 PROGRAM FUNDING YEAR
PROGRAM MANUAL RESOLUTION

A Resolution Authorizing the Adoption of the Program Manual for the CITY OF SANFORD during the North Carolina Small Cities Community Development Block Grant- Neighborhood Revitalization (CDBG-NR) Program.

WHEREAS, the CITY intends to participate in the 2018 Small Cities CDBG Program under the Housing and Community Development Act of 1974, as amended, and administered by the North Carolina Department of Commerce (DOC), Rural Economic Development Division (REDD); and

WHEREAS, the following documents are required under this program;

- Language Access Plan
- Equal Opportunity Plan
- Fair Housing Complaint Procedure
- Procurement Standards
- Local Jobs Initiative, Section 3 Plan
- Section 504
- Non-Discrimination Policy
- Grievance Procedure
- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Optional Coverage Relocation Plan
- Code Of Conduct/Hatch Act Policy
- Excessive Force/Section 519 Policy
- Acquisition Guidelines
- Disposition Guidelines
- Relocation Guidelines
- Clearance Guidelines
- Rehabilitation Guidelines
- Rehabilitation/Reconstruction Guidelines
- Hook Up Guidelines
- Public Facility Guidelines
- Complaint Procedure
- Contracts Officer Designation
- Labor Standards Officer Designation
- Verification Officer Designation
- Just Compensation Officer Designation
- Financial Management Procedure
THEREFORE, BE IT RESOLVED by the COUNCIL of the CITY OF SANFORD, North Carolina:

1. That the following designees, and/or successors so titled, are hereby authorized to execute any and all grant-related documents:

   T. Chet Mann, Mayor
   P. Hal Hegwer, City Manager
   Marshall Downey, Planning Director
   Karen Kennedy, Community Development Manager

2. That this Program Manual is hereby submitted and adopted and to be used throughout the implementation of the CITY OF SANFORD FY 2018 CDBG Program.

Adopted this 16th day of July, 2019.

__________________________________________________________________________
T. Chet Mann, Mayor

ATTEST:

__________________________________________________________________________
Bonnie D. Davis, City Clerk
# PROGRAM MANUAL

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CITY OF SANFORD  
CDBG 2018 PROGRAM FUNDING YEAR

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<td>Just Compensation Officer Designation</td>
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<td>Financial Management Procedure</td>
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LANGUAGE ACCESS PLAN

Providing Meaningful Communication with Persons of Limited English Proficiency

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

Throughout the 2018 CDBG-NR Grant
(Time Period)

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

POLICY:

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the CITY OF SANFORD will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

DEFINITIONS:

**Limited English Proficient (LEP) individual** – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

**Vital Documents** – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

**Title VI Compliance Officer**: The person or persons responsible for administering compliance with the Title VI LEP policies.

**Substantial number of LEP**: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

The CITY OF SANFORD will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or “I speak cards,” [http://www.lep.gov/resources/ISpeakCards2004.pdf](http://www.lep.gov/resources/ISpeakCards2004.pdf)) and LEP posters to determine the language. In
addition, when records are kept of past interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTERPRETER

List the current name, office telephone number, office address and email address of the Title VI compliance officers:

CITY OF SANFORD
Main Office Mailing Address: PO Box 3729, Sanford, NC 27331
Main Office Physical Address: 225 E Weatherspoon Street, Sanford, NC 27330
Planning Department Physical Address: 115 Chatham Street Sanford, NC 27330
FAX: 919-775-8205

<table>
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<tr>
<th>Contact Person</th>
<th>Karen Kennedy</th>
<th>Marshall Downey</th>
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<tr>
<td>Title:</td>
<td>Community Development Manager</td>
<td>Planning &amp; Community Development Director</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:karen.kennedy@sanfordnc.net">karen.kennedy@sanfordnc.net</a></td>
<td><a href="mailto:marshall.downey@sanfordnc.net">marshall.downey@sanfordnc.net</a></td>
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<tr>
<td>Phone:</td>
<td>919-718-4657 ext 5391</td>
<td>919-718-4657 ext 5390</td>
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(Note: The agency must notify the Rural Economic Development Division (REDD) Compliance Specialist immediately of changes in name or contact information for the Title VI compliance officer.)

Check all methods that will be used:

☑ Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff

☑ Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

City of Sanford will utilize Lee County and City of Sanford bilingual employees when possible. Interpreters employed by the County are required to have at least one (1) year of experience in interpreting and translating English and the required foreign language in a setting that requires knowledge of the programs or services.

☑ Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

(Identify the agency(s) name(s) with whom you have contracted or made arrangements)

Have/has agreed to provide qualified interpreter services. The agency’s (or agencies’) telephone number(s) is/are (insert number(s)), and the hours of availability are (insert hours).

☑ Other (describe):

Telephone resource- Fluent Language Solutions (telephone resource interpreting in over 200 languages): 704-532-7446 / 888-225-6056 TTY: 704-532-7430 can provide qualified interpreter services and the hours of availability are 24/7, 365 days per year with no appointment or scheduling necessary.
The CITY OF SANFORD will contract the services of a qualified interpreter to be used when necessary. If the interpreter is not able to assist the LEP person, a telephone interpreter service will be used.

**All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.**

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person’s file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

1. The CITY will set benchmarks for translation of vital documents into additional languages. *(please ensure to keep records of those documents that apply to your agency)*
2. When translation of vital documents is needed, the CITY will submit documents for translation into frequently-encountered languages.
3. Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

4. PROVIDING NOTICE TO LEP PERSONS

The CITY will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Example: The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

The CITY shall include at minimum the following phrases in English and Spanish in any document requesting public comments, or notifying the community of any modifications/amendments to the CDBG program during the life of the grant, including but not limited to public hearing notifications, citizen participation documents, Environmental Review notifications, among other documents:

- “This information is available in Spanish or any other language upon request. Please contact (Insert Name) at (Insert Phone Number) or at (Insert physical location) for accommodations for this request.”
- “Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con (Insert Name) al (Insert Phone Number) o en (Insert physical location) de alojamiento para esta solicitud.”

**Please note the address and name itself should not be translated (e.g. “Charlie” should not be translated to “Carlos”; “Main Street” should not be translated to “Calle Principal”)**
All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited to the main lobbies, waiting rooms, etc.

The CITY OF SANFORD will post notices and signs in the Main Lobby of City Hall, Public Utilities Department, and Planning Department.

Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations.

The CITY also provides notification to the public through available social/web media, outreach documents, and newspaper advertising.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, the CITY will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, the CITY will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

I. Compliance Procedures, Reporting and Monitoring

A. Reporting

The CITY will complete an annual compliance report and send this report to REDD. The form can be found at https://www.nccommerce.com/grants-incentives/grant-management-documents.

B. Monitoring

The CITY will complete a self-monitoring report on a semiannual basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the REDD upon request.

The CITY will cooperate, when requested, with special review by the REDD.

II. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

The CITY will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy. The form can be found at https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint. The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

The CITY will notify the appropriate section within REDD of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Resolution of Matters

If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice (DOJ). This notice will be provided in the primary language
of the individual with Limited English Proficiency. If not resolved by REDD, then complaint will be forwarded to U.S. Department of Justice (DOJ) and U.S. Department of Housing and Urban Development (HUD) Field Office.

**HUD PORTAL LEP:**
https://www.hud.gov/program_offices/fair_housing_equal_opp/limited_english_proficiency_0
EQUAL OPPORTUNITY PLAN
CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

A. Equal Housing Opportunity Plan

Civil Rights Act of 1964

The Civil Rights Act of 1964 prohibits all racial discrimination in the sale or rental of property.

The Fair Housing Act

The Fair Housing Act declares a national policy of fair housing throughout the United States, making illegal any discrimination in the sale, lease or rental of housing, or making housing otherwise unavailable, because of race, color, religion, sex, handicap, familial status, or national origin.

Executive Order 12892, Equal Opportunity in Housing

Executive Order 12892, as amended (Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing), provides that programs and activities relating to housing and urban development (including any Federal agency having regulatory or supervisory authority over financial institutions) shall be administered in a manner affirmatively to further the purposes of the Act and shall cooperate with the Secretary of Housing and Urban Development, who shall be responsible for exercising leadership in furthering the design and delivery of Federal programs and activities.

The CITY shall eliminate housing discrimination, and achieve diverse, inclusive communities by leading the CITY in the enforcement, administration, and public understanding of federal fair housing policies and laws.

The CITY shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the CDBG documents intended to be shared with the public.

The CITY shall post in public buildings and the CDBG project area the Equal Housing Opportunity posters and/or additional information the local government has prepared to inform the community with the Equal Housing Opportunity policies and laws.

Describe specific actions to be taken to contact and develop working relationships with local owners, real state and civic, charitable or neighborhood organizations in particular, to secure public understanding and responsibilities to exercise Equal Housing Opportunity: The CITY maintains the policy of providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor. The CITY has developed a fair housing program that includes activities that have provisions for reaching the visually impaired and ensuring equal opportunity for housing in the community for all persons regardless of income status. Activities scheduled for CITY OF SANFORD FY 2018 CDBG Program are described in the table following this section.

B. Equal Employment Opportunity Plan

The CITY OF SANFORD maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the CITY prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The CITY shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR, successors so titled, and/or other persons designated by the Chief Elected Official to assist in the implementation of this policy statement.

The CITY shall develop a self-evaluation mechanism to provide periodic examination and evaluation. Every two years, the results of the self-evaluation reporting on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the Mayor. Records presented to the Mayor shall be maintained in the files and will be provided to REDD as needed.

The CITY is committed to this policy and is aware that with its implementation, the CITY will receive positive benefits through the greater utilization and development of all its human resources.

The CITY shall include the Equal Employment Opportunity logo and/or the phrase affirming Equal Employment Opportunity on all the CDBG documents intended to be shared with the staff and the public.

The CITY shall obtain commitment from contractors that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment. Contractors will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The CITY shall obtain commitment from Contractors that will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.
I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time ______  Past Activities ______X____

II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient’s community. (Use additional pages as necessary)

Discussions with local public officials indicate that housing related industries (contractors, lenders, realtors, appraisers) are aware of the need for fair housing; however, they lack information regarding Federal and State fair housing legislation. Public-assisted housing providers appear to be more knowledgeable of legislation. There seems to be a lack of knowledge among citizens of fair housing laws and a lack of affordable dwellings for handicapped and large families within public housing. All activities undertaken will have provisions of reaching the visually impaired and ensure equal opportunity for housing in the community for all persons regardless of income status.

III. Will the above activities apply to the total municipality or CITY?

Yes ______X____  No ______  If no, provide an explanation. (Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis. (Use attached table)
<table>
<thead>
<tr>
<th>Quarterly Fair Housing Activity</th>
<th>Date Implemented</th>
<th>Estimated Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain updated fair housing pamphlets and posters and distribute the information to City government offices.</td>
<td>2nd Qtr. Apr.- June 2019</td>
<td>200</td>
</tr>
<tr>
<td>Prepare and adopt a fair housing discrimination complaint procedure &amp; plan. Publish the fair housing discrimination complaint procedure in <em>THE SANFORD HERALD</em>, including the state TDD number. Prepare Analysis of Impediments to Fair Housing Choice Study (AI).</td>
<td>3rd Qtr. July – Sept. 2019</td>
<td>200</td>
</tr>
<tr>
<td>Develop a fair housing brochure that summarizes the fair housing requirements under Title VIII of the Civil Rights Act of 1968, as amended. Send to CITY government offices for distribution to public facilities, local libraries, and local post offices.</td>
<td>1st Qtr. Jan.-March 2020</td>
<td>200</td>
</tr>
<tr>
<td>Develop a mailing list of housing related industries (contractors, lenders, realtors, appraisers) and disseminate the fair housing brochure(s) and housing discrimination complaint procedures, including the state TDD number.</td>
<td>2nd Qtr. Apr.-June 2020</td>
<td>200</td>
</tr>
<tr>
<td>Obtain updated fair housing pamphlets and posters Prepare Community Survey for outreach. Place the Fair Housing message on the CITY OF SANFORD’s website, and social media (online, television, etc.)</td>
<td>3rd Qtr July-Sept 2020</td>
<td>200</td>
</tr>
<tr>
<td>Publish the Fair Housing Month notice in <em>THE SANFORD HERALD</em>.</td>
<td>4th Qtr Oct.-Dec. 2020</td>
<td>200</td>
</tr>
<tr>
<td>Make updated educational materials available at public places—banks, grocery stores, churches, etc.</td>
<td>1st Qtr. Jan.-March 2021</td>
<td>200</td>
</tr>
<tr>
<td>Request a Fair Housing Workshop to be presented by NC Human Relations Commission and/or NC Fair Housing Project of Legal Aid North Carolina for the City to sponsor. When the Commission receives the tentative date(s) and location, they will assign an investigator to come and speak. If no workshop can be conducted, prepare and publish a newspaper article in <em>THE SANFORD HERALD</em> regarding Fair Housing laws and the complaint procedure. The article will summarize fair housing requirements under Title VIII of the Civil Rights Act of 1968, as amended. The article will also inform citizens of</td>
<td>2nd Qtr. Apr.-June 2021</td>
<td>200</td>
</tr>
</tbody>
</table>
the housing discrimination complaint procedures, including the state TDD number.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Quarter</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update the existing mailing list of housing related industries (contractors, lenders, realtors and appraisers) to include those not reached by past fair housing activities and disseminate the fair housing discrimination complaint procedures.</td>
<td>3rd Qtr July-Sept 2021</td>
<td>200</td>
</tr>
<tr>
<td>Publish the Fair Housing Month notice in <strong>THE SANFORD HERALD</strong>.</td>
<td>4th Qtr Oct.-Dec. 2021</td>
<td>200</td>
</tr>
<tr>
<td>Prepare and publish a newspaper article in <strong>THE SANFORD HERALD</strong> regarding Fair Housing laws and the complaint procedure. The article will summarize fair housing requirements under Title VIII of the Civil Rights Act of 1968, as amended. The article will also inform citizens of the housing discrimination complaint procedures, including the state TDD number.</td>
<td>1st Qtr. Jan.-March 2022</td>
<td>200</td>
</tr>
<tr>
<td>Make updated educational materials available at public places—banks, grocery stores, churches, etc.</td>
<td>2nd Qtr. Apr.-June 2022</td>
<td>200</td>
</tr>
<tr>
<td>Obtain updated fair housing pamphlets and posters and send to CITY government offices for distribution to public facilities, local libraries, and local post offices.</td>
<td>3rd Qtr July-Sept 2022</td>
<td>200</td>
</tr>
<tr>
<td>Publish the Fair Housing Month notice in <strong>THE SANFORD HERALD</strong>.</td>
<td>4th Qtr Oct.-Dec. 2022</td>
<td>200</td>
</tr>
<tr>
<td>Ensure the Fair Housing message continues to be shown on the CITY OF SANFORD’s website &amp; social media.</td>
<td>1st Qtr. Jan.-March 2023</td>
<td>200</td>
</tr>
</tbody>
</table>

*(This space left intentionally blank.)*
FAIR HOUSING COMPLAINT PROCEDURE

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the North Carolina Fair Housing Act. It is the policy of the CITY OF SANFORD to implement the CDBG program to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, familial status, or marital status. In an effort to promote fair housing and that the rights of housing discrimination victims are protected the CITY OF SANFORD has adopted the following procedures for receiving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the CITY may do so by informing the COMMUNITY DEVELOPMENT MANAGER, CITY OF SANFORD, PO BOX 3729, 115 CHATHAM STREET, SANFORD, NC 27330, PHONE: 919-718-4657, TDD# 800-735-2962 (711) of the facts and circumstance of the alleged discriminatory acts or practice.

2. Upon receiving a housing discrimination complaint, the COMMUNITY DEVELOPMENT MANAGER shall acknowledge the complaint within 10 days in writing and inform the North Carolina Department of Commerce (NC DOC) - Rural Economic Development Division, and the North Carolina Human Relations Commission (NCHRC) about the complaint.

3. The COMMUNITY DEVELOPMENT MANAGER shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the CITY.

4. The COMMUNITY DEVELOPMENT MANAGER shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

This information is available in Spanish or any other language upon request. Please contact (Karen Kennedy) at (919-718-4657) or at (115 Chatham Street, Sanford, NC 27330) for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con (Karen Kennedy) al (919-718-4657) o en (115 Chatham Street, Sanford, NC 27330) de alojamiento para esta solicitud.
**Discrimination Complaints**

Visit the **NC Human Relations Commission** to file a discrimination complaint.

NC Office of Administrative Hearings Civil Rights Division  
[https://www.oah.nc.gov/civil-rights-division/housing-discrimination](https://www.oah.nc.gov/civil-rights-division/housing-discrimination)  

Visit **HUD's website** to file a discrimination complaint

[https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint](https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint)

Visit the **US Department of Justice** Civil Rights Division to file a discrimination complaint


The **NC Fair Housing Project of Legal Aid of North Carolina** is funded by a HUD Fair Housing Initiatives Program (FHIP) grant. The Fair Housing Project of NC is available to provide information concerning a person’s rights under the Federal Fair Housing Act. When necessary, staff can also assist victims of housing discrimination in filing a complaint with HUD or other appropriate administrative or judicial bodies. For more information, or if you believe you have been a victim of housing discrimination, call the FHP’s toll-free number: **1-855-797-FAIR (1-855-797-3247)**.

[https://www.fairhousingnc.org/](https://www.fairhousingnc.org/)
PROCUREMENT STANDARDS POLICY AND PLAN

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

POLICY

The CITY will comply with the terms and conditions of Federal and/or State funding that is awarded and accepted, including but not limited to, the terms and conditions of Grant Contract, and the Procurement Policy of the North Carolina Department of Commerce (DOC) Rural Economic Development Division (REDD) Community Development Block Grant Program (Procurement Policy), Title 2 C.F.R. Part 200, and HUD implementing regulations contained in 24 C.F.R. § 570.489(g) which are incorporated by reference and included herein to the extent of its applicability. The States were advised by HUD to develop their own procurement policies, and the NC CDBG-NR Program will use the 2 CFR Part 200 federal regulations, supplemented with NC General Statutes 143-64.31, 143-129, and 143-131 as guidance. The CITY, as the recipient of Federal and/or State CDBG funds, acknowledges its responsibility to and will adhere to the aforesaid North Carolina State and Federal Procurement Policies.

The CITY will, to the extent applicable, follow methods of procurement, procure by contracting with small, minority firms, women's business enterprises, and labor surplus area firms, when those entities offer the best level of knowledge, skills and abilities for professional services, and when those entities offer the knowledge, skills and abilities and are the lowest cost responsive, responsible bidders in building trade and related services. Additionally, the CITY will demonstrate contract cost and price awareness and adhere to awarding agency contract provisions (2 CFR Part 200, Appendix II, as applicable under 2 CFR Part 200.101(d)(1)).

PLAN

All procurement of goods and services by CITY with CDBG grant funds shall be accomplished in accordance with the regulations of Procurement Standards, where applicable. Recipient shall follow the procurement standards established in the “Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards” (2 C.F.R. Part 200) and HUD implementing regulations contained in 24 C.F.R. § 570.489(g), which explicitly prohibit cost plus a percentage of cost and percentage of construction cost methods of contracting. In addition, all purchase orders and contracts shall include any clauses required by Federal Statutes, Executive Orders, and implementing regulations including the Section 3 clause, per 24 C.F.R. 570.489 (g) and 24 C.F.R. 135.38, or the North Carolina General Statues applying to procurement in general by the North Carolina municipalities and counties.

When the Federal and State regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the CITY will adhere to the following guidelines during procurement of goods and services with Federal funds:

(a) Non-Competitive Negotiation: In all cases where goods or services are procured on the basis of one bid or proposal received, the CITY will follow established principles to verify the reasonable cost of the procurement and shall contact the State Agency supervising the grant program before making any contract award based on non-competitive negotiation. The CITY shall follow all noticing and advertising requirements prior to accepting the single source respondent. Written permission from the CDBG-NR Program shall be obtained prior to entering into a single source contract.

(b) Section 3: Section 3 certified businesses, underutilized businesses, including women-owned, and minority-owned enterprises, shall be included on bidders’ or professional services’ lists.
maintained by the CITY and such, firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for good and services.

(c) **Debarment:** Prior to any contract award, the CITY shall verify the contractor’s eligibility to participate in a federally-assisted program.

(d) **Conflict of Interest:** No consultant or bidder shall assist in the development of the Request for Proposals or in the Request for Qualifications posting in which the consultant or bidder has a direct or indirect interest. No consultant or bidder shall assist in the evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The CITY shall adhere to all applicable Federal and State conflict of interest regulations in making contract awards.

(e) **Professional Services Contracts:** Professional services shall be procured through the use of Request for Proposals (administrative services) or Request for Qualifications (engineering services). Respondents offering administrative services shall be selected on the basis of the best qualified respondent, taking price into consideration. Respondents offering engineering services shall be selected on the basis of the best qualified respondent, without regard for price. A written selection procedure shall be used to evaluate respondents, and those records maintained in the procurement files.

The CITY shall develop a written scope of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The selected engineering services respondent and the CITY shall then enter into competitive negotiations to arrive at a mutually agreeable price for engineering services. All contracts awarded through competitive negotiations shall be awarded strictly on the basis of the written selection procedure.

(f) **Construction and Repair Services:** Construction services shall be competitively bid using sealed bids, with the award going to the lowest responsive, responsible bidder. A minimum of three bids shall be received prior to opening the sealed bids.

- The CITY shall request references, or check references, of contractors or firms who are awarded contracts with Federal grant funds, and will request a written warranty for all goods and services provided through small purchases requests.

- The CITY shall not award any contract for federally-assisted projects on a contingency or cost plus percentage of cost basis.

- As applicable, the CITY will hold a pre-bid meeting and a pre-construction meeting for each bid under a CDBG project. A rating criterion for the bids might add points for attending the pre-bid meeting of contractors, but it is not prerequisite for the potential bidders.
LOCAL JOBS INITIATIVE
SECTION 3 PLAN

LOCAL ECONOMIC BENEFIT FOR LOW- AND VERY LOW-INCOME PERSONS

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

I. APPLICATION AND COVERAGE OF POLICY

The CITY is committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with the federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, the CITY OF SANFORD has developed and hereby adopts the following Plan:

The CITY will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 C.R.F. Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued thereunder.

This Section 3 covered project area for the purposes of this grant program shall include the CITY and portions of the immediately adjacent area.

The CITY will be responsible for implementation and administration of the Section 3 plan. In order to implement the CITY’s policy of encouraging local residents and local businesses participation in undertaking community development activities, the CITY will follow this Section 3 plan which describes the steps to be taken to provide increased opportunities for local residents and businesses.

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, the CITY will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Administration, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

The CITY will include the Section 3 clause and this plan in all contracts executed under this Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above deemed shall be included as well as sources of subcontractors and suppliers. The Section 3 Plan and the Section 3 minimum numerical goals shall be mentioned in the pre-bid meetings and the preconstruction meetings.

The Section 3 minimum numerical goals shall be met by the CITY if the minimum numerical goals are not met, an explanation and the efforts taken by CITY to meet the goals shall be described in the Annual Section 3 report. The report must be submitted along with the Annual Performance Report (APR) during the life of the grant.

Section 3 minimum numerical goals (the Section 3 regulations established thresholds and goals at 24 CFR 135.30):

Goals
- 30% of the aggregate number of new hires shall be Section 3 residents
• 10% of the total dollar amount of all covered construction shall be awarded to Section 3 business concerns.
• 3% of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

A Section 3 business concern is defined as a business where
• 51% or more of the business is owned by Section 3 residents or
• 30% or more employed staff are Section 3 residents; or
• 25% of subcontracts are committed to Section 3 businesses.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the County NCWorks agency ([https://www.ncworks.gov/vosnet/Default.aspx](https://www.ncworks.gov/vosnet/Default.aspx)) shall be notified and referred to the contractor.

Each contract for rehabilitation, replacement or new construction under the program, as applicable, for jobs having contracts in excess of $100,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in the project, prior to any contracting, major purchases or hiring, the CITY will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The CITY will then advertise the pertinent information regarding the project including all Section 3 required information. Rural Economic Development Division (REDD) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

The CITY will take the following steps to assure that low income residents and businesses within the community development project area and within the CITY are used whenever possible: (Describe below)

Where feasible, The CITY will place known qualified residents and businesses on solicitation lists, assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies; divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by residents and businesses; establish delivery schedule, where the requirements permits, which encourages participation by area for residents and businesses.

Please check the methods to be used for the Section 3 program in your community:

☐ The CITY will place a display advertisement in the local newspaper containing the following information:

  i. A brief description of the project
  ii. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
  iii. An acknowledgement that under Section 3 of the Housing and Community Development Act, local residents and businesses will be utilized for jobs, contracts and supplies in carrying out the project to the greatest extent feasible.
  iv. A location where individuals interested in jobs or contracts can register for consideration
  v. A statement that all jobs will be listed through and hiring will be done through the local office of the NCWorks agency ([https://www.ncworks.gov/vosnet/Default.aspx](https://www.ncworks.gov/vosnet/Default.aspx)); a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, of which the CITY will maintain a list for individuals and business concerns inquiring information.
Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

i. Advertisement in the local newspaper
ii. Posting of Section 3 Plan at the CITY HALL & CITY PLANNING
iii. CITY COUNCIL meeting when project activities and schedules are discussed
iv. Open meetings of Project Advisory Committee when everyone in neighborhood is invited
v. Notification to other agencies that provide services to low-income people.

Other (describe):

The CITY will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents
2. Encourage public works contractors to hire local area residents

The CITY will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

The CITY will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of REDD, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

The CITY shall report annually the Section 3 numbers using the form HUD 60002 to REDD at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

The CITY may require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.
V. SECTION 3 COORDINATOR CONTACT INFORMATION

Please provide the main contact in case that any complaint is received or general information is requested by the general public on Section 3 compliance (including name, phone number, address, and email):

CITY OF SANFORD
Main Office Mailing Address: PO Box 3729, Sanford, NC 27331
Main Office Physical Address: 225 E Weatherspoon Street, Sanford, NC 27330
Planning Department Physical Address: 115 Chatham Street Sanford, NC 27330
FAX: 919-775-8205

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<thead>
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<th>Contact Person:</th>
<th>Karen Kennedy</th>
<th>Marshall Downey</th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Community Development Manager</td>
<td>Planning &amp; Community Development Director</td>
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<td>Phone:</td>
<td>919-718-4657 ext 5391</td>
<td>919-718-4657 ext 5390</td>
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HUD PORTAL SECTION 3:
https://www.hud.gov/section3
SECTION 504 SELF - EVALUATION
24 CFR PART 8

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

INTRODUCTION

The following is a checklist of general requirements that recipients should consider in their self-evaluation efforts under Section 504 of the Rehabilitation Act of 1973, as amended. It should be used in conjunction with the United States Department of Housing and Urban Development (HUD)’s regulations at 24 CFR Part 8.

This checklist is designed to serve as a working guidance tool to help recipients focus on key issues that could affect the accessibility of their programs and practices. In developing answers to the questions, a recipient will be preparing most of the information that Section 504 requires. Use of the checklist should also assist a recipient in pinpointing areas where action is likely to be required to achieve compliance with Section 504. It should be emphasized, however, that this checklist is for reference purposes, and is not intended as a substitute for individual judgment or analysis of the pertinent regulations issued pursuant to Section 504. Any information in this checklist cannot be used as a sole basis for determining compliance with Section 504.

The government wide regulations do not prescribe a specific form. This self-evaluation was compiled from material by the Thompson Publishing Group Section 504 Compliance Handbook, the Department of Justice Civil Rights Division Technical Assistance Guide (TAG), report on Section 504 Self-Evaluation of U.S Department of Housing and Urban Development conducted programs and activities, and other HUD Region IV state checklists.

24 CFR - 8.51 Self-Evaluation

(a) Each recipient shall, within one year of July 11, 1988, and after consultation with interested persons, including individuals with handicaps or organizations representing individuals with handicaps: (1) Evaluate its current policies and practices to determine whether, in whole or in part, they do not or may not meet the requirements of this part; (2) Modify any policies and practices that do not meet the requirements of this part; and (3) Take appropriate corrective steps to remedy the discrimination revealed by the self-evaluation.

(b) A recipient that employs fifteen or more persons shall, for at least three years following completion of the evaluation required under paragraph (a)(1) of this section, maintain on file, make available for public inspection, and provide to the responsible civil rights official, upon request: (1) A list of the interested persons consulted; (2) a description of areas examined and any problems identified; and (3) a description of any modifications made and of any remedial steps taken.

INSTRUCTIONS

Completing the Evaluation: The questions in the evaluation are a guide to ensure Section 504 compliance. Answer each question with Yes, No, N/A, a description, list, or explanation. If a question does not apply to your local government, then write “N/A” next to the question and explain. Some questions require identification of modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, questions will require that additional information be supplied to complete the evaluation process. Please be sure to attach the local government grievance procedure and current nondiscrimination policy (e.g. excerpts from Human Resources personnel policies). The survey itself does not need to be adopted, but the grievance procedure and nondiscrimination policy do.
SECTION 504 SELF - EVALUATION SURVEY
24 CFR PART 8
CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

I. RECIPIENT INFORMATION

Date Survey/Evaluation Completed: July-August 2019

Name of local government staff person(s) and successors so titled responsible for Self-Evaluation and coordinating Section 504 Compliance:

CITY OF SANFORD
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<tr>
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<th>Christy Pickens</th>
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<tr>
<td>Phone:</td>
<td>919-718-4657 ext 5391</td>
<td>919-777-1131</td>
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II. PROGRAM POLICY

This section evaluates the program local government policies and their effect on individuals with disabilities. Please respond to the following questions by checking the appropriate box, and providing additional information where requested. In some instances, more than one box will be checked.

1. How does your agency incorporate provisions to ensure equal opportunity for individuals with disabilities into its policy and program initiatives?

   Equal opportunity for persons with disabilities is very important to the CITY. Equal Opportunity issues are discussed during CITY policy. The CITY has posted notices in public buildings and advertised the policy of non-discrimination, as well as providing discussions during CITY COUNCIL meetings. The CITY takes special effort to make interactions with the public amenable to all including those with disabilities or handicaps. Persons with disabilities requiring special accommodations are asked to contact the CITY at 919-718-4657, TDD Relay Service at 711, at least 48 hours prior to the scheduled meeting.

2. Does your agency provide opportunities when developing or amending its policies for qualified people with disabilities to participate as staff, consultants, or other visitors?

   Yes. CITY Hall is handicap accessible with equal access for all residents and visitors. The offices and Council Chambers are also located in an accessible area.

3. How does your agency support any needed accommodations for visitors, staff, or other meeting participants who may have disabilities (e.g., certified sign language or oral interpreter, a reader or taping printed material)?
The CITY has made notification to persons with disabilities especially those with vision and hearing impairments and will provide appropriate assistance to ensure program participation for all.

4. Is your agency able to modify its programs/activities, if necessary, to provide reasonable accommodations to individuals (staff or the public) with disabilities?
   ☒ YES (Specify efforts): Persons with disabilities requiring special accommodations are asked to contact the CITY CLERK at 919-777-1111 or COMMUNITY DEVELOPMENT MANAGER at 919-718-4657, TDD Relay Service at 711, TDD: 800-735-2962, at least 48 hours prior to the scheduled meeting.

5. Is agency staff aware that programs/activities may have to be modified in order to accommodate individuals with disabilities?
   ☒ YES (Specify efforts): Persons with disabilities requiring special accommodations are asked to contact the CITY CLERK at 919-777-1111, TDD Relay Service at 711, at least 48 hours prior to the scheduled meeting.

6. Does your agency notify individuals with disabilities that they may request reasonable accommodations, including modification of office policies? If so, please identify how such notification is provided, and to whom (public or staff)?
   ☒ YES (Specify efforts): Yes, 48 hours’ notice is requested to be provided and the public should inform CITY CLERK / COMMUNITY DEVELOPMENT MANAGER as provided in all advertisements of public hearings or notices.

7. Are there any instances where your agency has been unable to modify a policy because such modification would either fundamentally alter the nature of the program, or result in an undue financial or administrative burden?

   There are currently no known policies or practices that may create barriers for individual disabilities. The CITY Budget and Capital Improvements Plan include this information and are on file in the CITY Finance Office.

8. Is access for people with disabilities a consideration when your agency undertakes special policy related efforts?
   ☒ YES (Specify efforts): There is usually no problem in accommodation.

9. Do you have staff members who serve on an emergency evacuation committee to assist visitors and staff with disabilities?
   ☒ YES

   There is no designated emergency evacuation committee. However, in case of emergency all personnel present will assist visitors and staff with disabilities. The County is in charge of all emergency evacuations.

   ☐ NO (Comments):

10. Do staff members receive training in emergency evacuation?
    ☒ YES The County is in charge of all emergency evacuations. The CITY's police officers are trained.
    ☐ NO (Comments):

11. Please complete the chart below, using the following instructions:
a. Identify all of the policies and practices from your completed program policy section that do not or may not meet the requirements of Section 504, and may create barriers for individuals for individuals with disabilities:

   There are currently no known policies or practices that may create barriers for individual disabilities.

b. List all proposed actions or actions that have been or will be taken by your Agency to modify your policies/practices to ensure compliance with Section 504

   There are no proposed actions to modify policies/practices at this time.

c. Has the proposed action/action been identified as a financial and administrative burden? If so, how the conclusions were reached and list any alternative actions that may be taken that do not constitute a financial and administrative burden.

   The CITY will evaluate whether the actions need to be obtained for Community Capital Improvements or provided on a case to case basis.

d. List target dates for which action may be taken by your Agency to modify your policies/practices

   Since there are no proposed actions to modify policies and practices there are no target dates at this time.

<table>
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<tr>
<th>Barrier Identified</th>
<th>Proposed Actions/Modification to Remove Barrier</th>
<th>Could the action result in an undue financial/admin. burden or alter the nature of the Program/Activity (if yes, please identify how the conclusion was reached and list any alternative actions)</th>
<th>Target date of action</th>
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III. PROGRAM ACCESS

1. Describe the analysis of all programs and activities and all aid, benefits and services to determine the degree to which they are accessible to qualified handicapped persons:

   Analysis of all programs and activities are performed yearly per HUD CDBG grant requirements. Procedures for providing program access are clearly stated. CITY advertisements include statements regarding non-discrimination on the basis of disabilities. The Section 504 contact person’s name, address and phone numbers are listed in printed materials.

2. Describe methods that have been used to involve handicapped persons (or organizations representing handicapped persons) in the development of activities designed to achieve program accessibility:

   The CITY disseminates information to all agencies that deal with persons with disabilities in the jurisdiction.

3. Are there boards, councils or similar bodies on which program participants sit?

   ☑ YES- List steps to ensure equal opportunities for selection to, and participation in, such boards by persons with disabilities:
It is the CITY’s policy to ensure effective communication with applicants, program participants, and members of the public by providing auxiliary aids where necessary so that individuals with disabilities (particularly persons with impaired vision or hearing) can have the opportunity to participate in, and enjoy the benefits of programs and activities. The CITY requests that notice be given 48 hours before the scheduled meeting.

4. Does the local government notify participants, applicants, beneficiaries, employees, unions of professional organizations, and the general public (posted notices, newspaper ads, office memoranda, etc.) that the grantee does not discriminate on the basis of disability in its federally assisted programs and activities?

☑ YES- Briefly describe the methods used to notify the public about non-discrimination policies:

All notices in the paper or announcements have the following statement: The CITY does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment or employment in the CDBG program and activities. Persons with disabilities requiring special accommodations should contact the CITY CLERK at 919-777-1111 or COMMUNITY DEVELOPMENT MANAGER at 919-718-4657, TDD Relay Service at 711, TDD: 800-735-2962 at least 48 hours prior to the scheduled meeting.

IV. PUBLIC OUTREACH

A. COMMUNICATION AND NOTIFICATION

1. Does the recipient engage in any meetings or oral presentations, printed materials, advertisements, or other methods to recruit program participants, or otherwise inform persons or the program’s existence?

☑ YES- Describe briefly the activities involved and the materials used.

CITY COUNCIL meetings are posted on the CITY’s website and the CITY bulletin board in CITY HALL. Special-called meetings (such as public hearings) are additionally in the newspaper. These meetings inform the public of all happenings within the CITY.

2. Has the local government taken appropriate steps to ensure effective communication with applicants, program participants, and members of the public by providing auxiliary aids where necessary so that individuals with speech, vision, or hearing impairments can have the opportunity to participate in, and enjoy the benefits of local government programs and activities?

☑ YES- Proceed to Question 3
☐ NO- Modification or corrective action:

3. Describe approaches and special procedures adopted to ensure effective communications with project beneficiaries and/or members of the general public with disabilities, especially those vision, speech, and hearing impairments (Methods include, but are not limited to: provision or auxiliary aids or presentation or materials in alternative formats qualified sign language and oral interpreters, readers, or the use of taped, large print, closed-captioned video, and Braille materials.)

The CITY will provide large print and closed captioned video when necessary. Other methods include, but are not limited to, provision of auxiliary aids, presentation materials in alternative formats, qualified sign language and oral interpretation, or readers upon request.

4. Describe how the local government advertises to the public availability of auxiliary aids and services for effective communication to participate in the local government programs and services.
The CITY states in advertisements and notices that it does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment or employment in the CDBG program and activities. Persons with disabilities requiring special accommodations should contact the CITY CLERK at 919-777-1111 or COMMUNITY DEVELOPMENT MANAGER at 919-718-4657, TDD Relay Service at 711, TDD: 800-735-2962 at least 48 hours prior to the scheduled meeting.

5. Describe how the local government will ensure that meetings, hearings, and conferences will be accessible for individuals with communication disabilities.

The CITY will provide written materials to individuals with visual or hearing disabilities.

6. Describe how an individual with a disability may request assistance and express their preference for auxiliary aids and services from the local government.

Persons with disabilities requiring special accommodations should contact the CITY CLERK at 919-777-1111 or COMMUNITY DEVELOPMENT MANAGER at 919-718-4657, TDD Relay Service at 711, TDD: 800-735-2962 at least 48 hours prior to the scheduled meeting.

7. Describe how the local government will provide auxiliary aids or services on request.

The CITY will provide aids as necessary and upon request.

8. List steps to ensure inclusion or a notice of the recipient's compliance with Section 504 in all materials and advertisements.

The CITY monitors Section 504 compliance through annual reporting. The CITY states in advertisements and notices that it does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment or employment in the CDBG program and activities. Persons with disabilities requiring special accommodations should contact the CITY CLERK at 919-777-1111 or COMMUNITY DEVELOPMENT MANAGER at 919-718-4657, TDD Relay Service at 711, TDD: 800-735-2962 at least 48 hours prior to the scheduled meeting.

9. Has the local government installed a reader, developed Braille materials, audio recordings or other similar services and devices for persons with impaired vision?

☐ YES
☒ NO- Modification or corrective action: Upon request for such services/devices the CITY will evaluate whether the service/device needs to be obtained for Community Capital Improvements or provided on a case to case basis.

10. Does the recipient provide services or information to the general public over the telephone?

☒ YES- Is a teletypewriter (TTY - also referred to as a Telecommunication Device for the Deaf - TDD) or other equally effective system available so that public entities can communicate with individuals with hearing or speech impairments?

The CITY utilizes the State telecommunication system.

☐ NO- List steps to ensure effective communications with individuals with hearing or speech impairments. This can include providing a TTY or relying on a third-party relay service. The Justice Department encourages public entities that have extensive phone contact with the public to have TTYs to assure more immediate access.

11. What is the TTY/TDD number listed in directories and disseminated information?

TDD Relay Service at 711 or TDD: 800-735-2962. The CITY utilizes existing telecommunication devices provided by the State for this purpose.
12. Is signage concerning the location of TTY-equipped pay phones or portable TTYs available?

☐ YES
☒ NO- Not applicable as the CITY uses State facilities.

13. Are all 911 emergency response centers equipped with TTYs or other equally effective technology to make the service accessible to individuals with hearing or speech impairments? Separate, seven-digit phone numbers and/or reliance on a third-party relay service is not an acceptable alternative for making 911 services accessible.

☒ YES: The County takes care of all 911 requests and forwards to the appropriate facility.
☐ NO- Modification or corrective action:

14. Is signage at inaccessible entrances directing people with disabilities to an accessible entrance or a location with information about an accessible entrance?

All meeting areas have been chosen to be accessible to all citizens.

☒ YES On the occasion that an entrance would not be accessible a sign will be posted.
☐ NO- Modification or corrective action:

15. What steps, if any, have been taken to ensure that all of the programs' web site(s) are accessible?

The CITY’s website is accessible.

16. List all local government activities where a sign language and/or oral interpreter, readers, and assistive listening devices might be needed to ensure that persons with hearing and visual impairments can fully participate in the program or activity (e.g. securing services in expeditious manner, department responsible for ensuring such services, policy source and date, date policy distributed to staff).

All CITY COUNCIL meetings, when requested 48 hours before the meeting, accommodations will be made. Other events can include emergencies and local festivals/events.

B. INFORMATION DISSEMINATION

1. Can copies of written materials be reasonably obtained by individuals with disabilities?

☒ YES ☐ NO

2. Have disability groups been included in the dissemination process?

☒ YES ☐ NO

3. Does the local government use all available print and broadcast media to ensure that all individuals with disabilities receive appropriate notification?

☒ YES ☐ NO

4. Does the local government disseminate information to all agencies or organizations that deal with persons with disabilities in the local government service jurisdiction?

☒ YES ☐ NO

5. Does all of the information disseminated by the local government include current non-discrimination policies?

☒ YES ☐ NO
NO to any questions above - Modification or corrective action:

C. PRINTED MATERIALS
1. Are written materials including posters with non-discrimination notices placed in physically accessible locations?
   ☑YES ☐NO
2. Can small print of posted announcements be read from a wheelchair?
   ☑YES ☐NO
3. Are all words in printed materials clearly legible?
   ☑YES ☐NO
4. Would color blind individuals be able to distinguish all contents in printed materials?
   ☑YES ☐NO
5. Are representations of disabled individuals free of patronizing stereotypes?
   ☑YES ☐NO
6. Do graphics in printed material permit easy reading of the contents?
   ☑YES ☐NO
7. Is all necessary program information included in printed material?
   ☑YES ☐NO
8. Are procedures for providing program access to disabled individuals stated clearly?
   ☑YES ☐NO
9. Do all appropriate local government documents include policy statements about non-discrimination on the basis of disabilities?
   ☑YES ☐NO
10. Are the Section 504 contact person’s name, address, and phone number listed in printed material?
    ☑YES ☐NO

NO to any questions above - Modification or corrective action:

V. PROGRAM ELIGIBILITY/ADMISSION CRITERIA
1. Are there any limitations on the number of qualified persons with disabilities who may participate in or be admitted to the program?
   ☑YES- List steps to be taken to eliminate the limitations.
   ☐NO
2. Has the local government examined all policies pertaining to program eligibility and admission criteria to determine if they had the purpose or effect of excluding or limiting the participation of individuals with disabilities in local government’s programs and activities?
   ☑YES
   ☐NO- Modification or corrective action:
3. Has the local government, in examining its polices on program eligibility and admission criteria, paid particular attention to those incorporating or establishing: (1) physical or mental fitness or performance requirements; (2) safety standards; (3) testing requirements; (4) educational requirements; (5) work experience requirements; (6) income level requirements; (7) credit rating requirements; (8) requirements based on disability; (9) requirements that prohibit participation because of disability; and (10) insurability requirements?

☑️ YES
☐ NO- Modification or corrective action:

4. Has the local government altered or eliminated policies that have the direct or indirect effect of excluding or limiting the participation of individuals with disabilities in local government's programs and activities?

☐ YES- List any policies that have been altered or eliminated.
☐ NO- Modification or corrective action:
☒ N/A- Explain (e.g. no such policies found in review), then proceed to Question 6.

5. Has the local government communicated the policy changes to staff members and the public?

☐ YES
☐ NO- Modification or corrective action: N/A- no changes

6. Are any criteria or tests used in the admission process?

☐ YES – Proceed to Question 7
☒ NO- Proceed to Question 8

7. List all criteria (e.g., good health, residency requirements, letters of recommendation) and tests (including the skill, level of achievement, or other factors being tested, whether they are written or oral tests and the method of administration) used in the admissions process, that have or could have a disproportionately adverse impact on program applicants with disabilities. Discuss briefly the potential negative impact for each and indicate how they relate to the program. Discuss alternative criteria or tests that will be used to ensure nondiscrimination. The use of a criterion or test may have to be suspended as long as this does not result in an undue hardship or fundamental alteration to the program. None

8. List steps to be taken to make potential program participants, including those with hearing and vision impairments and learning disabilities, aware of alternative testing/criteria and interview processes.

N/A, there is no testing criteria for program eligibility.

9. List steps to provide admission forms in alternative formats.

N/A. Program participants are informed to request assistance as needed. Due to the limited staff and funding resources, to relieve undue financial and admin burdens, any and all requests for accommodations and modifications for individuals with disabilities are handled on a case-by-case basis and/or upon request for assistance.

10. List steps to ensure that applicants are not asked pre-admission inquiries as to the nature and extent of a disability, and that no forms or other written materials make mandatory inquiries related to disability.

Due to various federal program requirements, overall program participants are asked of disability status on admission forms. However, the status indicated by the potential program participant does not impact the applicant’s eligibility to participate in community programs.
VI. PROGRAM PARTICIPATION

1. Are post-admission inquiries made regarding disability status to make accommodations for persons with disabilities?

☐ YES - List steps to ensure that information is gathered voluntarily, not used to adversely affect any person with a disability and kept confidential.
☒ NO - There are no post-admission inquiries. Any request of disability status in regard to program participation is only for program reporting, not for program eligibility requirements.

2. Is there an orientation for new participants?

☐ YES - Describe briefly the orientation and materials used, and list steps to ensure effective communications and usable materials in alternative formats for all participants.
☒ NO - Via the citizen participation process, potential program participants are informed to request assistance as needed

3. Review all written materials, tools, equipment or other aids or devices used for the program. Do any need modification?

☐ YES - List steps such as the provision of auxiliary aids and equipment modification to ensure that program materials and equipment are accessible and usable.
☒ NO - All requests for assistance are handled on a case-by-case basis.

4. Would any steps pose an undue financial or administrative burden?

☐ YES - List alternative methods of providing accessibility that would not impose an undue financial or administrative burden.
☒ NO - The CITY does not have specific tools or equipment at this time. Upon request for such services/devices the CITY will evaluate whether the service/device needs to be obtained for community Capital Improvements or provided on a case-to-case basis.

5. Are any of the following services or benefits provided to program participants? (Check all that apply. If none provided, proceed to Question 6.) None

☐ Transportation services
☐ Health services and insurance/benefits
☐ Housing
☐ Counseling services
☐ Employment services
☐ Food services
☐ Financial aid
☐ Social, recreational or athletic activities

List steps to ensure that:

- The service/benefit is equally effective for and usable by persons with disabilities
- The administration of the service/benefit will be free from discrimination based on disability
- Communications will reach all persons, including those with hearing and sight impairments
- Effective application procedures to receive the services exist for persons with disabilities, including those with hearing and vision impairments.

6. List steps to ensure that information concerning program schedules and activities are effectively communicated to all program participants, including those with impaired vision, speech, and hearing.

Via the citizen participation process and program notices, citizens are informed to request assistance as needed. Upon request for such services/assistance the CITY will evaluate whether the
service/device needs to be obtained for community Capital Improvements or provided on a case-to-case basis.

VII. EMPLOYMENT POLICY AND PRACTICE

A. GENERAL

1. Describe and discuss safeguards that have been used to ensure that all employment decisions are made without discrimination on the basis of handicap, and that such decisions do not limit, segregate or classify applicants or employees based on handicap in a way that adversely affects their opportunities or status.

   All employment decisions are made without discrimination. The CITY is an equal opportunity employer and communicates as such on public notices.

2. Describe procedures that have been established to make certain that there are no formal relationships regarding employment (e.g. those with labor unions, employment agencies, and so forth) that have the effect of discriminating against qualified persons with disabilities.

3. Does the local government have 15 or more employees (full or part-time)?

   ☑ YES ☐ NO

4. Do the local government’s hiring and promotion practices prohibit discrimination against otherwise qualified handicapped individuals (not a separate policy)?

   ☑ YES- Proceed to Question 5.
   ☐ NO - Modification or corrective action:

5. Analyze the following aspects of employment and describe any alterations to make certain that no discrimination based on disability exists, including discrimination that occurs due to an inaccessible facility:

   • Recruiting and advertising
   • Processing applications
   • Interviewing and orientation
   • Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring
   • Rates of pay or any other form of compensation and changes in compensation
   • Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists
   • Leaves of absence, sick leave or any other leave
   • Fringe benefits (opportunities for and financial support of training opportunities, conferences, health and insurance benefits) available by virtue of employment, regardless of whether they are administered by the recipient
   • Selection and financial support for training, including apprenticeship, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training
   • Employer-sponsored activities, including social and recreational programs
   • Any other term, condition or privilege of employment
There are no modifications or alterations necessary.

B. EMPLOYMENT CRITERIA

1. Does the local government administer tests which accurately reflect the applicant's or employee's job skills or aptitude rather than the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test is designed to measure)?

☐ YES- Please answer Question 2.
☐ NO- Modification or corrective action:
☒ N/A Explain (e.g. no such test/criteria used), then proceed to Next Section: Pre-Employment Inquiries.

2. What employment tests or criteria are used for judging potential employees and describe procedures to ensure that these criteria or tests do not discriminate against persons with disabilities, unless they are shown to be consistent with job necessity?

3. If the local government uses an employment test or other criteria for selection that screens out or tends to screen out individuals with disabilities, can the local government show that the test score or other selection criteria is job related?

☐ YES- Please answer Question 4.
☐ NO- Modification or corrective action:
☒ N/A Explain (e.g. no such test/criteria used), then proceed to Next Section: Pre-Employment Inquiries.

4. Describe methods to identify the job-related characteristics of tests and criteria used in employment decisions, since job-related tests are permitted even if they screen out persons with disabilities.

C. PRE-EMPLOYMENT INQUIRIES

1. Describe steps to ensure that no pre-employment inquiries are made as to whether an applicant is a person with a disability or as to the nature or severity of a disability. Is the local government aware that it cannot make a pre-employment inquiry or conduct a medical examination of an applicant to determine whether the individual is a person with disability unless the local government is undertaking affirmative action efforts or conditioning an offer of employment on the results of a medical examination given to all prospective employees in the same job category?

☒ YES- Proceed to Question 2.
☐ NO- Modification or corrective action:

2. Does your organization conduct or require any medical examinations after making conditional offers of employment? Has the local government informed job applicants that an employment offer may be conditioned on the results of a medical examination if all entering employees in a job category must take an examination regardless of disability, and the examination accurately reflects the employee's job skills?

☐ YES- Proceed to Question 3.
☒ NO- Modification or corrective action: Job duties and requirements are communicated in employment opportunities or notifications. (Example: lifting requirements.) No medical exams

3. Has the information obtained by the local government concerning the medical condition or history of job applicants been collected and maintained on separate forms and accorded confidentially as medical records?
☐YES - Describe procedures to ensure that (a) all entering employees in that position are subject to medical exams, (b) all offers of employment are conditional based on the results of the exams, (c) the medical results gathered are not used in a discriminatory manner, and (d) all information gathered is kept confidential.

☒NO- Modification or corrective action:  No medical exams

4. Review job application forms and interview questions to ensure that applicants are not asked about the existence of or nature or severity of a disability. Inquiries about the candidate’s ability to perform job functions are permitted. Ensure that applicants are not asked about their relationship or association with an individual with a disability. List any job forms and questions that were amended.

   No job forms or questions were amended.

5. Review existing job descriptions for each job position in your organization. Determine the essential and marginal functions of job positions in the organization and identify what job accommodations can be made, when necessary, for an applicant or employee. List any job descriptions that were amended.

   No job forms or questions were amended.

6. Describe any training or other measures taken to ensure that employees and supervisors do not subject individuals with disabilities to discrimination because insensitivity or lack of knowledge.

   New employees are informed of the CITY’s equal employment policies and procedures during orientation, and staff are updated as needed by human resources.

7. When the local government is undertaking affirmative action efforts, voluntary or otherwise, and inviting applicants for employment to indicate whether and to what extent they are disabled, does the local government meet the following conditions:
   a) State clearly either orally or in writing that the requested information is intended for the local government’s affirmative action efforts?
      ☒YES ☐NO
   b) State clearly that the information is being requested on a voluntary basis, that it will be kept confidential and that refusal to give the information will not subject the applicant or employee to any adverse treatment?
      ☒YES ☐NO

   NO to any questions above - Modifications or corrective action:

VIII. OUTSIDE PERSONS AND ORGANIZATIONS

1. List below all outside persons and organizations that are involved in the provision of any aid, benefit or service for the program as discussed in Sections II through IX. Include secondary recipients in your discussion.

   Outside services are provided on a case-by-case basis as needed.

2. List steps to inform those listed in Question Number One of the organization’s commitment to nondiscrimination on the basis or disability.

   Any outside providers are notified of the CITY’s nondiscrimination policies and procedures in public notices, solicitation for services, and contracts.
3. List those persons or organizations from Question Number One that receive significant assistance from the organization in the provision of aids, benefits or services to program participants. For example, list organizations which rent or otherwise use your facilities; that depend on your organization for informing its participants of the aid, benefit or service; that have employees of your organization spending time to assist in or coordinate the provision of the aid, benefit or service; and so forth.

   Outside services are provided on a case-by-case basis as needed.

4. List steps to ensure that persons or organizations listed in Question Number Three do not discriminate on the basis of disability in the provision of any aid benefit or service to your program participants. Such steps may include changes in the program, facility alterations, and/or changes in or discontinuation of the relationship.

   Outside providers are notified of the CITY’s nondiscrimination policies and procedures in public notices, solicitation for services, and contracts. Evaluation of compliance with the CITY’s policies/procedures are conducted on a case-by-case basis.

IX. USE OF CONTRACTORS

1. List contractors that are used by the agency to conduct programs or activities on behalf of the agency.

   Various contractors are utilized through program implementation.

2. Describe steps that have been taken to ensure that agency procurement officials understand Section 504 requirements as they apply to contractors.

   Contractors are notified of the CITY’s nondiscrimination policies and procedures in public notices, solicitation for services, and contracts. Provisions are included in contracts as well as provisions for noncompliance.

3. Provide language included in agency contracts to ensure that contractors are aware of their obligations to take steps to facilitate the participation of individuals with handicaps in programs and activities they operate on behalf of the agency.

   Various non-discrimination provisions are included in contracts and are available for review upon request.

4. Indicate the appropriate policy source to include information about Section 504 requirements as they apply to contractors.

   Contract non-discrimination provisions are amended, as needed, depending on funding source of the contract.

5. Give a date that the policy was established and distributed to staff and give a citation for the policy.

   Policy sources in contract non-discrimination provisions are amended, as needed, depending on funding source of the contract.

X. GRIEVANCE PROCEDURES
1. What procedures have been established to ensure that at least one person has been designated to coordinate compliance with Section 504?

   A grievance procedure has been produced. See Attachment 2.

2. Have there been obvious difficulties or complaints about the local government services from individuals with disabilities?

   ☑️ YES – Proceed to Question 3
   ☐ NO- Proceed to Question 4.

3. Describe how resolution of complaints and steps to resolve concerns/complaints is documented?

   A grievance procedure has been produced. See Attachment 2.

4. What written procedures have been established to ensure that appropriate initial and continuing steps to notify participants, beneficiaries, applicants, etc. that the local government does not discriminate on the basis of handicap (24 CFR 8.54)?

   A grievance procedure has been produced. See Attachment 2.

5. Does the local government have a written grievance procedure/policy for handling the prompt and equitable resolution of any complaints of discrimination based on disability?

   ☑️ YES- ATTACH a copy of the current local government policy which should include the date the policy was established, the date the policy was distributed to staff, and the citation for the policy.
   ☐ NO- Modification or corrective action:

6. Has the local government adopted procedures that incorporate due process standards and allow for prompt resolution of any complaints or alleged discrimination based on disabilities (24 CFR 8.53)?

   ☑️ YES - ATTACH a copy of your current grievance procedures and the name of the person or unit responsible for receiving and processing complaints.
   ☐ NO- Modification or corrective action:

7. Has the local government notified staff and program participants about the grievance procedures?

   ☑️ YES
   ☐ NO- Modification or corrective action:

8. Is the grievance procedure and/or nondiscrimination policy published in the newspaper at least once a grant cycle (or once a year)?

   ☑️ YES
   ☐ NO- Modification or corrective action:

9. Does the grievance procedure inform individuals of their rights to file a complaint with a state or federal agency and include the agency’s addresses?

   ☑️ YES
   ☐ NO- Modification or corrective action:

_HUD PORTAL SECTION 504:_


[https://www.hud.gov/program_offices/fair_housing_equal_opp/disability_main](https://www.hud.gov/program_offices/fair_housing_equal_opp/disability_main)
CITY OF SANFORD

POLICY OF NONDISCRIMINATION
ON THE BASIS OF
HANDICAPPED/DISABLED STATUS

CITY OF SANFORD does not discriminate on the basis of handicapped/disabled status in the admission or access to, or treatment or employment in, its federally assisted programs or activities.

KAREN KENNEDY
COMMUNITY DEVELOPMENT MANAGER
CITY OF SANFORD
PO BOX 3729
115 CHATHAM STREET
SANFORD, NC 27330
Phone: 919-718-4657
TDD: 800-735-2962 (711)

The COMMUNITY DEVELOPMENT MANAGER / HUMAN RESOURCES DIRECTOR, and successors so titled, have been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8. dated June 2, 1988).
ATTACHMENT 2

COMPLIANCE OFFICER/GRIEVANCE PROCEDURE

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

The CITY COUNCIL of the CITY OF SANFORD, North Carolina, hereby designates the COMMUNITY DEVELOPMENT MANAGER / HUMAN RESOURCES DIRECTOR, and successors so titled, to serve as Section 504 Compliance Officer(s) throughout the implementation of the CITY OF SANFORD FY 2018 CDBG Program.

Citizens with Section 504 grievances may do so at any point in the program. The CITY will respond in writing to written citizen grievances. Citizen grievances should be mailed to: COMMUNITY DEVELOPMENT MANAGER, CITY OF SANFORD, PO BOX 3729, 115 CHATHAM STREET, SANFORD, NC 27330, PHONE: 919-718-4657. The CITY will respond to all written citizen grievances within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any action prohibited under Section 504, a meeting with the compliance officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to:
North Carolina Department of Commerce, Rural Economic Development Division, 4346 Mail Service Center, Raleigh, NC 27699-4346, or physical address 301 N. Wilmington Street, Raleigh, NC 27601, Phone: (919) 707-9189, TDD: (800) 735-2962 or 711.

This information is available in Spanish or any other language upon request. Please contact (Karen Kennedy) at (919-718-4657) or at (115 Chatham Street, Sanford, NC 27330) for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con (Karen Kennedy) al (919-718-4657) o en (115 Chatham Street, Sanford, NC 27330) de alojamiento para esta solicitud.
The primary goal of the Citizen Participation Plan is to provide citizens, especially low and moderate income citizens of the community where CDBG-funded activities will take place, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. The Citizen Participation Plan is required by Section 104(a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a)(6). The plan is vitally important to the success of CDBG-funded activities undertaken by local governments. Compliance with the plan reduces the number of legal challenges and citizen complaints against the local government recipient.

1. **INTRODUCTION**

Pursuant to Title I of the Housing and Community Development Act of 1974, as amended, the CITY, which receives Community Development Block Grant funds, has prepared a written citizen participation plan. Through this plan, citizens will be provided adequate opportunity for meaningful involvement on a continuing basis and for participation in planning, implementation, and assessment of the City’s Community Development Program. The CITY shall provide adequate information to citizens, hold public hearings at the initial stage of the planning process and throughout the program to obtain the views and proposals of citizens, and provide citizens an opportunity to comment on the CITY’s past performance. This Citizen Participation Plan is to serve as a citizen’s guide to interacting with the Community Development Program in a meaningful way and to establish a process whereby citizen participation requirements will be met.

2. **OBJECTIVES OF THE PLAN**

The objectives of this Citizen Participation Plan are to:

1. Provide citizens with adequate information on a timely basis concerning the amount of funds available for proposed community development and housing activities, the range of activities that may be undertaken, and other important program requirements;

2. Provide citizens an opportunity to (a) participate in the development of the application and encourage the submission of written views and proposals particularly by residents of blighted...
neighborhoods or citizens of low- and moderate-income; (b) provide for timely responses to
the proposals submitted; (c) schedule hearings at times and locations which permit broad
participation; and (d) serve on an advisory committee to the project;

3. Provide for public hearings to obtain the views of citizens on community development and
housing needs and a timetable specifying when and how the objectives of this Plan will be
achieved;

4. Provide for timely and responsive answers to written complaints and give citizens an
opportunity to submit comments concerning the CITY’s community development
performance;

5. Provide technical assistance on a timely basis through staff or other resources to citizen
advisory groups, and upon request of groups of low- and moderate-income persons and
groups of residents in blighted neighborhoods; and

6. Assure necessary record keeping documenting that this Plan has been followed in a manner
to achieve full involvement of citizens in all stages of the program, and provide documents
relevant to the Community Development Program for public review. Citizens wishing to
review documents shall submit a written request to KAREN KENNEDY, COMMUNITY
DEVELOPMENT MANAGER, CITY OF SANFORD, PO BOX 3729, SANFORD, NC 27331-
3729, PHONE: (919) 718-4657 X 5391. Once a written request is received, the City will
make contact within five (5) business days to set up an appointment to view documents.
Information of a personal nature, e.g., family income, social security number, etc. are not
public record and will not be provided consistent with applicable State and local laws
regarding personal privacy and obligations of confidentiality.

3. CITIZEN INVOLVEMENT

The citizens of the CITY OF SANFORD will be invited to participate in this program through public
hearings and solicitation of written views and proposals. Through these mediums, all citizens will be
afforded an opportunity to present their housing and community development needs, suggestions, and
comments on the CITY’s past performance.

4. CITIZEN ACCESS TO RECORDS

The CITY will provide for full and timely disclosure of information and program records consistent with
Subsection .0911 (Recordkeeping) of the North Carolina Community Development Block Grant Program
Regulations (4 NCAC 19L). Such records and information relevant to the program will be made available
in the Community Development Office of the Buggy Building, 115 Chatham Street, during regular office
hours for citizens’ review and copying upon request, either written or oral. Included are the following:

1. All mailings and promotional material;

2. Records of public hearings;

3. All key documents such as prior applications, letters of approval, grant agreements, the
citizen participation plan, performance reports, progress reports, fair housing provisions,
environmental assessments, procurement policies and other reports and documentation
required by the Department of Commerce (DOC), and the proposed and approved
application for the project; and

4. A copy of regulations and issuances governing the program.

5. TECHNICAL ASSISTANCE

The staff of the CITY shall provide technical assistance to individual citizens and citizen groups,
especially those groups representative of persons of low or moderate income, as may be required to
adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s). Technical assistance may be obtained by contacting the Mayor of the CITY or the Citizen Participation Coordinator.

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

6. TIMELY INFORMATION & SUBMISSION OF VIEWS & PROPOSALS

The citizen participation process will begin approximately 60-90 days prior to the established deadline for submission of an application.

The CITY’s local newspaper is THE SANFORD HERALD and will be the primary medium for dissemination of important program information. All advertisements for public notice will be published in this newspaper.

At a minimum, the CITY shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process, hold a public hearing prior to submission of the application, and hold a public hearing prior to close-out of the program to provide an opportunity for citizens to comment on the recipient's CDBG program performance.

The purpose of the first hearing at the planning stage of application development will be to disseminate program information, obtain citizen views on community development and housing needs, priorities, and citizen comments on the CITY's past performance. A second hearing will be held prior to the submission of the pre application or full application for additional written comments and review of the application.

Persons wishing to object to the approval of an application by DOC shall make such objection in writing. DOC will consider objections made only on the following grounds:

1. The CITY’s description of the needs and objectives is plainly inconsistent with available facts and data.

2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the CITY.

3. The application does not comply with the requirements of Subsection 1002 (Citizen Participation) of the Program Regulations or other applicable laws.

All objections shall include an identification of the requirements not met. In the case of objections made because the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the program amendment process shall include the following:

1. The CITY, when proposing amendments which require prior DOC approval in accordance with Subsection .0910 (Program Amendments) of the North Carolina Community Development Block Grant Program Regulations, will be required to conduct one public hearing prior to submission of the amendment to DOC.

2. The CITY shall respond to written citizen objections and comments within ten calendar days of receipt of the citizen comment.
3. Persons wishing to object to the approval of an amendment by DOC shall make such objection in writing. DOC will consider objections made only on the following grounds:
   
a) The CITY’s description of needs and objectives is plainly inconsistent with available facts and data.

b) The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the CITY.

c) The amendment does not comply with the requirements of Subsection .1002 (Citizen Participation) of the Program Regulations or other applicable laws and regulations.

d) Such objections shall include an identification of the requirements not met. In the case of objections made because the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objection shall include the data upon which the objection is based.

Citizen participation in the program closeout process shall include the following:

1. The CITY shall conduct one public hearing to assess program performance during the grant closeout process and prior to the actual closeout of the grant.

2. The CITY shall continue to solicit and respond to citizen comment until the grant program is closed.

Citizen participation during program implementation shall include the following:

Citizens shall have the opportunity to comment on the implementation of the Community Development Program throughout the term of the program. The CITY shall solicit and respond to written views and proposals of citizens in writing within 10 calendar days of receipt of the citizen comment.

1. Persons may submit written comments to DOC at any time concerning the CITY’s failure to comply with the requirements contained in this Citizen Participation Plan.

2. All records of public hearings, citizens' comments, responses to comments and other relevant documents and papers shall be kept in accordance with Subsection .0911 (Recordkeeping) of the Program Regulations.

All public hearings will be held in the Council Chambers located at the SANFORD MUNICIPAL CENTER, 225. W. WEATHERSPOON STREET. Notice of the hearings will be given by advertisement once in the non-legal section of THE SANFORD HERALD not less than 10 days or more than 25 days before the date of the hearing. The advertisement will indicate the date, time, place, and procedures of the hearing and the topics that will be considered.

In the event that a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, the CITY will arrange to provide an interpreter at the hearing to ensure the participation of and the dissemination of information to the non-English speaking persons.

Public hearings will be held at times and locations convenient to actual or potential beneficiaries and will be held in facilities that are accessible to the handicapped.

7. RESPONSE TO PROPOSALS OR COMPLAINTS

The CITY views citizen participation as a valuable aspect of its Community Development Program. Through this Citizen Participation Plan, citizens are afforded an opportunity to express their community development and housing needs and preferences about how funds may be spent in their neighborhoods.
Citizen or citizen groups are encouraged to submit written proposals or complaints at any stage during the Community Development Program. These comments should be submitted to: KAREN KENNEDY, COMMUNITY DEVELOPMENT MANAGER, CITY OF SANFORD, PO BOX 3729, SANFORD, NC 27331-3729, PHONE: (919) 718-4657 X 5391. When written proposals or written complaints are received, the CITY will make a written response within ten (10) calendar days after receipt.

If the citizen is still dissatisfied after the CITY OF SANFORD’s response, then they can write a letter to the NC Department of Commerce, Rural Economic Development Division/State CDBG Program, 4346 Mail Service Center, Raleigh, NC 27699-4346 - Attention: Citizen Participation Matter. State program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814-4663.

8. CITIZEN PARTICIPATION PLAN CERTIFICATION

The CITY hereby assures and certifies that a citizen participation plan has been written and will be followed as required by Section 104 of the Housing and Community Development Act, as amended. The citizen participation plan:

1. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blight areas, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction.

2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee’s proposed use of funds.

3. Provides for technical assistance to groups’ representative of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions to all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped.

5. Provide information to citizens whose homes will be affected by the project through distribution of notices of meetings and public hearings directly to the project residents or through local agencies or organizations, both public and private.

6. Provides for a timely written answer to written complaints and grievances, within 10 calendar days.

7. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
SAMPLE APPLICATION PUBLIC HEARING NOTICE

The **Town of Anytown** will hold a public hearing on **January 10, 2009, 7:00 p.m. at Town Hall** to discuss the CITY's submission of an application for the Fiscal Year 2009 Community Development Block Grant (CDBG) program. The TOWN is interested in obtaining all citizens' input on community development needs within the TOWN. As part of the hearing process citizens will be asked to verbally assist in the completion of a Needs Assessment document. The document will detail what the residents feel are the strengths and weaknesses of the community. The TOWN needs as much local participation as possible in order to reflect the true desires of the community as a whole, as well as the comments relating to the proposed project application. The State has established a maximum application request for each funding category. Activities that are eligible for funding include the improvement of public works, public facilities, housing rehabilitation, and others allowed by law. At least 51% of the funds must be used to benefit low- and moderate-income persons. No displacement of persons will be proposed.

The TOWN is proposing to replace some sewer lines, install some new sewer lines, and install a lift station in the southeast part of the TOWN. The area to be addressed is bounded by Main Street on the east, Gordon Street on the west, BN Railroad on the north, and the TOWN Limits on the south. The total project cost is estimated at $322,000. The TOWN proposes to contribute $48,000 in cash, with grant funds of $274,000 needed to make up the balance. The project, if funded, will benefit 100% low- and moderate-income persons. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities.

For more information, or if you require special accommodations at the hearing, contact Jane Doe at 123-456-7890. Para información en español o en otra lengua, o el requerimiento de una acomodación especial al momento de la audiencia, contacte a Jane Doe at 123-456-7890.

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SAMPLE PERFORMANCE ASSESSMENT AND CLOSE OUT PUBLIC HEARING NOTICE

The **locality** will hold a public hearing on **date** at **location** to discuss the locality’s Community Development Block Grant project, CDBG project number (**project number**). The locality is interested in obtaining all citizens’ input on the performance of local officials, the (TOWN/CITY/County) staff, consultants and administrators, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the (TOWN/CITY/County) in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities.

For more information, or if you require special accommodations at the hearing, contact (TOWN/CITY/County’s clerk or administrator) at (TOWN/CITY/County’s phone number).

Para información en español o en otra lengua, o el requerimiento de una acomodación especial al momento de la audiencia, contacte (TOWN/CITY/County’s clerk or administrator) at (TOWN/CITY/County’s phone number).
RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

According to the revised Section 104(d) of the Housing and Community Development Act of 1974, CITY OF SANFORD is required to adopt a plan that provides for the replacement of all low/moderate-income dwelling units that are demolished or converted to a use other than low/moderate-income housing as a direct result of the use of CDBG assistance, and a relocation assistance component.

The following is a residential anti-displacement and relocation assistance plan for the CITY OF SANFORD Community Development Program:

A. One-For-One Replacement Unit Requirement. All occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of activities assisted under the CDBG program must be replaced with low/moderate-income dwelling units. Substandard but economically repairable units that have been demolished or converted must be replaced under this provision, but more seriously deteriorated units need not be replaced.

1. For purposes of this plan, the following definitions shall apply:

   • "Vacant Occupiable" or "Suitable for Rehabilitation" means a unit which is no worse than moderate according to the needs gradient scale published in the Application Guidelines, may be brought up to N.C. Small Cities CDBG Housing Rehabilitation Standards for an expenditure of less than $4,000 in rehabilitation costs, and will have an expected useful life of at least 10 years with routine maintenance upon completion of the rehabilitation. In addition a vacant unit may be classified as "not occupiable" if it has been condemned, is condemnable or otherwise unsuitable for human habitation under the local government's housing code or redevelopment plan.

   • "Low- and Moderate-Income Dwelling Units" (Occupied Units) means a unit that either is occupied by a low- or moderate-income family or rents for an amount that would be affordable to a low- or moderate-income family (i.e., rent and utilities would not exceed 24% of the median income for a family that would occupy the unit without overcrowding).

   • "Low- and Moderate-Income Dwelling Units" (Vacant Units) means a unit whose fair market rent would make it affordable to a low- or moderate-income family, as calculated above.

If assisted rehabilitation raises the rent of a low/moderate-income unit above the affordable rent level, the unit must be replaced.

2. Replacement low/moderate-income dwelling units must be provided within three years of the commencement of the demolition or the rehabilitation related to the conversion, and must be:

   • Located within the same jurisdiction.

   • Sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted, as determined in accordance with applicable housing occupancy codes.

   • Provided in standard condition. (A substandard unit raised to standard condition will count.)

   • Designed to remain low/moderate-income dwelling units for at least 10 years from the date of initial occupancy of the units. (Replacement dwelling units may include public housing and existing housing receiving Section 8 project-based assistance.)
3. Before obligating or expending funds for an assisted activity that will directly result in the demolition or the conversion of low/moderate-income dwelling units to another use, the grantee must make public the following information:

- **The activities:**
  
  The 2018 C**ITY OF SANFORD NEIGHBORHOOD REVITALIZATION PROGRAM** consists of housing activities. Housing activities include rehabilitation of a vacant building to be developed into five (5) units to serve homeless families. The unit composition will be one 2 bedroom unit and four 1 bedroom permanent supportive housing units. There will not be any clearance activities as part of this project.

- **The location on a map and approximate number of units by size (number of bedrooms) to be demolished or converted:**
  
  There will not be any units demolished. The targeted vacant building will be converted into five housing units.

- **Time schedule for demolition/conversion:**
  
  Conversion/rehabilitation will commence on or about March 1, 2018 depending upon grant award information from funders and once the project begins the work will take approximately one year, if not sooner.

- **General location on a map and approximate number of replacement units by size (number of bedrooms):**
  
  N/A

- **Source of funding and time schedule for replacement units:**
  
  Community Development Block Grant Funds will be used to develop the new units.

- **The basis for concluding that each replacement unit will remain a low/moderate-income dwelling unit for 10 years:**
  
  The building will remain under the ownership and management of the local Sanford Housing Authority and be utilized for low-to-moderate income eligible citizens.

B. **Relocation Assistance (See Attachment 1).** The CITY will provide relocation assistance to any low/moderate-income household displaced by the demolition of any housing unit or by the conversion of a low/moderate-income dwelling to another use, occurring as a direct result of assisted activities. Persons will be provided:

1. A choice between (i) actual "reasonable moving expenses" as described in Section 42.301 or (ii) a fixed expense and dislocation allowance as described in Section 42.302.

2. Advisory services as described in 24 CFR Part 42, Subpart C.

3. Reimbursement for reasonable and necessary security deposit and credit checks.

4. Replacement housing assistance.

   - A person choosing to rent must be offered either (i) a Section 8 housing voucher/certificate (through the housing authority) and referrals to comparable replacement dwelling units where the owner agrees to participate in the Section 8 Program or (ii) cash rental assistance to reduce the rent and utility costs to 30% of his/her income (adjusted, as determined by the CITY) for a 5-year period and appropriate referrals to comparable replacement dwelling units.
• A person buying an interest in and occupying a unit in a housing cooperative or mutual housing association may elect to receive a lump sum payment equal to the present value of the rental assistance installments. To compute the present value, the rental assistance installments shall be discounted at the passbook savings rate.

• A person may elect Uniform Relocation Act Assistance in lieu of the relocation assistance described above.

C. Minimize the Displacement of Persons. Consistent with the goals and objectives of the CITY OF SANFORD Community Development Program and the Housing and Community Development Act of 1974, as amended, the CITY will minimize displacement of persons in every possible case by rehabilitation of the structure.
UNIFORM RELOCATION ACT

1. Advisory Services
2. Moving Expenses: Actual and Fixed Moving Expenses
3. No Similar Payment
4. Replacement Housing Payment

• Rental Assistance Payment
  Period of Payment: 42 Months
  Cap: $5,250 (If not adequate, Section 206 is Triggered)
  Computation of Payment:
  Information Needed:
  1. Replacement Dwelling Rent/Utilities
  2. Comparable Replacement Dwelling Rent/Utilities
  3. Displacement Dwelling Rent/Utilities
  4. 30% of Household Monthly Gross Income
  Formula:
  Lesser of Lines 1 or 2 Minus Lesser of Lines 3 or 4
  Times 42 = Payments
  Payment: At Discretion of Grantee, Either Installments or Lump Sum

• Downpayment Assistance Payment
  Person May Purchase any Property
  Payment Based on Computed Rental Assistance Payment

SECTION 104(d) OF HCD ACT OF 1974, AS AMENDED

1. Same
2. Same
3. Reimbursement for Cost of Security Deposits and Credit Reports
4. Replacement Housing Assistance
  • Person Choosing to Rent Must be Offered Either:
    Certificate or Voucher with Referrals to Comparable Replacement Dwellings Where the Owner Agrees to Participate in the Section 8 Program; or
    Cash Rental Assistance to Reduce the Rent and Utility Costs at the Replacement Dwelling to 30% of Income (Adjusted, if appropriate).
  Period of Payment: 60 Months
  Cap: None
  Computation of Payment:
  Information needed:
  1. Replacement Dwelling Rent/Utilities
  2. Comparable Replacement Dwelling Rent/Utilities
  3. 30% of Household Monthly Gross Income
     (Adjusted, if appropriate.)
  Formula:
  Lesser of Lines 1 or 2 Minus Line 3 Times 60 = Payment
  Payment: Same
  • Person Choosing to Purchase
  Person May Buy an Interest in and Occupy a Unit in a Coop or Mutual Housing Association
  Payment Equal to the Capitalized Value of the Assistance Payment
## One-For-One Replacement Summary Grantee Performance Record

North Carolina Small Cities Community Development Block Grant Program

**Grantee:** CITY OF SANFORD  
**Grant Number:** TBD  
**Period Covered**  
From: April 2019  
To: May 2022

<table>
<thead>
<tr>
<th>Low/Mod Housing Units Demolished/Converted</th>
<th>Replacement Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># Units</td>
<td># Bedrooms/Unit</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

N/A

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OPTIONAL COVERAGE RELOCATION PLAN

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

Organization and Administration

The CITY OF SANFORD (hereinafter called "CITY") will administer and coordinate all relocation activities (temporary or permanent) resulting from Community Development activities in the Project Area. Citizens displaced by Community Development Program activities are eligible to receive relocation assistance. The financial assistance is in a form as permitted under implementing regulations at 49 CFR Part 24 and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

Definition of a “Displaced Person”

A displaced individual is someone whose home, which is located within the Project Area, is determined to be in a condition too dilapidated to be economically feasible to rehabilitate and will be demolished. This can also include a person temporarily displaced because of program activities such as housing rehabilitation.

Definition of “Standard Housing”

A dwelling unit is in standard condition if it is decent, safe, and sanitary. A dwelling unit is considered decent, safe, and sanitary if (a) it is in good repair and is weather-tight, with no leakage nor dampness; (b) it has no health, fire nor safety hazards within the structure or in the immediate vicinity; (c) it has running water, a private sewer-connected to a flush toilet, and a bathroom for exclusive use of the occupant, with tub or shower with hot and cold running water, all within the dwelling unit; (d) it has permanent, reasonably efficient kitchen facilities for exclusive use of the occupant, including sink with hot and cold running water, cooking stove connections, shelves and storage space for food and utensils; (e) it has facilities or connections for washing and drying clothes; (f) it is large enough to accommodate the occupants without overcrowding; (g) it is equipped with adequate heating facilities; (h) it is adequately ventilated by at least one openable window in every room and is screened, or screens are available; (i) it is wired for electricity; and (j) it is located in a neighborhood which is free from industrial and other nuisances, is supplied with the community facilities of a standard neighborhood, and is reasonably accessible to transportation, schools, churches and stores.

It is intended that the CITY will inspect all dwellings into which displaced families relocate. If the dwellings are not found to be decent, safe and sanitary, the move will be considered temporary relocation.

Optional Coverage

The CITY shall undertake relocation that may not be covered automatically under the URA such as would be the case with voluntary demolition. The CITY intends for these persons to be served at the same levels as those described under the URA and will use this Optional Coverage Relocation Plan to establish this coverage. Under this Plan, the CITY shall provide relocation payments and assistance to the following:

1. Homeowners, tenants and their families who are displaced by rehabilitation activity of a dwelling located within the Project Area.

2. Homeowners, tenants and their families who are displaced by the voluntary demolition of a dwelling occupied by the families and located within the Project Area.
Relocation Assistance to Families and Individuals

The CITY shall provide relocation planning, advisory and coordination services consistent with those described in Section 24.205 of the URA. These shall include, but not be limited to, the provision of transportation services as needed to view comparable replacement dwellings, or other transportation as deemed necessary and reasonable to support the relocation, assistance in submitting claims for payment, counseling and education on relocation regulations and coordinating these activities with existing social service and economic assistance programs as they are available.

Temporary Relocation

Rehabilitation shall be conducted without relocation of the affected occupants to the greatest extent feasible. Should relocation be necessary and should available temporary housing be substandard by the above definition, the minimum standards set forth shall not apply. Such relocation shall be accomplished at the minimum feasible cost. Of the two moves involved, (out of and back into the rehabilitated structure) one may be financed under a Fixed Payment for Moving Expenses as described below. Temporary relocation payments will be limited to cover only those expenses that would not otherwise be normal to the relocatee. That is to say, expenses that are directly related to the temporary relocation and which are above and beyond the normal expenses incurred by the relocatee. These would include, but not be limited to reasonable expenses for lodging for the period of dislocation, travel expenses to and from the lodging or other temporary relocation site, costs for temporary storage of household belongings. This would not include reimbursement for expenses that would otherwise be incurred (meals, normal travel, etc.). Relocatees are required to submit receipts to the CITY documenting the expenses for which they are requesting reimbursement.

Moving Expense Payment

A displaced individual or family covered under this Plan shall be eligible to receive a moving expense payment in accordance with the following sections of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA. Specifically referenced is the following section of the URA: Section 24.302 -- Fixed payment for moving expenses - residential moves

The relocatee will receive payment on the basis of the Fixed Residential Moving Cost Schedule 2012 (Fed. Reg. 5/23/12, effective 6/22/12) which is prepared by the U.S. Department of Transportation and shown below for the State of North Carolina.

Payment is limited to $100.00 if either of the following conditions apply:
(a) A person has minimal possessions and occupies a dormitory style room, or
(b) A person’s residential move is performed by an agency at no cost to the person.

<table>
<thead>
<tr>
<th>Occupant Owns Furniture</th>
<th>Occupant Does Not Own Furniture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Rooms of Furniture</td>
<td>Addt’l room</td>
</tr>
<tr>
<td>1 room</td>
<td>2 rooms</td>
</tr>
<tr>
<td>550</td>
<td>750</td>
</tr>
</tbody>
</table>

Under the Fixed Rate Method, it should be noted that certain rooms are excluded from the calculations. These include unfurnished or unused rooms, halls, bathrooms, attics, porches, garages, dressing rooms and utility rooms. However, should the relocatee have sufficient storage in the above stated rooms, the CITY may count one additional room for the sum of these rooms.

Replacement Housing Payment

A displaced individual or family covered under this Plan shall be eligible to receive replacement-housing payments in accordance with the following sections of the Uniform Relocation Assistance and Real
Property Acquisition Policies Act of 1970, as amended (URA). Specifically referenced are the following sections of the URA:

1. Section 24.401 -- 180 Day Homeowners
2. Section 24.402 -- 90 Day Occupants
3. Section 24.403 -- Additional Rules
4. Section 24.404 -- Replacement Housing of Last Resort

Complaint Procedure

The CITY conforms to standard, ethical practices in the relocation of individuals and families and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
No employee, officer or agent of the CITY shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer, or agent or any member of his immediate family, his or her partner or an organization that employs or is about to employ the above mentioned, has a financial interest in the firm selected for award.

In addition, the CITY’s officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub agreements except as provided for in G.S. 133-32.

In accordance with the Hatch Act (Public Law 76-252), as amended, the CITY will enforce this Act, which prevents recipients, local Community Development Program officials or other personnel employed by a Community Development Program from undertaking certain political activities or from using Community Development funds for political activities. In addition, personnel covered under this Act may not be a candidate for elected office unless candidacies are nonpartisan.
EXCESSIVE FORCE POLICY / SECTION 519

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

The CITY OF SANFORD, hereby adopts an Excessive Force Policy that is in accordance with the applicable State of North Carolina and Federal Regulations, i.e., Section 519 of Public Law 101-144, (1990 HUD Appropriations Act) requiring units of government receiving CDBG funds to adopt and enforce Excessive Force Provision. The CITY, as the recipient of Federal and/or State CDBG Grant Funds, acknowledges its responsibility to and will adhere to the aforesaid NC State and Federal Excessive Force Regulations. More particularly, the CITY adopts and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any and all individuals engaged in non-violent civil rights demonstrations, and is adopting and will enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within the CITY OF SANFORD, NC.
ACQUISITION GUIDELINES

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

It is the intent of this CITY COUNCIL to acquire only property in the approved project area, which is necessary to meet the plans and achieve the aims of the CITY OF SANFORD FY 2018 CDBG Program. The selection of property designated for acquisition is the result of many months of planning, numerous meetings and public hearings, and final approval by the CITY COUNCIL of the CITY OF SANFORD, North Carolina, and the North Carolina Rural Economic Development Division (REDD).

The objectives of the real property acquisition practices are that this CITY COUNCIL shall:

1. Follow the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
2. Make every reasonable effort to acquire real property expeditiously through negotiated agreements.
3. Pay just compensation for all real property interests acquired and conduct acquisition activities in a manner that minimizes hardship to owners and tenants and promotes confidence in the acquisition practices.
4. Assure consistent treatment to all owners and tenants.
5. Minimize litigation in the acquisition of real property.

This CITY COUNCIL or designee will determine just compensation for the real property after a competent professional appraiser has performed an appraisal (if required) and an independent appraiser has reviewed the appraisal. The amount of just compensation will not be less than this appraisal of the fair market value of the property. Promptly after the determination of just compensation, this CITY COUNCIL will submit to the owner in writing an offer to acquire the property for the full amount so established together with a summary of the basis for such amount. The owner or his designated representative shall be given the opportunity to accompany each appraiser during his inspection of the property.

The owner’s cooperation is requested so that all facts may be known which result in intelligent and fair appraisals.

If this CITY COUNCIL purchases only a portion of the owner’s property and thereby decreases the value of the remaining property, the owner will be paid for the loss in value of the remaining property. Such damages or loss will be evaluated by the appraisers and explained to him by the negotiator; and if the acquisition of any part of his real property would leave him in an uneconomic remnant, this CITY COUNCIL will offer to acquire the entire property.

If the owner feels the CITY’s offer of just compensation does not represent the true value of his property, he may refuse to accept it; that is if he can provide evidence concerning value or damage that warrants a change in the CITY’s determination of just compensation, the price will be adjusted accordingly. If a voluntary agreement cannot be reached, this CITY COUNCIL will institute a formal condemnation proceeding against the property, depositing in the court the full amount of the CITY’s estimate of just compensation.

The settlement costs, including costs of search and evidence or assurance of title are to be paid by the CITY through the FY 2018 CDBG Program. The owner prior to or at the time of settlement must satisfy all outstanding loans and liens on the property. The negotiator will discuss the details of such arrangements with the owner.

The CITY will provide the owner with information covering relocation advisory assistance, services and payments for which an owner-occupant may be eligible. To the greatest extent practical, no lawful
occupant will be displaced without notification in writing at least ninety (90) days in advance of the date by which the move is required. The owner is requested to keep the CITY informed about his relocation plans.

If arrangements are made to rent the property to an owner or his tenant after acquisition for a short term (defined as three years or less) or for a period of time subject to termination by the CITY on short notice, the rent will not exceed the least of: (1) the fair rental value of the property to a short-term occupier; (2) the prorated portion of the fair rental value for a typical rent period; or (3) if the owner or his tenant is an occupant of the property as a dwelling, twenty-five (25) percent of his income.

Upon the acquisition of real properties, the CITY will either:

1. Demolish the structure or structures thereon and dispose of the land for redevelopment at its fair value for uses in accordance with State and Local codes and ordinances; or

2. Sell the property at its fair value subject to rehabilitation in conformance with the N.C. Small Cities CDBG Housing Rehabilitation Standards; or

3. Rehabilitate the property in conformance with the N.C. Small Cities CDBG Housing Rehabilitation Standards and dispose of the property at its fair value in accordance with applicable regulations. If sale cannot be consummated by the time rehabilitation is accomplished; units may be rented pending continuing sale efforts.

The change of use of real property standards in 24 C.F.R. 570.489(j) are applicable. The standards described in this section apply to real property within the unit of general local government’s control (including activities undertaken by subrecipients) which was acquired or improved in whole or in part using CDBG funds in excess of the threshold for small purchase procurement (2 CFR 200.88). These standards shall apply from the date CDBG funds are first spent for the property until five (5) years after closeout of the unit of general local government’s grant. Any changes within the five (5) years would have to serve a CDBG national objective.

The CITY conforms to standard, ethical practices in the acquisition of real property and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
DISPOSITION GUIDELINES

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

It is the intent of this CITY COUNCIL to dispose of property in the approved project area, which is necessary to meet the plans and achieve the aims of the CITY OF SANFORD FY 2018 CDBG Program. The selection of property designated for disposition is the result of many months of planning, numerous meetings and public hearings, and final approval by the CITY COUNCIL of the CITY OF SANFORD, North Carolina, and the North Carolina Rural Economic Development Division (REDD).

The objectives of the disposition process are that this CITY COUNCIL shall:

1. Follow the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
2. Follow State and Local laws, codes and ordinances concerning the disposition of public property.
3. Make every reasonable effort to dispose of real property through consistent treatment.

Upon the acquisition of real properties, the CITY will proceed with the disposition process, as applicable:

1. Demolish any structure or structures thereon and dispose of the land for redevelopment at its fair value for uses in accordance with State and Local codes and ordinances; or
2. Dispose of the property at its fair value subject to rehabilitation in conformance with the N.C. Small Cities CDBG Housing Rehabilitation Standards; or
3. Rehabilitate the property in conformance with the N.C. Small Cities CDBG Housing Rehabilitation Standards and dispose of the property at its fair value in accordance with applicable regulations. If sale cannot be consummated by the time rehabilitation is accomplished; units may be rented pending continuing sale efforts.

Upon the acquisition of real properties, the CITY COUNCIL or designee will authorize sale of the property and establish a fair value of the property. In addition, any conditions of sale and bid requirements will be established. The sale will be advertised as required by state law and bid proposals distributed to interested parties. Proposals will be accepted, conditions verified and the agreement prepared for acceptance by the CITY COUNCIL. Records relating to the disposition must be retained for a minimum of three years from the date of project closeout or actual disposition, whichever is later.

The change of use of real property standards in 24 C.F.R. 570.489(j) are applicable. The standards described in this section apply to real property within the unit of general local government's control (including activities undertaken by subrecipients) which was acquired or improved in whole or in part using CDBG funds in excess of the threshold for small purchase procurement (2 CFR 200.88). These standards shall apply from the date CDBG funds are first spent for the property until five (5) years after closeout of the unit of general local government's grant. Any changes within the five (5) years would have to serve a CDBG national objective.

The CITY conforms to standard, ethical practices in the disposition of real property and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the cooperation of all parties and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
RELOCATION GUIDELINES

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

It is the intent of this CITY COUNCIL to relocate only those occupants whose dwelling units are unfit for human habitation and beyond the scope of rehabilitation to meet the plans and achieve the aims of the CITY OF SANFORD FY 2018 CDBG Program. The structures designated for acquisition and demolition have been selected due to their dilapidated condition. Consequently, these activities cause permanent displacement to the occupant. The decision to include relocation activities is the result of many months of planning, numerous meetings and public hearings, and final approval by the CITY COUNCIL of the CITY OF SANFORD, North Carolina and the North Carolina Rural Economic Development Division (REDD).

The objectives of relocation practices are that this CITY COUNCIL shall:

1. Follow the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
2. Refer the displaced individuals and families to comparable decent, safe and sanitary replacement dwellings.
3. Make all eligible payments for moving and related expenses and for replacement housing payments and conduct relocation activities in a manner that minimizes hardship to relocatees and promotes confidence in the relocation practices.
4. Assure consistent treatment to all displaced occupants.

This CITY COUNCIL will follow all applicable procedures in initiating the relocation process. Only those occupants whose dwelling units are unfit for human habitation and are not feasible to rehabilitate to N.C. Small Cities CDBG Housing Rehabilitation Standards as required in the CITY's Community Development application will be displaced.

These displaced families or individuals will be interviewed to determine the replacement housing needs in each case. Comparable replacement housing will be identified and referrals provided for each family or individual displaced. Additionally, counseling and advisory services, needed by the occupants, will be provided.

A notice explaining the occupant's rights and benefits will be sent to the occupants. A brochure answering many common questions concerning displacement will be included with the notice. Referrals may be considered when the occupants select a replacement home. Because replacement-housing payments are dependent upon the occupant's relocation to a safe, sanitary and decent replacement unit, this fact will be emphasized to the occupant.

Replacement housing benefits are also based upon the displacee occupying a unit comparable to the acquired unit with respect to size, type of neighborhood, and access to employment and public and commercial facilities. No one will be forced to move until and unless they have been given a reasonable choice of safe, sanitary and decent comparable housing units. Everyone will have a minimum of 90 day notice to vacate after suitable housing has been located and referred.

Upon determination of the replacement unit by the occupant, the CITY must inspect the unit to insure that the housing conditions are standard.

After the families and/or individuals occupy the replacement unit, a claim may be filed for moving expenses and replacement housing payments. The CITY will review the claim and make payment. Refer to Attachment 1 for details of assistance levels.

The CITY conforms to standard, ethical practices in the relocation of individuals and families and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the
cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
UNIFORM RELOCATION ACT

1. Advisory Services
2. Moving Expenses: Actual and Fixed Moving Expenses
3. No Similar Payment
4. Replacement Housing Payment
   • Rental Assistance Payment
     Period of Payment: 42 Months
     Cap: $5,250 (If not adequate, Section 206 is Triggered)
     Computation of Payment:
     Information Needed:
     1. Replacement Dwelling Rent/Utilities
     2. Comparable Replacement Dwelling Rent/Utilities
     3. Displacement Dwelling Rent/Utilities
     4. 30% of Household Monthly Gross Income
     Formula:
     Lesser of Lines 1 or 2 Minus Lesser of Lines 3 or 4 Times 42 = Payments
     Payment: At Discretion of Grantee, Either Installments or Lump Sum
   • Downpayment Assistance Payment
     Person May Purchase any Property
     Payment Based on Computed Rental Assistance Payment
     Payment Equal to the Capitalized Value of the Assistance Payment

SECTION 104(d) OF HCD ACT OF 1974, AS AMENDED

1. Same
2. Same
3. Reimbursement for Cost of Security Deposits and Credit Reports
4. Replacement Housing Assistance
   • Person Choosing to Rent Must be Offered Either:
     Certificate or Voucher with Referrals to Comparable Replacement Dwellings Where the Owner Agrees to Participate in the Section 8 Program; or
     Cash Rental Assistance to Reduce the Rent and Utility Costs at the Replacement Dwelling to 30% of Income (Adjusted, if appropriate).
   • Person Choosing to Purchase
     Person May Buy an Interest in and Occupy a Unit in a Coop or Mutual Housing Association
CLEARANCE GUIDELINES
CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

It is the intent of this CITY COUNCIL to rehabilitate substandard privately owned dwellings whenever feasible. However, when housing conditions are dilapidated and the cost of rehabilitation is not economically feasible, the CITY OF SANFORD FY 2018 CDBG Program provides that these structures be cleared. The selection of property designated for clearance is the result of many months of planning, numerous meetings and public hearings, and final approval by the CITY COUNCIL of the CITY OF SANFORD, North Carolina, and the North Carolina Rural Economic Development Division (REDD).

The objectives of the clearance activities are that this CITY COUNCIL shall:

1. Only clear those dilapidated structures that are not economically feasible to rehabilitate.
2. Follow State and local codes and ordinances with regard to clearance.

This CITY COUNCIL will clear privately owned structures as outlined in the CITY's application to REDD and subsequent amendments thereto. No member of the CITY COUNCIL of the CITY and no other official, employee, or agent of the CITY government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the FY 2018 CDBG Program shall directly or indirectly be eligible for this program. This prohibition shall continue for one year after an individual's relationship with the CITY government ends. The CITY COUNCIL and REDD can waive this stipulation upon approval.

The clearance of structures within the project area will be determined solely upon the condition of the unit. Prior to scheduled clearance activities, the CITY will acquire the structure in accordance with the Uniform Act of 1970, as amended, set forth in the Acquisition Guidelines adopted. Acquisition will not be required in cases of voluntary demolition as later prescribed.

The CITY and its Community Development Representatives will aid in the implementation of the clearance of each unit and of debris and overgrowth on the parcel by properly procuring services for these activities. Contracting for clearance work will be conducted on a competitive bid basis. The CITY will prepare the bid package, solicit and evaluate bids, and award the contract. Substitutions, additions or deletions to the contract are strictly prohibited unless an official change order is approved and executed by the CITY and the contractor.

Payment to the contractor for the clearance work will take place after receiving a Certification of Completion from the contractor and the CITY has inspected and approved all work.

In certain instances whereby the owner of a dilapidated structure wishes to clear voluntarily the structure, acquisition will not be required. The owner will, however, provide an easement to the CITY to allow access to the property for the purpose of clearance. The Contractor will provide all materials, tools, machinery and supervision necessary for the clearance activities at no cost to the owner.

In either event, the owners of the vacant property must agree that any reuse of the property will be developed in accordance with applicable CITY codes and ordinances.

The CITY conforms to standard, ethical practices in the clearance of property and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
REHABILITATION GUIDELINES
CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

It is the intent of this CITY COUNCIL to rehabilitate private property in a cost-effective manner in the approved project area whenever feasible to meet the plans and achieve the aims of the CITY OF SANFORD FY 2018 CDBG Program. The selection of property designated for rehabilitation is the result of many months of planning, numerous meetings and public hearings, and final approval by the CITY COUNCIL of the CITY OF SANFORD, North Carolina, and the North Carolina Rural Economic Development Division (REDD).

The objectives of the rehabilitation activities are that this CITY COUNCIL shall:

1. Rehabilitate the property to meet the N.C. Small Cities CDBG Rehabilitation Standards.
3. Assure consistent treatment to all property owners.

This CITY COUNCIL will rehabilitate private property as outlined in the CITY's application to REDD and subsequent amendments thereto. No member of the CITY COUNCIL of the CITY and no other official, employee, or agent of the CITY government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the FY 2018 CDBG Program shall directly or indirectly be eligible for this program. This prohibition shall continue for one year after an individual's relationship with the CITY government ends. The CITY COUNCIL and REDD can waive this stipulation upon approval.

Length of ownership will not be a consideration in determining applicant eligibility for rehabilitation assistance. Property eligible for rehabilitation must be located in the Project Area.

All properties must be able to comply, in a cost effective manner, with the N.C. Small Cities CDBG Rehabilitation Standards at the completion of rehabilitation. Housing rehabilitation assistance will be made available at varying levels based upon the owner's income, and in the case of rental property, upon the owner's and tenant's income and the base rent. Refer to Table 1 for details of the Rehabilitation Program Design.

Property rehabilitated with grant funds will require execution of a promissory note and deed of trust for the amount of the CDBG assistance. The CITY at the corresponding rate that is indicated on Table 1 shall forgive the debt. The debt will reduce monthly for each month such property is owned by the original grantee, his/her surviving spouse or a lineal heir until the entire debt is forgiven. If the property is not sold for the indicated period after the date of the recapture agreement, such indebtedness shall be considered duly forgiven and the deed of trust canceled by the CITY. If the property is sold within the recapture period, the outstanding balance, as of the date of the sale, shall be due and payable to the CITY.

Improvements eligible for rehabilitation assistance include only work required to bring the property up to the N.C. Small Cities CDBG Rehabilitation Standards and existing housing codes. Improvements of this type include work on plumbing, electrical, heating, ventilation and structural systems to assure a proper working condition. Plumbing work may include the installation of bathroom or kitchen fixtures such as a toilet, lavatory, shower or bathtub, and kitchen sink, with hot and cold running water as required. Electrical work includes the installation or repair of lights, switches, electrical outlets, and service panel. Some examples of other improvements that may be eligible for rehabilitation assistance are storm windows, storm doors, and insulation, painting, roof, wall and floor repairs. Also, included will be exterior and interior repairs on the structure to assure a decent, safe, and sanitary living condition.

Improvements not eligible for rehabilitation assistance include any work in excess of the standards and codes listed above. Improvements that are specifically prohibited include additions for family rooms, dens, carports, garages and the like. Sleeping room and bathroom additions are eligible when needed to meet applicable standards.
Applications for rehabilitation assistance will be taken and processed throughout the program year. All property that has rehabilitation potential will be offered assistance. The owner and occupant, in the case of rental property, will be contacted to complete an application.

All owners of rental property will be required to execute a rent control agreement as required by the CDBG regulations under 24 C.F.R § 570.208 (a) (3). This mandates that rents on properties improved by CDBG funds are maintained at affordable level for same period after the project is completed. The affordable rent policy is intended to protect low- to moderate-income (LMI) persons who are living in a housing project funded with CDBG funds. The affordable rent policy shall benefit tenants whose gross household income, adjusted by family size, is less than 80% of County median income according to income limits prepared by HUD (in effect at time when determination is made). The purpose of this policy is to ensure the rental properties that are in the project area remain affordable for LMI households per the CDBG program eligibility requirements and regulations (National Objectives 24 C.F.R §570.208 Section 101(c), Section 104(b)(3), 105(c)). To demonstrate compliance with this requirement, tenant's rent should be set at a rate considered “affordable” for the County, meaning that rent will not be allowed to exceed 30% of the tenant's gross family income. This affordable rent commitment must be executed by the property owners and must be in effect for at least 12 months after the project is finalized and the grant is closed out.

The application consists of a family survey and verification of income for the occupants and a rehabilitation work write-up and cost estimate on the property. Priority will be established according to the approved project schedule, impact of assistance, and household characteristics.

The CITY, through its Community Development Project Manager and Housing Rehabilitation Specialist, will assist the property owner in the rehabilitation process. The CITY’s responsibilities, through the Project Manager and Housing Rehabilitation Specialist, are to process the owner's application, inspect the property, prepare a work write-up, solicit bids for construction, evaluate bids, award the contract, conduct a pre-construction conference, follow progress of construction by conducting periodic inspections, and process the Contractor's payment requests. The Housing Rehabilitation Specialist will conduct inspections, not less than twice per week while rehabilitation is in progress. The Project Manager will make periodic inspections to assure adherence to the rehabilitation guidelines.

The Owner's responsibilities are to provide accurate information, assist in evaluating and awarding the contract, and to provide access to the property for the purpose of inspections and construction. Owner must render property clean, sanitary and free of debris prior to any work beginning. A copy of these rehabilitation guidelines will be provided to each owner to serve as a property owner’s guidebook.

Contracting for rehabilitation work will be conducted on a competitive bid basis. The contract will be a three party contract between the CITY, the Owner and the Contractor. The CITY will advertise and maintain a Contractors List. The Owner, the CITY, the Community Development Project Manager, and Housing Rehabilitation Specialist will work as a team to prepare the bid package, solicit and evaluate bids, and award the contract.

Substitutions, additions, or deletions to the work write-up attached to the contract are strictly prohibited unless an official change order is approved and executed by the CITY, the Owner, and the Contractor.

Final payment to the Contractor for the rehabilitation work will take place only after receiving a Certification of Completion from the Contractor, a Certification of Satisfaction from the Owner, and the Project Manager/Housing Rehabilitation Specialist and CITY representative have inspected and approved all work called for in the work write-up.

The change of use of real property standards in 24 C.F.R. 570.489(j) are applicable. The standards described in this section apply to real property within the unit of general local government's control (including activities undertaken by subrecipients) which was acquired or improved in whole or in part using CDBG funds in excess of the threshold for small purchase procurement (2 CFR 200.88). These standards shall apply from the date CDBG funds are first spent for the property until five (5) years after closeout of the unit of general local government's grant. Any changes within the five (5) years would have to serve a CDBG national objective.
The CITY conforms to standard, ethical practices in the rehabilitation of private property and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the cooperation of all persons and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
Only low income (less than or equal to 80% of area median income) owner occupied units will be rehabilitated/reconstructed in the CDBG Scattered Site Housing (SSH) Program. CDBG-SSH assistance will be in the form of deferred, forgivable loans. Deferred, forgivable loans will be proportionally forgiven over the applicable term of recapture. The financial design is shown below.

**Owner Occupants**

- Low income property owners that also occupy the house to be rehabilitated/reconstructed may contribute to the cost of rehabilitation/reconstruction.
- Deferred, forgivable loans will be made to owner occupants. Provisions to recapture CDBG-SSH funds are described on the chart below. As the level of CDBG assistance increases, the recapture period lengthens.
- The CDBG deferred, forgivable loan may not be subordinated to any other type of loan other than a first mortgage that existed prior to the rehabilitation. After rehabilitation/reconstruction, if other non-CDBG financial assistance for rehabilitation is obtained prior to the expiration of the CDBG recapture period, the CDBG deferred, forgivable loan may be subordinated to the new rehabilitation loan. After rehabilitation/reconstruction, the CDBG deferred, forgivable loan may not be subordinated without prior written permission from the CITY.
- The CDBG loan must be secured with a Note and Deed of Trust. The Deed of Trust must be filed with the Register of Deeds prior to signing the contract for rehabilitation/reconstruction.
- The terms of the deferred, forgivable loan will be clearly explained to the loan recipient. A Notice of the Right to Cancel and a Truth-in-Lending Statement must accompany every Deed of Trust and be provided to each owner at closing.

**Rehabilitation Financial Design Chart**

<table>
<thead>
<tr>
<th>Type of Assistance</th>
<th>Term</th>
<th>Number of Years for Recapture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 100% deferred forgivable loan</td>
<td>5 years</td>
<td></td>
</tr>
<tr>
<td>2. 0% interest rate</td>
<td>6 years</td>
<td></td>
</tr>
<tr>
<td>3. CDBG-SSH</td>
<td>7 years</td>
<td></td>
</tr>
<tr>
<td>4. Recapture of funds provisions for owner occupants</td>
<td>8 years</td>
<td></td>
</tr>
</tbody>
</table>

Recipient of assistance under the CDBG-SSH program will be chosen by the above criteria without regard to race, creed, sex, color or national origin. The CITY must ensure that the families served are at or below 80% of the area median income.

**Owners who are Occupants**

- After the rehabilitation, if other non-CDBG financial assistance for rehabilitation is obtained prior to the expiration of the CDBG recapture period or CDBG repayment period, the CDBG loan may be
subordinated to the new rehabilitation loan. No CDBG loan, regardless of the type of loan it is, may be subordinated to any other type of loan other than a first mortgage that existed prior to the rehabilitation. All CDBG loans must be secured with a note and deed of trust. The deed of trust must be filed with the Register of Deeds prior to commencing rehabilitation.

- **A Notice of the Right to Cancel** and a **Truth-in-Lending Statement** must accompany every deed of trust and be provided to each owner at closing.

**Owners who are Investors**

- After the rehabilitation, if non-CDBG financial assistance for rehabilitation is obtained prior to the expiration of the CDBG recapture period or CDBG repayment period, the CDBG loan may be subordinated to the new rehabilitation loan. No CDBG loan, regardless of the type of loan it is, may be subordinated to any other type of loan other than a first mortgage that existed prior to the rehabilitation. All CDBG loans must be secured with a note and deed of trust. The deed of trust must be filed with the Register of Deeds prior to commencing rehabilitation.

- **A Notice of the Right to Cancel** and a **Truth-in-Lending Statement** must accompany every deed of trust and be provided to each owner at closing.

- For both owners with low and moderate incomes and owners with incomes above low and moderate levels who do not occupy the house, the following provisions must apply.
  
  a. A maintenance agreement specifying landlord and tenant responsibilities must be executed when CDBG assistance is involved.
  b. Rent control policies must be used as follows:
     i. A base rent must be established on the CDBG application due date or one year prior to the approval of the rehabilitation application, whichever date is later. If this base rent is above the level of affordability or the tenant, (greater than 30% of gross family income), the rent is frozen until it becomes affordable for the tenant. At that point rent increases as defined in the rent control policies are permitted.
     ii. Rent control policies must state that increases of no more than ten percent (10%) a year from the base rent are allowed for the period of rent control as per the previous table.
  c. Recapture provisions for all type CDBG loans extend for the length of the rent control period.
REHABILITATION / RECONSTRUCTION GUIDELINES

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

It is the intent of this CITY COUNCIL to rehabilitate/reconstruct homes on private property in a cost-effective manner in the approved project area whenever feasible to meet the plans and achieve the aims of the CITY OF SANFORD FY 2018 CDBG Program. The selection of property designated for rehabilitation/reconstruction is the result of many months of planning, numerous meetings and public hearings, and final approval by the CITY COUNCIL of the CITY OF SANFORD, North Carolina, and the North Carolina Rural Economic Development Division (REDD).

The objectives of the rehabilitation/reconstruction activities are that this CITY COUNCIL shall:

(1) Rehabilitate existing dwelling or reconstruct a new dwelling on the same property to meet the N.C. Small Cities CDBG Rehabilitation Standards.

(2) Comply with North Carolina State Building Code.

(3) Assure consistent treatment to all property owners.

This CITY COUNCIL will rehabilitate/reconstruct private property as outlined in the CITY's application to REDD and subsequent amendments thereto. No member of the CITY COUNCIL of the CITY and no other official, employee, or agent of the CITY government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the FY 2018 CDBG Program shall directly or indirectly be eligible for this program. This prohibition shall continue for one year after an individual's relationship with the CITY government ends. The CITY COUNCIL and REDD can waive this stipulation upon approval.

Length of ownership will not be a consideration in determining applicant eligibility for rehabilitation/reconstruction assistance. Property eligible for rehabilitation/reconstruction must be located in the Project Area.

All properties must comply, in a cost effective manner, with the N.C. Small Cities CDBG Rehabilitation Standards at the completion of the rehabilitation/reconstruction. Reconstruction will be used in lieu of rehabilitation for properties that cannot be cost effectively rehabilitated.

Property rehabilitated/reconstructed with grant funds will require execution of a promissory note and deed of trust for the amount of the CDBG assistance. The CITY at the corresponding rate that is indicated on Table 1 shall forgive the debt. The debt will reduce monthly for each month such property is owned by the original grantee, his/her surviving spouse or a lineal heir until the entire debt is forgiven. If the property is not sold for the indicated period after the date of the recapture agreement, such indebtedness shall be considered duly forgiven and the deed of trust canceled by the CITY. If the property is sold within the recapture period, the outstanding balance, as of the date of the sale, shall be due and payable to the CITY.

Improvements eligible for rehabilitated/reconstructed assistance include only work required to bring the property up to the N.C. Small Cities CDBG Rehabilitation Standards and existing housing codes. Improvements of this type include work on plumbing, electrical, heating, ventilation and structural systems to assure a proper working condition. Plumbing work may include the installation of bathroom or kitchen fixtures such as a toilet, lavatory, shower or bathtub, and kitchen sink, with hot and cold running water as required. Electrical work includes the installation or repair of lights, switches, electrical outlets, and service panel. Some examples of other improvements that may be eligible for rehabilitation assistance are storm windows, storm doors, and insulation, painting, roof, wall and floor repairs. Also, included will be exterior and interior repairs on the structure to assure a decent, safe, and sanitary living condition.

Improvements not eligible for rehabilitation assistance include any work in excess of the standards and codes listed above. Improvements that are specifically prohibited include additions for family rooms, dens,
carports, garages and the like. Sleeping room and bathroom additions are eligible when needed to meet applicable standards.

All owners of rental property will be required to execute a rent control agreement as required by the CDBG regulations under 24 C.F.R § 570.208 (a) (3). This mandates that rents on properties improved by CDBG funds are maintained at affordable level for same period after the project is completed. The affordable rent policy is intended to protect low- to moderate- income (LMI) persons who are living in a housing project funded with CDBG funds. The affordable rent policy shall benefit tenants whose gross household income, adjusted by family size, is less than 80% of County median income according to income limits prepared by HUD (in effect at time when determination is made). The purpose of this policy is to ensure the rental properties that are in the project area remain affordable for LMI households per the CDBG program eligibility requirements and regulations (National Objectives 24 C.F.R §570.208 Section 101(c), Section 104(b)(3), 105(c)). To demonstrate compliance with this requirement, tenant's rent should be set at a rate considered “affordable” for the County, meaning that rent will not be allowed to exceed 30% of the tenant's gross family income. This affordable rent commitment must be executed by the property owners and must be in effect for at least 12 months after the project is finalized and the grant is closed out.

Applications for rehabilitation/reconstruction assistance were taken and processed during the application preparation phase. All eligible owner-occupied households, that completed applications, were considered for assistance. Priority was given according to household characteristics and dwelling condition needs. Applicants and alternates were identified and will be treated until funds are expended.

The CITY, through its Community Development Project Manager and Housing Rehabilitation Specialist, will assist the property owner in the rehabilitation/reconstruction process. The CITY's responsibilities, through the Project Manager and Housing Rehabilitation Specialist, are to process the owner's application, inspect the property, prepare a work write-up, solicit bids for construction, evaluate bids, award the contract, conduct a pre-construction conference, follow progress of construction by conducting periodic observations, and process the Contractor's payment requests. The Housing Rehabilitation Specialist will conduct progress observations, not less than twice per week while rehabilitation/reconstruction is in progress. The Project Manager will make periodic construction observations to assure adherence to the rehabilitation guidelines.

The Owner's responsibilities are to provide accurate information, assist in evaluating and awarding the contract, and to provide access to the property for the purpose of inspections and construction. Owner must render property clean, sanitary and free of debris prior to any work beginning. A copy of these rehabilitation/reconstruction guidelines will be provided to each owner to serve as a property owner's guidebook.

Contracting for rehabilitation/reconstruction work will be conducted on a competitive bid basis. The contract will be a three party contract between the CITY, the Owner and the Contractor. The CITY will advertise and maintain a Contractors List. The Owner, the CITY, the Community Development Project Manager, and Housing Rehabilitation Specialist will work as a team to prepare the bid package, solicit and evaluate bids, and award the contract.

Substitutions, additions, or deletions to the work write-up attached to the contract are strictly prohibited unless an official change order is approved and executed by the CITY, the Owner, and the Contractor.

Final payment to the Contractor for the rehabilitation/reconstruction work will take place only after receiving a Certification of Completion from the Contractor, a Certification of Satisfaction from the Owner, and the Housing Rehabilitation Specialist and CITY representative have inspected and approved all work called for in the work write-up.

The change of use of real property standards in 24 C.F.R. 570.489(j) are applicable. The standards described in this section apply to real property within the unit of general local government's control (including activities undertaken by subrecipients) which was acquired or improved in whole or in part using CDBG funds in excess of the threshold for small purchase procurement (2 CFR 200.88). These standards shall apply from the date CDBG funds are first spent for the property until five (5) years after
closeout of the unit of general local government's grant. Any changes within the five (5) years would have to serve a CDBG national objective.

The CITY conforms to standard, ethical practices in the rehabilitation/reconstruction of private property and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the cooperation of all persons and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
HOOK UP GUIDELINES

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

It is the intent of this CITY COUNCIL to provide a hook-up in a cost-effective manner to approved existing public utility lines to meet the plans and achieve the aims of the CITY OF SANFORD FY 2018 CDBG Program. The selection of property designated for hook-up is the result of many months of planning, numerous meetings and public hearings, and final approval by the CITY COUNCIL of the CITY OF SANFORD, North Carolina, and the North Carolina Rural Economic Development Division (REDD).

The objectives of the hook-up activities are that this CITY COUNCIL shall:

1. Provide hook-up to properties in accordance with the approved CDBG application.
3. Assure consistent treatment to all property owners.

This CITY COUNCIL will hook-up private property as outlined in the CITY's application to REDD. No member of the CITY COUNCIL of the CITY and no other official, employee, or agent of the CITY government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the Community Development Program shall directly or indirectly be eligible for this program. This prohibition shall continue for one year after an individual's relationship with the CITY government ends. The CITY COUNCIL and REDD can waive this stipulation upon approval.

Length of ownership will not be a consideration in determining applicant eligibility for hook-up assistance. Property eligible for hook-up must be located on existing utility lines that are already in use and installed with non-CDBG funds.

The proposed project will hook-up residences, owned and occupied by low and moderate-income persons. All hook-ups will take place on existing public utility lines that are already in use and installed with non-CDBG funds. The hook-ups will connect the residence completely to the existing line including tap fees, appurtenances, and service lines. All residences connected must have workable indoor plumbing. Improvements eligible for hook-up assistance include only work required to connect the property to assure a proper working condition. No special fees will be assessed.

Only dwellings owned and occupied by low and moderate-income residents at or below 80% of the area median income will be eligible. The CITY will advertise and solicit applicants from the areas with public utility lines that have been completely installed in the ground and in use. The CITY has developed the following priority system to rank eligible applicants, determine which of them will be selected for assistance, and in what order, they will be assisted. Under this system, applicants will receive points for falling into certain categories. The applications will be ranked according to which receive the most points.

The units to be treated will be selected using the following criteria:

(a) Income category (Priority to lowest)
(b) Elderly person in home (62 or older)
(c) Physically Handicapped person in home
(d) Single-Parent Household
(e) Female Headed Household

Applications for hook-up assistance will be taken and processed. All property that has hook-up potential will be prioritized for assistance. The owner will be contacted to complete an application.

The application consists of a family survey and verification of income for the owner/occupants and a hook-up description of work and cost estimate on the property. Priority established according to the approved project application.
The CITY, through its Community Development Specialist, will assist the property owner in the hook-up process. The CITY's responsibilities, through the Community Development Specialist, are to process the owner's application, inspect the property, prepare a hook-up description of work, solicit bids for construction, evaluate bids, award the contract, conduct a pre-construction conference, follow progress of construction by conducting periodic inspections, and process the Contractor's payment requests. The Project Manager / Construction Observer will make periodic inspections to assure adherence to the hook-up guidelines.

The Owner's responsibilities are to provide accurate information and to provide access to the property for the purpose of inspections and construction. Owner must render property clean and free of debris prior to any work beginning. A copy of these hook-up guidelines will be provided to each owner to serve as a property owner's guidebook.

All owners of rental property will be required to execute a rent control agreement as required by the CDBG regulations under 24 C.F.R § 570.208 (a) (3). This mandates that rents on properties improved by CDBG funds are maintained at affordable level for same period after the project is completed. The affordable rent policy is intended to protect low- to moderate- income (LMI) persons who are living in a housing project funded with CDBG funds. The affordable rent policy shall benefit tenants whose gross household income, adjusted by family size, is less than 80% of County median income according to income limits prepared by HUD (in effect at time when determination is made). The purpose of this policy is to ensure the rental properties that are in the project area remain affordable for LMI households per the CDBG program eligibility requirements and regulations (National Objectives 24 C.F.R §570.208 Section 101(c), Section 104(b)(3), 105(c)). To demonstrate compliance with this requirement, tenant's rent should be set at a rate considered “affordable” for the County, meaning that rent will not be allowed to exceed 30% of the tenant's gross family income. This affordable rent commitment must be executed by the property owners and must be in effect for at least 12 months after the project is finalized and the grant is closed out.

Contracting for hook-up work will be conducted on a competitive bid basis. The contract will be a two party contract between the CITY and the Contractor. The CITY will advertise and maintain a Contractors List. The CITY and Community Development Specialist will work as a team to prepare the bid package, solicit and evaluate bids, and award the contract.

Substitutions, additions, or deletions to the hook-up description of work attached to the contract are strictly prohibited unless an official change order is approved and executed by the CITY and the Contractor.

Final payment to the Contractor for the hook-up work will take place only after receiving a Certification of Completion from the Contractor, a Certification of Satisfaction from the Owner, and the Community Development Specialist and CITY representative have inspected and approved all work called for in the hook-up description of work.

The change of use of real property standards in 24 C.F.R. 570.489(j) are applicable. The standards described in this section apply to real property within the unit of general local government's control (including activities undertaken by subrecipients) which was acquired or improved in whole or in part using CDBG funds in excess of the threshold for small purchase procurement (2 CFR 200.88). These standards shall apply from the date CDBG funds are first spent for the property until five (5) years after closeout of the unit of general local government's grant. Any changes within the five (5) years would have to serve a CDBG national objective.

The CITY conforms to standard, ethical practices in the hook-up of private property and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the cooperation of all persons and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
PUBLIC FACILITY GUIDELINES

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

It is the intent of this CITY COUNCIL to undertake public facility improvements in the approved project area whenever feasible to meet the plans and achieve the aims of the CITY OF SANFORD FY 2018 CDBG Program. The selection of public facility improvements is the result of many months of planning, numerous meetings and public hearings, and final approval by the CITY COUNCIL of the CITY OF SANFORD, North Carolina, and the North Carolina Rural Economic Development Division (REDD).

The objectives of the public facility improvement activities are that this CITY COUNCIL shall:

1. Follow State and local codes and ordinances with regard to public facility improvements.
2. Follow Federal and State labor requirements with regard to public facility improvements.
3. Assure consistent treatment to all property owners.

This CITY COUNCIL will conduct public facility improvements as outlined in the CITY's application to REDD and subsequent amendments thereto. The need for public facility improvements within the project area was determined by existing conditions. Prior to beginning scheduled public facility improvement activities, the CITY will solicit Request for Proposals to provide engineering services for basic design, contract administration and construction observation. The Proposals submitted will be evaluated, an Engineer selected and a contract for engineering services executed. The CITY will undertake public facility improvements in accordance with the following labor standards: The Davis-Bacon Act, The Copeland “Anti-Kickback” Act, The Contract Work Hours and Safety Standards Act and The Fair Labor Standards Act. The Community Development Representative will request the required wage determinations, review contractor payroll reports and conduct contractor employee interviews.

The CITY and its Community Development Representative will aid the Engineer in the basic design, contract administration and construction observation of the public facility improvements. Contracting for public facility improvement construction will be conducted on a competitive bid basis. The Engineer will request required permits, prepare bid specifications including Supplemental General Conditions relating to CDBG Compliance Requirements, solicit bids for construction, evaluate bids, recommend award of the contract, conduct a pre-construction conference, observe the construction, recommend payment of the Contractor's payment requests and process the certification of completion.

Applications for public facility improvement assistance will be taken and processed. The application consists of a family survey and verification of income for the occupants. All property adjacent to public facility improvements will receive assistance. The owner and occupant, in the case of rental property, will be contacted to complete an application. The owner may be asked to provide a temporary easement to the CITY to allow access to the property for the purpose of the public facility improvements. Should a permanent easement be required for the purpose of public facility improvements, the CITY will follow the Acquisition Guidelines relative to the purchase of real property.

The CITY conforms to standard, ethical practices to undertake public facility improvements and desires to see that all interests are protected. If there are any questions or complaints, the CITY solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The CITY will follow its adopted Complaint Procedure, contained herein this CDBG Program Manual.
COMPLAINT PROCEDURE
CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

Citizens may make comments at any point in the program including planning, implementation and closeout. The CITY will respond in writing to written citizen comments. Citizen comments should be mailed to: COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR, CITY OF SANFORD, PO BOX 3729, 115 CHATHAM STREET, SANFORD, NC 27330, TELEPHONE: 919-718-4657. The CITY will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning the CITY OF SANFORD Community Development Program, the complaint should first be discussed with the COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR. ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.

If the complaint cannot be resolved in this manner, a meeting with the COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR to discuss the complaint should be requested. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to:
North Carolina Department of Commerce, Rural Economic Development Division, 4346 Mail Service Center, Raleigh, North Carolina 27699-4346, Phone: (919) 707-9189, TDD: (800) 735-2962 or 711.
CONTRACTS OFFICER DESIGNATION

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

The CITY COUNCIL of the CITY OF SANFORD, North Carolina, hereby designates the COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR, and titled successor(s) or designee(s), to serve as Contracts Officer(s) throughout the implementation of the CITY OF SANFORD Community Development Program, with the authority to execute contracts pertaining to acquisition, disposition, relocation, clearance, rehabilitation, rehabilitation/reconstruction, hook-up, public facilities and administration within the limitations of the approved Grant Application and State and Federal Procurement Procedures.
LABOR STANDARDS OFFICER DESIGNATION

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

The CITY COUNCIL of the CITY OF SANFORD, North Carolina, hereby designates the COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR, and titled successor(s) or designee(s), to serve as Labor Standards Officer(s) throughout the implementation of the CITY OF SANFORD FY 2018 CDBG Program, with the authority to enforce compliance with labor standards on all jobs requiring labor standards provisions.
VERIFICATION OFFICER DESIGNATION

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

The CITY COUNCIL of the CITY OF SANFORD, North Carolina, hereby designates the COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR, and titled successor(s) or designee(s), to serve as Verification Officer(s) throughout the implementation of the CITY OF SANFORD FY 2018 CDBG Program, with the responsibility to verify the eligibility of all contractors and subcontractors participating on jobs funded in full or in part with Community Development funds.
JUST COMPENSATION OFFICER DESIGNATION

CITY OF SANFORD
CDBG 2018 PROGRAM FUNDING YEAR

The CITY COUNCIL of the CITY OF SANFORD, North Carolina, hereby designates the COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR, and titled successor(s) or designee(s), to serve as Just Compensation Officer(s) throughout the implementation of the CITY OF SANFORD FY 2018 CDBG Program, with the authority to certify just compensation of private property acquisition within the limitations of the approved Grant Application.
The CITY is required to maintain a financial accounting system for the Community Development Block Grant Program. This system must comply with various Federal guidelines for financial management of federally assisted activities. To comply with these regulations, the CITY must have a financial management system that provides accurate, current and complete disclosure of the financial status of each CDBG-supported activity. To insure that the Federal guidelines, specifically, 2 CFR 200, are met, the CITY will comply with the following financial management procedures:

A. The financial management system must permit the comparison of actual expenditures and revenues against budgeted amounts. To meet this requirement, the CITY will maintain separate revenues and expenditures ledgers by fund and activity. In addition, a balance sheet of accounts will be maintained to indicate cash flow.

A. The CITY must have procedures to ensure that project costs are reasonable, allowed by the funding agency and are allocated to project cost line item budgets. All accounting records must be supported by source documentation and maintained for a three to five year period following closeout of the program.

B. Cost Allocation Plan: Federal Office of Budget & Management (OMB) Circular A-87 (“Cost Principles for State, Local and Indian Tribal Governments”) was superseded by 2 CFR Part 225, and then by 2 CFR Part 200. However, the general principles remain such that local governments receiving federal awards must identify, assign, and allocate indirect and direct costs of project activities on a reasonable and consistent basis. The CITY will compare its existing cost allocation plan to the guidance presented in Appendix V to 2 CFR 200 “State/Local Government-wide Central Service Cost Allocation Plans” and make a determination of reasonably expected costs associated with the CDBG grant. Examples may include, but are not limited to: mailing and postage; office supplies; public notices & outreach; staff training; and full-time equivalent of local staff that may work on the CDBG project.

For expected costs associated with the CDBG grant, the CITY will maintain records that include a description of the service or good, applicable procurement procedures, invoices and / or statements, balances of expenditures and deposits, and explanation of being grant-related, and if needed, prior approval from the funding agency for said cost.

Any reimbursement issued to CITY staff for trainings related to the project and the CDBG discipline must be requested by the funding agency, and any related travel, mileage, sustenance, and lodging must adhere to current State per diem rates.
C. The CITY will follow a **REIMBURSEMENT** method of payment procedure whereby the Project Manager will review vouchers and invoices to make sure they are legitimate costs consistent with approved contracts or purchase orders, and to make sure that they are charged to the correct program activity. A **Request for Check** form will be prepared by the Project Manager and presented to COMMUNITY DEVELOPMENT MANAGER / PLANNING DIRECTOR, or successors, for review. A **Request for Check** will not be issued unless the voucher or invoice clearly describes the services rendered or product obtained. The CITY FINANCE DIRECTOR will review the **Request for Check**, determine if adequate funds available, and issue a payment for payment of the invoice after One of the local officials named on the current Signature Card approves the **Request for Check**.

Disbursement of funds shall be made no less than monthly, with the request exceeding $2,500 unless it is the last payment. Never will the amount of the requisition exceed the total amount of the funds needed. The requisition will be completed in accordance with Rural Economic Development Division (REDD) requirements. No grant funds may be used to pay for expenses dated or accrued prior to Contract Executed Date by NCDOC. No grant funds may be obligated or expended except for the administration activity until receipt of the Release of Funds letter from REDD.

The **Requisition** shall bear the signatures of Two of the local officials indicated on the current Signatory Card. The requisition will be sent by fax to REDD/DOC. The original will be maintained in the CITY’s files. The CITY should allow up to 30 days for invoices and request for funds to be processed. The CITY should inform contractors of this timeframe. Upon receipt of the CDBG funds, the CITY FINANCE OFFICER will immediately record the deposit into the account set up for CDBG funds. CDBG funds must stand alone and are not to be mingled with other grants or other sources of funding.

A mechanism must be developed to insure compliance with the "Three Day Rule." Should the CITY follow an **ADVANCEMENT** method of payment procedure, **advance payments from REDD must be spent within three (3) banking days of receipt.** The CITY will insure that funds are expended within three (3) banking days of receipt by requisitioning funds only upon receipt of vouchers, and/or invoices, and/or progress payment requests. Never will the amount of the requisition exceed the total amount of the funds needed.

This Financial Management System will be maintained by the CITY FINANCE DIRECTOR and adhered to by the Project Manager and all program participants. The CITY will maintain all accounting records for a three to five year period following program closeout.
The City and Lee County are eligible to participate in the following NC Small Cities Community Development Block Grant (CDBG) Programs funded by the U.S. Department of Housing and Urban Development (HUD):

<table>
<thead>
<tr>
<th>CDBG Program</th>
<th>State Administering Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure (CDBG-I)</td>
<td>NC Department of Environmental Quality (DEQ)</td>
</tr>
<tr>
<td></td>
<td>Division of Water Infrastructure (DWI)</td>
</tr>
<tr>
<td>Disaster Recovery (CDBG-DR)</td>
<td>NC Department of Emergency Management (NCEM)</td>
</tr>
<tr>
<td></td>
<td>Division of Public Safety (DPS)</td>
</tr>
<tr>
<td>Economic Development (CDBG-ED)</td>
<td>NC Department of Commerce (DOC)</td>
</tr>
<tr>
<td>Neighborhood Revitalization (CDBG-NR)</td>
<td>Rural Economic Development Division (REDD)</td>
</tr>
</tbody>
</table>

**BASICS OF FAIR HOUSING LAW**

As a recipient of federal funds, the City must demonstrate efforts to *affirmatively further fair housing (AFFH)*. The federal Fair Housing Act of 1968 prohibits the denial of housing to a person based on the person’s membership in one or more of the protected classes. It is also illegal to coerce, intimidate, threaten or interfere with a person seeking to exercise rights under the Fair Housing Act. Protected classes are:

- Race
- Color
- Religion
- National origin
- Sex
- Familial status
- Disability or handicap

It is illegal to discriminate against a person in the provision of housing because of a person’s membership in a protected class in the following situations:

- The advertising, terms, conditions, privileges, financing, or provision of services or facilities in connection with the sale or rental of most housing;
- The provision of reasonable modification to a dwelling for persons with a disability at their expense when necessary for the full use and enjoyment of the dwelling;
- The provision of reasonable accommodations to the rules, policies, practices or services when necessary to provide persons with a disability the equal opportunity to use and enjoy the dwelling;

**Examples of Prohibited Actions:**

- Discriminatory advertising, terms, conditions, privileges, financing, or provision of services or facilities in connection with the sale or rental of most housing
- False denial of availability
• Refusal to deal & financial discrimination
• Indicating any preference or limitation because of class membership
• Denying anyone the use of or participation in any real estate services
• Denial or certain reasonable modifications and/or reasonable accommodations

COMPLAINT PROCEDURE
Any person or persons wishing to file a complaint of housing discrimination in the City may do so by informing the CITY’S COMMUNITY DEVELOPMENT MANAGER IN THE CITY PLANNING DEPARTMENT, PO BOX 3729, 115 CHATHAM STREET, SANFORD, NC 27330; PH: 919-718-4657; TDD: 800-735-2962 (711), of the facts and circumstance of the alleged discriminatory acts or practice. Upon receiving a housing discrimination complaint, the City shall acknowledge the complaint within 10 days in writing and inform the State Funding Agency (NC DOC/ NC DEQ/ NCEM), and the NC Human Relations Commission (NCHRC) about the complaint. The City shall offer assistance to NCHRC in the investigation and reconciliation of all housing discrimination complaints based on events occurring in the City. For more information: HUD Office of Fair Housing and Equal Opportunity (FHEO) at 800-440-8091, the NCHRC at 919-807-4424, or Legal Aid of NC 855-797-FAIR (3247) for individual assistance.

CDBG ASSESSMENT OF FAIR HOUSING (AFH) / ANALYSIS OF IMPEDIMENTS (AI)
As part of previous CDBG grants received, the City of Sanford and Lee County conducted a joint Analysis of Impediments to Fair Housing (AI) in 2011, which covered a five-year period. The Assessment of Fair Housing (AFH) is generally equivalent for the CDBG program. The intent is for this document to serve the AI/AFH requirement across multiple CDBG grants the City/County may pursue. The AFH process includes:
   A. Analysis of demographic, housing and economic statistics illustrating trends over time since 2010, comparing the City, Lee County, and NC;
   B. Identification any fair housing issues, impediments to the community, and contributing factors;
   C. Identification of SMART Goals (Specific, Measurable, Action-Oriented, Realistic, and Time-Bound) that can be attempted to be addressed within the timeframe of the CDBG grant; and
   D. Activities to meet these goals, including community participation.

A. Analysis of Census Data
In general, the city trends are similar to that of the county and state, with a few highlights-
   • Compared to the county and state, Sanford has a higher percent of Black/African American persons and higher percent of persons of Hispanic origin.
   • While the median household income in Sanford is lower compared to the state and county, it achieved the most growth between survey periods at 16%, compared to 10% growth at the state, and 12% growth at the county. Unfortunately, the growth in median household income in Sanford could not combat the growth in local poverty rate, which is higher than that of the county and state.
   • Approx. 25% of homeowners in Sanford pay more than 30% of monthly income on housing costs and are cost burdened (higher percent compared to county 21% and state 22%).
• Approx. 47% of renters in Sanford pay more than 30% of monthly income on housing costs and are cost burdened (similar percent compared to county 45% and state 49%).

B. Impediments to Fair Housing
The 2011 barriers to fair housing identified are generally the same and remain applicable. These barriers are common occurrences among communities, and can be summarized as difficulties with affordable housing.
1. A lack of affordable housing stock
2. A lack of availability of rental units
3. A lack of homebuyer education services

C. SMART Goals & FH Priorities
Based on previous and updated fair housing impediments the identified SMART goals are:
1. Continue to expand community outreach methods for fair housing education and enforcement efforts
2. Continue to have public meetings regarding fair housing
3. Continue to research and seek funding opportunities

D. Activities
Based on the identified goals, the City and County should continue to:
• Participate in Urgent Repair and Single-Family Rehabilitation Housing programs funded by NC Housing Finance Agency (NCHFA) to serve low-income, elderly, and minority residents;
• Work with housing partners, such as the Sanford Housing Authority (SHA), Brick Capital Community Development Corporation, Lee County Enrichment Center, Lee County Social Services, Johnston-Lee-Harnett Community Action Agency, and Sanford NC Homelessness Task Force (S3 Housing Connect) that are deeply involved in sharing resources to provide safe, quality affordable housing to those in need
• Conduct fair housing activities to inform residents of their rights and housing providers of their responsibilities.
• Enhance community outreach & collaborate with partners for housing, economic development, infrastructure, and overall community development.
• Seek funding assistance to address housing rehabilitation, repair, affordability, and availability. For example: The City & SHA are partners in the Linden Avenue Rehabilitation project to provide permanent affordable housing for homeless families

In addition, during its quarterly fair housing activities, the City will combine Fair Housing and Section 3 public notices (English & Spanish) where feasible, expand distribution to online and social media outlets, community events, and a community survey.

The Wooten Company, the CDBG Grant Administrator, compiled the information to satisfy the CDBG program. The Resolution to Adopt the 2019 Analysis of Impediments/Assessment of Fair Housing includes the City’s commitment to affirmatively further fair housing. The report is presented to Council for approval and adoption.
CITY OF SANFORD
LEE COUNTY

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING
(ASSESSMENT OF FAIR HOUSING)

2019
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1.0 EXECUTIVE SUMMARY

The City of Sanford, North Carolina, and Lee County, have been the recipient of many Community Development Block Grants (CDBG) in the past. With each new grant approved, a new Fair Housing Plan was adopted. Through the years, the City and County has demonstrated continued efforts to affirmatively further fair housing. The City and County have not received notification of any fair housing complaints from the North Carolina Human Relations Commission (NCHRC) within the NC Department of Administrative Hearings, Civil Rights Division\(^1\).

The City and County are eligible to participate in the following Small Cities CDBG Programs under the Housing and Community Development Act of 1974, as amended:

<table>
<thead>
<tr>
<th>CDBG Program</th>
<th>State Administering Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure (CDBG-I)</td>
<td>NC Department of Environmental Quality (DEQ)</td>
</tr>
<tr>
<td></td>
<td>Division of Water Infrastructure (DWI)</td>
</tr>
<tr>
<td>Disaster Recovery (CDBG-DR)</td>
<td>NC Department of Emergency Management (NCEM)</td>
</tr>
<tr>
<td></td>
<td>Division of Public Safety (DPS)</td>
</tr>
<tr>
<td>Economic Development (CDBG-ED)</td>
<td>NC Department of Commerce (DOC)</td>
</tr>
<tr>
<td>Neighborhood Revitalization (CDBG-NR)</td>
<td>Rural Economic Development Division (REDD)</td>
</tr>
</tbody>
</table>

The City’s previous Analysis of Impediments to Fair Housing (AI), adopted and approved in 2011, covered a five-year period. Impediments identified at that time include:

1. Lack of quality affordable housing stock
2. Lack of affordable rental units for large families and persons with disabilities
3. Lack of comprehensive homebuyer education services

These barriers are common occurrences among communities through North Carolina, and can be summarized as difficulties with affordable housing. Based on the updated data analysis, it appears that access to affordable housing remains the primary local impediment. Fortunately, the local government staff, Council and community leaders are very active and stay engaged to promote comprehensive community and economic development programs to help combat this housing impediment. Housing Partners such as the Sanford Housing Authority, Brick Capital Community Development Corporation, Lee County Enrichment Center, Lee County Social Services, Johnston-Lee-Harnett Community Action Agency, and Sanford NC Homelessness Task Force (S3 Housing Connect) are deeply involved in sharing resources to provide safe, quality affordable housing to those in need.

The City and County are aware of the responsibility to affirmatively further fair housing for all its residents among housing consumers and housing providers. The advancement of access to the internet allows all who are interested to find any information regarding Federal and State fair housing legislation. Through the past fair housing activities, the City and County have supplied information to the public regarding the fair housing initiatives and complaint procedure by pamphlets and posters, publications and notices. Expanded public outreach may include social media, online notices, and surveys.

Since the community development departments for Sanford and Lee County are intertwined, a joint report is logical. Should the City or County desire to seek CDBG funds from both funding agencies, this document is intended to be sufficient for both entities.

\(^1\) NC Office of Administrative Hearings. Civil Rights Division. [http://www.ncoah.com/civil/]
2.0 SUMMARY OF FAIR HOUSING ISSUES & CAPACITY

BACKGROUND AND PURPOSE

According to the Title VIII of the Civil Rights Act of 1968 (Fair Housing Act\textsuperscript{2}), the Federal Fair Housing Amendments Act of 1988, and the North Carolina State Fair Housing Act, G. S. Chapter 41A, it is unlawful for any persons in a real estate transaction to conduct discriminatory housing practices based upon race, color, sex, religion, national origin, handicapped condition (or disability), or familial status. In addition, the North Carolina Fair Housing Act was amended in 2009\textsuperscript{3} to add affordable housing as a protected class for land-use decisions, such that “land-use planning and regulation cannot refuse approval or otherwise discriminate against proposals because they include affordable housing”\textsuperscript{4}.

Affirmatively furthering fair housing (24 C.F.R. § 5.152) means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a program participant’s activities and programs relating to housing and urban development.

Fair housing choice is not only about combating discrimination. Fair housing choice involves individuals and families having the information, opportunity, and options to live where they choose without unlawful discrimination and other barriers related to race, color, religion, sex, familial status, national origin, or disability, and that their choices realistically include housing options in integrated areas and areas with access to opportunity. Fair housing choice encompasses (1) actual choice, which means the existence of realistic housing options; (2) protected choice, which means housing that can be accessed without discrimination; and (3) enabled choice, which means realistic access to sufficient information regarding options so that any choice is informed. For persons with disabilities, fair housing choice and access to opportunity include access to accessible housing and housing in the most integrated setting appropriate to an individual’s needs.

The United States Department of Housing and Urban Development (HUD) is committed to eliminating racial and ethnic segregation and other discriminatory practices in housing and will use all of their programmatic and enforcement tools to achieve this goal. Recipients of Community Development Block Grants (CDBG), HOME Investment Partnerships (HOME) and/or Emergency Solutions Grants (ESG) funding are required to certify that they will affirmatively further fair housing (AFFH) as part of grant obligations. In 2015, HUD published a final rule to clarify requirements to affirmatively further fair housing, including the update of the Analysis of Impediments to Fair Housing Choice (AI) to an Assessment of Fair Housing (AFH)\textsuperscript{5,6}. The fundamental goal of HUD’s fair housing policy is to make housing choice a reality through Fair Housing planning, involving three main elements\textsuperscript{7}:

1. Conducting an analysis to identify impediments to fair housing choice (AI) within the jurisdiction;
2. Taking appropriate actions to overcome the effects of any impediments identified through the analysis; and
3. Maintaining records reflecting the analysis and actions taken.

\textsuperscript{3} NC General Assembly. NCGS. Chapter 41A-4. http://www.ncga.state.nc.us/gascripts/statutes/StatutesTOC.pl?Chapter=0041A
\textsuperscript{5} North Carolina Department of Environmental Quality (NC DEQ). Division of Water Infrastructure (DWI). CDBG-I Compliance & Reporting Information. https://deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/cdbg-i-compliance-and-reporting-information
\textsuperscript{6} 24 CFR 5.150-168 Affirmatively Furthering Fair Housing http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:1.1.1.1.5
NORTH CAROLINA ANALYSIS OF IMPEDIMENTS

In 2011, North Carolina’s AI submitted with the Consolidated Plan identified statewide impediments for consideration of local governments:

1. **Insufficient system capacity**: Lack of staff and resources has led to deficient educational outreach efforts and enforcement activities
2. **Discrimination in the rental markets**: Survey and complaint data revealed that racial, ethnic, and disability discrimination exist in the rental market.
3. **Constraints in the lending markets**: Loan denial rates and high percentage loans are more common for racial and ethnic minorities.
4. **Possible barriers in land-use policies or practices**: Current zoning and development practices may not be in the spirit of affirmatively furthering fair housing.

North Carolina’s 2015 AI report involved a review of responses to the 2015 NC Fair Housing Survey, complaints filed with HUD, and consultation with participants in the 2015 Fair Housing Forum meetings. The state found the following impediments to fair housing:

**Private Sector**

1. Discrimination in the rental housing market in the basis of race and disability
2. Lack of reasonable accommodation and modification
3. Lack of understanding of fair housing law in rural areas of the state, both among housing consumers and housing providers
4. Black and Hispanic residents experience higher rates of home purchase loan denials than white and non-Hispanic residents, leading to lower rates of homeownership

**Public Sector**

1. Limited fair housing infrastructure serving rural state residents
2. Limited understanding of duty to affirmatively further fair housing
3. Lack of understanding of fair housing laws by units of local government in non-entitlement areas

Generally, the AFH involves a comprehensive review of the laws, regulations, policies, procedures and practices of the local jurisdiction and how those laws, etc. affect the location, availability, and accessibility of housing in the area. The AFH also includes an assessment of public and private conditions affecting fair housing choice and extent of discrimination against members of the protected classes. The AFH document prepared using census data and community data to assist the community to take action to overcome the effects of discrimination. The AFH process encourages community participation. The format used to conduct this assessment is a combination of the outline recommended in HUD’s *Fair Housing Planning Guide* and guidance from funding agencies.

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9North Carolina Department of Environmental Quality (NC DEQ). Division of Water Infrastructure (DWI). *CDBG-I Compliance & Reporting Information*. [https://deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/cdbg-i-compliance-and-reporting-information#affirmatively-furthering-fair-housing-resources](https://deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/cdbg-i-compliance-and-reporting-information#affirmatively-furthering-fair-housing-resources)

3.0 ANALYSIS OF DATA

The City of Sanford and Lee County are committed to the goal that every citizen be offered an opportunity to select the home of his or her choice. As required by regulations set forth by HUD, recipients of NC CDBG must submit an Analysis of Impediments to Fair Housing Choice Study (AI) / Assessment of Fair Housing (AFH) every five years. The 2013-2017 American Community Survey (ACS) 5-year estimates, along with the accompanying data from the North Carolina Office of State Budget and Management (NC OSBM) and 2010 U.S. Census, are the best available data to retrieve information for this analysis.

RACE, COLOR, & NATIONAL ORIGIN

As depicted in the table below, according to the 2006-2010 American Community Survey (ACS) 5-year estimates and 2013-2017 ACS data, the Hispanic white population jumped from 32% to 71% in the City, decreasing the “some other race” population. It appears that with the 2013-2017 ACS survey, there was greater local understanding that Hispanic origin is an ethnicity, not a race. Between this timeframe, the Hispanic population (of any race) increased in all jurisdictions. As illustrated in the U.S. EPA EJ Screen data, minority and Hispanic populations have higher concentrations in the eastern and southern portions of the City.

Hispanic/Latino origin by Race, 2006-2010 and 2013-2017 ACS 5-Year Estimates

<table>
<thead>
<tr>
<th>Race</th>
<th>NC 2010</th>
<th>NC 2017</th>
<th>Lee County 2010</th>
<th>Lee County 2017</th>
<th>City of Sanford 2010</th>
<th>City of Sanford 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>9,271,178</td>
<td>10,052,564</td>
<td>55,576</td>
<td>59,805</td>
<td>26,897</td>
<td>29,051</td>
</tr>
<tr>
<td>Not Hispanic or Latino</td>
<td>92.20%</td>
<td>90.90%</td>
<td>82.70%</td>
<td>80.71%</td>
<td>74.62%</td>
<td>75.32%</td>
</tr>
<tr>
<td>White alone</td>
<td>71.70%</td>
<td>70.01%</td>
<td>72.90%</td>
<td>72.07%</td>
<td>63.14%</td>
<td>60.20%</td>
</tr>
<tr>
<td>Black or African American alone</td>
<td>22.95%</td>
<td>23.28%</td>
<td>24.09%</td>
<td>23.36%</td>
<td>32.23%</td>
<td>34.74%</td>
</tr>
<tr>
<td>American Indian &amp; Alaska Native alone</td>
<td>1.18%</td>
<td>1.19%</td>
<td>0.51%</td>
<td>0.82%</td>
<td>0.84%</td>
<td>0.09%</td>
</tr>
<tr>
<td>Asian alone</td>
<td>2.26%</td>
<td>2.92%</td>
<td>1.18%</td>
<td>1.29%</td>
<td>2.29%</td>
<td>1.56%</td>
</tr>
<tr>
<td>Native Hawaiian &amp; Other Pacific Islander alone</td>
<td>0.05%</td>
<td>0.06%</td>
<td>0.00%</td>
<td>0.05%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Some other race alone</td>
<td>0.21%</td>
<td>0.24%</td>
<td>0.03%</td>
<td>0.14%</td>
<td>0.07%</td>
<td>0.19%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>1.65%</td>
<td>2.30%</td>
<td>1.30%</td>
<td>2.28%</td>
<td>1.44%</td>
<td>3.22%</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>7.80%</td>
<td>9.10%</td>
<td>17.30%</td>
<td>19.29%</td>
<td>25.38%</td>
<td>24.68%</td>
</tr>
<tr>
<td>White alone</td>
<td>44.88%</td>
<td>59.03%</td>
<td>30.09%</td>
<td>72.98%</td>
<td>31.67%</td>
<td>70.82%</td>
</tr>
<tr>
<td>Black or African American alone</td>
<td>2.71%</td>
<td>3.51%</td>
<td>1.07%</td>
<td>1.15%</td>
<td>1.51%</td>
<td>0.63%</td>
</tr>
<tr>
<td>American Indian &amp; Alaska Native alone</td>
<td>0.68%</td>
<td>0.97%</td>
<td>0.79%</td>
<td>0.20%</td>
<td>1.11%</td>
<td>0.15%</td>
</tr>
<tr>
<td>Asian alone</td>
<td>0.30%</td>
<td>0.23%</td>
<td>0.56%</td>
<td>0.00%</td>
<td>0.18%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Native Hawaiian &amp; Other Pacific Islander alone</td>
<td>0.08%</td>
<td>0.13%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Some other race alone</td>
<td>46.80%</td>
<td>31.61%</td>
<td>64.66%</td>
<td>21.75%</td>
<td>65.31%</td>
<td>24.31%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>4.55%</td>
<td>4.51%</td>
<td>2.82%</td>
<td>3.92%</td>
<td>0.22%</td>
<td>4.09%</td>
</tr>
</tbody>
</table>

As illustrated in the table below, about 14% of the Sanford’s population is foreign born, essentially double than that of the state, for both ACS survey periods. The City has a much higher ratio of Hispanic persons compared to the county and state, and therefore more Spanish is spoken at home. In Sanford, of the population age 5 and older, approximately 24% speaks a language other than English at home (more than that at the county and state levels). The majority of that population speaks Spanish at home, and approximately 12% speaks English “less than very well”. The population that speaks English “less than very well” decreased in the City and County between 2010 and 2017, whereas in the state, the percent generally stayed constant between the ACS survey periods. The City provides public notices in English and Spanish, with availability upon request to provide translation and
interpretation. As illustrated in the U.S. EPA EJ Screen data\textsuperscript{16}, percent of the population with limited English proficiency is concentrated in the same areas as minority and Hispanic populations.

National Origin and Language Spoken at Home by 2006-2010\textsuperscript{17} and 2013-2017\textsuperscript{18} ACS 5-Year Estimates

<table>
<thead>
<tr>
<th>Description</th>
<th>2010</th>
<th>2017</th>
<th>2010</th>
<th>2017</th>
<th>2010</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population foreign-born</td>
<td>7.40%</td>
<td>7.80%</td>
<td>11.00%</td>
<td>10.70%</td>
<td>17.30%</td>
<td>13.80%</td>
</tr>
</tbody>
</table>

Language Spoken at Home

<table>
<thead>
<tr>
<th>Population age 5 and older</th>
<th>North Carolina</th>
<th>Lee County</th>
<th>City of Sanford</th>
</tr>
</thead>
<tbody>
<tr>
<td>English only</td>
<td>89.6%</td>
<td>88.6%</td>
<td>82.8%</td>
</tr>
<tr>
<td>Language other than English</td>
<td>10.4%</td>
<td>11.4%</td>
<td>17.2%</td>
</tr>
<tr>
<td>Speak English “less than very well”</td>
<td>4.9%</td>
<td>4.7%</td>
<td>10.1%</td>
</tr>
<tr>
<td>Spanish</td>
<td>6.9%</td>
<td>7.5%</td>
<td>15.9%</td>
</tr>
<tr>
<td>Speak English “less than very well”</td>
<td>3.8%</td>
<td>3.3%</td>
<td>9.6%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>1.6%</td>
<td>1.7%</td>
<td>0.6%</td>
</tr>
<tr>
<td>Speak English “less than very well”</td>
<td>0.4%</td>
<td>0.5%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>1.4%</td>
<td>1.6%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Speak English “less than very well”</td>
<td>0.6%</td>
<td>0.7%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Other languages</td>
<td>0.4%</td>
<td>0.6%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Speak English “less than very well”</td>
<td>0.1%</td>
<td>0.2%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

\textsuperscript{16} United States Environmental Protection Agency (U.S. EPA) Environmental Justice Screening & Mapping Tool (EJScreen).

\url{https://www.epa.gov/eiscreen}

\textsuperscript{17} U.S. Census. 2006-2010 ACS. Table DP-02: Selected Social Characteristics.

\url{http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t}

\textsuperscript{18} U.S. Census. 2013-2017 ACS. Table DP-02: Selected Social Characteristics.

\url{http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t}
As depicted in the table below, according to the ACS data, the median age is generally in the mid-30s across the jurisdictions. Also, compared to the county and state, the city has similar percent of elderly population and similar percent of elderly persons living alone. Meanwhile, the percent of grandparents responsible as primary caregiver for their minor grandchildren has increased in the county, but decreased in the city and state. The gender for the city, county, and state are generally split, with a slightly higher percentage of females than males.

### Age and Gender by 2006-2010 and 2013-2017 ACS 5-Year Estimates

<table>
<thead>
<tr>
<th>Description</th>
<th>North Carolina</th>
<th>Lee County</th>
<th>City of Sanford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population</td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td>Total Population</td>
<td>9,271,178</td>
<td>10,052,564</td>
<td>55,576</td>
</tr>
<tr>
<td>Male (%)</td>
<td>48.7%</td>
<td>48.7%</td>
<td>49.0%</td>
</tr>
<tr>
<td>Female (%)</td>
<td>51.3%</td>
<td>51.3%</td>
<td>51.0%</td>
</tr>
<tr>
<td>Median Age</td>
<td>37.1</td>
<td>38.4</td>
<td>37.6</td>
</tr>
<tr>
<td>18+ years and over (%)</td>
<td>75.9%</td>
<td>77.2%</td>
<td>74.4%</td>
</tr>
<tr>
<td>65+ years and over (%)</td>
<td>12.6%</td>
<td>15.1%</td>
<td>13.4%</td>
</tr>
<tr>
<td>65+ years householder living alone (% of HH)</td>
<td>9.0%</td>
<td>10.4%</td>
<td>10.9%</td>
</tr>
<tr>
<td>Grandparents responsible for grandchildren (%)</td>
<td>50.6%</td>
<td>44.7%</td>
<td>37.9%</td>
</tr>
</tbody>
</table>

According to 2013-2017 ACS data, approx. 14% of the City’s population is disabled, similar to that of the county and state, as well as the previous ACS survey period. In 2012, the age group with the highest percent of disabled was the elderly. In 2017, the 18-64 age group has the population was the highest percent of disabled persons. Modern medical advances have resulted in a stronger, longer-lived, disabled population and a growing number of elderly citizens. This group of citizens presents unique forces on the local housing market. Social Security and Medicare are unable to foot the bill for the special services and products (including housing), which the elderly must have in order to maintain an adequate standard of living. Many localities have been pushed to help find ways to curb costs through assisting with affordable housing programs. Generally, elderly and disabled residents, along with families who have lost homes to disasters, are given first priority for housing assistance.

---

Disability by 2008-2012\textsuperscript{25} and 2013-2017\textsuperscript{26} ACS 5-Year Estimates

<table>
<thead>
<tr>
<th>Description</th>
<th>North Carolina</th>
<th>Lee County</th>
<th>Sanford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civilian noninstitutionalized population with a disability (%)</td>
<td>13.1 13.7</td>
<td>14.6 14.5</td>
<td>14.8 13.8</td>
</tr>
<tr>
<td>Population under 5 years with a disability (%)</td>
<td>0.8 0.8</td>
<td>0.1 1.3</td>
<td>0.0 2.5</td>
</tr>
<tr>
<td>Population 5 to 17 years with a disability (%)</td>
<td>5.7 5.7</td>
<td>7.5 7.5</td>
<td>8.0 7.9</td>
</tr>
<tr>
<td>Population 18 to 64 years with a disability (%)</td>
<td>11.4 52.4</td>
<td>12.1 51.1</td>
<td>12.2 53.9</td>
</tr>
<tr>
<td>Population 65 years and over with a disability (%)</td>
<td>38.4 40.1</td>
<td>43.2 38.4</td>
<td>50.0 33.1</td>
</tr>
</tbody>
</table>

FAMILIAL STATUS

Generally, as divorce rates rise, and single parents find themselves in the position of being more responsible for a larger portion or all of their family’s needs, they are more apt to face financial hardships. Many single parent households live on the fringe of poverty just trying to meet basic living expenses. Many times federal welfare is employed by this struggling group, but even these subsidies have left many households lacking essential funds. Also, current education and employment trends suggest that these living conditions are cyclic, with children of these families repeating the same living pattern.

According to the ACS data, the average household size have increased slightly\textsuperscript{27,28}. In 2013-2017, approximately 9% of the city’s households are occupied by females, with no husband present and with children less than 18 years of age, compared to the 7% at the county and state. Likewise, of the total number of the city’s households, approximately 4% are occupied by males, with no wife present and with children less than 18 years of age, compared to the 2-3% at the county and state.

Household Familial Status by 2006-2010\textsuperscript{29} and 2013-2017\textsuperscript{30} ACS 5-Year Estimates

<table>
<thead>
<tr>
<th>Description</th>
<th>North Carolina</th>
<th>Lee County</th>
<th>Sanford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>2010 2017</td>
<td>2010 2017</td>
<td>2010 2017</td>
</tr>
<tr>
<td>Average household size</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Married-couple family (%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male householder, no wife present, with own children under 18 years (%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female householder, no husband present, with own children under 18 years (%)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ECONOMIC CHARACTERISTICS**

In the 2006-2010 survey period, the percentage of persons who did not complete high school was 16% for North Carolina, 12% in Lee County, and 24% in the City of Sanford. By the 2013-2017 period, the percentage of persons who did not complete high school was 13% for the state, 18% in the county and 20% in the City. All three jurisdictions experienced an increase in the percent of population with a high school diploma or equivalent, with the city seeing the most growth. While the median household income in Sanford is lower compared to the state and county, it achieved the most growth between survey periods at 16%, compared to 10% growth at the state, and 12% growth at the county. Unfortunately, the growth in median household income in Sanford could not combat the growth in local poverty rate, which is higher than that of the county and state.


<table>
<thead>
<tr>
<th>Description</th>
<th>North Carolina</th>
<th>Lee County</th>
<th>City of Sanford</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school graduate or higher (%)</td>
<td>83.6%</td>
<td>86.9%</td>
<td>80.7%</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>82.0%</td>
<td>82.0%</td>
<td>75.8%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>79.5%</td>
</tr>
<tr>
<td>Bachelor’s degree or higher (%)</td>
<td>26.1%</td>
<td>29.9%</td>
<td>18.0%</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>21.2%</td>
<td>21.2%</td>
<td>20.5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>23.2%</td>
</tr>
<tr>
<td>Poverty Rate for High school graduate or higher (%)</td>
<td>13.4%</td>
<td>15.4%</td>
<td>15.0%</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>19.8%</td>
<td>19.8%</td>
<td>23.3%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>27.0%</td>
</tr>
<tr>
<td>Poverty Rate for Bachelor’s degree or higher (%)</td>
<td>3.4%</td>
<td>4.2%</td>
<td>3.5%</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>3.8%</td>
<td>3.8%</td>
<td>4.9%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4.4%</td>
</tr>
<tr>
<td>Unemployment Rate for Population Age 16 years and over (%)</td>
<td>8.8%</td>
<td>7.2%</td>
<td>9.8%</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>7.2%</td>
<td>7.2%</td>
<td>10.9%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7.3%</td>
</tr>
<tr>
<td>Median household income ($)</td>
<td>45,570</td>
<td>50,320</td>
<td>44,120</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>49,272</td>
<td>49,272</td>
<td>49,272</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>39,231</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>45,417</td>
</tr>
<tr>
<td>Families with incomes in last 12 months below the poverty level (%)</td>
<td>11.4%</td>
<td>11.8%</td>
<td>11.6%</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>12.5%</td>
<td>12.5%</td>
<td>19.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14.7%</td>
</tr>
<tr>
<td>People with incomes in last 12 months below the poverty level (%)</td>
<td>15.5%</td>
<td>16.1%</td>
<td>15.0%</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>17.5%</td>
<td>17.5%</td>
<td>21.3%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20.0%</td>
</tr>
</tbody>
</table>

**HOUSING CHARACTERISTICS**

Housing need generally revolves around three factors – occupancy, physical quality, and affordability. All housing that does not meet the standards for these elements presents unique problems for those families and individuals who occupy or seek to occupy these dwellings. All three jurisdictions are experience a higher rental vacancy rate than homeowner vacancy rate. The state experienced a drop in vacancy rates. The County experienced an increase in both homeowner and rental vacancy rates. The City experienced an increase in homeowner vacancy rate and decrease in rental vacancy rate[35,36]. Of the occupied housing units in the county and state, homeowners are close to being twice the amount of renters. The average household size for all units generally stayed constant at approximately between 2 and 3 persons. In the state, most homes were built between 1990 and 2009. In Lee County, most homes were constructed 1970-1979, and in Sanford, most homes were constructed between 2000 and 2009. In 2017, the most prevalent value of owner-occupied housing units for the city and county are within

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the $50,000 - $149,999 range, while the state has more homes in the $100,000-299,999 range. Home values increased slightly in all jurisdictions since 2010. The ratio of owner-occupied units with a mortgage to those without mortgage generally remained similar for all jurisdictions from 2010-2017, and cost the homeowners between $500 and $1,499 a month. These homes are generally heated with electricity, bottled tank or LP gas, utility gas, fuel oil or kerosene and some heated from wood or other sources. From 2010-2017 for the city, county, and state, there was a decrease of occupied housing units lacking complete plumbing facilities, complete kitchen facilities, or telephone service. Census data does not determine the condition of a housing unit beyond its age, completeness of plumbing and kitchen facilities, type of heat, water source and type of sewage disposal. An older home will need more repairs and updating, and homes lacking complete plumbing or kitchen facilities may not be cost effective to rehabilitate.

### Housing Occupancy Status by 2006-2010 and 2013-2017 ACS 5-Year Estimates

<table>
<thead>
<tr>
<th>Description</th>
<th>North Carolina</th>
<th>Lee County</th>
<th>City of Sanford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Housing Units</td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td>Occupied (%)</td>
<td>85.7</td>
<td>85.7</td>
<td>88.8</td>
</tr>
<tr>
<td>Vacant (%)</td>
<td>14.3</td>
<td>14.3</td>
<td>11.2</td>
</tr>
<tr>
<td>Homeowner vacancy rate (%)</td>
<td>2.5</td>
<td>2.0</td>
<td>2.1</td>
</tr>
<tr>
<td>Rental vacancy rate (%)</td>
<td>9.6</td>
<td>7.1</td>
<td>7.8</td>
</tr>
<tr>
<td>Units in Structure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-unit, detached (%)</td>
<td>65.1</td>
<td>65.2</td>
<td>65.3</td>
</tr>
<tr>
<td>1-unit, attached (%)</td>
<td>3.6</td>
<td>4.0</td>
<td>2.3</td>
</tr>
<tr>
<td>2 units (%)</td>
<td>2.2</td>
<td>2.1</td>
<td>3.7</td>
</tr>
<tr>
<td>3+ units (%)</td>
<td>14.7</td>
<td>15.5</td>
<td>11.7</td>
</tr>
<tr>
<td>Mobile Home (%)</td>
<td>14.3</td>
<td>13.2</td>
<td>17.6</td>
</tr>
<tr>
<td>Occupied Housing Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner-Occupied (%)</td>
<td>68.1</td>
<td>65.0</td>
<td>70.4</td>
</tr>
<tr>
<td>Renter-Occupied (%)</td>
<td>31.9</td>
<td>35.0</td>
<td>29.6</td>
</tr>
<tr>
<td>Average household size of owner-occupied unit</td>
<td>2.54</td>
<td>2.57</td>
<td>2.64</td>
</tr>
<tr>
<td>Average household size of renter-occupied unit</td>
<td>2.38</td>
<td>2.45</td>
<td>2.55</td>
</tr>
</tbody>
</table>

While Sanford does have a higher percent of Black/African American and Hispanic persons compared to the county and state, it appears that the trending ratio of owner/renter households compared to race among the jurisdictions is similar. In addition, between survey years, from reviewing the “Other Race(s)” percent, it appears that there was greater understanding in Sanford that Hispanic origin is an ethnicity, not a race.

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According to HUD, households that pay more than 30% of monthly income on housing costs are cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care. According to the 2006-2010 ACS, 26% of homeowners in Sanford spend over 30% of household income for housing, which is similar to the county and state. In 2013-2017, this percent slightly decreased. Meanwhile the percent of renters

### City of Sanford

<table>
<thead>
<tr>
<th>Race (%)</th>
<th>2010</th>
<th>2017</th>
<th>2010</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Occupied Housing Units</td>
<td>Owner-Occupied</td>
<td>Renter-Occupied</td>
<td>Occupied Housing Units</td>
</tr>
<tr>
<td>White Alone</td>
<td>60.7</td>
<td>70.0</td>
<td>47.4</td>
<td>63.6</td>
</tr>
<tr>
<td>Black/African American Alone)</td>
<td>26.4</td>
<td>19.6</td>
<td>36.2</td>
<td>29.6</td>
</tr>
<tr>
<td>Other Race(s) Alone</td>
<td>12.4</td>
<td>10.4</td>
<td>15.3</td>
<td>4.9</td>
</tr>
<tr>
<td>Multi-Racial</td>
<td>0.5</td>
<td>0.0</td>
<td>1.2</td>
<td>1.9</td>
</tr>
<tr>
<td>Hispanic or Latino Origin</td>
<td>16.6</td>
<td>13.4</td>
<td>21.1</td>
<td>16.7</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino</td>
<td>54.8</td>
<td>64.8</td>
<td>40.3</td>
<td>51.7</td>
</tr>
</tbody>
</table>

### Lee County

<table>
<thead>
<tr>
<th>Race (%)</th>
<th>2010</th>
<th>2017</th>
<th>2010</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Occupied Housing Units</td>
<td>Owner-Occupied</td>
<td>Renter-Occupied</td>
<td>Occupied Housing Units</td>
</tr>
<tr>
<td>White Alone</td>
<td>71.0</td>
<td>78.0</td>
<td>54.2</td>
<td>75.1</td>
</tr>
<tr>
<td>Black/African American Alone)</td>
<td>20.1</td>
<td>15.3</td>
<td>31.3</td>
<td>19.9</td>
</tr>
<tr>
<td>Other Race(s) Alone</td>
<td>8.4</td>
<td>6.4</td>
<td>13.2</td>
<td>3.5</td>
</tr>
<tr>
<td>Multi-Racial</td>
<td>0.6</td>
<td>0.3</td>
<td>1.4</td>
<td>1.5</td>
</tr>
<tr>
<td>Hispanic or Latino Origin</td>
<td>11.0</td>
<td>8.3</td>
<td>17.5</td>
<td>12.3</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino</td>
<td>67.3</td>
<td>75.0</td>
<td>49.1</td>
<td>65.7</td>
</tr>
</tbody>
</table>

### NC

<table>
<thead>
<tr>
<th>Race (%)</th>
<th>2010</th>
<th>2017</th>
<th>2010</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Occupied Housing Units</td>
<td>Owner-Occupied</td>
<td>Renter-Occupied</td>
<td>Occupied Housing Units</td>
</tr>
<tr>
<td>White Alone</td>
<td>73.0</td>
<td>80.2</td>
<td>57.8</td>
<td>72.3</td>
</tr>
<tr>
<td>Black/African American Alone)</td>
<td>20.7</td>
<td>15.2</td>
<td>32.5</td>
<td>21.0</td>
</tr>
<tr>
<td>Other Race(s) Alone</td>
<td>5.1</td>
<td>3.8</td>
<td>8.1</td>
<td>5.1</td>
</tr>
<tr>
<td>Multi-Racial</td>
<td>1.1</td>
<td>0.8</td>
<td>1.6</td>
<td>1.4</td>
</tr>
<tr>
<td>Hispanic or Latino Origin</td>
<td>5.1</td>
<td>3.2</td>
<td>9.1</td>
<td>6.0</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino</td>
<td>70.7</td>
<td>78.5</td>
<td>54.0</td>
<td>68.7</td>
</tr>
</tbody>
</table>

---

41 U.S. Census. 2006-2010 ACS. Table S2502: Demographic Characteristics for Occupied Housing Units.  
http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t

42 U.S. Census. 2013-2017 ACS. Table S2502: Demographic Characteristics for Occupied Housing Units.  
http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t


44 U.S. Census. 2006-2010 ACS. Table DP-04: Selected Housing Characteristics.  
http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t
in Sanford spending over 30% of household income for housing increased over the same time period, with similar percent and growth when compared to Lee County and North Carolina\textsuperscript{45}.

Percent of Households with Housing Costs more than 30% of Income 2006-2010\textsuperscript{46} and 2013-2017\textsuperscript{47} ACS 5-Year Estimates

<table>
<thead>
<tr>
<th>Description</th>
<th>North Carolina</th>
<th>Lee County</th>
<th>City of Sanford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeowner (%)</td>
<td>2010</td>
<td>2017</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>26.3</td>
<td>21.6</td>
<td>25.2</td>
</tr>
<tr>
<td>Renter (%)</td>
<td>48.9</td>
<td>48.7</td>
<td>43.4</td>
</tr>
</tbody>
</table>

**COMMUNITY FACILITIES & ENVIRONMENTAL JUSTICE**

The City of Sanford is mostly mixed residential, with commercial corridors and industrial sectors, surrounded by forest/farmland\textsuperscript{48}. The City and County have interdisciplinary agency serving both jurisdictions, along with the Town of Broadway. These jurisdictions enforce their ordinances and strive to meet the priority goals outlined in the collaborative 2018 Land Use Plan, with the following guiding themes:

- Align new growth with existing land uses and capacities
- Promote development of resources with access to existing infrastructure
- Retain and enhance community aesthetic character and quality standards
- Preserve and protect existing assets compatible with growth
- Enhance connectivity of infrastructure and transportation corridors
- Promote agricultural sustainability
- Maintain quality of environmental resources
- Ensure that intensive commercial and industrial growth is compatible with lower intensity land uses
- Align economic development goals with land uses
- Maintain consistent land use patterns

The City is approximately 30 miles from military based in Fayetteville, and approx. 25-45 miles to airports in Wake County, Fayetteville, & Moore County\textsuperscript{49,50,51}. Major transportation corridors include the Atlantic & Western Railway, CSX Transportation railroad, US Highways 501, 421, and 1\textsuperscript{52,53}. There are currently no major NC Department of Transportation (DOT) expansion projects (road, bike, pedestrian, or rail)\textsuperscript{54,55} in Sanford. The jurisdictions operate water and sewer services, and routinely seek funding assistance to upgrade systems to maintain environmental and public health standards\textsuperscript{56}. Every effort is made to provide all services on an equitable basis to all citizens throughout the area.

\textsuperscript{45} U.S. Census. 2013-2017 ACS. Table DP-04: Selected Housing Characteristics. [link]
\textsuperscript{46} U.S. Census. 2006-2010 ACS. Table DP-04: Selected Housing Characteristics. [link]
\textsuperscript{47} U.S. Census. 2013-2017 ACS. Table DP-04: Selected Housing Characteristics. [link]
\textsuperscript{48} City of Sanford & Lee County. Plan SanLee. Prepared by Benchmark. November 2018. [link]
\textsuperscript{49} NC Military Bases. [link]
\textsuperscript{50} Federal Aviation Administration (FAA). 2019-2023 National Plan of Integrated Airport Systems (NPIAS) Report. [link]
\textsuperscript{51} NC DOT. Airport Locations. [link]
\textsuperscript{52} NC DOT. Rail & Rail-Related Maps. [link]
\textsuperscript{53} NC DOT. Railroad Crossing Map. [link]
\textsuperscript{54} NC DOT. High Profile Projects & Studies. [link]
\textsuperscript{55} NC DOT. Projects- Planning. Comprehensive Transportation Plans. [link]
\textsuperscript{56} NC Department of Environmental Quality (DEQ). Division of Water Resources (DWR). Local Water Supply Plans. [link]
The City of Sanford is the central provider within Lee County for community services, [school/education, churches/places of worship, commercial, health/medical, social services, public safety (police, fire, emergency medical), recreation, public library, medical practices, and hospital]. The closest hospitals outside of Sanford are located approx. 30 minutes away in Pinehurst and Cary. The City does not have national or state parks or monuments but does have several city and county park/facility/recreation areas. According to NC State Historic Preservation Office (SHPO), the City of Sanford does have properties listed on the National Register of Historic Places. There is a local historic district as well as a national historic district.

There are no Superfund sites within Lee County. However, there are several hazardous sites scattered throughout the county, regulated and monitored by the U.S. Environmental Protection Agency (EPA) for permitting and compliance. Due to the scattered locations, there does not appear to be one area disproportionate to another in regard to proximity to hazards. It is noted that these sites rely on close proximity to transportation corridors. Information about the following monitoring programs and individual site data are readily available online for the public.

- Air Emissions Integrated Compliance Information System (ICIS) for Clean Air Act
- Water Discharge Permit Compliance System (PCS/NPDES) for Clean Water Act
- Toxics Release Inventory (TRI)
- Brownfields (Assessment, Cleanup and Redevelopment Exchange System- ACRES)
- Toxic Substances Control Act (TSCA)

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58 NC Department of Natural and Cultural Resources. Division of Parks and Recreation. Find a Park. [http://www.ncparks.gov/find-a-park](http://www.ncparks.gov/find-a-park)
59 City of Sanford. Municipal Parks. [https://sanfordnc.net/684/Municipal-Parks](https://sanfordnc.net/684/Municipal-Parks)
60 Lee County, NC. Parks & Recreation. [https://leecountync.gov/Departments/ParksRecreation](https://leecountync.gov/Departments/ParksRecreation)
63 U.S. EPA. Superfund. [https://www.epa.gov/superfund](https://www.epa.gov/superfund)
64 U.S. EPA. NEPAssist Mapping Tool. [https://www.epa.gov/nepa/nepassist](https://www.epa.gov/nepa/nepassist)
65 U.S. EPA. Enforcement and Compliance History Online (ECHO) Listed Facilities Reports. [http://echo.epa.gov/](http://echo.epa.gov/)
68 U.S. EPA. ICIS- AIR Overview. [https://www.epa.gov/enviro/icis-air-overview](https://www.epa.gov/enviro/icis-air-overview)
70 U.S. EPA. Toxic Release Inventory (TRI) Program. [https://www.epa.gov/toxics-release-inventory-tri-program/learn-about-toxics-release-inventory](https://www.epa.gov/toxics-release-inventory-tri-program/learn-about-toxics-release-inventory)
71 U.S. EPA. Brownfields. [https://www.epa.gov/brownfields](https://www.epa.gov/brownfields)
Sites Monitored by the U.S. EPA.

2012-2016 ACS Percent Minority & EPA Sites.
4.0 ASSESSMENT OF FAIR HOUSING DATA

EXISTING PROGRAMS AND ACTIVITIES

Self-Evaluation

1. Does the City have a fair housing ordinance?

The City of Sanford does not have an adopted fair housing ordinance. The City has adopted a Fair Housing Plan. This plan is active and ongoing based on the availability of grant funding and as a qualification of grant conditions, these elements of fair housing are being constantly updated and reviewed on a quarterly basis for compliance.

2. What mechanism exists for citizens to file complaints alleging illegal discrimination in programs or services funded by your jurisdiction?

The City has a Complaint Procedure (routinely published in the local newspaper), which states that persons wishing to file complaints can contact the Community Development Manager within the Planning Department, who must acknowledge within ten (10) days a receipt of a written complaint and that the City will inform the North Carolina Human Relations Commission (NCHRC) about the complaint. The Community Development Manager will assist the NCHRC in the investigation and reconciliation of all housing discrimination complaints, which are based on events occurring in the City.

3. Do you have an Affirmative Marketing Plan?

The City of Sanford has adopted Housing Rehabilitation Guidelines for use in its CDBG project areas. This fluid document is revised accordingly as new regulations and guidelines are imposed by the funding agency.

4. The number of discrimination complaints filed with North Carolina Human Relations Commission, Civil Rights Division or HUD originating in your Jurisdiction and the results of this investigation:

The Civil Rights Division within the NC Department of Administration was contacted concerning local fair housing complaints, with no known issues.

6. Number of findings related to Fair Housing or Equal Opportunity issued against your Jurisdiction and the corrective action taken.

At this time, there are no findings from the funding agency.

Education and Outreach Efforts

1. Identify all resources available for the promotion of fair housing and equal opportunity.

Fair Housing materials are distributed at City of Sanford and Lee County government offices and other buildings accessible to the public. Fair Housing advertisements are published in The Sanford Herald (or other local newspaper). Fair Housing materials obtained from NC Legal Aid and NC Human Resources Commission are also posted in online, at local events, the Lee County Public Library, the Lee County

Courthouse. Fair Housing Complaint Procedures and Brochures are sent to local housing related industries, Sanford Housing Authority, and lending institutions for educational purposes.

2. How are citizens made aware of these activities?

Through the above named sources.

**Examination of Public Policy and Programs**

1. Do current site selection policies have a disproportionate impact based upon a protected basis? If so, is there a nondiscriminatory reason for this policy and is there an alternative that would have a less discriminatory impact?

   No

2. Are municipal services equitably distributed throughout the community?

   Yes. These include water, sewer, garbage and trash collection, electric, street and storm drainage maintenance, recreation, etc.

3. Are there any zoning requirements that have the effect of limiting housing opportunities to protected groups?

   No. The City of Sanford allows residential uses in nine (9) districts. Single family dwellings are located in eight residential districts and within an office/institutional zoning district. Class A and B manufactured homes are allowed in the Mobile Home (MH) overlay district. Class C homes (manufactured before 1976) are not permitted within the City. Duplexes are allowed in five residential districts as well as in an office/institutional district. Multi-family homes are allowed in four residential districts and one office/institutional district. Mobile home parks are only permitted within the Mobile Home (MH) overlay district.

4. Are there any Community Development or Public Housing Authority activities or programs that have the effect of perpetuating segregation?

   HUD-funded programs have rehabilitated houses throughout the City for the past since program inception. Low income neighborhoods, with or without minority concentration, have been targeted. These programs have not intentionally served to perpetuate segregation, but by rehabilitating homes which are located in the City’s existing low income and/or minority concentrated neighborhoods, integration may have been slowed. The City has taken a proactive approach in integrating the community with all socio and economic factors and will continue to pursue equality for all eligible participants. All eligible applicants are ranked based on a needs assessment.

**Discrimination in the Rental Market**

1. Are there any zoning requirements that have the effect of limiting the availability of rental units within the jurisdiction?

   No

2. Where are rental units located? Are they located in areas of minority concentration?
Rental units are located throughout the City of Sanford. There are many rental units located in minority concentrated and low income neighborhoods. Many of these units are single family dwellings which are subsidized through Section 8 rental assistance.

3. Where are the public housing units located?

Public housing units are located throughout the City.

4. Determine what barriers exist for protected class members in the rental market.

A connecting issue for most all communities is that there may be a deficit of available affordable private rental units for larger families where the housing costs are under 30% of the household income. The major barrier would be the lack of available rental units, especially for large families and disabled persons. However, as the City is providing assistance through various programs such as the Housing Development Program, a set percentage of those units must be allocated for varying incomes and physical handicaps.

5. Are vouchers and Section 8 certificate holders able to find housing throughout the community? If not, identify the barriers that face them.

Section 8 vouchers are available for rental units throughout the City. However, there is a long waiting list at the Sanford Housing Authority due to the lack of rental dwellings available. It is often hard to find subsidized rental units for large families or disabled tenants. City staff has often worked with landlords with rental property located in its housing rehabilitation project areas to get their rental units approved for Section 8 vouchers.

6. Is housing available for families with children and persons with disabilities?

There is a need for more three and four-bedroom rental units. The City of Sanford constructed Maple Avenue and Autumn Oaks units in 2009-2010 with CDBG funds, targeting low-income families. Since the majority of the single-family rental units are older housing stock, few of these units are accessible to persons with disabilities. Historically, the City has found many units located within its targeted housing areas, and it has become necessary to rehabilitate these units to accommodate the occupants’ disabilities.

**Discrimination in the Sales Market**

1. What are the relative housing values for minority and non-minority communities of similar economic composition?

It is estimated that the property values within primarily minority census tracts are lower than neighboring non-minority census tracts. This could be attributed to the age and condition of some of the dwelling units as well as the small size of these older lots. Older residential lots were established long before any zoning and subdivision regulations were adopted by the City.

2. Can nondiscriminatory reasons for these differences be identified? If yes, list them.

The major nondiscriminatory reason for the minority census tracts having lower property values is that the homes are older and smaller. The lots are often small and not as desirable to homebuyers. This can be attributed to these older neighborhoods being established prior to planning, zoning, and subdivision requirements.

3. Identify any barriers to homeownership opportunities within your jurisdiction.
Probably the largest barrier to homeownership within the City of Sanford is the lack of knowledge of the home-buying process. Poor credit histories make it difficult for low- and moderate-income persons to reach allowable debt-to-income ratios established by financial institutions.

Persons with disabilities may encounter additional barriers when seeking to purchase a home. Few homes can be entered by a person in a wheelchair. Another is the process of adapting a home to meet the needs of a disabled person. Adaptations can be costly depending on the home and the needs of the person. Tax credits are available to homebuyers who want to make adaptations for persons with disabilities. This information needs to be provided to more potential homebuyers.

**Discrimination in the Financing**

1. Is there evidence of higher denial rates for minorities and low-income individuals according to Home Mortgage Disclosure Act (HMDA) data?

   Historically, the City of Sanford received funds from the North Carolina Housing Finance Agency for a First-time Homebuyer Down Payment Assistance Program. These programs were able to assist low-income households with down payment and closing cost assistance, enabling these residents to leave the rental market and become homeowners. Several lending institutions have approved financing options that are conducive to persons of varying income levels and strive to supply financing to all those who qualify.

2. Are banking services available on an equal opportunity basis?

   Banks and lending institutions are located in various locations throughout the City. Banks have also been involved with the First-time Homebuyer Down Payment Assistance Program. The City of Sanford has used HOME Program funds in the past to provide down payment and closing cost assistance to first-time homebuyers.

3. Do local financial institutions participate in housing projects or in the funding of housing related Services sponsored by your jurisdiction?

   Individual lending institutions are instrumental in provided financing for housing sponsored by the Lee County and the City of Sanford. Several lending institutions have been involved with providing first mortgages, construction loans for transitional housing, development of low-income housing, HUD Supportive Housing funds, CDBG funds, and NC Housing Finance Agency funds.

**Discrimination in the Building and Construction Industry**

1. Do local building codes include the requirements of the Federal Fair Housing Act of 1988?

   No. The City of Sanford has adopted the State of North Carolina Building codes. The Sanford Area Home Builders Association (SAHBA) receives fair housing and accessibility information from HUD and in turn filters this information down to local members as necessary.

2. Have multifamily dwellings funded by local, state, or federal funds have been built in compliance with FFHA requirements? ADA requirements? Section 504?

   Yes

74 Sanford Area Home Builders Association (SAHBA). [https://www.sanfordhomebuilders.com/](https://www.sanfordhomebuilders.com/)
3. Is there an identified community need for housing for persons with disabilities?
   Yes

4. Is there an identified community need for the construction of more affordable housing?
   Yes

BARRIERS TO EQUAL HOUSING OPPORTUNITIES

In 2011, the City conducted an Analysis of Impediments to Fair Housing (AI). The 2011 AI includes demographic and housing needs data. The 2010-2014 American Community Survey (ACS) 5-year estimates, along with the accompanying data from the North Carolina Office of State Budget and Management (NC OSBM) and 2010 U.S. Census, were utilized. The 2011 AI identifies the following barriers to equal housing opportunities:

1. **Affordable Housing Stock**

   Affording a home, whether rental or owned, is a barrier to housing choices for minority, disabled, and low- to moderate-income households.

2. **Availability of Rental Units**

   There is a lack of rental units for large families and persons with disabilities.

3. **Homebuyer Education Services**

   Persons wishing to purchase a home for the first time are often uneducated in the process and do not understand all of the steps or terms. The City was able to provide some homebuyer education and counseling to the applicants for its First-time Homebuyer Down payment Assistance program; however, some lending institutions do not have a staff person to conduct these services, but rather gives the mortgage loan applicant a handbook to read and a questionnaire to complete.

   NCHFA currently has resources available for new homebuyers, including infographics, e-books, videos, blogs, calculators, and housing counselors to assist home buyers with their purchase. All of this information is available in English, Spanish or any other language requested on their website. NCHFA also offers Homebuyer Express, which is a course to learn about the home buying process. Discounts are available to the program.

   It appears that access to affordable housing is the main local impediment. Fortunately, the City has very active staff, Council, and community leaders that promote comprehensive economic development programs to help combat this housing impediment. In attempt to address a lack of affordable housing stock and availability of rental units, the City of Sanford and Lee County have a rich history of actively seeking housing-related funding assistance to address housing rehabilitation and repair. Such programs are the United States Department of Agriculture housing program, CDBG Scattered Site Housing Program and the Economic Recovery Program (before these programs were eliminated in 2013), and the Single-Family Rehabilitation (SFR), Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and Urgent Repair (URP) Programs available from NCHFA. All of these housing programs aim to assist residents across the state to maintain existing housing conditions and affordability. The ESFRLP and URP programs are designed to serve seniors, veterans and disabled homeowners with incomes at or

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below eighty percent (80%) of area median incomes to promote aging-in-place with energy efficiency and lead, asbestos radon safety.

Funding is very limited and competitive, so the City is unable to provide substantial direct assistance to address lack of affordable housing stock and affordable rental units. However, the City encourages partnerships and continues to seek funding assistance for economic development, infrastructure improvements, and community amenity projects that can indirectly serve as catalysts for private investment in enhancing affordable housing options for residents. Examples of such partnerships and housing-related resources include the Sanford Housing Authority77, Brick Capital Community Development Corporation, Lee County Enrichment Center78, Lee County Social Services, Johnston-Lee-Harnett Community Action Agency, and Sanford NC Homelessness Task Force (S3 Housing Connect)79.

77 Sanford Housing Authority. http://www.sha-nc.org/
78 Enrichment Center of Lee County. https://leecountync.gov/Departments/SeniorServices
79 S3 Housing Connect. Sanford NC Homelessness Task Force. http://s3housingconnect.com/
5.0 IDENTIFICATION OF FAIR HOUSING PRIORITIES & GOALS

<table>
<thead>
<tr>
<th>SMART Goals - Characteristics of Effective Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specific</strong></td>
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<tr>
<td><strong>Measurable</strong></td>
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<td><strong>Action-Oriented</strong></td>
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<td><strong>Realistic</strong></td>
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<td><strong>Time-Bound</strong></td>
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<table>
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<tr>
<th>Goal</th>
<th>Contributing Factor</th>
<th>Fair Housing Issue(s)</th>
<th>Metrics, Milestones, and Timeframe for Achievement</th>
<th>Responsible Program Participant(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase local fair housing enforcement efforts &amp; communication/outreach</td>
<td>Enforcement, Outreach Capacity, &amp; Resources.</td>
<td>There has been adequate outreach capacity but minimal public involvement/response. Lack of public interest in communication about fair housing.</td>
<td>Continue to expand outreach and conduct multiple distribution methods and collaborating partners for the life of the grant.</td>
<td>City Council &amp; Community Development Staff</td>
</tr>
<tr>
<td>Have one public meeting for the community to understand Fair Housing</td>
<td>Enforcement &amp; Outreach: Need for information</td>
<td>Education</td>
<td>Once per year</td>
<td>City Council &amp; Community Development Staff</td>
</tr>
<tr>
<td>Research and establish more Economic Development programs</td>
<td>Affordable Housing; Economic Opportunities</td>
<td>Resources</td>
<td>Ongoing research to find appropriate programs for grants and loans. Positive development for the City.</td>
<td>City Council &amp; Community Development Staff</td>
</tr>
</tbody>
</table>

The City will continue comprehensive educational efforts regarding fair housing, as well as promoting economic and community development initiatives. The combination of education and business development will assist in combatting affordable housing impediments within the City and County.
6.0 COMMUNITY PARTICIPATION

PUBLIC HEARINGS & PROGRAM SET-UP

As an applicant and recipient of CDBG federal funding assistance, the City is required to conduct citizen participation in every aspect of program implementation. The City actively seeks funding assistance to address needs, which require public hearings. During the application process, individual housing surveys were required and residents were informed of the potential project and encouraged to comment. Each public hearing was advertised and conducted in manners to not discriminate in regard to the protected classes. Among some the various plans and policies in the adopted CDBG Program Manual, the City is required to:

- Provide citizens opportunities to comment on project development, implementation, and assessment;
- Provide meaningful access to those with limited English proficiency80;
- Provide reasonable accommodations and assistance to those with handicap/disability upon request;
- Provide notice to local residents of equal access to employment and training opportunities as a result of the project to support local economic benefit, and encourage contractors to actively seek out those residents and businesses81; and
- Provide notice to residents that the City is committed to active community participation and educational outreach in regard to federal and state requirements the City is responsible to uphold.

All of the above program conditions relate to the overall theme of non-discrimination. During federal program implementation, City staff attended multiple training events to stay informed of current best practices to demonstrate due diligence. City staff have been present during program start-up and are eager to provide the residents with much-needed improved services.

HURRICANE RECOVERY OUTREACH

In response to Hurricane Matthew in 2016, the NC General Assembly formed the NC Resilient Redevelopment Planning Program (NCRRP) to have NC Department of Emergency Management assist local communities prepare local recovery plans and strategies. Meetings were held with stakeholders, including local officials, experts, planners, and the public. A summary of this civic engagement is included in the 2017 NC Emergency Management Resiliency Redevelopment Plan for Lee County82. It is assumed that similar activities will take place as a result of Hurricane Florence and build upon the Hurricane Matthew plan.

FAIR HOUSING COMPLAINT PROCEDURE

As part of adoption of the aforementioned CDBG Program Manual, and in an effort to promote fair housing rights and non-discrimination policies, the City of Sanford adopted the following procedure for receiving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the City may do so by informing the Community Development Manager, City of Sanford, P.O. BOX 3729, 115 Chatham Street, Sanford, NC 27330, PH: 919-718-4657; TDD: (800) 735-2962, of the facts and circumstance of the alleged discriminatory acts or practice.


2. Upon receiving a housing discrimination complaint, the Community Development Manager shall acknowledge the complaint within 10 days in writing and inform the North Carolina Department of Commerce (NC DOC) - Rural Economic Development Division (REDD) and the North Carolina Human Relations Commission (NCHRC) about the complaint.

3. The City (Community Development Manager) shall offer assistance to the NCHRC in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the City.

4. The City (Community Development Manager) shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

This information is available in Spanish or any other language upon request. Please contact (Karen Kennedy) at (919-718-4657) or at (115 Chatham Street, Sanford, NC 27330) for accommodations for this request.

ALIGNING SMART GOALS & CIVIL RIGHTS OUTREACH

During the life of the grant, local housing-related entities will be consulted for data for the City’s self-evaluation of available programs, resources, and needs. Entities will be further informed of fair housing information and availability of the community survey and encouraged to participate.

In accordance with the City’s SMART goal to expand outreach, a fair housing community survey (in English & Spanish) aimed at residents will be created for distribution, and made available in online and hardcopy format. Initial distribution will include included flyers in City Hall / Planning (posters & bulletin boards), and posting on the City’s website and social media page. The availability of paper and online community surveys will be published in the Sanford Herald and local events, encouraging residents and businesses to participate. Information will be presented as available, alongside other community informational sources by City Staff. Survey respondents will have the option of returning the survey to City Hall, or answering the survey questions online. Surveys received will be analyzed for sufficient data to conduct statistical analysis. Regardless of the results, the City will continue to inform residents of their rights, and housing providers of their responsibilities toward Fair Housing. Highlights of statistical economic and housing data, community participation, contributing factors to fair housing choice, and SMART goals will be evaluated.

In accordance with the City’s SMART goal to increase local fair housing enforcement efforts & communication / outreach, throughout the promotion of the community survey, outreach for other civil rights subjects will be conducted simultaneously. In accordance with the City’s adopted Language Access Plan, Fair Housing and Section 3 public notices (English & Spanish) will also be published in the local newspaper, displayed in City Hall & City Planning, posted on social media, posted on the City’s webpage, and presented at local events. Section 3 posters are displayed to encourage resident and business registration and self-certification. To date, no local businesses or residents have self-certified.

In accordance with the City’s SMART goal to increase local fair housing enforcement efforts & communication / outreach, throughout the life of the City’s CDBG grant, quarterly fair housing activities can be evaluated and modified over time, should more community information be provided and new recommended actions needing adoption. While there is no known evidence of local discrimination, the anticipation is that through consistent and transparent outreach and communication, local residents will be empowered and more comfortable in approaching their local leaders with any issues that may positively or adversely impact their community.
In accordance with the City’s SMART goal to have at least one annual public meeting for the community to understand fair housing, fair housing information will be presented at City Council meetings including: compliance policies and plans, commitment to affirmatively further fair housing, types of protected classes and examples of discrimination, availability of the community survey, need for City and public input, and awareness of the complaint procedure.

Successful projects can potentially lead to other potential projects to assist the City, leverage funds for other community and economic development programs, and serve as a catalyst for partnerships. In accordance with the City’s SMART goal to conduct research and establish more economic development programs, City staff and representatives will continue to attend, workshops, conferences, and trainings. The City has made great efforts to enhance community participation, promote local engagement, and investigate ways to improve local quality of life, including the following:

- City Administration, Planning, & Public Works staff routinely attend workshops and conferences throughout the year for overall planning & community & economic development
- City continues to work with County & neighboring municipalities on hazard mitigation planning to address disaster preparedness, mitigation strategies, and needs for improvement, including extensive public outreach campaigns, community stakeholder meetings, & public hearings.
- As a result of hurricanes Matthew and Florence, City continues to work with County on CDBG-Disaster Recovery Funds for improvements for housing, business, community services, and public infrastructure and facilities. CDBG-DR funds follow the 2017 Resiliency Redevelopment Plan for Lee County.
- City continues to seek state and federal funding for community development improvement projects
- City & County continues partnerships with NC Housing Finance Agency (NCHFA) for home rehabilitation serving low-income disadvantaged residents, as well as home-buying assistance programs

In accordance with the adopted CDBG Program Manual and the local adopted Fair Housing Plan, the Plans shall continue to work towards achieving diverse, inclusive communities by leading the City in the enforcement, administration, and public understanding of federal fair housing policies and laws. The City shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the CDBG documents intended to be shared with the public. The City shall post in public buildings and the CDBG project area the Equal Housing Opportunity posters and/or additional information the local government has prepared to inform the community with the Equal Housing Opportunity policies and laws. The City will continue to contact and develop working relationships with local owners, real state and civic, charitable or neighborhood organizations in particular, to secure public understanding and responsibilities to exercise Equal Housing Opportunity. The City will follow the Fair Housing Plan and activities displayed previously, and maintain the policy of providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor. As part of adoption of the aforementioned CDBG Program Manual, and in an effort to promote equal opportunity and non-discrimination policies, the City of Sanford adopted procedures for handling equal housing (Civil Rights Act of 196; Executive Order 12892) and equal employment (executive Order 11246).

The aforementioned actions feed into the spirit of affirmatively furthering fair housing. The City will continue comprehensive educational efforts regarding fair housing, as well as promoting economic and community development initiatives. The combination of education and business development will assist in combatting affordable housing impediments within the City.
7.0 CERTIFICATION

CITY OF SANFORD

Main Office Mailing Address: PO Box 3729, Sanford, NC 27331
Main Office Physical Address: 225 E Weatherspoon Street, Sanford, NC 27330
Planning Department Physical Address: 115 Chatham Street Sanford, NC 27330

PHONE: 919-777-1112
FAX: 919-775-8205
TDD#: 800-735-2962 (711)
https://www.sanfordnc.net/

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Karen Kennedy</th>
<th>Marshall Downey</th>
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<tr>
<td>Title:</td>
<td>Community Development Manager</td>
<td>Planning &amp; Community Development Director</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:karen.kennedy@sanfordnc.net">karen.kennedy@sanfordnc.net</a></td>
<td><a href="mailto:marshall.downey@sanfordnc.net">marshall.downey@sanfordnc.net</a></td>
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<tr>
<td>Phone:</td>
<td>919-718-4657 ext 5391</td>
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Period covered by this assessment: Five Years
March 2019 through March 2024

Check one:

| Initial | ☒ |
| Amended | ☐ |
| Renewal AFH | ☐ |

Certification

1. To the best of its knowledge and belief, the statements and information contained herein are true, accurate, and complete and the program participant has developed this Assessment of Fair Housing (AFH) in compliance with the requirements of 24 C.F.R. §§ 5.150-5.180 or comparable replacement regulations of the Department of Housing and Urban Development;

2. The program participant will take meaningful actions to further the goals identified in its AFH conducted in accordance with the requirements in §§ 5.150 through 5.180 and 24 C.F.R. §§ 91.225(a)(1), 91.325(a)(1), 91.425(a)(1), 570.487(b)(1), 570.601, 903.7(o), and 903.15(d), as applicable.
A Resolution Authorizing the Adoption of the Assessment of Fair Housing for the City of Sanford for the North Carolina Small Cities Community Development Block Grant Program.

WHEREAS, the City participates in the Small Cities CDBG Program under the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the City certifies that it will affirmatively further fair housing; and

WHEREAS, the Assessment of Fair Housing is required under this program; and

WHEREAS, the Assessment of Fair Housing is generally equivalent to the Analysis of Impediments to Fair Housing; and

THEREFORE, BE IT RESOLVED by the City Council of the City of Sanford, North Carolina:

That this Assessment of Fair Housing is hereby submitted and adopted and to be used throughout the implementation of the City's various CDBG Programs.

Adopted this 16th day of July, 2019.

________________________________________
T. Chet Mann, Mayor

ATTEST:

________________________________________
Bonnie D. Davis, City Clerk
CERTIFICATION

CITY OF SANFORD

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RESOLUTION IN SUPPORT OF THE TEMPORARY CLOSURE OF PORTIONS OF SEVERAL STREETS FOR THE PURPOSE OF A 5K AND 10K FUN RUN AND FUNDRAISER

WHEREAS, Eva Beko-Rogers, spokesperson for and acting on behalf of the Carolina Animal Rescue and Adoption (CARA) formally requests the temporary closure of portions of the following streets:

- Carbonton Road, Chisholm Street, Vance Street, Bracken Street, Gulf Street, Sunset Drive, Cross Street, Green Street, and Summit Drive; as shown on the attached map.

for the Tenth Annual Carolina Animal Rescue and Adoption 5K and 10K fun run and fundraiser; and

WHEREAS, said temporary closures would occur on Saturday, August 24th, 2019, between the hours of 6:00 AM and 11:00 AM.; and

WHEREAS, General Statute 160A-296 (a) (4) authorizes the Council for the City of Sanford to temporarily close streets for such purposes, and

WHEREAS, the City of Sanford, has no objection to said event occurring between the stated hours on said date;

NOW THEREFORE BE IT RESOLVED, THAT the City of Sanford Police and Public Works Departments are directed to close the above said streets on August 24th, 2019 between the hours of 6:00 AM and 11:00 AM.

Adopted this 16th day of August, 2019.

T. Chet Mann, Mayor

ATTEST:

_________________________________
Vicki Cannady, Deputy City Clerk

_________________________________
Susan Patterson, City Attorney
June 10, 2019

City of Sanford
225 E. Weatherspoon St
Sanford, NC 27330

To Whom It May Concern:

Carolina Animal Rescue and Adoption (CARA) would like to hold our Eleventh Annual “Run For Their Lives!” fundraiser on Saturday, August 24, 2019 from 7:00 am until Noon (Kiwanis Park). The event draws runners and animal lovers from the Triangle, Southern Pines, Fayetteville and beyond. The event will consist of a 5k and 10k race beginning in Kiwanis Park and going through the Greenway and the residential streets in the historic district (course route maps will be updated and provided in mid July). Runners will be on city streets from approximately 7:00 am to 9:45 am. Letters will be dropped off to affected property owners in advance of the event letting them know of the street closures. Both the people and the animals at CARA appreciate your consideration.

Sincerely yours,

Eva Beko-Rogers
Race Director
Carolina Animal Rescue and Adoption- Fundraising Coordinator
ebr819@gmail.com
919-478-1090
START / FINISH DETAIL
The Start/Finish are collocated on the southernmost greenway access path in Kiwanis Park. 152' West of the westernmost end of the wooden bridge.

START - Finish on greenway access path

ROUTE
Start on greenway access path
Left on Greenway
Right on Carbonton
Left on Sunset
Left on Gulf
Left on Vance
Right on Cross
Left on Gulf
Left on Bracken
Right on Vance
Right on Chisolm
Right on Carbonton
Left on Greenway
Right on greenway access path

3-4G)

SPLITS
Mile 1 - On Sunset at Carr
Mile 2 - At 510 W Chisolm
Mile 3 - On Greenway at GPS 35.47608 - 79.19672

Runners have full use of all roads and paths without restrictions and are not certified points.

Mile splits are for reference only.

Measured By: Brandon Wilson
USATF / IAAF / AIMS Grade A
Certified on June 15, 2019
Course Distance: 5km

Certified Course
USATF Certificate #NC19013BW

Kiwanis Family Park - 1800 Wicker St
Sanford, NC

CARA Run For Their Lives 5k
ROUTE
Start on greenway access path
Left on Greenway
Right on Carbonton
Left on Sunset
Left on Gulf
Left on Green
Left on Vance
Right on Summitt
Right on Cross
Left on Gulf
Left on Bracken
Left on Vance
Right on Chisolm
Right on Carbonton
Right on Greenway
Turn-Around on Greenway
Left on Carbonton
Right on Greenway
Right on Greenway access path
Finish on greenway access path

USATF Certificate #NC19014BW
Effective Jun 20, 2019 to Dec 31, 2029

CARA Run For Their Lives 10k
Kiwanis Family Park - 1800 Wicker St
Sanford, NC

I USATF Certificate #NC 9014BW J
Effective Jun 20, 2019 to Dec 31, 2029

Kiwanis Family Park - 1800 Wicker St
Sanford, NC

Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A
Measured On: June 15, 2019
Course Distance: 5km

Mile splits are for reference only and are not certified points.
Runners have full use of all roads and paths without restrictions.

Brandon Wilson
Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A
Measured On: June 15, 2019
Course Distance: 5km

START / FINISH DETAIL
The Start/Finish are collocated on the southernmost greenway access path in Kiwanis park 152' West of the westernmost end of the wooden bridge.

SPLITS
Mile 1 - On Sunset at Carr
Mile 2 - On Cross at Vance
Mile 3 - On Carbonton at Greenway
Mile 4 - On greenway behind Cinema 105' South of bridge
Mile 5 - On greenway at Plaza
Mile 6 - On greenway at GPS 35.47742, -79.19685
BE IT ORDAINED by the City Council of the City of Sanford, North Carolina in regular session assembled.

Section 1: The following amounts are hereby amended to ordinance 2019-37 per G. S. 159-15 for the continued operation of the City of Sanford, its government, and activities for the balance of the fiscal year 2019-2020.

**GENERAL FUND**

**APPROPRIATION OF FUNDS**

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>100045 54000 Fund Balance</td>
<td>10025100 00000 Police</td>
</tr>
<tr>
<td>30,500</td>
<td>30,500</td>
</tr>
</tbody>
</table>

**Total Appropriation** $30,500

Section 2. This ordinance shall be in full force and effective from and after the date of its adoption.

ADOPTED this, the 16th day of July, 2019.

______________________________
T. Chet Mann, Mayor

ATTEST:

______________________________
Bonnie Davis, City Clerk
2019-2020 BUDGET ORDINANCE AMENDMENT

GENERAL FUND

Appropriation of Funds - results in increasing of budget

Revenues

| Fund Balance | 30,500 | To appropriate fund balance for item described below |

Expenditures

| Police       | 30,500 | To budget funds to replace a wrecked police vehicle (Unit #108) |
WHEREAS, the Finance Officer has described to the Council the desirability of adopting a resolution, as provided under federal tax law, to facilitate the unit’s using financing proceeds to restore the unit’s funds when the unit makes capital expenditures prior to closing on a bond issue or other financing.

BE IT RESOLVED by the City of Sanford as follows:

Section 1: The project authorized is for the purchase of a fire pumper for the fire department in the amount of $640,000.

Section 2: The project is to be financed. Currently, the expected type of financing is installment purchase proceeds and the expected maximum amount of installment purchase proceeds to be issued or contracted for the project is $640,000.

Section 3: Funds that have been advanced, or may be advanced, from the General Fund for project costs are intended to be reimbursed from the financing proceeds.

Section 4: The adoption of this resolution is intended as a declaration of this unit’s official intent to reimburse project expenditures from financing proceeds.

ADOPTED this, the 16th day of July, 2019.

_______________________________
T. Chet Mann, Mayor

ATTEST:

________________________________
Bonnie Davis, City Clerk
SPRUCE STREET WATER TANK

TOWER ANTENNA AGREEMENT

This agreement made and entered into as of this __________ day of ____________, 2019 by and between The City of Sanford, NC, organized and existing under the laws of the State of North Carolina, (hereafter referred to as “Tower Owner”), and Lee County Government, organized and existing under the laws of the State of North Carolina, (hereinafter referred to as “LCG”).

The term “Tower” is defined as a structure that may stand apart from or be attached to another building or structure. Examples include radio towers, cell towers, television towers, building rooftops, poles, park structures, and water towers.

WITNESSETH:

WHEREAS, the Tower Owner owns towers suitable for placement of fixed-wireless antennas to provide high-speed internet service; and

WHEREAS, LCG desires to install, remove, replace, maintain, and operate a wireless broadband service system facility, including mounting antennas on the towers and a weather utility service box approximately 2’ x 3’ to house the communications service system fixtures and equipment (or equivalent space provided by Tower Owner), and necessary appurtenances; LCG will pay Open Broadband who will be responsible for the installation of the antennas, and in consideration of the provisions, terms, conditions and covenants contained herein, the Tower Owner and LCG do mutually covenant and agree as follows:

1. Antenna Space and Cabling. Tower Owner hereby agrees to permit LCG to utilize space on its towers and rooftops for fixed wireless antennas and mounts at locations to be selected by LCG, and agreed upon by the Tower Owner, so long as they do not cause issues with tower loading or wind shear, and do not interfere with the openings to the tower, ladders, braces, paint removal, or painting of the structure and is in full compliance with all state and/or federal laws or the rules and regulations of any agency or instrumentality thereof. As required, Tower Owner also agrees to allow LCG to attach outdoor Ethernet cable to the towers/roofs to connect the antennas to electronics located at or near the tower. LCG is responsible for all installation and maintenance costs of their equipment, and will work in good faith with the Tower Owner for agreeable placement locations and design. All work shall meet the Tower Owner’s requirements.

Tower Agreement

May-19
Mounting: LCG plans to mount antennas on a standoff mast on the corral. LCG will bear all costs associated with mounting the equipment in a manner acceptable to the Tower Owner.

2. **Electronics and Power.** Tower Owner hereby grants access to LCG to place electronics at a suitable location near the tower. This may be an outdoor utility box or a small amount of rack space in an existing room owned by the Tower Owner. If available, the Tower Owner will provide a 120-volt AC power socket for the minimal power draw of the antennas. In the event a 120-volt AC power socket is not available, LCG will bear the costs associated with installing said power feed. Power usage is included in the lease. Power consumption will be minimal with use in the range of 1-2 amps.

3. **Term.** The term of this agreement (the “Initial Term”) is three (3) years, beginning on the date of late signature on this Agreement. This agreement shall be automatically renewed for an additional one (1) year period, unless LCG or Tower Owner provides notice of intention not to renew not less than sixty (60) days prior to the expiration of the Initial Term or any Renewal Term.

4. **Rent.** It is understood that tower space is a requirement in order for LCG to provide service. The City agrees that the lease rate for Tower space on Spruce Street Water Tank to LCG will have a monthly payment of: $0/month

5. **Title and Quiet Possession.** The Tower Owner represents and agrees (a) that it is the owner of the sites, (b) that it has the right to enter into this agreement, (c) that the person signing this agreement has the authority to sign, (d) that LCG is entitled to access the sites on either an escorted basis, or independent basis, as determined by the Tower Owner. Access includes inside any security fence or area, throughout the terms of the agreement so long as LCG is not in default of this agreement.

6. **Installation.** In no event shall LCG pierce or drill into the exterior of a water tower. LCG agrees that it will provide the Tower Owner a written proposal addressing the installation of antenna and that such proposal shall be approved by the Tower Owner and their representative prior to installation. Each approved proposal will be added as an Attachment to this Tower Antenna Agreement.
7. **Interference.** LCG will resolve any technical problems with other equipment located at the sites on the installation date.

8. **Maintenance of Area.** LCG shall make no alterations to the tower or related facilities which will compromise or impair the integrity of the structure. LCG shall exercise special precaution to avoid damaging the facilities of the Tower Owner, and LCG hereby assumes all responsibility for any and all loss or such damage created by LCG, its employees or agents. LCG agrees to make an immediate report to the Tower Owner of any installation and maintenance of LCG’s facilities. General tower maintenance (painting, etc.) is the responsibility of the Tower Owner. The Tower Owner shall not move, disconnect or adjust, in any way, LCG’s equipment without the supervision of an LCG representative on site. LCG acknowledges and agrees that it shall be responsible for moving or protecting its equipment during any repairs or renovations to the tower and the Tower Owner shall incur no liability to LCG for any injury, expense, or claim incurred by LCG during any such repair or renovation.

9. **Maintenance of Structure.** When the City has need to perform maintenance on the tank, and should the antennas and/or supporting equipment interfere with said maintenance, LCG will have be notified of the interference and have 60 days to remove said equipment. When maintenance is complete, LCG will be informed that they may re-install said equipment.

   In the event the equipment is not removed after the 60-day notification period, the Tank Owner may remove the equipment. The Tank Owner is not liable for any potential damages to said equipment, or outages of LCG services, nor is the Tank Owner required to re-install it upon completion of the maintenance work.

10. **Termination.** Either party may terminate this lease upon sixty (60) days notice without liability for further rent or damages at any time after the initial terms of three (3) years. Tower Owner may terminate this lease after three (3) years upon giving LCG sixty (60) days notice of termination.

11. **Miscellaneous.** (a) This agreement applies to and binds the heirs, successors, executors, administrators and assigns of the parties to this agreement; (b) this agreement is governed by the laws of the State of North Carolina; (c) this agreement constitutes the entire agreement between the parties and supersedes all prior written and verbal agreements, representations, promises or understandings between the parties. Any amendments to this agreement must be in writing and executed by both parties; (d) if any provision of
this agreement is invalid or unenforceable with respect to any party, the remainder of this agreement or the application of such provision to persons other than those as to whom it is held invalid or unenforceable will not be affected and each provision of this agreement will be valid and enforceable to the fullest extent permitted by law.

Signature below commits each party to the terms of this agreement.

Tower Owner

By: ____________________________

Print Name: ____________________________

Date: ____________________________ 7-3-2019
MEMORANDUM

TO: Mayor and Council Members
   City Manager

FROM: Susan C. Patterson
       City Attorney

DATE: July 16, 2019

SUBJECT: Consider Waiver of Residency Requirement for the Opioid Commission

In June 2019, Council created the Commission on the Opioid Abuse Epidemic and created categories of members from the Lee County Sheriff's Department, the Sanford Police Department, a Treatment Facility, the Medical Community, and three (3) at-large members.

Council should consider if it wants to waive the residency requirement or registration to vote for this commission, to accommodate members who do not necessarily reside within the city limits of Sanford.

SCP: stm
MEMORANDUM

TO: Mayor and Council Members
   City Manager

FROM: Susan C. Patterson
   City Attorney

DATE: July 10, 2019

SUBJECT: Friends of Sanford, Inc., appointment of Board of Directors

Thank you for the feedback on the composition of the non-profit Friends of Sanford, Inc. To complete the paperwork for incorporation, Council needs to consider who will serve as the initial Board of Directors of the non-profit corporation.

Appointment is needed for the seven (7) members on the Board of Directors:

Mayor
   T. Chet Mann
   P.O. Box 3729
   Sanford, NC 27331

Council Member
   P.O. Box 3729
   Sanford, NC 27331

Council Member
   P.O. Box 3729
   Sanford, NC 27331

Finance Director COS
   Beth Kelly
   P.O. Box 3729
   Sanford, NC 27331

Citizen at Large
CEO SAGA or designee       Mike Smith  
P.O. Box 519              Sanford, NC 27330  

Pres. Lee County Arts Council  Joann Thaxton  
144 S. Steele Street        Sanford, N.C. 27330  

The additional changes are being made to the paperwork as discussed. If appointments are made at the July 16, 2019 Council Meeting, the charter will be able to be filed with the Secretary of State so that tax forms and other paperwork can be completed to achieve tax exempt status.

Call if you have any questions.

SCP:stm
Closed Session