



**CITY COUNCIL  
AGENDA  
December 12, 2023  
6:30 p.m.**

- 1. Opening of meeting by Mayor John P. Hutchinson.**
- 2. Invocation by Reverend Chris Thorton, Pastor of Community Church.**
- 3. Amendments and Changes to Agenda.**
- 4. Consent Agenda:**
  - A. Disposition of Minutes of the November 14, 2023 Regular Meeting.**
  - B. Tax Collector's Report. (See Pages 5-10)**

**Informational Items:**

    - 1.) Monthly Collection Report**
    - 2.) Uncollected Taxes as of November 30, 2023**

**Action Items:**

    - 1.) Refunds per County Assessor's Office.**
    - 2.) Discovery bills added to Tax Scroll.**
    - 3.) Releases per County Assessor's Office.**
  - C. Abstract of Canvassing of November 7, 2023 Elections  
(See Pages 11-13)**
  - D. Approval of Annual Certification of Firemen Roster (enclosed separately)**
- 5. Administration of Oath of Office to Mayor John P. Hutchinson.**
- 6. Administration of Oath of Office to Councilwoman Holly L. Howe, Councilman Bennett Deane, and Councilman Gene Willard.**

**7. Appointment City Officials:**

- A. City Attorney Benny Sharpe**
- B. City Clerk Sabrina Y. McDonald  
Deputy City Clerk Kim Williams**
- C. Other Appointments:**
  - 1.) Delegate to Lumber River COG.  
(Denise Sullivan currently serving)**
  - 2.) Alternate Delegate to Lumber River COG.  
(Gene Willard currently serving)**
  - 3.) City Representative to Richmond County Tourism  
Development Authority. (Former Councilman Steve Morris)**

**8. Business by Planning Board.**

- A. Set Public Hearings.**
  - 1.) Set Public Hearing: Set public hearing for a UDO text amendment to Article 4 of the UDO to provide a potential bonus for the redevelopment/conversion of existing nonresidential buildings to multi-family residential housing. (See Pages 14-16)**
  - 2.) Set Public Hearing: Set public hearing for a UDO text amendment to allow bed and breakfast inns as a permitted use in the Highway Business (B-3) zone. (See Pages 17-18)**
- B. Hold Public Hearings:**

**Hold Public Hearing: Hold public hearing for an Ordinance adopting *Shaping Our Future: 2033* as the Official Land Use Plan for the City of Rockingham. (See Page 19)**
- C. Minutes from Various Boards. (enclosed separately)**

- 9. Presentation of the FY 2022-23 Audit by Ken Anderson, CPA of Anderson, Smith & Wike, PLLC. (enclosed separately)**
- 10. Business by Visitors.**
- 11. Business by City Clerk.**
- 12. Business by City Manager.**
- 13. Items of discussion by City Council Members.**
- 14. Business by Mayor**
- 15. Adjournment.**

*Merry Christmas & Happy New Year!*



**Rockingham, NC**

**City Council Agenda**

**SUPPORT DOCUMENTS**



**UNCOLLECTED TAXES**

<b>YEAR</b>	<b>AMOUNT</b>	<b>'NOVEMBER 2023</b>
2023	1,907,844.53	
2022	48,263.48	
2021	16,748.40	
2020	9,173.17	
2019	6,287.24	
2018	5,095.81	
2017	4,565.91	
2016	4,341.98	
2015	4,727.27	
2014	5,107.53	
2013	7,027.35	
	1,907,844.53	Total Current Year
	111,338.14	Total Past Years
	2,019,182.67	Total All Years







CITY OF ROCKINGHAM  
MONTHLY REFUNDS REGISTER  
NOVEMBER 2023

	A	B	C	D	E	F	G	H	I	J	K
1	DATE	ACCOUNT	NAME	EXPLANATION	YEAR	AMOUNT	LATE LIST	TAGS	INTEREST	REFUNDED	CHECK #
2	11/15/23	746316841379; 746201367801	CORELOGIC TAX SERVICE	OVERPAYMENTS ON MORTGAGES	2023	1,328.67				1,328.67	85595
3	11/20/23	92471305	FLEURY ROBERT MD & LINDLEY	OVERPAYMENT < \$1	2023	0.68				0.68	
4					2023					0.00	
5					2023					0.00	
6					2023					0.00	
7					2023					0.00	
8					2023					0.00	
9										0.00	
10										0.00	
11										0.00	
12										0.00	
13										0.00	
14			TOTALS			\$1,329.35	\$0.00	\$0.00	\$0.00	\$1,329.35	



# Richmond County Board of Elections

Post Office Box 1843~221 S. Hancock Street

Rockingham, NC 28379

910-997-8253 Telephone~910-417-4900 Fax

**Carlton L. Hawkins**

*Chairman*

**Crystal Morrison**

*Secretary*

**Haywood E. Walters, Jr.**

*Member*

**Randall Benton**

*Member*

**Daphne Stancil**

*Member*

**Shannon Hearne**

*Director*

November 27, 2023

City of Rockingham

514 Rockingham Road

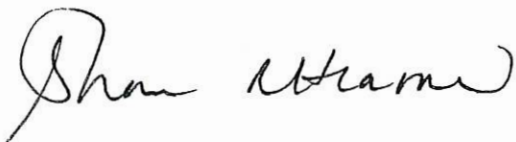
Rockingham, NC 28379

The Richmond County Board of Elections met on Friday, November 17, 2023 for a post-election canvass. All election results have been finalized. Enclosed is a copy of the Abstract of Votes, the Absentee Abstract of Votes, and the absentee voter list. Copies of the Election Results by Precinct report and the Election Results by Contest report have also been included.

If you have any questions, please feel free to call me at 997-8253.

Thank you.

Sincerely,



Shannon Hearne

Director of Elections

Enclosures



**2023 MUNICIPAL ELECTION  
11/07/2023  
ABSTRACT OF VOTES  
FOR  
RICHMOND COUNTY, NORTH CAROLINA**

**INSTRUCTIONS**

The county board shall prepare abstracts of all the ballot items in triplicate originals. The county board shall retain one of the triplicate originals, and shall distribute one each to the city or town clerk for the municipality and the State Board of Elections. The State Board of Elections shall forward the original abstract it receives to the Secretary of State. (GS § 163-182.6)

**STATE OF NORTH CAROLINA  
COUNTY OF RICHMOND**

The County Board of Elections for said county, having opened, canvassed, and judicially determined the original returns of the election in the precincts in this county, held as above stated, do hereby certify that the attached is a true abstract thereof, and contains the number of legal ballots cast in each precinct for each office or referendum named, the name of each person or choice voted for, their party affiliation (where applicable), and the number of votes cast for each person or choice for the item named.

This is the 17th day of November, 2023.

*Carole L. Guler*  
Board Chair

*Crystal Morrison*  
Board Secretary

*Audelle Benton*  
Board Member

*Daphne Juel*  
Board Member

*D.E. Walters*  
Board Member

This day personally appeared before me, *Carleton L. Hawkins*, Chairman of the County Board of Elections, who being duly sworn, says the abstract of votes herein contained is true and correct, according to the returns made to said Board.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal this the 17th day of November, 2023.

*Shannon R. Hearne*  
Official Signature of Notary Public

*Shannon R. Hearne*  
Printed/Typed Name of Notary Public

My Commission Expires: *12/3/2027*



# November 07, 2023 Municipal Election Results by Contest

Contest	Choice	Party	Total Votes	Election Day	One Stop	Abs Mail	Provisional
CITY OF ROCKINGHAM MAYOR	John P. Hutchinson		538	377	159	1	1
	Steve Morris (Write-In)		4	1	3	0	0
	Blank (Write-In)		3	3	0	0	0
	Tina Glass (Write-In)		1	1	0	0	0
	Jesus Christ (Write-In)		1	1	0	0	0
	Anyone Else (Write-In)		1	1	0	0	0
	Noah Wallace (Write-In)		1	1	0	0	0
	Denise Sullivan (Write-In)		1	1	0	0	0
	Ann Edwards (Write-In)		1	1	0	0	0
	Philip T. Stone (Write-In)		1	1	0	0	0
	Bennett Deane		435	300	130	3	2
	Holly Littlefield Howe		356	255	99	1	1
	Gene Willard		336	228	106	0	2
	Jeff Benson		309	211	97	1	0
	Teresa Mason (Write-In)		1	1	0	0	0
	Tim Glass (Write-In)		1	1	0	0	0
	Renee Stanback (Write-In)		1	1	0	0	0
Amy Bosley (Write-In)		1	1	0	0	0	
Carolynn Suggs (Write-In)		1	1	0	0	0	
Siri Tia (Write-In)		1	1	0	0	0	
Cooper Hutchinson (Write-In)		1	1	0	0	0	
Charles Kenneth Melvin (Write-In)		1	0	1	0	0	

**Staff Report to Planning and Zoning Board**  
**Agenda Item: IV.A**  
**December 5, 2023**

**Issue:**

UDO Text Amendment: City staff has drafted an amendment to Article 4: "Dimensional Requirements" of the UDO to provide a potential density bonus for the redevelopment/conversion of existing nonresidential buildings to multi-family residential housing.

**Background:**

City staff has met with the new owner (Spark Rock, LLC) of the former Woods Warehouse located at 511 S. Hancock Street regarding possible redevelopment plans for the property. The property has been vacant for many years; and a habitual public nuisance for City Code Enforcement because vagrants frequently occupy the building. The subject property is zoned Highway Business (B-3). The new owner is interested in renovating the warehouse space for multi-family residential development which is allowed as a special use in the B-3 zone. The problem with this concept, however, is the City's density allowances for multi-family development are too restrictive to make the project anywhere near financially viable. The City's maximum allowable density for multi-family development in all the zones that allow multi-family is 8.29 units per acre (5,250 square feet of lot area for each unit). The subject property on which the warehouse is located is 0.9 acres in area; thus the maximum allowable density for the property under current zoning regulations is seven (7) units. (Note: All density calculations are rounded down to nearest whole number.) Based on Richmond County tax records, the warehouse is 36,333 square feet in size (occupies most of the lot area), which is enough space to accommodate many more units than seven. The expected rent generated from only seven units does not justify the cost of conversion/renovation according to the property owner, and City staff agrees. Therefore, City staff has initiated the proposed text amendment in an attempt to facilitate the property redevelopment.

It should be noted that the density issue is not the only problem the property owner will have to overcome with redeveloping the 511 S. Hancock Street site. The ability to provide on-site parking is very limited. The property owner is aware the City will not approve any redevelopment plan for the site that is not in substantial compliance with the City parking regulations in terms of number of spaces provided. The owner is exploring the potential for leased and/or purchased property in close proximity to the site to accommodate the parking needs for the redevelopment.

**Staff Comments:**

1. The proposed amendment will create a new Section 4.10 under Article 4 in the City's UDO. A copy of the proposed amendment is included in the agenda packet for the Board's review.
2. As indicated in the proposed amendment, a density bonus is only allowed for existing nonresidential buildings in those zoning districts that allow multi-family residential uses; and such density bonus is only allowed as a special use approved by the Board of Adjustment on a case-by-case basis. The density bonus may be up to a 500 percent increase above that allowed in Section 4.01 of the UDO.
3. The proposed amendment will require substantial compliance with parking regulations as set forth in Article 10 of the UDO; and prohibit expanding the building footprint or height for additional residential space.
4. As applied to the former Woods Warehouse property, the proposed amendment would increase the maximum allowable density from seven (7) units to 35 units. As previously noted, the warehouse is 36,333 square feet in area according to the Richmond County tax records. If the warehouse is



renovated to accommodate the maximum density allowed under the proposed amendment, the average gross square footage per unit is approximately 1,038 square feet.

5. A second example of a potential benefit from the proposed amendment is the former County Administration building located at 125 S. Hancock Street. The building is now privately owned, and City staff previously discussed the possibility of conversion to apartments with the current owner. Based on the 0.66 acre lot size, a maximum of five (5) units is allowed with current zoning density. (Note: All density calculations are rounded down to nearest whole number.) With the proposed amendment, the maximum allowable density is 25 units. The building is 29,352 square feet in area according to Richmond County tax records. If the building is renovated to accommodate the maximum density allowed under the proposed amendment, the average gross square footage per unit is 1,174 square feet.
6. The proposed amendment will require substantial compliance with parking regulations as set forth in Article 10 of the UDO; and prohibit the expansion of the building footprint or height for additional residential space.
7. City staff views this text amendment as a type of financial incentive to encourage/facilitate investment in some older, either abandoned or underutilized buildings in the community - some of which of public nuisances in their current state.
8. The proposed text amendment is consistent with the City's land use plan in that it will assist in efforts to facilitate new, quality residential developments as a means of expanding the City's tax base, which is an objective under Goal #1. Also, Goal #2 is to improve the aesthetics and overall appearance of the community, and as previously stated, the proposed amendment incentivizes the redevelopment of vacant or underutilized buildings which are often eyesores in the community.

**Staff Recommendation:**

City staff recommends the Board review the proposed amendment and recommend the City Council amend the UDO as proposed.

**Section 4.10: Density Bonuses for Multi-family Residential Uses in Existing Nonresidential Buildings**

Existing nonresidential buildings or portions thereof located in the B-2, B-3, O-I, R-7, and R-7A zones proposed for renovation and conversion to multi-family residential units may be permitted to increase the maximum allowable density on the site by up to 500 percent above that authorized in Section 4.01 provided the following requirements are met.

- (A) Any density increase authorized pursuant to this Section shall require a special use permit issued by the Board of Adjustment and shall be reviewed on a case-by-case basis.
- (B) Substantial compliance with parking requirements set forth in Article 10 of this Ordinance shall be required in order for a proposed redevelopment to receive any increase in density pursuant to this Section.
- (C) Any development utilizing a density increase authorized pursuant to this Section shall not be permitted to increase the existing building footprint or building height for additional residential floor space.
- (D) The maximum density authorized pursuant to this Section shall be calculated by dividing the total lot square footage by 5,250, rounding down to the nearest whole number, and then multiplying by five (5).



**Staff Report to Planning and Zoning Board**  
**Agenda Item: IV.B**  
**December 5, 2023**

**Issue:**

UDO Text Amendment: City staff has drafted an amendment to allow bed and breakfast inns as a permitted use in the Highway Business (B-3) zone.

**Background:**

The H.C. Watson house located at 526 S. Caroline Street is for sale and a prospective buyer is interested in operating a bed and breakfast inn at the location. The residence is a large historic home listed on the National Register. In 2005 at the request of the current property owner, the City Council rezoned the property frontage (250 depth) including the residence from High Density Residential (R-7) to Highway Business (B-3) so the current property owner could operate an antique store from the residence. The B-3 zone does not allow bed and breakfast inns as a permitted or special use.

As set forth in Section 3.05 of the UDO, hotels, motels, and extended stay facilities are allowed as a permitted use in the B-3 zone, but not bed and breakfast inns. During the last comprehensive UDO update in 2003, the Board omitted bed and breakfast inns from the B-3 zone primarily because there were few if any large historic homes zoned B-3 consider desirable for such use. The circumstances have changed now; thus, City staff drafted the proposed amendment to address the issue.

**Staff Comments:**

1. A copy of the proposed amended Section 3.05 of the UDO is included in the agenda packet for the Board's review.

**Staff Recommendation:**

City staff recommends the Board review the proposed amendment and recommend the City Council amend the UDO as proposed.

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**Planning Board Recommendation:**

The Planning Board reviewed the request at their regular meeting on December 5, 2023 and recommended unanimously the City Council amend the UDO as proposed in the text amendment.

USE TABLE															
P = permitted by right    P* = permitted subject to standards    C = conditional use permit required															
USE CATEGORY	SPECIFIC USE	Residential Districts						Nonresidential Districts						Notes	
		R-20	R-12	R-9	R-8	R-7	R-7A	O-I	B-1	B-2	B-3	I-1	I-2		O-S
Entertainment (continued)	Horse stables and related facilities	C												C	
	Pool hall, game room, bingo parlor and similar uses									C	P				
	Automobile and motorcycle race track											C			
	Sexually oriented business										C				5.22
	Theater (in door)									P	P				
	Theater (drive-in)										C				
	Auditorium, assembly hall	C						P		P	P				
	Water slide, golf driving range, miniature golf, batting cage or similar use										P				
	Other indoor entertainment facilities									C	P				
	Other outdoor entertainment facilities	C									C				
Office	Bank, financial institution			C				P	P	P	P				5.20
	All types of office space			C				P	P	P	P				5.20
	All types of office space in existing commercial buildings			C			C	P	P	P	P				5.20
Overnight Accommodations	Hotel, motel									P	P				
	Bed and breakfast inn					P	P			P	P				
	Rooming house, boarding house					P	P			P					
	Extended stay facility									P	P				
Self-service Storage	All such uses										P*	P*	P*	5.21	
Restaurant	Restaurant with on premise consumption of alcoholic beverages or a drive-thru window								C	P	P				
	Restaurant without on premise consumption of alcoholic beverages and no drive-thru window							P	P	P					
Retail Sales and Personal Service	Convenience store with or without fuel sales								C	P	P	P	P		
	Produce market	C					C		P	P	P				
	Flea market or similar open air market										C				

## MEMORANDUM

To: Mayor John P. Hutchinson and City Council Members

From: John R. Massey, Jr., Assistant City Manager

Date: December 4, 2023

Re: City of Rockingham Land Use Plan - *Shaping Our Future: 2033*

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The Planning Board and City staff have completed a final draft of the City's updated land use plan – *Shaping Our Future: 2033*. The plan is the culmination of extensive research and documentation of existing conditions in the community; a thorough effort to collect input from citizens; and the formulation of goals and objectives regarding priorities for growth and development over the next decade. NCGS 160D-501 requires local governments to adopt and reasonably maintain a comprehensive plan as a condition of adopting and applying zoning regulations; and *Shaping Our Future: 2033* satisfies this requirement.

The Planning Board reviewed the final draft of *Shaping Our Future: 2033* at their December 5, 2023 regular meeting and recommended unanimously the City Council adopt the document as the City's official land use plan. City staff concurs with this recommendation.

**DEPARTMENTAL  
ACTIVITY REPORTS  
for  
COUNCIL'S INFORMATION**



To: Monty Crump

From: G.C. Gillenwater  
Chief of Police

Date: December 4, 2023  
Ref: November Activity Report

On behalf of the Rockingham Police Department, I am pleased to submit this report for your consideration. The following activities have been undertaken by officers of the Rockingham Police Department.

**Total Calls for the Month:** 1355  
**Public Service Calls** 301

**Charges Generating Arrest:**  
**Felonies:** 16  
**Misdemeanors:** 67  
**Drug Violations:** 03  
**Juvenile:** 01  
**Citations:** 90

**Accidents Reported/Investigated:**

**Property Damage only:** 50  
**Personal Injury:** 05

**Officer Hours Spent in Court:** 14  
**Officer Training Hours Logged** 187

**FIRE CHIEF**  
HAROLD ISLER  
**ADMIN. ASST.**  
KRISTY PLAYER



### November

We are pleased to submit the monthly fire report on the activities undertaken by the Rockingham Fire Department during the month of November 2023.

Total Alarms:	<u>49</u>	In Town:	<u>49</u>	Out of Town:	<u>0</u>
Turn In Alarms:	<u>0</u>	Silent Alarms:	<u>49</u>	Structure fire:	<u>0</u>
Wrecks:	<u>17</u>	Alarm Malf:	<u>5</u>	Good Intent:	<u>8</u>
Service Call:	<u>3</u>	Assist Police:	<u>0</u>	Trash/outside fire:	<u>4</u>
Power line down:	<u>0</u>	Assist Ems:	<u>0</u>	Unauthorized burn:	<u>3</u>
Smoke scare:	<u>3</u>	Cooking fire:	<u>1</u>	Vehicle fire:	<u>1</u>
Electrical:	<u>2</u>	Bomb Threat:	<u>1</u>	Spill/Leak:	<u>1</u>

### Hours Spent on Calls: 9 hours 22 minutes

Total Property Exposed to Fire:	<u>\$0.00</u>
Total Property Damaged by Fire:	<u>\$0.00</u>
Total Property Saved:	<u>\$0.00</u>

During the month of November members of the fire department averaged 36 training hours per person; part-paid members averaged 2 hours per person for the month.

Respectfully Submitted,

**Harold Isler**  
Fire Chief



**To:** Monty Crump, City Manager  
**From:** Dave Davis, Parks and Recreation Director  
**Date:** December 5, 2023  
**Subject:** Activity Report

The following is an update of recent and current recreation activities.

**Flag Football** – Our second season of fall football will conclude Friday, December 8<sup>th</sup> with three championship games being played at Civitan Park. This program has exceeded all of our expectations and appears to be positioned for increased growth in the coming years.

**Youth Volleyball** – Our tenth season came to a close on Monday, December 4<sup>th</sup>. From number of participants to quality of play it has been fun to watch and we look forward to what next season may bring.

**Youth Basketball** – Registration concluded Tuesday, November 21<sup>st</sup> with approximately 170 children signed up to participate. Try-outs will be held Saturday, December 9<sup>th</sup> and practices will begin Thursday, December 14<sup>th</sup>.

**Park Maintenance** – Although a great deal of our activities have moved inside our maintenance staff continues to perform various refurbishing and renovation work to Hinson Lake, Browder, and Civitan Park.

On behalf of staff and myself we wish each of you a  
Merry Christmas and Happy New Year.