



**CITY COUNCIL  
AGENDA  
January 14, 2025  
6:30 p.m.**

- 1. Opening of meeting by Mayor John P. Hutchinson.**
- 2. Invocation.**
- 3. Amendments and Changes to Agenda.**
- 4. Consent Agenda:**
  - A. Disposition of Minutes of the December 10, 2024 Regular Meeting & Closed Session Minutes.**
  - B. Tax Collector's Report. (See Pages 4-9)**

**Informational Items:**

    - 1.) Monthly Collection Report**
    - 2.) Uncollected Taxes as of December 31, 2024.**

**Action Items:**

    - 1.) Refunds per County Assessor's Office.**
    - 2.) Discovery bills added to Tax Scroll.**
    - 3.) Releases per County Assessor's Office.**
  - C. Minutes of various boards.**
- 5. Business by Planning Board.**
  - A. Set Public Hearing.**

**UDO Text Amendment: Set public hearing for an amendment to Section 5.03 of the UDO to allow a detached accessory apartment as an accessory use subject to standards in all zoning districts where single-family detached dwellings are permitted. (See Pages 10-12)**
  - B. Hold Public Hearing: (None)**
  - C. Minutes from Various Boards (None)**

**City Council Agenda**  
**January 14, 2025**  
**Page 2**

- 6. Business by Visitors.**
- 7. Business by City Clerk.**
- 8. Business by City Manager.**
- 9. Items of discussion by City Council Members.**
- 10. Business by Mayor.**
  - A. Proclamation issued Honoring Dr. Martin Luther King, Jr.**  
**(See page 13)**
- 11. Adjournment.**

**Rockingham, NC**

**City Council Agenda**

**SUPPORT DOCUMENTS**



[illegible]

CITY OF ROCKINGHAM  
MONTHLY RELEASES REGISTER  
DECEMBER 2024

DATE	ACCOUNT	NAME	EXPLANATION	YEAR	BILL #	VALUE	CITY TAX	CITY LATE	INTEREST	ADVERTISING/ FEES	SP. ASSESS.	RELEASED
12/27/24	12331302	BRITT, GEORGE K	UNDERPAY <\$1	2024	24080		0.02					0.02
12/27/24	53226301	MCLEAN, RUFUS C JR	UNDERPAY <\$1	2024	25816		0.05					0.05
												0.00
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												0.00
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												0.00
			TOTALS			0	0.07	0.00	0.00	0.00	0.00	0.07

## CITY OF ROCKINGHAM

## MONTHLY REFUNDS REGISTER

DECEMBER 2024

	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	12/18/24	63211	CHAVIS, KYRRELL DIANRE	VEHICLE TAX REFUND	2024	16.09			0.81		88437
3	12/18/24	63214	FOUNTAIN, CHARLES MITCHELL GARZA, JOSHUA	VEHICLE TAX REFUND	2024	27.30					88438
4	12/18/24	63212	DAVID	VEHICLE TAX REFUND	2024	88.42					88440
5	12/18/24	63215	LYONS, RODNEY ALEXANDER	VEHICLE TAX REFUND	2024	24.02					88445
6	12/18/24	63213	SMITH, DOUGLAS HARVEY	VEHICLE TAX REFUND	2024	29.84					88457
7	12/18/24	63216	STUBBS, ASHLEY MARIE	VEHICLE TAX REFUND	2024	17.33					88459
8											
9											
10											
11											
12											
13										0.00	
14			TOTALS			\$203.00	\$0.00	\$0.00	\$0.81	\$0.00	

CITY OF ROCKINGHAM  
 PAYMENT REVERSAL REGISTER  
 DECEMBER 2024

DATE	ACCOUNT	NAME	EXPLANATION	YEAR	REVERSE PAYMENT	REVERSE INTEREST PMT	REVERSE LATE LIST	REVERSE ADVERTISING	REV SPECIAL ASMT PMT/FEEs	TOTAL REVERSAL
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
TOTALS					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



# UNCOLLECTED TAXES

YEAR	AMOUNT		Dec-24
2024	1,011,765.61		
2023	65,468.71		
2022	25,214.00		
2021	13,362.39		
2020	7,624.52		
2019	5,435.24		
2018	4,747.67		
2017	4,234.96		
2016	4,011.03		
2015	4,401.55		
2014	4,781.81		
	1,011,765.61		Total Current Year
	139,281.88		Total Past Years
	1,151,047.49		Total All Years

**Staff Report to Planning and Zoning Board**  
**Agenda Item: V.A**  
**January 7, 2025**

**Issue:**

UDO Text Amendment: City staff has drafted an amendment to Section 5.03 of the UDO to allow a detached accessory apartment as an accessory use subject to standards in all zoning districts where single-family detached dwellings are permitted.

**Background:**

In the last few years, public interest in the use of accessory apartments (also referred to as "accessory dwelling units" or "ADUs") has increased throughout the state and country as a means of providing both affordable housing and elderly housing. City staff attended several sessions of the NC Planning Conference in recent years where accessory dwelling units were the featured topic of discussion. City staff has received at least three inquiries in the last six months from residents/property owners interested in constructing accessory apartments on their property but were unable to do so because the current regulations are impractical. Therefore, City staff has drafted this proposed UDO text amendment in attempt to modernize and address deficiencies in the City's current regulations for accessory apartments.

**Staff Comments:**

1. A redline markup of Section 5.03 of the City's UDO, which illustrates the proposed changes, is included in the agenda packet for the Board's review.
2. Under the current regulations, there are only two means by which to have an accessory apartment – it must either be attached to the principal dwelling or located in a second story of a detached garage.
3. The biggest issue with the current regulations is the lack of a provision for a detached accessory apartment that is not a second story in a detached garage. The concept of a second story detached garage apartment is problematic for several reasons. Few two-story garages actually exist in the City; the cost of construction of a two story garage diminishes the affordability component of the accessory apartment; and if intended for use by an elderly individual, then the concept of a second story unit accessed by stairs is undesirable. Additionally, the construction of an accessory apartment attached to the principal residence is often not technically feasible and/or desirable because of the interior layout and/or style of construction of the principal residence.
4. The proposed amendment will allow for the construction of a detached accessory apartment as an accessory use for any legal conforming single-family detached dwelling and it must be located in the rear yard. Only one accessory unit will be permitted per lot.
5. No change is proposed for the size limitation on accessory apartments. The size is limited to forty (40) percent of the gross floor area of the principal residence or a maximum of 750 square feet, whichever is less. As an example, a principal residence with a 1200 square foot gross floor area will be allowed a maximum of 480 square foot of accessory apartment space.
6. The proposed amendment also deletes the requirement for the owner of the lot to occupy one of the dwelling units (Current subsection (E)). Zoning requirements cannot regulate ownership and/or residency/occupancy.

**Plan Consistency Statement:**

One of the objectives identified under Goal #1 in Shaping Our Future: 2033, the City's Land Use Plan adopted in December 2023 references the need for more quality residential development. The proposed text amendment is consistent with this objective in that it expands the possibility for the use of accessory apartments as both an affordable and elderly housing option.

**Statement of Reasonableness:**

The proposed amendment provides an additional, potentially simpler alternative for a property owner to utilize an accessory apartment. With the recognized need for both affordable and elderly housing, the proposed amendment is a reasonable and logical action.

**Staff Recommendation:**

City staff recommends the Board review the proposed text amendment and recommend the City Council amend Section 5.03 as proposed.

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**Planning Board Recommendation:**

The Planning Board reviewed the proposed text amendment at their regular meeting on January 7, 2025 and recommended unanimously the City Council amend the UDO as proposed.

### Section 5.03: Accessory Apartments

Accessory apartments shall be permitted in all zoning districts where single-family detached dwellings are allowed provided the following requirements are met.

- (A) *An accessory apartment shall be permitted as an accessory use for single-family detached dwellings only.* Only one (1) accessory apartment shall be permitted per lot.
- (B) *An accessory apartment may be attached to the principal residence or may be detached as an accessory building located in the rear yard of the principal residence.*
- (C) *If attached to the principal residence, then the structure shall be designed so that the appearance remains that of a single-family residence and lot. Entrances to the accessory apartment shall be located on the side or rear of the structure.*
- (D) *An accessory apartment may be constructed as a part of a detached garage located in the rear or side yard of the lot. If such detached garage is located in the side yard, then the front façade shall have the appearance of a garage.*
- ~~(E) The owner of the lot and principal dwelling unit shall occupy one (1) of the dwelling units.~~
- ~~(F) The accessory apartment must be attached to the principal dwelling unless located above (second floor) a detached accessory building.~~
- ~~(G) The accessory apartment shall be designed so that the appearance of the structure and the lot remains that of a single-family detached residence and lot. Entrances to the accessory apartment shall be located on the side or rear of the structure.~~
- (H) The gross floor area of an accessory apartment shall not exceed forty (40) percent of the gross floor area of the principal structure *residence* or seven hundred fifty (750) square feet whichever is less.
- (I) No manufactured home or travel trailer shall be considered *utilized as* an accessory apartment nor shall an accessory apartment be allowed as an accessory use for a manufactured home or travel trailer.

## PROCLAMATION

### Honoring Dr. Martin Luther King, Jr.

**WHEREAS**, the United States Congress, the North Carolina General Assembly and the Richmond County Commissioners have proclaimed January 20, 2025 as a legal holiday to commemorate the life and teachings of Dr. Martin Luther King, Jr., and

**WHEREAS**, the King Holiday is set aside as a day for peace and civil unity and building of understanding between races and cultures; and

**WHEREAS**, Dr. King showed courage, endurance and patience in the face of hostility, criticism and adversity working to promote freedom, justice and peace; and

**WHEREAS**, the local Steering Committee is holding a celebration in honor of Dr. Martin Luther King using the theme **"Mission Possible: Protecting Freedom, Justice, and Democracy"**.

**WHEREAS**, the Federal Holiday Commission desires that the King Holiday inspire young people to embrace an alternative to violence for settling disputes, conflicts and to reject those influences that destroy rather than sustain life.

**NOW, THEREFORE**, I, John P. Hutchinson, Mayor and the Members of the Rockingham City Council do hereby proclaim that Monday, January 20, 2025 be set aside as a day to remember Dr. Martin Luther King, Jr. and to promote appropriate activities to further enhance the democratic ideals and concepts advanced by this great American.

This the 14<sup>th</sup> day of January, 2025.

Signed: \_\_\_\_\_  
John P. Hutchinson, Mayor

ATTEST:

\_\_\_\_\_  
Sabrina Y. McDonald, CMC  
City Clerk



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



George C. Gillenwater



Chief of Police

To: Monty Crump

From: G.C. Gillenwater  
Chief of Police

Date: January 6, 2025  
Ref: December 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.

<b>Total Calls for the Month:</b>	<b><u>1237</u></b>
<b>Public Service Calls</b>	<b><u>293</u></b>

<b>Charges Generating Arrest:</b>	
<b>Felonies:</b>	<b><u>45</u></b>
<b>Misdemeanors:</b>	<b><u>55</u></b>
<b>Drug Violations:</b>	<b><u>07</u></b>
<b>Juvenile:</b>	<b><u>02</u></b>
<b>Citations:</b>	<b><u>56</u></b>

**Accidents Reported/Investigated:**

<b>Property Damage only:</b>	<b><u>53</u></b>
<b>Personal Injury:</b>	<b><u>07</u></b>

<b>Officer Hours Spent in Court:</b>	<b><u>07</u></b>
<b>Officer Training Hours Logged</b>	<b><u>44</u></b>



FIRE CHIEF  
HAROLD ISLER  
ADMIN. ASST.  
KRISTY PLAYER

### December

We are pleased to submit the monthly fire report on the activities undertaken by the Rockingham Fire Department during the month of December 2024.

Total Alarms:	<u>46</u>	In Town:	<u>46</u>	Out of Town:	<u>0</u>
Turn In Alarms:	<u>2</u>	Silent Alarms:	<u>44</u>	Structure fire:	<u>2</u>
Wrecks:	<u>22</u>	Alarm Malf:	<u>7</u>	Good Intent:	<u>3</u>
Service Call:	<u>3</u>	Assist Police:	<u>0</u>	Trash/outside fire:	<u>1</u>
Power line down:	<u>0</u>	Assist Ems:	<u>2</u>	Unauthorized burn:	<u>0</u>
Smoke scare:	<u>1</u>	Cooking fire:	<u>0</u>	Vehicle fire:	<u>1</u>
Electrical:	<u>1</u>	Haz-Mat:	<u>1</u>	Spill/Leak:	<u>2</u>

Total Property Exposed to Fire:	<u>\$102,000.00</u>
Total Property Damaged by Fire:	<u>\$57,500.00</u>
Total Property Saved:	<u>\$44,500.00</u>

During the month of December the full time members averaged 19 training hours per person; part-paid members averaged 3 hours per person for the month.

Respectfully Submitted,

Harold Isler  
Fire Chief



**To:** Monty Crump, City Manager  
**From:** Dave Davis, Recreation Director  
**Date:** January 3, 2025  
**Subject:** Activity Report

The following are activities involving our department this month.

Youth Basketball – This program will tip off the 2025 season on Monday, January 6<sup>th</sup>. We have nineteen teams in four respective divisions and involves approximately 160 participants ranging in age from five to thirteen. If everything goes accordingly we should complete this season the latter part of February. (Note: This marks the 41<sup>st</sup> year for this program)

Youth (Indoor) Soccer – Registration will begin on Wednesday, January 15<sup>th</sup> and conclude Wednesday, January 29<sup>th</sup>.

Pickleball Tournament – Our department will host our first adult Pickleball Tournament on Friday, January 24<sup>th</sup> from 8:00 am – 1:00 pm.

Field Maintenance – Although our activities have moved inside for the next couple of months our maintenance staff has already begun some initial preparation to our baseball and softball fields. It's cold outside but spring will be here before we know it.