



**AGENDA**  
**REIDSVILLE CITY COUNCIL MEETING**  
**6:00 PM**  
**Tuesday, September 9, 2025**

*This meeting will be livestreamed on the City of Reidsville YouTube Channel.*

1. Call to Order.
2. Invocation by the Reverend Wes Pitts, Pastor of First Presbyterian Church, 318 South Main Street, Reidsville.
3. Pledge of Allegiance.
4. Adoption of Agenda as Presented.
5. Approval of Consent Agenda.
  - (A) Approval of August 12, 2025 Regular Meeting Minutes.
  - (B) Approval of Nomination for 2025 Main Street Champion.
  - (C) Approval of a Request to Begin the Process to Voluntarily Annex Approximately 31 Acres Off of Vance Street Extension, including a Resolution Directing the Clerk to Investigate a Petition Received Under G.S. 160A-31 and a Resolution Fixing Date of Public Hearing on October 14, 2025. (A2025-04)

*- End of Consent Agenda -*

7. Public Hearings:
  - (A) Consideration of a Text Amendment to amend Article V, Section 2: Table of Permitted Uses, to Remove Poolrooms and the 60% floor space requirements as a permitted use from the Table of Permitted Uses. (Docket No. T 2025-03) (Enclosure #1) - *Drew Bigelow, Planning & Community Development Director*

- (B) Consideration of a Text Amendment to amend Article V, Section 2: Table of Permitted Uses and the Notes to the Table of Permitted Uses, to allow alcohol establishments in all commercial districts with a reduced setback from schools and parks, and to remove alcohol establishments as an accessory use. (Docket No. T 2025-04) (Enclosure #2) - *Drew Bigelow, Planning & Community Development Director*

- End of Public Hearings -

8. Public Comments.

9. New Business:

- (A) Consideration of a Resolution By Governing Body of Applicant to Apply for Funding for the Forrest Drive Pump Station Replacement Project. (Enclosure #3) - *Chris Phillips, Assistant City Manager of Administration/Finance Director*
- (B) Consideration of Lake Reidsville RV and Tent Camping Policy and Amended Fees. (Enclosure #4) - *Haywood Cloud Jr., Assistant City Manager of Community Services*
- (C) Consideration of Parks & Recreation Ballfield Rental Policy. (Enclosure #5) - *Haywood Cloud Jr., Assistant City Manager of Community Services*
- (D) Consideration of Amendment to the City Council's Rules of Procedures Related to Time Limits for Public Hearings. (Enclosure #6) - *Summer Moore, City Manager*

10. Board & Commission Appointments:

- (A) Consideration of September Appointments - Historic Preservation Commission, Human Relations Commission and Parks & Recreation Advisory Commission. (Enclosure #7)

11. City Manager's Report:

- (A) Month of September. (Enclosure #8)

12. Council Members' & Chamber Reports:

13. Miscellaneous:

- (A) For Information Only.

14. Move to the First-Floor Conference Room for a closed session to discuss items under Attorney-Client Privilege pursuant to NCGS 143-318.11(a)(3).

15. Adjourn.

**MINUTES OF THE REGULAR MEETING  
OF THE REIDSVILLE CITY COUNCIL  
HELD TUESDAY, AUGUST 12, 2025  
REIDSVILLE CITY HALL, COUNCIL CHAMBERS**

*This meeting was livestreamed on the City of Reidsville's YouTube Channel.*

**CITY COUNCIL MEMBERS PRESENT:**

Mayor Donald L. Gorham  
Councilmember Terresia Scoble  
Councilman Shannon Coates  
Councilwoman Barbara J. DeJournette  
Councilman William Hairston  
Councilman William Martin

**COUNCIL MEMBERS ABSENT:**

Mayor Pro Tem Harry L. Brown

**CITY STAFF PRESENT:**

Summer Moore, City Manager  
Angela G. Stadler, City Clerk  
William F. McLeod, City Attorney  
David Bracken, Interim Public Works Director  
Ray Gibson, Police Chief

**CALL TO ORDER.**

Mayor Gorham called the meeting to order.

**INVOCATION BY ELDER DONTÉ BARRINGER, PASTOR OF THE UNITED HOUSE OF PRAYER FOR ALL PEOPLE, 310 LINDSEY STREET, REIDSVILLE.**

Mayor Gorham introduced Elder Barringer, who provided the invocation.

**PLEDGE OF ALLEGIANCE.**

The Mayor and City Council led in reciting the Pledge of Allegiance.

**ADOPTION OF AGENDA AS PRESENTED.**

Councilman Hairston made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 6-0 vote, to approve the agenda as presented.

**APPROVAL OF CONSENT AGENDA.**

Councilmember Scoble made the motion to approve the Consent Agenda, which was seconded by Councilman Hairston and unanimously approved by Council in a 6-0 vote.

The two Consent Agenda items follow:

**APPROVAL OF JULY 8, 2025 REGULAR CITY COUNCIL MEETING MINUTES.**

With the approval of the Consent Agenda in a 6-0 vote, the July 8, 2025 Regular Meeting Minutes were approved.

**APPROVAL OF AN AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER.**

With the approval of the Consent Agenda in a 6-0 vote, the Council approved the following employment agreement amendment as noted in the following memo:

**MEMORANDUM**

**TO:** Summer Moore, City Manager  
**FROM:** Angela G. Stadler, CMC, City Clerk  
**SUBJ:** Amendment to City Manager's Employment Agreement  
**DATE:** August 1, 2025

Upon review of the closed session minutes provided by the City Attorney, attached is an Amendment to the Employment Agreement for the City Manager with the changes based on the results of your annual evaluation.

By placing this item on the Consent Agenda, Council approval retroactive back to July 1<sup>st</sup> is being requested.

/ags

Enclosure (1) (*END OF MEMO*)

The Employment Agreement Amendment as approved follows:

**An Amendment To  
 The Employment Agreement  
 With The City Manager, City Of Reidsville**

**WHEREAS**, the City of Reidsville and the City Manager are parties to an Employment Agreement, whereby Summer Moore is appointed City Manager of the City of Reidsville, and employment conditions and levels of compensation for her services are set; and

**WHEREAS**, based on a performance evaluation conducted on July 8, 2025, it is the desire of the Mayor and City Council of the City of Reidsville to make changes to said Employment Agreement with City Manager Summer Moore;

**NOW, THEREFORE BE IT DONE** that:

**Section I** – Section 5, Salary, of said Employment Agreement is hereby amended to change the current salary to a new annual salary of \$150,000.00, which represents a 3% COLA pay increase and a 3% Merit increase for the City Manager, and a one-time salary adjustment of 4.58% to improve competitiveness in the local market. In an effort to remain competitive in this market, the City Manager's position will be added to the City's adopted Pay Plan, and will be studied on a triannual basis as a part of the classification and compensation study.

**Section II** – Section 9, Automobile Allowance, of said Employment Agreement is hereby amended to increase the City Manager's car allowance by \$300.00 per month to \$1,500.00 per month.



**Section III** – Section 10, Vacation and Sick Leave, of said Employment Agreement is hereby amended to add one week of Vacation to the City Manager’s Vacation Leave.

This action to be retroactive back to the 1<sup>st</sup> day of July, 2025.

This the 12<sup>th</sup> day of August, 2025.

/s/ \_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC, City Clerk

*- End of Consent Agenda -*

**PUBLIC COMMENTS.**

None were offered.

**UNFINISHED BUSINESS:**

**CONSIDERATION OF EXTENSION OF VOLUNTARY RECYCLING AGREEMENT WITH MERIDIAN WASTE, FORMERLY FOOTHILLS WASTE SOLUTIONS, AND ACCOMPANYING RESOLUTION. (PREVIOUSLY CONSIDERED AT JUNE 10TH MEETING.)**

Interim Public Works Director David L. Bracken reviewed his memo, which follows:

**MEMORANDUM**

**TO:** Summer Moore, City Manager  
**FROM:** David L. Bracken, Interim Public Works Director  
**RE:** Recyclable Collection Renewal with Meridian Waste  
**DATE:** August 12, 2025

On July 10<sup>th</sup>, 2025 the City extended its recyclable collection contract with Meridian Waste, formerly Foothills, for an additional 3-month term expiring September 8, 2025. Under this current contract, Meridian charges **\$11.00 per residential unit or \$33.00 dollars a quarter.**

Under the proposed new three-year extension, Meridian is asking that a CPI rate adjustment clause be added to the contract to allow for changes to the service rate for recycling services on the contract anniversary date during the term of the extension agreement.

If the rate adjustment clause is allowed, effective October 1<sup>st</sup>, 2025, the monthly rate charged by Meridian for recycling services will be **\$11.25 per residential unit or \$33.75 per quarter.** The service rate would be adjusted annually based on changes in the Consumer Price Index for all Urban Consumers (CPIU), as published by the U.S. Department of Labor, Bureau of Labor Statistics.

This request by Meridian seems reasonable due to the uncertainty of the economy. Rate increases are common for these types of services.

Please let me know if you have any questions. If you are willing to go with Meridian Waste, the following motion is suggested:

**I make a motion to approve the attached Resolution to Renew and Extend A Recyclable Collection Contract with Meridian Waste, formerly Foothills Waste Solutions, LLC.**

David L. Bracken, Interim Director of Public Works

Enclosure (1) (*END OF MEMO*)

As he reviewed his memo, Interim Public Works Director Bracken stressed that this was the same as the old contract except it adds the CPI Rate Adjustment Clause. Residents will be paying 75 cents more per quarter. He added that such rate adjustments cover rising fuel costs, etc. Bracken said a representative is here from Meridian if there were any questions from Council.

Councilman Martin said the rate adjustment makes sense.

**Councilman Martin then made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 6-0 vote, to approve the attached Resolution to Renew and Extend a Recyclable Collection Contract with Meridian Waste, formerly Foothills Waste Solutions, LLC.**

The Resolution as approved follows:

**A RESOLUTION TO RENEW AND EXTEND  
A RECYCLABLE COLLECTION CONTRACT**

**WHEREAS**, the City of Reidsville (the “City”) entered into an Agreement to Renew or Extend the Recyclable Collection Contract with Foothills Waste Solutions, LLC (“Foothills”) pursuant to the renewal and extension provisions of the original contract executed on the 9<sup>th</sup> day of July, 2019 (the “Agreement”), which was set to expire on July 9, 2022; and

**WHEREAS**, the City executed the first extension of the contract with Foothills from July 9, 2022 for an additional 3-year term expiring July 8, 2025 with the same terms and conditions as the original contract; and

**WHEREAS**, the City executed the second extension of the contract with Meridian Waste, formerly Foothills Waste Solutions, from July 10, 2025 for an additional 3-month term expiring September 8, 2025 with the same terms and conditions as the original contract; and

**WHEREAS**, the Agreement with Foothills provides that subject to mutual agreement of the City and Foothills, the Agreement may be renewed or extended for an additional two (2) years and nine (9) months.

**WHEREAS**, the Reidsville City Council has determined that it is necessarily desirable and in the public interest to renew and extend the existing agreement with Meridian Waste through July 8, 2028, based on the extension clauses of a period not to extend three (3) years or for a maximum period of 10 years. The extension agreement with Meridian Waste and the City of Reidsville will adopt the

following CPI Rate Adjustment Clause to allow for changes to the service rate for recycling services on the contract anniversary date during the term of the extension agreement.

**CPI Rate Adjustment Clause**

Effective October 1, 2025, the monthly rate for recycling services provided by Meridian Waste to the City of Reidsville shall be **\$11.25 per residential unit**.

Thereafter, beginning on the anniversary of the effective date of the contract, July 9<sup>th</sup>, and on each subsequent anniversary date for the duration of the agreement, the service rate shall be adjusted annually based on changes in the Consumer Price Index for All Urban Consumers (CPI-U), as published by the U.S. Department of Labor, Bureau of Labor Statistics.

The percentage adjustment shall be calculated using the **year-over-year percentage change in the CPI-U for the month of April**, comparing the most recently published index for April to the CPI-U index for April of the preceding year.

The calculated percentage change shall be applied to the current service rate to determine the new rate for the upcoming year. In no event shall the rate be decreased due to a negative CPI-U change. If the CPI-U indicates no change or a decrease, the existing rate shall remain in effect.

The City of Reidsville shall be notified in writing of the adjusted rate no less than thirty (30) days prior to the effective date of the adjustment.

**WHEREAS, BE IT RESOLVED** by the City Council of the **CITY OF REIDSVILLE, NORTH CAROLINA**, as follows:

The City Council hereby approves the execution of the Agreement to Renew or Extend the Recyclable Collection Contract with Meridian Waste, formerly Foothills Waste Solutions, LLC, in substantially the form presented at this meeting, which form is attached hereto and incorporated by reference as if set out fully herein, with such changes or additions thereto or deletions therefrom as the Mayor and City Attorney shall approve, which approval shall be conclusively evidence by the Mayor's execution of the Agreement and attestation by the City Clerk.

**ADOPTED** this 12<sup>th</sup> day of August, 2025.

/s/ \_\_\_\_\_  
Donald L. Gorham, Mayor

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

## **AGREEMENT TO RENEW OR EXTEND RECYCLABLE COLLECTION CONTRACT**

This AGREEMENT is made and entered into by and between the City of Reidsville, North Carolina and Meridian Waste, formerly Foothill Waste Solutions, LLC.

The City of Reidsville, North Carolina (the "City") does hereby agree to renew or extend, and Meridian Waste (the "Contractor") does accept the renewal or extension of the contract executed on or about July 9, 2019, (the "Original Contract"), for an additional 3-year term expiring July 8, 2028 with the same terms and conditions as provided in the Original Contract. The current rate of this service, \$11.25 per month, is billed quarterly and directly to the residents that have voluntarily signed up for this service.

In the new renewal term and going forward, the CPI Rate Adjustment Clause is adopted and all other terms and conditions shall remain as provided in the Original Contract.

Done and entered into as of this 12<sup>th</sup> day of August, 2025.

**The City of Reidsville, North Carolina**

/s/ \_\_\_\_\_

By: Donald L. Gorham, Mayor

**Attest:**

/s/ \_\_\_\_\_

By: Angela G. Stadler, City Clerk

**Meridian Waste**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attest:**

\_\_\_\_\_

### **NEW BUSINESS:**

### **PRESENTATION OF CAPITAL IMPROVEMENT PLAN AND ADOPTION.**

Prior to Mr. Doug Chapman of McGill & Associates' presentation, City Manager Summer Moore referenced information from her memo, which follows:

**Date:** August 4, 2025

**To:** Mayor Donald Gorham  
City Council

**From:** Summer Moore, City Manager

**Subject:** City of Reidsville Water and Sewer Capital Improvement Plan (CIP)

Doug Chapman of McGill Associates will be on hand August 12<sup>th</sup> to review the City's CIP. McGill was retained by the City of Reidsville in 2024 to review and update the Water and Sewer Capital Improvements Plan (CIP), conduct a financial analysis of the City's Water and Sewer Funds and provide recommendations for revenue adjustments as necessary to provide reasonable and sustainable funding to support the long-term needs of the water and sewer funds.

The financial analysis provides the following:

- Update and integrate the ten (10)-year CIP into the financial model, detailing future water and sewer improvements, including vehicle and equipment replacements. Proposed project needs were coordinated with stormwater infrastructure needs and roadway resurfacing needs to provide a comprehensive approach to capital expenditures.
- Determine the Revenue requirements for water and sewer utilities. This includes full cost recovery of expenses related to operations and maintenance, debt service, revenue-financed system renewal and replacements, transfers, contingencies and reserves.
- Determine the amounts and timing of rate adjustments as necessary to fully support the financial requirements identified in the above items.
- Review the utility's cost-of service and recommended rate adjustments.

**Suggested Motions:**

- **Motion to approve the proposed Water and Sewer Capital Improvement Plan (CIP) as presented.**
- **Motion to deny the proposed Water and Sewer Capital Improvement Plan (CIP) as presented. (END OF MEMO)**

Noting this had been discussed at other times, including at Council Retreat, City Manager Moore talked of the importance of the Council adopting this Capital Improvements Plan for Water & Sewer but noted that doesn't mean this plan is "set in stone". It can always be modified, she stated, as Council sees fit but with such a plan, an adopted CIP helps the City to get grant funding points on applications for various water and wastewater projects. She said she didn't want Council members to worry that the City would be locked into the CIP because they can change it at any time they want.

The City Manager then turned the discussion over to Mr. Chapman, who likened the CIP to getting driving directions from your GPS. He stated it doesn't mean you have to go there, but it does give you a way to get there. He then went over his PowerPoint presentation on the City's proposed Capital Improvements Plan, noting the CIP is a roadmap of how the City wants to handle the large capital expenditures for the water and wastewater systems, which is a critical part of the City's infrastructure. *(A COPY OF THE POWERPOINT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)* Among the information highlighted was how Capital Improvement Planning for Water & Sewer is based on Maintenance Needs, Growth Needs and Regulatory Needs and how Priority Needs

are Water & Sewer Lines, Stormwater and Paving. He said the equipment is aging and the technology used in the systems is out of date, which are needs based on history. He said they must also consider needs based on potential growth and how can we ensure the capacity is there for future expansions, etc. He stressed that this is not just the treatment plants but is throughout the City's water system and sewer collection system. There are pieces in here that will need attention as the City grows and develops, he said. He talked of taking a holistic approach so that while focusing on water and sewer needs, they also looked at how it might overlap with stormwater and paving needs. He discussed aging infrastructure, such as the water and sewer lines, as well as there being a lot of paving needs across the City. He briefly discussed the condition of our City roadways, based on the pavement condition index. He cited a paving study that had been done as well as an Asset Management Plan, which were looked at as part of the CIP planning.

Two graph slides dealt with particular projects related to the Water System and Sewer System, including the Sewer Collection System, the two treatment plants and related funding as well as equipment needs, including trucks, etc., for maintenance and operation. He discussed in greater depth some of these highlighted projects and how they are color coded to represent which projects are funded by outside sources (grants and/or loans) and others through debt issuance. Some smaller projects are cash funded. He noted the status of some of these Water System projects, including the Whole Plant Generator which is underway and the Redundant Water Line to put a parallel water line from the plant to Freeway Drive, which is waiting on final easements, as well as equipment replacements/repairs needed.

Looking at the Sewer System, Mr. Chapman pointed out that those items highlighted in brown are expected to be funded with grant monies while those in green are debt projects that are expected to be repaid. He referenced the Headworks Project at the WWTP and the BNR project, which is under construction and is shown in Fiscal Year 3 when payments are expected to start. He reminded Council that this CIP was done in concert with a financial analysis. The consultant also pointed to several identified sewer projects, such as Forrest Drive Lift Station expansion and Freeway Drive sewer repairs and Outfalls. He said there are certain projects in the Sewer Collection System that need to be addressed, which are shown on the CIP and are in various stages. Some of those larger projects are expected to be some form of debt issuance, he stated.

Mr. Chapman said that gives a "snapshot" of the capital needs for the Water and Sewer Systems. Again, as the City Manager had mentioned, this does not tie Council's hands that you have to do these projects, but these are projects identified that are prudent for the City to plan for, he continued. It does give you "points" when applying for Division of Water Infrastructure funding, he said.

Noting this was done quickly although Council has seen some of this before, the consultant said the CIP was before Council for adoption and asked if there were any questions?

With no questions from Council, Mayor Gorham agreed this was similar to a GPS in that it will get you there but like his WAVE device, there could be several different directions. Mr. Chapman added

that if you think of it in terms of a longer drive, there will be some things that change along the way, traffic gets heavier and different routes, etc. For the CIP, there will be things that break and other needs will arise that will make it onto the list of projects the City does, he stressed. He added that he would almost bet money there are things on this current list that may be pushed out farther or Council may decide are not as important as other things. The Mayor said it offers flexibility.

Councilman Martin stated that some things could be bumped up quicker. He said he wanted to say a couple of things because he had said there had been several comments made in the past several months about our water/sewer infrastructure, rate increase, etc. We utilized this plan when approving the rate increase last year to cover some of this funding for these particular payments, he said. Some things have been said by past administrators here of how well the City was left in terms of conditions of these items, the Councilman stated, for the WTP/WWTP, etc. He asserted that, in response to that, he would say that we wouldn't have all these projects to do had previous administrators left us in such a great position.

Councilman Martin said you have to maintain things, just like with your house, and with a lot of these projects going on, we used the systems, but we didn't maintain the systems over the years and championed on low water & sewer rates and being the cheapest in the community. In fact, what being cheapest in the community instead of a slight increase over time has given us a lot of debt and bills to pay and maintenance to be done, the Councilman stated. This is what we have to deal with based off of previous decisions by past administrations, he said, adding that he wanted to thank the City Manager for coming up with the idea before he came on Council. She realized we didn't have a maintenance plan, Councilman Martin said, and there are longevities/lifespans of all of these things, and we need to be looking at when these things need to be replaced. The City Manager realized this and began this process, which he said he thinks is great, and helps us to manage these as well as have baby steps to increase our water/sewer rates in the future instead of having to have big increases like the people think we had last year. Again, he thanked the City Manager for providing that to the City.

Councilmember Scoble said she was very appreciative of it because we know we have so many opportunities for growth, but we've got to be ready for that growth. She said that has always worried her, that they talk about all these new housing projects coming in and new people coming here to live, but we've got to be ready for them. She again said she appreciates this, "thank you very much".

Councilwoman DeJournette added that with all of these climate changes and storm and water issues that we are having, this will help us in many ways by improving our infrastructure.

**Councilman Coates then made the motion to approve the proposed Water and Sewer Capital Improvement Plan (CIP) as presented, which was seconded by Councilwoman DeJournette and unanimously approved by Council in a 6-0 vote. (A COPY OF THE APPROVED CIP IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)**

**CONSIDERATION OF AMENDING 2025-2026 FEE SCHEDULE TO REFLECT NON-PROFIT FEE FOR POLICE PRESENCE AT SPECIAL EVENTS.**

In making the staff report, Police Chief Ray Gibson reviewed his memo, which follows:

## M E M O R A N D U M

**To: City Manager Summer Moore**

**From: Police Chief Ray Gibson**

**Date: August 4, 2025**

**Subject: Non-Profit Fee for Police Presence**

At the June City Council Meeting, the City Council adopted the updated Fee Schedule for FY 2025-2026 that went into effect on July 1, 2025. The off-duty rate per hour for police officers is listed as up to \$75.00 per officer per hour. This rate is mentioned in the Administration Section, Temporary Closings of City-Owned Property for Events, Public Safety Costs/Police Officers. It is also mentioned in the Police Department Section, Off-Duty Per Hour.

On June 23, 2025, we met with other members of the Management Team to discuss the rate for off-duty officers that we would recommend to City Council to charge non-profit groups. The rate at which the City of Reidsville would recoup all costs associated with the salary of the officer working would be \$50.00 per hour per officer. All 501(c) groups would be eligible for this rate. The group would need to provide the City of Reidsville with a letter of designation as a 501(c) group. The rate for all other groups and businesses would be \$75.00 per hour.

Therefore, I would like to recommend that a motion be made to amend the 2025-2026 Fee Schedule to reflect to the rate of \$50.00 per hour per officer for 501(c) non-profit groups and \$75.00 per hour per officer for all other groups and businesses as listed in the Administration Section and Police Department Section of the Fee Schedule.

Please let me know if you have any questions. (*END OF MEMO*)

After Chief Gibson presented the item, Councilman Martin said let's do it. The Police Chief then read the suggested motion for Council to consider as stated in his memo.

**Councilman Hairston then made the motion as stated by Chief Gibson to amend the 2025-2026 Fee Schedule to reflect to the rate of \$50.00 per hour per officer for 501(c) non-profit groups and \$75.00 per hour per officer for all other groups and businesses as listed in the Administration Section and Police Department Section of the Fee Schedule. The motion was seconded by Councilwoman DeJournette and unanimously approved by Council in a 6-0 vote.**

**CONSIDERATION OF KEY TO THE CITY POLICY.**

In making the staff report, City Manager Moore reviewed her memo, which follows:



## MEMORANDUM

**TO:** Mayor Gorham and Members of Reidsville City Council  
**FROM:** Summer Moore, City Manager  
**SUBJ:** Suggested Key to the City Policy  
**DATE:** August 12, 2025

As was discussed at Council's last retreat, the City has operated under some loose guidelines found in the March 19, 2007 minutes to award Keys to the City, which can be found behind this memo. Traditionally this honor has been distributed sparingly at the Mayor's discretion with the knowledge of Council.

The attached policy just formalizes this process. Please let us know if you have any questions. If the Council approves of the suggested policy, we would request a motion to approve.

**Suggested Motion: I make the motion to approve the Key to the City Policy as presented.**

Enclosures (2) (*END OF MEMO*)

Mayor Gorham noted that the most recent Key to the City awarded was basically done by this policy.

**Councilmember Scoble made the motion, seconded by Councilman Coates and unanimously approved by Council in a 6-0 vote, to approve the Key to the City Policy as presented.**

The City of Reidsville Key to the City Policy as approved follows:

### CITY OF REIDSVILLE KEY TO THE CITY POLICY

The "Key to the City" is a symbolic honor bestowed by North Carolina municipalities, including the City of Reidsville, to recognize individuals or organizations for their significant contributions or achievements. In order to maintain and elevate this honor, Keys to the City will not be given lightly or in large number.

#### **PURPOSE:**

- To acknowledge outstanding service, contributions, or achievements that benefit the community or the public at large; to express civic recognition and gratitude; or to honor deserving residents or esteemed visitors with ties to Reidsville that the City wishes to recognize.

#### **CRITERIA FOR SELECTION:**

- Focus on exceptional service or contributions to the City of Reidsville and its citizens.
- Should be reserved for instances of high achievement or positive impact on the community.

**NOMINATION & PROCEDURE:**

- Suggestions/nominations for Key to the City recipients will be at the Mayor's discretion.
- The Mayor will notify each Council member, either individually or during a Council meeting, the name of the nominee in order to achieve consensus, ensuring other Council members have no objection to the recipient before any Keys to the City are awarded.
- To prevent premature disclosure of this honor, Council may meet in closed session under G.S. 143-318.11(a)(2) if necessary to review the qualifications of the potential recipient.
- If unanimous consensus is not received by Council, no Key will be awarded.

**PRESENTATION:**

- The Mayor or a designated Council member will present the Key to the City either during a Council meeting or at a special occasion/event.

Adopted this the 12<sup>th</sup> day of August, 2025.

/s/ \_\_\_\_\_  
Donald L. Gorham, Mayor

/s/ \_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC, City Clerk

**BOARD & COMMISSION APPOINTMENTS:**

**CONSIDERATION OF AUGUST APPOINTMENT - REIDSVILLE APPEARANCE COMMISSION.**

Mayor Gorham noted that there was one application for board and commission appointments, which was Suzie Vaughan Johnson for the Appearance Commission. Noting the new process for making motions for appointment, the Mayor asked if anyone wanted to make a motion?

**Councilman Coates made the motion to approve Suzie Vaughan Johnson to the Reidsville Appearance Commission. The motion was seconded by Councilmember Scoble and approved in a 6-0 vote.**

**CITY MANAGER'S REPORT:**  
**MONTH OF AUGUST.**

In making the staff report, City Manager Moore highlighted a few items from her written report:

**Date:** July 31, 2025  
**To:** Mayor Donald Gorham  
City Council Members  
**From:** Summer Moore, City Manager  
**Subject:** City Manager's Monthly Report

### City Council Upcoming Events:

- Reside in Reidsville Event will be Thursday, August 14, from 5:00 p.m. to 7:00 p.m.
- The City Council meeting for November 11, 2025 falls on Veterans Day. Therefore, the City Council meeting will be held on Monday, November 10<sup>th</sup>, at 6:00 p.m. at City Hall.
- The National League of Cities' Annual City Summit will be Thursday, November 20, through Saturday, November 22, 2025 in Salt Lake City.

### City Project Updates:

- **WTP Whole Plant Generator** - Based on the application date, this project currently has 521 days remaining of the total contract time of 570 days. Therefore, this project is 8.6% complete with respect to time.
- **WWTP BNR Project** - The contract time remaining for the project is 169 calendar days to substantial completion and 199 calendar days to final completion. The substantial completion date is projected to be December 31, 2025, and the final completion date is projected to be January 30, 2026.
- **WWTP Headworks Project** - This project is substantially complete with two punch list items remaining - see below. Once these items are addressed, the project will be ready for final inspection and closeout.
  1. The dumpster pad needs to be re-poured.
  2. A flow sensor needs to be replaced.
- **Redundant Water Line** - Only four (4) parcels remain to complete the easement process for this project. It appears three (3) will reach a settlement.
- **Laster Pump Station** - The Laster Pump Station project is complete on our end. We are waiting on an Automatic Transfer Switch to be installed and for Duke Energy to install the meter. Once the switch arrives and the meter is set, the station will be fully operational.
- **WWTP Sand Filter Control Project** - This project is complete.
- **Unified Development Ordinance** - City staff is working with the Reidsville Chamber of Commerce on hosting a public forum on Tuesday, September 16, 2025 from 8:30 a.m. to 11:00 a.m. at the Carriage House. The name of this event will be "Java and Jargon: Making Sense of the UDO."
- **105 Gilmer Street Update** – The property owner has an active building permit for 105 Gilmer. Since they have completed some of the necessary repairs, the building permit will remain open and in good standing for up to one year following the date of the last inspection or the last date of active work. The "house wrap" that is currently on the exterior of the building does not suffice as a permanent exterior covering. At some point stucco or another form of waterproof covering will need to be applied to the structure. Chief Farmer noted that the exterior covering must be fire-proof since this building is located in the downtown fire district. Last month, Drew Bigelow tried to call the applicant of the building permit to see where they were in the construction process and was unable to make contact. As of 7/21/2025, there are no new violations, and they are legally allowed to continue working to repair the exterior at the current pace until the building permit expires or the site becomes a safety hazard.

- **FAB Festival Update** - The committee met on 7/15 and will meet again on 8/7 to discuss any updates. We have booked carnival games and large blow ups for the Kids' Zone, two musical acts (Carolina Cool Band & Chairmen of the Board), a rock-climbing wall, an axe throwing station as well as balloons and portable bathrooms. Radio advertising spots with 98.7 Simon and 103.3 WAKG in Danville have been secured. So far there are 33 artisan vendors registered, 10 food options, and a couple of non-profit, as well as commercial businesses registered. We've had several more vendors and businesses reach out in the last couple of days. This week Robin Yount walked downtown to offer downtown merchants first dibs on the space in front of their stores. Thus far we have had three platinum level sponsors commit: Fursty's Restaurant, Impex Auto Sales, and Dry Lock Technologies. We also have a silver sponsor commitment from Duke Energy. We have reached out to over 140 organizations for potential sponsorships.
- **Social District Update** - We received the signed ordinance last week. Once we get the final okay on the logo and the map from City Council, we will be able to submit our application to the State for review. If we keep Williams Street included, we will need to order an additional two trash cans, which will cost approximately \$2,600. We have inquired about the possibility of using stamps as our district boundaries. Staff met with the gentleman to discuss what that would look like and pricing. Once the logo is given the okay, the district boundary stamp, the signs, the cup logos, and the window placard designs will be completed. We already have them created within Canva but may need to tweak based on the logo.
- **Indigo Creek Utility Repair** - Citty Plumbing arrived on site on Monday, July 21<sup>st</sup> to begin repairs on the water line. Repairs were complete, and we will continue to monitor this area.

#### **City Manager Updates:**

- Management Team is continuing to work on the Career Ladder policy. We hope to have this to you to review by October, 2025.

#### **Events/Meetings Attended:**

- 7/8 – Met with Davis, Martin, Powell to discuss Forest Drive Pump Station and Annie Penn Outfall project.
- 7/9 – Monthly Management Team meeting and met virtually with NC Fish and Wildlife to discuss interactive shelter at Lake Reidsville.
- 7/10 – Met with City Staff and Reidsville Chamber of Commerce to discuss UDO educational summit. Attended monthly managers luncheon in Madison.
- 7/11 – Met with City Staff to discuss RV and Tent camping policy at Lake Reidsville. Appeared on the News and Views at the Chamber of Commerce.
- 7/14 - Doughnuts at Fire Department, attended Phone Tree meeting and Street Closing Policy meeting.
- 7/15 – Met with Chief Bracken and Lindsey Tuttle and attended FAB Festival committee meeting.
- 7/16 - Attended annual harassment training.
- 7/17 – Attended Employee Appreciation Luncheon at the Water Treatment Plant.
- 7/18 – Doughnuts at Fire Department and met with City Staff to discuss CDL requirements.
- 7/21- Met with Dawn Charaba at Reidsville Area Foundation to discuss water intrusion between Reidsville Area Foundation and Kelly's Way.
- 7/22 – Doughnuts at the Fire Department, Career Ladder meeting, met with resident to discuss ponding water and met with City Clerk Angela Stadler to discuss Key to the City policy.

- 7/23 - Participated in monthly Mike Moore media podcast.
- 7/24 & 7/25 – Participated in Assessment Center for Developmental Associates.
- 7/28 – Two-on-two meetings and met with Revitalize Reidsville Committee.
- 7/29 - Met with City Staff and Reidsville Area Foundation staff to discuss drainage concerns at Kelly's Way. Attended pizza party at Fire Department.
- 7/30 – Attended Coates Collectibles' ribbon cutting. (*END OF MEMO*)

## **COUNCIL MEMBERS' & CHAMBER REPORTS.**

**Councilman Martin** – The Councilman said he would forego his report.

**Councilman Coates** - Councilman Coates reported attending the following: 7/28, Two-on-Two Meeting; 7/28, Revitalize Reidsville Committee; 7/30, Coates Store New Location Ribbon Cutting. He said he really appreciated the work that the Chamber did, all the Chamber members, family and friends that attended and showed support.

**Councilman Hairston** – Councilman Hairston reported attending the National Night Out, saying he was glad to see the tremendous turnout of the neighborhoods that were participating and turning their front lights on. By coming out in the neighborhood and supporting National Night Out and partnering with our Police Department and Fire Department, it just keeps everybody close together and how really proud he is of how the community comes together to work with the City.

**Councilwoman DeJournette** - Councilwoman DeJournette reported attending the following: 7/10, Bibey Machine Tour; 7/23, Reidsville Chamber Board Meeting (ZOOM); 7/28, City Council Two-on-Two; 7/30, Coates Collectibles & Antiques Ribbon Cutting; 8/5, National Night Out-Police Escort; and 8/12, RDC Meeting. She thanked Diane for what she is doing with the Chamber also. She also complimented their escorts at the National Night Out event.

**Councilmember Scoble** - Councilmember Scoble reported the following: 7/9, Wedding Anniversary-31 years; 7/10, Tour Bibey Machine & Fabrication; 7/10, Visit to evening Farmers Market; 7/15, Kiwanis-Camp Carefree Cookout; 7/17, Reidsville Chamber-Ice Cream Social @ Jaycee Park; 7/19, Ace Party Band @ Market Square; 7/28, Two-on-Two meeting with Mayor and City Staff; 7/30, Ribbon Cutting-Coates Collectibles; 7/30, Hot Dogs with Reidsville Police Dept. @ Splash Pad; 7/31, ABC Board Meeting @ Reidsville ABC Store; 8/5, National Night Out-Reidsville Police Dept. She commented that the Kiwanis Cookout had kids attending that had family member(s) with a terminal disease. So a lot of times they get ignored so they spent some time with them, and they had a great cookout, she said. She stated that she is proud of the business that Coates Collectibles is bringing downtown and what they have done with that building. When she arrived to the cookout escorted by the PD, she thinks they had already served over 200 hot dogs so they had a great night. She was proud that this year, more communities participated in the National Night Out, she added.

**Mayor Gorham** - Mayor Gorham reported attending the following: 7/10, Toured Bibey Machine at 116 Industrial Drive; 7/11, Met with the City Attorney to discuss a Reidsville Housing Authority Board concern; 7/15, Visited Mayor Pro Tem at Cone Hospital (Main Campus) in Greensboro, NC; 7/16, Attended the Board of Adjustment's Meeting at City Hall; 7/16, Looked at citizens' complaints at Trentwood Drive, Thomas Street, and Pearman Street regarding clutter and high grass issues; 7/17, Met with Leadership Team at City Hall to make a phone call to one of the owners of Pennrose Mall; 7/17, Ice Cream Social at the Splash Pad with the Chamber of Commerce; 7/18, Met with Leadership to make a telephone conference with the Penn Rose Mall owners; 7/20, Attended the two-year Anniversary of Pastor Leonard Jones of Galilee Holiness Church; 7/24, Met with the City Attorney to discuss concerns at the Reidsville Housing Authority; 7/24, Attended a youth conference in Martinsville, VA; 7/25, Stopped by the Splash Pad to observe the fun; 7/25, Checked vehicle numbers and speeding on Fairway and Richardson Drive; 7/28, Two-and-Two meetings at City Hall; 7/28, Revitalize Reidsville Meeting led by Leniece Lane at City Hall; 7/28, Met with the City Attorney to discuss the

Housing Authority Board; 7/28, Woodland Park Community Watch Meeting; 7/29, Checked speed on Fairway and Richardson Drive; 7/30, Coates Collectibles Ribbon Cutting; 7/30, Community gathering at the Splash Pad; 7/31, CTE School Ribbon Cutting at RCC; 8/5, National Night Out - Made it to all but two locations; 8/6, Attended the Rock-A-Top signing and graduation at RCC; 8/7, Chamber Coffee at the Reidsville Area Foundation; 8/7, Kiwanis Club Meeting; 8/11, Met with the Coggins Family at City Hall to discuss concerns about speed and traffic on Fairway and Richardson Drive; and 8/11, attended the Funeral of Mrs. Brianna Best Parker.

**Report from Chamber** - Chamber President Diane Sawyer submitted the following report: Upcoming Events- 32<sup>nd</sup> Golf "Fore" Reidsville Tournament on August 13, 2025, 8 a.m. at Oak Hills Golf & Event Center, 436 East Stadium Drive, Eden, NC.; Java & Jargon –Making UDO Make Sense on September 16, 2025 at 8:30 a.m.-11 a.m. at the Carriage House (Penn House), 325 Maple Avenue; Everything Expo & Ignite Conference on September 24, 2025, 9 a.m.-6:30 p.m. at the Penn House; First Carolina Bank Afterhours, October 7, 2025, 4 p.m., 604 South Scales Street. Ribbon Cuttings-La Boutique, August 26, 2025, 12 noon, 209 South Scales Street, New Members-La Boutique, WLF Forklift, Tarheel Towing, Drylock Technologies, Tate's Pumpkin Patch, Ring The Bell Realty, Spay & Neuter RoCo Veterinary Clinic, PLLC. Coffee and Connections for September will be hosted by United Way of Rockingham County at Reidsville Family YMCA , 504 South Main Street, 9 a.m.-10 a.m. (END OF REPORTS)

**MOVE TO THE FIRST-FLOOR CONFERENCE ROOM FOR A CLOSED SESSION TO DISCUSS TWO ITEMS UNDER ATTORNEY-CLIENT PRIVILEGE PURSUANT TO NCGS 143-318.11(A)(3) & ONE ITEM UNDER PERSONNEL (A)(6).**

Prior to the motion being made, Mayor Gorham noted the need to add the one item under Personnel.

Councilmember Scoble made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 6-0 vote, to go into closed session at approximately 6:38 p.m.

**MOTION TO ADJOURN.**

Upon return to open session, Councilman Coates made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 6-0 vote, to adjourn.

\_\_\_\_\_  
Donald L. Gorham, Mayor

ATTEST:

\_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC, City Clerk

**Reidsville Downtown Corporation**

230 Morehead St. • Reidsville, North Carolina 27320 • 336.347.1111

TO: Summer Moore, City Manager  
Angela Stadler, City Clerk

FROM: Robin Yount

DATE: 8/26/25

RE: September 9, 2025, City Council Meeting

During its August 26, 2025, regular meeting, the Reidsville Advisory/RDC Board nominated Eden Combs as NC Main Street Champion for 2025. Eden is the owner of Realty One Group located at 111 S. Main Street. Nominations are due to NC Main Street by September 27, 2025, and awards are given in March 2026 at the NC Main Street Annual Conference. The Reidsville Advisory/RDC Board is asking that City Council approve their nomination of Eden Combs as Reidsville's 2025 NC Main Street Champion.

Thank you.





The City of  
**Reidsville**

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

Planning@reidsvillenc.gov

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**TO:** The Honorable Mayor Gorham, Members of the  
Reidsville City Council, and Summer Moore, City Manager  
**FROM:** Drew Bigelow, CZO, Director of Planning & Community Development  
**DATE:** August 25, 2025  
**RE:** Voluntary Annexation Request for Property on Vance Street Ext.

Attached is a fully executed request by the owners of the properties identified in Rockingham County Deed Book 1674 Page 1089 and Book 760 Page P2136 to voluntarily annex 31.058 acres located off Vance Street Extension. This is a contiguous annexation. These properties were recently combined and are pending assignment of a new Rockingham County Parcel Number.

Due to the noncontroversial nature of this request, the City Clerk has reviewed the sufficiency of the petition, and the first two steps of the annexation have been combined. Therefore, with the agreement of City Council, a public hearing will be held at the Council's next meeting. Council will need to approve the attached Resolution Directing the City Clerk to Investigate the Petition, along with the Resolution calling for the public hearing on October 14, 2025.

Enclosures



**PETITION FOR VOLUNTARY ANNEXATION**  
**Contiguous Property**

Date: 8/04/2025

To the City Council of the City of Reidsville, Rockingham County, North Carolina:

1. We the undersigned owners of the real property respectfully request the area described in paragraph 2 below be annexed into the City of Reidsville, N.C.
2. The area to be annexed is contiguous to the City of Reidsville, N.C. and the boundaries of such territory are as follows:

Beginning 22.497 Ac. Tract Beginning at a 1" existing iron pipe in the northern right of way of Vance Street Ext. (S.R.2413) said iron being a common corner with Terry L. Beck (see Deed Book 866 at Page 1733), having N. C. Grid coordinates of Northing 946,627.21 and Easting 1,793,259.07; thence from said point of beginning South 14 deg. 25 min. 48 sec. East 18.96 feet to a 1.25" existing iron pipe in Vance Street Ext.; thence South 14 deg. 25 min. 48 sec. East 27.34 feet to a point in the centerline of said road; thence with the centerline of Vance Street Ext. with a curve to the right having a radius of 1,692.84 feet North 54 deg. 54 min. 59 sec. West 68.48 feet chord , 68.48 feet arc to a point; thence with said centerline North 53 deg. 45 min. 27 sec. West 95.83 feet to a point; thence with said centerline with a curve to the left having a radius of 2,196.53 feet North 54 deg. 32 min. 02 sec. West 59.52 feet chord, 59.52 feet arc to a point; thence with said centerline with a curve to the left having a radius of 1,850.00 feet North 64 deg 22 min. 57 sec. West 583.41 feet chord, 585.86 feet arc to a point; thence leaving said centerline with the common line of Covington Memorial Wesleyan Church (see Deed Book 1402 at Page 1914) North 06 deg. 51 min. 25 sec. West 22.09 feet to a 1.25" existing iron pipe; thence North 06 deg. 51 min. 25 sec. West 280.31 feet to a #5 rebar set; thence North 06 deg. 51 min. 25 sec. West 965.71 feet to a ½" existing iron pipe, the common corner with said church; thence with a common line with Uchman Family, LLC (see Deed Book 1515 at Page 2812) North 81 deg. 19 min. 37 sec. East 672.61 feet to a stone found, the common corner with said Terry L. Beck; thence with Beck's common line South 06 deg. 08 min. 36 sec. East 381.68 feet to a ¾" existing iron pipe; thence continuing with said Beck line South 06 deg. 08 min. 36 sec. East 1,326.56 feet to the point of beginning and containing 22.497 Acres including right of way of Vance Street Ext. as shown on Topographical Survey for Patriot Property Group, LLC by C. E. Robertson & Associates, PC dated January 20, 2025.

8.561 Ac. Tract to be combined with Deed Book 1674 at Page 1089 Beginning at a stone found, being Uchman Family, LLC (see Deed Book 1515 at Page 2812) southwest corner, said stone having N.C. Grid coordinates of Northing 948,166.30 and Easting 1,792,033.56; thence from point of beginning with Uchman Family, LLC southern property line North 81 deg. 17 min. 05 sec. East 382.20 feet to a ½" existing iron pipe, the common corner with Patriot Property Group, LLC (see Deed Book 1674 at Page 1089); thence with Patriot Property Group, LLC property line South 06 deg. 51 min. 25 sec. East 965.71 feet to a #5 rebar set, a common corner with Roger L.

Richards (see Deed Book 1419 at Page 2115); thence with said Richard's northern line North 88 deg. 35 min. 21 sec. West 146.27 feet to an existing nail; thence continuing with Richard's western line South 02 deg. 44 min. 34 sec. West 225.39 feet to a 1" existing iron stake; thence South 02 deg. 44 min. 34 sec. West 25.74 feet to a point in the centerline of Vance Street Ext. (S.R. 2413); thence with said Vance Street Ext. North 75 deg. 15 min. 17 sec. West 61.34 feet to a point; thence leaving said road a new line North 02 deg. 44 min. 25 sec. East 30.67 feet to a point in the right of way of Vance Street Ext.; thence continuing with a new line North 02 deg. 44 min. 25 sec. East 323.61 feet to a #5 rebar set; thence a new line North 71 deg. 12 min. 16 sec. West 315.75 feet to a #5 rebar set; thence with the common line of Covington Memorial Wesleyan Church (see Deed Book 1402 at Page 1914) North 00 deg. 32 min. 48 sec. East 676.94 feet to the point of beginning and containing a total of 8.561 Acres including the right of way of Vance Street Ext. as shown on map for Patriot Property Group, LLC by C. E. Robertson & Associates, PC dated January 20, 2025 and revised March 4, 2025 and recorded in Plat Book 101 at Page 34.

3. A survey shall be provided showing the area proposed for annexation in relation to the primary corporate limits of the City of Reidsville, NC prior to recordation with Secretary of State's Office.

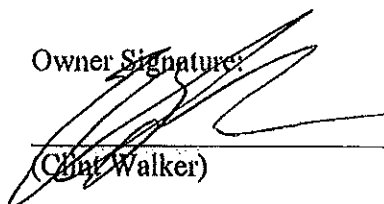
#### PROPERTY INFORMATION:

Location: 3114 Vance St + adjoining acreage purchased from Covington Wesleyan Church on 8/1/2025 referenced above as 8.561 ac.

Parcel No.: 175562Z1

Property Owner Mailing Address: 227 Niblick Dr Summerfield NC 27358

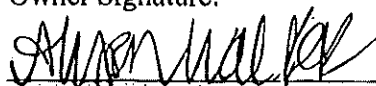
Owner Signature:



(Signature)

(Clint Walker)

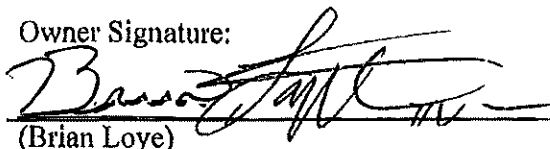
Owner Signature:



(Signature)

(Alyson Walker)

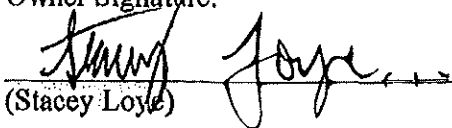
Owner Signature:



(Signature)

(Brian Loye)

Owner Signature:



(Signature)

(Stacey Loye)

Received by the Director of Planning & Community Development, City of Reidsville, NC

on August 28, 2025.

*Drew Bigelow*

Drew Bigelow, Director of Planning & Community Development

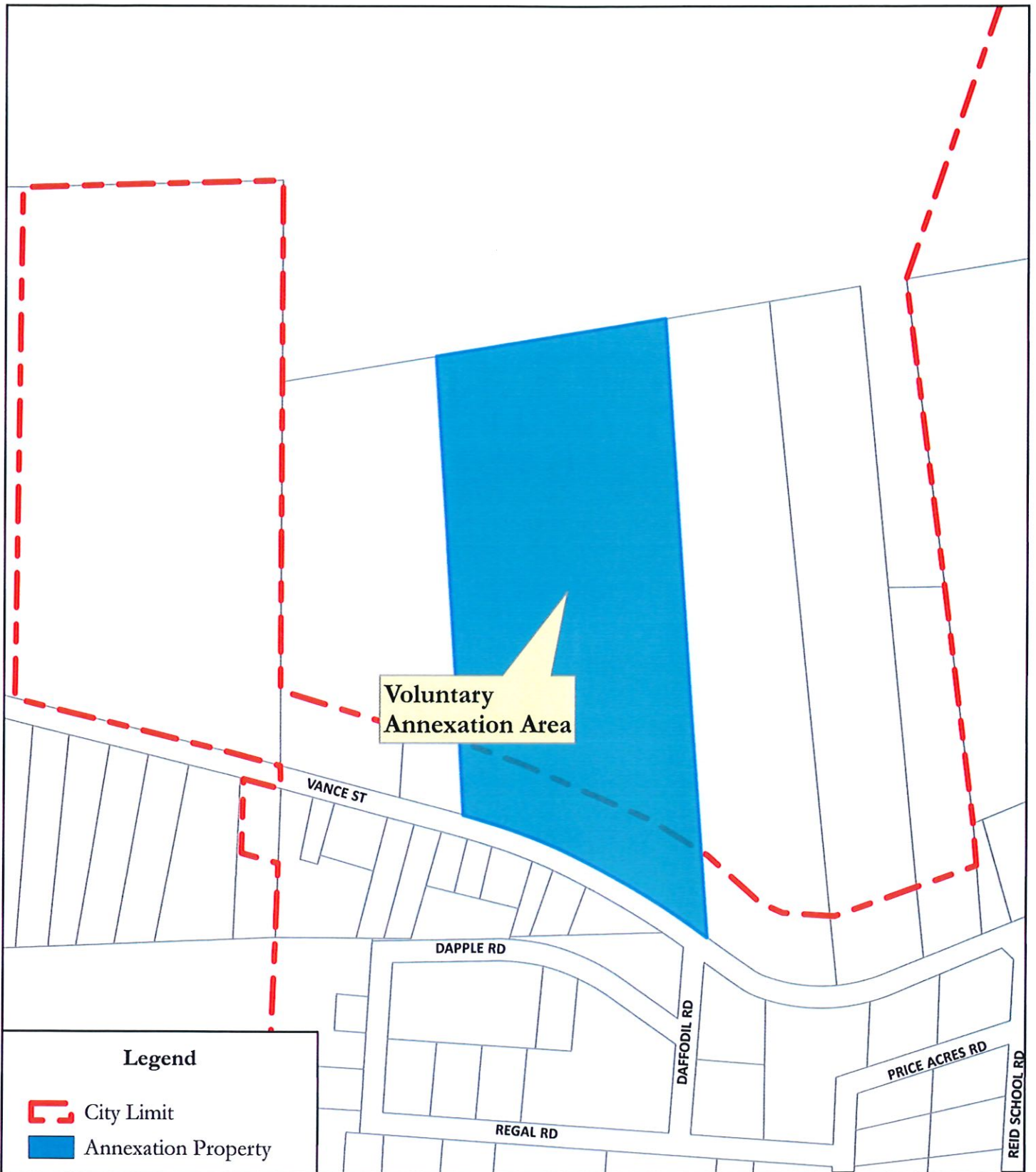
Received by the City Clerk, City of Reidsville, N.C.

on August 28, 2025.



*Angela G. Stadler*

Angela G. Stadler, City Clerk





**Legend**

-  City Limit
-  Annexation Property



## Property on Vance St. Ext. Voluntary Annexation Request

Prepared by: City of Reidsville  
Dept. of Planning & Community Development  
Planning & GIS Division

9/2/2025

Disclaimer: the City of Reidsville shall not be held liable for any error in this data. This includes any omission, positional accuracy, or any error of any kind. This document cannot be construed to be a legal document.







THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**A2025-04**

**RESOLUTION DIRECTING THE CLERK  
TO INVESTIGATE A PETITION RECEIVED  
UNDER G.S. 160A-31**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on August 28, 2025 by the City Council of the City of Reidsville; and

**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

**WHEREAS**, the City Council of the City of Reidsville deems it advisable to proceed in response to this request for annexation;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Reidsville that:

The City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City Council the result of her investigation.

This the 9<sup>th</sup> day of September, 2025.

\_\_\_\_\_  
Donald L. Gorham  
Mayor

ATTEST:

\_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC  
City Clerk

*“Live Simply. Think Big.”*





THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

A2025-04

## CERTIFICATE OF SUFFICIENCY

To the City Council of the City of Reidsville, North Carolina:

I, Angela G. Stadler, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 9<sup>th</sup> day of September, 2025.



Angela G. Stadler, CMC/NCCMC  
City Clerk

*"Live Simply. Think Big."*



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

**A2025-04**

**RESOLUTION FIXING DATE OF PUBLIC HEARING  
ON QUESTION OF ANNEXATION  
PURSUANT TO G.S. 160A-31  
*Off of Vance Street Extension***

**WHEREAS**, a petition requesting annexation of the area described herein has been received; and

**WHEREAS**, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, certification by the City Clerk as to the sufficiency of the petition has been made;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Reidsville, North Carolina that:

**Section 1.** A public hearing on the question of annexation of the area described herein will be held at Reidsville City Hall, 230 West Morehead Street, at 6:00 P.M. on Tuesday, October 14, 2025.

**Section 2.** The area proposed for annexation is described as follows:

**Beginning 22.497 Ac. Tract**

Beginning at a 1" existing iron pipe in the northern right of way of Vance Street Ext. (S.R.2413) said iron being a common corner with Terry L. Beck (see Deed Book 866 at Page 1733), having N. C. Grid coordinates of Northing 946,627.21 and Easting 1,793,259.07; thence from said point of beginning South 14 deg. 25 min. 48 sec. East 18.96 feet to a 1.25" existing iron pipe in Vance Street Ext.; thence South 14 deg. 25 min. 48 sec. East 27.34 feet to a point in the centerline of said road; thence with the centerline of Vance Street Ext. with a

***"Live Simply. Think Big."***



curve to the right having a radius of 1,692.84 feet North 54 deg. 54 min. 59 sec. West 68.48 feet chord, 68.48 feet arc to a point; thence with said centerline North 53 deg. 45 min. 27 sec. West 95.83 feet to a point; thence with said centerline with a curve to the left having a radius of 2,196.53 feet North 54 deg. 32 min. 02 sec. West 59.52 feet chord, 59.52 feet arc to a point; thence with said centerline with a curve to the left having a radius of 1,850.00 feet North 64 deg 22 min. 57 sec. West 583.41 feet chord, 585.86 feet arc to a point; thence leaving said centerline with the common line of Covington Memorial Wesleyan Church (see Deed Book 1402 at Page 1914) North 06 deg. 51 min. 25 sec. West 22.09 feet to a 1.25" existing iron pipe; thence North 06 deg. 51 min. 25 sec. West 280.31 feet to a #5 rebar set; thence North 06 deg. 51 min. 25 sec. West 965.71 feet to a ½" existing iron pipe, the common corner with said church; thence with a common line with Uchman Family, LLC (see Deed Book 1515 at Page 2812) North 81 deg. 19 min. 37 sec. East 672.61 feet to a stone found, the common corner with said Terry L. Beck; thence with Beck's common line South 06 deg. 08 min. 36 sec. East 381.68 feet to a ¾" existing iron pipe; thence continuing with said Beck line South 06 deg. 08 min. 36 sec. East 1,326.56 feet to the point of beginning and containing 22.497 Acres including right of way of Vance Street Ext. as shown on Topographical Survey for Patriot Property Group, LLC by C. E. Robertson & Associates, PC dated January 20, 2025.

#### **8.561 Ac. Tract to be combined with Deed Book 1674 at Page 1089**

Beginning at a stone found, being Uchman Family, LLC (see Deed Book 1515 at Page 2812) southwest corner, said stone having N.C. Grid coordinates of Northing 948,166.30 and Easting 1,792,033.56; thence from point of beginning with Uchman Family, LLC southern property line North 81 deg. 17 min. 05 sec. East 382.20 feet to a ½" existing iron pipe, the common corner with Patriot Property Group, LLC (see Deed Book 1674 at Page 1089); thence with Patriot Property Group, LLC property line South 06 deg. 51 min. 25 sec. East 965.71 feet to a #5 rebar set, a common corner with Roger L. Richards (see Deed Book 1419 at Page 2115); thence with said Richard's northern line North 88 deg. 35 min. 21 sec. West 146.27 feet to an existing nail; thence continuing with Richard's western line South 02 deg. 44 min. 34 sec. West 225.39 feet to a 1" existing iron stake; thence South 02 deg. 44 min. 34 sec. West 25.74 feet to a point in the centerline of Vance Street Ext. (S.R. 2413); thence with said Vance Street Ext. North 75 deg. 15 min. 17 sec. West 61.34 feet to a point; thence leaving said road a new line North 02 deg. 44 min. 25 sec. East 30.67 feet to a point in the right of way of Vance Street Ext.; thence continuing with a new line North 02 deg. 44 min. 25 sec. East 323.61 feet to a #5 rebar set; thence a new line North 71 deg. 12 min. 16 sec. West 315.75 feet to a #5 rebar set; thence with the common line of Covington Memorial Wesleyan Church (see Deed Book 1402 at Page 1914) North 00 deg. 32 min. 48 sec. East 676.94 feet to the point of beginning and containing a total of 8.561 Acres including the right of way of Vance Street Ext. as shown on map for Patriot Property Group, LLC by C. E. Robertson & Associates, PC dated January 20, 2025 and revised March 4, 2025 and recorded in Plat Book 101 at Page 34.

**Section 3.** Notice of the public hearing shall be published in *RockinghamNow*, a newspaper having general circulation in the City of Reidsville, at least ten (10) days prior to the date of the public hearing.

This the 9<sup>th</sup> day of September, 2025.

---

Donald L. Gorham  
Mayor

ATTEST:

---

Angela G. Stadler, CMC/NCCMC  
City Clerk



The City of  
**Reidsville**

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

[Planning@reidsvillenc.gov](mailto:Planning@reidsvillenc.gov)

## MEMORANDUM

**TO:** The Reidsville City Council, the Honorable Mayor Donald Gorham and City Manager Summer Moore  
**FROM:** Drew Bigelow, CZO, Director of Planning and Community Development  
**DATE:** August 28, 2025  
**RE:** Text Amendment T 2025-03

Staff is petitioning to amend Article V, Section 2: The Table of Permitted Uses of the Reidsville Zoning Ordinance to remove Poolrooms as a permitted use from the Table of Permitted Uses, since they are included under the permitted use Indoor Amusements. Currently, the ordinance only allows Poolrooms in the General Business (GB) and Highway Business (HB) districts. Indoor Amusements are allowed in the General Business (GB), Highway Business (HB), Central Business (CB), and Light Industrial (I-1) districts. This amendment will allow poolroom type establishments to be located in the same districts as other Indoor Amusements. Additionally, this amendment will remove the 60% floor space requirements for poolrooms, effectively allowing any business whose primary function is for the playing of billiards, to be classified as an Indoor Amusement regardless of the floor space being used for the playing of pool.

For these reasons, the Planning Staff recommend adoption of the proposed text amendment.

### PLANNING BOARD RECOMMENDATION

The Planning Board unanimously voted to recommend the text amendment for approval.

Enclosure

## Amendment T2025-03

## AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

AN ORDINANCE AMENDING ARTICLE V, SECTION 2  
OF THE CITY OF REIDSVILLE ZONING ORDINANCE

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

**Part I.** Remove Poolrooms and the 60% floor space requirements, as a permitted use from the Table of Permitted Uses of the Zoning Ordinance.

Section 2.	Table of Permitted Uses																
	Uses	RA-20	R-20	RS-12	R-12	R-6	TN	O&I	CB	GB	NB	HB	I-1	I-2	I-3	C	NOTES
Personal Services							S	S									
Pet Grooming									X	X	X	X					Note 34
Petroleum Refining and Related Industries														X			
Photographic developing, processing and finishing								X	X	X		X					
Photographic studios including blueprinting								X	X	X	X	X					
Planing or sawmills														X			
Plumbing, heating, electrical contractors sales and service										X		X	X	X			Note 7
Poolroom (more than 60% of floor area for pool tables and playing pool)										X		X					
Printing or binding shop									X	X	X	X	X	X			
Private athletic fields, recreational buildings, playgrounds, No commercial gain, no automobile or motorcycle racing	X	X	X	X		X	X	X		X	X	X	X	X			
Private community building, not for commercial gain	X	X	X	X		X	X	X		X	X	X					
Processing and packaging of windshield washer fluid													S	S			
Public parks, cultural and recreational facilities	X	X	X	X		X	X	X	X	X	X	X	X	X		X	
Public utility stations serving the community; transformers, radio and tv towers													X	X			
Public utility facilities, pump stations, water tower, etc.	X	X	X	X		X	X	X	X	X	X	X	X	X		X	
Public works, garages, storage									X	X	X	X	X	X			
Quarries or other extractive industries														X			
Radio and television stations									X	X	X	X	X	X			
Railroad freight yards														X			Note 22
Repair and servicing of office and household appliances and equipment									X	X	X	X	X	X			
Restaurant, including all eating places except drive-in, 30% of sales must be in food products						X			X	X	X	X					
Restaurant, including all eating places except drive-in, 30% of sales must be in food products (with accessory uses)						X			X	X		X					
Recycle collection													S	S			
Recycle processing													X	X			Note 7
Retail and wholesale business (excluding car sales) not otherwise listed									X								
Retail business (excluding car sales) not otherwise listed including those conducting incidental light manufacturing or processing of goods above the first floor or in the basement to be sold exclusively on the premises and employing not more than 10 persons										X		X					

**Part II.** This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2025 by the City Council of the City of Reidsville, North Carolina.

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**DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.**

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**Angela G. Stadler, City Clerk**





**CITY OF REIDSVILLE  
DEPARTMENT OF PLANNING  
& COMMUNITY DEVELOPMENT**

**DRAFT MOTIONS TO APPROVE / DENY**

---

Below are suggested motions to either recommend the proposed text amendment be approved or denied depending on the position City Council wishes to take on the case.

**APPROVE**

“I make a motion to recommend the proposed text amendment [INSERT DOCKET NUMBER] be **APPROVED.**”

**DENY**

“I make a motion to recommend the proposed text amendment [INSERT DOCKET NUMBER] be **DENIED.**”



The City of

**Reidsville**

North Carolina

**Department of Planning & Community Development**

230 W, Morehead Street, Reidsville, NC 27320 Ph. (336)349-1065

**Planning@reidsvillenc.gov**

### ***APPLICATION FOR ZONING TEXT CHANGE***

Date Submitted: 7/18/2025 Application No.: T 2025-03 (Office Use)

(1) **Applicant Information**

Name: City of Reidsville Planning Staff

Address: 230 W Morehead St.

Daytime Telephone No.: 336-349-1065

(2) **Applicable Section of the Zoning Ordinance:** \_\_\_\_\_

Article V, Section 2: Table of Permitted Uses

(3) **Existing Wording in Text:** \_\_\_\_\_

See Report

(4) **Requested Wording in Text:** \_\_\_\_\_

See Report

(5) Reason for Requested Change: \_\_\_\_\_

\_\_\_\_\_  
See Report

I hereby request the Reidsville Planning Board consider this application for a change to the Zoning Text and make a recommendation to City Council.

*Drew Bigelow*

\_\_\_\_\_  
Signature of Applicant





The City of  
**Reidsville**

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

Planning@reidsvillenc.gov

## ZONING ORDINANCE TEXT AMENDMENT REPORT

**DOCKET NO.:** T2025-03

**REPORT**

**PRESENTER:** Drew Bigelow, CZO, Director of Planning and Community Development

**REPORT**

**CONTRIBUTOR(S):** Drew Bigelow, CZO, Director of Planning and Community Development

**PETITIONER:** City of Reidsville Planning Staff

**ARTICLE/SECTION TO BE AMENDED:** Article V, Section 2: Table of Permitted Uses

**REQUEST:** Remove Poolrooms and the 60% floor space requirements, as a permitted use from the Table of Permitted Uses since they are included under the permitted use Indoor Amusements.

**ANALYSIS & RECCOMENDATION:**

Staff is petitioning to amend Article V, Section 2: The Table of Permitted Uses of the Reidsville Zoning Ordinance to Remove Poolrooms as a permitted use from the Table of Permitted Uses, since they are included under the permitted use Indoor Amusements. Currently, the ordinance only allows Poolrooms in the General Business (GB) and Highway Business (HB) districts. Indoor Amusements are allowed in the General Business (GB), Highway Business (HB), Central Business (CB), and Light Industrial (I-1) districts. This amendment will allow poolroom type establishments to be located in the same districts as other Indoor Amusements. Additionally, this amendment will remove the 60% floor space requirements for Poolrooms, effectively allowing any business whose primary function is for the playing of billiards, to be classified as an Indoor Amusement regardless of the floor space being used for the playing of pool.

The planning staff has received numerous inquiries from potential business owners who are looking to relocate or open new poolroom type establishments throughout the city, stating that our ordinance requirements for poolrooms are overly restrictive and out of date. Planning staff have researched the requirements for poolrooms in other local jurisdictions, and it was found that no other municipality limits the location of such establishments to just their general or highway business commercial district as we currently do. Typically, poolrooms are allowable in all commercial districts, with the exception of those adjacent to residential development in some cases. For this reason, staff feel that it is appropriate to expand poolrooms as an Indoor Amusement into the Central Business (CB) and the Light Industrial (I-1) districts. Furthermore, no other jurisdiction that staff researched has a floor space limitation for poolrooms. In an effort to encourage the redevelopment of existing commercial spaces, staff maintains the opinion that removing the 60%

floor space requirement will encourage new indoor amusement type businesses, specifically those related to playing pool, to locate within Reidsville.

This Text Amendment request is consistent with the Reidsville Land Development Plan under Goal #2 A Strong Local Economy. There is a considerable need for commercial development, including entertainment and attractions in Reidsville. This amendment aligns with Goal #2 by removing regulatory barriers for commercial development and assists in addressing the need for a more diverse economy. By allowing Poolrooms in the Central Business (CB) and Light Industrial (I-1) districts, we can enhance the diversity of our downtown area, while making development in our established commercial districts more attractive to both developers and residents.

For these reasons, the Planning Staff recommend adoption of the proposed text amendment.

#### **PLANNING BOARD RECOMMENDATION**

The Planning Board unanimously voted to recommend the text amendment for approval.

Enclosure



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

## NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, September 9, 2025, at 6:00 P.M., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Text Amendment to amend Article V, Section 2: Table of Permitted Uses, to Remove Poolrooms and the 60% floor space requirements as a permitted use from the Table of Permitted Uses. (Docket No. T 2025-03)

A copy of the proposed text amendment further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:00 p.m. Should you have any specific questions about this request, please feel free to contact the Planning & Community Development Department at 336-349-1065. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 27<sup>th</sup> day of August, 2025.

Angela G. Stadler, CMC/NCCMC  
City Clerk

\*\*\*\*\*

The City of Reidsville shares the goals of the Americans With Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-735-2962 (TT).

**Rockingham Now Publish Dates:** Wednesday, August 27, 2025  
Wednesday, September 3, 2025

**Rockingham Now Classified Dept.:** Bill CC (City Council)

*"Live Simply. Think Big."*





The City of  
**Reidsville**

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

[Planning@reidsvillenc.gov](mailto:Planning@reidsvillenc.gov)

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## MEMORANDUM

**TO:** The Reidsville City Council, the Honorable Mayor Donald Gorham, and City Manager Summer Moore  
**FROM:** Drew Bigelow, CZO, Director of Planning and Community Development  
**DATE:** August 28, 2025  
**RE:** Text Amendment T 2025-04

Staff is petitioning to amend Article V, Section 2: The Table of Permitted Uses and Notes to the Table of Permitted Uses of the Reidsville Zoning Ordinance to allow Alcohol Establishments in all commercial districts, to remove Alcohol Establishments as an Accessory Use, to amend Note 41 to reduce the setback distance of Alcohol Establishments from schools and public parks, and to remove Note 42 for Alcohol Establishments as an Accessory Use. Currently, the ordinance only allows Alcohol Establishments in the Central Business (CB) district. This amendment would allow Alcohol Establishments in all commercial district - Central Business (CB), General Business (GB), Highway Business (HB), and Neighborhood Business (NB). Additionally, this amendment will reduce the setback distance of Alcohol Establishments from schools and public parks to 300 feet from 500 feet. Since Alcohol Establishments as an Accessory Use will be removed from the Table of Permitted Uses, Note 42 will also be repealed from Article V, Section 2 under the Notes to the Table of Permitted Uses.

For these reasons, the Planning Staff recommend adoption of the proposed text amendment.

### PLANNING BOARD RECOMMENDATION

The Planning Board unanimously recommended the text amendment be approved.

Enclosure

## Amendment T2025-04

## AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

AN ORDINANCE AMENDING ARTICLE V, SECTION 2  
OF THE CITY OF REIDSVILLE ZONING ORDINANCE

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

**Part I.** Amend the Table of Permitted Uses to allow Alcohol Establishments in all commercial districts and remove Alcohol Establishments as an Accessory Use as a standalone permitted use.

Section 2.	Table of Permitted Uses															
Uses	RA-20	R-20	RS-12	R-12	R-6	TN	O&I	CB	GB	NB	HB	I-1	I-2	I-3	C	NOTES
Accessory Uses, including but not limited to Fallout Shelters, Garages, Guest Houses, Tool Sheds, Swimming Pools	X	X	X	X	X	X	X	X	X	X	X	X	X		X	Note 1
Adult Establishments									S		S	S	S			
Agricultural Uses, Truck Farms, excluding Raising Poultry or Other Livestock so as to Create a Nuisance to Surrounding Property Owners	X															
Agritourism	X															Note 29
Alcohol Establishments								X	X	X	X					Note 41
<del>Alcohol Establishments, Accessory Use</del>								<del>X</del>	<del>X</del>							<del>Note 42</del>
Amusements, Indoor								X	X		X	X				
Amusements, Outdoor											X	X				
Antiques and Gift Retail Sales								X	X	X	X					
Appliance Distributors, Wholesale and Retail								X	X	X	X					
Arts and Crafts Supply and Retail Sales						X		X	X	X	X					
Arts Studio, Art Gallery, Museum								X	X		X	X				
Automobile Accessories Sales								X	X	X	X	X	X			
Automobile Body Shops, Painting, Upholstering and Reconditioning									X		X	X	X			Note 7
Automobile Car Wash									X		X	X	X			
Automobile Car Wash, not Automatic or Selfservice, Requiring no Vehicle Stacking									X	X	X	X	X			
Automotive Parking Lots Serving Uses Permitted in the District in which a Parking Lot is Located	X	X	X	X	X	X	X	X	X	X	X	X	X			
Automobile Repair Garages									X		X	X	X			Note 7
Automobile Sales, New and Used									X		X	X	X			Note 26
Automobile Parking Lots for Public Rental when not associated with an Existing Permitted Use and with Site Plan Approval by Planning Staff							X		X		X	X	X			Note 9
Automobile Service Stations, not including Outside Storage of Used, Wrecked, Inoperable or Dismantled Automobiles									X	X	X	X	X			
Automobile Service Stations									X		X	X	X			Note 7
Bakeries Selling at Retail, Products Produced on Premises						X		X	X		X					
Bakeries, Bottling Works									X		X	X	X			



**Part II.** Amend Note 41. Alcohol Establishments to reduce the setback distance between Alcohol Establishments and schools and public parks from 500 feet to 300 feet. Remove Note 42. Alcohol Establishments as an Accessory Use.

**NOTE 41. ALCOHOL ESTABLISHMENTS**

- 1) No establishment shall be located closer than 50 feet from any religious assembly and ~~500~~ 300 feet from any school or public park.
- 2) Alcohol establishments shall not orient the primary entrance toward an abutting or adjacent lot that is located in a residential district.

**~~NOTE 42. ALCOHOL ESTABLISHMENTS AS AN ACCESSORY USE~~**

- ~~1) The establishment must hold an ABC permit issued by the State in order to serve alcohol.~~
- ~~2) This use is only permitted in the Central Business (CB) or General Business (GB) District.~~
- ~~3) The primary use as stated on the Zoning Compliance Permit shall meet the definition of a commercial use, but may not be a bar, microbrewery, club, or other place of entertainment. Primary uses must be those uses approved in the Central Business (CB) or General Business (GB) District by right. The primary use must represent 80% of the space in use and square footage. The bar or seating area designated must be clearly secondary to the primary use during open hours. If the primary use becomes secondary to the Alcohol Establishment at certain times, then the establishment must meet regulations for an Alcohol Establishment.~~

**Part III.** This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2025 by the City Council of the City of Reidsville, North Carolina.

\_\_\_\_\_  
DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

\_\_\_\_\_  
Angela G. Stadler, City Clerk



**CITY OF REIDSVILLE  
DEPARTMENT OF PLANNING  
& COMMUNITY DEVELOPMENT**

**DRAFT MOTIONS TO APPROVE / DENY**

---

Below are suggested motions to either recommend the proposed text amendment be approved or denied depending on the position City Council wishes to take on the case.

**APPROVE**

“I make a motion to recommend the proposed text amendment [INSERT DOCKET NUMBER] be **APPROVED.**”

**DENY**

“I make a motion to recommend the proposed text amendment [INSERT DOCKET NUMBER] be **DENIED.**”



The City of  
**Reidsville**

North Carolina

Department of Planning & Community Development

230 W, Morehead Street, Reidsville, NC 27320 Ph. (336)349-1065

Planning@reidsvillenc.gov

**APPLICATION FOR ZONING TEXT CHANGE**

Date Submitted: 7/18/2025 Application No.: T 2025-04 (Office Use)

(1) **Applicant Information**

Name: City of Reidsville Planning Staff

Address: 230 W Morehead St.

Daytime Telephone No.: 336-349-1065

(2) **Applicable Section of the Zoning Ordinance:**

Article V, Section 2: Table of Permitted Uses and Notes to The Table of Permitted Uses

(3) **Existing Wording in Text:**

See Report

(4) **Requested Wording in Text:**

See Report



(5) **Reason for Requested Change:** \_\_\_\_\_

\_\_\_\_\_  
See Report  
\_\_\_\_\_

I hereby request the Reidsville Planning Board consider this application for a change to the Zoning Text and make a recommendation to City Council.

*Draw Bigelow*

\_\_\_\_\_  
Signature of Applicant



# The City of Reidsville

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

Planning@reidsvillenc.gov

## ZONING ORDINANCE TEXT AMENDMENT REPORT

**DOCKET NO.:** T2025-04

### REPORT

**PRESENTER:** Drew Bigelow, CZO, Director of Planning and Community Development

### REPORT

**CONTRIBUTOR(S):** Drew Bigelow, CZO, Director of Planning and Community Development

**PETITIONER:** City of Reidsville Planning Staff

**ARTICLE/SECTION TO BE AMENDED:** Article V, Section 2: Table of Permitted Uses and Notes to the Table of Permitted Uses

**REQUEST:** Amend the Table of Permitted Uses to allow Alcohol Establishments in all commercial districts, remove Alcohol Establishments as an Accessory Use as a standalone permitted use, amend Note 41. Alcohol Establishments to reduce the setback distance of Alcohol Establishments from schools and public parks to 300 feet from 500 feet, as well as remove Note 42. Alcohol Establishments as an Accessory Use.

### ANALYSIS & RECCOMENDATION:

Staff is petitioning to amend Article V, Section 2: The Table of Permitted Uses and Notes to the Table of Permitted Uses of the Reidsville Zoning Ordinance to allow Alcohol Establishments in all commercial districts, to remove Alcohol Establishments as an Accessory Use, to amend Note 41 to reduce the setback distance of Alcohol Establishments from schools and public parks, and to remove Note 42 for Alcohol Establishments as an Accessory Use. Currently, the ordinance only allows Alcohol Establishments in the Central Business (CB) district. This amendment would allow Alcohol Establishments in all commercial district - Central Business (CB), General Business (GB), Highway Business (HB), and Neighborhood Business (NB). Additionally, this amendment will reduce the setback distance of Alcohol Establishments from schools and public parks to 300 feet from 500 feet. Since Alcohol Establishments as an Accessory Use will be removed from the Table of Permitted Uses, Note 42 will also be repealed from Article V, Section 2 under the Notes to the Table of Permitted Uses.

The planning staff has received feedback from the community stating that our ordinance requirements for Alcohol Establishments are overly restrictive and have become a hinderance to economic development. Planning staff have researched the requirements for Alcohol Establishments in other local jurisdictions, and it was found that no other municipality limits the location of Alcohol Establishments to just their downtown commercial district as we currently do. Typically, Alcohol Establishments are allowed in all commercial districts. For this reason, staff feel

that it is appropriate to expand Alcohol Establishments into the General Business (GB), Highway Business (HB) and Neighborhood Business (NB) districts. Alcohol establishments include traditional bars, wine lounges, liquor halls, tasting rooms and other establishments, whose primary use is the selling and consuming of alcohol on premise. Microbreweries, distilleries, and wineries are not considered alcohol establishments under this ordinance.

This Text Amendment request is consistent with the Reidsville Land Development Plan under Goal #2 A Strong Local Economy. There is a considerable need for commercial development in Reidsville. This amendment aligns with Goal #2 by removing regulatory barriers for commercial development and assists in addressing the need for a more diverse economy by enhancing the diversity of our established commercial areas. This amendment will help to make development more attractive to both investors and residents throughout the city.

While the Reidsville Planning Board unanimously recommended the text amendment be approved, they expressed concerns about allowing Alcohol Establishments in the Neighborhood Business (NB) district but not Indoor Amusements. Staff contend that Indoor Amusements should be excluded from the Neighborhood Business (NB) district due to the nature of entertainment type activities, which tend to involve large crowds, excessive noise, intense lighting, and a generally high energy environment. It can be argued that Alcohol Establishments bring the same atmosphere, however; this is not inherently the case. Since our definition of Alcohol Establishments encompasses a variety of businesses, from traditional corner bars to tasting rooms, staff is not concerned about the potential for conflict between these types of establishments and residential areas that typically surround the Neighborhood Business (NB) district. Likewise, neighborhood bars are common in several communities throughout the region, including Greensboro, Burlington and Winston Salem. Taking this into consideration, staff has decided to recommend Alcohol Establishments be allowed in all commercial districts.

For these reasons, the Planning Staff recommend adoption of the proposed text amendment.

## **PLANNING BOARD RECOMMENDATION**

The Planning Board unanimously recommended the text amendment be approved.

Enclosure





THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

## NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, September 9, 2025, at 6:00 P.M., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Text Amendment to amend Article V, Section 2: Table of Permitted Uses and the Notes to the Table of Permitted Uses, to allow alcohol establishments in all commercial districts with a reduced setback from schools and parks, and to remove alcohol establishments as an accessory use. (Docket No. T 2025-04)

A copy of the proposed text amendment further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:00 p.m. Should you have any specific questions about this request, please feel free to contact the Planning & Community Development Department at 336-349-1065. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 27<sup>th</sup> day of August, 2025.

Angela G. Stadler, CMC/NCCMC  
City Clerk

\*\*\*\*\*

The City of Reidsville shares the goals of the Americans With Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-735-2962 (TT).

**Rockingham Now Publish Dates:** Wednesday, August 27, 2025  
Wednesday, September 3, 2025

**Rockingham Now Classified Dept.:** Bill CC (City Council)

*"Live Simply. Think Big."*



# THE CITY OF Reidsville NORTH CAROLINA

## MEMORANDUM – STATE GRANT/LOAN APPLICATION

**To: Summer Moore, City Manager**

**From: Chris Phillips, Assistant City Manager/Finance Director**

**Date: August 26, 2025**

As you are aware, when analyzing the existing sewer collection system in relation to potential residential growth, a "bottle-neck" was found at the Forrest Drive Pump Station. This pump station will need to be expanded to handle the potential capacity of new service from new houses. While the pump station is adequately sized currently and can accommodate some growth, it will not be sufficient once a large number of homes come online.

In an effort to prepare for the potential growth, a design for expansion was completed. The estimated cost of the upgrade is \$2.5 million dollars. At this time, staff and the design engineers are recommending that an application be filed with the State for grant and/or loan funding of the project. The fall application period is at the end of September.

Attached is a Resolution to apply for State grant/loan funding. This resolution requires City Council approval. Approval of the Resolution to apply does not in any way commit the City to accepting a grant or a loan. If awarded, the acceptance of the grant and/or loan will be presented to the City Council at a later meeting within the funding process.

Thank you for your attention to this matter.

**Suggested Motion:** I make a motion that the City Council approve the Resolution to Apply for State grant and/or loan funding for the Forrest Drive Pump Station Replacement Project.

## **RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS,** The City of Reidsville has need for and intends to construct, plan for, or conduct a study in a project described as **Forrest Drive Pump Station Replacement**, and

**WHEREAS,** The City of Reidsville intends to request State loan and/or grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF REIDSVILLE:**

That City of Reidsville, the **Applicant**, will arrange financing for all remaining costs of the project if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Reidsville to make a scheduled repayment of the loan, to withhold from the City of Reidsville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Summer Moore, City Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9<sup>th</sup> day of September, 2025, in Reidsville, North Carolina.

\_\_\_\_\_  
Donald L. Gorham, Mayor, City of Reidsville

ATTEST:

\_\_\_\_\_  
Angela G. Stadler, CMC/NCCMC, City Clerk

### **FORM FOR CERTIFICATION BY THE RECORDING OFFICER**

The undersigned duly qualified and acting City Clerk of the City of Reidsville, North Carolina, does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Reidsville City Council duly held on the 9th day of September, 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

---

Angela G. Stadler, CMC/NCCMC  
City Clerk

*Note: an Attestation by the Clerk/Recording Officer may be used in lieu of the Form for Certification by the Recording Officer.*





The City of  
**Reidsville**

North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065- Fax (336) 347-2355

*Haywood Cloud Jr., Assistant City Manager of Community Services  
Departments of Planning & Community Development/Parks & Recreation/Economic Development*

**MEMORANDUM**

To: Summer Moore, City Manager  
From: Haywood Cloud, Jr. Assistant City Manager for Community Services  
Date: 8/27/2025  
Re: Updated Lake Reidsville Campground Policy/Fee Changes

Per your request for discussion at the September 9, 2025 City Council meeting, this memo provides a proposed update to the Lake Reidsville Campground Policy and an adjustment of some of the fees. In response to community feedback, City staff has worked with City Council to improve our policies and adjust fees, all with the goal of making the campground a more enjoyable and affordable place for everyone to visit.

As part of the proposed Lake Reidsville Campground Policy, staff has reviewed and updated camping regulations and adjusted several fees, including but not limited to the following: camping rates; reservation deposits; and late cancellation charges to better reflect the community needs and improve the overall camping experience.

Attached is a copy of the proposed campground policy (with map), and below is a list of the updated camping rates.

<b><u>Daily</u></b>	<b><u>Current Standard Sites</u></b>	<b><u>Proposed Standard Sites</u></b>	<b><u>Proposed Lake View/Lake Front</u></b>
City Residents	\$50.00	\$35.00	\$40.00
Non-City	\$75.00	\$50.00	\$55.00
<b><u>Weekly (7 days)</u></b>			
City Residents	N/A	\$210	\$245
Non-City		\$315	\$350

City staff will continue to provide updates to you regarding any feedback that we receive on our current fee schedule. We look forward to discussing and implementing any changes that are made. If Council agrees with the proposed changes, we offer the following:

**Suggested Motion:** I make a motion to approve the updated Lake Reidsville Campground Policy and updated fee changes effective immediately.

Thank you,

Haywood Cloud, Jr.

## **PROPOSED LAKE REIDSVILLE RECREATIONAL VEHICLE AND TENT CAMPGROUND POLICY**

### **Section 1: General Rules & Regulations**

- The person(s) registered for the campsite must be 18 and older and present during the night(s). No one under 18 should be staying on the site without an adult present.
- Visitors should not be left alone/in-charge of the campsite. All campsite visitors must leave the park at 10:00 p.m.
- Camping is only permitted on the campsite assigned to you. If you are unsure whether you are on the correct designated campsite/area, please contact the camp host or park staff.
- The park gate will be closed at the designated closing time. Campers must use the provided combination gate access code to enter when the gate is closed.
- "Quiet Time" begins at 10:00 p.m. and should be observed by ALL campers.
- After 10:00 p.m., there is to be no bicycling or golf cart riding. Children under the age of 16 must be escorted to any other areas of the park/camping area by an adult. Flashlights should be used for guidance.
- No loud music at any time will be tolerated.
- No swimming in the lake. This includes humans and animals.
- No one under the age of 16 may drive a golf cart. In addition, no ATVs are authorized. SPECIAL NOTE: Speed limit is 5 mph in campground.
- No motorcycles, side-by-sides and ATVs are allowed on the trails.
- ALL boats and golf carts trailers go in the designated overflow parking area
- PLEASE MAINTAIN A NEAT/CLEAN CAMPSITE. DON'T LEAVE FOOD OR TRASH OUT, NO CLOTHES LINES, AND DON'T LEAVE ITEMS LYING AROUND THAT CAN BE STOLEN. LAKE REIDSVILLE IS NOT RESPONSIBLE FOR DAMAGED OR STOLEN PROPERTY, SO SECURE ALL BELONGINGS.
- The Camp host has the authority to contact the Reidsville Police Department if needed to maintain an orderly camping area.

To ensure safety, cleanliness, and enjoyment for all guests, the following rules apply to all campers, guests, and visitors:

#### **1.1 Compliance with Authority**

- Campers must comply with instructions from all city staff or their designated representative (Camp Host) at all times.
- Failure to comply with staff directives may result in immediate removal from the premises and/or denial of future access.

## 1.2 Quiet Hours

- Quiet hours are from 10:00 PM to 7:00 AM. Excessive noise, loud music, or disruptive behavior is prohibited at all times.

## 1.3 Fires

- Fires are permitted only in designated fire pits.
- Campers must never leave fires unattended and must fully extinguish fires before leaving the site or going to sleep.

## 1.4 Alcohol and Drugs

- Consumption of alcohol is allowed only within the campground area by registered campers and their guests per Chapter 12, Sec. 12-1, of the City's Code of Ordinances.
- Illegal substances are strictly prohibited.

## 1.5 Pets

- Pets must be kept on a leash or secured at all times.
- Owners are responsible for cleaning up after their pets.

## 1.6 Trash and Waste

- All campers must dispose of trash in designated containers.
- Dumping of gray or black water outside designated dump stations is strictly prohibited.

## 1.7 Parking

- A maximum of two (2) vehicles per campsite is allowed, including the RV or tow vehicle.
- Additional vehicles must park in designated overflow or visitor parking areas.

## **Section 2: Campsite Designation**

Lake Reidsville Campground offers a total of 43 campsites designated as follows:

- 9 Lakefront
- 5 Lakeview
- 29 Standard

**(See Attached Campsite Map)**

## 2.1 Designation of RV and Tent Campsites

- No tent campers are allowed in the Lakefront/Lakeview campsites (first two rows of campsites next to the lake) unless all other campsites are occupied. (Lakefront-#: 30-34, 36, 38, 40, 42, 43) (Lakeview-#: 33, 35, 37, 39, 41)

## Section 3: Campground Seasons

- In-Season: April 1<sup>st</sup> - October 31<sup>st</sup>
- Off-Season: November 1<sup>st</sup> - March 31<sup>st</sup>

## Section 4: Extended Stay RV and Tent camping

Lake Reidsville Campground offers extended stay options for campers.

### 4.1 Eligibility:

- Open to both RV and tent campers.
- Must be 18 years or older to reserve a site.

### 4.2 Duration:

#### Monthly

- Campers may stay at the campground during the off-season for 30 consecutive days. Campers must depart for 30 days before being allowed an additional 30 consecutive days.

#### Bi-Weekly

- Campers are allowed to stay 14 consecutive days, but then must be away at least 14 days.

#### Weekly

- Campers are allowed to stay 7 consecutive days.

### 4.3 Group Tenting: (In season only) (J-Field)

- Designated area for an organized group of more than one camper.

## Section 5: Fees

- See current campground fee schedule posted in the lake store and online on the City of Reidsville's website, reidsvillenc.gov in the Document Center.

- **Section 6: Violations and Consequences**

The following steps may be taken for violations of this policy or general campground rules:

1. Verbal Warning issued by city staff or camp host.
2. Written Notice of infraction and documentation of violation.
3. Eviction from the campground without refund for repeated or serious violations.
4. Ban from future use of the campground may be imposed for severe or repeated offenses.
5. Involvement of law enforcement (Lake Warden) when behavior violates city rules or state/federal laws.

**Section 7: Lake Reidsville Campground Refund & Cancellation Policy**

We understand that plans can change. Please review our policy below before making or canceling a reservation.

1. Standard Cancellations
  - Cancel 7 or more days before your arrival: Full refund
  - Cancel 3–6 days before your arrival: 50% refund.
  - Cancel less than 3 days before your arrival: No refund.
2. No-Shows & Early Departures
  - If you don't arrive for your reservation and fail to notify staff, no refund will be issued.
  - If you leave early, unused nights will not be refunded.
3. Weather

We do not issue refunds due to weather unless the campground is officially closed by the municipality.

4. Refund Processing
  - Refunds are issued to the original payment method.
  - Please allow up to 7-14 business days for processing.
5. Exceptions

In cases of emergency such as illness, death in the family, or military deployment, refunds may be considered. Requests are reviewed individually.

### **Section 8: Site Assignment and Reservations**

- Site assignments are made by city staff or camp host based on availability and site compatibility.
- Campers must occupy only their assigned site.
- No swapping or reserving additional sites without prior approval.
- No campsites can be set up before the registering camper checks in at camp store.

### **Section 9: Check In/Out Policy**

- Check in-3:00 pm
- Check out-1:00 pm

Note: Early check-in or late check-out is possible for an extra \$25.00 fee if campsite is available. However, campers must contact lake staff in advance to arrange either choice. There may be a \$50 fee assessed to campers who violate check in early or check out late policy.

A copy of the camper's state driver's license is required when checking in.

Questions? Contact the Lake Store at 336-349-4738.

**Lake Reidsville Campsite Rental Agreement Acknowledgment**

I, the undersigned, acknowledge that I have read, understood, and agree to abide by all policies, rules, and regulations of the Lake Reidsville Campground as outlined in the Lake Reidsville RV and Tent Camper Policy. I understand that failure to comply may result in eviction from the campground, or denial of future use.

I also acknowledge that I am responsible for the conduct of all individuals at my campsite and for any damages caused during my stay.

Printer Name of Renter: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Campsite Number: \_\_\_\_\_

Recreational Vehicle Registration: \_\_\_\_\_

Year, Make, Model or Tent: \_\_\_\_\_ License Plate # and State: \_\_\_\_\_

Automobile Vehicle Registration: \_\_\_\_\_

Year, Make, Model or Tent: \_\_\_\_\_ License Plate # and State: \_\_\_\_\_



# LAKE REIDSVILLE CAMPGROUND







The City of  
**Reidsville**

North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065- Fax (336) 347-2355

*Haywood Cloud Jr., Assistant City Manager of Community Services  
Departments of Planning & Community Development/Parks & Recreation/Economic Development*

**MEMORANDUM**

To: Summer Moore, City Manager  
From: Haywood Cloud, Jr. Assistant City Manager for Community Services  
Date: 8/27/2025  
Re: Ball Field Rental Policy

To help improve communication and consistency in how our facilities are used, I am proposing a new Ball Field Rental Policy. This policy is meant to clearly outline the rules and expectations for anyone renting the ball fields in the future so that all parties are on the same page from the beginning.

The purpose of the policy is to reduce confusion, prevent misunderstandings, and make the rental process smoother for both staff and renters. By clearly stating responsibilities and procedures upfront, we aim to have a more organized and positive experience for everyone involved.

A draft of the policy is attached for your review. I welcome any feedback or suggestions before it is finalized. Please feel free to reach out with any questions. If the policy as presented is acceptable, the following motion is suggested:

**Suggested Motion: I make a motion to approve the Parks & Recreation department's new Ball Field Rental Policy as presented.**

Thank you,

Haywood Cloud, Jr.

## **City of Reidsville Parks and Recreation Department**

### **Policy for Club Teams Use of City Fields for Practice**

#### **Purpose**

This policy outlines the procedures and regulations for club teams seeking to rent and use the City of Reidsville baseball fields for practice. The goal is to have a fair, efficient and responsible approach to the use of public athletic facilities while giving priority to City-sponsored programs.

#### **I. Priority of Field Use**

1. City League Season (In-Season Use): (March 2<sup>nd</sup> - November 30<sup>th</sup>)
  - During the City league season, City league teams have first priority for all field scheduling.
  - Club teams may only schedule field time that remains available after City teams' practice and game schedules have been confirmed.

#### **II. Scheduling Process**

1. Daily Call-In Requirement:
  - Club team coaches must call the Parks and Recreation office each morning (Mon.-Fri.) at 9:00 AM to schedule available practice times.
  - Scheduling is handled on a first-come, first-served basis.
  - Calls or voicemail messages left before 9:00 AM Mon.-Fri. will not be accepted.
2. Practice Duration Limits:
  - Practices may be scheduled for a minimum of one (1) hour and a maximum of two (2) hours per day.
3. Single-Day Scheduling:
  - No club team may schedule multiple-day (back-to-back or recurring) practices in advance.
  - Each team is limited to one scheduled practice per day to make sure that this service is available to all.
4. Low-Demand Exception:
  - In instances where there is low demand for field space, Parks and Recreation staff may allow up to two days of practice to be scheduled at a time.
  - This is at the sole discretion of City staff, regardless of availability, and is not guaranteed.

5. Off-Season Use: (December 1<sup>st</sup> -March 1<sup>st</sup>)

- During the off-season (when the City leagues are not active), club teams may request field use but must follow the same aforementioned in-season daily call requirement (listed above in Section II, 1.) unless they take advantage of the following:
  1. Teams may book one day a week practice for the entire offseason. (i.e. every Monday at 6 PM from December 1<sup>st</sup> to March 1<sup>st</sup>) If the team desires to book more than one day of practice than described above, they must follow the same aforementioned in-season daily call-in first-come, first-served policy.
- Off-season field use is still subject to City scheduling precedence, included but not limited to: weather conditions; City-sponsored programs; field maintenance; and any other special events.

**III. Rental Fees**

- \$25 per hour, with a minimum one-hour rental and a maximum of two hours per day.
- Payment must be made in advance or according to the Parks and Recreation billing policy.

**IV. Compliance and Violations**

- Teams must adhere strictly to scheduled times. Unauthorized field use or failure to follow policy may result in:
  - Suspension or revocation of field access
  - Fines or penalties as determined by City administration

**V. Contact Information**

City of Reidsville Parks and Recreation Department

Phone: 336-349-1090

Office Hours: Monday-Friday, 8:30 AM – 5:00 PM



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

*Office of the City Manager*

**Date:** August 21, 2025

**To:** Mayor Donald Gorham  
City Council

**From:** Summer Moore, City Manager

**Subject:** Amendment to City Council Rules of Procedures

After receiving feedback from City Council, there appears to be a desire to set a time limit for speakers during advertised Public Hearings. Rule Twenty-Eight (28) (A) in “Suggested Rules of Procedure for a City Council,” by Fleming Bell, allows governing boards to set time limits for public hearings. The City Clerk also checked with the UNC School of Government, which concurs that such time limits are enforceable.

**Motion if Favorable:** Amend the City Council Rules of Procedure to include a maximum five (5) minute time limit for each speaker that signs up to speak for a Public Hearing. Speakers may allot their time to other speakers.

**Motion if Unfavorable:** To not amend the City Council Rules of Procedure to include a maximum five (5) minute time limit for each speaker that signs up to speak for a Public Hearing.

*“Live Simply. Think Big.”*



## Rule 24. Closed Sessions

The Council may hold closed sessions as provided by law. The Council shall only commence a closed session after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Council shall terminate the closed session by a majority vote.

Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

## Rule 25. Quorum

A majority of the actual Membership of the Council, excluding vacant seats, shall constitute a quorum. A majority is more than half. A Member who has withdrawn from a meeting without being excused by majority vote of the remaining Members present shall be counted as present for purposes of determining whether or not a quorum is present.

**(A) Remote Participation.** For quorum to be reached, a majority of Council Members must be physically present at the meeting place. Remote participation does not count towards the quorum; therefore, Council Members are allowed to attend remotely for informational purposes but are not allowed to vote. *(See Remote Participation Policy.)*

## Rule 26. Public Hearings

Public hearings required by law or held to solicit the public's input on specific issues may be scheduled by Council or staff members, as appropriate. Rules may be established for such public hearings that may include, but are not limited to: (a) fixing the maximum time allotted to each speaker, which the City Council has set at five minutes per speaker but speakers may allot their time to other speakers; (b) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; (c) providing for the selection of spokespersons from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the Council Chambers or specified meeting place (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the Chambers/meeting place to listen to the hearing); and (d) providing for the maintenance of order and decorum in the conduct of the hearing.



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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## MEMORANDUM

**TO:** Summer Moore, City Manager  
**FROM:** Angela G. Stadler, CMC, City Clerk *AS*  
**SUBJ:** Board/Commission Appointments for September 12, 2025  
**DATE:** August 29, 2025

The following applications have been received for appointments to the boards listed below:

### Reidsville Historic Preservation Commission

Marguerite Holt of 1008 Ridgewood Avenue has re-applied for an *eighth* three-year term on this board. If she is selected, the board will be full until one position becomes open effective in October.

### Reidsville Human Relations Commission

Anna Roach of 206 South Harris Street has applied for a *second* three-year term on this board. There will be two open positions (one adult and one student) on the board if she is selected.

### Reidsville Parks and Recreation Advisory Commission

Ezekiel Gillie of 1310 Pinecrest Avenue has applied for a three-year term on this board. There will be five open positions on the board if he is selected.

### ADDITIONAL VACANCIES

The following openings on other boards and commissions of the City will be advertised for consideration at the next City Council meeting:

- Four 3-year term positions on the Reidsville Appearance Commission currently and two additional positions becoming open effective October upon expiration.
- Three 3-year term positions on the Reidsville Community Pool Association.

Applications to be considered at the October 14, 2025, Council meeting will need to be turned in by 5 p.m. on Tuesday, September 30, 2025.

Attachments (3)

*“Live Simply. Think Big.”*





# THE CITY OF Reidsville NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

*Office of the City Manager*

**Date:** September 2, 2025

**To:** Mayor Donald Gorham  
City Council Members

**From:** Summer Moore, City Manager

**Subject:** City Manager's Monthly Report

## City Council Upcoming Events:

- Java and Jargon: "Making the UDO Make Sense". This event will be September 16<sup>th</sup> at 8:30 a.m. at the Carriage House.
- National League of Cities Annual City Summit will be Thursday, November 20, through Saturday, November 22, 2025, in Salt Lake City.

## City Project Updates:

- **WTP Whole Plant Generator & MCC Replacement** - This project currently has 490 days remaining of the total contract time of 570 days based on the application date. Therefore, it is 14% complete with respect to time.
- **WWTP BNR Project** – The contract time remaining for the project is 134 calendar days to substantial completion and 164 calendar days to final completion. The substantial completion date is still projected to be December 31, 2025, and the final completion date is projected to be January 30, 2026.
- **WWTP Headworks Project** - This project is substantially complete with two punch list items remaining: the dumpster pad still needs to be re-poured and regarding the flow sensor that needs to be replaced, the replacement has arrived and is waiting to be installed. Once these items are addressed, the project will be ready for final inspection and closeout.

- **Redundant Water Line** - Only four parcels remain to complete the easement process for this project. It appears two will be able to reach a settlement and one is signed and settled with a check request having been sent to Finance. It may be that the final one may have to be condemned.
- **Laster Pump Station** - The Laster Pump Station project is complete except for the installation of the automatic transfer switch. The switch is projected to arrive mid-September. Duke Energy has already set the meter so once the switch arrives and is installed, the pump station will be fully operational.
- **Unified Development Ordinance** – As noted previously, City staff is working with the Reidsville Chamber of Commerce on hosting a public forum on Tuesday, September 16, 2025 from 8:30 a.m. to 11:00 a.m. at the Carriage House. The name of this event will be Java and Jargon: “Making the UDO Make Sense”.
- **105 Gilmer Street Update** – There is no update since last month.
- **FAB Festival Update** - FAB Festival planning continues to move forward. All items such as port-a-johns, inflatables, bands, and attractions have been booked. There are currently 58 artisan vendors, 19 food vendors, four non-profits, and 11 for profit businesses registered. There is one political candidate registered. Eleven downtown merchants are interested in reserving the space in front of their building and at least four more are expected. These numbers are as of August 25, but there have been several inquiries since, as well as other applications that have been sent out. We have sold \$15,750 in sponsors, and I believe there will be one more coming in.
- **Social District Update** - The Social District has been reviewed, approved, and scanned in by the State. Public Works finished pressure washing the spots for the Social District boundary stamps the morning of August 27th. Steve Rippey, a local vendor, is installing the Social District boundary stamps. The Social District registration application for local merchants has been created and sent to every downtown business/property owner. Montana Brown and his team have been going out to businesses downtown to relay the information, as well as sharing the applications. The Social District will go into effect September 1<sup>st</sup>, but the first official day will be September 4<sup>th</sup>. The only business that will likely serve alcohol at the start will be Lucky City Brewing. Staff has spoken with Eric Smith and sent the information to Rob Scarborough as well.

#### **City Manager Updates:**

- Management Team is continuing to work on the Career Ladder policy. We hope to have this to you to review by October, 2025.

**Events/Meetings Attended:**

- 8/4 – Police Department promotional ceremony at City Hall.
- 8/5 – Attended UDO planning meeting and met with Impex to discuss NCDOT roadway concerns.
- 8/6– Luncheon at Fire Department and meeting with NCDOT to discuss roadway concerns at Tamco Road.
- 8/7 – Met with City Staff to discuss RV and Tent camping policy at Lake Reidsville, Managers luncheon in Mayodan and FAB Festival meeting.
- 8/8 - Appeared on the Chamber of Commerce News and Views.
- 8/11 – Met with resident to discuss speeding concerns and yield sign on Fairway Drive and Richardson Drive, luncheon at the Fire Department and met with staff to discuss economic development ideas.
- 8/12 - Met with staff for operations update on Public Works. Met with staff to discuss water barriers at Lake Reidsville in front of our Water Treatment Plant and attended City Council meeting.
- 8/13 – Management Team meeting and met with citizen concerned about litter inside the City.
- 8/14 – Met with Revitalize Reidsville Committee, met with citizen concerned about water drainage on their property and attended “Reside in Reidsville” event.
- 8/18 - Two-on-Two meetings with City Council, met with Fish and Wildlife at Lake Reidsville, attended Mayors and Managers Dinner in Eden and met with downtown business owner to listen to their concerns.
- 8/19 – Attended Lunch & Learn program about Career Ladder and Fall decorations committee meeting.
- 8/20 - Meeting to discuss UDO and FAB Festival.
- 8/21- Attended FAB Festival meeting.

# REIDSVILLE ABC BOARD

## Minutes of July 31, 2025 Board Meeting

1. The meeting was called to order by Chairman Turner at 9:00 am. Members K. Almond, GM J. Langel, Chris Phillips and Terresia Scoble were present.
2. Chairman Turner called for any known conflicts of interest. None were reported.
3. The Board approved minutes of June 2025 meeting as read.  
 Motion to approve: K. Almond      Second: C. Nimmons
4. The next meeting of the Board will be August 28, 2025.
5. There being no further business to discuss, the meeting was adjourned at 9:30 a.m.

Motion to adjourn: K. Almond      Second: C. Turner

Approved:

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W. Clark Turner, Chairman

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D. Kelly Almond

---

Carolyn Nimmons

---

Jodi M. Langel, General Manager

**MINUTES OF THE REIDSVILLE PLANNING BOARD  
HELD WEDNESDAY, JULY 16, 2025, BEGINNING AT 6:00 P.M.  
IN THE CITY HALL COUNCIL CHAMBERS**

**MEMBERS PRESENT:**

**Charles Fagg  
Thomas Thompson  
Joe Towns  
Tamar Lipscomb  
Kia Mills**

**ABSENT MEMBERS:**

**William Roach  
James Motley**

**OTHERS IN ATTENDANCE:**

**Drew Bigelow, CZO, Planning & Community Development Director  
Mayor Donal Gorham, City of Reidsville  
Claudia Moore, Customer Service Rep.**

**Tamar Lipscomb called the Planning Board meeting to order at 6:00 pm.**

**ADOPTION OF THE JULY 16, 2025 AGENDA**

**A motion was made to approve the Agenda of the July 16, 2025, Planning Board Meeting.**

**Motion: Thomas Thompson**

**Second: Kia Mills**

**Vote: Unanimous**

Tamar Lipscomb asks the Board if anyone has any comments or corrections regarding the Minutes from the previous session.

**APPROVAL OF MINUTES**

**A motion was made to approve the Minutes of the June 18, 2025, Board of Adjustment Meeting.**

**Motion: Joe Thomas**

**Second: Thomas Thompson**

**Vote: Unanimous**

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**CONSIDERATION OF A VARIANCE REQUEST TO DEVIATE FROM THE SETBACK REQUIREMENT FOR DETACHED GARAGES FOR A PROPERTY LOCATED AT 281 PENN LAKE DRIVE. BA 2025-01.**

Claudia Moore swears in Drew Bigelow.

Drew Bigelow approaches the podium and presents the item.

James Lambert is petitioning for a front yard setback variance for a detached garage at a property located at 281 Penn Lake Drive, Rockingham County Tax Parcel #165106. The property is zoned Residential Agricultural-20 (RA-20), which requires detached garages to be located in the rear yard 15 feet behind the principal structure or in the side yard with a 15-foot setback, per Article V, Section 4, of the Reidsville Zoning Ordinance. This request is to allow for a detached garage to be built in the side yard extending beyond the front foundation wall of the dwelling. Typically, detached garages located in the side yard are prohibited from extending into the front yard. This variance request would allow for the detached garage to be located in the side yard and extending into the front yard, providing no more than a 30-foot deviation from these standards. No variance is requested from the side yard setback requirement of 15 feet. The applicant notes that existing soil conditions, sloping topography, rocky terrain, and the location of their septic tank are the reasons for this variance request. The applicant states that these conditions prohibit the detached garage from being located entirely in the side or rear yard of the dwelling.

**Article V, Section 4. Table of Area, Yard, Height Requirements:**

Detached carports and garages may be located in the side yard area with the following side yard setback requirements:

<b>SIDE YARD DISTRICT</b>	<b>SETBACK</b>
RA-20	15'
R-20	15'
RS-12	10'
R-12	10'
R-6	8'
O&I	8'

In addition to the setback requirements, the following will apply:

When a detached carport or garage is located on a corner lot, the setback for a corner side yard shall apply.



No part of the structure shall be located in the front yard.

The detached carport or garage shall meet the NC State Building Code regarding the distance between the detached structure and the principal dwelling.

When a detached garage or carport is located more than 15 feet to the rear of the principal building, the setback requirements for accessory buildings shall apply.

Staff Comments: The property owners desire to construct a detached garage to the side and front of the existing dwelling to use for storage for their personal vehicles. The closest point of the detached garage to the front property line would be over 100 feet. The closest point of the detached garage to the side property line would be over 250 feet. The closest point of the detached garage to the side of the dwelling would be over 150 feet. Per the Rockingham County Tax records, the dwelling at 281 Penn Lake Drive was constructed in 2003. At the time of construction, the Reidsville Zoning Ordinance was in place.

### **Article X, Section 3. Granting Variances**

A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until it makes a finding of the following:

That special conditions and circumstances exist which are not applicable to other lands, structures, or buildings in the same district.

That literal interpretation of the provisions of this ordinance would deprive the applicant of a right commonly enjoyed by other properties in the same district under the terms of this ordinance.

That the special conditions and circumstances do not result from the actions of the applicant.

That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

As you are aware, it is the applicant's responsibility to provide evidence and materials that will allow the Board to take appropriate action.

### **Article X, Section 6. Voting**

A concurring vote of four-fifths of the total members of the Board shall be necessary to grant the variance from the provisions of this Ordinance. Currently, the total Board membership is seven. A four-fifths (4/5) vote of seven is 5.6, rounded up to 6. Therefore, each finding must pass with a vote of six members.

Drew Bigelow asks the Board if there are any questions. Thomas Thompson asks if only four of the Board members need to vote for this, or all five. Drew Bigelow answers that with two that are absent, counting in favor, we would need a minimum of four.

Tamar Lipscomb asks the public if anyone is willing to speak on behalf of the item. James Lambert approaches.

Claudia Moore swears in James Lambert.

James Lambert approaches the podium and states that he is also accompanied by Mr. Carter, who is the owner of the mainstream Earthworks. James Lambert states that Mr. Carter has experience with soil and grading for over 30 years to support the information included with the application.

James Lambert states that the purpose of the application is to build a storage building for equipment that he uses to take care of the land. James Lambert states that he cannot comply with the ordinance regarding the location due to the septic tanks, leech lines, and recovery lines that are currently in that location, as well as the grade and condition of the soil. James Lambert states that when he bought the house, he thought he was out of the city limits, and he was not aware he was located in the ETJ (extraterritorial jurisdiction) and that he had never heard about that term before. James Lambert states that he has lived out in the County his whole life, and he was not informed about this process and the ETJ by the listing agent, the buyer's agent, or the former owners. We have neighbors who have structures in front of their homes. You will be able to find the pictures as a supporting document with the application. James Lambert states that when he went to the County to get the permit, he was informed that he was in the ETJ, and he needed to contact the City of Reidsville to proceed with this process. James Lambert states that he wants to comply with the city and the Ordinance. James Lambert states that that is the only feasible spot for the layout of the land, and the other aspects mentioned previously. Also, after purchasing the house, they found out that the land is built on a firm foundation; the whole property is nothing but a rock. In the pictures, you will be able to see where the house was built, and the reason for its location at the back is due to the same properties and characteristics of the soil. There is no way to move all the rock without blasting, and if we decided to go that route it will destroy the foundation of our home; we also have a hand built a stone bridge on the property that was built by the Penn Family and it is over 100 years old, that is another thing we will not want to disrupt. Besides that, my neighbors have also hand-built a dam that holds the lake on their property, which will be affected as well if I place the building where you are telling me to do so, based on the standards.

James Lambert suggests that one of the things they could do is plant some trees in the front of the property next to the road to block. James Lambert states that Mr. Carter is here, as previously mentioned, and he would be glad to answer any questions regarding the particulars on the gradient or movement of the rock.

Charles Fagg asks if one of the pictures shows a three-car garage, and who it belongs to. James Lambert confirms that it belongs to his neighbor. Charles Fagg asks what kind of trees he is suggesting for the buffer. James Lambert states hardwood. Joe Towns states that, just for the information of the Board, he visited the property. Joe Towns asks if the area in the back where you got the pin flags is where you are planning to put the building. James Lambert answers Yes, sir. Joe Towns states, as James Lambert mentioned, this thing is way off the road, and it's only a gravel road; there is only one house beyond him, and I did notice, as I was turning around in his driveway,

a mall rock outcrop, and they tend to be like icebergs. Joe Towns states that he thinks he has a reasonable request.

Charles Fagg states that he agrees with Joe Towns' statement, and with James Lambert's statement; Charles Fagg states that he thinks James Lambert has a reasonable request.

Tamar Lipscomb asks the Board if anyone else has any other questions for James Lambert. Being none. James Lambert leaves the podium.

Tamar Lipscomb asks the public if there is anyone else who would like to speak for the variance. Being none. Tamar Lipscomb asks the public if there is anyone who would like to speak against the variance. Thomas Thompson states that he would like to hear from Mr. Carter. Tamar Lipscomb answers absolutely. Mr. Carter, please approach the podium.

Claudia Moore swears in Joseph Nathan Carter.

Joseph Carter approaches the podium and states that he owns a grading excavation company that has been in business for the past 7 years. Joseph Carter states that he has been in the industry for the past 30 years. Joseph Carter confirms his experience with new land developments, stream restoration, civil engineers, dam construction, streets, pipes, etc. Thomas Thompson states that the intent was to corroborate Joseph Carter's qualifications to present testimony to the record. Thomas Thompson asks Joseph Carter if the rock covers all that area. Joseph Carter answers yes, I have dealt with rock. I have blasted rock, moved rock, and that area out there is covered up with it. The only area that he could build this structure, in my professional opinion, will be the one that has been suggested.

Tamar Lipscomb asks the Board if there are any other questions for Joseph Carter. Being none. Joseph Carter leaves the podium.

Drew Bigelow states that since this is a variance request, if there are no more public comments, when you move to the voting, you will have to vote on each of the four findings of fact, as I stated.

Tamar Lipscomb asks the public if there are any other comments. Being none. Thomas Thompson proceeds with each finding of fact.

**First:** That special conditions and circumstances exist which are not applicable to other lands, structures, or buildings in the same district.

**Vote:** All in favor.

**Second:** That literal interpretation of the provisions of this ordinance would deprive the applicant of a right commonly enjoyed by other properties in the same district under the terms of this ordinance.

**Vote:** All in favor.

**Third:** That the special conditions and circumstances do not result from the actions of the applicant.

**Vote:** All in favor.

**Four:** That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

**Vote:** All in favor.

**A motion is made to recommend that the proposed variance be approved for the specified parcels to the requested zoning district based upon the consistency and reasonableness statements that are included in the board agenda packets, to be incorporated into the minutes.**

**Motion:** Charles Fagg

**Second:** Kia Mills

**Vote:** Unanimous

### **PLANNING & COMMUNITY DEVELOPMENT DIRECTORS' REPORT**

Drew Bigelow states Thank you all for the pleasure of serving. Not much news. We had a couple of permits, but nothing commercial to speak of. Popeyes got site plan approval. Joe Towns asks where it will take place. Drew Bigelow answers Lowe's Home Improvement out parcel. No permits have been issued yet, except for the Zoning Compliance. They are working on construction approval. Thomas Thompson asks when the construction starts. Drew Bigelow answered that we had not gotten a time frame from them, but typically it could be a year at most. Tamar Lipscomb says, "How are your first few weeks going as the Director. Drew Bigelow answers very busy, but it's been a pleasure, very fast-paced. Tamar Lipscomb states We knew you would do a good job.

### **PLANNING BOARD MEMBER COMMENTS**

Tamar Lipscomb welcomes the new member, Charles Fagg. Charles Fagg thanks Tamar Lipscomb. Tamar Lipscomb states that she has known Charles Fagg since she was about 6 years old. Tamar Lipscomb asks the Board if there are any comments. There is none.

### **ADJOURNMENT OF PLANNING BOARD**

There being no further business, a motion was made to adjourn the Planning Board meeting at 6:25 pm.

**Motion:** Thomas Thompson

**Second:** Charles Fagg

**Vote:** Unanimous

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**Claudia Moore**  
**Customer Service Representative**

**MINUTES OF THE REIDSVILLE HISTORIC PRESERVATION COMMISSION MEETING  
HELD THURSDAY, JUNE 19, 2025 BEGINNING AT 6:00 P.M.  
IN THE REIDSVILLE CITY HALL COUNCIL CHAMBERS**

**MEMBERS PRESENT:**

Jason Johnson  
Marguerite Holt  
Cindy Dilday  
Morgan Jones

**MEMBERS ABSENT:**

Jim Jackson  
Tyler Morris  
Connie Mayberry

**OTHERS IN ATTENDANCE:**

Drew Bigelow, CZO, City Planner  
Claudia Moore, Customer Service Representative.

Jason Johnson called the Historic Preservation Commission meeting to order at 6:02 P.M.

**APPROVAL OF THE AGENDA:**

A motion was made to approve the Minutes of the June 19, 2025, Historic Preservation Commission Meeting.

Motion: Cindy Dilday  
Second: Morgan Jones  
Vote: Unanimous

**APPROVAL OF MINUTES:**

A motion was made to approve the Minutes of the April 17, 2025, Historic Preservation Commission Meeting.

Motion: Marguerite Holt  
Second: Cindy Dilday  
Vote: Unanimous

**CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS FOR ELIZABETH PARRISH TO PAINT THE SHUTTERS BLACK ON A DWELLING LOCATED AT 322 IRVIN ST., ROCKINGHAM COUNTY PARCEL #149841. DOCKET NO. HD 2025-01.**

Jason Johnson states that the applicant is not present for the hearing. Drew Bigelow states that the commission can hear the item among themselves as long as they open an opportunity for a public hearing. If no one is present to speak for or against, the public comments section is closed.

Elizabeth Parrish, the applicant, enters the room at 6:04 and indicates that she is here to present the item.

Drew Bigelow swore in Elizabeth Parrish.

Elizabeth Parrish states that she wants to paint the shutters of her house black; they were painted red, but the color is already fading, and they are in terrible shape. Jason Johnson confirms that they are in bad shape. Morgan Jones asks if the sample is what she intends for the shutters to look like. Elizabeth Parrish answers that the vinyl siding is a light sand color, and then the shutters will be black. Jason Johnson states black is the star color and is not uncommon in the Historic District to have that two-color combination. Jason Johnson asks the commission if anybody has any questions. There being none.

**A motion was made to approve the COA for Elizabeth Parrish to replace the existing metal roof of her home with black architectural shingles.**

**Motion: Morgan Jones**

**Second: Marguerite Holt**

**Vote: Unanimous**

### **COMMISSION MEMBER COMMENTS**

Drew Bigelow states that as we enter the new fiscal year, a new budget will be available. Since arrangements for the roof repair have been made, if you have any project you would like to invest that money in, please let me know. I know we discussed redoing some Open House signs that we can use for events. If any of you have ideas for either the Governor Reid's House or the Historical District, please let me know. Morgan Jones asks Jason Johnson what the annual budget is. Jason Johnson answers that he does not know the number. Drew Bigelow states that she can look it up, but a rough estimate is around \$10,000. Drew Bigelow states that Governor Reid's House requires a budget every year for repairs and maintenance, and we have just discovered some electrical issues. Cindy Dilday asks what has been determined regarding the electrical issues. Drew Bigelow answers that it was described to me as a hot wire. Some of the wires from the chandelier fixture upstairs in the foyer are wired to another fixture downstairs, and it was causing a short, so we are working through that; the problem with that is once you get into updating some of the electrical, you have to update it all, so all come up to code, that means opening walls. However, we are working with Phillip Madison to ensure everything is done safely. Marguerite Holt states I think we should plan for the open house. Drew Bigelow, if an open house is something you all would like to plan, we can invest some money on fall decorations and have a fall Open House if you want to focus more on Governor Reid's House and not as much on the downtown stroll, I know we have not had a lot of turn out, so we can do another event mixed in such as seasonal events. Jason Johnson states that we have also discussed making the lantern tour a little different. Drew Bigelow states that the easiest will be having Governor Reid's House open after the lantern stroll for a reception, and I think that would be fine; we can advertise it as after the tour, we can meet at Governor Reid's House, and we can have snacks, we can have music playing, or we can bring someone to sign again. Jason Johnson asks if we can approach it like we did the Masonic. Drew Bigelow answers, "Yes, that is what I will suggest." Jason Johnson states that we can mention to the tour attendants that there will be a reception at Governor Reid's House. Drew Bigelow states that what I probably do is advertise the tour separately with separate five-dollar tickets for the tour and the reception and advertise them separately. Marguerite Holt asks I wonder if we can get some printed advertisements, and we can put them in churches and businesses because not everybody has access to the internet. Drew Bigelow states that we make those anyway; we never print them due to the cost and also because if the flyer ends up on the street, it becomes trash. However, we can send that design to you so you can distribute it to your friends, and they can print it. Now that Angela Stadler is our Press Release officer, she will be responsible for approving the design, so all advertising must now be submitted to her for approval. Marguerite Holt asks that we will print out all our designs. Drew Bigelow answers, more or less, yes: if you want physical copies, we can provide them as a PDF. That way, you can share it with your church or print the copies you may



need. Jason Johnson asks if it will be a trifold format. Drew Bigelow answers that it can be the format they would like. Marguerite Holt states that she was thinking of a sheet that would be easier to use. Drew Bigelow answers, "Yes, I can do that. It's pretty much what we shared on Facebook. Claudia made it last year for us, but now it's the Chamber that's doing our marketing. "Cindy Dilday states that we can break the tours up in parts for the different seasons. Drew Bigelow states that that is something we can work on; the downtown stroll has only 30 stops, so one will be very short if we break it up. However, the lantern tour has 50 stops, which can be split into two. I know that one is the one that generates the most traffic for us. Marguerite Holt, we could cut that by not going to the cemetery. Cindy Dilday's comments and the firehouse. Jason Johnson comments I still did the cemetery and the firehouse last time. Marguerite Holt states that those stops add time, and you cannot see anything. Jason Johnson comments: I liked the idea of putting photos of the buildings that used to be there; maybe we can find a real estate post. Drew Bigelow comments: I can get those posts ordered, but I don't have those photos. Can someone provide those old photos? Marguerite Holt comments: I have some that are in that heritage book or architect book. Drew Bigelow states that we can make copies of that book and have someone from Graphic Solutions print it on a yard-sized sign. We can also mark the route with signs indicating where the tour starts and ends, or every ten stops, to create a path that can guide you around. So, if there is anything like that project-wise that you would like to work on, just let me know; for the next couple of months, we do not have any project; Jason Hardin was investing the budget on repairs for Governor Reid's House, so we have a little bit of money for something small.

Jason Johnson suggests that we include a QR code on our posters. Drew Bigelow comments that Montana Brown, the Marketing and Economic Development Director, did not receive the grant to do that; however, he still plans to pursue it soon. Jason Johnson comments he can practice with our posts. Drew Bigelow says creating a QR code is very easy; I can do that. The problem is that we need to pre-record it, so you will need to get into your costume sometime during the day or dedicate a Saturday and prepare a script for you. Jason Johnson states I nominate Marguerite Holt. Drew Bigelow answers well; it will be good to have you all mixed in. And if it's the winter lantern tour, wear a winter outfit; if it's spring, wear a spring outfit, and so on. That will be easy to do. We can have the signs for the Open House.

Cindy Dilday asks if having our Facebook page is something that you can run through the City. Drew Bigelow answered the question I mentioned to IT, and they informed me that I would need to speak with the Marketing team. I have not received an answer on that, but I will revisit it. They largely worry about security and the page not getting hacked. Cindy Dilday asks if it would be okay if we did it like "Friends of." Like many rescue groups I volunteer to manage, we named it "Friends of." Drew Bigelow answers, so that would be the name of the page, "Friends of..." Cindy Dilday confirms that. Drew Bigelow answers as long as you keep it as "Friends of," I don't think that should be a problem. Cindy Dilday comments, and we can put a disclaimer in there. Drew Bigelow states that you can share all the historical information you want, post about the events, share links to the event pages, and similar types of content. Morgan Jones states I think we will get a lot of engagement from the community. Drew Bigelow, may I ask about a formal page again? Marguerite Holt comments that there is a page I visit frequently where people post photographs all the time, and I receive a lot of feedback. Drew Bigelow comments that I have seen those pages. I know Burlington has one of those, named Burlington Back in Time, where people post pictures of their family or high school from 40 years ago and tell stories. Jason Johnson comments that people love to take out their old photos and see who has the oldest ones. Drew Bigelow comments: I have seen people doing that with the high school's photos so that we can do something similar. Cindy Dilday states I would like us to have a clothing allowance because there are new members here. Drew Bigelow answers that Jason Hardin was under the impression that if we give an allowance, then the items will have to stay here for future use, but I am okay with that. We can order different sizes and budget for some winter costumes, as well as purchase miscellaneous pieces. Marguerite Holt comments on those types of dresses I see everywhere that are easy to get for the summertime. Drew Bigelow comments, 'Yes, and if you see something that the City works with, it's that if a Board member or staff member purchases something out of their pocket for the City's use,

they can be reimbursed.' Jason Johnson asks if there is anything else that needs to be discussed. Drew Bigelow answers, I would say start thinking about a date for the Lantern Tour. We don't have to do it the night of the Christmas Lights, even though we always do; it's up to you. Jason Johnson asks, 'Do we know the date for the Christmas lights?' Drew Bigelow answers, "Yes, it is the first Friday in December." Cindy Dilday states that it is a busy weekend. Drew Bigelow answers, 'That's what I mean; if you want to do it closer to Christmas, it's up to you guys.' However, some of you mentioned that perhaps I could be more like a spooky-fall kind of tour. If you want to move the date earlier, we can make it a fall tour. Alternatively, if we split the tour, we can do the first half as a fall tour around October and the other half in December. Jason Johnson comments that the first Saturday of December is the 6<sup>th</sup>. Morgan Jones states that I would not be opposed to splitting that; 50 stops sound like a lot, for about two hours. Jason Johnson confirms two hours is a lot. Cindy Dilday states I think one hour is more what people are expecting, especially if we do something after hours. Drew Bigelow comments: I can start working on the books; we can start putting the pages together. Marguerite Holt states that I think some areas should be included on any tour, such as the area where the first house was located or the railroad track, as it is worth exploring. Drew Bigelow suggests we have a workshop session to sit down, break up the books, and determine which one should be included on every tour. However, I think it defeats the purpose of splitting the tour if you still have to cover the same distance to see everything, and you're not making it any shorter. Cindy Dilday states yes agrees. Morgan Jones asks if we are charging for this. Drew Bigelow answers yes, we are; we charge \$ 5 per person. If you want to have the reception as a free event, you can, but for the tours, we definitely can charge for that, and there is no refund policy. Cindy Dilday states that we can advertise just the tours and then inform the attendees that, simply by showing up for the tour, they are also welcome to attend the reception. Jason Johnson states I like the idea of advertising both together. Drew Bigelow, yes, we can do both. Maybe at the next meeting, we don't have to have a formal business meeting, so let's say in August or September, we can have the meeting in the conference room and workshop the tours. Jason Johnson asks if there are any more comments. Being none.

### **ADJOURNMENT OF THE MEETING**

There being no further business, a motion was made to adjourn the Historic Preservation Commission meeting at 6:42 P.M.

**Motion: Marguerite Holt**

**Second: Cindy Dilday**

**Vote: Unanimous**

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**Claudia Moore**  
**Customer Service Representative**