



CITY OF CREEDMOOR

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ORDINANCE 2024-O-08

AN ORDINANCE AMENDING THE CREEDMOOR CODE OF ORDINANCES AND THE CREEDMOOR DEVELOPMENT ORDINANCE IN ACCORDANCE WITH ZTA-2024-02

WHEREAS, the Planning and Community Development Department has realized a valid need to amend the text of the City of Creedmoor Code of Ordinances and the Creedmoor Development Ordinance in order to comply with the General Assembly's recently adopted law and to clarify ambiguous language or correct contextual errors; and

WHEREAS, the Planning staff has assigned the case number ZTA-2024-02; and

WHEREAS, ZTA-2024-02 proposes to amend the following chapters of the Code of Ordinances:

CHAPTER 10: General Provisions

CHAPTER 96: Health and Sanitation; Nuisances

And articles of the Creedmoor Development Ordinance:

ARTICLE 23: Administration and Enforcement

WHEREAS, Article 5 of the Creedmoor Development Ordinance (CDO) states precisely how amendments to the development ordinance should be processed; and according to §5.3 Amendment Process of the CDO, this request does not require compliance with design guidelines at this stage and therefore does not require a recommendation from the Creedmoor Technical Review Committee; and

WHEREAS, ZTA-2024-02 requires a recommendation and a Statement of Consistency with City Plan 2040 from the City of Creedmoor Planning Board; and

WHEREAS, any recommendation made by the Planning Board to the Board of Commissioners shall be in writing and shall include a statement describing whether the proposed amendment is consistent with the comprehensive plan that has been adopted by the City and any other officially adopted plan that is applicable. A comment by the Planning Board that a proposed amendment is inconsistent with the City's land use plan, comprehensive plan or any other adopted plan for the area affected shall not preclude consideration of approval of the proposed amendment by the City Board of Commissioners; and

WHEREAS, the Planning Board met at their regularly scheduled meeting on September 12, 2024 and have made a decision to recommend the changes as written and signed a statement of consistency.

WHEREAS, the Board of Commissioners met at their October 21, 2024 meeting and unanimously voted on ZTA-2024-02; and

WHEREAS, public notices was placed in the Creedmoor-Butner News on October 10th and 17th ,2024;

WHEREAS, the Board of Commissioners conducted the statutorily required advertised public hearing in accordance with the State of North Carolina’s General Statutes during the course of the regularly scheduled monthly meeting on October 21, 2024; and

WHEREAS, it has been determined that the City of Creedmoor Board of Commissioners finds that the request to amend the City of Creedmoor’s Code of Ordinances and Creedmoor Development Ordinance acceptable; and

WHEREAS, it has been determined that the action undertaken by the Board of Commissioners is both reasonable and in the public interest as the approved amendment to the Creedmoor Development Ordinance, and is consistent with the City Plan 2040 objective to “coordinate intergovernmental planning in the area of land use.”

NOW, THEREFORE BE IT ORDAINED that the Board of Commissioners of the City of Creedmoor adopts these ordinance amendments to:

CODE OF ORDINANCES

Chapter 10: GENERAL PROVISIONS

§ 10.99 GENERAL PENALTIES; ENFORCEMENT OF ORDINANCES; CONTINUING VIOLATIONS.

(A) *Administration.*

(1) Violation of any city ordinance shall constitute a civil violation and may subject the offender to any and all of the civil remedies listed in this section, including but not limited to civil penalties.

(2) Additionally, violations of ordinances may subject the offender to criminal prosecution including but not limited to being charged with a Class 3 misdemeanor and a criminal fine of not more than \$500, if and only if the ordinance specifies that said ordinance may be enforced by misdemeanor citation.

(3) Notwithstanding the foregoing, a violation of an ordinance regulating the operation or parking of vehicles may be charged as an infraction and may subject the offender to a criminal penalty of not more than \$50, if and only if the ordinance specifies that said ordinance may be enforced by infraction and criminal penalty.

(4) If a civil penalty is levied and not paid to the city within 30 days of the issuance of a citation, may be recovered by the city in a civil action in the nature of debt. Unless otherwise provided by a specific provision of any city ordinance, said civil penalties shall be in the amount of \$50 for each violation and each day any single violation continues shall be a separate violation.

(5) In addition to the civil penalties set out above, any provision of any city ordinance may be enforced by an appropriate equitable remedy issuing from a court of competent jurisdiction. In such case, the General Court of Justice shall have jurisdiction to issue such orders as may be appropriate, and it shall not be a defense to the application of the city for equitable relief that there is an adequate remedy at law.

(6) In addition to the civil penalties set out above, any provision of any city ordinance that makes unlawful a condition existing upon or use made of real property may be enforced by injunction and order of abatement by the General Court of Justice. When a violation of such a provision occurs, the city may apply to the appropriate division of the General Court of Justice for a mandatory or prohibitory

injunction and/or order of abatement commanding the defendant to correct the unlawful condition upon or cease the unlawful use of the property. The action shall be governed in all respects by the laws and rules governing civil proceedings, including the Rules of Civil Procedure in general and Rule 65 in particular.

(7) An order of abatement may direct that buildings or other structures on the property be closed, demolished or removed; that fixtures, furniture or other movable property be removed from buildings on the property; that grass and weeds be cut; that abandoned or junked vehicles be removed; that improvements or repairs be made; or that any other action be taken that is necessary to bring the property into compliance with the applicable city ordinance. If the defendant fails or refuses to comply with an injunction or with an order of abatement within the time allowed by the court, he or she may be cited for contempt, and the city may execute the order of abatement. The city shall have a lien on the property for the cost of executing an order of abatement in the nature of a mechanic's and materialman's lien. The defendant may secure cancellation of an order of abatement by paying all costs of the proceedings and posting a bond for compliance with the order. The bond shall be given with sureties approved by the Clerk of Superior Court in an amount approved by the judge before whom the matter is heard and shall be conditioned on the defendant's full compliance with the terms of the order of abatement within a time fixed by the judicial order. Cancellation of an order of abatement shall not suspend or cancel an injunction issued in conjunction therewith.

(8) The provisions of any city ordinance may be enforced by one, all, or a combination of the remedies authorized and prescribed by this section.

(9) Any ordinances hereafter adopted by the Board of Commissioners of the city, the violation of which shall incur a penalty, shall specify whether the enforcement shall be pursuant to the civil penalty and/or criminal penalty provisions of this section.

(B) *Process and Notice of Violation for General Offenses.*

(1) *Investigations.* Upon receiving a complaint or other information suggesting a violation of any city ordinance, the enforcement official shall investigate the situation to determine whether a violation exists.

(2) *Initial determination and notice of violation.* Upon determination that a violation of any city ordinance exists, the enforcement official shall attempt notification of the responsible party, either in-person or by placing an informational door-hanger or posting a placard upon the nearest structure, building, location, place of business, or nearest residence of the responsible party identifying the violation and required remedy and then shall provide the responsible person(s) with written Notice of Violation by certified mail, return receipt requested, addressed to the owner of record for the property on which the violation exists, according to the county's tax records. The date of service of the Notice of Violation shall be the date upon which the Notice of Violation is deposited in the mail in a properly postmarked envelope. The Notice of Violation shall:

- a. Describe the nature of the violation;
- b. Cite to the ordinance violated by section number;
- c. State the actions necessary to correct the violation;
- d. Notify the responsible person(s) of their right to appeal the Notice of Violation to the Board of Adjustment by filing a notice of appeal within ten (10) days of the date of service of the Notice of Violation, which appeal shall be conducted in accordance with Section 10.99(B)(4); and
- e. Inform the responsible person(s) that civil penalties will be imposed in accordance with the following:

- i. Civil Penalties will begin to accrue as of the date of service of the Notice of Violation.
- ii. If the violation is corrected on or before the tenth day after the date of service of the Notice of Violation, all civil penalties will be waived, and no further enforcement action shall be taken by the city.
- iii. If the violation is corrected on or after the eleventh day after the date of service of the Notice of Violation but on or before the twentieth day after the date of service of the Notice of Violation, the City Manager shall be authorized, but shall not be required, to waive all accrued civil penalties provided that the responsible person(s) show good cause for the delay in correcting the violation.
- iv. If the violation is not corrected by the twenty-first day after the date of service of the Notice of Violation, civil penalties may only be waived by a majority vote of the Board of Commissioners and the city may take any available action to enforce the city's ordinances, cause the violation to be corrected, and recover any accrued civil penalties.

(3) *Failure to correct the violation or appeal.* If the responsible person(s) fails to correct the violation or otherwise file a Notice of Appeal of the Notice of Violation by or before the thirtieth day after the date of service of the Notice of Violation, the city may take any available action to enforce the city's ordinances, cause the violation to be corrected, and recover any accrued civil penalties, including but not limited to the enforcement procedures described in N.C. Gen. Stat. § 160A-175.

(4) *Appeals.* Any Notice of Violation may be appealed by filing a notice of appeal with the City Manager or his or her designee within ten (10) days of the date of service of the Notice of Violation. The appeal shall be heard and decided by the Board of Adjustment in a quasi-judicial evidentiary hearing, and the Board of Adjustment's decision shall be final and binding. The appeal process shall be conducted in accordance with the following:

- a. Upon receipt of a notice of appeal, the enforcement official shall transmit to the Board of Adjustment all documents and exhibits constituting the record upon which the action appealed from is being taken. Said information shall also be provided to the applicant and to the owner of the property that is subject to the appeal, if such person(s) is not the applicant.
- b. The evidentiary hearing shall be conducted in accordance with the by-laws of the Board of Adjustment and in accordance with the North Carolina General Statutes governing quasi-judicial decisions. All persons providing evidence at the hearing shall be sworn in by either the Chair or the Clerk to the Board. The official who made the decision that is being appealed or the person currently occupying that position, if the decision maker is no longer employed by the City of Creedmoor, shall be present at the hearing as a witness.
- c. Either at the meeting at which the evidentiary hearing has been closed or at a subsequent or continued meeting to be held within thirty (30) days of the close of the evidentiary hearing, the Board of Adjustment shall adopt an order reversing, affirming, wholly or partly, or modifying the contested action. The Board of Adjustment's decision shall be based upon competent, material and substantial evidence.
- d. The Board of Adjustment shall not reverse or modify the contested action unless it finds that the administrative officer erred in the application or interpretation of the requirements of this ordinance.
- e. Any decision made by the Board of Adjustment regarding an appeal shall be reduced to writing and reflect the Board's decision of contested facts and their application to the applicable standards. The written decision shall be signed by the Chair and shall be filed with the City Clerk. The effective date of the decision shall be upon the date it is filed with the City Clerk. The decision shall be delivered by the enforcement official or her/his

designee via personal delivery, electronic mail or by first class mail to the applicant, property owner and to any person who has submitted a written request for a copy prior to the close of the public hearing on the case.

(C) *Process and notice of violation for public health and safety nuisances; summary abatement.*

Application & Authority. The procedures described in this Section 10.99(C) are applicable to violations of Section 96.08(B)(1) through (10) and are intended to provide for the summary abatement of certain nuisance conditions which are considered dangerous or prejudicial to the public health or public safety. The procedures described in this Section 10.99(C) are adopted pursuant to the authority vested in the City by N.C. Gen. Stat. § 160A-193, as the same may be amended from time to time.

(1) *Investigations.* Upon receiving a complaint or other information suggesting a violation of Section 96.08(B)(1) through (10), the enforcement official shall investigate the situation to determine whether such a violation exists.

(2) *Determination & Notice of Summary Abatement.* Upon determination that a violation Section 96.08(B)(1) through (10) exists, the enforcement official shall post the property on which the violation is located with written Notice of Summary Abatement. The date of service of the Notice of Summary Abatement shall be the date upon which the Notice of Summary Abatement is posted on the property on which the violation is located. The Notice of Summary Abatement shall:

- a. Clearly state the date of service of the Notice of Summary Abatement;
- b. Describe the nature of the violation;
- c. Cite to the ordinance violated by section number;
- d. State the actions necessary to correct the violation;
- e. Notify the responsible person(s) of their right to appeal the Notice of Summary Abatement to the City Manager or his or her designee by personally delivering a notice of appeal to the City Manager or his or her designee within one (1) business day of the date of service of the Notice of Summary Abatement, which appeal shall be conducted in accordance with Section 10.99(C)(5); and
- a. Inform the responsible person(s) that civil penalties will be imposed in accordance with Section 10.99(B)(2)(e).

(3) *Summary Abatement.* If the violation is not corrected, and no notice of appeal is filed, by the next business day following the date of service of the Notice of Summary Abatement, the city shall summarily remove, abate, or remedy the violation. The enforcement official shall provide the responsible person(s) with an invoice for the cost of said work and the expense of the action shall be paid by the responsible person(s). If the expense is not paid, it is a lien on the land or premises where the violation occurred and on any other real property owned by the person in default within the city limits or within one mile of the city limits, except for the person's primary residence. A lien established pursuant to this subsection shall have the same priority and be collected as unpaid *ad valorem* taxes.

(4) *Appeals.* Any Notice of Summary Abatement may be appealed by personally delivering a notice of appeal to the City Manager or his or her designee within one (1) business day of the date of service of the Notice of Summary Abatement. The administrative appeal hearing shall be conducted in accordance with the following:

- a. The administrative appeal hearing shall be conducted by the City Manager or his or her designee within twenty-four (24) hours of receipt of the notice of appeal.
- b. Upon receipt of a notice of appeal, the enforcement official shall transmit to the City Manager or his or her designee all documents and exhibits constituting the record upon which the action appealed from is being taken. Said information shall also be provided to

the applicant and to the owner of the property that is subject to the appeal, if such person(s) is not the applicant.

- c. The official who made the decision that is being appealed or the person currently occupying that position, if the decision maker is no longer employed by the City of Creedmoor, shall be present at the hearing as a witness.
- d. The City Manager or his or her designee shall adopt an order during the administrative appeal hearing reversing, affirming, wholly or partly, or modifying the contested action.
- e. Any decision made by the City Manager or his or her designee regarding an appeal shall be reduced to writing and reflect the City Manager's or his or her designee's decision of contested facts and their application to the applicable standards. The written decision shall be signed by the City Manager or his or her designee and shall be filed with the City Clerk. The effective date of the decision shall be upon the date it is signed by the City Manager or his or her designee. The decision shall be delivered by the enforcement official or her/his designee via personal delivery, electronic mail or by first class mail to the applicant, property owner and to any person who has submitted a written request for a copy prior to the close of the public hearing on the case.
- f. The decision of the City Manager or his or her designee shall be final and binding.
- g. In the event that the City Manager or his or her designee uphold the Notice of Summary Abatement, the city shall summarily remove, abate, or remedy the violation in accordance with Section 10.99(C)(4), the cost of which shall be paid by the responsible person(s) or become a lien against the property as described in Section 10.99(C)(4), unless the violation is first corrected by the responsible person(s).

(Am. Ord. 2010-O-15, passed 12-14-10; Am. Ord. 2015-O-09, passed 6-15-15; Am. Ord. 2017-O-03, passed 2-21-17; Am. Ord. 2022-O-01, passed 3-1-22)

Statutory reference:

Enforcement of ordinances, see G.S. §§ 14-4 and 160A-175

CHAPTER 96: HEALTH AND SANITATION; NUISANCES

§ 96.08 PUBLIC NUISANCE CONDITIONS, PRIVATE PROPERTY.

(A) *Administration.* For the purpose of this section the term **NUISANCE** shall mean or refer to any condition or any use of property or any act or omission affecting the condition or use of property which threatens or is likely to threaten the safety of the public; adversely affects the general health, happiness, security or welfare of others; or, is detrimental to the rights of others to the full use of their own property and their own comfort, happiness and emotional stability because of decreased property values and the unsightliness and decreased livability of neighborhoods.

(B) *Declaration of public nuisance.* The following enumerated and described conditions, or any combination thereof, are hereby found, deemed, and declared to constitute a detriment, danger and hazard to the health, safety, morals and general welfare of the inhabitants of the city and are found, deemed and declared to be public nuisances wherever the conditions may exist and the creation, maintenance or failure to abate any nuisances is hereby declared unlawful. Nuisances #1 - #10 listed below are considered dangerous and prejudicial to public health and subject to summary abatement as described in §10.99:

(1) Any accumulation of trash, garbage, food waste and other trash which is the result of the absence of, or overflowing of, or improperly closed trash or garbage containers, that attracts or is likely to attract mice and rats, flies and mosquitoes or other pests.

(2) An open or unsecured storage or collection place for chemicals, acids, oils, gasoline, flammable or combustible materials or flammable or combustible liquids, poisonous materials or other similar harmful or dangerous substances, gasses or vapors.

(3) Any accumulation of garbage, rubbish, trash, or junk causing or threatening to cause a fire hazard, or causing or threatening to cause the accumulation of stagnant water, or causing or threatening to cause the inhabitation therein of rats, mice, snakes, mosquitoes, or vermin prejudicial to the public health.

(4) Any accumulation of animal or vegetable matter that is offensive by virtue of odors or vapors or by the inhabitation therein of rats, mice, snakes, or vermin of any kind which is or may be dangerous or prejudicial to the public health.

(5) Any building or other structure which has been burned, partially burned or otherwise partially destroyed and which is unsightly or hazardous to the safety of any person, is a continuing fire hazard or which is structurally unsound to the extent that the Code Administrator or his or her designee can reasonably determine that there is a likelihood of personal or property injury to any person or property entering the premises.

(6) Dog lots, pens, pet enclosures of all kinds, outdoor areas where dogs or other pets are chained or kept or areas where dogs and cats are permitted to roam which become a collection place for dog, cat or pet waste and excrement and which attract flies or other pests, emit foul odors which can be detected or noticed on adjacent property or are not kept in a sanitary condition.

(7) A collection place for sewage and sewage drainage or the seepage from septic tanks, broken or malfunctioning plumbing and sewer pipes or any other seepage of dangerous, hazardous or poisonous liquids.

(8) Any discharge into or polluting of any stream, creek, river or other body of water or the discharge of any dangerous substance or any other material likely to harm the water or any vegetation, fish or wildlife in or along the water or the storage of such harmful materials and substances in a manner so that it is likely that such streams, creeks, rivers or other bodies of water will become polluted or adversely affected in any manner.

(9) Any conditions or use of property, which results in the emission of pollutants and particles into the atmosphere or causes noxious odors, vapors and stenches to be discharged into the air.

(10) Any condition detrimental to the public health which violates the rules and regulations of the County Health Departments.

(11) Any weeds or other vegetation having an overall height of more than 12 inches above the surrounding ground provided that the following shall not be considered to be a part of this condition: trees and ornamental shrubs; cultured plants; natural vegetation on undeveloped property that is not a threat to the character of surrounding properties; and flowers and growing and producing vegetable plants.

(12) An open place, collection, storage place or concentration of combustible items such as mattresses, boxes, paper, automobile tires and tubes, garbage, trash, refuse, brush, old clothes, rags, or any other combustible materials collection.

(13) An open storage place for old worn out, broken or discarded machinery, car parts, junk, tire rims, furniture, stoves, refrigerators, appliances, cans and containers, household goods, plumbing or electrical fixtures, old rusty metal, fencing materials or other similar materials.

(14) The open storage of any discarded ice box, furniture, refrigerator, stove, glass, building materials, building rubbish or similar items. The use of carports, open porches, decks, open garages and other outdoor areas that are visible from the street as a storage or collection place for boxes, appliances, furniture (not typical outdoor or yard furniture), tools, equipment, junk, garbage, old worn out broken or discarded machinery and equipment, cans, containers, household goods or other similar condition that increase the likelihood of a fire; may conceal dangerous conditions; may be a breeding place or habitat for mice, rats or other pests; or, create an unattractive condition or visually blighted property.

(15) A collection place for lumber, bricks, blocks, nails, building hardware, roofing materials, scaffolding, masonry materials, electrical supplies or materials, plumbing supplies or materials, heating and air conditioning supplies or materials or any other type of old or unusable building supplies (especially those with nails, staples or sharp objects and edges) unless such conditions are temporary in nature and caused by a current construction project in progress pursuant to a lawfully issued building permit.

(16) The placement, storage or use of upholstered sofas, couches, chairs or other indoor type furniture, appliances, seats removed from motor vehicles or other furniture not intended for outdoor use by the manufacturer, use on any open porch, carport, stoop, deck, veranda, terrace, patio or other outdoor area that is visible from nearby streets and sidewalks.

(17) A collection place, pool or pond of stagnant or foul water or persistent dampness caused by overflowing septic tanks, manmade dams, open ditches, overflowing pipes, foundation trenches or other impoundments of any kind.

(18) Barns or farm animal pens, pastures or enclosures for farm animals which are not kept sanitary and clean or otherwise become a collection place for animal waste and which because of the conditions associated therewith attract rats, mice, flies or other pests or emit foul odors that can be detected or noticed on adjacent properties or are otherwise not kept in a sanitary condition.

(19) A collection place for tree limbs, dried brush, dead vegetation, stumps or other decayed wood and materials or other similar rubbish.

(20) Any condition which blocks, hinders, or obstructs in any way the natural flow of branches, streams, creeks, surface waters, ditches, or drains, to the extent that the premises is not free from standing water.

(21) *Nuisance vehicle*. A vehicle on public or private property that is determined and declared to be a health or safety hazard, a public nuisance, and unlawful, including a vehicle found to be:

(a) A breeding ground or harbor for mosquitoes, other insects, rats or other pests;

(b) A point of heavy growth of weeds or other noxious vegetation which exceeds eight inches in height;

(c) In a condition allowing the collection of pools or ponds of water;

(d) A concentration of quantities of gasoline, oil, or other flammable or explosive materials as evidenced by odor;

(e) An area of confinement which cannot be operated from the inside, such as, but not limited to, trunks or hoods;

(f) So situated or located that there is a danger of it falling or turning over;

(g) A collection of garbage, food waste, animal waste, or any other rotten or putrescent matter of any kind;

(h) One which has sharp parts thereof which are jagged or contain sharp edges of metal or glass; or

(i) Any other vehicle specifically declared a health and safety hazard and a public nuisance by the Board of Commissioners.

(C) *Complaint; investigation of public nuisance.* When any condition in violation of this section is found to exist, the Code Administrator or such persons as may be designated by the Board of Commissioners shall give notice to the owner of the premises to abate or remove such conditions within a prescribed period of time. Such notice shall be in writing, shall include a description of the premises sufficient for identification and shall set forth the violation and state that, if the violation is not corrected within a prescribed period of time, the city may proceed to correct the same as authorized by §10.99. Service of such notice shall be by anyone of the following methods.

(1) By delivery to any owner personally or by leaving the notice at the usual place of abode of the owner with a person who is over the age of 16 years and a member of the family of the owner.

(2) By depositing the notice in the United States Post Office addressed to the owner at his or her last known address with regular mail postage prepaid thereon.

(3) By posting and keeping posted, for ten days, a copy of the notice, in placard form, in a conspicuous place on the premises on which the violation exists, when notice cannot be served by method (1) and (2) above.

(D) *Abatement procedure.* If the violator or owner of any property fails to comply with a notice given pursuant to this section, within a prescribed period of time after the service of such notice, he shall be subject to prosecution for violation of this section in accordance with law and each day that such failure continues shall be a separate offense. In addition, the city may have the condition described in the notice summarily abated, removed or otherwise corrected and all expenses incurred thereby shall be chargeable to and paid by the owner of the property and shall be collected as taxes and levies are collected. All such expenses shall constitute a lien against the property on which the work was done.

(1) A chronic violator is a person who owns property whereupon, in the previous calendar year, the city gave notice of the same violation at least three times under any provision of the public nuisance ordinance. Such violators are immediately subject to citation on their next offense and every similar nuisance violation thereafter.

(E) *Procedure is alternative.* The procedure set forth in this section shall be in addition to any other remedies that may now or hereafter exist under law for the abatement of public nuisances, and this section shall not prevent the city from proceeding in a criminal action against any person, firm or corporation violating the provisions of this section as provided in G. S. § 14-4. In addition to the remedies provided for herein, any violation of the terms of this section shall subject the violator to the penalties and remedies, either criminal or civil or both, as set forth in § [10.99](#) of this Code of Ordinances.

(F) Violation of this section may constitute an infraction in accordance with § [10.99](#) of this Code and G.S. § 14-4.

(Ord. 2010-O-17, passed 12-14-10; Am. Ord. 2013-O-06, passed 5-28-13; Am. Ord. 2022-O-01, passed 3-1-22)

Statutory reference:

§ 96.09 DEBRIS IN STORMWATER DRAINAGE SYSTEM.

(A) *Findings.* Yard waste such as leaves, grass clippings, and soil/sediment can cause significant water quality problems when blown or directed into the city's stormwater drainage system. Water quality problems include algal blooms and aquatic weed growth, oxygen depletion, fish kills, and impaired aquatic habitat. In addition, when the stormwater system is clogged with yard waste it can cause street and property flooding.

(B) *Restrictions on debris.*

(1) It shall be unlawful for any person to rake, sweep, blow, wash, direct or place any debris, including but not limited to yard waste, grass clippings, leaves, sediment, trash, or debris of any kind into the storm drainage system of the city, including any streets, storm drains, ditches, swales, streams, lakes, culverts, rights-of-way, dedicated easements, or in any other area where it might impede the flow of water through the storm drainage system of the city.

(2) It shall be the duty of all property owners within the city to take adequate precautions on their property to ensure positive drainage on their property and protect downstream property owners from significant damage to structures or property cause by runoff, drainage, or erosion . Such drainage may be provided either through natural or artificial drains designed and arranged in such a way and found to be adequate by the City Engineer. The owner shall keep all ditches, drains, swales, and drainage routes free from obstructions which would impede the flow of water.

(3) The following are preferred best management practices (BMPs) for yard waste and debris:

(a) Prevent yard waste and debris from entering the street, storm drain, ditch, or other parts of the drainage system.

(b) Direct or blow yard waste back onto a lawn or landscape area.

(c) Sweep, rake, and/or collect yard waste instead of hosing/sweeping off of driveways, sidewalks or other impervious surfaces.

(d) Leave grass clippings on the lawn to decompose quickly and act as a natural fertilizer and soil conditioner ('grass cycle').

(e) Compost yard debris for use in the lawn, garden, or landscape.

(f) Collect and contain yard waste for city collection service according to specific yard waste collection policies. Do not use the city trash cart for yard waste or debris.

(4) Any condition in violation of this section shall constitute a public nuisance, subject to civil penalties as describe in division (C) below.

(C) *Penalties.*

(1) Civil penalties described herein apply only to violations of this section.

(2) Civil penalties shall be assessed upon determination of a violation of this section. The enforcement official of the city may immediately and without prior notice cause a citation in the amount of \$50 to be issued to the violator either hand delivered or posted in the U.S. mail service by first class mail addressed to the last known address of the violator as contained in the records of Granville County. The citation shall set out the nature of the violation, the section of the City Code violated, the date of the violation, and shall contain an order to immediately cease the violation. The violator shall be deemed to have been served upon the mailing of the citation or upon hand delivery of the citation.

(3) Citations may be issued for each day the offense continues until the prohibited activity is ceased or abated.

(4) *Continuing violation and summary abatement procedure.* If the owner of any property fails to comply with a notice of violation given pursuant to this section, within the prescribed period of time after the service of the notice, the city may have the condition described in the notice abated, removed, or otherwise corrected. All expenses incurred thereby shall be chargeable and paid by the owner of the property, and shall be collected as taxes and levies are collected. All such expenses shall constitute a lien against the property on which the work was done.

(Ord. 2012-O-05, passed 9-25-12)

§ 96.99 PENALTY.

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § [10.99](#).

(B) (1) The actual cost incurred by the city in removing or otherwise remedying a public nuisance shall be charged to the owner of the lot or parcel of land, and it shall be the duty of the Tax Collector to mail a statement of the charges to the owner or other person in possession of the premises with instructions that the charges are due and payable within 30 days from the receipt thereof.

(`84 Code, § 8-4005)

(2) In the event charges for the removal or abatement of a public nuisance are not paid within 30 days after the receipt of a statement of the charges, the charges shall become a lien upon the land or premises where the public nuisance existed and shall be collected as unpaid taxes, as provided in G.S. § 160A-193.

(`84 Code, § 8-4006) (Ord. passed 3-25-80; Am. Ord. 2022-O-01, passed 3-1-22)

CREEDMOOR DEVELOPMENT ORDINANCE

ARTICLE 23

Administration and Enforcement

[Amended June 1, 2021 per Ord 2021-O-10, ZTA-2021-02]

23.1 Applicability

This Ordinance and the provisions set forth herein shall apply to all property within the City of Creedmoor and its area of planning and zoning jurisdiction. The Planning, Zoning & Subdivision Administrator, or her/his designee, shall have the authority to administer and enforce the provisions of the Ordinance within this area.

23.2 Administrator as Enforcement Officer

23.2-1 ESTABLISHMENT AND AUTHORITY. Unless specifically set forth otherwise in this ordinance, the City of Creedmoor Planning, Zoning & Subdivision Administrator shall be the Enforcement Officer with the duty of administering and enforcing the provisions of this Ordinance. The Planning, Zoning & Subdivision Administrator may designate one or more persons to assist in the administration and enforcement this Ordinance. Orders issued by the Planning, Zoning & Subdivision Administrator's designee shall have the effect as if issued by the Planning, Zoning & Subdivision Administrator. The Planning, Zoning & Subdivision Administrator, or designee, may enter any building, structure, or

premises as provided by law, to perform any duty imposed upon him/her by this Ordinance. The City of Creedmoor has the authority to enact ordinances, procedures, and fee schedules relating to the administration and the enforcement of this Ordinance, per G.S. 160D-402(b).

23.2-2 GENERAL DUTIES. The Planning, Zoning & Subdivision Administrator shall:

- A. establish and publish application procedures for permits, appeals, and actions pursuant to this Ordinance and forms implementing the same;
- B. issue permits and certificates pursuant to this Ordinance, including requiring a certificate of zoning compliance to confirm that permitted work complies with applicable laws, this Ordinance, and the terms of the permit, per G.S. 160D-403(g);
- C. review and approve all development plans and permits to assure that the permit requirements of this Ordinance have been satisfied;
- D. interpret the applicability of the provisions of this Ordinance in matters where the text does not clearly provide guidance;
- E. maintain all records pertaining to the provisions of this Ordinance in his/her office(s) and make said records open for public inspection;
- F. periodically inspect properties and activities for which permits have been issued to determine whether the use(s) is being conducted in accordance with the provisions of this Ordinance and to ensure compliance with state law and terms of the approval. All inspections must occur during reasonable hours and upon presentation of proper credentials, and must have the consent of the property owner, occupant, or an administrative search warrant to inspect areas not open to the public, per G.S. 160D-403(e);
- G. cause to be investigated violations of this Ordinance;
- H. issue stop-work orders for illegal or dangerous work or activity, whether related to a permit or not, per G.S. 160D-404(b).
- I. enforce the provisions of this Ordinance and perform inspections for general code compliance and enforcement (inspections unrelated to a development approval), per G.S. 160D-402(b);
- J. enforce the City's minimum housing code, but must follow standardized process for enforcement and to determine owner's abandonment of intent to repair and need for demolition, per G.S. 160D-1203(6).
- K. issue notice of corrective action(s) when required;
- L. use the remedies provided in this Ordinance to gain compliance, including civil penalties, fines, court-ordered actions, and criminal prosecution, per G.S. 160D-404(c);
- M. be authorized to gather evidence in support of said activities;
- N. receive appeals and forward cases to the appropriate body; and
- O. perform other duties as may be assigned by the Creedmoor Board of Commissioners and/or the Planning Board.

23.3 Violations

Any of the following shall be a violation of this Ordinance and shall be subject to the enforcement remedies and penalties provided by this Article and by state law.

23.3-1 DEVELOPMENT WITHOUT PERMIT. To engage in any development, use, construction, remodeling, or other activity of any nature upon the land or improvements thereon subject to the jurisdiction of this Ordinance without all required permits, certificates, or other forms of authorization as set forth in this Ordinance.

23.3-2 DEVELOPMENT INCONSISTENT WITH PERMIT. To engage in any development, use, construction, remodeling, or other activity of any nature in any way inconsistent with any approved plan, permit, certificate, or other form of authorization granted for such activity.

23.3-3 VIOLATION BY ACT OR OMISSION. To violate, by act or omission, any term, variance or waiver, condition, or qualification placed by the Creedmoor Board of Commissioners or its agent boards upon any required permit, certificate, or other form of authorization for the use, development, or other activity upon land or improvements thereon.

23.3-4 USE IN VIOLATION. To erect, construct, reconstruct, alter, repair, convert, maintain, or use any building or structure or to use any land in violation or contravention of this Ordinance, or any other regulation made under the authority conferred thereby.

23.3-5 SUBDIVIDE IN VIOLATION. To subdivide land in violation of this Ordinance or transfer or sell land by reference to, exhibition of, or any other use of a plat or map showing a subdivision of the land before the plat or map has been properly approved under this Ordinance and recorded in the Office of the Register of Deeds of Granville County. The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land does not exempt the transaction from violation of this Ordinance.

23.3-6 CONTINUING VIOLATIONS. Each day's violation of any provision of this Ordinance is a separate and distinct offense.

23.4 Enforcement Intent *[Amended May 27, 2014 per Ord. 2014-O-03]*

It is the intention of this Ordinance, unless otherwise provided, that all questions arising in connection with the enforcement of this Ordinance shall be presented first to the Planning, Zoning & Subdivision Administrator and that such questions shall be presented to the Board of Adjustment only on appeal from a written decision made by Planning, Zoning and Subdivision Administrator. For procedures and rules regarding appeal of a decision of the Planning, Zoning & Subdivision Administrator, reference Section 6.2 of this Ordinance. An appeal from the decision of the Board of Adjustment shall be by proceedings in the nature of certiorari to the Superior Court of Granville County as provided by law.

23.5 Enforcement Procedure *[Amended May 27, 2014 per Ord. 2014-O-03]*

When the Planning, Zoning & Subdivision Administrator or his/her agent finds a violation of this Ordinance, it shall be his/her duty to notify the owner or occupant of the land, building, structure, sign, or use of the violation. The owner or occupant shall remedy the violation within the prescribed time period.

23.5-1 NOTICE OF VIOLATION. The Code Enforcement Officer shall attempt informal property owner, resident, or responsible party notification either in-person or by placing an informational door-hanger or posting a placard upon the nearest structure, building, location, place of business, or nearest residence of the responsible party identifying the violation and required remedy. If the owner or occupant of the land, building, sign, structure, or use in violation fails to take prompt corrective action, the Planning, Zoning & Subdivision Administrator shall give the owner or occupant written notice, by first class mail, general delivery mail, certified or registered mail, electronic delivery to his last known address, or by personal service, by posting notice of the violation conspicuously on the property, or in accordance with Rule 4 of the North Carolina Rules of Civil Procedure. The staff member providing the notice of violation shall certify to the City of Creedmoor that the notice was provided, and this evidence shall be deemed conclusive in the absence of fraud, per G.S. 160D-404(a). A notice of violation must be provided to both the permittee and the landowner, if the landowner is not the holder of the development approval, and may be provided by similar means to the occupant of the property or the person undertaking the work or activity.

The notice of violation shall include, but not be limited to:

- A. that the land, building, sign, structure, or use is in violation of this Ordinance;
- B. the nature of the violation, and citation of the section of this ordinance violated;
- C. the measures necessary to remedy the violation;
- D. the opportunity to cure the violation within a prescribed period of time.

Where the person violating a provision of this article is not the owner of the property, the City shall send a notice of violation to both the occupant and the owner of the property.

23.5-2 EXTENSION OF TIME TO REMEDY. Upon receipt of a written request from the alleged violator or the property owner for an extension of time to remedy or correct the violation, the Planning, Zoning & Subdivision Administrator or other City official charged with the duty of enforcing the regulations(s) being violated may grant a single extension of time, not to exceed a period of thirty (30) calendar days, in which the alleged violator may cure or correct the violation before the City pursues enforcement action as provided for in this section.

Appeal. Except as provided by G.S. 160D-1123 or G.S. 160D-1206 or otherwise provided by law, any owner or occupant who has received a Notice of Violation may appeal in writing the written decision of the Planning, Zoning & Subdivision Administrator to the Board of Adjustment within thirty (30) days following the Notice of Violation or

receipt of the Administrator's written decision, per G.S. 160D-405. The Board of Adjustment shall hear an appeal within forty-five (45) days of the date of submittal of a complete application, and it may affirm, modify, or revoke the Notice of Violation. In the absence of an appeal, the remedies and penalties sought by the Planning, Zoning & Subdivision Administrator in the Notice of Violation shall be final. Notice of such hearing shall be provided as required by this Ordinance and state statutes.

23.5-3 ORDER OF CORRECTIVE ACTION. If upon a hearing held pursuant to an appeal as prescribed above, the Board of Adjustment shall find that the owner or occupant is in violation of this Ordinance, the Board of Adjustment shall make an order in writing to the owner or occupant affirming the violation and ordering compliance.

23.5-4 FAILURE TO COMPLY WITH AN ORDER. If the owner or occupant of a property fails to comply with a Notice of Violation from which no appeal has been taken, or an Order of Corrective Action following an appeal, the owner or occupant shall be subject to such remedies and penalties as may be provided for by state law and Section 23.6 (Remedies). If the owner or occupant fails to comply with the remedies and penalties prescribed, enforcement shall be sought through an order of a court of competent jurisdiction.

23.6 Remedies

Any one or all of the following procedures may be used to enforce the provisions of this Ordinance.

23.6-1 INJUNCTION. Any violation of this Ordinance or of any condition, order, or requirement, or remedy adopted pursuant hereto may be restrained, corrected, abated, mandated, or enjoined by other appropriate proceeding pursuant to state law.

23.6-2 CIVIL PENALTIES. Any person who violates any provisions of this Ordinance shall be subject to the assessment of a civil penalty under the procedures provided in Section 23.7 (Civil Penalties - Assessments and Procedures).

23.6-3 DENIAL OF PERMIT OR CERTIFICATE. The Planning, Zoning & Subdivision Administrator may withhold or deny any permit, certificate, occupancy permit or other form of authorization on any land, building, sign, structure, or use in which there is an uncorrected violation of a provision of this Ordinance or of a condition or qualification of a permit, certificate, or other authorization previously granted.

23.6-4 CONDITIONAL PERMIT OR TEMPORARY CERTIFICATE. The Planning, Zoning & Subdivision Administrator may condition the authorization of any permit or certificate upon the correction of the deficiency, payment of civil penalties within a specified time, or the posting of a compliance security approved by appropriate governmental authority.

23.6-5 STOP WORK ORDERS. Whenever a building, sign, or structure, or part thereof is being constructed, reconstructed, altered, or repaired in violation of this Ordinance, the Planning, Zoning & Subdivision Administrator may order the work to be immediately stopped. The stop work order shall be in writing and directed to the owner, occupant, or person doing the work. The stop work order shall state the specific work to be stopped, the specific reasons for the stoppage, and the conditions under which the work may be resumed. Such action shall be in accordance with G.S. 160D-404(b) and G.S. 160A-421, as applicable, or the NC Building Code.

23.6-6 REVOCATION OF PERMITS. The Planning, Zoning & Subdivision Administrator may revoke and require the return of a permit by notifying the permit holder in writing stating the reason for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, or specifications; refusal or failure to comply with the requirements of state or local laws, for multiple recurring violations of this Ordinance or permit conditions, or for false statements or misrepresentations made in securing the permit. Any permit mistakenly issued in violation of an applicable state or local law may also be revoked. When revoking a permit or development approval, the Planning, Zoning & Subdivision Administrator shall follow the same development review and approval process as was required for issuance of the development approval or permit, including any required notice or hearing, per G.S. 160D-403(f). The revocation of a development approval by the Planning, Zoning & Subdivision Administrator or other staff member may be appealed pursuant to G.S. 160D-405.

23.6-7 CRIMINAL PENALTIES. Any violation of this Ordinance shall be a misdemeanor or infraction as provided by NCGS 14-4.

23.7 Civil Penalties – Assessment and Procedures

23.7-1 PENALTIES. Any person who violates any provisions of this Ordinance shall be subject to assessment of a civil penalty in the amount prescribed for the first and each successive violation of the same provision. The following penalties are hereby established:

Notice of Violation / Warning Citation	\$0.00 (Correct Violation Within Prescribed Period of Time)
First Citation	\$100.00 first day
Second Citation for Same Offense	\$300.00 second day
Third and Subsequent Citations for Same Offense	\$500.00 third day to 60 th day

If the offender fails to pay the civil penalties within fifteen (15) days after having been cited, the City may recover the penalties in a civil action in the nature of debt. The City of Creedmoor has the authority to charge reasonable fees and penalties for the support, administration, enforcement, and implementation of this Ordinance, and all such fees shall be used for no other purposes, per G.S. 160D-402(d).

23.7-2 NOTICE. No civil penalty shall be assessed until the person alleged to be in violation has been notified of the violation in accordance with Section 23.5-1 (Notice of Violation). If after receiving a notice of violation under Section 23.5-1, the owner or other violator fails to take corrective action within the prescribed period of time, a civil penalty may be imposed under this Section in the form of a citation. The citation shall be served in the manner of a Notice of Violation. The citation shall state the nature of the violation, the civil penalty to be imposed upon the violator, and shall direct the violator to pay the civil penalty within fifteen (15) days of the date of the notice.

23.7-3 RESPONSIBLE PARTIES. The owner or occupant of any land, building, structure, sign, or use of land or part thereof and any architect, builder, contractor, agent, or any other person who participates or acts in concert, assists, directs, creates, or maintains any condition that is in violation of the requirements of this Ordinance may be held responsible for the violation and subject to the civil penalties and remedies herein provided.

23.7-4 CONTINUING VIOLATION. For each day thereafter (ten (10) day notice and fifteen 15 days to pay penalty after notice), if the violation is not corrected, the violator will be guilty of an additional and separate offense and subject to additional civil penalty the accumulation of which begins on the first day a violation is discovered and responsible party notified.

23.7-5 DEMAND FOR PAYMENT. The Planning, Zoning & Subdivision Administrator, or designee, shall make written demand for payment upon the property owner or the person in violation, and shall set forth in detail a description of the violation for which the civil penalty has been imposed.

23.7-6 NONPAYMENT. If payment is not received or equitable settlement reached within thirty (30) days after demand for payment is made, the matter shall be referred to legal counsel for institution of a civil action in the appropriate division of the General Courts of Justice for recovery of the civil penalty. Provided, however, if the civil penalty is not paid within the time prescribed, the Planning, Zoning & Subdivision Administrator may have a criminal summons or warrant issued against the violator. Upon conviction, the violator shall be subject to any criminal penalty the court may impose pursuant to NCGS 14-4.

23.8 Other Powers and Actions

23.8-1 STATE AND COMMON LAW REMEDIES. In addition to other enforcement provisions contained in this Article, the City Board of Commissioners may exercise any and all enforcement powers granted to it by state law or common law.
PREVIOUS ENFORCEMENT. Nothing in this Ordinance shall prohibit the continuation of previous enforcement actions.

23.9 Remedies Cumulative and Continuous

23.9-1 CUMULATIVE VIOLATIONS. All such remedies provided herein shall be cumulative. To the extent that North Carolina law may limit the availability of a particular remedy set forth herein for a certain violation or a part thereof, such remedy shall remain available for other violations or other parts of the same violation.

23.9-2 REPEAT VIOLATIONS. If an owner or occupant repeats the same violation, on the same parcel, within a five (5) year period from the date of the initial violation, it shall be considered to be a continuation of the initial violation and

shall be subject to additional penalties and remedies. Repeat, recurring violations are ground for the revocation of permits and development approvals.

23.10 Administrative Decisions

- 23.10-1 DEVELOPMENT APPROVALS. All development approvals must be provided and documented in writing, and may be issued and delivered in print or electronic form. If development approvals are issued in electronic form, the document must be protected from further editing, per G.S. 160D-403(a).
- (A.) Applicants. All applications for development approvals must be made by a person with a property interest in the property or a contract to purchase the property, which can include but is not limited to the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for a development approval, for such development as authorized by the easement, per G.S. 160D-403(a).
- (B.) Unless provided otherwise by law, all rights, privileges, benefits, burdens, and obligations created by development approvals made pursuant to this Ordinance attach to and run with the land, per G.S. 160D-104.
- (C.) Notice. The City of Creedmoor may require community notice or informational meetings as part of the decision-making process for administrative development approval, but this requirement must be adopted as a text-amendment to this Ordinance. State and Ordinance mandated notice requirements for legislative and quasi-judicial land use decisions are not altered or affected, per G.S. 160D-403(h).
- (D.) Expiration. The standard State and City of Creedmoor development approval duration period is one (1) year from the date the administrative development approval is issued if the work authorized by the development approval has not substantially commenced, unless altered by State or local rule, per G.S. 160D-403(c). The Planning, Zoning & Subdivision Administrator may extend the expiration for development approvals for which construction is commenced and then is discontinued. State law is that such development approvals are valid for two (2) years after work is intentionally or voluntarily discontinued, per G.S. 160D-108(d).
- 23.10-2 DETERMINATIONS. The Planning, Zoning & Subdivision Administrator, or her/his designee, must provide written notice of administrative determinations by personal delivery, electronic mail, or first-class mail to the property owner and the part seeking the determination, if different from the owner, per G.S. 160D403(b). The Planning, Zoning & Subdivision Administrator may designate an official to make determination for particular development regulations. All persons with standing to appeal the administrative determination have constructive notice of the determination from the date a sign providing notice that a determination has been made is prominently posted on the subject property, provided the notice sign remains on the property for ten (10) days. Any such posting is the responsibility of the landowner, applicant, or person who sought the determination. Verification of the posting shall be provided to the staff member responsible for the determination. For procedures and rules regarding changes to prior approved developments, please reference Section 7.15 of this Ordinance. For procedures and rules regarding appeals of administrative decisions, please reference Section 6.2 of this Ordinance.

23.11 Summary Removal of Signs/Sign Structure; Remove Orders for Signs/Sign Structure

- 23.11-1 SUMMARY REMOVAL. Pursuant to G.S. 160A-193, the City shall have the authority to summarily remove, abate, or remedy a sign or sign structure which the City determines to be dangerous or prejudicial to the public health or safety. The expense of the action shall be paid by the sign owner, or if the sign owner cannot be ascertained, by the property owner, and if not paid, there shall be a lien placed upon the land or premises where the nuisance arose, and it shall be collected as unpaid taxes.
- 23.11-2 PROHIBITED SIGNS A PUBLIC HEALTH NUISANCE. Pursuant to G.S. 160A-193 and G.S. 160A-296, any signs or sign structures prohibited by Article 17 of this Ordinance are hereby declared to be a public health nuisance in that they are dangerous or prejudicial to the public health or public safety and the Planning, Zoning & Subdivision Administrator, or her/his designee, shall have the authority to remove summarily the sign and/or sign structure.

23.11-3 REMOVE ORDER. The Planning, Zoning & Subdivision Administrator shall have the authority to issue a remove order for any sign not repaired or brought into compliance within the time prescribed by a notice of violation. Remove orders shall be issued to and served upon the sign/sign structure owner, or if the sign/sign structure owner cannot be ascertained, to and upon the property owner by the means set forth in section 23.5-1. The sign or sign structure shall be removed thirty (30) days after the service of the remove order at the expense of the offender. The remove order shall describe with particularity the location of the sign or sign structure to be removed and the reason(s) for issuance of the remove order, including specific reference to the provisions of Article 17 of this ordinance that have been violated.

23.11-4 FAILURE TO COMPLY. In the event of failure to comply with the requirements of a remove order, the Planning, Zoning & Subdivision Administrator may cause such sign or sign structure to be removed. The sign owner and property owner may be jointly and separately liable for the expense of removal. Notice of the cost of removal shall be served as set forth in section 23.5-1. If said sum is not paid within thirty (30) days thereafter, said sum may be collected by the City in a civil action in the nature of debt, which shall not subject the offender to the penalty provisions of N.C. Gen. Stat. § 14-4.

23.12 ADMINISTRATIVE STAFF CONFLICT OF INTEREST STANDARDS

23.12-1 CONFLICT OF INTEREST – DECISIONS. No staff member shall make a final decision on an administrative decision required by this Ordinance if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by this Ordinance, per G.S. 160D-109(c).

23.12-2 CONFLICT OF INTEREST – FINANCIAL INTEREST. No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Ordinance, unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with the City of Creedmoor to provide staff support shall engage in any work that is inconsistent with her or his duties or with the interest of the City of Creedmoor, as determined by the City of Creedmoor.

HEREBY ADOPTED in regular session by the City of Creedmoor Board of Commissioners by motion from Commissioner Way this, the **21st** day of **October 2024**.

Ayes: 5

Noes: 0

Absent or Excused: 0

Robert V. Wheeler

Robert V. Wheeler, Mayor

ATTEST:

Barbara Rouse
Barbara Rouse, City Clerk

