



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**  
**September 15, 2026**  
**6:00 pm in the Council Chambers**  
**Agenda**

- I. **Call to Order-**
  - A. Roll Call
  - B. Pledge of Allegiance
  - C. Approval of Agenda
- II. **Consent Agenda-**
  - A. Approval of August 6<sup>th</sup> Special Town Council meeting minutes
  - B. Approval & Sealing of the closed session minutes from the August 6<sup>th</sup> Special Town Council meeting
  - C. Approval of August 18<sup>th</sup> Regular Town Council meeting minutes
  - D. Approval & Sealing of the closed session minutes from the August 18<sup>th</sup> Regular Town Council meeting
  - E. Approval of August 21<sup>st</sup> Special Town Council meeting minutes
  - F. Approval & Sealing of the closed session minutes from the August 21<sup>st</sup> Special Town Council meeting
  - G. Approval of August 26<sup>th</sup> Special Town Council meeting minutes
  - H. Approval & Sealing of the closed session minutes from the August 26<sup>th</sup> Special Town Council meeting
  - I. Approval of September 1<sup>st</sup> Special Town Council meeting minutes
  - J. Approval & Sealing of the closed session minutes from the September 1<sup>st</sup> Special Town Council meeting
  - K. Proclamation Fall Litter Sweep 2026
  - L. Proclamation Constitution Week 2026
  - M. Budget Amendment #2
  - N. Resolution setting up a Capital Project Ordinance for Oakdale Sidewalk Project- Phase 1
  - O. Financial Position of the Town of Jamestown
- III. **Public Comment**
- IV. **Resolution in Honor of the Life and Legacy of Al Stewart- Mayor Dickenson**
- V. **Monthly Reports**
  - A. Manager Report
  - B. Council Member Committee Reports
  - C. High School Representative Report
  - D. Guilford County Sheriff Department Report
- VI. **Old Business-**
  - A. Public Hearing for the consideration of the rezoning of a property located at 4909 Guilford College Road (Parcel #156695) from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-SFR)- José Colón, Planning Director
- VII. **New Business-**
  - A. Overview of the Main Street Corridor Steering Committee process and upcoming public engagement opportunities- José Colón, Planning Director
- VIII. **Public Comment**
- IX. **Other Business**
- X. **Closed Session per NCGS 143-318 to consult with the Town Attorney to preserve the Attorney Client Privilege between the Town Attorney and the Town Council**
- XI. **Adjournment**

**Working Agenda for the September 15<sup>th</sup> Regular Town Council Meeting**

| Tentative Time Line | Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Responsible Party  | Action required by the Town Council                                                                                     |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------|
| 6:00 pm             | <b>I. Call to Order</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Mayor Dickenson    | Mayor Dickenson to call the meeting to order.                                                                           |
| 6:00 pm             | A. Roll Call                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Call on K. Weiner  | Weiner to take roll call.                                                                                               |
| 6:00 pm             | B. Pledge of Allegiance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Mayor Dickenson    | Mayor Dickenson to lead everyone in the Pledge of Allegiance.                                                           |
| 6:00 pm             | C. Approval of Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Mayor Dickenson    | Mayor Dickenson to ask Council if there are any items that need to be added or deleted.                                 |
| 6:05 pm             | <b>II. Consent Agenda</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                                                                         |
| 6:05 pm             | A. Approval of August 6 <sup>th</sup> Special Town Council meeting minutes<br>B. Approval & Sealing of the closed session minutes from the August 6 <sup>th</sup> Special Town Council meeting<br>C. Approval of August 18 <sup>th</sup> Regular Town Council meeting minutes<br>D. Approval & Sealing of the closed session minutes from the August 18 <sup>th</sup> Regular Town Council meeting<br>E. Approval of August 21 <sup>st</sup> Special Town Council meeting minutes<br>F. Approval & Sealing of the closed session minutes from the August 21 <sup>st</sup> Special Town Council meeting<br>G. Approval of August 26 <sup>th</sup> Special Town Council meeting minutes<br>H. Approval & Sealing of the closed session minutes from the August 26 <sup>th</sup> Special Town Council meeting<br>I. Approval of September 1 <sup>st</sup> Special Town Council meeting minutes<br>J. Approval & Sealing of the closed session minutes from the September 1 <sup>st</sup> Special Town Council meeting<br>K. Proclamation Fall Litter Sweep 2026<br>L. Proclamation Fall Litter Sweep 2026<br>M. Budget Amendment #2<br>N. Resolution setting up a Capital Project Ordinance for Oakdale Sidewalk Project-Phase 1<br>O. Financial Position of the Town of Jamestown |                    | Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.    |
| 6:05 pm             | <b>III. Public Comment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Call on K. Weiner  | Please state your name and adhere to the 3 minute time limit                                                            |
| 6:20 pm             | <b>IV.</b> Resolution in Honor of the Life and Legacy of Al Stewart                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Mayor Dickenson    | Mayor Dickenson to present the Resolution in honor of the Life and Legacy of Al Stewart to Al Stewart’s loved ones.     |
| 6:30 pm             | <b>V. Monthly Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                                                                         |
| 6:30 pm             | A. Manager Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Call on K. Weiner  | Weiner to present her monthly Interim Manager’s Report to Town Council.                                                 |
| 6:40 pm             | B. Council Member Committee Reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Mayor Dickenson    | Mayor Dickenson to request that Council Members give reports for any Committees that they serve on.                     |
| 6:50 pm             | C. High School Representative Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Call on Eli Arnold | Arnold to present his High School Representative report to Council.                                                     |
| 7:00 pm             | D. Guilford County Sheriff’s Department Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Deputy Parsons     | Mayor Dickenson to call Deputy Parsons present forward to present the monthly Guilford County Sheriff Department Report |
| 7:10 pm             | <b>VI. Old Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                                                                                                                         |

|         |                                                                                                                                                                                  |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:10 pm | A. P.H. for the consideration of the rezoning of a property located at 4909 Guilford College Road from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-SFR) | Call on J. Colón  | Colón to present information on the rezoning request for a property located at 4909 Guilford College Road from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-SFR). Mayor Dickenson to call Pastor Coyne, the applicant, forward to present information regarding his request. Mayor Dickenson to open the public hearing to anyone that would like to speak regarding the proposed rezoning request. Please state your name and adhere to the 3 minute time limit. Mayor Dickenson to open the floor to Council for discussion. Council Member makes a motion to approve/deny the proposed rezoning request for the property located at 4909 Guilford College Road from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-SFR). Council Member makes a second to the motion. <b>Roll Call Vote.</b> Council Member makes a motion to approve the consistency/inconsistency statement. Council Member makes a second to the motion. Then vote. |
| 7:55 pm | <b>VII. New Business</b>                                                                                                                                                         |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7:55 pm | A. Overview of the Main Street Corridor Steering Committee process and upcoming public engagement opportunities                                                                  | Call on J. Colón  | Colón to present an overview of the Main Street Corridor Steering Committee process and upcoming public engagement opportunities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8:10 pm | <b>VIII. Public Comment</b>                                                                                                                                                      | Call on K. Weiner | Please state your name and adhere to the 3 minute time limit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8:25 pm | <b>IX. Other Business</b>                                                                                                                                                        |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 8:30 pm | <b>X. Closed Session per Closed Session per G.S. 143-318 to discuss a matter related to attorney client privilege</b>                                                            |                   | Council Member makes a motion to go into closed session per G.S. 143-318 to discuss a matter related to attorney client privilege. Council Member makes a second to the motion. Then vote.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9:00 pm | <b>XI. Adjournment</b>                                                                                                                                                           |                   | Council Member makes a motion to resume open session. Council Member makes a second to the motion. Then vote.<br><br>Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval of August 6th Special TC Meeting Minutes

**AGENDA ITEM #:** II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

Approval of August 6th Special Town Council meeting minutes.

---

**ATTACHMENTS:** August 6th Special Town Council meeting minutes

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** Approved minutes will be posted on the Town's website.

DRAFT

**Special Town Council Meeting  
August 6, 2026  
1:30 pm in the Council Chambers  
Minutes & General Account**

**Council Members Present** – Mayor Dickenson, Council Members Burgess, Gibson, Glanville & Westmoreland

**Council Members Absent-** None

**Staff Members Present:** Robert Brown, Town Attorney

**Visitors Present:** None

**Call to Order** –Mayor Pro Tem Burgess called the meeting to order.

Mayor Dickenson arrived at the meeting at 1:32 pm.

Council Member Gibson made a motion to go into closed session per NCGS 143-318 to discuss a personnel matter. Council Member Westmoreland made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

Council Member Westmoreland made a motion to resume open session. Council Member Burgess made a second to the motion. The motion passed by unanimous vote.

**Adjournment-** Council Member Burgess made a motion to adjourn. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 3:21 pm.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval & Sealing of closed minutes from the August 6th Meeting

**AGENDA ITEM #:** II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

The Town Council went into closed session per NCGS 143-318 to discuss a Personnel Matter on August 6th.

Staff recommends that Council approve and seal the minutes from the August 6th closed session.

---

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval of August 18th Regular Town Council meeting minutes

**AGENDA ITEM #:** II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

Approval of the minutes from the August 18th Regular Town Council meeting

---

**ATTACHMENTS:** Minutes from the August 18th Regular Town Council meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** Approved minutes will be posted on the Town's website.

**Regular Town Council Meeting  
August 18, 2026  
6:00 pm in the Council Chambers  
Minutes & General Account**

DRAFT

**Council Members Present** – Mayor Dickenson, Council Members Burgess, Gibson, Glanville & Westmoreland

**Council Members Absent-** None

**Staff Members Present:** Katie M. Weiner, Matthew Johnson, José Colón, Gordon Holton, Faith Wilson, Robert Brown, Town Attorney

**Visitors Present:** Debbie Marlowe, Joe & Paula Kelly, Tommy & Donna Steed, James Williford, Mark and Sara Dalrymple, Steve Luking, Chris Malone, Douglas Haywood, Sarah & Daniel Burns

**Call to Order** – Mayor Dickenson called the meeting to order.

- Roll Call – Weiner took roll call as follows:
  - Council Member Glanville Present
  - Council Member Gibson Present
  - Mayor Dickenson Present
  - Council Member Burgess Present
  - Council Member Westmoreland Present

Weiner stated a quorum was present.

- Pledge of Allegiance – Mayor Dickenson led the Pledge of Allegiance.
- Moment of Silence – Mayor Dickenson called for a moment of silence.
- Approval of the Agenda – Mayor Dickenson asked if anyone had any changes to the agenda.

Council Member Burgess made a motion to request to add the consideration of the approval of updated Special Events and Sponsorship Policy as the last item under New Business. She also requested to move the personnel discussion to Closed Session. Council Member Westmoreland made a second to the motion. The motion passed by a unanimous vote.

**Consent Agenda**– The consent agenda included the following items:

- Approval of the minutes from the July 21st Town Council meeting
- Approval & Sealing of the closed session minutes from the July 21<sup>st</sup> Town Council meeting
- Approval of amended Regular Town Council meeting schedule
- Financial Position of the Town of Jamestown

Council Member Glanville made a motion to approve the Consent Agenda. Council Member Gibson made a second to the motion. The motion passed by a unanimous vote.

**Public Comment -**

- Steve Luking, a retired family doctor and Democratic NC Senate District 26 candidate, explained that his political involvement grew from years of fighting for Medicaid expansion to support hospitals and working with poor patients. He said his priorities are

improving public education funding, expanding patient-centered medical care access, and promoting tax fairness so that large corporation's shoulder more of the burden instead of middle-class residents, working poor, property owners, and local towns.

DRAFT

### **Monthly Reports**

Manager's Report – Matthew Johnson shared that unfortunately, the weather got the best of us again this year for National Night Out. We will be hosting Camel City Yacht Club who will be bringing us the top Yacht Rock hits from the 70's and 80's on Friday, Sept. 4th from 6-10 PM at Wrenn Miller Park. Be sure to join us there!

The Annual Fall Litter Sweep will take place on Sept. 26th from 9-11 AM. Please RSVP by calling Elizabeth Greeson at Town Hall at 336-454-1138 to participate.

Town offices will be closed on Monday, Sept. 7th in observance of the Labor Day holiday. No changes will occur to solid waste collections.

The Main Street Waterline project remains under review with NCDOT for traffic control protocols. Once approval is received, the Town will schedule a meeting with business and property owners along the affected route to share information and answer questions.

Mr. José Colón has scheduled a kickoff meeting for the Main Street Corridor Project on August 27<sup>th</sup>.

The Council will host a special called meeting on August 26th at 2PM in the Council Chambers to review the Council's Strategic Plan. The public is invited to attend.

### **Council Member Reports**

- Council Member Westmoreland shared that the next High Point MPO meeting will be held on August 25<sup>th</sup> at 10:00 a.m. at the High Point History Museum to assign local priority points to transportation projects for potential state funding. He also reported that a meeting is scheduled with NCDOT representatives on August 26<sup>th</sup> to discuss the Oakdale sidewalk projects and related CMAQ funding and project development needs. Finally, he shared that NCDOT has already implemented some safety timing changes at the Dillon Road/Jamestown Parkway intersection and is considering additional warning signage, and he expressed appreciation for the responsiveness and work of Division 7 staff.
- Council Member Burgess shared that Parks and Recreation Committee met on August 3<sup>rd</sup> and discussed golf course rates, including resident and senior discounts, aiming to simplify the rate structure while keeping changes consistent. Mr. Justin May reported that aerification on July 6<sup>th</sup> went well and the greens are in good condition, with some drainage projects and sod work planned for the winter.
- Council Member Jim Gibson stated that schools are very busy starting up and facing funding challenges. He encouraged everyone to keep the schools in mind as the year begins and said more detailed updates would come in September.

Guilford County Sheriff's Department Report- In July, Sergeant Joseph reported 12 incident reports (3 thefts, 4 assaults, 1 weapons offense after a traffic stop, and 4 other calls), 145 calls for

service, 130 self-initiated activities, 57 traffic stops, and 7 citations. The average response time was 9 minutes 49 seconds and the average reaction time was 6 minutes 30 seconds. She noted increases in vehicle break-ins, vehicle thefts, and frauds, and advised residents to remove valuables and keys from vehicles and to remember that law enforcement will never request money via Cash App, gift cards, Bitcoin, or similar methods.

Council Member Glanville asked if the roughly nine-minute response time was an increase from the previous month. Sergeant Joseph replied that response time increased by about one minute and reaction time increased by about four minutes from June to July, explaining that multiple recent guard duties had shifted staffing and caused times to rise across the board.

### **Old Business-**

- A. Public Hearing P.H. for the consideration of the rezoning of a property located at 4909 Guilford College Road from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-SFR)- Mr. José Colón reintroduced the rezoning request for the property located at 4909 Guilford College Road from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-SFR). He asked the applicant to give an update.

Pastor Coyne explained that he had planned to present additional comments and good-faith measures related to the updated rezoning conditions, but around 4:00 p.m. he received new documents from the neighbors, including additional requests and a civil engineer's report that he had not yet been able to review. Therefore, he respectfully requested that the hearing be continued to the next meeting on September 15<sup>th</sup> so his team and board could thoroughly review the materials and respond appropriately.

Council Member Westmoreland said it was reasonable to grant more time so the church could review the neighbors' petition and water/engineering report and for both engineers to meet and reconcile issues and solutions between the neighborhood and the church.

Council Member Westmoreland made a motion to continue the public hearing to the September 15<sup>th</sup> Town Council meeting at 6:00 p.m. in the Council Chambers at Town Hall without further advertisement. Council Member Burgess made a second the motion. The motion passed by a unanimous vote.

Council Member Glanville said she had visited the neighborhood at the residents' invitation and felt their time together was productive. She thanked the neighbors for hiring an engineer at their own expense and expressed appreciation to both the neighborhood and the church for their hard work and patience as they await a decision on how to proceed.

- B. Consideration of approval of interlocal agreement with Guilford County for Sheriff Department Services- Town Manager Johnson stated that staff requests Council approval of a new Interlocal Agreement (ILA) between the Town, Guilford County, and the Guilford County Sheriff's Office (GCSO) for law enforcement services, effective July 1, 2026 (retroactive). This Agreement replaces the original 1991 contract (Contract No. 87958-09/91-132), which has been in continuous effect for approximately 35 years.

The Town will continue to receive traditional baseline law enforcement services like other municipalities and will also fund augmented services consisting of four dedicated deputies providing enhanced coverage within Town limits.

Key terms included the following: automatic continuation year to year without formal renewal, 90-day termination (or immediate termination for uncured material breach), automatic termination if payment terms are not agreed to by June 15<sup>th</sup> (with future year amounts proposed by March 1<sup>st</sup> annually), the County's continued authority over deputy selection, training, discipline, and assignment, and a change so that the County will now own, purchase/lease, and maintain all vehicles for the augmented services, with the Town releasing claims to previously titled vehicles

Council Member Westmoreland thanked the Sheriff, County Attorney, and Town staff for their months of work on the new interlocal agreement and highlighted two key benefits: clear confirmation that Jamestown will continue to receive 24/7 traditional law enforcement coverage like other municipalities, and dedicated augmented services with four assigned deputies providing continuous patrol within Town limits (barring leave). He stated that the agreement secures these services at a cost lower than originally budgeted (about \$475,000) and emphasized the importance of reviewing legacy agreements to ensure good financial stewardship and satisfaction with contracted services.

Council Member Glanville explained that although she has consistently opposed budgeting Town property tax funds for augmented Sheriff's services because she believed County-funded baseline services are sufficient, her upcoming vote might seem counterintuitive. She emphasized that she respects and supports law enforcement, and while she still disagrees with paying for augmented services, she believes it is very important to have a formal contract in place since the Council has chosen to fund them.

Council Member Burgess made a motion to approve the new Interlocal Agreement (ILA) between the Town, Guilford County, and the Guilford County Sheriff's Office (GCSO) for law enforcement services, effective July 1, 2026 (retroactive). Council Member Westmoreland made a second to the motion. The motion passed by a unanimous vote.

#### **New Business-**

- A. Consideration of appointments of Parks and Recreation Committee Members & Alternate Member- Weiner explained that there are currently two vacancies on the Parks and Recreation Committee for full-time Members. There are three applicants for the positions, and Council has received copies of all applications. The applicants include Doug Hayworth, Alison Greeson, and Donna McDaniel.

Staff recommend that Council appoint an applicant to serve the unexpired term of Richard Clapp, which ends in June 2027, and that Council appoint an applicant to serve the unexpired term of Will Grant, which ends in February 2027.

Council will also need to appoint a new Alternate to serve if the current Alternates, Doug Hayworth & Alison Greeson, are appointed to the full-time positions.

Council Member Burgess made a motion to appoint Allison Greeson to serve the unexpired term of Richard Clapp, and to appoint Douglas Hayworth to serve the unexpired term of Will Grant, and to appoint Donna McDaniel to serve as the Parks and Rec. Alternate Member. Council Member Glanville seconded the motion. The motion passed by unanimous vote.

- B. Consideration of approval of updated Sponsorship and Special Events Policy- Town Manager Johnson requested that Council discuss and provide direction on a merged sponsorship and special events participation policy that would combine the existing general sponsorship policy and the special events participation policy into a single governing document. The purpose of the merger is to improve consistency, ease administration, and ensure the policy is updated to comply with current law.

Council Member Westmoreland said that after skimming the merged sponsorship and special events policy, he appreciated the sponsorship component, stating it offers new opportunities to work with local businesses and vendors to help underwrite Town investments. He added that this should improve both the quality and quantity of community events and activities and mentioned there is already a pending sponsorship opportunity related to an upcoming event (Fall Classic at the Jamestown Park Golf Course).

Town Attorney, Robert Brown, explained that the main legal goal of the new Sponsorship and Special Events Policy is to clearly define rules before soliciting sponsors, so the Town does not appear to endorse any specific viewpoint or commercial speaker. The prior policy was very broad and lacked structure, while the new policy sets clear sponsorship levels and benefits, allows flexibility to tailor levels for each event as long as they are published in advance, and better protects the Town from claims of favoritism.

Council Member Westmoreland made a motion to approve the updated Sponsorship and Special Events Policy as presented. Council Member Glanville made a second to the motion. The motion passed by unanimous vote.

**Public Comment** – No one signed up to speak

**Closed Session per G.S. 143-318.11(a)(3) to discuss a matter related to attorney client privilege and a personnel matter-** Council Member Glanville made a motion to go into closed session per G.S. 143-318 to discuss a matter related to attorney client privilege and a personnel matter. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

-----Closed Session-----

DRAFT

Council Member Glanville made a motion to resume open session. Council Member Westmoreland made a second to the motion. The motion passed by unanimous vote.

Council Member Glanville made a motion to accept the offer of Fourth Harbor, LLC dated August 13, 2026, conditioned upon Fourth Harbor, LLC becoming authorized to do business in North Carolina and upon submission of the deposit required in accordance with North Carolina General Statutes and authorized the Town Clerk to advertise the proposed sale of 301 Lee Street in accordance with North Carolina General Statutes. Council Member Westmoreland made a second to the motion. The motion passed by a unanimous vote.

**Adjournment** – Council Member Glanville made a motion to adjourn. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

The meeting ended at 8:48 pm.

---

Mayor

---

Town Clerk

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval & Sealing of closed session minutes from August 18th

**AGENDA ITEM #:** II-D



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

The Town Council went into closed session per G.S. 143-318 to consult with the Town Attorney to preserve the Attorney Client Privilege between the Town Attorney and the Town Council and to discuss a personnel matter on August 18th.

Staff recommends that Council approve and seal the minutes from the August 18th closed session.

---

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval of August 21st Special Town Council Meeting Minutes

**AGENDA ITEM #:** II-E



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

Minutes from the August 21st Special Town Council meeting

---

**ATTACHMENTS:** Minutes from the August 21st Special Town Council meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** Approved minutes will be posted on the Town's website.

---

DRAFT

**Special Town Council Meeting  
August 21, 2026  
3:15 pm in the Council Chambers  
Minutes & General Account**

**Council Members Present** – Mayor Dickenson, Council Members Burgess, Gibson, Glanville & Westmoreland

**Council Members Absent-** None

**Staff Members Present:** Matthew Johnson & Robert Brown, Town Attorney

**Visitors Present:** None

**Call to Order** –Mayor Dickenson called the meeting to order.

Council Member Westmoreland made a motion to go into closed session per NCGS 143-318 to discuss a personnel matter and a matter related to attorney client privilege. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

Council Member Burgess made a motion to resume open session. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.

**Adjournment-** Council Member Burgess made a motion to adjourn. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 3:59 pm.

---

Mayor

---

Town Clerk

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval & Sealing of the closed session minutes from August 21st

**AGENDA ITEM #:** II-F



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

The Town Council went into closed session per NCGS 143-318 to discuss a personnel matter and to consult with the Town Attorney to preserve the Attorney Client Privilege between the Town Attorney and the Town Council on August 21st.

Staff recommends that Council approve and seal the minutes from the August 21st closed session.

---

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Gianville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval of August 26th Special Town Council Minutes

**AGENDA ITEM #:** II-G



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

Minutes from the August 26th Special Town Council meeting

---

**ATTACHMENTS:** Minutes from the August 26th Special Town Council meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** Approved minutes will be posted on the Town's website.

DRAFT

**Special Town Council Work Session  
August 26, 2026  
2:00 pm in the Council Chambers  
Minutes & General Account**

**Council Members Present** – Mayor Dickenson, Council Members Burgess, Gibson, Glanville & Westmoreland

**Council Members Absent-** None

**Staff Members Present:** Katie M. Weiner, Matthew Johnson, José Colón, & Robert Brown

**Visitors Present:** Carol Brooks, Tim Dickenson, & Richard Clapp

**Call to Order** – Mayor Dickenson called the meeting to order.

**Discussion regarding the Town of Jamestown’s Strategic Plan-** Mayor Dickenson stated that Council and staff met in January with consultant Rebecca Jackson from the School of Government to set short and long-term goals, which were later presented at the June 23<sup>rd</sup> budget meeting. She stated that there are now questions about which priorities and tasks were included or carried over on the current Strategic Plan.

Town Manager Johnson explained that the Town typically conducts its Strategic Planning in January, consolidating Council feedback on priorities into a final document, and then uses that plan to guide budget discussions and adopt it with the budget. He stated that this year adoption was tabled, and he is open to any changes, questions, or direction the Council wants to provide on the plan.

Council Member Westmoreland explained that when comparing the January priority-setting exercise (with “dot” voting) to the current Strategic Plan, some items correctly show as priority goals with gold stars, but other starred items were not prioritized by the current Council. He asked why those older items are still marked as priorities and stated that the plan did not fully match what he expected before the budget process.

Mr. Colón explained that prior goals that already had gold stars were intentionally left starred so they would remain priorities until completed, even if they came from a previous Council. New Council voted goals from January 2025 are marked as “added” and newly added goals are shown in green. He asked the current Council to use this meeting to add, remove, or move stars and adjust the plan so it reflects their priorities.

Mayor Dickenson supported distinguishing between ongoing and priority items.

Council Member Gibson cautioned against dropping in-progress items from priority status without understanding their status and suggested removing the star (priority) while leaving such items on the list to avoid abandoning partially completed projects.

After discussion, consensus was reached to remove priority stars identified by the previous Council.

Consensus was reached to combine Outcome 6-b (enhance pedestrian friendliness and safety of Main Street) with Outcome 7-e, with updated wording to reflect both pedestrian safety and downtown/Main Street planning, thereby eliminating redundancy while keeping the concept as a single priority goal.

Mayor Dickenson suggested reframing the senior citizen programming goal to cover “all ages, categories, and life stages.”

Consensus was reached to revise the goal “develop and offer senior citizen programming and resources” to “develop and offer programming and resources for all ages, categories, and life stages” so that it more clearly reflects an all-ages focus.

In the discussion of Outcome 9, Mayor Dickenson mentioned the bullet “research possibility of creating, hiring, communications, marketing, public relations position” and Council Member Westmoreland suggested changing the wording (e.g., whether to keep “hiring” in there). Manager Johnson explained how that potential position was weighed against goals like keeping the tax rate low during the budget process.

The group ultimately reached a consensus to remove “hiring” from the language for now and keep it framed more as researching options and obtaining more information.

Council discussed Outcome 5-J (“complete current capital improvement projects before adding additional projects”), concluded that the language is overly broad and potentially confusing given funding and staff-capacity realities, and reached consensus to remove this item from the Strategic Plan.

Discussion around 7-A lead to a consensus that the goal related to showcasing and preserving social, cultural, and historic heritage should be placed under the “Amenities” section (rather than Planning and Economic Development) and broadened to reference social, cultural, and historic heritage together.

Council discussed ongoing efforts related to Deep River access and trail planning, noting High Point’s recent grant award and the likelihood that Jamestown’s next step will be a refreshed, more focused blue ways/greenways plan funded by a matching grant, with staff coordinating with regional partners and grant programs. Mayor Dickenson highlighted Jamestown’s historic and cultural assets along the river as potential advantages in future grant applications.

Manager Johnson will follow up with Ms. Mary Joan Pugh regarding the status of state funding and upcoming grant opportunities related to Deep River recreational access and planning.

Council Member Burgess raised concerns that the Town is not fully living up to its mission and values regarding support for local businesses and urged clearer direction on what the Council and staff are expected to do to be visibly present and supportive of both existing and new businesses.

Mayor Dickenson asked if the Main Street Corridor Study could help with this. Mr. Colón described it as a primarily transportation-focused effort (examining issues like road diet, lanes, street trees, and bike facilities) that will also touch on land use and serve as an early step toward

a broader Main Street Master Plan. However, it will include business input through a downtown business owner on the study's steering committee and future public-engagement opportunities. Town Clerk Weiner said that staff are working on this and can keep Council updated.

Council Member Glanville proposed quarterly Strategic Plan check-ins during regular meetings so the Council can monitor progress more frequently than once a year.

The Council discussed the idea of a Citizen Advisory Committee but concluded they are not ready to create a formal standing body until there is a clearer purpose and structure. Instead, they favored exploring broader community-engagement options, such as focus groups, targeted neighborhood outreach, or "coffee with Council"—style sessions, before deciding on a specific model. They decided to schedule a future discussion on defining a structured community-engagement approach (e.g., focus groups, neighborhood representatives, or an advisory committee) and determine if/when it should be added to the Strategic Plan.

Mr. Colón emphasized that the Strategic Plan is a practical tool he actively uses in meetings with outside groups and the county, regularly referring back to its goals. He stated that completing items on the plan is a "win" for staff, the community, and Council, and stated that the document truly matters to him. After additional feedback, consensus was reached to add the year to the document so it is clearer.

#### **Discussion regarding the amended Rules of Procedure for the Town Council - Town**

Manager Johnson explained that recent complex rezoning cases prompted staff to suggest adding the Planning Board's strict public hearing rules into the Council's Rules of Procedure. He stated many attendees are unfamiliar with meeting structure and that time limits and decorum rules are needed because Council meetings are business meetings, not open dialogues. He adds that this is also an opportunity to fold in School of Government recommendations (ethics, public records, etc.), stressing that all proposed changes are suggestions and can be added, removed, or revised as Council prefers.

Council Member Westmoreland expressed surprise at the breadth of the proposed Rules of Procedure revisions—particularly the new Council conduct/communications section. He requested more context and access to the UNC School of Government source materials, and indicated support for clarifying public hearing procedures while asking that any broader conduct rules be developed more transparently and collaboratively with Council input.

Mayor Dickenson stated that there are several useful additions in the draft rules that address questions she has had but also notes a number of editing concerns. She points out redundant, repeated phrases about removing people for rule violations that could be stated once more simply to avoid an overly aggressive tone and reiterates her opposition to requiring speakers to state their home address aloud since the meetings are permanently available on YouTube, preferring that addresses be provided on a sign-in sheet or voluntarily.

Town Attorney Brown advised Council not to adopt rules they are not prepared to enforce consistently, warning that uneven application can lead to selective enforcement which creates

legal problems. He supports procedures that make meetings efficient and orderly but stresses they only work if Council and staff are willing and able to apply them uniformly in practice.

Town Clerk Weiner stated that while the draft Rules of Procedure address some needed issues, it contains redundancy and practical enforcement concerns (e.g., address disclosure and rigid time limits), and she agreed to revise and clean up the document. Then, with legal input, she will bring a clearer draft back to Council for further discussion.

Council Member Glanville cautioned against overly rigid or subjective rules (especially around profanity, “insults,” and required announcements), stating the risk of First Amendment issues and selective enforcement and urged that any new procedures remain practical, consistently applied, and not overly restrictive of public participation.

Council Member Westmoreland stated that he is generally comfortable with adding clearer public hearing and forum rules but is concerned about the new Section 13 on Council Member conduct and communications. He questioned where that section came from and why it was included, indicating that this is the part of the draft that gives him the most pause.

Council Member Burgess stated that while she is not opposed to it, the new Council conduct section felt surprising and punitive in tone. She emphasized that better advance communication and discussion with Council would have avoided the perception that Members were being targeted or “warned.”

Town Manager Johnson explained that Section 13 is based on state law and on specific issues the Town has recently faced (such as use of social media, use of Town resources, and large public-records requests by Council members). He stated that he wrote most of the document himself, with AI assistance, and says the intent was to clarify expectations and resource use—not to threaten anyone—and that he is not “married” to any of the language.

Council directed staff and the Town Attorney to revise the draft Rules of Procedure using UNC School of Government guidance and Council feedback and provide a cleaned-up version for further review and discussion at a future briefing before any adoption.

**Closed Session per G.S. 143-318.11(a)(3) to discuss a personnel matter and a matter concerning attorney client privilege-** Council Member Glanville made a motion to go into closed session per G.S. 143-318 to discuss a personnel matter and a matter related to attorney client privilege. Council Member Westmoreland made a second to the motion. The motion passed by a unanimous vote.

-----Closed Session-----

Council Member Burgess made a motion to resume open session. Council Member Westmoreland made a second to the motion. The motion passed by a unanimous vote.

**Adjournment** – Council Member Westmoreland made a motion to adjourn. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

DRAFT

The meeting ended at 4:10 pm.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval & Sealing of the closed session minutes from August 26th

**AGENDA ITEM #:** II-H



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

The Town Council went into closed session per NCGS 143-318 to discuss a personnel matter on August 26th.

Staff recommends that Council approve and seal the minutes from the August 26th closed session.

---

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval of September 1st Special Town Council Meeting Minutes

**AGENDA ITEM #:** II-I



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

Minutes from the September 1st Special Town Council meeting

---

**ATTACHMENTS:** Minutes from the September 1st Special Town Council meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** Approved minutes will be posted on the Town's website.

DRAFT

**Special Town Council Meeting  
September 1, 2026  
4:00 pm in the Council Chambers  
Minutes & General Account**

**Council Members Present** – Mayor Dickenson, Council Members Burgess, Gibson, Glanville & Westmoreland

**Council Members Absent-** None

**Staff Members Present:** Katie M. Weiner & Robert Brown, Town Attorney

**Visitors Present:** None

**Call to Order** –Mayor Dickenson called the meeting to order.

Council Member Westmoreland made a motion to go into closed session per NCGS 143-318 to discuss a personnel matter. Council Member Glanville made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

Council Member Burgess made a motion to resume open session. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.

Council Member Westmoreland made a motion to recess the meeting to Wednesday, September 2<sup>nd</sup> at 5:00 pm in the Council Chambers. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.

-----Recess-----

**September 2, 2026  
5:00 pm in the Council Chambers  
Minutes & General Account**

**Council Members Present:** Mayor Pro Tem Burgess, Council Members Westmoreland, Glanville, & Gibson

**Council Members Absent:** Mayor Dickenson

**Staff Members Present:** Katie M. Weiner & Robert Brown, Town Attorney

**Visitors Present:** None

**Call to Order-** Mayor Pro Tem Burgess called the meeting to order.

DRAFT

Council Member Glanville made a motion to go into closed session per NCGS 143-318 to discuss a personnel matter. Council Member Westmoreland made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

Mayor Pro Tem Burgess made a motion to resume open session. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.

Council Member Westmoreland made a motion to recess the meeting to Thursday, September 3<sup>rd</sup> at 4:30 pm in the Council Chambers at Town Hall. Council Member Glanville made a second to the motion. The motion passed by unanimous vote.

-----Recess-----

**September 3, 2026  
4:30 pm in the Council Chambers  
Minutes & General Account**

**Council Members Present:** Mayor Pro Tem Burgess, Council Members Westmoreland, Glanville, & Gibson

**Council Members Absent:** Mayor Dickenson

**Staff Members Present:** Katie M. Weiner & Robert Brown, Town Attorney

**Visitors Present:** None

**Call to Order-** Mayor Pro Tem Burgess called the meeting to order.

Council Member Westmoreland made a motion to go into closed session per NCGS 143-318 to discuss a personnel matter. Council Member Glanville made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

Council Member Glanville made a motion to resume open session. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.

Brown stated that a separation of employment agreement was presented to the Town Council in closed session. He noted that there was one revision to change the termination date from September 3<sup>rd</sup> to September 4<sup>th</sup>.

Council Member Glanville made a motion to approve and enter into the separation agreement between the Town of Jamestown and Matthew Johnson. Council Member Burgess made a second to the motion. The motion passed by unanimous vote.

DRAFT

Council Member Westmoreland made a motion to appoint Katie M. Weiner as the Interim Town Manager with a 10% pay increase to be effective September 4<sup>th</sup>. Council Member Glanville made a second to the motion. The motion passed by unanimous vote.

**Adjournment-** Council Member Glanville made a motion to adjourn. Council Member Westmoreland made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 5:34 pm.

---

Mayor

---

Town Clerk

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval & Sealing of the closed minutes from the Sept. 1st meeting

**AGENDA ITEM #:** II-J



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

The Town Council went into closed session per NCGS 143-318 to discuss a personnel matter.

Staff recommends that Council approve and seal the minutes from the September 1st closed session.

---

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Proclamation Fall Litter Sweep 2026

**AGENDA ITEM #:** II-K



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

The North Carolina Department of Transportation (NCDOT) encourages local governments to sponsor and organize roadside cleanups every Spring and Fall.

Please contact Elizabeth Greeson at Town Hall if you are interested in participating in the Fall Litter Sweep on September 26, 2026. The number is (336) 454-1138.

---

**ATTACHMENTS:** Proclamation Fall Litter Sweep 2026 & Event Flyer

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** N/A

---



### PROCLAMATION FALL LITTER SWEEP 2026

**WHEREAS**, the North Carolina Department of Transportation organizes an annual fall statewide roadside cleanup to ensure clean and beautiful roads across our state; and

**WHEREAS**, the **FALL 2026 LITTER SWEEP** roadside cleanup will take place between September 12<sup>th</sup>–September 26<sup>th</sup>, 2026, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in sponsoring and organizing local roadside cleanups; and

**WHEREAS**, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Public Safety-Division of Adult Correction inmates, community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during **FALL LITTER SWEEP** and may receive certificates of appreciation for their participation; and

**WHEREAS**, the great natural beauty of our state and a clean environment are sources of great pride for all North Carolinians, attracting tourists, and aiding in recruiting new industries; and

**WHEREAS**, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

**WHEREAS**, the **FALL 2026 LITTER SWEEP** cleanup will be the 47<sup>th</sup> biannual celebration of the North Carolina Adopt-A-Highway program and its 4,400 volunteer groups that donate their labor and time year-round to keep our roadsides clean; and

**WHEREAS**, the **FALL LITTER SWEEP** cleanup will be a part of educating the children of this great state regarding the importance of a clean environment to the quality of life in North Carolina;

**NOW, THEREFORE**, I, Susan Dickenson, Mayor of the Town of Jamestown, do hereby proclaim September 26<sup>th</sup>, 2026, as Fall “**LITTER SWEEP**” day in the Town of Jamestown and encourage all citizens to take an active role in making Jamestown a cleaner community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown on this the 15<sup>th</sup> day of September, 2026.

---

Mayor Susan Dickenson

# **Join Town of Jamestown Annual Fall Litter Sweep**

**September 26, 2026----9-11am**

**Meet at the Jamestown Food Lion Parking Lot –**

**Main Street and Ragsdale Road**

**RSVP to 336-454-1138**

**Plan to wear bright colored long sleeve shirts and high top shoes to protect against unforeseen hazards.**

**Bring Gloves to fit your hands for easier pick up.**

**HOPE TO SEE YOU THERE!**



**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Proclamation Constitution Week 2026

**AGENDA ITEM #:** II-L



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

September 17, 2026, marks the two hundred and thirty-ninth anniversary of the framing of the Constitution. Constitution Week is September 17th through September 23rd.

---

**ATTACHMENTS:** Proclamation Constitution Week 2026

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda. Council Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** N/A



**PROCLAMATION CONSTITUTION WEEK**  
**September 2026**

**WHEREAS**, the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**WHEREAS**, September 17, 2026, marks the two hundred and thirty-ninth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS**, it is fitting and proper to accord official recognition to this magnificent document, its memorable anniversary, and the patriotic celebrations which will commemorate it; and

**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17<sup>th</sup> through September 23<sup>rd</sup> as Constitution Week.

**NOW, THEREFORE**, I, Susan Dickenson, by the virtue of the authority vested in me as Mayor of the Town of Jamestown, North Carolina, do hereby proclaim the week of September 17<sup>th</sup> through September 23<sup>rd</sup> as

**CONSTITUTION WEEK**

**AND** ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Jamestown to be affixed this the 15<sup>th</sup> day of September, 2026.

---

Mayor Susan Dickenson

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Budget Amendment #2

**AGENDA ITEM #:** II.M.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Faith Wilson

---

**SUMMARY:**

This amendment will transfer funds from General Fund appropriated fund balance to be transferred to the Oakdale Sidewalk Phase I project 32 to extend the sidewalk on Oakdale Road. The project is in conjunction with Oakdale Sidewalk Phase II and Phase III. This amendment will also re-encumber funds from fiscal year 25-26 for design and architectural services for the Fire Department building.

---

**ATTACHMENTS:** Budget Amendment #2

**RECOMMENDATION/ACTION NEEDED:** Approve Budget Amendment #2

**BUDGETARY IMPACT:** General Fund

**SUGGESTED MOTION:** Approve Budget Amendment #2

**FOLLOW UP ACTION NEEDED:** None

**FYE 6/30/27  
BUDGET AMENDMENT #2**

**Fund 10:**

|                            |              | Debit   | Credit  |
|----------------------------|--------------|---------|---------|
| a. Transfer to Other Funds | 10-9600-9600 | 300,000 |         |
| Fund Balance Appropriated  | 10-3991      |         | 300,000 |

Transfer to Sidewalk Project 32 Oakdale Sidewalk Phase I to extend sidewalk on Oakdale Road

**Fund 32:**

|                                     |              |         |         |
|-------------------------------------|--------------|---------|---------|
| a. Land Improvements-Capital Outlay | 32-5600-5700 | 300,000 |         |
| Transfer from General Fund          | 32-3981      |         | 300,000 |

Transfer to Sidewalk Project 32 Oakdale Sidewalk Phase I to extend sidewalk on Oakdale Road

**Fund 10:**

|                              |              |        |        |
|------------------------------|--------------|--------|--------|
| a. Other Contracted Services | 10-5000-4990 | 33,000 |        |
| Fund Balance Appropriated    | 10-3991      |        | 33,000 |

To re-encumber funds from FY 25-26 for design and architectural services for the Fire Department Building

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Resolution setting up a Capital Project Ordinance for Oakdale Sidewalk Project Phase I

**AGENDA ITEM #:** II.N.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Faith Wilson

**SUMMARY:**

The Town is transferring \$300,000 from General Fund appropriated fund balance to establish a Capital Project Ordinance for Oakdale Sidewalk Project Phase I. This portion of sidewalk will cover approximately 960 feet of sidewalk from the railroad right away to Moore Street. We are requesting that a capital project fund be set up as a multi-year fund to budget and account for revenues and expenditures of the project.

**ATTACHMENTS:** Capital Project Ordinance Resolution

**RECOMMENDATION/ACTION NEEDED:** Approve the resolution to set up the Oakdale Sidewalk Phase I Capital Project Fund.

**BUDGETARY IMPACT:** \$300,000 transfer from General Fund appropriated fund balance

**SUGGESTED MOTION:** Approve the resolution to set up the Oakdale Sidewalk Phase I Capital Project Ordinance Fund and budget as presented.

**FOLLOW UP ACTION NEEDED:** N/A



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Adoption of Capital Project Ordinance – Oakdale Sidewalk – Phase I**

BE IT ORDAINED by the Town Council of Town of Jamestown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of approximately 960 feet wide sidewalk along Oakdale Road (from the railroad right away to Moore Street) that will connect residential neighborhoods to downtown Jamestown businesses and providing a safe walking route across railroad tracks, to be financed with Town funds.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the grant documents, and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

|              |           |
|--------------|-----------|
| Construction | \$300,000 |
|--------------|-----------|

Section 4. The following revenues are anticipated to be available to complete this project:

|                              |           |
|------------------------------|-----------|
| Town funds from General Fund | \$300,000 |
|------------------------------|-----------|

Section 5. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6. The Finance Director is directed to report, monthly, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 7. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Council.

Section 8. Copies of this capital project ordinance shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this 15th day of September 2026.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Katie M. Weiner, MPA, CMC  
Interim Manager

P.O. Box 848  
Jamestown, NC 27282

[www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Tel:(336)484-1138  
Fax:(336)886-3504

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Financial Position of the Town of Jamestown

**AGENDA ITEM #:** II.O



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Faith Wilson

---

**SUMMARY:**

Summary schedule of cash & deposits, debt balances, and total revenues collected to date and expenditures to date is provided. There are certain revenue such as sales tax and vehicle tax received in August is accrued to prior fiscal year.

Sales tax came in higher at 9.37% compared to August 2025. The sales tax distribution for August is May sales. Sales tax will be received through September for FY 26-27. Franchise tax for 4th quarter FY 26-27 will be received in September. Final motor vehicle tax will be received in August for June FY 26-27. Property tax for July was received in August.

We continue to pay our debt payments, such as Golf Shop and Water Sewer Facility, the debt payment to Piedmont Triad Regional Water Authority, and lease payments. Other services such as code enforcement, and Capital projects such water meter purchases for water sewer and cured in place Deep River sewer project.

August was a great month for golf. There was 3,888 rounds of golf played in August 2026 compared to 4,000 rounds played in August 2025. August 2026 had 0 bad weather days and August 2025 had 0 bad weather days. There were no closed days in August 2026 and 0 closed days in August 2025. The golf course hosted no room rentals in August.

---

**ATTACHMENTS:** Summary of financial analysis

**RECOMMENDATION/ACTION NEEDED:** None

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** None

**FOLLOW UP ACTION NEEDED:** None



**Town of Jamestown  
Financial Summary Report  
as of August 31, 2026**

| <b>CASH BALANCES</b>                                       |                      |
|------------------------------------------------------------|----------------------|
| Petty Cash                                                 | \$ 1,350             |
| Operating Cash                                             | 7,239,594            |
| Certificates of Deposit                                    | 3,104,341            |
| Money Market Accounts - First Bank                         | 876,572              |
| North Carolina Capital Management Trust                    | 14,995,330           |
|                                                            | <u>\$ 26,217,187</u> |
| <br><u>Reservations of cash:</u>                           |                      |
| Cash reserved for Randleman Reservoir                      | \$ 267,118           |
| Cash reserved by Powell Bill for street improvements       | \$ 399,580           |
| General Capital Reserve Fund                               | 288,504              |
| Oakdale Sidewalk Phase 3                                   | 72,587               |
| Oakdale Sidewalk Phase 2                                   | 26,693               |
| Penny Road Sidewalk Capital Project                        | 51,000               |
| Water Sewer Capital Reserve Fund                           | 3,899,879            |
|                                                            | <u>\$ 5,005,361</u>  |
| <br><u>Cash by Fund:</u>                                   |                      |
| General                                                    | \$ 8,199,277         |
| General Capital Reserve Fund                               | 288,504              |
| Oakdale Sidewalk Phase 3                                   | 72,587               |
| Oakdale Sidewalk Phase 2                                   | 26,693               |
| Penny Road Sidewalk Capital Project                        | 51,000               |
| Sidewalk Project Fund-Guilford County ARPA and GF Transfer | 260,597              |
| Forestdale East Stormwater Project                         | 175,366              |
| Jamestown Park Restroom                                    | 125,837              |
| Water/Sewer                                                | 12,850,328           |
| Randleman Reservoir                                        | 267,118              |
| Water/Sewer Capital Reserve Fund                           | 3,899,879            |
|                                                            | <u>\$ 26,217,187</u> |
| <br><u>Cash by Bank:</u>                                   |                      |
| NCCMT                                                      | \$ 14,995,330        |
| Pinnacle Bank                                              | 9,204,120            |
| First Bank                                                 | 2,016,387            |
|                                                            | <u>\$ 26,215,837</u> |



**Town of Jamestown**  
**FINANCIAL SUMMARY REPORT**  
**FOR PERIOD OF 07/01/2026 - 06/30/2027**

(Report is as of August 2026)

|                                                  | FYE 06/30/26      |                   |                        |                      |                                 | As of August '25                |                                 |                                      |                                    |                                    |
|--------------------------------------------------|-------------------|-------------------|------------------------|----------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|------------------------------------|------------------------------------|
|                                                  | CURRENT<br>BUDGET | ACTUAL<br>TO DATE | UNCOLLECTED<br>TO DATE | Y-T-D %<br>COLLECTED | PRIOR YEAR<br>ACTUAL<br>TO DATE | PRIOR YEAR<br>CURRENT<br>BUDGET | PRIOR YEAR<br>ACTUAL<br>TO DATE | PRIOR YEAR<br>UNCOLLECTED<br>TO DATE | PRIOR YEAR<br>Y-T-D %<br>COLLECTED | PRIOR YEAR<br>Y-T-D %<br>COLLECTED |
| <b>REVENUES (FUND 10)</b>                        |                   |                   |                        |                      |                                 |                                 |                                 |                                      |                                    |                                    |
| PROPERTY TAXES                                   | \$ 4,281,684      | \$ 4,466          | \$ 4,277,218           | 0.10%                | \$ 4,258,563                    | \$ 4,270,144                    | \$ 245,120                      | \$ 4,025,025                         | 5.74%                              |                                    |
| MOTION VEHICLE FEES                              | 55,875            | 30                | 55,845                 | 0.05%                | 87,582                          | 111,440                         | 30                              | 111,410                              | 0.03%                              |                                    |
| SALES TAXES/HOLD HARMLESS                        | 1,417,000         | -                 | 1,417,000              | 0.00%                | 1,060,229                       | 1,150,000                       | -                               | 1,150,000                            | 0.00%                              |                                    |
| UTILITIES SALES TAXES                            | 389,000           | -                 | 389,000                | 0.00%                | 318,338                         | 389,800                         | -                               | 389,800                              | 0.00%                              |                                    |
| GRANTS FROM GUILFORD COUNTY                      | -                 | -                 | -                      | 0.00%                | 55,500                          | -                               | -                               | -                                    | 0.00%                              |                                    |
| GARBAGE & RECYCLING FEES                         | 250,000           | 43,370            | 206,630                | 17.35%               | 254,875                         | 245,000                         | 42,250                          | 202,750                              | 17.24%                             |                                    |
| POWELL BILL                                      | 127,900           | -                 | 127,900                | 0.00%                | 127,907                         | 130,000                         | -                               | 130,000                              | 0.00%                              |                                    |
| STORMWATER FEES                                  | 170,000           | 29,800            | 140,200                | 17.53%               | 173,575                         | 160,000                         | 28,610                          | 131,390                              | 17.88%                             |                                    |
| GOLF COURSE FEES                                 | 1,494,850         | 325,951           | 1,168,899              | 21.80%               | 1,637,681                       | 1,363,500                       | 327,595                         | 1,035,905                            | 24.03%                             |                                    |
| RECREATION FEES                                  | 48,000            | 2,300             | 46,700                 | 4.69%                | 50,150                          | 37,000                          | 2,400                           | 34,600                               | 6.49%                              |                                    |
| INVESTMENT EARNINGS                              | 150,000           | 38,131            | 111,869                | 25.42%               | 280,352                         | 165,000                         | 35,132                          | 129,868                              | 21.29%                             |                                    |
| ISSURANCE OF INSTALLMENT PURCHASE FINANCING      | 515,000           | -                 | 515,000                | 0.00%                | -                               | -                               | -                               | -                                    | 0.00%                              |                                    |
| OTHER REVENUES                                   | 396,600           | 50,154            | 346,446                | 12.65%               | 245,998                         | 234,322                         | 32,140                          | 202,182                              | 13.72%                             |                                    |
| TRANSFER FROM GENERAL CAPITAL RESERVE FUND       | 70,100            | -                 | 70,100                 | 0.00%                | 70,091                          | 70,100                          | 17,674                          | 52,426                               | 25.21%                             |                                    |
| BALANCING APPROPRIATION                          | 603,515           | -                 | 603,515                | 0.00%                | -                               | 864,761                         | -                               | 864,761                              | 0.00%                              |                                    |
|                                                  | \$ 9,970,524      | \$ 494,202        | \$ 9,476,322           | 4.96%                | \$ 8,620,842                    | \$ 9,191,067                    | \$ 790,951                      | \$ 8,400,116                         | 7.95%                              |                                    |
| <b>CAPITAL RESERVE FUND (FUND 11)</b>            |                   |                   |                        |                      |                                 |                                 |                                 |                                      |                                    |                                    |
| <b>REVENUE</b>                                   |                   |                   |                        |                      |                                 |                                 |                                 |                                      |                                    |                                    |
| INTEREST                                         | \$ 100            | \$ 19             | \$ 81                  | 19.43%               | \$ 131                          | \$ 100                          | \$ 34                           | \$ 66                                | 33.65%                             |                                    |
| TRANSFER FROM GENERAL FUND                       | 153,446           | -                 | 153,446                | 0.00%                | 153,446                         | 153,464                         | 11,573                          | 141,891                              | 7.54%                              |                                    |
|                                                  | \$ 153,546        | \$ 19             | \$ 153,526             | 0.01%                | \$ 153,577                      | \$ 153,564                      | \$ 11,607                       | \$ 141,957                           | 7.56%                              |                                    |
| <b>EXPENDITURES &amp; ENCUMBRANCES (FUND 10)</b> |                   |                   |                        |                      |                                 |                                 |                                 |                                      |                                    |                                    |
| GOVERNING BODY                                   | \$ 148,800        | \$ 11,282         | \$ 137,518             | 77.46%               | \$ 211,623                      | \$ 209,500                      | \$ 4,128                        | \$ 62,400                            | 142,972                            | 31.76%                             |
| ADMINISTRATION                                   | 1,348,090         | 243,048           | 1,105,042              | 26.70%               | 1,067,448                       | 1,132,749                       | 215,427                         | 61,128                               | 856,194                            | 24.41%                             |
| PLANNING                                         | 433,310           | 59,545            | 373,765                | 31.42%               | 267,284                         | 401,174                         | 37,276                          | 58,954                               | 304,944                            | 23.99%                             |
| BUILDINGS & GROUNDS                              | 295,967           | 78,529            | 217,438                | 42.38%               | 165,969                         | 289,600                         | 35,569                          | 40,648                               | 213,383                            | 26.32%                             |
| PUBLIC SAFETY                                    | 518,000           | 3,461             | 494,539                | 18.00%               | 442,585                         | 528,000                         | 2,136                           | 521,864                              | 4,000                              | 99.24%                             |
| FIRE                                             | 1,375,663         | 343,916           | 1,031,747              | 2,800                | 1,106,698                       | 1,115,526                       | 274,632                         | 837,895                              | 3,000                              | 99.73%                             |
| STREET                                           | 613,675           | 22,730            | 590,945                | 22.20%               | 290,112                         | 853,540                         | 23,697                          | 108,351                              | 721,492                            | 15.47%                             |
| POWELL BILL                                      | 311,375           | -                 | 311,375                | 0.00%                | -                               | 130,000                         | -                               | -                                    | 130,000                            | 0.00%                              |
| STORMWATER                                       | 173,100           | 10,875            | 162,225                | 38.59%               | 188,434                         | 310,000                         | 12,812                          | 58,717                               | 238,472                            | 23.07%                             |
| SANITATION                                       | 936,101           | 45,164            | 890,937                | 68.36%               | 295,383                         | 412,247                         | 47,512                          | 116,506                              | 248,229                            | 39.79%                             |
| RECREATION                                       | 926,237           | 79,635            | 846,602                | 22.83%               | 735,745                         | 864,320                         | 124,315                         | 108,302                              | 631,703                            | 26.91%                             |
| GOLF COURSE MAINTENANCE                          | 1,309,524         | 190,716           | 1,118,808              | 21.41%               | 1,169,564                       | 1,382,533                       | 195,599                         | 81,880                               | 1,105,054                          | 20.07%                             |
| GOLF SHOP                                        | 870,014           | 128,249           | 741,765                | 26.31%               | 656,340                         | 853,312                         | 114,150                         | 152,117                              | 587,045                            | 31.20%                             |
| DEBT SERVICE                                     | 557,222           | 59,942            | 497,280                | 74.90%               | 470,511                         | 555,100                         | 73,715                          | 363,384                              | 118,000                            | 78.74%                             |
| OTHER FINANCE USES                               | 153,446           | -                 | 153,446                | 0.00%                | 419,446                         | 153,466                         | 11,573                          | -                                    | 141,893                            | 7.54%                              |
|                                                  | \$ 9,970,524      | \$ 1,272,092      | \$ 8,698,432           | 46.63%               | \$ 7,431,141                    | \$ 9,191,067                    | \$ 1,172,541                    | \$ 2,572,145                         | \$ 5,446,381                       | 40.74%                             |
| <b>EXPENDITURES &amp; ENCUMBRANCES (FUND 11)</b> |                   |                   |                        |                      |                                 |                                 |                                 |                                      |                                    |                                    |
| TRANSFERS TO OTHER FUNDS                         | \$ 70,100         | \$ -              | \$ 70,100              | 0.00%                | \$ 70,091                       | \$ 70,100                       | \$ 17,674                       | \$ -                                 | \$ 52,426                          | 25.21%                             |
| RESERVE FOR FUTURE EXPENDITURES                  | 83,446            | -                 | 83,446                 | 0.00%                | -                               | 83,446                          | -                               | -                                    | 83,446                             | 0.00%                              |
|                                                  | \$ 153,546        | \$ -              | \$ 153,546             | 0.00%                | \$ 70,091                       | \$ 153,546                      | \$ 17,674                       | \$ -                                 | \$ 135,872                         | 11.51%                             |

**WATER & SEWER FUND**

|                                              | CURRENT<br>BUDGET    | ACTUAL<br>TO DATE | UNCOLLECTED<br>TO DATE | Y-T-D %<br>COLLECTED | FYE 06/30/25<br>PRIOR YEAR<br>ACTUAL<br>TO DATE |
|----------------------------------------------|----------------------|-------------------|------------------------|----------------------|-------------------------------------------------|
| <b>REVENUES (FUND 30)</b>                    |                      |                   |                        |                      |                                                 |
| WATER CHARGES                                | \$ 1,523,712         | \$ 246,884        | \$ 1,274,018           | 16.38%               | \$ 1,333,116                                    |
| SEWER CHARGES                                | 4,687,099            | 400,836           | 4,286,463              | 8.55%                | 4,172,074                                       |
| INVESTMENT EARNINGS                          | 150,000              | -                 | 150,000                | 0.00%                | 315,939                                         |
| OTHER REVENUES                               | 114,300              | 234,305           | (120,005)              | 204.99%              | 808,081                                         |
| TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND | 118,378              | -                 | 118,378                | 0.00%                | 118,378                                         |
| TRANSFER FROM WATER SEWER CAPITAL RESERVE    | 1,549,984            | -                 | 1,549,984              | 0.00%                | 81,502                                          |
| BALANCING APPROPRIATION                      | 4,218,255            | -                 | 4,218,255              | 0.00%                | -                                               |
|                                              | <b>\$ 12,361,728</b> | <b>\$ 884,635</b> | <b>\$ 11,477,091</b>   | <b>7.16%</b>         | <b>\$ 6,807,087</b>                             |

**RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 00)**

|                                |                   |                 |                   |              |                  |
|--------------------------------|-------------------|-----------------|-------------------|--------------|------------------|
| <b>REVENUE</b>                 |                   |                 |                   |              |                  |
| INVESTMENT EARNINGS            | \$ 1,000          | \$ 1,588        | \$ (588)          | 158.85%      | \$ 9,843         |
| TRANSFER FROM ENTERPRISE FUNDS | 32,100            | -               | 32,100            | 0.00%        | 32,100           |
| APPROPRIATED NET ASSETS        | 85,278            | -               | 85,278            | 0.00%        | -                |
|                                | <b>\$ 118,378</b> | <b>\$ 1,588</b> | <b>\$ 118,778</b> | <b>1.35%</b> | <b>\$ 41,943</b> |

**WATER AND SEWER CAPITAL RESERVE FUND (FUND 01)**

|                                           |                     |               |                     |              |                     |
|-------------------------------------------|---------------------|---------------|---------------------|--------------|---------------------|
| <b>REVENUE</b>                            |                     |               |                     |              |                     |
| TRANSFER FROM ENTERPRISE FUNDS            | \$ 515,000          | \$ -          | \$ 515,000          | 0.00%        | \$ 500,000          |
| INVESTMENT EARNINGS                       | 1,500               | 283           | 1,237               | 17.51%       | 1,423               |
| NET POSITION APPROPRIATED                 | 1,033,484           | -             | 1,033,484           | 0.00%        | -                   |
| TRANSFER FROM W/S-SYSTEM DEVELOPMENT FEES | -                   | -             | -                   | 0.00%        | 608,400             |
|                                           | <b>\$ 1,549,984</b> | <b>\$ 283</b> | <b>\$ 1,549,721</b> | <b>0.02%</b> | <b>\$ 1,107,823</b> |

**EXPENDITURES & ENCUMBRANCES (FUND 30)**

|                                 | CURRENT<br>BUDGET    | EXPENDITURES<br>TO DATE | ENCUMBRANCES<br>TO DATE | UNSPENT<br>TO DATE  | Y-T-D %<br>SPENT | FYE 06/30/25<br>PRIOR YEAR<br>ACTUAL<br>TO DATE |
|---------------------------------|----------------------|-------------------------|-------------------------|---------------------|------------------|-------------------------------------------------|
| PERSONNEL                       | \$ 1,897,402         | 277,226                 | 19,010                  | \$ 1,601,166        | 15.81%           | \$ 1,456,825                                    |
| WATER PURCHASES                 | 539,000              | 8,825                   | 481,330                 | 49,045              | 90.80%           | 298,859                                         |
| SEWER TREATMENT                 | 905,000              | (22,083)                | -                       | 927,083             | -2.44%           | 757,483                                         |
| DEBT SERVICE                    | 249,980              | 178,105                 | 70,720                  | 1,135               | 98.55%           | 246,234                                         |
| CONTRACT SERVICES & MAINTENANCE | 601,500              | 30,712                  | 183,858                 | 376,930             | 37.33%           | 421,841                                         |
| CAPITAL                         | 6,758,264            | 146,738                 | 1,938,311               | 4,674,215           | 30.85%           | 544,668                                         |
| TRANSFER TO OTHER FUNDS         | 547,100              | -                       | -                       | 547,100             | 0.00%            | 1,138,500                                       |
| OTHER OPERATING EXPENDITURES    | 862,500              | 71,736                  | 135,813                 | 854,851             | 24.08%           | 503,393                                         |
|                                 | <b>\$ 12,361,728</b> | <b>\$ 691,058</b>       | <b>\$ 2,839,143</b>     | <b>\$ 8,631,525</b> | <b>28.56%</b>    | <b>\$ 5,397,383</b>                             |

**RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 00)**

|                         |                   |             |             |                   |              |                   |
|-------------------------|-------------------|-------------|-------------|-------------------|--------------|-------------------|
| TRANSFER TO OTHER FUNDS | \$ 118,378        | \$ -        | \$ -        | \$ 118,378        | 0.00%        | \$ 118,378        |
|                         | <b>\$ 118,378</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 118,378</b> | <b>0.00%</b> | <b>\$ 118,378</b> |

**WATER AND SEWER CAPITAL RESERVE FUND (FUND 01)**

|                                 |                     |             |             |                     |              |                  |
|---------------------------------|---------------------|-------------|-------------|---------------------|--------------|------------------|
| TRANSFER TO OTHER FUNDS         | \$ 1,549,984        | \$ -        | \$ -        | \$ 1,549,984        | 0.00%        | \$ 61,502        |
| RESERVE FOR FUTURE EXPENDITURES | -                   | -           | -           | -                   | 0.00%        | -                |
|                                 | <b>\$ 1,549,984</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,549,984</b> | <b>0.00%</b> | <b>\$ 61,502</b> |

| As of August '25<br>PRIOR YEAR<br>CURRENT<br>BUDGET | As of August '25<br>PRIOR YEAR<br>ACTUAL<br>TO DATE | As of August '25<br>PRIOR YEAR<br>UNCOLLECTED<br>TO DATE | As of August '25<br>PRIOR YEAR<br>Y-T-D %<br>COLLECTED |
|-----------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------|
| \$ 1,390,000                                        | \$ 203,051                                          | \$ 1,186,949                                             | 14.61%                                                 |
| 4,000,000                                           | 377,559                                             | 3,622,441                                                | 9.44%                                                  |
| 200,000                                             | 62,167                                              | 137,833                                                  | 31.06%                                                 |
| 80,300                                              | 13,085                                              | 67,215                                                   | 16.30%                                                 |
| 118,378                                             | -                                                   | 118,378                                                  | 0.00%                                                  |
| 1,776,724                                           | 16,187                                              | 1,760,527                                                | 0.91%                                                  |
| 2,877,539                                           | -                                                   | 2,877,539                                                | 0.00%                                                  |
| <b>\$ 10,442,939</b>                                | <b>\$ 672,058</b>                                   | <b>\$ 9,770,880</b>                                      | <b>6.44%</b>                                           |

|                   |                 |                   |              |
|-------------------|-----------------|-------------------|--------------|
| \$ 5,000          | \$ 1,833        | \$ 3,167          | 36.66%       |
| 32,100            | -               | 32,100            | 0.00%        |
| 81,278            | -               | 81,278            | 0.00%        |
| <b>\$ 118,378</b> | <b>\$ 1,833</b> | <b>\$ 116,543</b> | <b>1.55%</b> |

|                     |               |                     |              |
|---------------------|---------------|---------------------|--------------|
| \$ 500,000          | \$ -          | \$ 500,000          | 0.00%        |
| 1,000               | 487           | 533                 | 48.70%       |
| 1,275,724           | -             | 1,275,724           | 0.00%        |
| -                   | -             | -                   | 0.00%        |
| <b>\$ 1,776,724</b> | <b>\$ 487</b> | <b>\$ 1,776,257</b> | <b>0.03%</b> |

| As of August '25<br>PRIOR YEAR<br>CURRENT<br>BUDGET | As of August '25<br>PRIOR YEAR<br>EXPENDITURES<br>TO DATE | As of August '25<br>PRIOR YEAR<br>ENCUMBRANCES<br>TO DATE | As of August '25<br>PRIOR YEAR<br>UNSPENT<br>TO DATE | As of August '25<br>PRIOR YEAR<br>Y-T-D %<br>SPENT |
|-----------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|----------------------------------------------------|
| \$ 1,815,894                                        | \$ 270,109                                                | \$ 11,266                                                 | \$ 1,534,519                                         | 15.50%                                             |
| 498,000                                             | 28,082                                                    | 402,903                                                   | 87,015                                               | 88.54%                                             |
| 925,000                                             | 76,553                                                    | 673,229                                                   | 175,218                                              | 81.00%                                             |
| 249,181                                             | 121,911                                                   | 102,958                                                   | 24,312                                               | 90.24%                                             |
| 608,500                                             | 41,770                                                    | 192,853                                                   | 371,877                                              | 38.68%                                             |
| 5,148,784                                           | 16,197                                                    | 418,195                                                   | 4,714,372                                            | 8.44%                                              |
| 532,100                                             | -                                                         | -                                                         | 532,100                                              | 0.00%                                              |
| 867,500                                             | 67,590                                                    | 163,087                                                   | 436,824                                              | 34.56%                                             |
| <b>\$ 10,442,939</b>                                | <b>\$ 622,211</b>                                         | <b>\$ 1,964,491</b>                                       | <b>\$ 7,856,237</b>                                  | <b>24.77%</b>                                      |

|                   |             |             |                   |              |
|-------------------|-------------|-------------|-------------------|--------------|
| \$ 118,378        | \$ -        | \$ -        | \$ 118,378        | 0.00%        |
| <b>\$ 118,378</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 118,378</b> | <b>0.00%</b> |

|                     |             |             |                     |              |
|---------------------|-------------|-------------|---------------------|--------------|
| \$ 1,776,724        | \$ 16,187   | \$ -        | \$ 1,760,527        | 0.91%        |
| -                   | -           | -           | -                   | 0.00%        |
| <b>\$ 1,776,724</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,760,527</b> | <b>0.00%</b> |



Town of Jamestown  
FINANCIAL SUMMARY REPORT  
As of June 30, 2027

DEBT SERVICE

| Installment Purchase Debt:                         | Balance at<br>6/30/2027 | Final<br>Payment<br>Date | Final<br>Payment<br>Fiscal Year |
|----------------------------------------------------|-------------------------|--------------------------|---------------------------------|
| <b>GENERAL FUND:</b>                               |                         |                          |                                 |
| Golf Clubhouse Renovation                          | 83,365                  | 11/3/2027                | 2027/2028                       |
| Golf Equipment                                     | 169,298                 | 6/5/2028                 | 2027/2028                       |
| 2024 Leaf truck                                    | 219,421                 | 6/30/2031                | 2030/2031                       |
|                                                    | <u>\$ 472,084</u>       |                          |                                 |
| <b>WATER &amp; SEWER FUND:</b>                     |                         |                          |                                 |
| Water & Sewer Maintenance Facility<br>Construction | <u>\$ 62,460</u>        | 11/3/2027                | 2027/2028                       |



**Town of Jamestown**  
**FINANCIAL SUMMARY REPORT**  
 As of August 31, 2026

|                                                 | <u>Fund (#18)</u>           | <u>Fund (#21)</u>           | <u>Fund (#23)</u>         | <u>Fund (#24)</u>           |
|-------------------------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------------|
|                                                 | <u>Oakdale</u>              | <u>Oakdale</u>              | <u>Penny Road</u>         | <u>Sidewalk Project</u>     |
|                                                 | <u>Sidewalk Ph 3</u>        | <u>Sidewalk Ph 2</u>        | <u>Sidewalk</u>           | <u>Guilford County ARPA</u> |
|                                                 | <u>Capital Project</u>      | <u>Capital Project</u>      | <u>Capital Project</u>    | <u>Capital Project</u>      |
| Life to Date Revenues & Other Financing Sources | 219,234                     | 79,589                      | 51,000                    | 2,554,795                   |
| % of budget received                            | 3%                          | 40%                         | 4%                        | 111%                        |
| Life to Date Expenditures                       | 146,088                     | 52,896                      | -                         | 1,140,804                   |
| % of budget expended                            | 22%                         | 26%                         | 0%                        | 50%                         |
|                                                 | <u>Fund (#26)</u>           | <u>Fund (#27)</u>           | <u>Fund (#28)</u>         | <u>Fund (#29)</u>           |
|                                                 | <u>Parks and Rec PARTF</u>  | <u>Parks and Rec AFP</u>    | <u>Forestdale East</u>    | <u>Jamestown Park</u>       |
|                                                 | <u>Guilford County ARPA</u> | <u>Guilford County ARPA</u> | <u>Stormwater Project</u> | <u>Restroom Project</u>     |
|                                                 | <u>Capital Project</u>      | <u>Capital Project</u>      | <u>Capital Project</u>    | <u>Capital Project</u>      |
| Life to Date Revenues & Other Financing Sources | 430,410                     | 600,000                     | 1,011,700                 | 702,719                     |
| % of budget received                            | 100%                        | 100%                        | 100%                      | 100%                        |
| Life to Date Expenditures                       | 305,102                     | 599,815                     | 68,874                    | 66,316                      |
| % of budget expended                            | 71%                         | 100%                        | 11%                       | 11%                         |

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Resolution in honor of the Life and Legacy of Al Stewart

**AGENDA ITEM #:** IV



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

Alfred "Al" Stewart passed away on August 15, 2026. He was a decorated U.S. Army Ranger, retired Greensboro police captain, devoted veterans advocate, and beloved husband, passed away on August 15, 2026. His extraordinary life was defined by courage, loyalty, service, and a steadfast commitment to helping others. He was a respected and honorable member of the Jamestown community and he will be greatly missed.

---

**ATTACHMENTS:** Resolution in Honor of the Life and Legacy of Alfred "Al" Stewart

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A



## RESOLUTION IN HONOR OF THE LIFE AND LEGACY OF ALFRED “AL” CHARLES STEWART, JR.

**WHEREAS**, Alfred “Al” Charles Stewart, Jr., a decorated United States Army Ranger, distinguished law-enforcement officer, veterans advocate, community leader, devoted husband, and beloved friend, passed away on August 15, 2026; and

**WHEREAS**, Al was a proud member of the Jamestown community whose extraordinary life was defined by courage, loyalty, service, leadership, and an unwavering commitment to helping others; and

**WHEREAS**, Al served his country with distinction as an Airborne Ranger during the Vietnam War, earning numerous military honors, including the Silver Star and two Purple Hearts. His distinguished service was further recognized on June 25, 2025, when he was inducted into the U.S. Army Ranger Hall of Fame; and

**WHEREAS**, Al was known not only for his remarkable accomplishments, but also for his humor, generosity, loyalty, humility, and genuine friendship. He encouraged everyone to serve their communities and make a difference in the lives of others; and

**WHEREAS**, Al's own words reflected the philosophy by which he lived: *“I have lived a wonderful, happy life with great family and friends.”* He asked that those wishing to honor his memory donate blood, help someone in need, volunteer, care for their community, and, above all, make the most of life; and

**WHEREAS**, Al is survived by his beloved wife, Nicki, his family, and a wide circle of friends, fellow veterans, colleagues, and community members whose lives were enriched by his presence and generous spirit; and

**WHEREAS**, the Town of Jamestown recognizes Al's enduring legacy of service to his country, community, fellow veterans, and others, and is honored to celebrate a life that exemplified courage, compassion, leadership, and selfless service;

**NOW, THEREFORE, BE IT RESOLVED**, that I, Mayor Dickenson, on behalf of the Town of Jamestown and its residents, hereby honor and celebrate the life and legacy of Alfred “Al” Charles Stewart, Jr., and express my deepest gratitude for his extraordinary lifetime of service and the lasting example he leaves to all who knew him.

**ADOPTED**, this 15<sup>th</sup> day of September, 2026.

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Manager's Report

**AGENDA ITEM #:** V-A

☐

CONSENT AGENDA ITEM

☐

ACTION ITEM

☒

INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie M. Weiner, Interim Manager

---

**SUMMARY:**

Manager's Report attached.

---

**ATTACHMENTS:** Manager's Report

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

- A. First, I would like to thank Matthew Johnson for his decades of service. He contributed to a multitude of wonderful and impressive projects throughout his tenure. I am also grateful for the opportunity to serve the residents, the Council, and the staff as the Interim Town Manager. I've been with the Town for ten years, and I'm looking forward to collaborating with everyone to continue to do good work for Jamestown.
- B. Town staff and Council completed a comprehensive social media training with Sam Toles, founder of CiviSocial. He was able to provide us with tools and resources to better communicate with our residents. I want to thank Dana Benson for her help in coordinating the training during a very busy week. I think that everyone is looking forward to sharing information with the community while also incorporating some fun into our messaging.
- C. The Fall Litter Sweep will be held on September 26<sup>th</sup> at 9:00 am. Participants will meet at Food Lion and are encouraged to wear long-sleeved shirts and closed-toed shoes to protect against unforeseen hazards. Please reach out to Elizabeth Greeson at Town Hall to RSVP.
- D. DR Reynolds has been working on the fire station architectural design plans closely with Town staff and Chief Carson. Staff will discuss the plans and gain input from Council at a briefing-style meeting to be scheduled in the near future.
- E. The next Music in the Park event is scheduled for October 2<sup>nd</sup> at 6:00 pm at Wrenn Miller Park. 80z Nation will be the band featured.
- F. Voting for the November midterms will be held in the Council Chambers from October 15<sup>th</sup> through November 3<sup>rd</sup>. Please reach out to the Guilford County Board of Elections if you have specific questions regarding voting.
- G. The next regularly scheduled Town Council meeting will be on October 6<sup>th</sup> at 6:00 pm to accommodate voting.

Key Dates:

- Sept. 26<sup>th</sup>- Fall Litter Sweep
- Oct. 3<sup>rd</sup>-4<sup>th</sup>- Fall Classic returns to the Jamestown Park and Golf Course
- Oct. 2<sup>nd</sup> – Music in the Park – 6PM – 10 PM
- Oct. 6<sup>th</sup>– Town Council regular meeting – 6 PM – Council Chambers
- Oct. 15<sup>th</sup>-Nov. 3<sup>rd</sup>- Midterm Election Voting

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Rezoning (2026-01) - Harvest Church - 4909 Guilford College Rd

**AGENDA ITEM #:** VI-A

☐

CONSENT AGENDA ITEM

☒

ACTION ITEM

☐

INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 30 min - 1 hr

**DEPARTMENT:** Planning

**CONTACT PERSON:** José Colón Rivera-Planning Director

---

**SUMMARY:**

Pastor Joe Coyne of Harvest Church has submitted a zoning amendment request for the property located on 4909 Guilford College Rd. The applicant wishes to rezone the parcel from AG to CZ-SFR. The primary reason for rezoning is to allow for the acquisition of the property by Harvest Church to utilize the residence and structure for church accessory uses, and allow for construction additional parking.

The Planning Board initially heard Zoning Case #2026-01 at the May 11, 2026 Planning Board Hearing. A request to continue the hearing to the next regularly scheduled Planning Board meeting was made. The request was heard again on June 8, 2026, where the Board unanimously voted recommend denial of the request. Minutes for the June 8th Planning Board hearing are included in the packet for reference.

After Council's continuance on July 21, the applicant has proposed revised conditions. Please see attached report with revised conditions. At the August 18 Council meeting, the applicant requested a continuance to address further comments by the community. The applicant will provide updated conditions and considerations as part of this presentation and will be provided to via email from the staff or the applicant once available.

Staff finds the proposed rezoning request consistent with the Envision Jamestown Comprehensive Plan (adopted 2021). The Future Land Use Map identifies the subject property within the Suburban Residential, which does accommodate civic uses, such as churches. Therefore, staff recommends that Town Council follow the "Motion Finding Proposed Amendment Consistent with Comp Plan" procedure outlined below. This will require two motions - one to consider the proposed zoning amendment and one to adopt the consistency statement.

---

**ATTACHMENTS:** Rezoning Application, Staff Report, PB Minutes, and additional information

**RECOMMENDATION/ACTION NEEDED:** Approve/Deny the rezoning from AG to CZ-SFR as presented.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to rezone the parcel located at 4909 Guilford College Rd. from AG to CZ-SFR with the conditions restricting the use of the property as presented. (Council will also adopt a consistency statement)

**FOLLOW UP ACTION NEEDED:** Staff will update zoning map accordingly

---



Planning Board Hearing Date: May 11, 2026 (Continued) – June 8, 2026 (Not recommended)  
Initial Town Council Hearing Date: July 21, 2026 - *Continued*  
Town Council Hearing Date: August 18, 2026

### GENERAL INFORMATION

**Applicant:** Pastor Joe Coyne (w/ Harvest Church)  
**Request:** Request for rezoning of the following parcel:  
  
4909 Guilford College Rd. – Parcel #156695 - Agriculture (AG) zoning – 2.18 ac  
  
**To Conditional Zoning – Single Family Residential- (CZ-SFR)**  
  
**Conditions:** See attached.  
**Location:** 4909 Guilford College Rd.  
**Parcel ID#:** Parcel #156695  
**Public Notice:** Notice of Public Hearing mailed 7/7/2026  
**Tract Size:** Total acreage of parcel is approximately 2.18 +/- acres  
**Topography:** Relatively flat  
**Vegetation:** Mature trees and shrubs bordering the property on all sides  
**TRC Review:** TRC reviewed the proposed rezoning and concept plan on 03/26/2026. A detailed site plan review will be required prior to the issuance of any construction and Development Clearance Certificates (DCC)

### SITE DATA

**Existing Use:** Residential lot (single-family home) with two outbuildings

#### **Adjacent Uses:**

| Direction | Adj. Zoning | Adjacent Land Uses          |
|-----------|-------------|-----------------------------|
| North     | SFR         | Single Family Residential   |
| South     | CIV         | Religious Assembly (Church) |
| East      | SFR         | Single Family Residential   |
| West      | SFR         | Single Family Residential   |

#### **Zoning History:**

| Case # | Date | Summary                                                              |
|--------|------|----------------------------------------------------------------------|
|        | 2009 | Area was subject to town-wide rezoning as result of new LDO adoption |

### REQUESTED ZONING – Conditional Zoning –Civic (CZ-SFR)

**LDO 8.3(I)** – The Single-Family Residential District (SFR) provides for the completion of existing residential neighborhoods and the development of new residential neighborhoods in a pattern that encourages the wise use of land. Allowed building/lot types in the Single-Family District are detached house and civic building. Permitted uses are restricted to single family homes and their accessory uses, a limited number of related uses that serve the residential neighborhoods, and civic uses. Neighborhoods in this district are the dominant land use in Jamestown and are a major element in defining the character of the community.

Standards for the Single-Family Residential District ensure that new development maintains the character of the community. The Single-Family Residential District permits the completion and conformity of conventional residential subdivisions already existing or approved in sketch plan form by the Town of Jamestown prior to the effective date of these regulations. For new subdivisions, the Town encourages the clustering of development and protection of open space through the use of the Cluster Development Overlay District.

**Conditions (Revised – Additions in bold):**

1. Uses are limited to churches and any church-related accessory uses, and single family residence and residential accessory uses. **Outdoor organized activities associated with the church shall conclude no later than 9 p.m. This condition shall not apply to normal ingress and egress following indoor activities.**
2. A request for historic de-designation must be approved by Town Council separately.
3. A privacy fence (6 ft in height) shall be installed adjacent to the single-family subdivision to the east, according to the concept plan.
4. **Any new parking area shall provide a Type D (5 ft) buffer along all property lines adjoining existing single family residential properties. Additionally, any new parking area shall also include a manually operated swing gate at each vehicular access point to allow the parking area to be secured when not in use.**
5. Any additional built-upon area on the property must meet stormwater regulations per the Jamestown Land Development Ordinance.
6. The property must meet the additional development standards for Church, Synagogue, Place of Worship on Single Family Residential zoning district (LDO Section 10.1.-12). **This includes new light fixtures to be full cutoff and downward directed to prevent light trespass onto adjacent properties.**

**Concept Plan:** *Attached*

**SPECIAL INFORMATION**

|                           |                                                                                                                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overlay Districts:</b> | N/A                                                                                                                                                                                                              |
| <b>Environmental:</b>     |                                                                                                                                                                                                                  |
| Watershed:                | Randleman Lake General Watershed Area (GWA)                                                                                                                                                                      |
| Floodplains:              | N/A                                                                                                                                                                                                              |
| Streams:                  | N/A                                                                                                                                                                                                              |
| Other:                    | Wiley Historic Landmark - Single Family Home and outbuildings are historically designated – Determined Eligible – Guilford County Historic Designation recommended approval of historic de-designation (02/2022) |

**Utilities:** Public Water and Sanitary Sewer are not available.

**Landscape Requirements:** Landscaping requirements shall be per the TOJ Land Development Ordinance.

**Tree Conservation Areas (TCA):** Per LDO and to be reviewed by TRC. LDO requires three percent (3%) of lot area be preserved in a TCA. This amounts to 0.0654 +/- ac.

**Open Space:** Per LDO and to be reviewed by TRC. LDO Table 21.1: All other districts (5% of lot area). This amounts to 0.109 +/- ac.

**Transportation:**

|                        |                                                                                           |
|------------------------|-------------------------------------------------------------------------------------------|
| Street Classification: | Guilford College Rd. - NCDOT                                                              |
| Site Access:           | Guilford College Rd. - NCDOT                                                              |
| Traffic Counts:        | Traffic Counts for W Main St. (2023) – 12500 AADT* ( <i>Annual Average Daily Trips*</i> ) |

|                      |                                                                                       |
|----------------------|---------------------------------------------------------------------------------------|
| Sidewalks:           | Sidewalks are not available.                                                          |
| Transit:             | No transit stops nearby.                                                              |
| Street Connectivity: | Guilford College Rd. will be the only access to the site, nearby access to US Hwy 29. |
| Other:               | Potential interconnectivity/cross access to Harvest Church site to the south.         |

## **IMPACT ANALYSIS**

### **Land Use Compatibility and Envision Jamestown Comprehensive Plan**

The future land use map identifies these parcels future land use as “Suburban Residential”:

The Envision Jamestown Comprehensive Plan defines “Suburban Residential” as:

*The Suburban Residential land use classification is the most prevalent of the future land use classifications applied on the Future Land Use map, encompassing the majority of the planned residential neighborhoods in the community outside of the Town’s traditional core area. Although primarily developed in larger single-family residential subdivisions, this land use classification is also intended to accommodate lower intensity attached residential development in the same context, **along with low intensity civic uses, such as churches**. Where undeveloped land included in this classification, it is intended to be developed in a manner similar to adjacent suburban residential development.*

### **Envision Jamestown Comprehensive Guiding Principles Applying To This Proposal**

**Guiding Principle #1:** Jamestown will actively facilitate high-quality growth that is both compatible with the Town’s traditional development pattern and innovative in how it meets the needs of our diverse and dynamic community.

- Ensure that infill development is compatible with its surroundings, from both a use and aesthetic perspective

## **CONFORMITY WITH OTHER PLANS**

Town Plans: N/A

Other Plans: N/A

## **STAFF COMMENTARY:**

The subject parcel is located on 4909 Guilford College Rd. The applicant wishes to rezone the parcel from AG to **CZ-SFR**. The primary reason for rezoning is to allow for the acquisition of the property by Harvest Church for an expansion of the church campus, to utilize the residence and structure for the church, and allow for construction additional parking.

The Technical Review committee met on 03/26/2026 to discuss the project. A technical/engineered set of plans is required to be reviewed by TRC prior to any site improvements. Any additional access to the property must also be planned and driveways must be inspected, accordingly. Town water and sewer are not available near the site.

Staff finds the proposed rezoning request consistent with the Envision Jamestown Comprehensive Plan (adopted 2021). The Future Land Use Map identifies the subject property within the Suburban Residential, which does accommodate civic uses, such as churches. Therefore, staff recommends that Town Council follow the “Motion Finding Proposed Amendment Consistent with Comp Plan” procedure outlined below. This will require two motions - one to consider the proposed zoning amendment and one to adopt the consistency statement.

## **PLANNING BOARD OPINION**

The Planning Board initially heard Zoning Case #2026-01 at the May 11, 2026 Planning Board Hearing. A request to continue the hearing to the next regularly scheduled Planning Board meeting was made. The request was heard again on June 8, 2026, where the Board unanimously voted recommend denial of the request and the following consistency statement was used:

“I make a motion that the proposed zoning amendment **be rejected** based on the following:

1. The Planning Board finds that the proposed zoning amendment is consistent with the comprehensive plan because: ***the proposed institutional and residential-related uses align with the land use patterns and development vision contemplated for this area.***

AND/OR

2. *The proposed zoning amendment is not reasonable.* The Planning Board considers the proposed zoning amendment to be unreasonable because:

- A. The Board further finds that the proposed zoning amendment is unreasonable because: **the evidence presented during the public hearing indicates that existing development associated with the adjoining church property has resulted in ongoing concerns regarding storm water runoff and drainage impacts affecting neighboring residential properties.**
- B. The Board further finds that the proposed zoning amendment is unreasonable because **the proposed future use of the property has not been sufficiently defined to allow the Board to fully evaluate the scope, intensity, and impacts of the amendment on adjacent residential properties.**

AND/OR

3. *The proposed zoning amendment is against the public interest.* The Board considers the proposed zoning amendment to be against the public interest because:

- A. The Board further finds that the proposed zoning amendment is against the public interest because: ***because evidence was presented that existing church-related parking and activity generate noise impacts affecting neighboring residential properties, and the Board finds insufficient evidence demonstrating that future expansion of activities or parking facilities can be accommodated without further adverse impacts to adjacent residents.***

#### **WRITTEN RECOMMENDATION ADDRESSING COMPREHENSIVE LAND USE PLAN CONSISTENCY:**

GS 160D-604 and GS 160D-605 set forth specific requirements for governing board statements.

- Boards are not required to take action that is consistent with an adopted Land Development Plan (aka Comprehensive Plan or “Comp” Plan). They only need to consider what it says.
- The Council and Planning Board **must** adopt a statement that addresses plan consistency when considering zoning ordinance amendments.
- The adopted statement **may not be** something simple like “we find the request to be consistent/inconsistent with adopted policies”. Rather, it must say **how/why** the Council feels as it does.
- The consistency statement must include some modest discussion and explanation about the Planning Board and Council’s feelings on their actions. In other words, the statement should not be crafted beforehand by staff.
- The Council must make their statement conform to one of three forms:
  - A statement approving the proposed zoning amendment and describing its consistency with the plan;
  - A statement rejecting the proposed zoning amendment and describing its inconsistency with the plan;
  - or
  - A statement approving the proposed amendment although inconsistent with the plan and why deemed appropriate. Adoption of a rezoning that is inconsistent with the plan automatically amends the plan.
- Each consistency statement **must** include an **explanation of why the board deems the action to be reasonable and in the public interest.**

All amendments must now follow this approach:

- 1) **Consideration of the proposed zoning amendment and public hearing.**
- 2) **Deliberation by the Board.**
- 3) **Motion to approve/deny the zoning amendment.**
- 4) **Motion on consistency/inconsistency with the Land Development Plan (Comp Plan).**

A sample format is provided on the following pages.

**MOTION**  
**FINDING PROPOSED AMENDMENT CONSISTENT WITH COMP PLAN**

I make a motion that the proposed zoning amendment **be approved** based on the following:

1.       *The proposed zoning amendment is **consistent** with the adopted comprehensive plan of the Town of Jamestown.* The Town Council further finds that the proposed zoning amendment is consistent with the comprehensive plan because:\_\_\_\_\_.

AND

2.       *The proposed zoning amendment is reasonable.* Town Council considers the proposed zoning amendment to be reasonable because:

A.       The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B.       The Town Council further finds that the proposed zoning amendment is reasonable because:\_\_\_\_\_.

AND

3.       *The proposed zoning amendment is in the public interest.* The Town Council considers the proposed zoning amendment to be in the public interest because:

A.       The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B.       The Town Council further finds that the proposed zoning amendment is in the public interest because:\_\_\_\_\_.

[Call for second etc.]

**MOTION**  
**FINDING PROPOSED AMENDMENT INCONSISTENT WITH COMP PLAN**

I make a motion that the proposed zoning amendment **be rejected** based on the following:

1.       *The proposed zoning amendment is **not consistent** with the adopted comprehensive plan of the Town of Jamestown.* The Town Council finds that the proposed zoning amendment is inconsistent with the comprehensive plan because:\_\_\_\_\_.

AND/OR

2.       *The proposed zoning amendment is not reasonable.* The Town Council considers the proposed zoning amendment to be unreasonable because:

        A.       The Town Council further finds that the proposed zoning amendment is unreasonable because:\_\_\_\_\_.

AND/OR

3.       *The proposed zoning amendment is in the public interest.* The Town Council considers the proposed zoning amendment to be against the public interest because:

        A.       The Town Council further finds that the proposed zoning amendment is against the public interest because:\_\_\_\_\_.

[Call for second etc.]

**MOTION  
TO APPROVE  
ZONING AMENDMENT  
(EVEN IF INCONSISTENT WITH COMP PLAN)**

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *Even though the proposed zoning amendment is **inconsistent** with the adopted comprehensive plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since plan adoption.* These changes include: \_\_\_\_\_.

Furthermore, Town Council finds that the proposed zoning amendment meets the development needs of the community because: \_\_\_\_\_.

AND

2. *The proposed zoning amendment is reasonable.* The Town Council considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Town Council further finds that the proposed zoning amendment is reasonable because: \_\_\_\_\_.

AND

3. *The proposed zoning amendment is in the public interest.* The Town Council considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Town Council further finds that the proposed zoning amendment is in the public interest because: \_\_\_\_\_.

AND

4. By approving this motion, the Town Council also hereby amends the Town of Jamestown Land Development Plan (comprehensive plan) to reflect the approved zoning amendment.

[Call for second etc.]

**Zoning Staff Report prepared for the Town of Jamestown Planning Department by José Colón Rivera, AICP, CZO and Gordon Holton.**

DRAFT

**Planning Board Regular Meeting  
June 8, 2026  
6:00 pm in the Civic Center  
Minutes & General Account**

**Planning Board Members Present:** Chair Hope Inge, Darlene Fete, Robert Garland, & Sherrie Richmond, Eddie Oakley (Alt.), Robert Coon (ETJ), Donald Dale (ETJ), & Peggy Levi (ETJ)

**Planning Board Members Absent:** Vice Chair John Capes & Brant Gomez

**Council Member Representative:** Council Member Glanville was absent

**Staff Members Present:** Matthew Johnson, Katie M. Weiner, José Colón, Gordon Holton, & Jim Lanik, Planning Board Attorney

**Visitors Present:** Joe Coyne, Missy Coyne, Hannah Coyne, Judy Neal, Leon Barson, George McCowan, Keith French, Lynette French, Joseph Coyne, Debbie Marlowe, Christina Guerrero, Carlos Guerrero, Joe Kelly, Paula Kelly, Sarah Burns, Daniel Burns, Lee Richmond, Marie Busfield, David Busfield, Glen Laivins, James Williford, Carol Williford, Jeffrey Shipman, Mark Dalrymple, Sara Dalrymple, Randy Shealey & Rene Shealey

**Call to Order:** Chair Inge called the meeting to order.

**Roll Call:** Weiner took roll call as follows:

|                       |         |
|-----------------------|---------|
| Sherri Richmond (ETJ) | present |
| Donald Dale (ETJ)     | present |
| Darlene Fete          | present |
| John Capes            | absent  |
| Hope Inge             | present |
| Robert Garland        | present |
| Eddie Oakley (Alt.)   | present |
| Brant Gomez           | absent  |
| Peggy Levi (ETJ)      | present |
| Robert Coon (ETJ)     | present |

Council Member Glanville    absent

Weiner stated a quorum was present.

**Approval of minutes from May 11, 2026, regular meeting** – Coon made a motion to approve the minutes from the May 11, 2026, meeting. Richmond made a second to the motion. The motion passed by a unanimous vote.

**Public Hearing** – Mr. José Colón provided an update for the rezoning request for 4909 Guilford College Road- (Parcel #156695) - 2.18 acres +/- from Agriculture (AG) to Conditional Zoning- Single Family Residential (CZ-SFR)

DRAFT

Mr. Colón stated that the permitted uses remain limited to churches and related accessory uses plus single-family residential, and that historical de-designation still requires separate Town Council approval. He highlighted the new conditions which include:

- 1) A privacy fence (6 ft in height) shall be installed adjacent to the single-family subdivision to the east, according to the concept plan.
- 2) Any additional built-upon area on the property must meet stormwater regulations per the Jamestown Land Development Ordinance (LDO).
- 3) The property must meet the additional development standards for Church, Synagogue, Place of Worship on Single Family Residential zoning district (LDO Section 10.1.-12). Some of these additional development standards for places of worship in single-family districts include shielded exterior lighting, limits on accessory uses and signage, and submission of a comprehensive site plan.

Richmond asked why stormwater standards were not applied before now. Colón answered he is not sure about the past, but any future development must meet those standards.

Pastor Coyne stated that Harvest Church has followed all required permitting and stormwater regulations with Jamestown and Guilford County to date, and they obtained proper approvals and occupancy.

After the prior Planning Board meeting, Harvest Church held a community meeting on May 28<sup>th</sup> at Harvest Church with about 17 neighborhood residents and 20 church members to share what the church does for the community, explain intended uses for the Wiley House, and listen to concerns, especially about drainage and stormwater.

In response to complaints about car lights and privacy, he says they are willing to install fencing around the property and adjust or shield parking lot lights to reduce light spill into nearby yards.

Regarding drainage, he hired civil engineer Jeremy McCall, a Stormwater Specialist, to conduct an independent analysis. The engineer met with affected residents, walked their properties, and later provided a sealed professional report concluding, based on site data, elevations, drainage patterns, and stormwater analysis, that the existing conditions were not caused in the way some neighbors believed. Coyne emphasizes that the engineer was not hired to “favor” the church but to give an objective assessment, and that the engineer is willing to share plans and CAD drawings with any independent engineer hired by the neighbors to help identify solutions.

He stated that the intended use of the house is for church offices and small group ministries (such as men’s, women’s, single’s, business, homeschool, special needs parents, and support groups) rather than any residential addiction recovery home, which he states the church does not operate and does not plan to operate on its properties. He clarifies that a specific white car on the back of the property is associated with a church member who previously went through a Teen Challenge residential program, but that full-time recovery care occurs off-site with partner organizations, not on church property.

He described security measures already in place at the church (cameras, regular presence of sheriff and police officers, security at every event) and offered to have a designated point person for neighbors to contact if they see loitering or unusual activity.

Coyne expressed disappointment that, despite the meeting and offers of concessions (fencing, lighting adjustments, willingness to be part of a stormwater solution), some neighbors stated they simply did not want the church to have the property at all. He nonetheless reiterates that Harvest Church wants to be a better neighbor going forward, remains open to further communication, and is committed to transparency and collaboration while pursuing the rezoning.

Chair Inge opened the public hearing to anyone that would like to speak about the proposed rezoning request.

- Debbie Marlowe, stated that the neighborhood remains strongly opposed to anything but single-family residential use because they still have serious water runoff problems that she believes is caused by the church raising and backfilling the land behind their yards. She disputed the engineer's conclusion about water flowing from Grandover, citing her photos and Google Earth images to argue that the pasture was originally lower, and that rock and cement were later added to elevate the parking lot.
- Paula Kelly, explains that her property will be heavily affected because her entire backyard and side yard border the church, and her well sits only about 22 feet from the property line. She is very concerned that construction of a new parking lot and use of heavy equipment could damage or contaminate the well and underlying aquifer shared by neighbors. She also raised worries about increased noise, car lights, trash, safety, and what she sees as inconsistent statements from the pastor and an unprofessional stormwater inspection by the church's engineer.
- Sarah Burns, read a letter on behalf of her neighbor, Donna. It said neighbors still do not feel reassured about the rezoning because Pastor Coyne has described several different, shifting potential uses for the house. She is particularly opposed to any rehab residents or meetings due to perceived safety risks. She emphasized that her property already takes on excess water despite existing storm drains, and she fears a parking lot would worsen runoff directly over her well. She stated the church has other land it could develop, questioning why it needs to take away this remaining green buffer next to their homes
- Daniel Barnes, stated his main concern is the vagueness and constant shifting of the church's plans for the property. He also feels the church's recent outreach and claims of wanting to be a good neighbor are opportunistic, appearing only once the rezoning was sought after decades of limited engagement.
- James Wilford, is worried about privacy, safety, finances, and potential loss of property value, noting that his home is only about ten feet from the back of 4909 and that even with an existing six-foot fence, they can still clearly see and hear activity. The area was a quiet horse pasture when they moved in 30 years ago and says the church's alarms and activities already disturb the peace. He views this as a large, growing church trying to extend parking and multi-use facilities into the neighborhood. He asked whether others would want that directly in their own backyard.
- Jeffrey Shipman, stated that the neighbors do not dislike the pastor or the church and they are a loving community simply trying to protect their homes. He spoke about flooding problems from the elevated church property and runoff into their yards. He urged the

pastor not to be angry with the neighbors but to talk with them directly, as he believes open conversation would show they are reasonable and caring.

Chair Inge asked if anyone else would like to speak regarding the proposed rezoning. Nobody came forward.

Chair Inge opened the floor to the Planning Board for discussion.

Richmond stated that despite receiving information about Harvest Church's ministries, she remains concerned because the proposed uses for the house have not been clearly or consistently defined, raising worries about who might be staying there and what activities would occur. She noted conflicting accounts about drainage, and expressed ongoing concerns about potential light, noise, and quality-of-life impacts on nearby residents and highlighted the Envision Jamestown's guiding principle of protecting neighborhood livability and preventing nuisances in residential areas.

Garland thanked the church for inviting extensive community input and stated that while the rezoning could arguably be interpreted as consistent with the Comprehensive Plan, the Board must also decide if it is reasonable and, in the public's best interest. Based on substantial resident feedback and remaining unknowns about impacts—especially to wells, aquifers, drainage, and neighborhood conditions—he sees valid reasons for concern. After visiting the site, he acknowledged some noise is expected next to a church but feels the proposed range of uses is still too broad and would like clearer definition before supporting the request.

Fete agrees with Richmond and Garland's concerns.

Levi added that if a proposed improvement benefits one neighbor but causes real harm to another especially with respect to water, then it is problematic. She added once water resources are contaminated, resolving the damage would be extremely difficult.

Garland made a motion to recommend that Council deny the rezoning request for 4909 Guilford College Road from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-SFR). Oakley made a second to the motion.

**Roll Call:** Weiner took roll call as follows:

|                       |     |
|-----------------------|-----|
| Sherri Richmond (ETJ) | Aye |
| Donald Dale (ETJ)     | Aye |
| Darlene Fete          | Aye |
| Robert Garland        | Aye |
| Eddie Oakley (Alt.)   | Aye |
| Peggy Levi (ETJ)      | Aye |
| Robert Coon (ETJ)     | Aye |

The motion passed by a unanimous vote.

Garland made a motion that the proposed zoning amendment be rejected based on the following:

1. The proposed zoning amendment is consistent with the adopted Comprehensive Plan of the Town of Jamestown. The Board finds that the proposed zoning amendment is

generally consistent with the Comprehensive Plan because the proposed institutional and residential-related uses align with the land use patterns and development vision contemplated for this area.

2. The proposed zoning amendment is not reasonable. The Board considers the proposed zoning amendment to be unreasonable because:
  - A. The Board further finds that the proposed zoning amendment is unreasonable because evidence presented during the public hearing indicates that existing development associated with the adjoining church property has resulted in ongoing concerns regarding stormwater runoff and drainage impacts affecting neighboring residential properties.
  - B. The Board further finds that the proposed zoning amendment is unreasonable because the proposed future use of the property has not been sufficiently defined to allow the Board to fully evaluate the scope, intensity, and impacts of the amendment on adjacent residential properties.
3. The proposed zoning amendment is against the public interest. The Board considers the proposed zoning amendment to be against the public interest because:
  - A. The Board further finds that the proposed zoning amendment is against the public interest because evidence was presented that existing church-related parking and activity generate noise impacts affecting neighboring residential properties, and the Board finds insufficient evidence demonstrating that future expansion of activities or parking facilities can be accommodated without further adverse impacts to adjacent residents.

Levi made a second to the motion. The motion passed by a unanimous vote.

**Public Comment Period** – No one signed up to speak.

**Other Business-** Colón stated that the Board of Adjustment would consider a variance request in the coming weeks. He added that the Board will also review an ordinance amendment updating the Town's flood damage prevention regulations to meet new state and federal compliance requirements at the July 13<sup>th</sup> Planning Board meeting.

**Adjournment-** Coon made a motion to adjourn. Garland made a second to the motion. The motion passed by a unanimous vote.

The meeting ended at 6:45 pm.



**Town of Jamestown, North Carolina  
Department of Planning**

**Application for Zoning Amendment**

**The following items must be submitted with this form before the application may be processed.**

**Please bring the following items with you when submitting your application form:**

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning.
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
  - Title, preparer, and date of plan
  - Property lines and dimensions
  - Easements affecting the property
  - Physical features such as flood plains
  - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
  - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
  - Location and description of site features such as landscaping, lighting, and signage (if proposed).

**Additional Notes:**

- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
- By signing this form, you are granting permission for members of the staff or any appointed or elected board the right to access your property, including but not limited to the use of unmanned aerial systems to verify your property.
- You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

**Applicant Information**

Applicant Name: Harvest World Outreach Church

4915 Guilford College Road

Greensboro, NC 27407

Street Address or P.O. Box  
336-885-0587

336-908-2456

City/State/Zip Code  
pjc@hwoc.org

Home/Work Phone Number

Mobile Number

Email

Is the applicant the owner of the parcel(s) to be rezoned? Yes ☒ No

**Owner Information**

Owner Name: Glen A. Laivins & Connie L. Laivins

4909 Guilford College Rd

Greensboro, NC 27407

Street Address or P.O. Box

614-496-4955

City/State/Zip Code  
Glaivins@icloud.com

Home/Work Phone Number

Mobile Number

Email

**Applicant and Owner Certification and Signature**

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)

Applicant Signature: [Signature]

Date: 4/28/26

I, THE UNDERSIGNED, AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).

Owner Signature: [Signature]

Date: 4/28/26

**NOTARY STATEMENT:**

State of North Carolina County of Guilford to wit:

(SEAL)

Luzmila Chavez

a notary public in and for the state and county aforesaid, do hereby certify that

Glen A. Laivins & Connie L. Laivins whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

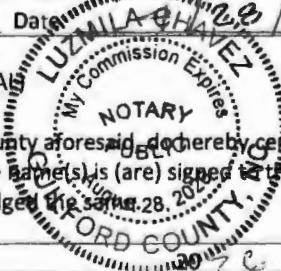
My commission expires August 28, 2026

Given under my hand this 28th day of April, 2026

Day of

Notary Signature [Signature]

Printed Name of Notary: Luzmila Chavez



|                                                                                                                                                                                           |                                                               |                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Permit Information</b>                                                                                                                                                                 |                                                               |                                                                                         |
| Owner Requests Rezoning of the Following Parcel(s):                                                                                                                                       |                                                               |                                                                                         |
| Parcel #1: 0156695                                                                                                                                                                        | Parcel Size: 2.18                                             | 4909 Guilford College Rd., Greensboro, NC 27407                                         |
| Tax Map ID                                                                                                                                                                                | Acres/Square Ft                                               | Street Address                                                                          |
| Current Parcel Zoning: AG                                                                                                                                                                 | Request to Rezone to: CZ-SFR                                  |                                                                                         |
| Current Parcel Use:                                                                                                                                                                       | Agricultural                                                  | Commercial   Industrial <input checked="" type="checkbox"/> Residential   Vacant/Unused |
| Owner Requests Rezoning of the Following Parcel(s):                                                                                                                                       |                                                               |                                                                                         |
| Parcel #2:                                                                                                                                                                                | Parcel Size:                                                  |                                                                                         |
| Tax Map ID                                                                                                                                                                                | Acres/Square Ft                                               | Street Address                                                                          |
| Current Parcel Zoning:                                                                                                                                                                    | Request to Rezone to:                                         |                                                                                         |
| Current Parcel Use:                                                                                                                                                                       | Agricultural                                                  | Commercial   Industrial   Residential   Vacant/Unused                                   |
| Owner Requests Rezoning of the Following Parcel(s):                                                                                                                                       |                                                               |                                                                                         |
| Parcel #3:                                                                                                                                                                                | Parcel Size:                                                  |                                                                                         |
| Tax Map ID                                                                                                                                                                                | Acres/Square Ft                                               | Street Address                                                                          |
| Current Parcel Zoning:                                                                                                                                                                    | Request to Rezone to:                                         |                                                                                         |
| Current Parcel Use:                                                                                                                                                                       | Agricultural                                                  | Commercial   Industrial   Residential   Vacant/Unused                                   |
| <b>If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.</b>                                             |                                                               |                                                                                         |
|                                                                                                                                                                                           |                                                               |                                                                                         |
| <b>Adjoining Property Owner(s)</b>                                                                                                                                                        |                                                               |                                                                                         |
| Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning. |                                                               | Tax Map Numbers                                                                         |
| Harvest World Outreach Church                                                                                                                                                             | 4915 Guilford College Rd., Greensboro, NC 27407               | 0156702                                                                                 |
| Adjoining Property Owner                                                                                                                                                                  | Street Address of Adjoining Property (if none, list 'Vacant') |                                                                                         |
| William L. Dameron & Alice Dameron Living Trust                                                                                                                                           | 4905 Guilford College Rd., Greensboro, NC 27407               | 0156699                                                                                 |
| Adjoining Property Owner                                                                                                                                                                  | Street Address of Adjoining Property (if none, list 'Vacant') |                                                                                         |
| Joseph & Jean Kelly                                                                                                                                                                       | 4908 Kacia Ct., Greensboro, NC 27407                          | 0157007                                                                                 |
| Adjoining Property Owner                                                                                                                                                                  | Street Address of Adjoining Property (if none, list 'Vacant') |                                                                                         |
| James R. & Carol Williford                                                                                                                                                                | 4906 Kacia Ct., Greensboro, NC 27407                          | 0157006                                                                                 |
| Adjoining Property Owner                                                                                                                                                                  | Street Address of Adjoining Property (if none, list 'Vacant') |                                                                                         |
| Kenneth & Brandy Stafford                                                                                                                                                                 | 4904 Kacia Ct., Greensboro, NC 27407                          | 0157005                                                                                 |
| Adjoining Property Owner                                                                                                                                                                  | Street Address of Adjoining Property (if none, list 'Vacant') |                                                                                         |

### Project Questionnaire

Rezoning requests involve analysis by Town staff, Planning Board, and Town Council members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to the Planning Board, as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.

**Why are you requesting this rezoning?** The rezoning is requested to allow for the expansion of an existing church and religious institutional use adjacent to the subject property. The proposed rezoning will permit church-related and community-serving religious activities that are consistent with nearby land uses and support the continued growth and outreach of an established religious institution. This request represents a logical and compatible extension of an existing institutional use and does not introduce a new or unrelated land use to the area.

**Please provide a description of the site before and after development (if construction is proposed).**

Before Development: the approximately 2.18-acre property is currently zoned Agricultural (AG), and remains largely undeveloped, located adjacent to an existing church within a predominantly residential area; Following rezoning, the property will accommodate the expansion of church and related religious uses in a manner that is compatible with the

surrounding neighborhood and compliant with all applicable setbacks, buffering, and building requirements.

**Please describe the operation proposed including number of employees and hours of operation, if applicable.**

The proposed use will function as part of an existing church operation. Activities will include worship services, ministry programs, and community outreach events. Staffing will be minimal consistent with church operations.

**Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).**

Surrounding properties are predominantly residential, with nearby churches and other community-serving institutional uses. The proposed church use is compatible with the surrounding area. Traffic associated with church activities is generally limited to specific days and times and is not expected to significantly alter existing traffic patterns.

**Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.**

The proposed rezoning and use are not expected to create significant impacts on public facilities or infrastructure.

Church-related activities typically generate limited demand on water and wastewater systems and do not impact public schools. Traffic impacts on local roads are expected to be minimal, intermittent, and limited to scheduled

**Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.**

No - At this time, no additional permits from outside licensing agencies are anticipated beyond standard local approvals. If future development activities require review or permitting by state or federal agencies, the applicant will comply fully with all applicable requirements.

### For Town Use Only

Date Application Received: 4/28/20 - Re-application of RZ 26-01

Town of Jamestown, North Carolina

301 E. Main St.

Jamestown, NC 27282

(336) 454-1138

**Concept Plan – 2026-01- 4909 Guilford College Rd- Harvest Church Expansion**



**Proposed Conditions – 2026-01- 4909 Guilford College Rd- Harvest Church**

**Expansion (Updated Conditions- for August 18 Hearing)**

- 1) Uses are limited to churches and any church-related accessory uses, and single family residence and residential accessory uses. Outdoor organized activities associated with the church shall conclude no later than 9 p.m. This condition shall not apply to normal ingress and egress following indoor activities.
- 2) A request for historic de-designation must be approved by Town Council separately.
- 3) A privacy fence (6 ft in height) shall be installed adjacent to the single-family subdivision to the east, according to the concept plan.
- 4) Any new parking area shall provide a Type D (5 ft) buffer along all property lines adjoining existing single family residential properties. Additionally, any new parking area shall also include a manually operated swing gate at each vehicular access point to allow the parking area to be secured when not in use.
- 5) Any additional built-upon area on the property must meet stormwater regulations per the Jamestown Land Development Ordinance.
- 6) The property must meet the additional development standards for Church, Synagogue, Place of Worship on Single Family Residential zoning district (LDO Section 10.1.-12). This includes new light fixtures to be full cutoff and downward directed to prevent light trespass onto adjacent properties.



**Dear Neighbor,**

Harvest Church would like to personally invite you to a **neighborhood community meeting** regarding our proposed rezoning request for the property at 4909 Guilford College Road. (Any questions? Please call or email Pastor Joe Coyne (336.908.2456, [pjc@hwoc.org](mailto:pjc@hwoc.org)).

---

**Meeting Date: May 25, 2026, 6:00 PM at Harvest Church (4915 Guilford College Road)**

Thank you for taking the time to meet with us. We know this conversation matters, and we do not take your concerns lightly. Our desire is not simply to present information, but to listen, learn, and begin building relationships with you.

We recognize there are real concerns regarding the history of this property, current and future water and drainage issues, future land use, and how any changes may affect the neighborhood.

We also recognize that trust is built over time through clear communication, consistent follow-through, and respect. Our heart is to make up for lost time, listen carefully, and better understand what you need and expect from us as your neighboring church.

---

**The following topics will be discussed:**

- **Who we are & some of what we are doing:** (**SEE #1** list of Community, Regional & Worldwide outreaches)
- **Past property water issues:** (Civil Engineer present)
- **Rezoning intended uses for the house, buildings, and barn:** (**SEE #2** list of intended uses below)
- **Ideas from the neighborhood:** (Hours of use, a neighborhood point person, etc.)
- **How can we be a good neighbor moving forward?**
- **Our Heart Behind This Request** - This request is about creating space to serve people, strengthen families, support youth, mentor leaders & responsibly prepare for future ministry needs.

---

**#1 – Who We Are and Some of What We Are Doing: Harvest Church** – A multi-generational, multi-cultural church in the Triad helping people love God, love people, live with purpose, & grow through reaching, connecting, growing, and serving.

**Community Outreaches and Partnerships:**

**Salvation Army** – We support the Salvation Army in its mission to preach the gospel of Jesus Christ and meet practical human needs with compassion and dignity.

**Greensboro Urban Ministry** – We partner with Greensboro Urban Ministry as they express God's love by providing food, shelter, and supportive services to individuals and families experiencing hardship in the Greensboro community.

**Church Under the Bridge** – We serve meals for the homeless community downtown, while also helping provide a worship service with praise, the Word, prayer, and personal encouragement—literally gathering for church “under the bridge.”

**Leslie's House** – We prepare and serve meals, share fellowship, and encourage the women of Leslie's House, a safe and nurturing home that provides beds, meals, clothing, case management, life-skills classes, and hope.

**Open Door Ministries** – We support Open Door Ministries in its work to serve, empower, and minister to individuals and families facing hunger and homelessness through advocacy, education, housing, and practical care.

**Teacher Appreciation** – We serve and encourage the teachers and staff of Jamestown Middle School, Jamestown Elementary, and Ragsdale High School as a way of saying, “We are here in the community, and we are grateful for all you do for our children.”

**Ragsdale YMCA Kids' Soccer Tournaments** – We serve families in our community by providing pizza, snacks, drinks, and a welcoming presence during children's soccer tournaments at the Ragsdale YMCA.

**Ragsdale High School Football** – Our Brave Men ministry encourages the Ragsdale High School football team with a weekly word of encouragement during practice, provides pregame meals, and offers support throughout the school year.

**Jail & Prison Ministry** – We serve snacks and minister the Word of God with a heart to see lives restored, families reunited, and people affected by crime and incarceration experience hope, healing, and lasting change.

**Atrium Health** – We provide snacks and drinks as a simple act of refreshment and care for families and friends spending time at the hospital with loved ones.

**Tabitha's House** – Harvest Church partners with Tabitha's House by preparing and serving meals, sharing fellowship with the women, and supporting their Christ-centered residential discipleship program that helps women overcome addiction, destructive life patterns, and rebuild their lives with dignity, freedom, and purpose.

**Teen Challenge** – We serve meals and share fellowship with the men of Teen Challenge, supporting their long-term Christ-centered recovery program that includes biblical studies, work projects, education, recreation, and life transformation.

**The Father's Storehouse Ministries** – We regularly share and minister the Word while supporting a ministry that helps meet the needs of individuals and families with little or no income by providing clothing, shoes, household items, linens, cleaning supplies, hygiene products, haircuts, and seasonal support during back-to-school, Thanksgiving, and Christmas.

---

**U.S. Regional Responsibilities:** Rhema Ministerial Association International (North Carolina, South Carolina, & Georgia)

---

#### **Our Worldwide Partnerships:**

---

**Kenneth Hagin Ministries: International RBTC**

**Students Enrolled Worldwide:** 25,225

**International Campuses:** 325 (268 in operation), Nations with at least One Campus: 55

**Churches:** (US & International) pastored by RBTC graduates: 3,549

**Graduates Worldwide:** 136,179

**Club1040** – A relational missionary movement reaching unreached people groups in the 10/40 Window, especially across the Middle East and North Africa.

**LeSEA Global Feed The Hungry** – A Christian humanitarian ministry feeding the hungry, empowering local churches, and sharing the hope of Jesus worldwide.

**Feed the Children** – A global hunger-relief organization providing food, essentials, and opportunities so children and families can survive and thrive.

**Jewish Voice Ministries** – A Messianic ministry proclaiming the Gospel to Jewish people, strengthening Messianic Jewish community, and engaging the Church concerning Israel.

**A21** – A global anti-trafficking organization working to abolish human trafficking through prevention, protection, restoration, and survivor support.

**Joyce Meyer Ministries** – A global Bible-teaching and missions ministry sharing Christ, loving people, and helping those in need through practical outreach.

**Tony Cooke Ministries** – A ministry dedicated to strengthening churches and leaders through teaching, resources, seminars, and leadership development.

**Grunewald Ministries** – A missions organization training leaders, planting Bible schools, translating books, and helping send believers into Europe, Africa, and the Middle East.

---

#### **#2 - Intended House Uses - The home would serve as a ministry support and community care space.**

- Counseling and pastoral care
- Harvest support groups and various small groups
- Leadership meetings and ministry training
- Church offices, volunteer coordination, and internship development
- Podcast/media room
- Temporary guest housing for visiting ministers or missionaries
- These uses are ministry-focused, not commercial.

#### **Intended Land Uses**

- Additional parking, Pavilion and fellowship space, outdoor youth activities and games
- Vacation Bible School and family events, Thoughtful future ministry growth

#### **Intended Accessory Buildings - Future buildings would primarily support church operations:**

- Storage for tables, chairs, staging, and seasonal materials
- Maintenance equipment and supplies, Food pantry and outreach storage

## **Harvest Church Community Meeting Summary**

**Board members, at our last meeting you recommended that we hold a community meeting. The meeting was held on May 28<sup>th</sup> at Harvest Church at 4915 Guilford College Rd, Greensboro, NC.**

We had about 15 attendees from the neighbourhood and about 20 Harvest Church members.

### **The following items were discussed:**

- Car lights from existing parking lot shining at their residences and cars being in parking lot late at night.
- Existing drainage issues at 4905, 4907, 4909, 4908, 4902 Kacia Ct.
- Residents concern of more drainage issues with any proposed development.
- Concerns about not having a landscape buffer between new development and existing residential properties.
- Concerns of “Transient People” staying in house if rezoned.
- Engineer visited with 4905, 4907, 4909, 4908, 4902 Kacia Ct. residents and has provided an Engineer’s Findings Report. The engineer’s finding report has been provided.

### **Based on the community meeting discussions, the church is willing to implement the following remediation items by Harvest Church on the existing church property:**

- Light shields on existing streetlights.
- *Uses are limited to churches and any church-related accessory uses, and single family residence and residential accessory uses.*
- *A request for historic de-designation must be approved by Town Council separately.*
- *A privacy fence (6 ft in height) shall be installed adjacent to the single-family subdivision to the east, according to the concept plan.*
- *Any additional built-upon area on the property must meet stormwater regulations per the Jamestown Land Development Ordinance.*
- *The property must meet the additional development standards for Church, Synagogue, Place of Worship on Single Family Residential zoning district (LDO Section 10.1.-12).*

We understand the concerns that have been raised about drainage and water flow in the area. To help address these concerns, a licensed Civil Engineer completed a stormwater study, which is available for review. We want to ensure that all decisions are guided by accurate information, careful analysis, and expert input.

The study shows that the construction of the church and parking area has actually reduced the amount of water draining toward adjacent properties by approximately 76%. Based on the engineer’s findings, the existing drainage issues were not caused by the development of the church property.

# **DRAINAGE ISSUES FINDINGS REPORT**

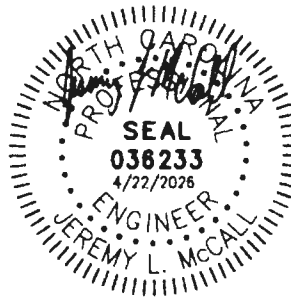
## **Harvest Church**

**4915 Guilford College Rd,  
Greensboro, NC  
MEG Project # 250043**

**Client:**

**Harvest Church**

**Written By:**



**June 2026**

## **Background**

This study was completed to determine if stormwater runoff was causing drainage issues to the adjacent property owners to the north on Kacia Ct. The property is a 6.97-acre site that includes the church building, parking lot and wet detention basin. Prior to 2004, the site was an existing pasture with 2.81 acres draining to the north towards Grandover Parkway. Harvest Church was originally constructed in 2004-2005. In 2015, the original parking lot was expanded to the north. All impervious areas from the site drain to the wet detention basin as required by the Guilford County Watershed Ordinance.

It should be noted that Kacia Ct is lower than Grandover Pkwy and some of the lots along Kacia Ct are lower than the ditches along Kacia Ct.

## **Findings**

McCall Engineering Group (MEG) visited the site and met with property owners at 4905, 4909, 4908, & 4906 Kacia Ct. It was found that all impervious area on the 6.97-acre site drains as shown on the approved Jamestown Engineering Plan dated May 5<sup>th</sup>, 2014.

MEG met with residents at the above-mentioned addresses to evaluate drainage issues. It was found that a swale at the rear of 4909 Kacia Ct. had been installed to direct the natural flow of water around the septic field. This is typically required by the County Environmental health department when septic lines are replaced. It was found that the swale directs a portion of the flow to the east edge of the property and a portion of the flow to the west edge of the property. On the east side of the property the swale has settled, and ponding of water and a large wet area is occurring. On the west side of the property the swale is concentrating flow around the house and across the driveway and front yard of 4907 Kacia Ct.

MEG located topographical information for the property prior to 2004 and before the church was constructed. A total of 2.81 acres of pasture was draining to 4909 Kacia Ct. prior to 2004. See attached map in Appendix A-1. MEG also located the topographical information for the approved parking lot expansion plans dated May 5<sup>th</sup>, 2014. These plans show 0.68 acres of lawn and woods draining to 4909 Kacia Ct. See attached map in Appendix A-1.

## **Conclusion**

Based on the site visit and topographical information found, the construction of Harvest Church in 2004 and the additional parking in 2015 has reduced the area that is flowing to 4909 Kacia Ct. by 76%. The issues found at 4905, 4909, 4908, & 4906 Kacia Ct. are caused by the installation of a swale and settlement of the swale.

## **Topographic Maps A-1**

**Pre-Parking Lot Expansion Drainage Map**  
**Post-Parking Lot Expansion Drainage Map**

DM-1

SCALE 1" = 100'



HARVEST CHURCH  
DA MAP-BEFORE CHURCH CONSTRUCTION  
TOWN OF JAMESTOWN  
DUIFORD COUNTY, NORTH CAROLINA

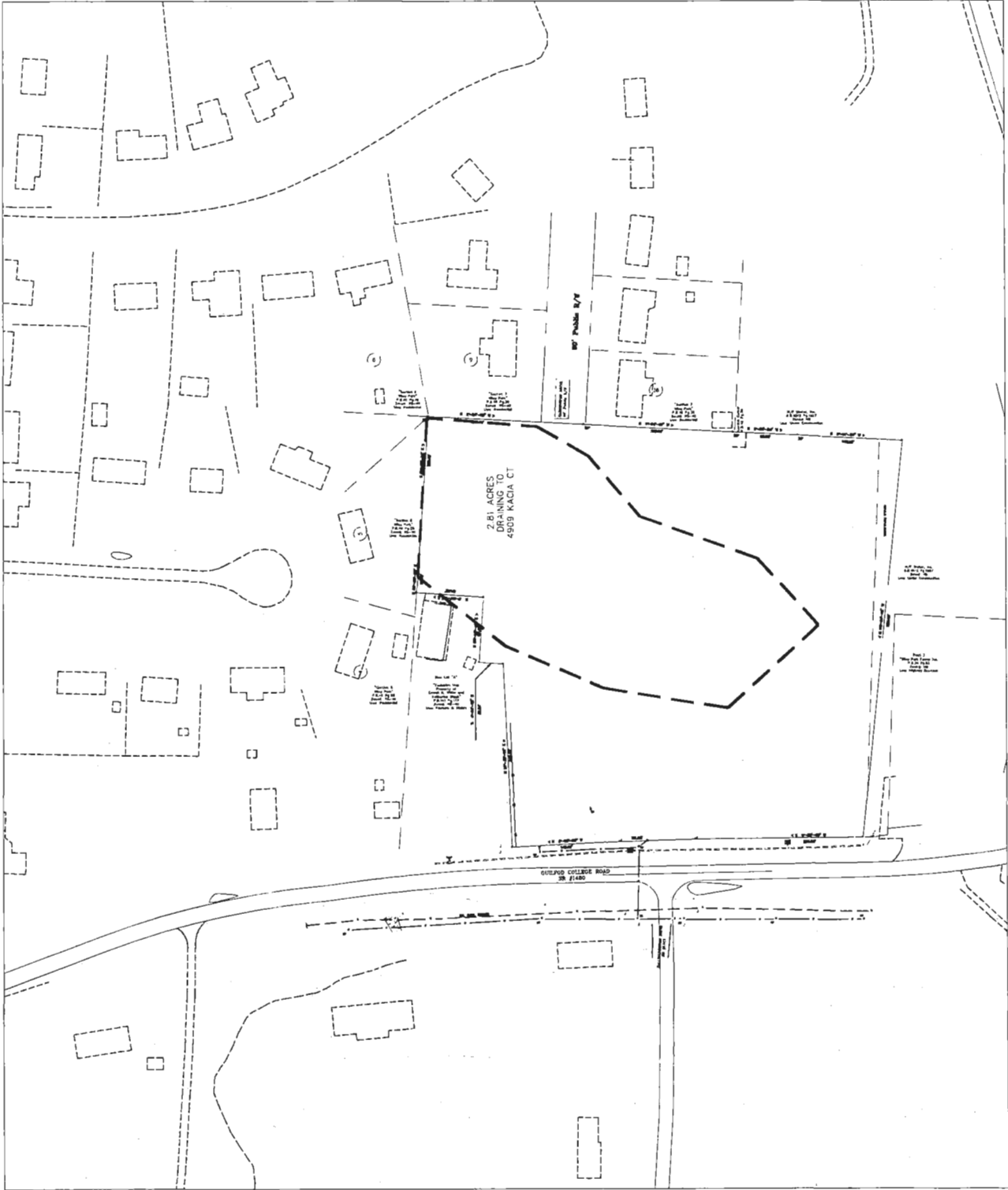
|     |          |             |     |         |
|-----|----------|-------------|-----|---------|
| NO. | DATE     | DESCRIPTION | BY  | PROJECT |
| 1   | 10/26/24 | DATE        | JCH | 25062   |
| 2   | 11/14/24 | DESIGNED    | JCH |         |
| 3   |          | DRAWN       | JCH |         |
| 4   |          | CHECKED     | JCH |         |
| 5   | AS NOTED | SCALE       |     |         |
| 6   |          | APPROVED    |     |         |

MCCALL ENGINEERING GROUP, PLLC  
FIRM L.L.C. #7-2872  
5867 GOODWETOWN ROAD  
HIGH POINT, NC 27263  
(336) 870-0910  
JEREMY.MCCALL@MCCALL-ENGINEERING.COM



VICINITY MAP  
SCALE 1" = 500'

OWNER: HARVEST CHURCH  
485 CALFORD COLLEGE RD  
JAMESTOWN, NC 27263  
PROJECT ADDRESS: 485 CALFORD COLLEGE RD





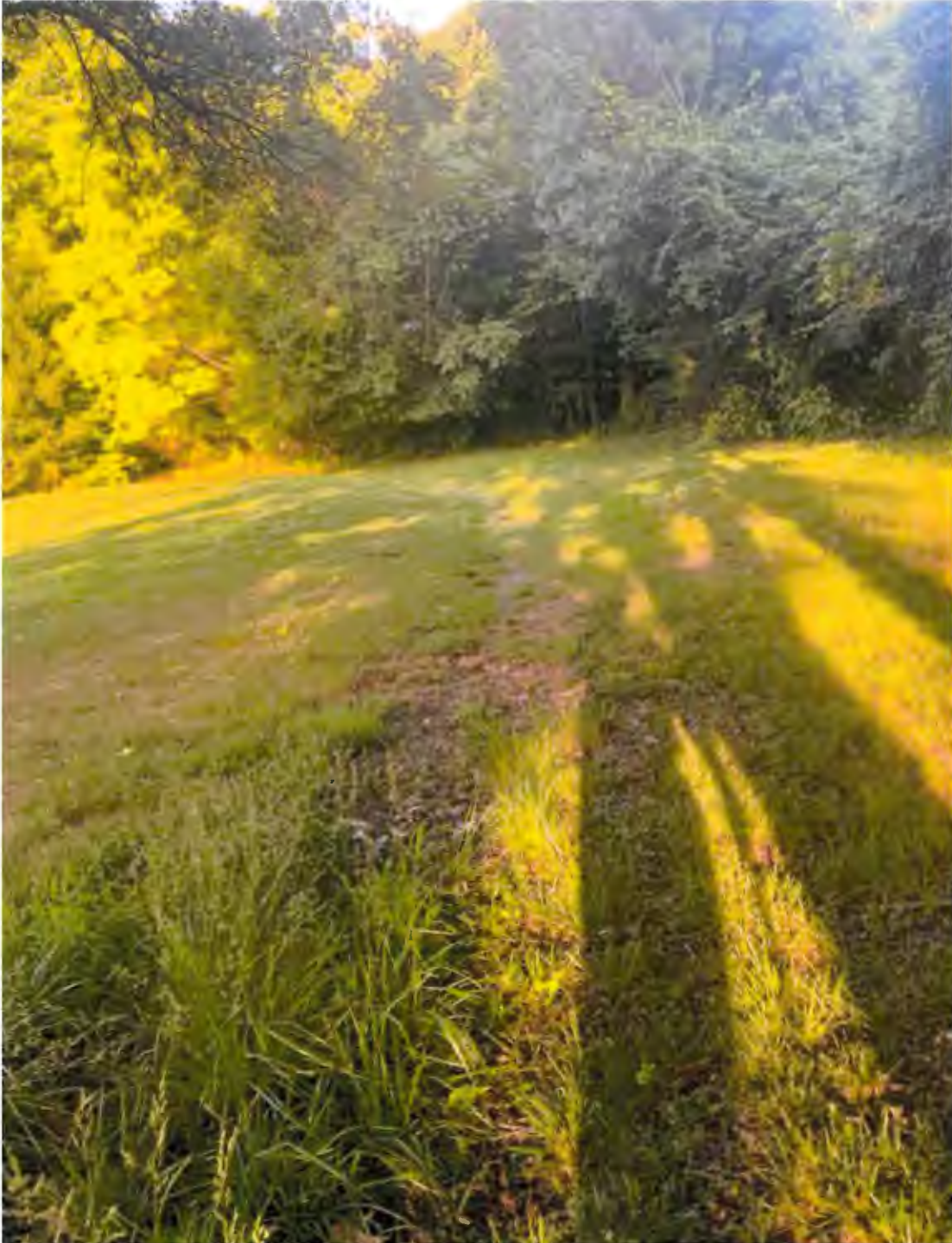
## **Site Visit Photos A-2**

Pavement Along Northern Side of Parking Lot



Pavement drains to pond.

Swale at rear of 4909 Kacia Ct.



Swale was installed to direct flow around septic field.

Wet area at rear of 4909 Kacia Ct.



Swale has settled and is lower than the end of the swale creating water to pond.

### Street of Kacia Ct.



Kacia Ct. is lower than Grandover Pkwy. Some yards are lower than ditches in Kacia Ct.

BK: R 8400  
PG: 2278-2280  
RECORDED:  
02-04-2021  
03:17:05 PM  
BY: KELLY SALO  
DEPUTY-GB



2021008376  
GUILFORD COUNTY, NC  
JEFF L. THIGPEN  
REGISTER OF DEEDS

NC FEE \$26.00  
STATE OF NC  
REAL ESTATE  
EXTX \$498.00

### NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$498.00

Parcel Identifier No. 156695 Verified by \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Mail/Box to: Hunter H. Galloway III, 1834 Pembroke Road, Ste 11, Greensboro, North Carolina 27408

This instrument was prepared by: Hunter H. Galloway III, 1834 Pembroke Road, Ste 11, Greensboro, North Carolina 27408

Brief description for the Index: \_\_\_\_\_

THIS DEED made this \_\_\_\_\_ day of \_\_\_\_\_ February \_\_\_\_\_, 2021, by and between

#### GRANTOR

Kenneth Thomas Laivins and wife,  
Anne L. Laivins  
4909 Guilford College Road  
Jamestown, NC 27282

#### GRANTEE

Glen A. Laivins and wife,  
Connie L. Laivins  
4703 Jamesford Drive  
Jamestown, NC 27282

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot, parcel of land or condominium unit situated in the City of Greensboro, NC, \_\_\_\_\_ Township, Guilford County, North Carolina and more particularly described as follows:

See Attached

The property hereinabove described was acquired by Grantor by instrument recorded in Book \_\_\_\_\_ page \_\_\_\_\_.  
All or a portion of the property herein conveyed \_\_\_\_\_ includes or X does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ 106 \_\_\_\_\_ page \_\_\_\_\_ 80 \_\_\_\_\_.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

Subject to all restrictions, easements and rights of way of record and 2021 ad valorem taxes.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

|                                |               |                                                |
|--------------------------------|---------------|------------------------------------------------|
| _____                          | (Entity Name) | <u>Kenneth Thomas Laivins</u> (SEAL)           |
| By: _____                      |               | Print/Type Name: <u>Kenneth Thomas Laivins</u> |
| Print/Type Name & Title: _____ |               | <u>Anne L. Laivins</u> (SEAL)                  |
|                                |               | Print/Type Name: <u>Anne L. Laivins</u>        |
| By: _____                      |               | _____ (SEAL)                                   |
| Print/Type Name & Title: _____ |               | Print/Type Name: _____                         |
| By: _____                      |               | _____ (SEAL)                                   |
| Print/Type Name & Title: _____ |               | Print/Type Name: _____                         |

State of North Carolina - County or City of Guilford

I, the undersigned Notary Public of the County or City of Guilford and State aforesaid, certify that Kenneth Thomas Laivins and spouse, Anne L. Laivins personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this \_\_\_\_\_ day of February, 2021.

My Commission Expires: 7-17-23  
(Affix Seal)

Deborah B. Galloway Notary Public  
Notary's Printed or Typed Name

State of \_\_\_\_\_ - County or City of \_\_\_\_\_

I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
(Affix Seal)

\_\_\_\_\_  
Notary Public  
Notary's Printed or Typed Name

State of \_\_\_\_\_ - County or City of \_\_\_\_\_

I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_ personally came before me this day and acknowledged that he is the \_\_\_\_\_ of \_\_\_\_\_, a North Carolina or \_\_\_\_\_ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, \_\_\_\_\_ he signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
(Affix Seal)

\_\_\_\_\_  
Notary Public  
Notary's Printed or Typed Name

ATTACHMENT

BEGINNING at a point, said point being North 84 deg. 26 min. 30 sec West 203.48 feet from a control corner, said control corner being at the Northeast corner of Lot 2, at the Southern corner of Lot 6, and eastern corner of Lot 5 of Willey Park, Section 8, and said point being at the Northeast corner of the within described parcel; thence South 05 deg. 33 min. 30 sec. West 89.62 feet to a point; thence North 84 deg. 26 min. 30 sec. West 87.42 feet; thence South 05 deg. 33 min. 30 sec. West 38.75 feet to a point; thence North 84 deg. 26 min. 30 sec. West 287.67 feet to a point, at the edge of the right of way of State Road 1480, Vickrey Chapel Road, said point being at the southwestern corner of the within described parcel; thence within the right of way of said Road North 00 deg., 53 min. 10 sec. East 128.67 feet to a point; thence North 03 deg. 04 min. 58 sec, West 100.31 feet to a point; thence North 07 deg. 57 min. 19 sec. West 100.31 feet to a point; thence North 12 deg. 28 min. 18 sec. West 85.65 feet to a point, the Northwestern corner of the within described parcel; thence South 86 deg. 33 min. 00 sec., East 216.21 feet to a point, passing through an existing iron pin at 181.83 feet; thence South 05 deg. 08 min. 30 sec., West 285.84 feet to an existing iron pin, an internal angle; thence South 84 deg. 26 min. 30 sec. East 236.45 feet to the POINT AND PLACE OF BEGINNING and containing 2.181 acres +/- by DMD, as surveyed by High Point Surveying as revised 8/3/92. Job No. 92-200, and being Lot 1 of the property of Ann Willey White according to said survey to which reference is made for a more detailed description. This is a portion of the property conveyed in the document recorded in Book 2066, at Page 399, and being known as the old homelace of William G. Willey.

Handwritten signature and initials, likely representing the surveyor or a witness.

LAMINS, KENNETH (21)

4909 Guilford College Road, Greensboro, NC, NC 27407

## Guilford County, NC



|                             |                                                             |                                 |                    |
|-----------------------------|-------------------------------------------------------------|---------------------------------|--------------------|
| <b>Parcel Number</b>        | <b>156695</b>                                               | <b>Total Out Building Value</b> | <b>34300</b>       |
| <b>PIN</b>                  | <b>7831341317</b>                                           | <b>Total Land Value</b>         | <b>75000</b>       |
| <b>Owner</b>                | <b>LAIVINS, GLEN A;LAIVINS, CONNIE L</b>                    | <b>Total Deferred Value</b>     | <b>0</b>           |
| <b>Mail Address</b>         | <b>4703 JAMESFORD DR</b>                                    | <b>Bldg Card</b>                | <b>1</b>           |
| <b>Mail City</b>            | <b>JAMESTOWN</b>                                            | <b>Appraisal Model Code</b>     | <b>1</b>           |
| <b>Mail State</b>           | <b>NC</b>                                                   | <b>Deed Data</b>                | <b>2/4/2021</b>    |
| <b>Mail Zip</b>             | <b>27282</b>                                                | <b>Neighborhood</b>             | <b>7831B07</b>     |
| <b>Property Address</b>     | <b>4909 GUILFORD COLLEGE RD</b>                             | <b>Property Type</b>            | <b>RESIDENTIAL</b> |
| <b>Legal Description</b>    | <b>2.18AC PTA&amp;PTB PB 141-117 BLACK/WHITE PL:141-117</b> | <b>Structure Size</b>           | <b>2186</b>        |
| <b>Deed</b>                 | <b>008400-02278</b>                                         | <b>Lot Size</b>                 | <b>2.18</b>        |
| <b>Plat</b>                 | <b>141-117</b>                                              | <b>Year Built</b>               | <b>1908</b>        |
| <b>Condo</b>                |                                                             | <b>Bedrooms</b>                 | <b>5</b>           |
| <b>Total Assessed</b>       | <b>246300</b>                                               | <b>Bathrooms</b>                | <b>2</b>           |
| <b>Total Building Value</b> | <b>137000</b>                                               | <b>Grade</b>                    | <b>B-10 115%</b>   |



NOTICE OF PUBLIC HEARING  
**Town Council - Zoning**  
ZONING CASE 2026-01

A request for rezoning has been filed with the Town of Jamestown Planning Department for the property shown on the included map (highlighted in red). The request is described below:

**Proposal:** Request for rezoning for the following parcels consisting of a total of 2.18 +/- acres:

Current Zoning

- 4909 Guilford College Rd. (Parcel # 156695) AG (Agriculture)

Proposed Zoning

CZ-SFR (Conditional Zoning – Single Family Residential)

**Location:** See site map to the right (in red).

**Applicant:** Pastor Joe Coyne

**Applicant's Contact:** Pastor Joe Coyne: [pjc@hwoc.org](mailto:pjc@hwoc.org)



You are receiving this notice because public records indicate that you own property adjacent to or within 500 ft. of this rezoning request, which has been scheduled for a public hearing. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted zoning proposal.

The purpose of the public hearing is to allow citizens to comment regarding potential impacts the proposed rezoning would have on their properties or on the area in general, and to identify issues or concerns related to the appropriateness of the request.

The public hearing is not the appropriate setting to learn about a zoning proposal for the first time. It is difficult to gain understanding of a proposal and offer well-thought-out comments during the relatively short time of a public hearing. The staff recommend that you contact the applicant or the Town of Jamestown prior to the meeting to learn more about the proposal.

**PUBLIC HEARING**

**Public Hearing Date:** Tuesday, July 21, 2026

**Time:** 6:00 PM

**Location:** Town of Jamestown Town Hall, 301 E. Main St., Council Chambers

The meeting facilities of the Town of Jamestown are accessible to people with disabilities. Anyone needing special accommodations should call (336) 454-1138. Notice of public hearing shall also be published in a newspaper in general circulation.

Members of the public may watch the hearing live on the Town's YouTube channel at:

<https://www.youtube.com/c/TownofJamestownNC>. Be sure to subscribe and tap the bell icon to be alerted when the meeting goes live.

*Mailed: July 7, 2026*

# HARVEST CHURCH - REZONING REQUEST

*Our heart has been to pursue a reasonable, peaceful, and responsible path forward.*

**Harvest Church has approached this rezoning process with a clear goal:** to listen carefully, respond reasonably, and move forward in a way that respects our neighbors while protecting the church's ability to serve Jamestown now and in the future.

**Since the last meeting,** church leadership has met with our Board, reviewed the information submitted by neighboring property owners, consulted professional engineers, and identified practical steps we believe represent good-faith cooperation and responsible stewardship.

**The rezoning request is consistent with Jamestown's Comprehensive Plan.** The applicable future land-use designation accommodates low-intensity civic uses such as churches. Harvest Church believes the additional protections and good-faith measures outlined below further demonstrate that the request is reasonable and in the public interest.

## STATUS UPDATE AS OF SEPTEMBER 1, 2026

- Met with Jose Colon (rezoning) and Matthew Johnson (town manager) to ensure the concerns raised were understood and carefully reviewed.
- Met with Jeremy McCall and the neighbors' civil engineer regarding a potential cooperative, non-binding approach to stormwater concerns, including the possibility of a combined letter if all parties agree on the wording.
- Reviewed the neighbors' requests in good faith. Harvest Church has sought to respond with reasonable goodwill actions the church is willing to consider, while ensuring that any response remains practical, budget-conscious, non-binding, and reasonable for Harvest Church.

## 1. USE OF THE PROPERTY & EXISTING TOWN PROTECTIONS

- **Property uses are limited to church and church-related accessory uses,** together with single-family residential and residential accessory uses.
- Organized outdoor church **activities will conclude no later than 9:00 p.m.;** normal ingress and egress following indoor activities remains permitted.
- Any additional built-upon area **must comply with applicable Jamestown stormwater requirements.**
- **New lighting must meet applicable Town standards,** including full-cutoff and downward-directed fixtures designed to help prevent light trespass onto neighboring properties.
- Any historic de-designation will require **separate Town Council process and approval.**

## 2. FUTURE PARKING, ACCESS & ENHANCED SCREENING

- **Any future parking area will include the required Type D landscape buffer** along adjoining single-family residential property lines.

- **Harvest Church is willing to go beyond the minimum buffer** with professionally recommended evergreen screening designed to create substantial long-term visual privacy, **using plantings capable of exceeding ten feet in height at maturity.**
- **Harvest Church proposes a manually operated gate between the existing parking area and any future parking area.** This secures the new area when appropriate while preserving reasonable access to the existing lot, which is regularly used by law enforcement and first responders and has served the community during outages and emergencies.

### 3. STORMWATER & PROFESSIONAL ENGINEERING

- Harvest Church's civil engineer has **collaborated directly with the engineer working with neighboring property owners.**
- **Our civil engineer, Jeremy McCall, will provide the Town Council with a brief professional update regarding the drainage review and engineer-to-engineer collaboration.**
- **Jeremy has also designed the potential future parking area,** including the location and configuration of the enhanced buffer.

### 4. VOLUNTARY GOOD-FAITH ACTIONS

**These actions are offered voluntarily as expressions of goodwill. They are not offered as additional zoning conditions or permanent restrictions** and remain voluntary, subject to feasibility, professional recommendations, budgetary considerations, applicable law, and the future needs of Harvest Church.

- **Integrate security-camera coverage** of the property into the church's existing security system where reasonably feasible.
- **Monitor the property perimeter** as part of regular oversight for unauthorized parking, dumping or accumulated trash and address concerns as reasonably appropriate.
- **Clean up along the property line** of both the existing church property and the property included in the rezoning request.
- **Maintain open communication with neighboring property owners** concerning reported concerns and, when appropriate and legally permissible, cooperate in reviewing relevant security-camera footage.
- **Consider additional screening or property-line improvements adjacent to the existing parking lot** bordering Kacia Court as budget, professional recommendations and feasibility allow.
- **Maintain internal guidelines regarding the existing single-family residence.** Harvest Church has never initiated, planned or intended to operate an on-site addiction recovery house, drug rehabilitation facility or treatment center at this property. **Any reference to recovery ministry has been limited to a church small group of Harvest Church Members** who have experienced freedom from addictions. **Out of respect for the neighbors' concerns, we will continue holding these small group meetings in the main church building rather than on the property included in the rezoning request.**

## 5. 21 YEARS IN JAMESTOWN

Harvest Church has been part of the Jamestown community for 21 years. **Jamestown is not simply where we own property - it is our home, where we worship, serve and have invested in people, the community and relationships for more than two decades.**

Our property has **served** both our congregation and the broader community. **Police officers, Sheriff's deputies, first responders, families and community members have used the property, and our parking lot has remained available during outages and other emergencies.**

Our desire is not simply to expand property. **It is to continue serving people, strengthening families, reaching the next generation and contributing positively to Jamestown for many years to come.**

## 6. OUR REQUEST

Harvest Church has listened carefully, responded responsibly, involved qualified professionals, made reasonable adjustments, respected applicable Town requirements, and offered additional voluntary good-faith actions in response to the concerns raised.

We believe this rezoning request is consistent with Jamestown's Comprehensive Plan, reasonable in scope, protective of neighboring properties, and in the public interest.

**For these reasons, we respectfully ask the Mayor and Town Council to approve this rezoning request.**

*Thank you to the Mayor, Town Council, Town staff, our neighbors, and the Jamestown community for your time, consideration, and continued willingness to work through this process thoughtfully.*

**Mayor**  
Susan Dickenson

**Interim Town Manager**  
Katie M. Weiner

**Town Attorneys**  
Beth Koonce  
Robert Brown



**Council Members**  
Pam Burgess, Mayor Pro Tem  
Sarah Glanville  
Jim Gibson  
Jim Westmoreland

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Main Street Corridor Study Update/Upcoming Public Engagement

**AGENDA ITEM #:** VII-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** September 15, 2026

**ESTIMATED TIME FOR DISCUSSION:** 5 min

**DEPARTMENT:** Planning

**CONTACT PERSON:** José Colón Rivera, Planning Director

---

**SUMMARY:**

The Planning Department has initiated the Main Street Corridor Study in coordination with Stantec to develop a coordinated vision for the future of Main Street. The study will evaluate existing conditions and identify opportunities related to transportation, pedestrian and bicycle connectivity, safety, land use, development, streetscape improvements, and the overall character of the corridor. The resulting recommendations will help guide future public investments and policy decisions consistent with the Town's adopted planning goals.

A Steering Committee kickoff meeting was held on August 27 to introduce committee members to the study's purpose, scope, schedule, and anticipated community-engagement process. The committee also discussed existing conditions, key opportunities and challenges along the corridor, and priorities to be considered as the study progresses. Upcoming work will include additional data collection and analysis, public engagement, and the development of preliminary concepts and recommendations.

As part of the next phase, a public design charette will be held from September 30 through October 1 to gather input and develop ideas for the corridor. An online survey will also be available for residents, business owners, property owners, visitors, and other stakeholders to share their experiences and priorities about the Main St. corridor. The survey will be posted to the Town's website and social media accounts no later than September 14th. Feedback received through the charette and survey will help inform the study's preliminary concepts and recommendations for future consideration by the Planning Board and Town Council.

---

**ATTACHMENTS:** Agenda from Steering Committee Meeting Agenda (August 27), and Proposed Project Schedule

**RECOMMENDATION/ACTION NEEDED:** No further action needed.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** Further updates on the Study as it continues and summary of public engagement

---



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Main Street Corridor Study Steering Committee**

**August 27, 2026**

**1:00 pm in the Council Chambers**

**Agenda**

- I. Welcome, Introduction, and Roles- Travis Cook, Deputy Project Manager & Technical Advisor with Stantec**
- II. Project Purpose, Background, & Measures of Success- Travis Cook, Deputy Project Manager & Technical Advisor with Stantec**
- III. Scope of Work & Deliverable Expectations- Travis Cook, Deputy Project Manager & Technical Advisor with Stantec**
- IV. Existing Conditions, Data, & Field Review- Travis Cook, Deputy Project Manager & Technical Advisor with Stantec**
- V. Stakeholder & Public Engagement Strategy- Travis Cook, Deputy Project Manager & Technical Advisor with Stantec**
- VI. Technical Approach & Alternatives Development- Travis Cook, Deputy Project Manager & Technical Advisor with Stantec**
- VII. Schedule, Milestones, & Quality Control- Travis Cook, Deputy Project Manager & Technical Advisor with Stantec**
- VIII. Immediate Next Steps- Travis Cook, Deputy Project Manager & Technical Advisor with Stantec**

# Project Kickoff Meeting Agenda

## Jamestown Main Street Corridor Study

|                 |                                                                            |                    |                |
|-----------------|----------------------------------------------------------------------------|--------------------|----------------|
| <b>DATE</b>     | Thursday, August 27                                                        | <b>TIME</b>        | 1:00 – 2:00 pm |
| <b>LOCATION</b> | Town of Jamestown – Council Chambers<br>301 E Main St. Jamestown, NC 27282 | <b>FACILITATOR</b> | Travis Cook    |

**MEETING PURPOSE** Align the Town and consultant team on project goals, scope, decision-making, data needs, engagement, schedule, deliverables, and immediate next steps.

### 1. Welcome, Introductions & Roles

- Introductions: name, organization, role, and connection to the corridor
- Confirm project manager, technical leads, engagement lead, and Town points of contact
- Confirm preferred communication channels, document-sharing location, review process, and meeting cadence

*Discussion prompt: Who needs to be involved in key decisions, and who ultimately approves major study milestones?*

### 2. Project Purpose, Background & Measures of Success

- Confirm the Town's reasons for initiating the study and the desired role of Main Street in the community
- Discuss known corridor concerns related to safety, accessibility, multimodal travel, operations, parking, access, and streetscape
- Confirm how the study should relate to prior plans, policies, and ongoing or planned projects
- Define what a successful study and implementable final recommendation will look like

*Questions: What decisions should this study enable? What would make the project successful five to ten years from now? Are there outcomes the Town considers essential?*

### 3. Scope of Work & Deliverable Expectations

- Review major work tasks, assumptions, exclusions, and anticipated level of design
- Existing conditions assessment: transportation, land use, streetscape, intersections, crossings, parking, access management, and ADA considerations
- Alternatives development and evaluation, including traffic calming, multimodal accommodations, connectivity, and streetscape opportunities
- Public and stakeholder engagement activities and documentation
- Draft and final recommendations, implementation priorities, and supporting graphics or cost information, as applicable
- Confirm the expected format for documenting existing conditions, including whether the Town expects a standalone report, technical memorandum, presentation, map set, or a section within the final report

*Request: If the Town has an example of an existing conditions deliverable or final report it prefers, please share it so the team can align content and format early.*

### 4. Existing Conditions, Data & Field Review

- Review available data, data gaps, file formats, and responsible parties
- Confirm limits of study and any focus areas requiring detailed review
- Discuss field review or walking audit participants, timing, documentation, and safety needs
- Discuss known development activity, property constraints, utilities, drainage, environmental features, and other projects that may influence recommendations

*Questions: Where are the most persistent safety or operational issues? Are there seasonal, school-related, freight, event, or peak-hour conditions that may not be apparent from standard datasets?*

## 5. Stakeholder & Public Engagement Strategy

- Confirm steering committee purpose, membership, responsibilities, and meeting schedule
- Identify stakeholder groups, focus groups, businesses, institutions, property owners, residents, and traditionally underrepresented communities
- Discuss public meeting format, online engagement, outreach channels, accessibility, language needs, and response documentation
- Confirm how public input will influence alternatives and how decisions will be communicated back to participants

*Questions: Who is likely to support, question, or be directly affected by potential changes? Which voices are often missing from planning conversations?*

## 6. Technical Approach & Alternatives Development

- Confirm analysis topics, performance measures, evaluation criteria, and acceptable data assumptions
- Discuss the desired range of concepts and how screening or refinement decisions will be made
- Identify design constraints, previous concepts, sensitive issues, and ideas that should be explored or avoided
- Discuss coordination needs with NCDOT, regional partners, adjacent jurisdictions, schools, emergency services, utilities, or other agencies

*Questions: Are there non-negotiable constraints? Should concepts prioritize near-term low-cost improvements, long-term transformation, or both?*

## 7. Schedule, Milestones & Quality Control

- Review key milestones, decision points, review durations, public engagement windows, and anticipated governing-board touchpoints
- Confirm recurring progress meeting schedule and participants
- Establish comment resolution, quality control, and consolidated-review procedures
- Identify schedule risks, dependencies, holidays, events, or other timing constraints

## 8. Immediate Next Steps

- Confirm near-term decisions and assignments
- Review the action-item log below and establish target dates
- Confirm date and objectives for the next coordination meeting

### Kickoff Action Item Log

| # | Action Item                                                                                                     | Lead    | Target Date | Status / Notes |
|---|-----------------------------------------------------------------------------------------------------------------|---------|-------------|----------------|
| 1 | Provide available GIS data, mapping, traffic counts, crash information, and relevant background studies.        | Town    | [Date]      | Open           |
| 2 | Provide a list of adopted policies, plans, capital projects, and development activity relevant to the corridor. | Town    | [Date]      | Open           |
| 3 | Confirm study area limits and identify priority intersections or focus areas.                                   | Joint   | [Date]      | Open           |
| 4 | Confirm project contacts, decision-makers, review workflow, and recurring coordination meeting schedule.        | Joint   | [Date]      | Open           |
| 5 | Draft and circulate stakeholder / focus group list for Town review.                                             | Stantec | [Date]      | Open           |
| 6 | Prepare a detailed public and stakeholder engagement plan.                                                      | Stantec | [Date]      | Open           |

| #  | Action Item                                                                                                          | Lead    | Target Date | Status / Notes |
|----|----------------------------------------------------------------------------------------------------------------------|---------|-------------|----------------|
| 7  | Schedule field review / walking audit and confirm participants.                                                      | Joint   | [Date]      | Open           |
| 8  | Prepare a data inventory and identify remaining data gaps.                                                           | Stantec | [Date]      | Open           |
| 9  | Confirm expected format and content for the existing conditions deliverable; share a preferred example if available. | Town    | [Date]      | Open           |
| 10 | Provide a refined project schedule with major milestones, review periods, and engagement activities.                 | Stantec | [Date]      | Open           |

## Stakeholder Questions for Kickoff Discussion

Use these prompts selectively during kickoff and stakeholder interviews. They are organized to help the team understand priorities, constraints, lived experience, and implementation considerations.

### Vision & Outcomes

- What should Main Street feel like and function like in the future?
- What are the three most important outcomes this study should deliver?
- How will the Town know that recommended improvements are successful?

### Current Conditions & Daily Experience

- Where do people feel least comfortable walking, bicycling, driving, parking, or crossing?
- Which intersections, driveways, or segments create recurring conflicts or confusion?
- Are there conditions that vary by time of day, day of week, school schedule, weather, or community events?

### Access, Mobility & Safety

- Which destinations are hardest to reach without a car?
- Where are accessibility barriers most consequential?
- How should the study balance through travel, local access, parking, deliveries, emergency response, and pedestrian or bicycle comfort?

### Community Character & Economic Vitality

- What physical qualities should be preserved or strengthened?
- How could transportation or streetscape changes better support local businesses and civic destinations?
- Are there planned developments or property changes that should inform the study?

### Alternatives & Tradeoffs

- What types of improvements are likely to receive strong support?
- What tradeoffs will require the clearest communication and decision-making?
- Are there previous concepts, commitments, or community concerns the team should understand before developing alternatives?

### Engagement & Equity

- Which groups or individuals need direct outreach?
- What engagement formats and locations are most likely to reach people who do not typically attend public meetings?
- Are language, mobility, technology, caregiving, or scheduling barriers important to address?

### Implementation

- Which recommendations would be most useful as near-term actions?
- What funding, ownership, maintenance, permitting, or interagency constraints should be considered?
- Who should be involved when recommendations move from planning into design and implementation?

## Key Decisions

| Topic | Decision / Open Question | Owner / Follow-Up |
|-------|--------------------------|-------------------|
|       |                          |                   |
|       |                          |                   |

| Topic | Decision / Open Question | Owner / Follow-Up |
|-------|--------------------------|-------------------|
|       |                          |                   |
|       |                          |                   |
|       |                          |                   |
|       |                          |                   |

## Proposed Schedule

|                                                     |  | 2026   |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |
|-----------------------------------------------------|--|--------|--|--|-----|-----------|--|--|-----|---------|--|--|--|----------|--|--|-----|
|                                                     |  | August |  |  |     | September |  |  |     | October |  |  |  | November |  |  |     |
| <b>Stakeholder Outreach/Advisory Committee</b>      |  |        |  |  | ■ ■ |           |  |  | ◊ ■ |         |  |  |  |          |  |  | ◊ ■ |
| <b>Investigation &amp; Due Diligence</b>            |  |        |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |
| Site Reconnaissance, Data Collection & Preparation  |  |        |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |
| Existing Conditions Base mapping                    |  |        |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |
| <b>Alternative Development &amp; Concept Design</b> |  |        |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |
| Alternatives Ideation                               |  |        |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |
| Design Charrette & Alternative Development          |  |        |  |  |     |           |  |  | ◊ ■ |         |  |  |  |          |  |  |     |
| <b>Action Plan/Costs &amp; Implementation</b>       |  |        |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |
| Cost Estimation & Priority Action Plan              |  |        |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |
| <b>Report Development</b>                           |  |        |  |  |     |           |  |  |     |         |  |  |  |          |  |  |     |

|        |                               |
|--------|-------------------------------|
| LEGEND |                               |
| ■ ■    | Kick-off Meeting              |
| ■      | Committee Meeting             |
| ◊      | Open House/Workshop/Charrette |