

## City Council – Action Request Form

**Date:** August 12, 2024

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**To:** Mayor, Mayor Pro Tempore, and Members of the City Council

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**From:** Aaron King, Assistant City Manager  
 Angela Carmon, City Attorney  
 Chris Murphy, Director of Planning and Development Services

**Council Action Requested:**

Resolution Authorizing Revisions to an Interlocal Agreement with the Village of Clemmons for Zoning Enforcement and Administrative Services Assistance

**Strategic Focus Area:** Livable Neighborhoods  
**Strategic Objective:** N/A  
**Strategic Plan Action Item:** No  
**Key Work Item:** No



**Summary of Information:**

The Planning and Development Services Department has been providing zoning enforcement and administrative services assistance to the Village of Clemmons (the “Village”) pursuant to an agreement entered into on October 27, 2008. The City is willing to continue providing said services to the Village pursuant to new terms which will be memorialized in an updated interlocal agreement. The new terms will include:

- (a) The Village will provide the administration of the Zoning Board of Adjustment and will also review, and issue zoning permits for sign permit applications and perform zoning inspections of sign installations within Village municipal limits.
- (b) The Village shall provide payment for hours worked, which will be equal to the then-current hourly rate of compensation for each position at the time the work is performed, plus fringe benefits, times an overhead factor of two (2) for the time between 7:45 a.m. and 4:45 p.m.(hereinafter, the “Base Rate”); and, for service outside the aforementioned times (i.e. after 4:45 p.m. and before 7:45 a.m.), the Base Rate times one and one-half (1.5). This amount will be reduced by zoning fees as may be adopted by the Village.

**Committee Action:**

<b>Committee</b>	Committee of the Whole 8/12/2024	<b>Action</b>	Approval
<b>For</b>	Unanimous	<b>Against</b>	
<b>Remarks:</b>			

- (c) The City shall not be obligated to provide any additional zoning enforcement or administrative services resulting from any subsequent amendments to the Village's Unified Development Ordinances that the City determines, in its sole discretion, will result in a substantial increase in workload.