

Office of the
Tax Administrator

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Surry County Tax Administration

MEMORANDUM

TO: Surry County Board of Commissioners
Chris Knopf, County Manager

FROM: Penny Harrison, Tax Administrator *PH*

DATE: August 12, 2024

SUBJECT: Public Hearing for Chapter 151 Road Addressing Ordinance Amendments

On June 3, 2024, at the Board of County Commissioners meeting, I was asked by the Board to bring the proposed changes to the Board of County Commissioners after the County Attorney has reviewed them for recommendation. I have made the proposed changes in blue. Prior to this meeting, the County Attorney has approved all proposed changes.

I have advertised in The Mount Airy News and The Elkin Tribune for a public hearing at the Surry County Historical Courthouse of any proposed changes to Chapter 151 Road Addressing Ordinance Amendments.

Request 1: 151.010 Tax Department Addressing Committee

Request 1 was suggested the Tax Department Addressing Committee to include diverse employees. Proposed member(s) to include Tax Administrator, Land Records Coordinator, Land Records/Addressing Technician, and Assistant County Manager.

Request 2: 151.077 New Road Names (B)

Request 2 was suggested for the letter below:

(B) – The road naming petition must include a percentage of 75% of landowner signatures and the landowners must agree to the selected names on the petition to be considered by the Tax Department Addressing Committee. If there is a survey or plat, showing the road in question, a copy must be submitted with the petition.

Request 3: 151.078 ~~Change Desirable Names~~ to Road Names

Request 3 was suggested to include relate to history, locations, or scale of an area, together with names are pleasant-sounding, appropriate, easy to read and add pride to home ownership, shall be encouraged by the Tax Department Addressing Committee.

Request 4: 151.079 ~~Change Undesirable Names~~ to **Discouraged Names**

Request 4 was suggested to include overly lengthy, or complex shall be discouraged and, where, possible, avoided by the Tax Department Addressing Committee.

Request 5: 151.096 Sign Standards

Request 5 was suggested for each letter below:

(B) – Include the word “Public” for the name signs or “blades” shall be made of a reflective green sheeting with the road name in reflective silver on both sides.

(C) – Include the wording Private names signs or “blades” shall be made of a reflective green sheeting with the road name in reflective silver letters and a small yellow sheeting at the end of each sign with black lettering of “PVT” on both sides.

(D) – Include the wording Historical name signs or “blades” shall be made of a reflective brown sheeting with road name in reflective white letters on both sides.

Request 6: 151.112 Building Permits

Request 6 was suggested to include the valid address will be assigned by the Land Records/Addressing Technician in the Surry County Tax Department at the time the permit is issued.

Request 7: 151.130 Public Notification Requirements

Request 7 was suggested to include these regulations may be amended or revised from time to time by the Board of County Commissioners. The Board shall cause notice of public hearing, while not mandatory, shall be considered and, where feasible, shall be advertised once a week for two successive calendar weeks in a newspaper having general circulation.

Request 8: 151.131 Letter of Notification

Request 8 was suggested to include the notice shall be mailed ten (10) days prior to the change of an address of a business by **certified, return receipt, first class mail** to the last address listed of the business according to the county tax abstracts.

I respectfully request by the Board of County Commissioners approval of all proposed amendment changes in this packet.

Thank you.

Penelope Harrison

From: Ed Woltz <woltz@woltzlaw.us>
Sent: Tuesday, June 18, 2024 12:48 PM
To: Penelope Harrison; Office
Subject: Re: Addressing Ordinance

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Proposals look good.

Edwin M Woltz, Attorney at Law
119 Rawley Avenue
Mount Airy, NC 27030
Phone: 336.786.5556
Fax: 336.789.0651

From: Penelope Harrison <harrisonp@co.surry.nc.us>
Sent: Monday, June 17, 2024 3:36:13 PM
To: Ed Woltz <woltz@woltzlaw.us>; Office <office@woltzlaw.us>
Subject: Addressing Ordinance

Hi Ed,

I have attached the suggestions I can come up with the Addressing Ordinance. Will you please look over them and let me know what you think?

Thanks,



Penny Harrison, Tax Administrator
Surry County
Phone: 336-401-8100 x8102

