

THE CREEDMOOR R

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**A GUIDE TO THE SERVICES AND PROGRAMS
OF THE CITY OF CREEDMOOR, NC**

contact information

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CONTACT INFORMATION

CITY HALL & POLICE DEPARTMENT

PO Box 765
111 Masonic Street
Creedmoor, NC 27522

COMMUNITY DEVELOPMENT OFFICES

Planning/Zoning & Code Enforcement
PO Box 765
211 N Main Street
Creedmoor, NC 27522

OFFICE HOURS

Monday - Friday // 8:00 a.m. to 5:00 p.m.

WEBSITE

www.cityofcreedmoor.org

PHONE NUMBERS

City Hall Main	(919) 528-3332
City Hall (Fax)	(919) 528-3052
City Manager	(919) 764-1009
Code Enforcement	(919) 764-1062
Finance	(919) 764-1011
Human Resources	(919) 764-1008
Planning/Zoning	(919) 764-1016
Police	
Emergency	911
Non-Emergency	(919) 528-1515
Public Works	(919) 764-1036
Recreation	
General Inquiries	(919) 764-1013
Facility Rental	(919) 528-3332, Option 0
Program Registration	(919) 528-3332, Option 0
Events	(919) 764-1013
Zoning Compliance Permits	(919) 764-1016

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www.twitter.com/CityCreedmoor



[www.instagram.com/
CityofCreedmoor](http://www.instagram.com/CityofCreedmoor)

OTHER IMPORTANT CONTACTS

SOUTH GRANVILLE WATER & SEWER AUTHORITY (SGWASA)
415 Central Avenue, Suite B
Butner, NC 27509
(919) 575-3367
www.sgwasa.org

WASTE INDUSTRIES
241 Vanco Mill Road
Henderson, NC 27532
(252) 438-5333
www.wasteindustries.com

GRANVILLE COUNTY INSPECTIONS DEPARTMENT
122 Williamsboro Street
Oxford, NC 27565
(919) 603-1326
www.granvillecounty.org/businesses/building-inspections/

GRANVILLE COUNTY TAX ADMINISTRATOR
141 Williamsboro Street
Oxford, NC 27565
(919) 693-4181
www.granvillecounty.org/government/tax-department/

elected officials



MAYOR BOBBY WHEELER
mayor@cityofcreedmoor.org
(919) 764-1014
Term 12/2019-12/2021



COMMISSIONER DEL MIMS
dmims@cityofcreedmoor.org
Term 12/2017-12/2021



COMMISSIONER KECHIA BRUSTMEYER-BROWN
kbrustmeyer-brown@cityofcreedmoor.org
Term 12/2019-12/2023



COMMISSIONER GEORGANA KICINSKI
gkicinski@cityofcreedmoor.org
Term 12/2019-12/2023



COMMISSIONER ED MIMS
emims@cityofcreedmoor.org
Term 12/2019-12/2023



COMMISSIONER NEENA NOWELL
nnowell@cityofcreedmoor.org
Term 12/2017-12/2021

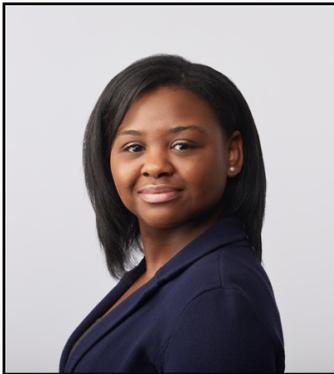
city administration & department directors



INTERIM CITY MANAGER
Michael Turner
mturner@cityofcreedmoor.org
(919) 764-1009



CHIEF OF POLICE
Keith King
kking@cityofcreedmoor.org
(919) 528-1515



ADMINISTRATIVE SERVICES
DIRECTOR
Genesis Wallace
gwallace@cityofcreedmoor.org
(919) 764-1008



CITY CLERK/PIO
Terry Hobgood
thobgood@cityofcreedmoor.org
(919) 764-1010



COMMUNITY DEVELOPMENT
DIRECTOR
Mike Frangos
mfrangos@cityofcreedmoor.org
(919) 764-1016



FINANCE DIRECTOR
Reuben Carden
rcarden@cityofcreedmoor.org
(919) 764-1011



PUBLIC WORKS DIRECTOR
Steve Edwards
sedwards@cityofcreedmoor.org
(919) 764-1036

frequently asked questions



We receive a wide variety of inquiries and have attempted to answer the most frequently asked questions here. Please contact City Hall staff at (919) 528-3332, Option “0” with any additional questions you may have.

Who do I contact to pay for these services?

- *Water/Sewer.* South Granville Water & Sewer Authority (SGWASA) provides water & sewer services for the city. See page 1 for contact information.
- *Garbage.* Trash & recycling services are provided by Waste Industries. See page 1 for contact information.
- *Taxes.* Granville County collects property and vehicle taxes for the city. See page 1 for contact information.
- *Inspections/Building Permits.* Granville County Inspections Department conducts inspections and issues permits for the city. See page 1 for contact information.
- *Zoning Compliance Permits.* The Community Development Office issues zoning compliance permits. Once issued, permits are paid for and picked up at City Hall during normal business hours.
- *Recreation Programs.* Program fees are payable online at www.cityofcreedmoor.org/programregistration, via phone, or in person at City Hall during normal business hours.
- *Recreation Facility Rentals.* At this time, fees are only payable via phone or in person at City Hall during normal business hours.

How do I sign up for emergency notifications issued by the City?

The CodeRed Emergency Notification System is utilized for emergencies and important alerts. These alerts will only reach households whose contact information has been uploaded to the database; therefore, residents are strongly encouraged to call (919) 528-3332, Option “0” or visit www.cityofcreedmoor.org/EmergencyNotifications to verify we have the most current contact information on file.

When are the Board of Commissioners’ meetings?

Regular meetings are held on the first Tuesday of each month at 6:00 p.m. at City Hall. For more information, call the city clerk at (919) 764-1010 or go to www.cityofcreedmoor.org/CityGovernment.

How do I obtain a copy of a police report?

You may obtain a copy of a police report at the Creedmoor Police Department desk from 8:00 a.m. to 5:00 p.m., Monday through Friday. There is a \$5.00 fee for each report.

Does the City have a Safe Exchange Zone to complete online transactions?

Yes, a Safe Exchange Zone has been established in the parking lot of the Creedmoor PD. For more details, visit www.cityofcreedmoor.org/SafeExchangeZone.

How do I report a pothole or request a street repair?

- Issues with city streets, which are maintained by the city’s Public Works Department, may be reported by calling (919) 764-1036.
- Issues with state roads (including NC-56, NC-50, US-15 and some secondary streets), which are maintained by NC DOT, may be reported by calling (919) 693-8164.

If you are unsure if the street being reported is a city or NC DOT maintained street, please call City Hall.



Where is the nearest DMV office located?

The nearest DMV office is located in Oxford at 100 Providence Road. A satellite unit comes to Creedmoor once a month for driver license renewal on Thursdays of the first FULL week. At time of press, the DMV was looking at changing the schedule being in the Creedmoor location twice a year only. This schedule is subject to change; please call (919) 302-9828 for updates.

Where is the Creedmoor Post Office located and what are the hours of operation?

The United States Postal Service’s Creedmoor location is at 2157 Wilton Avenue (in the Creedmoor Commons Shopping Plaza). Hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. and Saturday from 9:00 a.m. to 12:00 p.m.

Where can I register to vote?

The Granville County Board of Elections handles voter registration. After completing registration, a voter card is sent via USPS which lists polling places and voting district. Contact the Board of Elections for more information or visit www.granvillecounty.org/government/board-of-elections or call (919) 693-2515.

How can I find parcel or ownership information for property located in Granville County?

Granville County maintains GIS Services with online mapping and parcel identification information at www.granvillegis.org.

yard debris & white goods collection

The City of Creedmoor's leaders strive to be good environmental stewards; therefore, burning yard waste within municipal limits is not permitted. City leaders also attempt to limit the amount of yard waste or white goods taken to the landfill by providing collection services for these items.

YARD DEBRIS

What is the schedule for yard debris pick-up?

Public Works crews pick up yard debris on the first and third Wednesday of each month.

2020 YARD DEBRIS PICK-UP SCHEDULE

Note: Schedule is subject to change

January 2 & 15	July 1 & 15
February 5 & 19	August 5 & 19
March 4 & 18	September 2 & 16
April 1 & 15	October 7 & 21
May 6 & 20	November 4 & 18
June 3 & 17	December 2 & 16

Residents are entitled to one (1) yard debris pick-up per month at no charge. Christmas tree collection will follow the Jan-Feb schedule. No call-in required.

Call (919) 528-3332 Option "0" to request a pickup, or submit a request online by selecting the "BRUSH & WHITE GOODS PICK-UP" on our home page at www.cityofcreedmoor.org.

What IS collected?

Vegetative matter resulting from landscaping maintenance including but not limited to leaves, twigs, grass, limbs, hedge clippings, hay, pine straw, pine cones, and logs.

Pickups are provided for occupied residences only and not from vacant lots or unoccupied properties.

What is NOT collected?

Building materials, landscape materials, plant pots, plastic trays, mulch bags, dirt, rocks, and materials cut up by a contractor rather than the resident. No household items or trash are permitted in the yard debris pick-up.



What about leaves?

Leaves must be bagged and placed at the curb for pick-up. Residents are encouraged to utilize biodegradable bags available at local hardware and most home improvement stores.

How should yard debris be placed by the road?

- All debris should be placed into paper or plastic yard bags.
- All tree limbs, regardless of diameter, must be cut to 3 foot lengths and stacked in the same direction.
- No stumps, fences, poles, etc. will be collected.
- All items are to be placed at the curb the evening before the day of pickup.



What if a contractor is hired for yard work?

It is the contractor's responsibility to remove any yard waste from the property which has been created as a result of the contractor's work.

WHITE GOODS

Public Works crews pick-up white goods (water heaters, washers, dryers, refrigerators, freezers, stoves) once a month on the second Wednesday.

Call (919) 528-3332 Option "0" to request a pickup, or submit a request online by selecting the "BRUSH & WHITE GOODS PICK-UP" on our home page at www.cityofcreedmoor.org.

2020 WHITE GOODS PICK-UP SCHEDULE

Note: Schedule subject to change

January 8	July 8
February 12	August 12
March 11	September 9
April 8	October 14
May 13	November 12
June 10	December 9

parks and recreation

RECREATION STAFF



Recreation & Events Coordinator
Angie Perry
events@cityofcreedmoor.org
(919) 764-1013

CREEDMOOR PARKS & RECREATION COMMITTEE (CPRC)

The mission of the CPRC is to enhance quality of life in the community by providing recommendations concerning recreational policies, facilities, and programs for its citizens. Members serve two-year staggered terms. Committee applications are accepted year round with appointments effective in September each year.

The committee meets bimonthly on the fourth Tuesday of even numbered months (February, April, June, August, October, & December); however, the meeting schedule is subject to change. Please check the Calendar of Events at cityofcreedmoor.org for current meeting dates.

All meetings are open to the public.

Committee Members
David Richardson, Chair
Kristy Williams
Vernestine Bannerman
Joe Phillips
Robert Stewart
Kevin Brown
John Gaul
James Lee
Robin Budine
#CreedmoorRecreation



FREQUENTLY ASKED QUESTIONS

When can I register for a program or class?

Registration dates are available on each program page. Visit cityofcreedmoor.org/Programs for specific dates.

How do I register?

FREE PROGRAMS. Registration forms must be submitted on the first day of attendance at the program and are available at City Hall, via download by accessing the link on each program's webpage, or at cityofcreedmoor.com/ProgramRegistration.

FEE-BASED PROGRAMS. Register and pay online at cityofcreedmoor.com/ProgramRegistration; download the registration form or pick one up at City Hall and pay in person or via credit card phone payment.



How can I pay online?

Click on the "Register Here" icon located on each recreation program webpage.



What facilities are available for rent?

LAKE ROGERS PARK:

Four (4) picnic shelters of various sizes; pedal boats, nuchanoes, and jon boats are available on Fridays, Saturdays, Sundays, & holidays (April 10—October 11).

HARRIS PARK:

One (1) medium-sized picnic shelter.

CREEDMOOR COMMUNITY CENTER:

Construction is underway to renovate the existing facility and add a new 15,000 square foot gymnasium, elevated walking track, and common area perfect for party rentals. Scheduled to be completed in fall 2020.

cityofcreedmoor.org/LakeRogersPark
cityofcreedmoor.org/HarrisPark
cityofcreedmoor.org/BCRoberts

How do I rent a space (shelter, facility, or field)?

Rental forms are available at City Hall, or may be downloaded by accessing the link on each facility's webpage.

A completed rental form and all applicable fees must be submitted in person at City Hall. Current fees are listed in the Fee & Rate Schedule at cityofcreedmoor.org/FeeAndRateSchedule.