

# City of High Point

*Municipal Office Building  
211 South Hamilton Street  
High Point, NC 27261*



## Meeting Agenda

**Monday, September 15, 2014**

**5:30 PM**

**Council Chambers**

### **City Council**

*James C. Davis, Mayor Pro Tem  
Foster L. Douglas, Jason P. Ewing,  
Jeffrey J. Golden, Judith P. Mendenhall,  
Britt W. Moore, Rebecca R. Smothers,  
Jay W. Wagner*

**ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE****MISCELLANEOUS**

- [140270](#) Proclamation - National Recovery Month  
Mr. Jason Yates from Caring Services will be present to receive a proclamation declaring September 2014 as "National Recovery Month."
- [140271](#) Proclamation - National Welcoming Week  
Mr. Tony Lowe, with the Human Relations Department, will be present to receive a proclamation declaring the week of September 15th as "National Welcoming Week."

**REGULAR AGENDA ITEMS****FINANCE COMMITTEE - Council Member Moore, Chair**

- [140272](#) Contract - Renewal of Golf Cart Rental Agreement  
City Council is requested to adopt the resolution and certificate of incumbency for the lease agreements with PNC Equipment Finance LLC for the renewal of the golf cart rental fleet and authorize the City Manager and Financial Services Director to execute the documents related thereto.
- [140273](#) Sole Source Authorization - 100kV Underground Cable  
Council is requested to approve an exception to the bid laws under the "sole source qualification" for the purchase of 100kV Underground Cable and award contract to Kerite Cable Services (Marmon Utilities) in the amount of \$932,283.00.
- [140274](#) Municipal Agreement - NCDOT - Safe Routes to Schools Sidewalk Projects  
Council is requested to authorize the City Manager to execute a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) providing for the Safe Routes to Schools Program for sidewalk construction around elementary schools in High Point.
- [140275](#) Contract - Bid No. 01 - Bulk Chemical Tank Replacement - WWTP  
Council is requested to approve contract awarding Bid No. 01 for the replacement of the bulk chemical storage tanks at the Ward Water Treatment Plant. Purchasing and the Public Services Department are recommending contract be awarded to Basinger Contracting Company in the amount of \$235,000.00.
- [140276](#) NCDOT - Exchange of Property - Skeet Club Road Widening Project  
Council is requested to approve the exchange of property between the City of High Point and the North Carolina Department of Transportation (NCDOT) for the Skeet Club Road widening project.

- [140277](#) Duke Energy - Cell Phone Tower Capability  
Council is requested to grant an additional burden easement to Duke Energy at the Parks & Recreation Facility located at 1301 Brentwood. This will allow Duke Energy to add cell phone capabilities to their tower.

**COMMUNITY HOUSING & NEIGHBORHOOD DEVELOPMENT COMMITTEE - Council Member Douglas, Chair**

- [140278](#) Regional Assessment of Fair Housing & Analysis of Impediments  
Council is requested to approve the City of High Point's Regional Assessment of Fair Housing and Analysis of Impediments as required by the Department of Housing and Urban Development (HUD).
- [140279](#) Policies for Neighborhood Stabilization Program (NSP) Grant Compliance  
Council is requested to adopt policies pertaining to the Neighborhood Stabilization Program (NSP) Grant Compliance.
- [140280](#) Policies for Urgent Repair Grant Program  
Council is requested to adopt a procurement policy and an assistance policy to allow the City to receive \$100,000 in Urgent Repair Program funds.
- [140195](#) Ordinance - Demolition of Structure - 206 E. Ray Avenue  
Adoption of an ordinance ordering the inspector to effectuate the demolition of a structure located at 206 E. Ray Avenue belonging to Sammie Chess, Jr. and Sandra Chess. At the July 21st Council Meeting, this item was deferred for 60 days.

**COMPREHENSIVE PLANNING COMMITTEE - Council Member Smothers, Chair**

- [140281](#) Resolution of Intent - Street Abandonment Case 14-07 -CHP  
Approval of a Resolution of Intent that establishes a public hearing date of Monday, October 20, 2014 at 6:15 p.m. to consider a request by High Point University to abandon the eastern portion of the Barbee Avenue right-of-way lying between Willow Place and Montlieu Avenue (private drive segment).
- [140282](#) National Register of Historic Places Nomination for the Enterprise Building  
Review and recommendation regarding the National Register of Historic Places nomination for the Enterprise Building, 305 North Main Street. This nomination will be presented to the North Carolina National Register Advisory Committee on October 2, 2014.
- [140285](#) Text Amendment - Requirements and Enclosures for Chickens, Pigeons, Rabbits, etc.  
Council is requested to adopt a text amendment amending Title 12 - Offenses, Section 12-2-2 - Requirements of Pens and Enclosures for chickens, pigeons, rabbits, etc. regarding the specific standards and

regulations for the keeping of female chickens.

## **PUBLIC HEARINGS - 6:15 P.M.**

### **COMPREHENSIVE PLANNING COMMITTEE - Council Member Smothers, Chair**

- [140283](#) Ordinance - High Point University - Zoning Case 14-09  
A request by High Point University to rezone approximately 92.2 acres from a Conditional Use Public & Institutional (CU-PI) District and a Conditional Zoning Public & Institutional (CZ-PI) District to a new Conditional Zoning Public & Institutional (CZ-PI) District. The site is lying north of Barbee Avenue, east of N. Centennial Street, south of E. Farriss Avenue and west of Panther Drive.

## **BOARDS AND COMMISSIONS APPOINTMENTS AND VACANCY REPORT**

- [140253](#) Boards and Commissions - Vacancy Report  
Attached is the current list of vacancies for all Boards and Commissions.

## **APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS**

- [140284](#) Minutes to be approved  
Special Meeting: August 25th @ 8:30 a.m.  
Finance Committee Meeting: Tuesday, September 2nd @ 4:30 p.m.  
Regular Council Meeting: Tuesday, September 2nd @ 5:30 p.m.

## **ADJOURNMENT**





## MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Robert L. Robbins, AICP  
Development Services Administrator  
**DATE:** September 15, 2014  
**SUBJECT:** Nomination of the Enterprise Building to the National Register of Historic Places

Attached for your review is the nomination application for the Enterprise Building, located at 305 North Main Street, to be added to the National Register of Historic Places. This nomination is being pursued by the current owner of the property, Capstone Enterprises, LLC. The application was prepared by Clay Griffith and Alex Cole of Acme Preservation Services of Asheville, NC.

The nomination is scheduled for presentation to the North Carolina National Register Advisory Committee on October 2, 2014. If the NC NRAC favorably recommends, the nomination will be signed by the State Historic Preservation Officer, Dr. Kevin Cherry, and submitted to the U.S. Department of the Interior, National Park Service, for final review and listing in the National Register.

The Council's comments and recommendation will be added to that of the High Point Historic Preservation Commission, which reviewed the application at its meeting of August 13, 2014 and upon review of the criteria for listing in the National Register, found the building eligible. Both recommendations will be sent to the NC NRAC to be considered with the nomination application.

The Enterprise Building, designed by High Point architect Tyson Ferree, and built in 1935, is a three story brick building with a full case stone Art Deco style front façade. It was the home of the city's newspaper, the High Point Enterprise, until 1970. The building was originally built with two stories, but the paper quickly outgrew it and a third story was constructed in 1945. Following relocation of the paper in 1970, the Enterprise Building had several owners, with the current owner having purchased the building in 2000. It is currently vacant, but is used occasionally for market showrooms.

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Administration  
336.883.3328

Planning Services  
336.883.3328

Development Services  
336.883.3328

Inspection Services  
336.883.3151

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA  
Fax: 336.883.3056

[www.high-point.net/plan](http://www.high-point.net/plan)

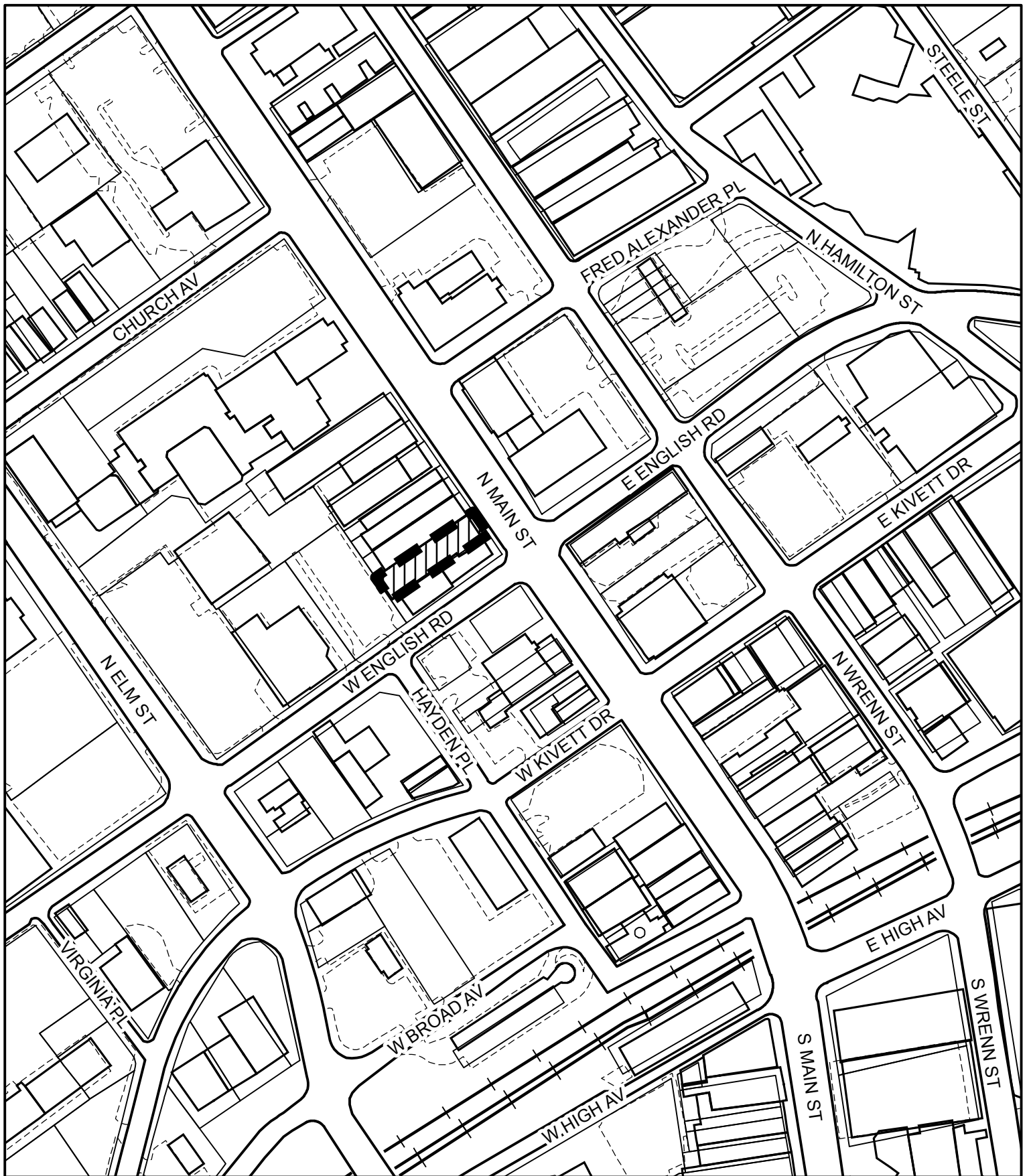
Permit Fax:  
336.883.8518

TDD 336.883.8517

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Being nominated under Criterion C (Architecture), the building's significance lies in its status as a well preserved example of the Art Deco style. The façade is richly ornamented with strong vertical lines, floral motifs and geometric patterns. The first floor windows have beveled glass panes and flank the central entry and round arch sidelights. More about the building's architecture and history are found in the attached text of the nomination.

Please contact me with any questions.



**NATIONAL REGISTER NOMINATION**  
**Enterprise Building**

305 North Main Street



Subject property

Planning & Development  
Department

City of High Point

Date: September 5, 2014



Scale: 1"=200'

United States Department of the Interior  
National Park Service

# National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

## 1. Name of Property

Historic name: **Enterprise Building**

Other names/site number: \_\_\_\_\_

Name of related multiple property listing:

N/A

(Enter "N/A" if property is not part of a multiple property listing)

## 2. Location

Street & number: **305 North Main Street**

City or town: **High Point** State: **North Carolina** County: **Guilford**

Not For Publication: ☐ N/A Vicinity: ☐ N/A

## 3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this  X  nomination   request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property  X  meets   does not meet the National Register Criteria.

I recommend that this property be considered significant at the following level(s) of significance:

national   statewide  X  local

Applicable National Register Criteria:

A   B  X  C   D

Signature of certifying official/Title:

Date

State or Federal agency/bureau or Tribal Government

In my opinion, the property   meets   does not meet the National Register criteria.

Signature of commenting official:

Date

Title :

State or Federal agency/bureau  
or Tribal Government

Enterprise Building

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#### 4. National Park Service Certification

I hereby certify that this property is:

- ☐ entered in the National Register  
☐ determined eligible for the National Register  
☐ determined not eligible for the National Register  
☐ removed from the National Register  
☐ other (explain:) \_\_\_\_\_

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Signature of the Keeper

Date of Action

---

#### 5. Classification

##### Ownership of Property

(Check as many boxes as apply.)

Private:

☒

Public – Local

☐

Public – State

☐

Public – Federal

☐

##### Category of Property

(Check only **one** box.)

Building(s)

☒

District

☐

Site

☐

Structure

☐

Object

☐

Enterprise Building  
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**Number of Resources within Property**

(Do not include previously listed resources in the count)

| Contributing | Noncontributing |            |
|--------------|-----------------|------------|
| <u>1</u>     | <u>0</u>        | buildings  |
| <u>0</u>     | <u>0</u>        | sites      |
| <u>0</u>     | <u>0</u>        | structures |
| <u>0</u>     | <u>0</u>        | objects    |
| <u>1</u>     | <u>0</u>        | Total      |

Number of contributing resources previously listed in the National Register N/A

**6. Function or Use**

**Historic Functions**

(Enter categories from instructions.)

COMMERCE/business

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**Current Functions**

(Enter categories from instructions.)

VACANT/NOT IN USE

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Enterprise Building  
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## 7. Description

### Architectural Classification

(Enter categories from instructions.)

Art Deco  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Materials:** (enter categories from instructions.)

Principal exterior materials of the property:

CAST STONE

BRICK  
\_\_\_\_\_  
\_\_\_\_\_

### Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

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#### Summary Paragraph

The Enterprise Building sits at the northwest corner of North Main Street and English Road in the central business district of High Point, Guilford County, North Carolina. The northeast-southwest route of the North Carolina Railroad roughly bisects the town, which was the highest point along the nineteenth-century route between Charlotte and Goldsboro. The Enterprise Building is located three blocks northwest of the railroad tracks and stands among the commercial buildings that line North Main Street. The Enterprise Building is flanked by a one-story building occupying a corner lot to the southeast, at the intersection of North Main Street and English Road. The two-story Adams Building abuts the Enterprise Building on its northwest elevation and is part of a continuous row of two-story commercial buildings extending north to the First Baptist Church lot at 405 North Main Street.

The Enterprise Building occupies the full extent of its tax parcel, with a sixteen-foot sidewalk located in front of the building along North Main Street. The building is 180-feet deep

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and the façade measures forty-seven feet across. Beginning thirty-two feet from the front of the building, the south elevation is inset six feet so that the rear elevation of the building measures only forty-one feet across. A ten-foot alley passes along the rear of the building, with a paved surface parking lot located on the adjacent parcel at the rear of the structure.

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**Narrative Description**

**Enterprise Building, 305 North Main Street, 1935, 1945, ca. 2010      Contributing building**

The Enterprise Building is a three-story brick commercial building with a full cast stone Art Deco-style façade. Prominent High Point architect Tyson Ferree designed the building, originally a two-story structure, in 1935 for the *High Point Enterprise*, the local newspaper. Due to increased demands, the building was enlarged to three stories in 1945, with Ferree extending his original façade design to seamlessly cover the added story. The cast stone façade is composed of five bays defined by four fluted pilasters stretching the full height of the building and engaged corner columns that appear to be stylized twisted ropes with leaf capitals. The capitals of the pilasters are rectangular panels containing a stylized, low-relief floral motif. The four outer bays have dentil cornices and contain large, multi-light metal-frame sash windows on each of the three stories, consisting of fifty-four lights on the first story, thirty-six on the second story, and thirty on the third story. Single-leaf doors are located in the two outermost bays on the first story, with the doorways integrated into the stone base and windows. The doorway on the north side was a feature of the original design, but the opening to the south was inserted as part of the façade redesign in 1945. The doors themselves are late-twentieth-century replacements.

The center bay of the façade is subdivided into three smaller bays corresponding to the central double-leaf entrance doors and round-arch sidelights on the first story. The wood doors contain large single panes of beveled glass with peaked lintels and are surmounted by a transom with a flowing criss-cross pattern of beveled lights. The door surround has curved, solid brackets framing the sides of the transom, a flat-arch lintel, and a low-relief dentil cornice. The top of the door frame features a stylized twisted rope motif that extends horizontally between square corner blocks with recessed panels. The sidelights are metal-frame sash with beveled glass. The cloth awning that shelters the entry doors and sidelights is a later addition. A rectangular panel above the awning is incised with "The Enterprise" framed by raised vertical panels on the ends and topped by a running pattern of inverted triangles over circular fans. The three windows within the center bay on the second and third stories are metal-frame sash with twenty-four lights. Two vertical bands rise between the windows to square blocks with recessed panels located just beneath the peaked parapet, which is incised with the date "1935" and contains a horizontal band of raised hexagonal stars set within circular medallions.

Behind the façade, the Enterprise Building is a typical brick commercial structure laid in American bond, with soldier-course window lintels, rowlock-course sills, and a terra cotta coping. The elevator shaft, which was added in 1945, rises above the roofline along the south elevation three bays from the front corner of the building. When it was constructed, the Enterprise Building abutted a two-story commercial building to the southeast, and as a result the



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second and third stories of the building are inset on the south side elevation to allow light to enter through the rows of twelve metal-frame industrial sash on each story. The sash consists of twenty-five lights on the second story and twenty lights on the third with operable hopper windows in the center. Seven of the third-story window openings at the center of the south elevation have been bricked in. The north elevation abuts the adjoining two-story building, but a number of windows, including five at the front of the building, are located on the third story above the adjacent structure.

The present owners of the building built an additional bay at the rear of the structure that contains an entrance lobby, offices, and a freight elevator. Attached to the three-story concrete block fire stair at the back of the building, the ca. 2010 addition is covered with cast stone panels and has plate-glass windows with simulated divided lights. The rear elevation is composed with a recessed entrance bay and stylized classical elements, including a pediment, entablature, and pilasters.

The interior consists of predominantly open floor plans on all three floors and maintains the general feel of the newspaper offices and printing rooms. The tall first story features original boxed, fluted posts that rise to a heavily molded tray ceiling that defined the front reception area of the newspaper. A long sales desk spanned the width of the room, separating the reception and sales area from the business offices and printing presses at the rear. A partition wall has been erected at the north end separating the first-story space from the original stairwell (accessed from the north exterior door) to the second story. A set of rooms along the north side contains restrooms, a kitchen, and the newspaper's original vault. The elevator, added in 1945 and accessed from the south exterior door, is enclosed within the partition wall on the south side of the space. Beyond the posts and moldings of the front section though, the first story has additional partition walls and architectural elements added within the open plan for furniture displays. A small suite of offices is located at the southwest corner of the first floor plan, as well as a small lobby and freight elevator added around 2010.

The second story of the building consists of two large rooms in the main part of the building, which is divided by a transecting wall with a single-leaf door communicating between the two rooms. Like the first story, partition walls along the north side contain restrooms, as well as the stair entrance and storage rooms. The floor is carpeted and the walls and ceiling are plaster. A stylized dentil molding encircles the front section of the front room, which was a lobby for the executive offices, editorial staff, and news room on the second story.

The third story, added in 1945, is a single open space with an exposed truss ceiling and wood floors. The open steel trusses support the exposed wood deck of the roof. Restrooms and a stair entrance are partitioned along the north side.

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## 8. Statement of Significance

### Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☐ A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ B. Property is associated with the lives of persons significant in our past.
- ☒ C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ D. Property has yielded, or is likely to yield, information important in prehistory or history.

### Criteria Considerations

(Mark "x" in all the boxes that apply.)

- ☐ A. Owned by a religious institution or used for religious purposes
- ☐ B. Removed from its original location
- ☐ C. A birthplace or grave
- ☐ D. A cemetery
- ☐ E. A reconstructed building, object, or structure
- ☐ F. A commemorative property
- ☐ G. Less than 50 years old or achieving significance within the past 50 years

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**Areas of Significance**

(Enter categories from instructions.)

Architecture

**Period of Significance**

1935, 1945

**Significant Dates**

1935

1945

**Significant Person**

(Complete only if Criterion B is marked above.)

N/A

**Cultural Affiliation**

N/A

**Architect/Builder**

Ferree, Tyson T. - architect

R. K. Stewart & Son – builder of 1945 addition

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**Statement of Significance Summary Paragraph** (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

Constructed during a period of growth and relative prosperity in High Point, North Carolina following the Great Depression, the Enterprise Building was commissioned in 1935 to accommodate the expanding operations and modern needs of the community's primary news source, the *High Point Enterprise*. Established in 1885, the *Enterprise* began as a modest, hand-written publication that evolved alongside the High Point community to be its primary provider of local, national, and global news. Designed by High Point architect Tyson T. Ferree, the two-story Art Deco building represented of the paper's growing success and progressive spirit. Although the building had been intended to comfortably house the *Enterprise's* operations for at least twenty years, the paper outpaced its projected growth, and a third floor was added in 1945. Constructed by R. K. Stewart & Son, the addition was designed by Ferree to blend seamlessly with the existing materials and architectural details of the original facade.

The Enterprise Building meets National Register Criterion C for its Art Deco architecture. The building presents a full cast stone façade richly ornamented with strong vertical lines, stylized classical elements, floral motifs, and geometric patterns. The large, first-story multi-light windows have beveled-glass panes and flank the central, stylized and classically-inspired entry and round-arch sidelights. The building is one of the most prominent examples of Art Deco architecture in High Point's commercial district and retains a good degree of exterior integrity. The periods of significance are the years 1935, the date of construction, and 1945, for its third story addition, which extended the façade in the same notable Art Deco style.

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**Narrative Statement of Significance** (Provide at least **one** paragraph for each area of significance.)

*Historical Background*

Located along a ridge between the Yadkin and Deep River basins, High Point, North Carolina was established at the crossroads of the Western Plank Road and the North Carolina Railroad in 1853, so named for being the "highest point" along the surveyed railroad line.<sup>1</sup> Leading up to completion of these two main thoroughfares, Guilford County and the surrounding areas had grown modestly throughout the first half of the nineteenth century. High Point was granted its town charter in 1859, and had established itself as the fourth highest revenue producer along the North Carolina rail line.<sup>2</sup>

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<sup>1</sup> Barbara E. Taylor, *Images of America: High Point* (Charleston: Arcadia Publishing, 2013), 7-8.

<sup>2</sup> Robert Marks, *High Point: Reflections of the Past* (Montgomery: Community Communications, Inc., 1996), 11.

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Although the Civil War took its toll on the area, High Point remained an important hub for transportation throughout the conflict. Local industries also continued to manufacture goods during this time, such as rifles, shoes, hats, and ink. The city of High Point remained relatively unscathed by the physical effects of the war until General George Stoneman raided the town just before the end of the war and burned the freight depot, leaving much destruction throughout the surrounding area. The post-war era in High Point, however, signified a new turning point in the city's evolution as a manufacturing and transportation hub.<sup>3</sup>

Although the exact date of initial publication is somewhat speculative, it was during post-Civil War recovery in High Point that the city's first regular printed news service began publication. Some sources describe the earliest manifestations of High Point's newspaper as being called the *Pioneer*, or the *Farm and Fireside*, and date the paper's beginnings to around 1859.<sup>4</sup> However, common opinion within the community dates the beginning of the paper to 1885, the year it took its official name, the *High Point Enterprise*.<sup>5</sup> Initially published in a second floor office in what was historically known as the Long or Harper Johnston building at the northwest corner of North Main and Broad Streets, the *Enterprise* began as a small operation, publishing its weekly paper with only one hand press, one job press, and several cases of type. Shortly after taking its name, the paper moved to the Allred Building on North Main Street in 1887, and two presses were added to aid in publication.<sup>6</sup> In 1888, founders Edwin Steele, W. A. Blair, and William Richardson elected to sell the paper to Charles Farriss, and his brother J. J., whose legacy as a publisher for the *Enterprise* and as a civic leader, within the High Point community and beyond, would prove to be a lasting one.

At the turn of the twentieth century, manufacturing had significantly increased the standard of living in High Point, and city population had nearly tripled since the 1880s. By 1902, more than half of the city's factories manufactured furniture.<sup>7</sup> In 1904, James H. Adams and J. Henry Millis established High Point Hosiery Mills, and within ten years, nine textile mills were opened in the city.<sup>8</sup> Some of the earliest important commercial buildings were constructed during this time, including the North Carolina Savings and Trust Company (1905) and the Home Bank Building (1910). Both were three-to-five-story office buildings with brick and stone architectural details, represented the city's increasing prosperity as an important manufacturing and transportation hub.<sup>9</sup>

As High Point industry continued to make strides, the prosperity of the *Enterprise* grew concurrently. Following Charles' departure from the paper to pursue academic interests, J. J. Farriss began to further define the role of the *Enterprise* as a means by which to support

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<sup>3</sup> Taylor, 7-8.

<sup>4</sup> High Point Chamber of Commerce, *The Buildings and Builders of a City: High Point, North Carolina* (High Point: Hall Printing Company, 1947), 204.

<sup>5</sup> *The High Point Enterprise* (May 28, 2010).

<sup>6</sup> Chamber, 204.

<sup>7</sup> Marks, 11.

<sup>8</sup> Taylor, 7-8.

<sup>9</sup> H. McKeldon Smith, *Architectural Resources: An Inventory of Historic Architecture – High Point, Jamestown, Gibsonville, Guilford County* (Raleigh: North Carolina Department of Cultural Resources – Division of Archives and History, 1979), 28.

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economic growth within the city and surrounding communities. In May 1903, the *Enterprise* began the week with an eight-page edition that outlined the paper's plans to expand and make extensive improvements in the size and service of its publication.<sup>10</sup> Semi-weekly publication of the *Enterprise* began May 31, 1904, with daily afternoon publication soon following in September 1904. Circulation grew steadily, with readership nearly doubling every ten years between 1890 and 1920.<sup>11</sup> In order to meet the demands of the growing publication, the *Enterprise* moved its operations to the former Mellinchampe Building in 1915. That same year, J. J. Farris ended his tenure with the *High Point Enterprise*, when his brother Charles sold the paper to B. Jefress, W.A. Hildebrand, A. L. Stockton, and J. P. Rawley, all of the *Greensboro Daily News*. During his years as editor and publisher, from 1888 to 1915, Farriss traveled extensively to encourage development and dedicated the paper's efforts to not only news reporting, but to promotion of "High Point's civic well-being and progressive growth."<sup>12</sup>

Upon his death in 1924, J. J. Farriss was lauded as a dynamic individual who dedicated his life's work to the success of the *High Point Enterprise* and to that of the larger community. During his tenure with the paper, Farriss also served several years as the president of the Chamber of Commerce, chairman of the local Red Cross, president of the North Carolina Press Association, and founded the Southern Furniture Journal, which was said to be essential to the burgeoning success of the Southern furniture industry. In its description of Farriss' lasting legacy, the Chamber of Commerce noted that under his direction "the *Enterprise* developed from a struggling weekly into a daily newspaper to devote itself more intensively to promoting the growth and development of this community as one of the leading communities of the entire country."<sup>13</sup>

Under the direction of J. P. Rawley, who functioned as publisher and head of advertising for more than two decades, the *Enterprise* continued as High Point's primary source for local, national, and international news. Although the paper changed ownership several times between 1915 and 1920, Rawley and partner R. B. Terry bought out other interests in 1921, and maintained ownership into the latter half of the twentieth century. During the 1920s, circulation of the *Enterprise* quadrupled, surpassing the city's rate of growth. The *Enterprise* served not only High Point, but also Thomasville, Lexington, Asheboro, Kernersville, and other nearby communities, and attributed its success to the broad scope of interest of the paper.<sup>14</sup> In order to meet the growing demands of the publication, a new modern facility was planned, following the purchase of three adjacent lots on North Main Street in 1933 from the estate of W.C. Jones (Deed 10/ 20). The *Enterprise* celebrated its fiftieth anniversary in January of 1935, and subsequently published a front page sketch of its new headquarters on September 8, 1935. Designed by High Point architect Tyson Ferree, the two-story, Art Deco style building was intended to exude modernity in its form and function. Although construction was to be

<sup>10</sup> *The High Point Enterprise* (May 28, 2010).

<sup>11</sup> *The High Point Enterprise* (October 4, 1970).

<sup>12</sup> *The High Point Enterprise* (October 3, 1970).

<sup>13</sup> Chamber, 202-203.

<sup>14</sup> *The High Point Enterprise* (October 4, 1970).

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completed by January 1936, the unveiling of the building to the public did not take place until May of that year.<sup>15</sup>

In its official "Open House" edition on May 8, 1936, the newspaper invited the public to tour the new facility. The first floor featured a spacious lobby with terrazzo floors, high ceilings and large windows to allow in as much natural light as possible. Upon entering the main floor lobby, patrons were met at a carved walnut service counter. Immediately behind the customer service area were offices for business, advertising, and circulation. A large press and stereotyping equipment were also located on the first floor at the rear of the building. The modern Goss rotary press allowed for output of 36,000 papers per hour. A forty eight-page Hoe press was added in 1938.<sup>16</sup>

On the second floor was an additional lobby, along with executive offices, editorial and press rooms, and an Associated Press filing room that housed photographs and mats for the paper. In the rear half of the second floor was located the newspaper composing room, which housed Ludlow and linotype presses. At the time, an average of one ton of tin and lead was used at the *Enterprise* for printing every day and there was an additional room at the rear for melting metal. In conceptualizing the design for the building, much attention was paid to maximizing the efficiency and comfort of the composing room. In keeping with the paper's role in supporting the local community, all office equipment was purchased from local manufacturers. Additionally, heat blowers and special insulation were installed to ensure the comfort of those working in the building. The *Enterprise's* new building was lauded by the public as significant "beautification" of one of the High Point's main thoroughfares and was considered to be representative of the paper's "progressive spirit."<sup>17</sup>

Although the new building had been intended to comfortably house the paper's operations for at least two decades following its completion, it was quickly realized that additional space was needed, and a third story addition was planned after the end of World War II. Original architect, Tyson T. Ferree, designed an addition that spanned the width and breadth of the existing building, while incorporating the existing façade and architectural detailing. A new door was added at the south end of the façade to allow access to a modern elevator that would service all three floors. The addition was completed in 1945, and allowed for expansion of the paper's newsroom, and additional modern machinery to be added to its printing and production capabilities.<sup>18</sup>

Circulation of the *High Point Enterprise* continued to increase, doubling from 10,000 readers in 1940 to 20,000 in 1950. To allow for additional printing, space was leased in an adjacent building, on the corner of North Main Street and English Road, to house the press operations for the paper in 1956. A new fifty-six page press was added that would allow for faster printing speed.<sup>19</sup> The *Enterprise* continued to serve the community from its home on North Main Street until 1970, when operations were moved two blocks northwest to a new facility at

<sup>15</sup> *The High Point Enterprise* (May 8, 1936).

<sup>16</sup> Ibid.

<sup>17</sup> Ibid.

<sup>18</sup> *The High Point Enterprise* (September 23, 1945).

<sup>19</sup> *The High Point Enterprise* (October 4, 1970).

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210 Church Avenue that would allow the paper to double its production and to take advantage of other technological advances that had been made in printing. The new building was more than 40,000 square feet, and cost an estimated \$1 million in construction and new equipment.<sup>20</sup> Ownership of paper remained in the Rawley family until current owner, Paxton Media, purchased the business in 1999.<sup>21</sup>

Following relocation of paper in 1970, the Enterprise Building at 305 North Main Street was sold to David and Anne Tillson in 1975 (Deed 2745/661). Two years later, The Enterprise, Inc., repurchased the property and it became the home of High Point's art organizations (Deed 2809/299). In 1982, the building was purchased by The High Point Community Center, and continued its function as a gathering space for community organizations, and was known as the Holt McPherson Center (Deed 3188/614).<sup>22</sup> The Enterprise Building was purchased in 2000 by its current owners, Capstone-Enterprise, LLC (Deed 4909/2117). The building is presently unoccupied, but it is occasionally used for furniture showrooms.

*Architectural Context*

The architectural significance of the Enterprise Building lies in its status as a well preserved example of the Art Deco style as it was interpreted in the commercial buildings of piedmont North Carolina during the 1930s and 1940s. The fully detailed facade of the Enterprise Building is the most complete expression of the style in High Point and retains a high degree of architectural integrity.

The term Art Deco, which is generally associated with the architecture and decorative arts of the 1920s and 1930s, was derived as a reference to works presented at the 1925 Exposition Internationale des Arts Decoratifs et Industriels Modernes in Paris.<sup>23</sup> Given its broad scope of cultural association, a variety of influences are apparent in the main characteristics of the style, including avant-garde painting styles of the early twentieth century and elements of high fashion, as well as a variety of ethnic-inspired influences.<sup>24</sup> Architecturally, these influences manifested themselves as Beaux Arts-derived building plans and massing that were embellished with decorative motifs such as stylized floral motifs, low relief sculpture, geometric patterns, and brightly colored or shiny materials.<sup>25</sup> For most of the 1920s, glazed terra cotta was the most popular material for ornamentation. As the world marched into the machine age, however, more modern materials, such as glass and steel were increasingly utilized.

After 1925, the influence of the machine was increasingly apparent in Art Deco style. The machine aesthetic that had evolved from a variety of different European influences,

<sup>20</sup> Ibid.

<sup>21</sup> *The High Point Enterprise* (May 28, 2010).

<sup>22</sup> Briggs, 114-115.

<sup>23</sup> Clayton Watrous Griffith, "Douglas D. Ellington: Art Deco in Asheville, 1925-1931" (master's thesis, University of Virginia, 1993), 26.

<sup>24</sup> Alistair Duncan, *The Encyclopedia of Art Deco* (New York: E.P. Dutton, 1988), 6.

<sup>25</sup> Griffith, 26; Duncan, 6.



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including Viennese and German Secessionists, the Art Decoratifs exhibition, and European modernists like Eliel Saarinen, became a central, and much debated, theme of Art Deco and Modernist style architecture.<sup>26</sup> Especially in the United States, because of the country's focus on the intellectual and economic, the Modernist ideal of function following form became the accepted design approach, and Art Deco became the "grammar of ornament" adopted by Modernists.<sup>27</sup> The 1916 New York zoning ordinance that regulated setbacks and enforced height limitations at street level heavily influenced the evolution of architectural forms of the Modernist movement, which are most recognizable in the pyramidal massing and stepped roof forms found in examples of tall Art Deco buildings.<sup>28</sup> During this time, as business was increasingly glorified, the building forms and decorative ornamentation of the Art Deco style became synonymous with the modernity, progress, and industry those businesses meant to portray. These modern architectural themes of major cities gradually influenced all of urban America at the time, and examples of Art Deco architecture can be seen in many smaller urban communities across the country.

Designed by Tyson T. Ferree (1904-1948), the Enterprise Building in High Point, North Carolina remains one of the community's most outstanding examples of Art Deco architecture. Ferree was a native of Randolph County, North Carolina, and attended Asheboro High School, where he graduated in 1923.<sup>29</sup> He graduated from North Carolina State College in 1930, and received his license to practice architecture in the state in 1933. Ferree designed a number of prominent buildings within High Point, such as the ca. 1935 Professional Building at 300 South Main Street, the Terry Building, and the Rowella Apartments built in 1933 at 1003 N. Main Street, as well as numerous private residences. For the High Point Housing Authority, he designed the Daniel Brooks Homes, a 200-unit public housing project that opened in 1944 and was inspired by mid-nineteenth century English worker housing, with brick construction, stuccoed gables, steeply pitched roofs, and numerous chimneys.<sup>30</sup> He also served as architect for several buildings in the surrounding communities, including the Smith Clinic (NR, 1991) in Thomasville, North Carolina.<sup>31</sup> The Smith Clinic is a one-story brick office building, built in 1939, with modest Art Deco detailing limited to the façade and concentrated on the cast-stone frontispiece with a stepped parapet. Ferree's architectural work in High Point continued until his death in 1948.

Several additional examples of Art Deco commercial buildings can be found within High Point's commercial district. The Professional Building, located on South Main Street, is a two-story brick and concrete building with stepped parapets and a modest corner-facing façade, also

<sup>26</sup> Dianne H. Pilgrim, Dickran Tashjian, and Richard Guy Wilson, *The Machine Age in America: 1918-1941* (New York: The Brooklyn Museum of Art, 1986), 149-150.

<sup>27</sup> Duncan, 8.

<sup>28</sup> Pilgrim, 150.

<sup>29</sup> *The High Point Enterprise* (June 7, 1942).

<sup>30</sup> *The High Point Enterprise* (June 7, 1942); and "Greensboro's Treasured Places," Preservation Greensboro blog website (<http://preservationgreensboro.typepad.com/weblog/2010/06/early-housing-reforms-sought-innovative-design-models.html>); accessed April 2014).

<sup>31</sup> Laura A. W. Phillips, "Smith Clinic" National Register of Historic Places Nomination, Office of Archives and History, North Carolina Department of Cultural Resources, Raleigh, NC, 1991.

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designed by Tyson Ferree and built in the mid-1930s. The Adams Building, built in 1932 and located immediately adjacent to the Enterprise Building at 307 North Main Street, is a two-story brick building with a decorative concrete patterned motif and capped pilasters along the façade. Additionally, the Center Theater, designed by architect Erle Stillwell, is also located on South Main Street. Although much of the interior layout is still visible, the exterior has been significantly modified.

The three-story Enterprise Building remains one of the most prominent examples of an Art Deco commercial building in High Point, North Carolina. Unlike the majority of other examples in the city, the Enterprise Building is rendered with a fully-detailed Art Deco façade and remains relatively unaltered on the exterior. Its distinctive Art Deco elements, including its ornamented entryway, fluted pilasters capped with decorative floral motifs, and stepped parapet distinguish the building as one of the best examples in the area. Interior elements, such as the terrazzo floor, original windows, fluted interior posts, and dentil molding on the second story, also speak to the historic integrity of the building. The Enterprise Building embodied the inherent modern spirit of the Art Deco style in its architectural detailing and function, and was representative of the progress that was being made in High Point following the Great Depression.

Enterprise Building

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## 9. Major Bibliographical References

**Bibliography** (Cite the books, articles, and other sources used in preparing this form.)

Briggs, Benjamin. *The Architecture of High Point, North Carolina: A History and Guide to the City's Houses, Churches, and Public Buildings*. Charleston, SC: The History Press, 2008.

Duncan, Alistair. *The Encyclopedia of Art Deco*. New York: E. P. Dutton, 1988.

"Early Housing Reforms Sought Innovative Designs" (June 16, 2010). Greensboro's Treasured Places website (<http://preservationgreensboro.typepad.com/weblog/2010/06/early-housing-reforms-sought-innovative-design-models.html>; accessed April 2014).

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High Point Chamber of Commerce. *The Buildings and Builders of a City: High Point, North Carolina*. High Point, NC: Hall Printing Company, 1947.

Marks, Robert. *High Point: Reflections of the Past*. Montgomery, AL: Community Communications, Inc. 1996.

Phillips, Laura A. W. "Smith Clinic" National Register of Historic Places Nomination. Office of Archives and History, North Carolina Department of Cultural Resources, Raleigh, North Carolina, 1991.

Pilgrim, Diane H., Dickran Tashjian, and Richard Guy Wilson. *The Machine Age in America: 1918-1941*. New York: The Brooklyn Museum of Art, 1986.

Smith, H. McKeldon. *Architectural Resources: An Inventory of Historic Architecture – High Point, Jamestown, Gibsonville, Guilford County*. Office of Archives and History, North Carolina Department of Cultural Resources, Raleigh, North Carolina, 1979.

Taylor, Barbara E. *High Point*. Images of America Series. Charleston, SC: Arcadia Publishing, 2013.

*The High Point Enterprise* (High Point, NC). Heritage Research Center, High Point Public Library, High Point, NC. 1936-present.

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**Previous documentation on file (NPS):**

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ previously determined eligible by the National Register
- ☐ designated a National Historic Landmark
- ☐ recorded by Historic American Buildings Survey # \_\_\_\_\_
- ☐ recorded by Historic American Engineering Record # \_\_\_\_\_
- ☐ recorded by Historic American Landscape Survey # \_\_\_\_\_

**Primary location of additional data:**

- ☒ State Historic Preservation Office
- ☐ Other State agency
- ☐ Federal agency
- ☐ Local government
- ☐ University
- ☒ Other

Name of repository: High Point Public Library, High Point, NC

**Historic Resources Survey Number (if assigned):** GF 629

Enterprise Building

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## 10. Geographical Data

Acreage of Property .17 acre

Use either the UTM system or latitude/longitude coordinates

### Latitude/Longitude Coordinates

Datum if other than WGS84: \_\_\_\_\_

(enter coordinates to 6 decimal places)

- |              |            |
|--------------|------------|
| 1. Latitude: | Longitude: |
| 2. Latitude: | Longitude: |
| 3. Latitude: | Longitude: |
| 4. Latitude: | Longitude: |

Or

### UTM References

Datum (indicated on USGS map):

☐ NAD 1927 or ☒ NAD 1983

- |             |                 |                   |
|-------------|-----------------|-------------------|
| 1. Zone: 17 | Easting: 589495 | Northing: 3979906 |
| 2. Zone:    | Easting:        | Northing:         |
| 3. Zone:    | Easting:        | Northing:         |
| 4. Zone:    | Easting :       | Northing:         |

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**Verbal Boundary Description** (Describe the boundaries of the property.)

The nominated property for the Enterprise Building contains the full extent of Guilford County tax parcel 0186863 (PIN 7800158527). The boundary is shown by a heavy line on the accompanying Guilford County tax map.

**Boundary Justification** (Explain why the boundaries were selected.)

The boundary of the nominated property includes the full extent of the urban lot historically associated with the Enterprise Building. The property is described in Guilford County Deed Book 4909, page 2117.

Enterprise Building  
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### 11. Form Prepared By

name/title: Clay Griffith and Alex Cole  
organization: Acme Preservation Services, LLC  
street & number: 825C Merrimon Ave., #345  
city or town: Asheville state: NC zip code: 28804  
e-mail: cgriffith.acme@gmail.com  
telephone: (828) 281-3852  
date: July 23, 2014

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### Additional Documentation

Submit the following items with the completed form:

- **Maps:** A USGS map or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Enterprise Building  
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### Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

### Photo Log

Name of Property: Enterprise Building

City or Vicinity: High Point

County: Guilford

State: North Carolina

Photographer: Clay Griffith

Date Photographed: March 27, 2014

Description of Photograph(s) and number, include description of view indicating direction of camera:

1 of \_\_\_\_.

**Paperwork Reduction Act Statement:** This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 460 et seq.).

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.





1935

THE ENTERPRISE

EST. 1900 800-7474 **ADAMS** Signs More Than



NO TURN  
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PARKING IN REAR.

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ADAMS



305

**PUSH  
TO OPEN**







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ADAMS



EXIT





















**MEMORANDUM**

**DATE:** September 08, 2014

**TO:** Bob Morgan, Interim Assistant City Manager

**FROM:** Terry Houk, Public Services Director (TCH)  
Carol McDowell, Assistant Director Public Services (mcm)

**SUBJECT:** Agenda Item  
Bulk Chemical Tank Replacement - Ward Water Treatment Plant  
Bid No. 01-080814

**ATTACHMENTS:** Attachment A: DMP Bid Recommendation Letter and Bid Information  
Attachment B: Pictures of Existing Tanks

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I respectfully request that the following be included for consideration on the next Council Agenda:

Acceptance of low bid submitted by Basinger Contracting Company for the Bulk Chemical Tank Replacement at the Ward Water Treatment Plant

The City budgeted for the replacement of the bulk chemical storage tanks at the Ward Water Treatment Plant. The Purchasing Department, with design by David Martin Powell Engineers, issued bid documents for this replacement project.

The existing bulk chemical storage tanks at the Ward Water Treatment Plant are in need of replacement. The work for the project will include the replacement of three (3) existing Sodium Hypochlorite bulk tanks, and one (1) Hydrofluorosilic (Fluoride) Acid Tank. Concrete remediation work will be performed for the secondary containment area around the Fluoride Tank.

Public Services is recommending the bid be accepted for:

Bulk Chemical Tank Replacement: \$235,000.<sup>00</sup>

Funding for this project will come from: 421779 - 533701 - 421131026205 - 40201

/mcm

cc: Joanne Carlyle, City Attorney  
Jeff Moore, Finance Director  
Tarinda Chappell, Purchasing Manager  
Wendell Pickett, Ward Plant Superintendent  
File



**FORMAL BID RECOMMENDATION  
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Public Services - Ward Water Treatment Plant**

COUNCIL AGENDA DATE: **September 15, 2014**

BID NO.: **01-080814**

CONTRACT NO.: **N/A**

DATE OPENED: **Aug 6, 2014**

**DESCRIPTION:**

Replacement of existing bulk chemical storage tanks at the Ward WTP.

**PURPOSE:**

Existing tanks are in need of replacement due to age and leakage. City budgeted for the replacement of three (3) Sodium Hypochlorite and one (1) Hydrofluorosilic (Fluoride) tanks.

**COMMENTS:**

This project was included in the 2014-2015 Budget.

RECOMMEND AWARD TO: **Basinger Contracting Company**

AMOUNT: **\$235,000**

**JUSTIFICATION:**

Bid process was properly performed. Basinger Contracting Company is a properly licensed utility contractor and is capable of performing the work.

| ACCOUNTING UNIT       | ACCOUNT | ACTIVITY     | CATEGORY | BUDGETED AMOUNT |
|-----------------------|---------|--------------|----------|-----------------|
| 421779                | 533701  | 421131026205 | 40201    | \$260,000.00    |
|                       |         |              |          |                 |
|                       |         |              |          |                 |
|                       |         |              |          |                 |
| TOTAL BUDGETED AMOUNT |         |              |          | \$260,000.00    |

DEPARTMENT HEAD: **Terry L. Houk**

Digitally signed by Terry L. Houk  
DN: cn=Terry L. Houk, o=City of High Point, ou=City of High Point, email=terry.houk@highpointnc.gov, c=US  
Date: 2014.09.05 15:33:21 -0400

DATE: **Sep 5, 2014**

The Purchasing Division concurs with recommendation submitted by the **Public Services** and recommends award to the lowest responsible, responsive bidder **Basinger Contracting Co.** in the amount of \$ **235,000.00**.

PURCHASING MANAGER: **Tarinda Chappell**

Digitally signed by Tarinda Chappell  
DN: cn=Tarinda Chappell, o=City of High Point, ou=Purchasing, email=tarinda.chappell@highpointnc.gov, c=US  
Date: 2014.09.09 11:32:44 -0400

DATE: **Sep 9, 2014**

Approved for Submission to Council  
FINANCIAL SERVICES DIRECTOR: 

Digitally signed by Jeffrey A. Moore  
DN: cn=Jeffrey A. Moore, o=City of High Point, ou=Financial Services Director, email=jffm@highpointnc.gov, c=US  
Date: 2014.09.09 14:51:48 -0400

DATE: **Sep 9, 2014**

CITY MANAGER: **Randy E. McCaslin**

Digitally signed by Randy E. McCaslin  
DN: cn=Randy E. McCaslin, o=City of High Point, ou=City Manager, email=randy.mccaslin@highpointnc.gov, c=US  
Date: 2014.09.10 10:06:27 -0400

DATE: **Sep 10, 2014**



AUG 12 2014

PUBLIC SERVICES DEPT.

**DAVIS • MARTIN • POWELL**  
ENGINEERS & SURVEYORS



August 11, 2014

Re: City of High Point, N.C.  
Ward WTP Bulk Tank Replacement  
Bid No. 01-080614  
DMP Project 130299 (AL)

Mr. Terry Houk  
Public Services  
City of High Point  
PO Box 230  
High Point, NC 27261

Dear Terry:

Bids were received by the Purchasing Department on August 6, 2014 for the above referenced project. A total of six (6) bids were submitted and read, as summarized below.

| <b>Bidder</b>                                | <b>Part A<br/>Base</b> | <b>Part B<br/>Additive Alternate</b> | <b>Total Bid</b> |
|----------------------------------------------|------------------------|--------------------------------------|------------------|
| Basinger Contracting Co.<br>Charlotte, NC    | \$ 217,500.00          | \$ 17,500.00                         | \$ 235,000.00    |
| Brushy Mountain Builders, Inc.<br>Lenoir, NC | \$ 221,000.00          | \$ 14,190.00                         | \$ 235,190.00    |
| Dellinger, Inc.<br>Monroe, NC                | \$ 271,423.00          | \$ 10,313.00                         | \$ 281,736.00    |
| Hickory Construction Co.<br>Hickory, NC      | \$ 286,506.00          | \$ 10,443.00                         | \$ 296,949.00    |
| T.A. Loving Company<br>Goldsboro, NC         | \$ 301,000.00          | \$ 20,000.00                         | \$ 321,000.00    |
| Haren Construction Co.<br>Etowah, TN         | \$ 307,000.00          | \$ 10,000.00                         | \$ 317,000.00    |

A detailed tabulation of all bids received is attached.

The bid pricing for Part A includes the replacement of the three (3) existing Sodium Hypochlorite bulk storage tanks and the one (1) existing Hydrofluorosilic Acid (Fluoride) tank. The Part B pricing is an additive alternate and provides for rehabilitation and re-coating of the deteriorated secondary containment area around the Fluoride tank.

The lowest bidder on this project, Basinger Contracting Company, submitted a base bid of \$217,500 which is approximately 30% higher than the estimated construction cost prepared by our firm. The bid pricing could be attributed to several factors, including project complexity, raw material pricing and the current bidding environment. Basinger Contracting Company is a properly licensed utility contractor and is capable of performing the work required by the Contract.

Mr. Terry Houk  
City of High Point, NC

August 11, 2014

Page 2 of 2

Based upon the information presented above, DMP recommends the City of High Point City Council consider awarding this contract to Basinger Contracting Company, in the amount of their Total Bid of \$235,000.00.

Upon City Council's approval, we will prepare the Construction Contracts and schedule a pre-construction conference. We have also enclosed the original bid documents from all bidders and the low bidder's MBE documentation (Affidavit D). We greatly appreciate the opportunity to provide this design service for the City and look forward to the project's construction.

If you have any questions or need additional information, please feel to call.

Sincerely,

DAVIS-MARTIN-POWELL & ASSOCIATES

A handwritten signature in black ink, appearing to read "Ben Palmer", with a stylized flourish at the end.

Ben Palmer, PE

c: Ms. Tarinda Chappell (enc)  
File (enc)



|                                                      |                                                                                                                                                                                                                                                                                                                     | Basinger Contracting Co.<br>9806 Forest Run Lane<br>Charlotte, NC 28277 | Brushy Mountain Builders, Inc.<br>3390 Gaither Walker Circle<br>Lenoir, NC 28645 | Dellinger, Inc.<br>2631 Old Charlotte Hwy.<br>Monroe, NC 28110 | Hickory Construction Co.<br>PO Box 1769<br>Hickory, NC 28603 | T.A. Loving Company<br>PO Box 919<br>Goldsboro, NC 27533 | Haren Construction Co.<br>1715 Highway 411 North<br>Etowah, TN 37331 |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------|
| ITEM                                                 | DESCRIPTION                                                                                                                                                                                                                                                                                                         | AMOUNT                                                                  | AMOUNT                                                                           | AMOUNT                                                         | AMOUNT                                                       | AMOUNT                                                   | AMOUNT                                                               |
| PART A - BASE BID                                    |                                                                                                                                                                                                                                                                                                                     |                                                                         |                                                                                  |                                                                |                                                              |                                                          |                                                                      |
| A1.                                                  | Construction Complete of the three (3) Sodium Hypochlorite Replacement Tanks as shown on the plans and specified herein including furnishing and installing all equipment, materials, labor, piping, site work, building modifications, mechanical, electrical construction, and all other work shown or specified. | \$167,750.00                                                            | \$176,000.00                                                                     | \$223,976.00                                                   | \$214,879.00                                                 | \$216,000.00                                             | \$257,000.00                                                         |
| A2.                                                  | Construction Complete of the one (1) Hydrofluorosilic Acid Replacement Tank as shown on the plans and specified herein including furnishing and installing all equipment, materials, labor, piping, site work, mechanical, electrical construction, and all other work shown or specified.                          | \$49,750.00                                                             | \$45,000.00                                                                      | \$47,447.00                                                    | \$71,627.00                                                  | \$85,000.00                                              | \$50,000.00                                                          |
| Total Base Bid (sum of Items A1 to A2)               |                                                                                                                                                                                                                                                                                                                     | \$217,500.00                                                            | \$221,000.00                                                                     | \$271,423.00                                                   | \$286,506.00                                                 | \$301,000.00                                             | \$307,000.00                                                         |
| PART B - BASE BID EQUIPMENT & MATERIAL MANUFACTURERS |                                                                                                                                                                                                                                                                                                                     | MANUFACTURER                                                            | MANUFACTURER                                                                     | MANUFACTURER                                                   | MANUFACTURER                                                 | MANUFACTURER                                             | MANUFACTURER                                                         |
| 33 16 10                                             | Bulk Storage Tanks                                                                                                                                                                                                                                                                                                  | Poly Processing/Heyward                                                 | Assman Corp.                                                                     | Poly Processing                                                | Poly Processing                                              | Poly Processing                                          | Poly Processing                                                      |
| PART C - ALTERNATE BID ITEMS                         |                                                                                                                                                                                                                                                                                                                     | AMOUNT                                                                  | AMOUNT                                                                           | AMOUNT                                                         | AMOUNT                                                       | AMOUNT                                                   | AMOUNT                                                               |
| C1.                                                  | Rehabilitation & coating application of the Hydrofluorosilic Acid Containment Area as shown on the plans and specified herein including furnishing and installing all equipment, materials, labor, and all other work shown or specified.                                                                           | \$17,500.00                                                             | \$14,190.00                                                                      | \$10,313.00                                                    | \$10,443.00                                                  | \$20,000.00                                              | \$10,000.00                                                          |

THIS IS TO CERTIFY THAT THIS TABULATION IS CORRECT AND A TRUE AND ACCURATE COPY OF THE BIDS SUBMITTED, THIS THE 6th DAY OF AUGUST, 2014.

DAVIS-MARTIN-POWELL AND ASSOCIATES, INC.

By:   
Ben Palmer, PE



## ATTACHMENT B – Agenda Item

### Existing Fluoride Tank



## ATTACHMENT B – Agenda Item

### Existing Fluoride Tank





## ATTACHMENT B – Agenda Item

### Existing Sodium Hypochlorite Tanks





## ATTACHMENT B – Agenda Item

### Existing Sodium Hypochlorite Tanks (Leaking)



**ATTACHMENT B – Agenda Item**

**HIGH POINT CITY COUNCIL  
SPECIAL MEETING  
AUGUST 25, 2014 – 8:30 A.M.  
CITY MANAGER'S CONFERENCE ROOM**

**MINUTES**

**Present:**

James Davis, Mayor Pro Tem; and Council Members Rebecca R. Smothers (At-Large), Britt Moore (At-Large), Jeff Golden (Ward 1), Judith P. Mendenhall (Ward 3), Jay Wagner (Ward 4), and Jason Ewing (Ward 6)

**Absent:**

Mayor Bernita Sims and Council Member Foster Douglas (Ward 2)

**Staff Present:**

JoAnne Carlyle, City Attorney; Jeron Hollis, Communications Officer; Loren Hill, President-High Point Economic Development Corporation; Lisa Vierling, City Clerk

**Others Present:**

Stephen Straus, Developmental Associates, LLC; Cynthia Davis, (At-Large Candidate for Council); Jimmy Scott (Mayoral Candidate); Alyce Hill (Ward 3 Candidate); Jim Bronnert (Ward 4 Candidate); and Jerry Mingo (Ward 2 Candidate)

**News Media:**

Jordan Green, *Triad City Beat*

Pat Kimbrough, *High Point Enterprise*

In the absence of Mayor Sims, Mayor Pro Tem Davis called the meeting to order and stated the purpose of the meeting was to hear from Developmental Associates, Stephen Straus, to get Council's ideas regarding the next city manager.

Mr. Straus explained he would be reviewing the schedule for the process and would be soliciting ideas from Council as in terms of competencies they might be looking for in the next city manager. He then distributed copies of the Scope of Services/Scope of Work that outlines the various steps in the process. [a copy of the document will be attached and incorporated as a permanent part of these proceedings].

Mr. Straus also informed Council that he would like to nail down some specific dates for future meetings that would be necessary and today he would not only be meeting with the City Council, but with department heads, managers and the general public as well to also get their ideas regarding the next city manager. Mr. Straus noted he would take the information obtained today and would get a candidate profile to the City Council no later than Wednesday morning (August 27, 2014) and asked Council to be prepared to turn it around within 24 hours after receipt by

submitting any comments/suggestions/ corrections to him. Developmental Associates will be working with the city's Human Resources Department to get the ad for the city manager's position out by Thursday, August 28th and would commence to posting the position on other sites as well.

The next step in the process would be to begin targeting candidates, which Mr. Straus reported that he has already started doing. He shared there will be three key meetings for Council to schedule and put on their calendars. Council concurred with the dates and times for the following meetings:

Thursday, October 2, 2014 Closed Session @ 4:00 p.m.

Initial Screening of Candidates. At least two hours are needed for this meeting. Fifteen (15) prospective candidates will be selected during this step for the initial screening. Names of candidates will be kept confidential through the first and second screenings.

Thursday, October 16, 2014 Closed Session @ 9:00 a.m.

Second Screening of Candidates. At least two hours are needed for this meeting. For the second screening, the fifteen (15) candidates will be reduced up to seven (7). Those candidates will then go through the assessment process, which will be a two-day process on Thursday, October 30, 2014 and Friday, October 31<sup>st</sup>. Names of candidates will be kept confidential through the first and second screenings.

Thursday, October 30, 2014 Assessments of Candidates 8:30 a.m. to 5:00 p.m.

Names of the seven (7) finalists tend to be revealed at this point in the process. Between 8:30 a.m. and 10:30 a.m., Council Members were invited to attend and meet the candidates as well as the assessors, with another opportunity for Council to talk with the prospective candidates during lunch on October 30<sup>th</sup>.

By October 31<sup>st</sup>, a decision to as to which candidates to bring back for final interviews will be made. [no more than top three (3) candidates]

Friday, October 31, 2014 Assessments of Candidates continue 8:30 a.m. to 5:00 p.m.

Friday, October 31, 2014 Closed Session @ 12:00 p.m.

Council will need to be available from 12:00 p.m. until 5:00 p.m.

Mr. Straus shared that there would be 13-15 assessors, with 4-6 of these being recommended by Council. It was decided that each Council Member would submit one or two names to Mayor Pro Tem James Davis and he would get the names (race, gender and background information) to Mr. Straus by September 15th. The background information would be information as to why these people should be considered and would be helpful in determining who would serve as assessors. Mr. Straus stated he would like the group of assessors to be as diverse as possible and asked Council to keep this in mind when considering assessors. Due to the two-day time commitment for the assessment process, it was noted that Council should talk with the citizens to make sure they would be able to commit their time. It was noted that none of the candidates running for election on November 4<sup>th</sup> would be considered to be an assessor.

Mr. Straus explained that during the second screen, four different methods would be used to assess the candidates: a structured interview; Emotional Intelligence Inventory (EQI) that will be evaluated by a psychologist; candidates will answer survey questions that will address their career accomplishments relative to the needs of High Point; and Google searches will be conducted to see if any key issues with regards to any of the candidates arise. All this information will be shared with Council on October 16<sup>th</sup>. By this time, the consultant will have designed the assessment center process for all the candidates and will have recruited the assessors for the process.

He asked Council to give him discretion in recruiting local government managers (typically across the state) to serve as assessors and noted he could probably recruit assessors from the manager ranks within an hour's drive of High Point, but would like to get two to four managers that might require overnight accommodations. Council agreed and felt this would help with diversity as well. Mr. Straus pledged to keep it to a minimum and noted there would be no more than four at the maximum.

Step 8 in the process would be to conduct selection exercises to evaluate the (up to 7) finalists on October 30 -31. Mr. Straus pointed out traditional interviews with candidates are useful tools, but make it difficult assessing candidate competencies because it does not allow them to directly observe the competencies and research shows that interviews are only about 40% accurate in terms of predicting candidate job performance. He further explained that the assessment process would include a variety of exercises that would assimilate the kinds of challenges that the next manager may have to deal with in High Point (i.e. a budget exercise; meeting assimilations; performance management role play, etc....). These exercises will be designed specifically for High Point and the candidates will be evaluated on the basis of the competencies that they directly demonstrate through each of the exercises.

Mr. Straus reiterated that by October 31<sup>st</sup>, it will have been decided which candidates to bring back for final interviews and this would pretty well coincide with the transition of the newly elected council. He acknowledged that the current Council has indicated that they would like to provide some mechanism for input for the newly elected council members, and this could be worked out according to what the current Council would like. He offered to sit down with all the new council members to go over all the results and make sure they are clear about why those candidates have risen to the top and that they understand the whole process/feedback. At this time, City Attorney JoAnne Carlyle reminded Council that they could certainly entertain suggestions, accept information and recommendations from the newly elected individuals, but until they are sworn in they should not be treated any differently than the general population.

Council Member Smothers disagreed and felt there is a lot of difference between people who have been elected and not sworn in and the general public. Ms. Carlyle pointed out this is breaking new ground and as long as the current Council discusses it and makes the determination, her comfort level increases. Council Member Mendenhall noted there are two different aspects with a meeting of this type: one is to share information that was helpful in Council's decision-making process, and the other is to get input which would also be helpful in the decision-making process. She asked if the goal to include the newly elected officials was to



bring them up-to-date on the information used to make the final decision, or have them help Council in selecting the city manager. Ms. Carlyle explained the big legal difference from her perspective is that the current Council can accept whatever information from the newly elected officials, but the decision would actually lie with the current Council.

Discussion followed regarding whether or not this should be done as a group or individually. Mr. Straus indicated that he would be willing and open to receive any input from anyone that wants to offer it in any form. Ms. Carlyle recommended that Council leave this up to Mr. Straus; Council concurred. Council Member Smothers wanted it to be understood that it would not be a newly elected council (group) recommendation. She then asked if those candidates present at this meeting understood this. Cynthia Davis, At-Large Candidate, was the only candidate that responded. She understood, but felt it just seems more complicated than it should be and thought it would be simpler handling it like a review committee that could review the totality of everything.

Mr. Straus asked for confirmation from the current Council whether or not they would like them to do a comparative study of municipalities similar in size to High Point of compensation for city managers so this information could be provided to Council by October 31<sup>st</sup> and considered. There was a consensus to do this. At this point, Mr. Straus also clarified that the candidates would remain anonymous through the first and second screen, but once they come to the assessment center, Council would know names, but the names would still not be made public at that point because this would be a Closed Session for City Council.

Mayor Pro Tem Davis asked Mr. Straus if the candidates would need to know about the current structure of the city manager's office. He explained that a city manager's position and two assistant city manager positions are currently in the budget, but several months ago one of the assistant city manager's took another position elsewhere as a city manager and Council decided not to fill that position to see what the structure would look like going back to one city manager and one assistant city manager. Mr. Straus felt this certainly would be relevant information for the candidates to be aware of. Council Member Wagner felt the question should be posed to the candidates as to which way they might like to proceed and whether they felt it could be done with just one assistant city manager.

Council Member Smothers asked Mr. Straus to expound on his offer to do some team building with the new council and the new manager. Mr. Straus explained that part of their agreement with the city is that his team would sit down with the new manager and any internal candidate and provide feedback on what has been learned throughout the entire process. He also felt it would be very helpful very early on in the career of the new manager to have a work session with the Council where there is a mutual expectation set on what the manager needs from the Council in order to be most effective and what the Council needs from the manager to be most effective. He noted his consulting team could facilitate this, or have someone else do it. Mayor Pro Tem Davis suggested possibly doing something similar between the new manager and department heads.

At this point, Mr. Straus asked Council to identify some major challenges facing High Point over the next 3-5 years, as well as competencies they would like to see in the new city manager.

Council identified the following:

- Pressure on the tax rate (wide range of impacts on municipal government that are not controllable on the local level with a high expectation and level of service that has been provided over the years and costs for providing those services, which requires a new way of establishing key priorities)
- \$400 million debt load
- All the growth is happening in the outward part of the city, while the inner part of the city continues to decay
- Housing Issues (inadequate affordable housing; need to build up areas that are underused and misused)
- Job creation (have a lot of affordable housing, but an issue is to get people to be able to afford the rent)
- Work skill deficiencies (lack of qualifications for new jobs)
- Underperforming schools in High Point
- Distressed neighborhoods
- Trying to create policy or fight against bad policy that inhibits the private sector from growing and inhibits recruitment of business
- Permitting process (numerous complaints still, but staff keeps saying the problems have been worked out) (suggestion to possibly solicit opinions from the candidates regarding the combination of planning and inspections as one department)
- Is the current economic development structure as strong as it can be
- Funding (always an issue especially with the state government limiting local government's ability in changing the ways for generating tax revenues)
- Transition from the old traditional economy (manufacturing, furniture and textiles) to the current economy (based more upon technology and entrepreneurship)
- Constant increases in utility rates (electric, water, sewer)
- High Point is one of the lower median income cities with higher property tax rates than neighboring cities
- Budgetary pressures for the manager to avoid any future tax increases
- Demographics and poverty level (impacts housing, lack of jobs, public transportation)
- Protecting and reducing the tax rate to be more competitive with some of our neighboring cities
- Finding ways to create a sustainable and growing tax base to help support that tax base (economic development)
- Working more in collaboration as a region to attract larger economic development projects that could increase the city's tax base
- Debt retirement (though there has been tremendous investment in rebuilding infrastructure)
- Pressure for new facilities that would require a potential bond referendum (an assessment/evaluation with a refreshing look regarding existing facilities before building new ones) (some facilities discussed in the past have been a new police department, senior center, upgrading the greenway, etc....) (the city has acquired 50 acres for a new park-there is a plan, but no money to develop it)
- Aging water lines on Main Street

- Retaining key managerial and staff positions
- Acknowledgement that it takes private investment to fuel the economy and High Point has lost touch with the fact that High Point has an international brand that has been overshadowed
- Stricter policies, guidelines, rules and regulations deters individual growth and development in the private sector (big complaint that High Point's policies are not user-friendly)
- Too much concentration on singular types of issues, while the big picture of High Point as a wide, broad community has been lost
- Communication (need to increase the quality of communication to the public, can't rely on print media anymore, much more reliance on electronic information)
- Development of a unified strategic plan for High Point
- More support is needed for small business (economic development)
- Bid process needs to be reviewed and broadened (too many sole source qualification bids)

Mr. Straus agreed that a strategic plan is a great tool, particularly timed with a new manager coming on board. Council Member Smothers also shared with Mr. Straus that High Point routinely conducts a Citizen Satisfaction Survey that is available on the city's website. Mayor Pro Tem Davis mentioned issues with the lack of communication and felt the city manager's office does a poor job in keeping Council informed of the various happenings within the city. He explained that oftentimes he gets calls from citizens inquiring about things that he knows nothing about and from his perspective, it would be extremely helpful for the manager's office to keep Council abreast of things that are happening. Council Member Mendenhall felt it would also be helpful for the candidates to review the Core City Plan that was adopted for revitalization in the designated 11-square mile area in inner High Point).

Council Member Mendenhall reminded Council that years ago, Council served on various committees and were assigned responsibility for policies, projects, etc... in the various departments and they met on a regular basis. She noted this was a great way for Council Members to know more about agenda items and the various things that would be coming up and things going on in the city. She felt the current composition of the Council committees hinders the elected officials ability to really understand the various roles within the departments and keep abreast of what is going on. She agreed that communication is critical.

Council Member Smothers felt it was of importance for citizens to realize that the city cannot be the sole source of funding for everything.

Council identified the following competencies they would like to see in the new city manager:

- Someone not afraid to take risks when everyone says things cannot be fixed, one to take it head-on and make the drastic changes that are necessary to improve the process regardless of how many people it upsets
- Someone who could come up with some creative ideas as to how to generate income (revenue) without constantly raising taxes and fees in order to take some of the burden off the poor in the community

- Someone who effectively communicates (written, verbal....to the Council, public, employees, etc....
- Someone who is interactive in the sense of giving Council multiple options when facing issues to allow Council to work together to come up with a solution
- Someone who is a strong, administrative person to ensure policies are followed
- Someone with a broad-based knowledge of legislation on the state and federal level
- Someone who is conservative and fiscally responsible
- Someone that does not get ahead of City Council and mutually shares information
- Someone who does not sit in the office, but is out and about in the community
- Someone who does not share political viewpoints
- Someone who has the ability to work with a variety of people as issues come and go
- Someone who understands the role of the manager and flexible enough to work with the City Council in office at that time

Mr. Straus asked Council about their preference regarding the minimum number of years of experience they would like to require; Council agreed that a minimum of 10 years of service would be good. He asked how important would population size be. He explained a good rule of thumb, a lot of cities only consider candidates who have been in cities at least 80% the size of their city. Council Member Smothers felt a better guide would be the kind of management experiences that they've had and stressed the importance of having a manager that is familiar with running a utility system (i.e. water, sewer, and electric). She noted that counties have different responsibilities/provide different services and felt it was important to keep this in mind. Council agreed that this would be preferred, but not required pointing out the difficulty in finding managers with this kind of experience. Mayor Pro Tem Davis pointed out another consideration would be that High Point has a city Library and Museum.

Mr. Straus asked Council about their preference as far as the level of budget development. Council Member Moore preferred a high level of budget development. Council Member Moore felt a manager who has had a successful track record for economic development would be good too. Council Member Ewing felt that whatever strengths the new manager has, they would have the ability to build a team around that. On the issue of economic development, Council Member Smothers hoped the candidates would give some indication as to what their role has been and how they have helped facilitate a process or project along. Council Member Mendenhall stated she would like the new manager to have leadership in effecting change where change is important and forward thinking. Council Member Smothers reiterated that a top priority would be somebody that is not afraid to make a decision when it comes to management.

Regarding the salary, Mr. Strauss offered to put an estimated salary range in the ad that Council could react negatively or positively to it.

Council Member Ewing noted from a longevity standpoint, he would like to see someone who has the admiration to leave High Point and go to a larger city at some point; be here for five to seven years, then move on.

There being no further discussion to come before Council, the meeting adjourned at 10:35 a.m. upon motion duly made and seconded.

Respectfully Submitted,

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James E. Davis, Mayor Pro Tem

Attest:

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Lisa B. Vierling, MMC  
City Clerk





MEMORANDUM

DATE: September 10, 2014

TO: Randy McCaslin, Assistant City Manager

FROM: Michael E. McNair, Director

SUBJECT: Adoption of Policies of the Urgent Repair Grant Program

The NC Housing Finance Agency has required that Council adopt a procurement policy and an assistance policy in order for the City to receive \$100,000 in Urgent Repair Program funds. The procurement policy outlines requirements that the City must adhere to when providing Urgent Repair Services. The assistance policy outlines eligibility requirements that the City must adhere to when screening and approving service recipients.

These policies will only affect the Urgent Repair Program. Staff requests Council's favorable consideration to approve the two policies and go forward with implementation of the program.

Attachments:  
URP Procurement Policy  
URP Assistance Policy



## Assistance Policy Urgent Repair Program – 2014 Cycle

**What is the Urgent Repair Program?** The City of High Point has been awarded \$100,000 by the North Carolina Housing Finance Agency ("NCHFA") under the 2014 cycle of the Urgent Repair Program ("URP14"). The City shall contribute an additional \$10,000 from General Funds that are allocated toward affordable housing on an annual basis to supplement URP14 project activities. This program provides funds to assist very-low and low-income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modification and other repairs necessary to prevent displacement of very-low and low-income homeowners with special needs such as frail elderly and persons with disabilities. A total of 20 households are projected to be assisted under URP14.

This Assistance Policy describes who is eligible to apply for assistance under URP14, how application for assistance will be received, what the form of assistance is and how the repair/modification process will be managed. The City has tried to design this URP14 project to be fair, open, and consistent with the City's approved application for funding and with NCHFA's URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund.

**Eligibility:** To be eligible for assistance under URP14 applicants must meet the following requirements.

- 1) Must reside within the City of High Point and own and occupy the home in need of repair.
- 2) Must have a household income which does not exceed 50% of the State median income for the household size (see income limits below).
- 3) Must have one or more fulltime household members with special needs (i.e., be elderly ( $\geq 62$  years old), handicapped or disabled, a large family with  $\geq 5$  household members or a household with a child below the age of six with an elevated blood lead level (between 10  $\mu\text{g}/\text{dl}$  and 19  $\mu\text{g}/\text{dl}$ ).
- 4) Must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs.

### URP Income Limits (Statewide)

| <i>Number in Household</i> | <i>30% of Median Income<br/>(very low income)</i> | <i>50% of Median Income<br/>(low income)</i> |
|----------------------------|---------------------------------------------------|----------------------------------------------|
| 1                          | \$11,800                                          | \$19,700                                     |
| 2                          | \$13,500                                          | \$22,500                                     |
| 3                          | \$15,200                                          | \$25,350                                     |
| 4                          | \$16,900                                          | \$28,150                                     |
| 5                          | \$18,250                                          | \$30,400                                     |
| 6                          | \$19,600                                          | \$32,650                                     |
| 7                          | \$20,950                                          | \$34,900                                     |
| 8                          | \$22,300                                          | \$37,150                                     |

**Selection of applicants:** The City shall select recipients on a first-come, first-served based on applications received from eligible applicants.

The NCHFA Program guidelines require that a minimum of 50% of the households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be a key factor in selection of those households served under the grant.

Recipients of assistance under the URP14 will be chosen by the above criteria without regard to race, creed, sex, color, or national origin.

The definitions of special needs' population under the URP14 are as follows:

- **Elderly:** An individual aged 62 or older.
- **Disabled:** A person who has a physical, mental or development disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- **Large Family:** A large family household is composed of five or more individuals, with at least four being immediate family members.
- **Head of Household:** The person or persons who own(s) the house.
- **Household Member:** Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- **Occupant:** An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least three month prior to the submission of the family's application.
- **Child with elevated blood lead level:** A child below the age of six with an elevated blood lead level between 10 µg/dl and 19 µg/dl.

To complement the City's marketing infrastructure (e.g., the City's website – [www.highpointnc.gov](http://www.highpointnc.gov)), the City shall utilize its referral relationships to identify applicants, including the following organizations:

- City of High Point Customer Service Department – relief for utility payments
- Guilford County Homeownership Center – MPP, budgeting, homeownership counseling
- Guilford County Public Health Department – children tested for lead-based paint
- NC World Relief – unique needs of immigrant/refugee populations
- Piedmont Triad Regional Council (Weatherization Program) – eligible program rehabilitations
- United Way of Greater High Point – variety of services

**What is the form of assistance under URP14?** The City will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of \$1,000 per year, until the principal balance is reduced to zero.

**What is the amount of the loan?** The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the City's rehabilitation specialist. There is no minimum to the amount of the loan; however, the maximum life-time limit according to the guidelines of the City's program is \$8,000.

**What kinds of work will be done?** Only repairs that alleviate housing conditions which pose an imminent threat to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the City's URP. It should be noted that all deficiencies in a home may not be rectified with the available funds.

All work that is completed under URP14 must meet or exceed NC State Residential Building Code standards and be done in compliance with all state or local permitting, inspections, licensing and insurance requirements.

**Who will do the work on the homes?** The City is obligated under URP14 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the City will invite bids only from contractors who are part of an approved contractors' list.

The City has an existing approved contractors' list for its existing rehabilitation programs. If other contractors wish to apply they are welcome to do so through the following process:

- 1) Fill out a contractor's questionnaire form which includes references, financial information, and recent jobs completed (contact: Ed Brown @ 336-883-8522).
- 2) Provide appropriate documentation, including licenses and liability insurance.

For additional information about the approved contractor registry and other contractor procurement information, please refer to Exhibit A: Procurement and Disbursement Policy, attached.

**What are the steps in the process, from application to completion?** Now that you have the information about how to qualify for the City of High Point's URP14, what work can be done, and who will do it, let's go through all the major steps in the process:

- 1) **Completing an Application form:** Homeowners who wish to apply for assistance should contact April Jones, Office Support, at (336) 883-3349 or visit the City's website at [www.highpointnc.gov/cd](http://www.highpointnc.gov/cd). Proof of ownership and income will be required. Those who have applied for housing assistance from the City in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2) **Preliminary inspection:** The City's Project Manager will visit the homes of applicants to determine the need and feasibility of repairs/modifications.
- 3) **Screening of applicants:** Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other factors.
- 4) **Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.
- 5) **Work write-up:** The City's Project Manager will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Project Manager will prepare complete and detailed work specifications (known as the "work write-up"). The Project Manager shall review the work write-up with the homeowner and obtain written acceptance of the work write-up from the homeowner. A final cost estimate will also be prepared by the Project Manager and held in confidence until bidding is completed.
- 6) **Bidding:** The work write-up and bid documents will be sent to a minimum of three contractors on the Approved Contractors' Registry who will be given one week in which



to inspect the property and prepare bid proposals. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the Community Development office at a specified date and time, with all bidders and the homeowner invited to attend.

- 7) **Contractor selection:** Within 24 hours of the bid opening, after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the City's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection. If the lowest bid is more than 15% below the project manager's estimate, the contractor shall have the option of withdrawing the bid. If the contractor wishes to maintain the bid, the project manager will analyze the bid with the contractor line item by line item to be certain the contractor properly understands the scope of work and the expected level of quality. If the contractor affirms to the project manager that he/she can and will satisfactorily meet the terms of the work write-up at the bid price, the bid shall be treated as valid. If not, the project manager shall negotiate a contract with the next lowest bidder.
- 8) **Execution of loan and contract:** The loan will be executed as well as the repair/modification contract. This contract will be between the contractor and the homeowner, with the City serving as the homeowner's agent.
- 9) **Pre-construction conference:** A pre-construction conference will be held at the home. At this time, the homeowner, contractor and program representatives will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). Within 24 hours of the pre-construction conference, the City will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date. NOTE: A "proceed order" will not be issued until the contract between the contractor and the homeowner has been executed.
- 10) **Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP14. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
- 11) **Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor, the Project Manager and the City's Community Development and

Housing Director (or his designee). If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by the City, and executed by the owner.

**12) Payments to contractor:** The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up, as well as, the receipt, by the City, of the contractor's invoice and a release of liens, signed by all sub-contractors employed on the job and by all material suppliers from whom materials for the job were purchased.

**13) Post-construction conference:** Following construction the contractor and the Project Manager will sit down with the homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Project Manager will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.

**14) Closeout:** Once each item outlined in section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out.

**What are the key dates?** If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications shall be available to the public starting on the date specified on the NCHFA URP14 Funding Agreement or October 1, 2014, whichever occurs first.
- Resources for this program shall be available through June 30, 2015 or when resources have been spent, whichever comes first.

**How do I request an application?** Please contact:

April Jones, Office Support  
City of High Point, Community Development and Housing Department  
211 S. Hamilton Street, Room 312  
High Point, NC 27260  
336-883-3349 OR [april.jones@highpointnc.gov](mailto:april.jones@highpointnc.gov)

**Is there a procedure for dealing with complaints, disputes and appeals?** Although the application process and repair/modification guidelines are meant to be as fair as possible, the City of High Point realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an

avenue for resolution of complaints and appeals.

During the application process:

- 1) If an applicant feels that his/her application was not fairly reviewed and would like to appeal the decision made about it, he/she should contact Housing Specialist, Toni Jackson, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
- 2) A written appeal must be made within 10 business days of the initial decision on an application.
- 3) The City of High Point will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

- 1) If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and the Project Manager.
- 2) The Project Manager will inspect the work in question. If he finds that the work is not being completed according to contract, the Project Manager will review the contract with the contractor and ask the contractor to remedy the problem.
- 3) If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Project Manager and facilitated by the City's Community Development and Housing Director ("Director") or his designee.
- 4) Should the mediation conference fail to resolve the dispute, the Director will render a written final decision.
- 5) If the Project Manager finds that the work is being completed according to contract, the complaint will be noted and the Project Manager and the homeowner will discuss the concern and the reason for the Project Manager's decision.

**Will the personal information provided remain confidential?** Yes. All information in applicant files will remain confidential. Access to the information will be provided only to City employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

**What about conflicts of interest?** No officer, employee or other public official of the City, or member of the City Council, or entity contracting with the city, who exercises any functions or responsibilities with respect to URP14 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of City employees, Council Members and others closely identified with the City, may be approved for rehabilitation assistance only upon public disclosure before the City's Community Development and Housing Director and written permission from NCHFA.

**What is the marketing and referral process of the program?** The City will market the program through its own website, development of a press release, publication in the local newspaper and through other partners, including United Way, Latino Family Center and other local non-profits and agencies.

**Who can I contact about URP14?** Any questions regarding any part of this application or program should be addressed to:

Richard C. Fuqua  
Affordable Housing Manager, CD&H Department  
211 S. Hamilton St., Rm. 312  
High Point, NC 27260  
336-883-3348  
[richard.fuqua@highpointnc.gov](mailto:richard.fuqua@highpointnc.gov)

This Assistance Policy is adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Mayor Bernita Sims \_\_\_\_\_



**City of High Point**  
Procurement and Disbursement Policy  
**2014 URGENT REPAIR PROGRAM**

**PROCUREMENT POLICY**

1. To the maximum extent practical, the City of High Point (the City) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of the City's approved contractor registry. (To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the Project Manager and submit proof of insurance.) Any contractor listed with and approved by the City and in good standing will receive automatic approval status on the contractor registry.
2. At least three eligible contractors on the City's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) that the bid is within 15% on the low end of the City's nominal amount or 15% on the high end of the City's nominal amount and that (c) there is no conflict of interest (real or apparent).
3. If the lowest bid is more than 15% below the project manager's estimate, the contractor shall have the option of withdrawing the bid. If the contractor wishes to maintain the bid, the project manager will analyze the bid with the contractor line item by line item to be certain the contractor properly understands the scope of work and the expected level of quality. If the contractor affirms to the project manager that he/she can and will satisfactorily meet the terms of the work write-up at the bid price, the bid shall be treated as valid. If not, the project manager shall negotiate a contract with the next lowest bidder.
4. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites may be considered separate and apart when awarded and may be awarded to the lowest responsive and responsible bidder(s) for each job site.
5. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
6. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.



7. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the City. The change order must also detail any changes to the original contract price.
8. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and “walk thru” shall be held at the work site prior to commencement of repair work.
9. The City reserves the right to reject any or all bids at any time during the procurement process.
10. In the event of a true emergency situation, the City reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. The City of High Point will call the first three responsive contractors on the approved contractor's list who have indicated on their application a desire to be on the telephone call list. The City of High Point will track who has been called and responsive and will rotate through the list before starting through the rotation again. Should such methods ever become necessary, the transaction will be fully documented.
11. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.
12. The City of High Point is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool.

#### **DISBURSEMENT POLICY**

1. All repair work must be inspected by (a) the City’s Project Manager, and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the City’s Project Manager, payment may be withheld until such time the work is satisfactory. (Contractors may follow the City’s Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. The City assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.

4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**City of High Point**

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**CONTRACTORS STATEMENT:**

I have read and understand the attached Procurement and Disbursement Policy.

BY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

WITNESS: \_\_\_\_\_

Office of the Mayor  
City of High Point  
North Carolina

# PROCLAMATION...

**WHEREAS,** American prosperity has been fueled by the recognition that we are stronger as a nation when we work together as a people, our nation's, state's & city's success has always been the product of our unique capacity to welcome the contributions and spirit of entrepreneurship of all people – immigrants and native-born – who seek to achieve the American dream. Regardless of race, gender, creed, or country of origin, we are joined in the values of hard work and shared opportunity that define us as a nation of immigrants; and,

**WHEREAS,** at no time in our history has the need to work together been more necessary, and it is important that we join other communities in a spirit of welcoming to embrace the talents and contributions of all residents. In a 21st century economy, we invest in human capital and leverage diverse perspectives, cultures and talents as the most valuable assets in an economy where knowledge, creativity and innovation reap the greatest benefits, and becoming a more welcoming community means more customers for our local businesses, more jobs created by immigrant entrepreneurs, and a thriving economy that benefits us all. Building communities that welcome all also speaks to our deepest values as Americans and to our greatest aspirations for prosperity, economic growth and global competitiveness. By recognizing the contributions that we all make to creating a vibrant culture and a growing economy, we make our community more welcoming to all who call it home; and,

**WHEREAS,** this week, we honor the spirit of unity that is bringing together new neighbors. During National Welcoming Week, I invite all residents of High Point to join this movement by renewing our commitment to our core American values and by taking action in the spirit of welcoming. Let us come together to build communities where every resident has the opportunity to contribute his or her best. Let us come together to create a more prosperous community and to reaffirm that High Point still stands as a beacon of freedom and opportunity; and,

**NOW, THEREFORE, the High Point City Council,** hereby proclaims the week of September 15<sup>TH</sup>, 2014 as

## National Welcoming Week

in the City of High Point. I call upon all people to join together – as immigrants and native-born residents – to build stronger communities across this City.



**IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of High Point, North Carolina this 15<sup>th</sup> day of September 2014.**

---

**James C. Davis, Mayor Pro Tem**

Right of Way

Henry T. Moon, III  
RIGHT OF WAY AGENT



MEMO

September 8, 2014

To: JoAnne Carlyle, City Attorney

From: Henry T. Moon, Right of Way Agent

H-T M

Subject: Skeet Club Rd. Improvement

The North Carolina Dept. of Transportation has made some minor changes in the plans for the widening of Skeet Club at two places.

The first area is at the intersection of Skeet Club and Waterview Rd. At this one they are asking for a thin slither of right of way south of our pump station along the west side of Waterview. Also on the north side of Skeet Club they will be abandoning some permanent utility easement and converting another small section of permanent utility easement to permanent drainage easement.

The second area is at the intersection of Skeet Club and Kendale Rd. At this intersection they need two small areas of permanent drainage easement on the south side of Skeet Club Rd. and are abandoning an area of permanent utility easement on the north side.

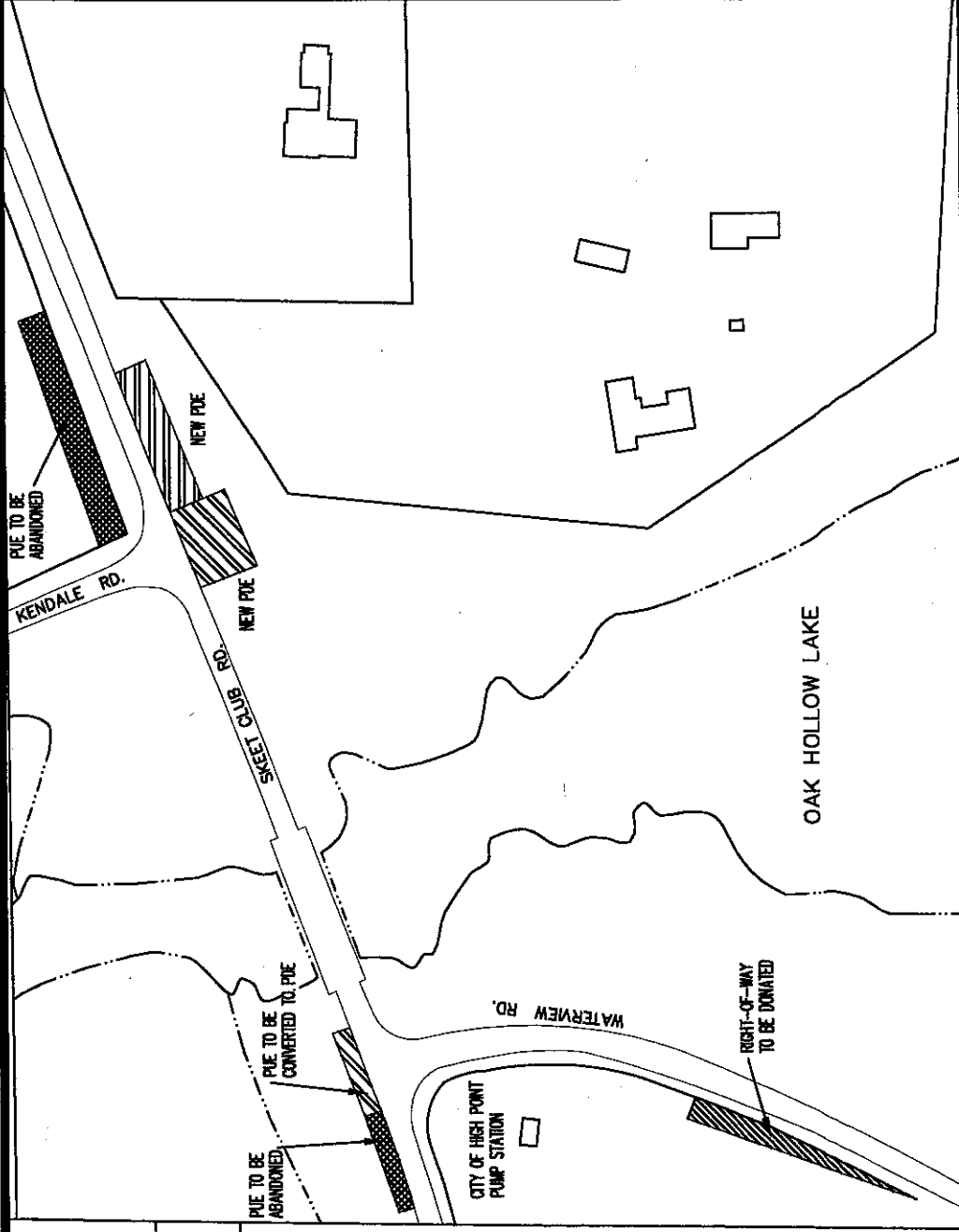
It is requested that you seek Council approval at the Sept. 15<sup>th</sup> meeting to grant the right of way and easements needed and in return the NCDOT will be giving the City the 2 areas shown to be abandoned. These areas will return to unencumbered lake buffer. If you have any questions, please advise.

I have attached a diagram of where these areas are located, it is not to scale and the areas are minor in size.

THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN APPROVED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.

THE INFORMATION ON THIS MAP IS TAKEN FROM A CITY OF HIGH POINT GIS DEVELOPED IN 2005.

\*THIS MAP IS NOT TO SCALE AND IS FOR GRAPHIC REPRESENTATION ONLY.



RIGHT-OF-WAY AND EASEMENTS  
ROADWAY PROJECT

SKEET CLUB ROAD WIDENING PROJECT  
NEAR WATERVIEW ROAD AND KENDALE ROAD  
PROJECT U-3615B

CITY OF HIGH POINT  
NORTH CAROLINA

ENGINEERING SERVICES  
DEPARTMENT

SCALE: N.T.S.

BY: JSD

PROJECT: 2472 DATE: SEPT 2014



AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 9-3-12, ZONING MAP AMENDMENTS, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of The City of High Point adopted “The City of High Point Development Ordinance” on January 7, 1992 with an effective date of March 1, 1992, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on August 26, 2014 and before the City Council of the City of High Point on September 15, 2014 regarding **Zoning Case 14-09** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings was published in the High Point Enterprise on August 17, 2014, for the Planning and Zoning Commission public hearing and on September 3, 2014 and September 10, 2014, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on **September 15, 2014.**

**THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:**

**SECTION 1**

That the Official Zoning Map of the City of High Point be amended to establish the following described area as: **A Conditional Zoning Public & Institutional (CZ-PI) District.** The property is approximately 92.2 acres and lying north of Barbee Avenue, east of N. Centennial Street, south of E. Farriss Avenue and west of Panther Drive. The property is also known as Guilford County Tax Parcels 0189862 thru 0189875, 0189888, 0189893, 0190022 thru 0190059, 0190162 (portion), 0190072, 0190073, 0190075, 0190077 thru 0190089, 0190107 thru 0190122, 0190126, 0190140, 0190161, 0190185 thru 0190187, 0190191, 0190196 thru 0190215; 0217153 and 0217154

**SECTION 2**

That the property herein described shall be perpetually bound by the following use(s) authorized and condition(s) imposed, unless subsequently changed or amended as provided for by the Development Ordinance.

Part I. **USES:**

**Permitted Uses:** Only the following land uses shall be permitted, subject to the development and dimensional requirements of the Public & Institutional (PI) District and the specific conditions listed in this Conditional Zoning Ordinance:

- a. Colleges or Universities (SIC 8220)
- b. Fraternities or Sororities (Univ. or College)
- c. Accessory Uses and Structures (customary)

Part II. CONDITIONS:

A. Development and Dimensional Requirements.

1. General Standards for the entire zoning site.

a. Screening of equipment, outdoor storage and loading docks:

Purpose and Intent: This section is intended to provide standards to mitigate negative impacts on adjacent property owners from viewing unsightly equipment, appurtenance or activities associated with permitted PI District uses. The intent is to filter views and to not have direct unobscured views of these areas; it is not intended to mandate 100% visual screening.

- i. Mechanical or electrical equipment, dumpsters, or other similar building appurtenances shall be screened from view, at a height of six (6) feet above ground level, as seen from the centerline of any adjacent public street. Existing or newly planted vegetation, opaque fences, masonry walls, other structures or combination thereof may be used to achieve an effective screen.
- ii. Within 100-feet of the perimeter of the zoning site, loading areas shall not be located on any side of a building that faces N. Centennial Street or E. Farriss Avenue. Loading areas facing Barbee Avenue shall be screened from view as seen from the centerline of Barbee Avenue.

b. Building Height:

i. Barbee Avenue:

See Condition II.A.3 of this Conditional Zoning Ordinance.

ii. N. Centennial Street and E. Farriss Avenue:

Within 200 feet of N. Centennial Street and E. Farriss Avenue, building height standard of the PI District shall apply. Beyond this 200-foot distance, a maximum building height of 100 feet shall be permitted.

c. Lot Combination: As requested by the Technical Review Committee, parcels associated with the zoning site shall be combined prior to development or subdivision.

d. Welcome Center Standards.

- i. Welcome Centers shall not be permitted within public right-of-ways.
- ii. The Welcome Center located at the intersection of N. Centennial Street and Montlieu Avenue (private drive) shall be oriented in such a manner that a minimum of seven (7) vehicular stacking spaces, per dimensional standards of Table 5-6-2 of the Development Ordinance, shall be provided as measured perpendicular from the adjacent public street right-of-way (See Exhibit A “N. Centennial Street Entry Plan”).

e. Lighting

- i. Within fifty (50) feet of the perimeter of the zoning site, all freestanding exterior lighting shall be limited to twenty-five (25) feet in height. All lighting shall be directed inwards towards the interior of the zoning site and include the use of shields to direct lighting and glare away from adjacent residential uses.
- ii. Where the zoning site abuts residentially zoned parcel(s), exterior pole lighting shall be setback a minimum twenty-five (25) feet from the abutting residential parcel(s) property line. Said lighting shall be down lit and oriented inward toward the zoning site so as to shield adjoining residential properties from direct light.

2. N. Centennial Street Development Standards

The following development standards shall apply to townhome type dormitories or townhome type student housing developed within 100 feet of the N. Centennial Street right-of-way

- a. All buildings shall have a hip or gable pitched roof design.
- b. The size of each building(s) shall be limited to a maximum building footprint of 7,500 square feet.
- c. Except for where approved vehicular access points are located, parking, and vehicle circulation areas shall be located to the interior of the site so that buildings are located between the N. Centennial Street right-of-way and any parking or vehicle circulation areas. This shall not preclude placement of parking between buildings fronting along N. Centennial Street.
- d. The maximum building height shall be fifty (50) feet for any building within 100 feet of the N. Centennial Street right-of-way.
- e. Building Setback: Building setback shall meet standards of the PI District except as noted below:
  - i. Principal Building(s): A minimum thirty (30) foot setback shall be provided from the N. Centennial Street right-of-way.
  - ii. Accessory Structure(s): A minimum twenty (20) foot setback shall be provided from the N. Centennial Street right-of-way for covered and uncovered porches, decks and patios whether attached or unattached to a principal building, and any other accessory structure.

3. Barbee Avenue Development Standards

- a. Development and dimensional requirements of the PI District shall apply, except as follows:
  - i. A minimum fifty (50) foot building setback shall be provided from the Barbee Avenue right-of-way.
  - ii. A maximum eighty-five (85) foot building height shall be permitted. The additional building setback requirement, noted in Table 4-11-5(f) of the Development Ordinance, for buildings over fifty (50) feet in height shall not apply.

B. Landscaping, Buffers, and Screening:

a. Fencing:

- i. N. Centennial Street: If fencing is installed along the N. Centennial Street frontage of the zoning site, the decorative perimeter fencing (brick & wrought iron/aluminum fencing) that generally outlines the boundary of the University shall be installed.
- ii. Barbee Avenue and E. Farriss Avenue: If opaque fencing is installed along the Barbee Avenue or E. Farriss Avenue frontage of the zoning site, said fencing shall be located behind the street planting yard.
- iii. Where the zoning site abuts a residentially zoned parcel(s), an opaque fence shall be installed in the required planting yard adjacent to the residential parcel.

b. Landscaping:

- i. Centennial Street frontage: A minimum thirty (30) foot wide Street Yard, planted at Type C rate, shall be installed along the N. Centennial Street frontage of the zoning site.
- ii. *Alternative Land Landscape Plan along N. Centennial Street*
  - a) In lieu of ordinance requirements for street planting yards, a landscaping plan shall be required to be submitted for review and approval by the Planning & Development Department prior to issuance of any building permit upon the site. The objective of this plan is to screen the rear of structures located along N. Centennial Street frontages of the zoning site with an assortment of planting species, and to enhance the visual appearance of the permanent edge areas as identified in the University Area Plan. This plan shall at a minimum address the following:
  - b) This plan is specifically for the initial 75 feet of the site's N. Centennial Street frontages and should be designed to enhance the visual appearance of this corridor.
  - c) Through the use of an assortment of understory trees, canopy trees, shrubs, berms and other topography treatments, the exterior activity area at the rear of buildings shall be screened. The planting rate shall be sufficient to provide the desired screening effect within three (3) years of planting.
  - d) Fifty percent (50%) of trees and shrubs utilized on the plan along this roadway shall consist of evergreen species of planting material. These shrubs shall be a locally adapted species expected to reach a minimum height of thirty (30) inches and a minimum spread of thirty (30) inches within three years of planting.
  - e) Along with the landscaping plan, a depiction of the building elevations and/or parking areas after landscaping, as viewed from N. Centennial Street may be requested from the property owners Landscape Architect to assist in assessing the effectiveness of the plan.

iii. Barbee Avenue and E. Farriss Avenue frontage:

- a) The Street Yard planting standards shall be increased from eight (8) foot width to a minimum width of fifteen (15) feet, and the planting rate for understory trees shall be increased from none to a minimum of 4 per 100 linear feet, and 33 evergreen shrubs per 100 linear feet. Additionally, these shrubs shall be a locally adapted species and are expected to reach a minimum height of thirty (30) inches within three years of planting.
- b) Fifty percent (50%) of trees and shrubs utilized shall consist of evergreen species of planting material. These shrubs shall be a locally adapted species expected to reach a minimum height of thirty (30) inches and a minimum spread of thirty (30) inches within three years of planting.
- c) Where parking is located within fifty (50) feet of the Barbee Avenue or E. Farriss Avenue right-of way, landscaping shall be arranged in such a manner as provide low-level screening from vehicle headlights that may face towards Barbee Avenue or E. Farriss Avenue.

C. Transportation

1. Vehicular Access:

1. N. Centennial Street

No new vehicular access shall be permitted from N. Centennial Street. Access shall be permitted to N. Centennial Street from the following existing streets, Montlieu Avenue (private street) and Alumni Avenue (private street).

2. Barbee Avenue

One (1) point of emergency access shall be allowed to Barbee Avenue. This access point shall be gated and not intended for general or service vehicle access; and shall be installed as approved by the High Point Department of Transportation.

2. Right-of-way Dedication and Improvements:

- a. The Director of Transportation shall approve all construction and improvements.
- b. The property owner shall dedicate an easement to cover the loop detectors for the signal operation on the closed (abandoned) portion of Montlieu Avenue where it intersects N. Centennial Street.
- c. Intersection of N. Centennial Street and E. Farriss Avenue (southern portion of E. Farriss)  
The property owner shall dedicate right-of-way along N. Centennial Street for the installation of a northbound right turn lane from N. Centennial Street into E. Farris Avenue; and construct a north bound right-turn lane from N.



Centennial Street into E. Farriss Avenue prior to the construction of a welcome center/guard house on E. Farriss Avenue.

- d. The City of High Point Director of Transportation shall approve the exact location and design of all access points and turn lanes. In addition, the Director of Transportation and the North Carolina Department of Transportation (NCDOT), if applicable, shall approve all construction and improvements.

### SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with this conditional zoning district and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans now required to be approved by the City of High Point.

### SECTION 4

Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

### SECTION 5

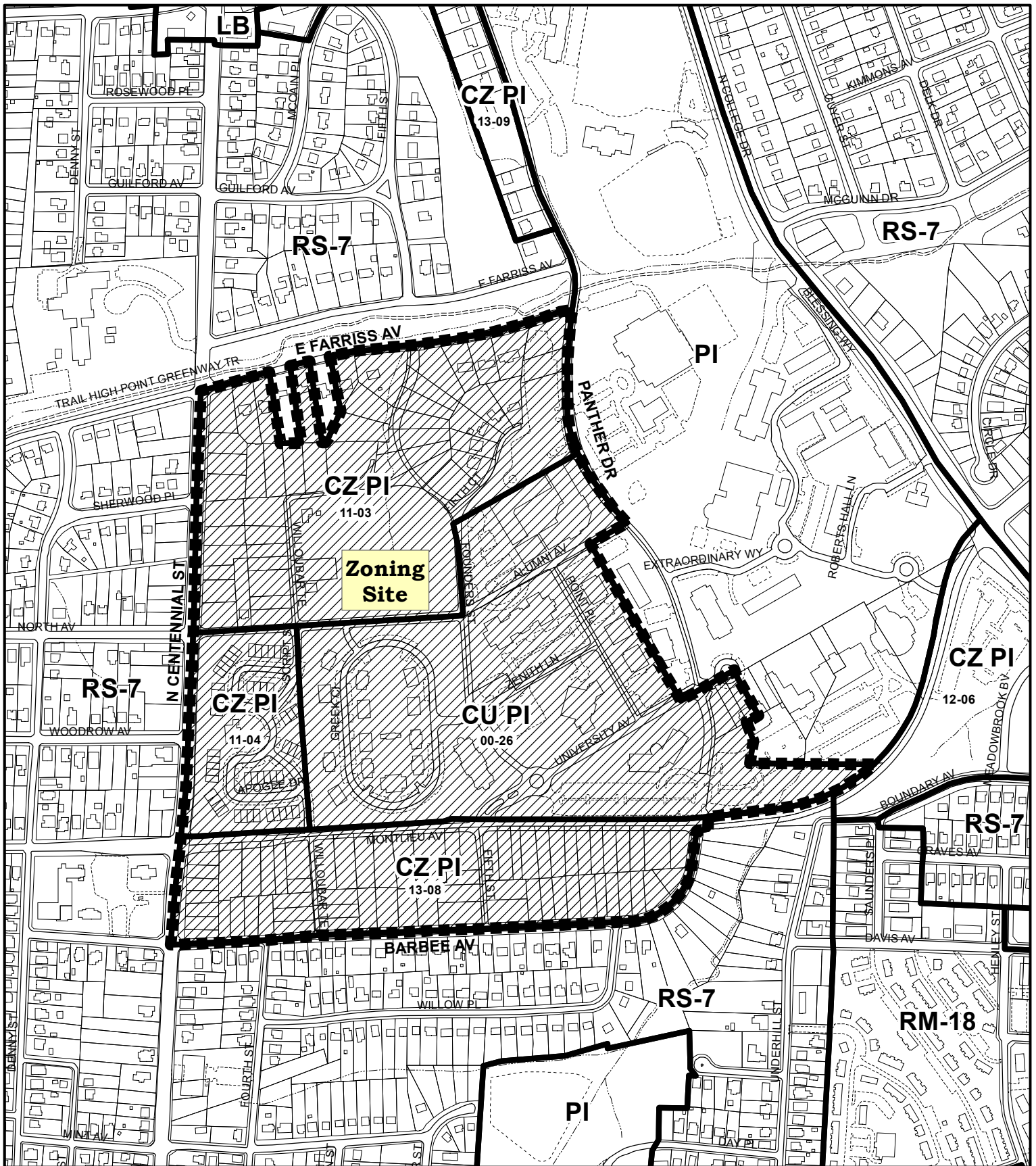
That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

### SECTION 6.

This ordinance shall become effective upon the date of adoption.

15<sup>th</sup> day of September, 2014.

Lisa B. Vierling, City Clerk



## ZONING CASE 14-09

**From: Conditional Use Public Institutional and  
Conditional Zoning Public Institutional**

**To: Conditional Zoning Public Institutional**

**Existing Zoning Boundary**

**Subject Property Boundary**



**Planning & Development  
Department**

**City of High Point**

**Date: August 20, 2014**



**Scale: 1"=500'**

G:/Planning/Secure/ba-pz/  
2014/pz/214-09.mxd



**HIGH POINT CITY COUNCIL  
SEPTEMBER 2, 2014 – 5:30 P.M.  
COUNCIL CHAMBERS – HIGH POINT MUNICIPAL BUILDING**

**MINUTES**

**ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE**

*Upon call of the roll, the following Council Members were present. Mayor Pro Tem Davis offered the invocation; the Pledge of Allegiance followed.*

Present: Mayor Bernita Sims, Mayor Pro Tem James Davis (Ward 5), Council Member Rebecca R. Smothers (At-Large), Council Member Britt Moore (At-Large); Council Member Jeffrey Golden (Ward 1), Council Member Foster Douglas (Ward 2); Council Member Judith P. Mendenhall (Ward 3); Council Member Jay Wagner (Ward 4), and Council Member Jason Ewing (Ward 6)

**MISCELLANEOUS**

**140257      Proclamation - Hunger Action Month**

A proclamation recognizing September as “Hunger Action Month” will be presented to John Langdon from Helping Hands Ministry.

*Mayor Sims read the Proclamation into the record declaring the month of September as "Hunger Action Month". John Langdon with Helping Hands Ministry was present to accept the proclamation. Mr. Langdon expressed appreciation for the recognition on behalf of Helping Hands Ministry.*

**REGULAR AGENDA ITEMS**

**FINANCE COMMITTEE** - Council Member Moore, Chair  
Committee Members: Wagner, Davis and Sims  
(all were present)

*Chairman Moore reported that the Council received an Update from Fred Baggett on the 2014 Legislation during the Finance Committee Meeting held at 4:30 p.m. prior to this meeting.*

**140258      Contract - Sole Source Authorization - Remanufacture of Landfill Compactor**

Council is requested to approve an exception to the bid laws under the “sole source qualification” for the refurbishing of a 2005 CMI-Terex 550 Landfill Compactor through Road Machinery Services at the contract price of \$345,000.00.

*This matter was discussed during a Finance Committee Meeting held at 4:30 p.m. prior to this meeting. The Committee forwarded this matter to the City Council with a favorable recommendation.*

Approved an exception to the bid laws under the "sole source qualification" for the refurbishing of a 2005 CMI-Terex 550 Landfill Compactor through Road Machinery Serves at the contract price of \$345,000.00.

**A motion was made by Council Member Moore, seconded by Mayor Pro Tem Davis, that this Contract be approved. The motion PASSED by a 9-0 unanimous vote.**

**140259      Budget Ordinance Amendment - Recycling Grant Program**

Adoption of a Budget Ordinance Amendment amending the 2014-2015 Budget Ordinance to appropriate funds in the amount of \$25,000.00 for the Community Waste Reduction and Recycling Grant Program.

*This matter was discussed during a Finance Committee Meeting held at 4:30 p.m. prior to this meeting. The Committee moved this matter forward to the City Council with a favorable recommendation.*

Adopted Ordinance amending the 2014-2015 Budget to appropriate funds in the amount of \$25,000.00 for the Community Waste Reduction and Recycling Grant Program.

**A motion was made by Council Member Moore, seconded by Mayor Pro Tem Davis, that this Budget Ordinance Amendment be adopted. The motion PASSED by a 9-0 unanimous vote.**

**Ordinance No. 1795/14-73  
Introduced 9/2/2014; Adopted 9/2/2014  
Ordinance Book, Volume XVIII, Page 127**

**140260      Municipal Agreement - NCDOT - Replacement of Bridge No. 136**

Council is requested to authorize the City Manager to execute a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) providing for the replacement of Bridge No. 136 over the US 29-70/I-85 Business on SR 1619 in Randolph County.

*This matter was discussed during a Finance Committee Meeting held at 4:30 p.m. prior to this meeting. The Committee forwarded this matter to the City Council with a favorable recommendation.*

Approved the Municipal Agreement between the City of High Point and the North Carolina Department of Transportation (NCDOT) providing for the replacement of Bridge No. 136 over the US 29-70/I-85 Business on SR 1619 in Randolph County and authorized the Interim City Manager to execute same.

**A motion was made by Council Member Moore, seconded by Mayor Pro Tem Davis, that the Municipal Agreement with NCDOT be approved. The motion PASSED by a 9-0 unanimous vote.**

**140261      Resolution - NCDOT - Transit System Section 5303 Planning Grant**

Adoption of a Resolution authorizing the City Manager to enter into a contract with the North Carolina Department of Transportation (NCDOT) for the transit system's Section 5303 planning grant.

*This matter was discussed during a Finance Committee Meeting held at 4:30 p.m. prior to this meeting. The Committee forwarded this matter to the City Council with a favorable recommendation.*

Adopted Resolution authorizing the Interim City Manager to enter into a contract with the North Carolina Department of Transportation (NCDOT) for the transit system's Section 5303 planning grant.

**A motion was made by Council Member Moore, seconded by Mayor Pro Tem Davis, that this Resolution be adopted. The motion PASSED by a 9-0 unanimous vote.**

**Resolution No. 1403/14-43  
Introduced 9/2/2014; Adopted 9/2/2014  
Resolution Book, XVIII, Page 125**

**140262      Resolution - Transfer Ownership of Pink Heals Fire Truck**

Adoption of Resolution accepting a transfer of title for a fire truck from the Piedmont Chapter of the Pink Heals Tour to the High Point Fire Department fleet.

*This matter was discussed during a Finance Committee Meeting held at 4:30 p.m. prior to this meeting. The Committee recommended this matter be forwarded to the City Council with a favorable recommendation.*

Adopted Resolution accepting a transfer of title for a fire truck from the Piedmont Chapter of the Pink Heals Tour to the High Point Fire Department.

**A motion was made by Council Member Moore, seconded by Mayor Pro Tem Davis, that this Resolution be adopted. The motion PASSED by a 9-0 unanimous vote.**

**Resolution No. 1404/14-44  
Introduced 9/2/2014; Adopted 9/2/2014  
Resolution Book, Volume XVIII, Page 126**

**140263      Local Government Resolution - Traffic Safety Contract**

Adoption of a Local Government Resolution authorizing the City Manager to file a grant application with the NC Governor's Highway Safety Program for the Traffic Safety Project to purchase a Crash Date Retrieval System (CDRS) and training for officers who will be utilizing the CDRS.



*This matter was discussed during a Finance Committee Meeting held at 4:30 p.m. prior to this meeting. The Committee forwarded this matter to the City Council with a favorable recommendation.*

Adopted Resolution authorizing the Interim City Manager to file a grant application with the NC Governor's Highway Safety Program for the Traffic Safety Project to purchase a Crash Date Retrieval System (CDRS) and training for officers utilizing the CDRS.

**A motion was made by Council Member Moore, seconded by Mayor Pro Tem Davis, that this Resolution be adopted. The motion PASSED by a 9-0 unanimous vote.**

**Resolution No. 1405/14-45**

**Introduced 9/2/2014; Adopted 9/2/2014**

**Resolution Book, Volume XVIII, Page 127**

**140264      Local Government Resolution - DWI Task Force**

Adoption of a Local Government Resolution authorizing the City Manager to file an application to continue contract with the Guilford County Multi-Agency DWI Task Force for FY 2014-2015.

*This matter was discussed during a Finance Committee Meeting held at 4:30 p.m. prior to this meeting. The Committee forwarded this matter to the City Council with a favorable recommendation.*

Adopted Resolution authorizing the Interim City Manager to file an application to continue contract with the Guilford County Multi-Agency DWI Task Force for FY 2014-2015.

**A motion was made by Council Member Moore, seconded by Mayor Pro Tem Davis, that this Resolution be adopted. The motion PASSED by a 9-0 unanimous vote.**

**Resolution No. 1406/14-46**

**Introduced 9/2/2014; Adopted 9/2/2014**

**Resolution Book, Volume XVIII, Page 128**

**140265      Resolution - Sale of K9 Officer - Vadar**

Adoption of Resolution authorizing the retirement and sale of K9 Officer Vadar to his handler.

*This matter was discussed during a Finance Committee Meeting held at 4:30 p.m. prior to this meeting. The Committee recommended this matter be forwarded to the City Council with a favorable recommendation.*

Adopted Resolution authorizing the retirement and sale of K9 Officer Vadar to his handler.

**A motion was made by Council Member Moore, seconded by Mayor Pro Tem Davis, that this Resolution be adopted. The motion PASSED by a 9-0 unanimous vote.**

**Resolution No. 1407/14-47**  
**Introduced 9/2/2014; Adopted 9/2/2014**  
**Resolution Book, Volume XVIII, Page 129**

COMMUNITY HOUSING & NEIGHBORHOOD DEVELOPMENT COMMITTEE - Council Member Douglas, Chair

Pending Items

**140195      Ordinance - Demolition of Structure - 206 E. Ray Avenue**

Adoption of an ordinance ordering the inspector to effectuate the demolition of a structure located at 206 E. Ray Avenue belonging to Sammie Chess, Jr. and Sandra Chess. At the July 21st Council Meeting, this item was deferred for 60 days.

*Note: This matter has been pending since it was initially introduced on July 17, 2014. At that time, Council deferred this matter for 60 days (matter due back on or before September 15, 2014).*

**Chairman Douglas made a motion to place this matter in Committee, but withdrew his motion when it was noted that it was actually due to come back to City Council on or before September 15, 2014.** This matter will be on the September 15, 2014 for action.

**PUBLIC COMMENT PERIOD - 6:00 P.M.**

The following residents addressed Council during the Public Comment Period.

Cynthia Davis, 413 Evergreen Drive, shared the following concerns:

New City Manager Search: She pointed out there is currently no grievance procedure in the City's Charter for those employees under direct supervision of the City Council and felt the process should be clearly outlined.

Internal Auditor Position: She expressed concerns that this person might be working under the Finance Director while auditing the records for that department.

ETJ Representative on the Planning & Zoning Commission: Ms. Davis made Council aware that the ETJ position on the Planning & Zoning Commission has been vacant for over a year and shared that the Planning & Zoning Commission needs an ETJ appointee.

Jackie Hazlip, 607 Washington Street, shared the following concerns: She asked if the city plans to re-open Hobson Street since the Kilby Hotel site has been completely demolished and cleaned up. Interim City Manager Randy McCaslin explained that city staff recommending it stay closed due to the condition of the First Baptist Church and the fact that the church has been condemned. He expressed concerns that the steeple on the church could fall causing the exterior walls to collapse into the street. Council Member Smothers pointed out the church has been considered unsafe for a while without the street being closed and asked Ms. Hazlip if she would share her concerns as to the reason why she would like Hobson Street to be re-opened. Ms. Hazlip explained that it was mainly for the people who

*might be visiting on Washington Street, especially during special events such as the Fall Festival.*

*Mayor Pro Tem Davis asked if the city would leave Hobson Street closed permanently and if the city has a plan. Mr. McCaslin reminded Council that action was taken to condemn the First Baptist Church building and at some point, hopefully the church would submit a plan to the city as to what they plan to do regarding the structure. He pointed out something would need to be done with the structure and the city would need to move forward to rectify the situation.*

*Mayor Pro Tem Davis also asked about the status of Wrenn Street since it has been closed for the past two to three months. Mr. McCaslin explained that Wrenn Street could be partially opened during the Furniture Market to provide access to the showrooms. Council Member Smothers pointed out trucks are already using Wrenn Street, but with controlled access, but she felt the issue with Hobson Street was different than the situation on Wrenn Street because on Hobson, travelers would be required to wind through neighborhoods.*

**PUBLIC HEARINGS - 6:15 P.M. (No Public Hearings Scheduled for this Meeting)**

**BOARDS AND COMMISSIONS APPOINTMENTS AND VACANCY REPORT**

**140266      Reappointment - Parks & Recreation Commission - Judy Jones**

Confirmation of the reappointment of Judy Jones (Ward 3 appointment) to the Parks & Recreation. Reappointment is effective immediately and will expire July 1, 2017.

*Council Member Mendenhall pointed out a correction was necessary on this agenda item: the last name should be "Jones," not "Parks" as noted on the agenda.*

Approved the reappointment of Judy Jones to the Parks & Recreation Commission.

**A motion was made by Council Member Mendenhall, seconded by Council Member Ewing, that this reappointment be approved. The motion PASSED by a 9-0 unanimous vote.**

**140268      Reappointment - HPC - William Anderson**

Confirmation of the reappointment of William Anderson (Ward 3 appointment) to the Historic Preservation Commission. Reappointment to be effective immediately and will expire July 1, 2017.

Since this matter did not originally appear on tonight's Agenda, **motion was made by Council Member Mendenhall, seconded by Council Member Ewing to suspend the rules so it could be considered. Motion carried unanimously.**

Approved the reappointment of William Anderson to the Historic Preservation Commission.

**A motion was made by Council Member Mendenhall, seconded by Council Member Moore, that this reappointment be approved. The motion PASSED by a 9-0 unanimous vote.**

**140269      Appointment- Theatre Advisory Board**

Mayor Sims is recommending the appointment of Charity Belton to serve on the Theatre Advisory Board to fill an unexpired vacancy. Term will be effective immediately and will expire on June 1, 2015.

Since this matter did not originally appear on tonight's Agenda, **motion was made by Council Member Mendenhall, seconded by Council Member Ewing to suspend the rules so it could be considered. Motion carried unanimously.**

Appointed Charity Belton Jackson to the Theatre Board to fill a vacant, unexpired term.

**A motion was made by Mayor Sims, seconded by Council Member Smothers, that this appointment be approved. The motion PASSED by a 9-0 unanimous vote.**

**140216      Boards and Commissions - Vacancy Report**

Attached is the current list of vacancies for all Boards and Commissions.

*This information is attached for informational purposes only. No action is required on this item.*

*Mayor Sims informed Council that the High Point Housing Authority has a vacancy and has requested some very specific skill sets for those serving on the High Point Housing Authority Board of Commissioners: one need would be a developer, and a second would be for an individual in the health care field. She asked Council to bring some names forward for consideration.*

**APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS****140267      Minutes to be approved**

- High Point City Council Special Meeting: Friday, August 15th @ 12:00 p.m.
- Finance Committee Meeting: Monday, August 18th @ 4:30 p.m.
- Regular Council Meeting: Monday, August 18th @ 5:30 p.m.
- Comprehensive Planning Committee (ElectriCities Briefing): Tuesday, August 19th @ 4:00 p.m.

The minutes from the preceding meetings were unanimously approved as submitted.

**ADJOURNMENT**

There being no further business to come before Council, the meeting adjourned at 6:00 p.m. upon motion duly made and seconded.

Respectfully Submitted,

---

Bernita Sims, Mayor

Attest:

---

Lisa B. Vierling, MMC  
City Clerk



## MEMORANDUM

September 10, 2014

**MEMO TO:** Randy McCaslin, Interim City Manager

**FROM:** Jeffrey A. Moore, Financial Services Director *JAM*

**SUBJECT:** Council agenda item-Authorize renewal of golf cart rental agreement

---

City Council is requested to authorize the City Manager and Financial Services Director to renew the rental agreement with E-Z-Go Golf Carts and PNC Equipment Finance LLC for the next three year period.

The golf cart rental contract which supplies golf carts for use at Oak Hollow and Blair Park golf courses was bid in March 2008. City Council awarded the initial contract and rental agreement at its meeting of April 7, 2008.

The rental agreement allows for up to two renewals with replacement of the 122 golf carts and 3 service carts at each renewal. This contract is the second renewal and includes a small agreed-upon increase as specified in the initial contract as approved by Council. The annual outlay for the golf cart rental for the renewal is \$124,505 and is budgeted. Revenues generated from the golf cart rentals at each golf course pay for the rental agreement.

Parks and Recreation Department recommends renewal of the agreement. The City Attorney and I have reviewed and recommend the rental financing agreement. Representatives of the Parks and Recreation Department will be available for any questions which may arise.

Accounting  
336.883.3240

Internal Audit  
336.883.3122

Purchasing  
336.883.3219

Treasury Services  
336.883.3230



**RESOLUTION AND CERTIFICATE OF INCUMBENCY**  
**Lease Number 185046000**

Lessee: City of High Point, NC

Amount \$507,678.60

WHEREAS, Lessee, a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State or Commonwealth ("the State") is authorized by the laws of the State to purchase, acquire and lease certain equipment and other property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Lease-Purchase Agreements or lease schedules ("Leases") in the principal amount not exceeding the amount stated above for the purpose of acquiring the property ("Equipment") to be described in the Leases is appropriate and necessary to the functions and operations of the Lessee.

WHEREAS, PNC Equipment Finance, LLC ("Lessor") shall act as Lessor under said Leases.

NOW, THEREFORE, Be It Ordained by the Governing Body of the Lessee:

Section 1. Either one of the City Manager OR Financial Services Director (each an "Authorized Representative") acting on behalf of the Lessee, is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Lease as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Leases are hereby authorized.

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Leases on behalf of the Lessee.

Section 3. The aggregate original principal amount of the Leases shall not exceed the amount stated above and shall bear interest as set forth in the Leases and the Leases shall contain such options to purchase by the Lessee as set forth therein.

Section 4. The Lessee's obligations under the Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Lease and the Lessee's obligations under the Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

Section 5. This resolution shall take effect immediately upon its adoption and approval.

**SIGNATURES AND TITLES OF AUTHORIZED REPRESENTATIVES : AUTHORIZED LEASE SIGNORS ONLY**

|                         |                                    |           |
|-------------------------|------------------------------------|-----------|
| <u>Randy E McCaslin</u> | <u>Interim City Manager</u>        | _____     |
| Name                    | Title                              | Signature |
| <u>Jeffrey A Moore</u>  | <u>Financial Services Director</u> | _____     |
| Name                    | Title                              | Signature |

ADOPTED AND APPROVED on this \_\_\_\_\_, 20\_\_.

Section 6. I, the undersigned Secretary/Clerk identified below, does hereby certify that I am the duly elected or appointed and acting Secretary/Clerk of the above Lessee, a political subdivision duly organized and existing under the laws of the State where Lessee is located, that I have the title stated below, and that, as of the date hereof, the individuals named below are the duly elected or appointed officers of the Lessee holding the offices set forth opposite their respective names.

The undersigned Secretary/Clerk of the above-named Lessee hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Lessee, that the foregoing resolutions were duly adopted by said Governing Body of the Lessee at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

LESSEE: City of High Point, NC

[SEAL]

\_\_\_\_\_  
 Signature of Secretary/Clerk of Lessee

Print Name: Lisa Vierling  
 Official Title: City Clerk  
 Date: \_\_\_\_\_

**RESOLUTION AND CERTIFICATE OF INCUMBENCY**  
**Lease Number 185048000**

Lessee: City of High Point, NC

Amount \$17,280.00 (Payment x Term)

WHEREAS, Lessee, a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State or Commonwealth ("the State") is authorized by the laws of the State to purchase, acquire and lease certain equipment and other property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Lease Agreements or lease schedules ("Leases") in the amount not exceeding the amount stated above for the purpose of acquiring the property ("Equipment") to be described in the Leases is appropriate and necessary to the functions and operations of the Lessee.

WHEREAS, PNC Equipment Finance, LLC ("Lessor") shall act as Lessor under said Leases.

NOW, THEREFORE, Be It Ordained by the Governing Body of the Lessee:

Section 1. Either one of the City Manager OR Financial Services Director (each an "Authorized Representative") acting on behalf of the Lessee, is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Lease as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Leases are hereby authorized.

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Leases on behalf of the Lessee.

Section 3. The Lessee's obligations under the Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Lease and the Lessee's obligations under the Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

Section 4. This resolution shall take effect immediately upon its adoption and approval.

**SIGNATURES AND TITLES OF AUTHORIZED REPRESENTATIVES : AUTHORIZED LEASE SIGNORS ONLY**

|                         |                                    |           |
|-------------------------|------------------------------------|-----------|
| <u>Randy E. McClain</u> | <u>Interim City Manager</u>        | _____     |
| Name                    | Title                              | Signature |
| <u>Jeffrey A. Moore</u> | <u>Financial Services Director</u> | _____     |
| Name                    | Title                              | Signature |

ADOPTED AND APPROVED on this \_\_\_\_\_, 20\_\_.

Section 5. I, the undersigned Secretary/Clerk identified below, does hereby certify that I am the duly elected or appointed and acting Secretary/Clerk of the above Lessee, a political subdivision duly organized and existing under the laws of the State where Lessee is located, that I have the title stated below, and that, as of the date hereof, the individuals named below are the duly elected or appointed officers of the Lessee holding the offices set forth opposite their respective names. The undersigned Secretary/Clerk of the above-named Lessee hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Lessee, that the foregoing resolutions were duly adopted by said Governing Body of the Lessee at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

LESSEE: City of High Point, NC

[SEAL]

\_\_\_\_\_  
 Signature of Secretary/Clerk of Lessee

Print Name: Lisa Vierling  
 Official Title: City Clerk  
 Date: \_\_\_\_\_

## Golf Cart Fleet - EZGO TXT



The E-Z-GO TXT delivers loads of smart new features to increase convenience and comfort for your golfers, from larger seats and increased dash storage to a USB port for GPS, range finders and smart phones. The redesigned TXT offers more than a new look; it brings a new standard for your golfers.

This is the standard cart. Our features:

- White carts with tan
- Bag cover
- Split windshield
- Sand Bottles
- Canopy
- Electric – 3 hp

### Other Vehicles



**One Shuttle TXT 2+2** (shown above)



**One Refresher Unit** (shown above)

**\*We will also be getting a Driving Range Picker, not shown.**



TO: Mayor and City Council

FROM: JoAnne Carlyle *JoAnne Carlyle*

RE: Code Text Amendment  
Requirements and Enclosures for Chickens, Pigeons, Rabbits, Etc.  
Council Agenda Item – September 15, 2014

Council is requested to adopt a text amendment affecting the keeping of chickens under Section 12-2-2 Requirements of Pens and Enclosures for Chickens, Pigeons, Rabbits, etc. regarding the specific standards and regulations for the keeping of female chickens.

At the September 11, 2014 the Comprehensive Planning Committee recommended that the Text Amendment for the Ordinance Amending Title 12, Chapter 2, Article A, Section 12-2-2 be placed on Council's Agenda for Monday, September 15, 2014.

A copy of the proposed Text Amendment is attached.

I will be glad to answer any questions you may have regarding these properties.

Attachment

c: Randy McCaslin  
Lee Burnette  
Bob Robbins  
Brent Cole

**ORDINANCE AMENDING TITLE 12 – OFFENSES – CHAPTER 2. ANIMALS –  
ARTICLE A. GENERAL PROVISIONS – SECTION 12-2-2 REQUIREMENTS OF  
PENS AND ENCLOSURES FOR CHICKENS, PIGEONS, RABBITS, ETC.**

An amendment affecting the keeping of chickens under Section 12-2-2 *Requirements of Pens and Enclosures for Chickens, Pigeons, Rabbits, etc.* regarding the specific standards and regulations for the keeping of female chickens (hens).

**SECTION 1.**

Section 12-2-2 is hereby amended as follows:

(a) The maintenance of any chicken house, chicken yard, pen or other enclosure (**“enclosure”**) in which chickens, or other fowl, pigeons, rabbits or other small animals are kept in a manner as to produce obnoxious odors or which is or may become a breeding place for flies is hereby prohibited. **This subsection shall not prohibit the keeping of such animals in sanitary conditions that remain in compliance with the provisions of this Section.**

(b) It shall be unlawful for any person to keep enclosures for fowl and/or small animals **under this Section** within 40 feet of any dwelling house or structure used as a dwelling house, unless the house or structure is occupied by the owner of the animal or fowl.

**(c) The keeping of chickens under this Section shall be limited to hens and the keeping male chickens (roosters) shall be prohibited. A maximum of five (5) chickens may be kept per dwelling house and in no event shall the keeping of any animals under this Section be allowed for any multi-family dwelling structures.**

**(d) Any enclosure under this Section must be located in the back yard of the dwelling house and must be of sufficient height and material as to prevent the animals from leaving the enclosure and prevent predators or rodents from entering the enclosure. It shall be the responsibility of the owner of the dwelling house keeping the chickens to ensure that the enclosure is maintained in a clean and sanitary manner. All enclosures under this Section must be physically separate from the dwelling house.**

**(e) Keeping chickens under this Section shall be for personal use only. No commercial sale of chickens or chicken products, including eggs, is allowed under this Section. The slaughtering of chickens on the premises is also prohibited.**

**(f) The prohibitions of this Section shall not apply to any agricultural or rural zoning districts as described in the City of High Point’s development ordinance.**

**SECTION 2.**

Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

**SECTION 3.**

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4.**

This ordinance shall become effective upon adoption.



## **PLANNING AND ZONING COMMISSION RECOMMENDATION**

On August 26, 2014, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present.

### **High Point University**

### **Zoning Case 14-09**

A request by High Point University to rezone approximately 92.2 acres from a Conditional Use Public & Institutional (CU-PI) District and a Conditional Zoning Public & Institutional (CZ-PI) District to a new Conditional Zoning Public & Institutional (CZ-PI) District. The site is lying north of Barbee Avenue, east of N. Centennial Street, south of E. Farriss Avenue and west of Panther Drive.

Mr. Herbert Shannon presented Zoning Case 14-09 and recommended approval as outlined in the staff report.

Speaking on behalf of the request was the applicant's representative, Mr. Ron Guerra, Director of Construction, High Point University, 833 Montlieu Avenue, High Point.

No one spoke in opposition to the request.

The Planning & Zoning Commission recommended approval of Zoning Case 14-09 by a vote of 8-0.

**CITY OF HIGH POINT  
PLANNING AND DEVELOPMENT DEPARTMENT**

**STAFF REPORT  
ZONING CASE 14-09  
August 26, 2014**

| <b>Request</b>                                                |                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Applicant:</b><br>High Point University                    | <b>Owner:</b><br>High Point University                              |
| <b>Zoning Proposal:</b><br>To rezone approximately 92.2 acres | <b>From: CU-PI</b> Conditional Use Public & Institutional District  |
|                                                               | <b>CZ-PI</b> Conditional Zoning Public & Institutional District     |
|                                                               | <b>To: CZ-PI</b> Conditional Zoning Public & Institutional District |

| <b>Site Information</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location:</b>                       | The site is lying north of Barbee Avenue, east of N. Centennial Street, south of E. Farriss Avenue and west of Panther Drive.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Tax Parcel Numbers:</b>             | Guilford County Tax Parcels 0189862 thru 875, 0189888, 0189893, 0190022 thru 59, 0190162 (portion), 0190072, 0190073, 0190075, 0190077 thru 89, 0190107 thru 122, 0190126, 0190140, 0190161, 0190185 thru 187, 0190191, 0190196 thru 215; 0217153 and 0217154                                                                                                                                                                                                                                                                           |
| <b>Site Acreage:</b>                   | Approximately 92.2 acres                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Current Land Use:</b>               | College/University uses; such as dormitories, classrooms, student union and other accessory uses and undeveloped parcels.                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Physical Characteristics:</b>       | The southern half of the site, from Alumni Avenue to Barbee Avenue has as gentle to moderately sloping terrain. The northern half of the site from Alumni Avenue to E. Farriss Avenue has a moderately sloping terrain. A perennial stream runs from south to north (from Alumni Avenue to E. Farriss Avenue) and the site's steeper terrain runs along this stream corridor.                                                                                                                                                           |
| <b>Water and Sewer Proximity:</b>      | Various City sanitary sewer lines (8-inch & 12-inch) and City water lines (6-inch, 8-inch & 16-inch) are adjacent to the site within the perimeter public streets and within several of the private drives running through the campus.                                                                                                                                                                                                                                                                                                  |
| <b>General Drainage and Watershed:</b> | The southern portion of the site, from Montlieu Avenue to Barbee Avenue, drains in a southeasterly direction. The northern portion of the site, from Montlieu Avenue to E. Farriss Avenue, drains in a northerly direction. Development of the site is subject to the City Lake General Watershed Area requirements of the water supply watershed regulations. Engineered stormwater measures are required for non-residential or multifamily development with an impervious surface area that is greater than 24% or more of the site. |
| <b>Overlay District(s):</b>            | City Lake General Watershed Area (GWA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Adjacent Property Zoning and Current Land Use</b> |      |                                      |                                                                                                                |
|------------------------------------------------------|------|--------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>North:</b>                                        | RS-7 | Residential Single Family-7 District | Single family residential dwellings ( <i>across E. Farriss Ave. &amp; greenway trail</i> )                     |
| <b>South:</b>                                        | RS-7 | Residential Single Family-7 District | Single family residential dwellings and undeveloped parcels ( <i>across Barbee Ave.</i> )                      |
| <b>East:</b>                                         | PI   | Public & Institutional District      | High Point University campus                                                                                   |
| <b>West:</b>                                         | RS-7 | Residential Single Family-7 District | Vacant school, single family residential dwellings and undeveloped parcels ( <i>across N. Centennial St.</i> ) |

| <b>Relevant Land Use Policies and Related Zoning History</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Community Growth Vision Statement:</b>                    | Goal 1: Obj. 1H: Support the continued growth of the City's educational institutions for their many educational, cultural and economic benefits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Land Use Plan Map Classification:</b>                     | The site has an Institutional land use classification, which is intended to accommodate public, quasi-public and institutional uses on large tracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Land Use Plan Goals, Objectives &amp; Policies:</b>       | The following goal of the Land Use Plan is relevant to this request:<br>Goal #2: Encourage development that enhances and preserves established neighborhoods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Relevant Area Plan(s):</b>                                | <p><b>University Area Plan</b></p> <p><u>Goal 3:</u> Ensure compatibility between the edge of campus and the surrounding neighborhood.</p> <p><u>Policy 3.5:</u> Transition the intensity of uses along the campus edge adjacent to existing residences.</p> <ol style="list-style-type: none"> <li>Decrease the bulk, mass and height of buildings, or increase setbacks.</li> <li>Prevent the spillover of light and glare from outdoor lighting onto adjacent properties by limiting the height, illumination, and direction of outdoor lighting.</li> <li>Locate parking areas internal to campus, where possible, to minimize visual impacts on adjacent residential properties. They should be screened from view, and access to parking areas should be from internal campus driveways and not directly from local residential streets to minimize cut-through traffic in the residential neighborhood.</li> <li>A combination of fencing and landscaping can be used to soften the edges, however solid fencing is typically discouraged along public streets.</li> <li>Placement of loading areas and mechanical equipment should be placed to minimize impact on adjacent properties. Screening shall be provided.</li> </ol> <p><u>Transition Areas</u></p> <p>The site includes Transition Areas (Permanent Edges), specifically those areas fronting on the south side of E. Farriss Avenue, the north side of Barbee Avenue, and the east side of N. Centennial Street. Compatibility with adjacent properties is of the utmost importance. The height, mass,</p> |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | scale, setbacks, and intensity of new development should be taken into consideration. Other factors to consider within Transition Areas are parking lot location; access; lighting height, direction and intensity; and landscaping type, rate, location and width of planting area. In places where Transition Areas abut public streets, solid fencing is discouraged.                                                                                                            |
| <b>Zoning History:</b> | The 92 acres associated with this zoning application was historically a residential neighborhood adjacent to the High Point University Campus. Starting in 1998, the University began a westward expansion of the campus from Panther Drive (formerly W. College Drive), to N. Centennial Street to accommodate their growth. Over the past 16 years, the University has requested and received a number of zoning approvals that has resulted in the present campus configuration. |

| Transportation Information               |                                                                                                                                                                                                                                                                  |            |                                     |           |                  |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|-----------|------------------|
| Adjacent Streets:                        | Name                                                                                                                                                                                                                                                             |            | Classification                      |           | Approx. Frontage |
|                                          | Barbee Avenue                                                                                                                                                                                                                                                    |            | Local Street                        |           | 2,172 ft.        |
|                                          | N. Centennial Street                                                                                                                                                                                                                                             |            | Major Thoroughfare                  |           | 2,098 ft.        |
|                                          | E. Farriss Avenue                                                                                                                                                                                                                                                |            | Local Street                        |           | 1,263 ft.        |
| Vehicular Access:                        | Access from N. Centennial Street via existing private streets ( <i>Montlieu Avenue and Alumni Avenue</i> ).<br>Only one point of access to Barbee Avenue ( <i>emergency access drive</i> ).<br>Access from E. Farriss Avenue as permitted by Driveway ordinance. |            |                                     |           |                  |
| Traffic Counts:<br>(Average Daily Trips) | Montlieu Avenue                                                                                                                                                                                                                                                  |            | 4,500 ADT (2009, 24-hour count)     |           |                  |
|                                          | N. Centennial Street                                                                                                                                                                                                                                             |            | 7,500 ADT (2014, 12-hour count)     |           |                  |
| Estimated Trip Generation:               | None                                                                                                                                                                                                                                                             |            |                                     |           |                  |
| Traffic Impact Analysis:                 | Required                                                                                                                                                                                                                                                         |            |                                     | Comment   |                  |
|                                          | <input type="checkbox"/>                                                                                                                                                                                                                                         | <u>Yes</u> | <input type="checkbox"/>            | <u>No</u> | None             |
|                                          |                                                                                                                                                                                                                                                                  |            | <input checked="" type="checkbox"/> | X         |                  |
| Pedestrian Access:                       | Development of the site is subject to the sidewalk requirements of the Development Ordinance.                                                                                                                                                                    |            |                                     |           |                  |

| School District Comment             |
|-------------------------------------|
| Not applicable to this zoning case. |

### Details of Proposal

In 2011, High Point University obtained zoning approval to develop student housing next to N. Centennial Street, between Montlieu Avenue and Alumni Avenue. The University desires to develop additional student housing along N. Centennial Street, north of Alumni Avenue, and has submitted this Map Amendment (Rezoning) application. They intend to develop similar townhome type housing that was permitted along the N. Centennial Street frontage of the campus.

The University has requested and received a number of zoning requests over the past 16 years, from Panther Drive to N. Centennial Street, which has resulted in four separate zoning districts that govern the southwestern portion of the campus. At the recommendation of staff, the

University is requesting to combine these four zoning districts into one new Conditional Zoning Ordinance for ease of administration. Relevant conditions from each of the four districts have been retained along with previously adopted conditions pertaining to development adjacent to the perimeter of the campus. However, this request proposes the following changes:

- Expansion of townhome style housing: Previously adopted conditions to permit reduced building setback and alternative landscaping standards for townhome style housing is proposed for the entire N. Centennial Street frontage of the zoning site.
- Amends building height standards: The PI District allows a 50-foot building height, which can be increased to 80 feet if additional building setbacks are provided. A previous zoning approval permitted a portion of the campus to have a building height up to 100 feet. The applicant is proposing that the PI District building height standards apply to the land area within 200 feet of both N. Centennial Street and E. Farriss Avenue. Beyond this 200-foot distance, the previously approve 100-foot building height will apply to the interior areas of the zoning site. Along Barbee Avenue, the previous zoning conditions for a maximum 85-foot building height would still apply.
- Amend E. Farriss Avenue development standards: Development along this street is proposed to meet PI District standards, and for consistency, the higher landscaping standards that were established along Barbee Avenue are requested to be used along E. Farriss Avenue.
- Revises Transportation Conditions: Removes transportation conditions for road improvements (right-of-way dedication and installing turn lanes) that have been completed.

### Staff Analysis

Section 9-3-13 of the Development Ordinance states that the Planning & Zoning Commission and the City Council shall be guided by the purpose and intent of the Development Ordinance, and shall give consideration to the following in the review and discussion of any Conditional Zoning application. Based on the applicant's submittal and proposed conditions, as they exist on the date of this report, the Planning and Development Department offers the following comments relative to these ordinance considerations.

This application combined four previously approved PI Districts, former findings are still relevant and comments in this section are restricted to the new changes proposed under this application. The Development Ordinance allows an applicant to request less restrictive standards with regard to dimensional requirements (reduced setback for townhomes and taller building height) and landscaping requirements (alternative landscaping standard along N. Centennial Street) that are less restrictive than the minimum requirement of the Development Ordinance. The Planning & Zoning Commission and City Council are under no obligation to accept or approve a request for a deviation.

### Consistency with Adopted Plans:

**The proposed Conditional Zoning District is appropriate for its proposed location and is consistent with the purposes, goals, objectives and policies of relevant comprehensive land use or area plans**

### Staff Comments:

The zoning site has an Institutional Land Use designation and has been previously zoned for University related uses. New conditions to expand townhome style student housing and to allow higher building heights are compiled from existing conditions already in place, which are consistent with the University Area Plan and the City's Land Use Plan.

**Review Factors:**

**The applicant's proposed Conditional Zoning District, including the proposed use(s), written conditions and Conditional Zoning Plan, satisfactorily meets or addresses the following:**

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Factor #1</u></b> | <b>Produces a development that is compatible with surrounding development character and land uses;</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                         | <p><u>Staff Comments:</u></p> <ul style="list-style-type: none"> <li>❖ Conditions offered by the applicant that restrict PI District uses and restrict the location of vehicular access points will assist in ensuring development will be compatible with the surrounding area.</li> <li>❖ The development standard proposed by the applicant to only permit higher building heights within the interior of this 92-acre site will ensure development along the perimeter of the zoning site will be compatible with surrounding land uses.</li> </ul>       |
| <b><u>Factor #2</u></b> | <p><b>Minimizes or effectively mitigates any identified adverse impact on adjacent and nearby property, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.;</b></p> <p><u>Staff Comments:</u><br/>Conditions that mitigate impacts along the perimeter of site, such as lighting, fencing, landscaping, access, screening of mechanical equipment and location of loading areas are being carried forward into this new CZ-PI District from the current CU-PI &amp; CZ-PI zoning approvals, covering this 92-acre area.</p> |
| <b><u>Factor #3</u></b> | <p><b>Minimizes or effectively mitigates any identified adverse environmental impact on water and air resources, minimizes land disturbance, preserves trees and protects habitat;</b></p> <p><u>Staff Comments:</u><br/>The site is within the City Lake General Watershed Area and development will be subject to watershed regulations.</p>                                                                                                                                                                                                                |
| <b><u>Factor #4</u></b> | <p><b>Minimizes or effectively mitigates any identified adverse impact on municipal facilities and services, such as streets, potable water and wastewater facilities, parks, police and fire; and;</b></p> <p><u>Staff Comments:</u><br/>The site is within an area currently served by City of High Point utilities and municipal services. The request has no known impacts on municipal services.</p>                                                                                                                                                     |
| <b><u>Factor #5</u></b> | <p><b>Minimizes or effectively mitigates any identified adverse effect on the use, enjoyment or value of adjacent properties.</b></p> <p><u>Staff Comments:</u><br/>As noted above in Review Factor #2, the land area associated with this request has obtained zoning approval from the City Council for University related PI District uses. All relative conditions from these previous zoning approvals are being carried over into this application. This new CZ-PI District, as conditioned, will not adversely impact adjacent property owners.</p>    |



**Changes in the Area:**

**There have been changes in the type or nature of development in the area of the proposed Conditional Zoning District that support the application.**

**Staff Comments:**

The property is already zoned for and developed with University related uses. The expansion of the High Point University campus over the past 16 years along with the abandonment of the former residential neighborhood public street network has changed the character of this area.

**Development Patterns:**

**The proposed Conditional Zoning District would result in development that promotes a logical, preferred and orderly development pattern.**

**Staff Comments:**

This application combines and consolidates multiple prior zoning actions approved by City Council into one new Conditional Zoning district. No new land area is being added to the campus.

**Reasonableness/Public Interest:**

**An approval of the proposed Conditional Zoning District is considered reasonable and in the public interest.**

**Staff Comments:**

In this case, staff suggests that the approval of the applicant's request is reasonable and in the public interest because: 1) The site is designated Institutional on the City's adopted Land Use Map and the requested new CZ-PI District is consistent with adopted plans, 2) Conditions offered by the applicant to limit vehicular access, provide for higher landscaping standards, and conditioning the manner in which fencing and lighting may be allowed along the perimeter of the zoning site minimize impacts upon adjacent property owners; and 3) The request does not expand the boundary of the PI District zoning in this area; instead, it combines previously adopted CU-PI and CZ-PI Districts into one new CZ-PI District which will allow for ease of administration.

**Recommendation**

**Staff Recommends Approval:**

Conditions offered by the applicant address objectives of the Land Use Plan and will ensure development of the zoning site will be compatible with adjacent uses. The Planning & Development Department recommends approval of the request to rezone this 92.2 acres area to a CZ-PI District.

**Required Action**

**Planning and Zoning Commission:**

The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

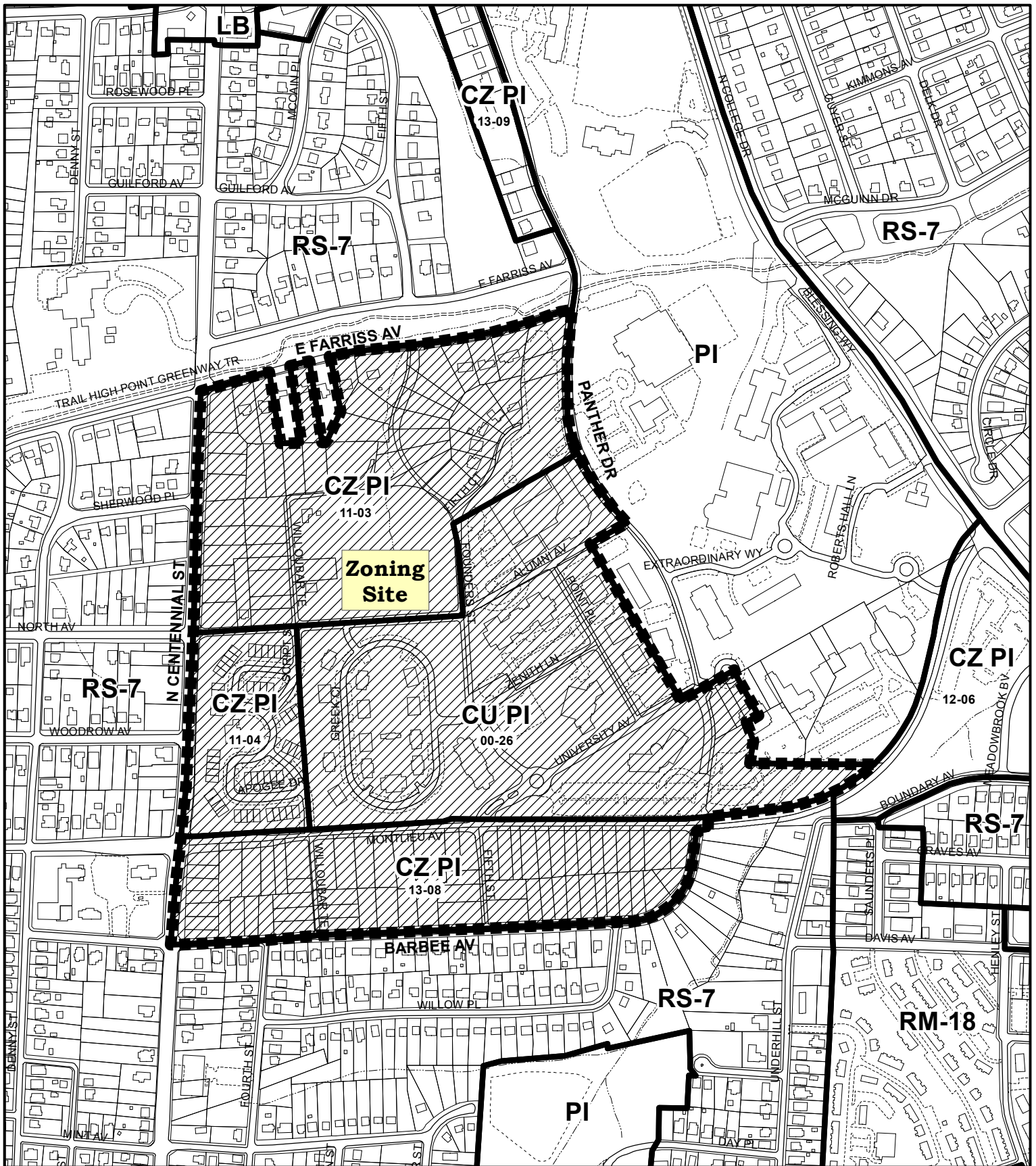
**City Council:**

The NC General Statutes require that the City Council also place in the official record a statement of consistency with the City's adopted plans, and explain why the action taken is

considered to be reasonable and in the public interest when rendering its decision in this case. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

### **Report Preparation**

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner, and reviewed by Robert Robbins AICP, Development Services Administrator and Lee Burnette AICP, Director.



## ZONING CASE 14-09

**From: Conditional Use Public Institutional and  
Conditional Zoning Public Institutional**

**To: Conditional Zoning Public Institutional**

**Existing Zoning Boundary**

**Subject Property Boundary**



**Planning & Development  
Department**

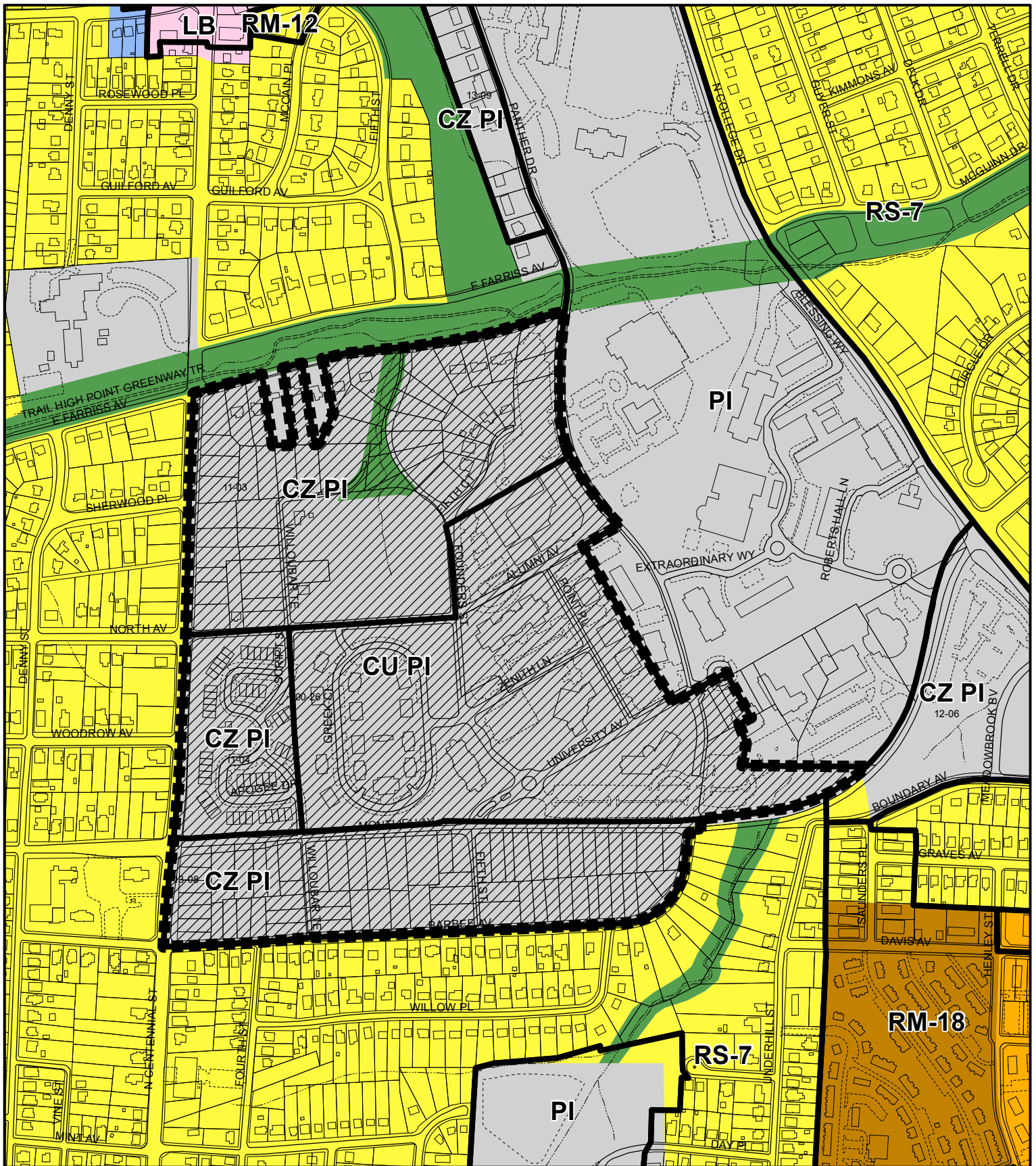
**City of High Point**

**Date: August 20, 2014**



**Scale: 1"=500'**

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2014/pz/214-09.mxd



## ZONING CASE 14-09

### Land Use Plan

|                                                                                                                 |                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  Low-Density Residential      |  Office                       |
|  Moderate-Density Residential |  Local/Convenience Commercial |
|  Medium-Density Residential   |  Institutional                |
|                                                                                                                 |  Recreation/Open Space        |

Planning & Development  
Department

City of High Point

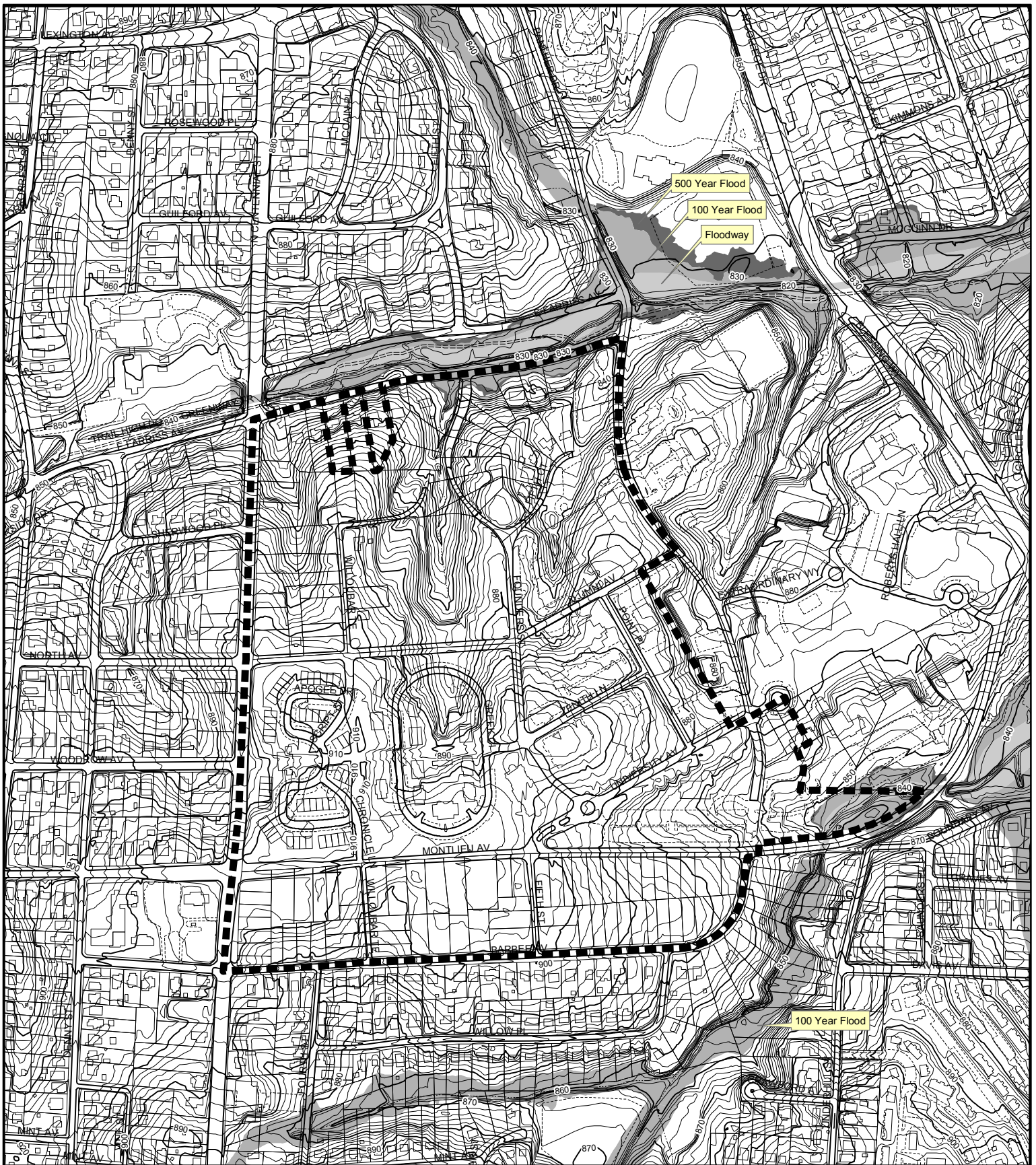
Date: August 15, 2014



Scale: 1"=500'

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2014\pz\z14-09clu.mxd





## ZONING CASE 14-09

### Topography

Subject Property Boundary - - - - -

Planning & Development  
Department

City of High Point

Date: August 15, 2014



Scale: 1"=500'

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# ZONING CASE 14-09





AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 9-3-12, ZONING MAP AMENDMENTS, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of The City of High Point adopted “The City of High Point Development Ordinance” on January 7, 1992 with an effective date of March 1, 1992, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on August 26, 2014 and before the City Council of the City of High Point on September 15, 2014 regarding **Zoning Case 14-09** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings was published in the High Point Enterprise on August 17, 2014, for the Planning and Zoning Commission public hearing and on September 3, 2014 and September 10, 2014, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on \_\_\_\_\_.

**THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:**

**SECTION 1**

That the Official Zoning Map of the City of High Point be amended to establish the following described area as: **A Conditional Zoning Public & Institutional (CZ-PI) District.** The property is approximately 92.2 acres and lying north of Barbee Avenue, east of N. Centennial Street, south of E. Farriss Avenue and west of Panther Drive. The property is also known as Guilford County Tax Parcels 0189862 thru 0189875, 0189888, 0189893, 0190022 thru 0190059, 0190162 (portion), 0190072, 0190073, 0190075, 0190077 thru 0190089, 0190107 thru 0190122, 0190126, 0190140, 0190161, 0190185 thru 0190187, 0190191, 0190196 thru 0190215; 0217153 and 0217154

**SECTION 2**

That the property herein described shall be perpetually bound by the following use(s) authorized and condition(s) imposed, unless subsequently changed or amended as provided for by the Development Ordinance.

Part I. **USES:**

**Permitted Uses:** Only the following land uses shall be permitted, subject to the development and dimensional requirements of the Public & Institutional (PI) District and the specific conditions listed in this Conditional Zoning Ordinance:

- a. Colleges or Universities (SIC 8220)
- b. Fraternities or Sororities (Univ. or College)
- c. Accessory Uses and Structures (customary)

Part II. CONDITIONS:

A. Development and Dimensional Requirements.

1. General Standards for the entire zoning site.

a. Screening of equipment, outdoor storage and loading docks:

Purpose and Intent: This section is intended to provide standards to mitigate negative impacts on adjacent property owners from viewing unsightly equipment, appurtenance or activities associated with permitted PI District uses. The intent is to filter views and to not have direct unobscured views of these areas; it is not intended to mandate 100% visual screening.

- i. Mechanical or electrical equipment, dumpsters, or other similar building appurtenances shall be screened from view, at a height of six (6) feet above ground level, as seen from the centerline of any adjacent public street. Existing or newly planted vegetation, opaque fences, masonry walls, other structures or combination thereof may be used to achieve an effective screen.
- ii. Within 100-feet of the perimeter of the zoning site, loading areas shall not be located on any side of a building that faces N. Centennial Street or E. Farriss Avenue. Loading areas facing Barbee Avenue shall be screened from view as seen from the centerline of Barbee Avenue.

b. Building Height:

i. Barbee Avenue:

See Condition II.A.3 of this Conditional Zoning Ordinance.

ii. N. Centennial Street and E. Farriss Avenue:

Within 200 feet of N. Centennial Street and E. Farriss Avenue, building height standard of the PI District shall apply. Beyond this 200-foot distance, a maximum building height of 100 feet shall be permitted.

c. Lot Combination: As requested by the Technical Review Committee, parcels associated with the zoning site shall be combined prior to development or subdivision.

d. Welcome Center Standards.

- i. Welcome Centers shall not be permitted within public right-of-ways.
- ii. The Welcome Center located at the intersection of N. Centennial Street and Montlieu Avenue (private drive) shall be oriented in such a manner that a minimum of seven (7) vehicular stacking spaces, per dimensional standards of Table 5-6-2 of the Development Ordinance, shall be provided as measured perpendicular from the adjacent public street right-of-way (See Exhibit A “N. Centennial Street Entry Plan”).

e. Lighting

- i. Within fifty (50) feet of the perimeter of the zoning site, all freestanding exterior lighting shall be limited to twenty-five (25) feet in height. All lighting shall be directed inwards towards the interior of the zoning site and include the use of shields to direct lighting and glare away from adjacent residential uses.
- ii. Where the zoning site abuts residentially zoned parcel(s), exterior pole lighting shall be setback a minimum twenty-five (25) feet from the abutting residential parcel(s) property line. Said lighting shall be down lit and oriented inward toward the zoning site so as to shield adjoining residential properties from direct light.

2. N. Centennial Street Development Standards

The following development standards shall apply to townhome type dormitories or townhome type student housing developed within 100 feet of the N. Centennial Street right-of-way

- a. All buildings shall have a hip or gable pitched roof design.
- b. The size of each building(s) shall be limited to a maximum building footprint of 7,500 square feet.
- c. Except for where approved vehicular access points are located, parking, and vehicle circulation areas shall be located to the interior of the site so that buildings are located between the N. Centennial Street right-of-way and any parking or vehicle circulation areas. This shall not preclude placement of parking between buildings fronting along N. Centennial Street.
- d. The maximum building height shall be fifty (50) feet for any building within 100 feet of the N. Centennial Street right-of-way.
- e. Building Setback: Building setback shall meet standards of the PI District except as noted below:
  - i. Principal Building(s): A minimum thirty (30) foot setback shall be provided from the N. Centennial Street right-of-way.
  - ii. Accessory Structure(s): A minimum twenty (20) foot setback shall be provided from the N. Centennial Street right-of-way for covered and uncovered porches, decks and patios whether attached or unattached to a principal building, and any other accessory structure.

3. Barbee Avenue Development Standards

- a. Development and dimensional requirements of the PI District shall apply, except as follows:
  - i. A minimum fifty (50) foot building setback shall be provided from the Barbee Avenue right-of-way.
  - ii. A maximum eighty-five (85) foot building height shall be permitted. The additional building setback requirement, noted in Table 4-11-5(f) of the

Development Ordinance, for buildings over fifty (50) feet in height shall not apply.

B. Landscaping, Buffers, and Screening:

a. Fencing:

- i. N. Centennial Street: If fencing is installed along the N. Centennial Street frontage of the zoning site, the decorative perimeter fencing (brick & wrought iron/aluminum fencing) that generally outlines the boundary of the University shall be installed.
- ii. Barbee Avenue and E. Farriss Avenue: If opaque fencing is installed along the Barbee Avenue or E. Farriss Avenue frontage of the zoning site, said fencing shall be located behind the street planting yard.
- iii. Where the zoning site abuts a residentially zoned parcel(s), an opaque fence shall be installed in the required planting yard adjacent to the residential parcel.

b. Landscaping:

- i. Centennial Street frontage: A minimum thirty (30) foot wide Street Yard, planted at Type C rate, shall be installed along the N. Centennial Street frontage of the zoning site.
- ii. *Alternative Land Scape Plan along N. Centennial Street)*
  - a) In lieu of ordinance requirements for street planting yards, a landscaping plan shall be required to be submitted for review and approval by the Planning & Development Department prior to issuance of any building permit upon the site. The objective of this plan is to screen the rear of structures located along N. Centennial Street frontages of the zoning site with an assortment of planting species, and to enhance the visual appearance of the permanent edge areas as identified in the University Area Plan. This plan shall at a minimum address the following:
  - b) This plan is specifically for the initial 75 feet of the site's N. Centennial Street frontages and should be designed to enhance the visual appearance of this corridor.
  - c) Through the use of an assortment of understory trees, canopy trees, shrubs, berms and other topography treatments, the exterior activity area at the rear of buildings shall be screened. The planting rate shall be sufficient to provide the desired screening effect within three (3) years of planting.
  - d) Fifty percent (50%) of trees and shrubs utilized on the plan along this roadway shall consist of evergreen species of planting material. These shrubs shall be a locally adapted species expected to reach a minimum height of thirty (30) inches and a minimum spread of thirty (30) inches within three years of planting.
  - e) Along with the landscaping plan, a depiction of the building elevations and/or parking areas after landscaping, as viewed from N. Centennial Street may be requested from the property owners

Landscape Architect to assist in assessing the effectiveness of the plan.

- iii. Barbee Avenue and E. Farriss Avenue frontage:
  - a) The Street Yard planting standards shall be increased from eight (8) foot width to a minimum width of fifteen (15) feet, and the planting rate for understory trees shall be increased from none to a minimum of 4 per 100 linear feet, and 33 evergreen shrubs per 100 linear feet. Additionally, these shrubs shall be a locally adapted species and are expected to reach a minimum height of thirty (30) inches within three years of planting.
  - b) Fifty percent (50%) of trees and shrubs utilized shall consist of evergreen species of planting material. These shrubs shall be a locally adapted species expected to reach a minimum height of thirty (30) inches and a minimum spread of thirty (30) inches within three years of planting.
  - c) Where parking is located within fifty (50) feet of the Barbee Avenue or E. Farriss Avenue right-of way, landscaping shall be arranged in such a manner as provide low-level screening from vehicle headlights that may face towards Barbee Avenue or E. Farriss Avenue.

C. Transportation

1. Vehicular Access:

1. N. Centennial Street

No new vehicular access shall be permitted from N. Centennial Street. Access shall be permitted to N. Centennial Street from the following existing streets, Montlieu Avenue (private street) and Alumni Avenue (private street).

2. Barbee Avenue

One (1) point of emergency access shall be allowed to Barbee Avenue. This access point shall be gated and not intended for general or service vehicle access; and shall be installed as approved by the High Point Department of Transportation.

2. Right-of-way Dedication and Improvements:

- a. The Director of Transportation shall approve all construction and improvements.
- b. The property owner shall dedicate an easement to cover the loop detectors for the signal operation on the closed (abandoned) portion of Montlieu Avenue where it intersects N. Centennial Street.

c. Intersection of N. Centennial Street and E. Farriss Avenue (southern portion of E. Farriss)

The property owner shall dedicate right-of-way along N. Centennial Street for the installation of a northbound right turn lane from N. Centennial Street into



E. Farris Avenue; and construct a north bound right-turn lane from N. Centennial Street into E. Farriss Avenue prior to the construction of a welcome center/guard house on E. Farriss Avenue.

- d. The City of High Point Director of Transportation shall approve the exact location and design of all access points and turn lanes. In addition, the Director of Transportation and the North Carolina Department of Transportation (NCDOT), if applicable, shall approve all construction and improvements.

### SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with this conditional zoning district and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans now required to be approved by the City of High Point.

### SECTION 4

Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

### SECTION 5

That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

### SECTION 6.

This ordinance shall become effective upon the date of adoption.

\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2014.

Lisa B. Vierling, City Clerk

# **Citizens Information Meeting Report**

## **Zoning Case 14-09**

Submitted by: Ron Guerra on behalf of  
High Point University



August 11, 2014

To: City of High Point, North Carolina  
Planning and Development Department

From: Ron Guerra, MBA  
Director of Construction and Renovation

Re: Zoning Case CZ 14-09  
Citizens Information Meeting on August 6, 2014 at 6:00 P.M.

High Point University conducted a Citizens' Information Meeting in support of Rezoning Case CZ-14-09 on August 6, 2014. The meeting was held at High Point University in Norton Hall Room 202. Letters of invitation were mailed to 113 residents on July 29, 2014 (letter is attached). The application is for Rezoning Case CZ-14-09 which will combine previous Zoning Cases CU-PI 00-26, CZ-PI 11-03, CZ-PI 11-04, and CZ-PI 13-08. Mr. Ron Guerra, Director of Construction and Renovation and Mr. Dan Pritchett, of Jamestown Engineering Group, Inc., represented the University.

Mr. Guerra reviewed maps illustrating the properties proposed to be combined into a single zoning case. Mr. Guerra stressed that no new land was being rezoned by the zoning case, and that the only change in rezoning conditions would allow for townhome "style" units to be constructed. Mr. Guerra also noted that the townhome "style" units would be the same as those currently in use along Centennial Street and Montlieu Avenue.

It was a very positive meeting with specific discussion focused on the following:

- Zoning conditions applicable to site lighting and increased planting buffers along public streets.
- Property owners questioned if Barbee Avenue was to be closed, and were assured that Barbee Avenue would remain open as a public street.
- Property owners questioned if the University would be purchasing properties on the south side of Barbee Avenue.

A copy of the Sign-in Sheet for this meeting is also attached.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Ron Guerra', written over a horizontal line.

HIGH POINT UNIVERSITY

Ron Guerra, M.B.A.  
Director of Construction, Renovation and Campus Development

Citizens Information Meeting  
August 6, 2014  
High Point University

**Please note that no new areas are being rezoned.**

| Name            | Address         | Phone No./E-Mail Address |
|-----------------|-----------------|--------------------------|
| CLAYTON MAYS    | 1001 PANTHER DR | 336-882-2760             |
| MARTHA WARD     | " " "           | "                        |
| BARBARA DOCKERY | 1008 Baylee Ave | 336-885-2786             |
| DAVID DOCKERY   | " " "           | "                        |
| Danny Owens     |                 | 687-4415                 |
| Loy Anthony     |                 | 906/313                  |
| Edgar Salgado   | 809 Willow PL   | 561 3663                 |
| Fredy Salgado   | 811 Willow PL   | 561 3856                 |





July 29, 2014

**Subject: Citizen Information Meeting, Wednesday, August 6, 2014**

Ladies and Gentlemen,

A Citizen Information Meeting will be held on, Wednesday, August 6, 2014, at 6:00 p.m. in Norton Hall, Room 202, (corner of University Avenue and Panther Drive) for the purpose of allowing us to inform you about our zoning proposal.

High Point University has filed an application with the City of High Point for Zoning Case 14-09, which will combine previous Zoning Cases CU-PI 00-26, CZ-PI 11-03, CZ-PI 11-04, and CZ-PI 13-08. A map is enclosed which illustrates the areas included in the Rezoning Case. **Please note that no new areas are being rezoned.** The principle purpose of this Rezoning Case is to combine the previous Rezoning Cases listed above into a single Conditional Zoning Area. The only proposed change in zoning conditions, from those previously approved, is to revise development standards and setbacks to allow townhome style student housing to be constructed in the undeveloped areas east of N. Centennial Street and south of E. Farriss Avenue. All other zoning conditions will remain as previously approved.

We have enclosed for your review a Conditional Use District Zoning Citizen Information Meeting Statement made available by the City of High Point, which may help clarify the rezoning process and requirements.

The next meeting of the Planning and Zoning Commission with a public hearing on this proposal is scheduled to take place at City Hall on Tuesday, August 26, 2014, at 6:00 p.m.

Questions, comments, or concerns should be directed to Ron Guerra, Director of Construction and Renovation at 336-841-9363.

We look forward to answering your questions and receiving your input.

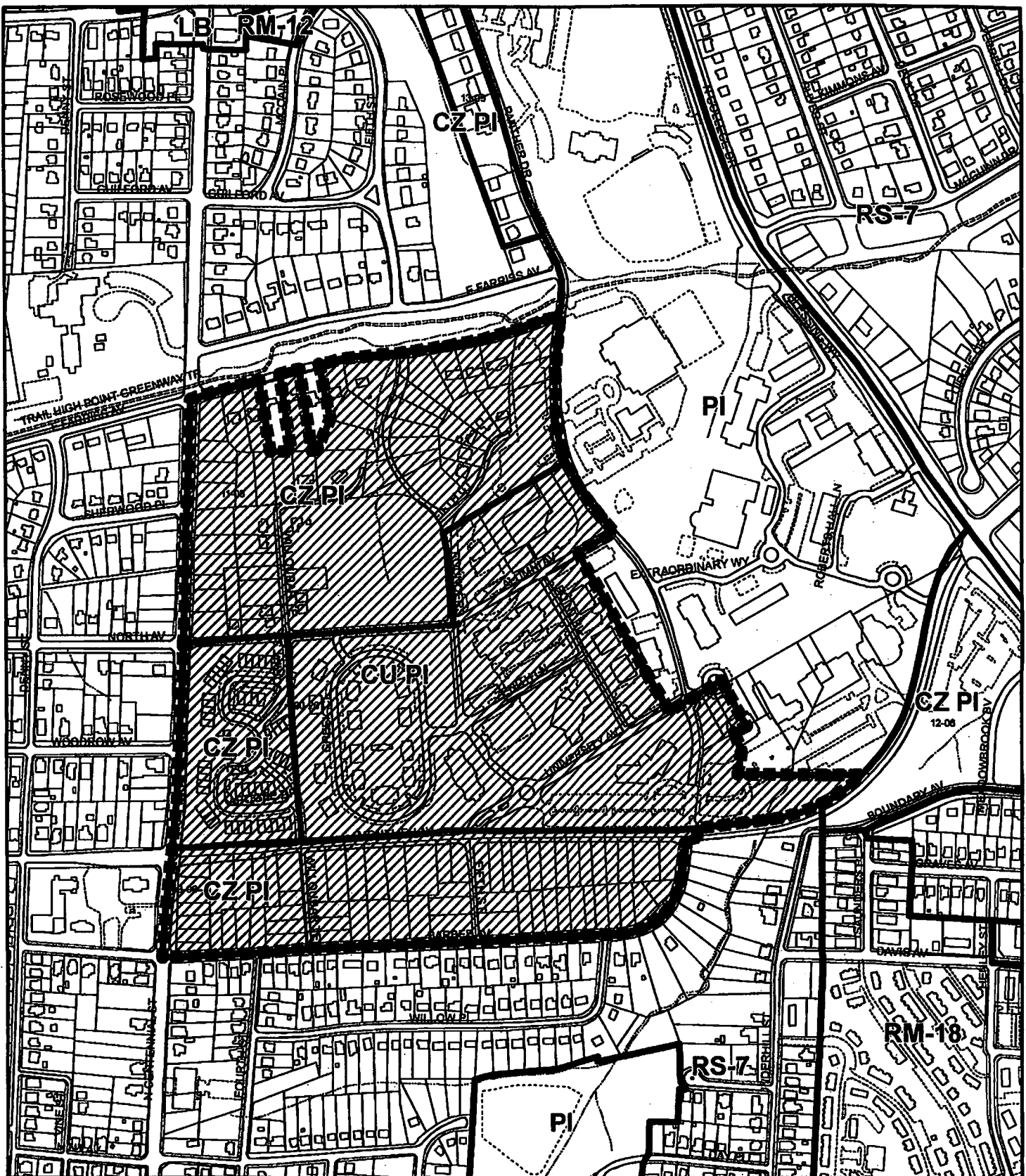
Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Ron Guerra'.

**HIGH POINT UNIVERSITY**

Ron Guerra, MBA  
Director of Construction and Renovation

HIGH POINT UNIVERSITY  
833 MONTLIEU AVENUE, HIGH POINT, NORTH CAROLINA 27262 (336) 841-9000  
WWW.HIGHPOINT.EDU



## ZONING CASE 14-09

From: CU PI & CZ PI

To: CZ PI

Existing Zoning Boundary

Subject Property Boundary



Planning & Development  
Department

City of High Point

Date:

N



Scale: 1"=500'

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2014\pz\z14-09.mxd



# CITY OF HIGH POINT

## AGENDA ITEM

**Title: Approval of the Analysis of Impediments to Fair Housing Choice**

**From:** Michael E. McNair, Director of Community Development and Housing

**Meeting Date:** November 3, 2014

**Public Hearing:** N/A

**Advertising Date** N/A

**Advertised By:**

**Attachments:** Resolution

---

**PURPOSE:**

The City of High Point, as a recipient of federal funds through the U.S. Department of Housing and Urban Development (HUD), is required to conduct an Analysis of Impediments to Fair Housing Choice. This analysis has been completed and is ready for Council's adoption.

**BACKGROUND:**

The City's Analysis of Impediments to Fair Housing Choice was recently completed by Mullin & Lonergan Associates, Inc. in collaboration with the City of Burlington, the City of Greensboro and the Surry County HOME Consortium. The process began last January when Council authorized staff to participate in the preparation of a regional Analysis of Impediments. After the selection of a consultant, a series of events including public meetings, stakeholder interviews analysis of housing data and city ordinances were undertaken to complete the AI. A presentation of the findings and recommendations of the AI was made to Council on September 15<sup>th</sup>. Council referred the AI to the Community Housing and Neighborhood Development Committee for further review. At its October 28<sup>th</sup> meeting, the Committee voted unanimously to make a favorable recommendation to Council.

**BUDGET IMPACT:**

None

**RECOMMENDATION / ACTION REQUESTED:**

Council is requested to adopt the Analysis of Fair Housing and the associated resolution.

## Resolution for High Point City Council Adopting the Analysis of Impediments to Fair Housing Choice

WHEREAS the City of High Point, as a recipient of federal funds through the U.S. Department of Housing and Urban Development (HUD), is required to certify that it is affirmatively furthering fair housing, to conduct an Analysis of Impediments to Fair Housing Choice and to carry out actions to pursue fair housing goals, and

WHEREAS the City of High Point engaged the firm of Mullen & Lonergan to prepare an Analysis of Impediments to Fair Housing Choice, in collaboration with the City of Burlington, the City of Greensboro and the Surry County HOME Consortium, and

WHEREAS the City of High Point has received an Analysis of Impediments to Fair Housing Choice from Mullen and Lonergan along with recommended goals and strategies to demonstrate that the City is affirmatively further fair housing, and

NOW THEREFORE BE IT RESOLVED that the City of High Point City Council adopts the Analysis of Impediments to Fair Housing Choice and directs the City Manager to design and implement fair housing strategies, using the Analysis of Impediments document and supporting data as the basis for actions, and report to the City Council on progress every six months, and

BE IT FURTHER RESOLVED that the City of High Point City Council directs the City staff to consider the Analysis of Impediments to Fair Housing Choice in designing the City's Consolidated Plan with goals, strategies and funding allocations to govern the use of federal Community Development Block Grant and HOME funds for the period 2015-2019.

Publish four (4) consecutive weeks: September 19 & 26, 2014 and October 3 & 10, 2014

**RESOLUTION OF INTENT TO CONSIDER**  
**STREET ABANDONMENT**  
**(Case # SA14-07)**

WHEREAS, the City Council has been petitioned to abandon the following right-of-way: The eastern portion of the Barbee Avenue right-of-way lying between Willow Place and Montlieu Avenue (private drive segment).

WHEREAS, G.S. 160A-299 requires the Council to first adopt a resolution declaring its intent to abandon the above right-of-way and calling a public hearing on the question;

NOW, THEREFORE BE IT RESOLVED, THAT THE COUNCIL declares its intent to consider the abandonment of the right-of-way above described and sets Monday, October 20, 2014, at 6:15 p.m. as the date for said public hearing before the Council in the Council Chamber of the Municipal Building in High Point.

Persons wishing to be heard either for or against the said right-of-way abandonment are asked to be present for the hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need a special accommodation, call (336) 883-3298 or TDD# (336) 883-8517.

Further information pertaining to this request is available at the Planning and Development Department in Room 316 of the Municipal Office Building, 211 South Hamilton Street, High Point, North Carolina, (336) 883-3328 or FAX (336) 883-3056.

By Order of the City Council  
This the 15<sup>th</sup> day of September, 2014.

Lisa B. Vierling, City Clerk

Petition Submitted By: High Point University



# **STREET ABANDONMENT REQUEST SA14-07**

Applicant: High Point University  
 Area: 0.54 acres



Location of requested street abandonment



Previously abandoned right-of-ways

**Department of Planning  
 and Development**

**City of High Point**

**Date: June 23, 2014**



**Scale: 1"=200'**  
 G:/Planning/Secure/ba-pz/  
 2014/pz/sa14-07.mxd



MEMORANDUM

TO: Randy McCaslin, Interim City Manager

FROM: Michael E. McNair, Director

DATE: September 10, 2014

SUBJECT: Adoption of policies for Neighborhood Stabilization Program (NSP) grant compliance

State and federal grantors are increasingly requiring elected officials of grant recipients to adopt policies that pertain to their grant programs. To comply with these conditions, the N.C. Department of Commerce (DOC) is requiring the City Council to adopt the following policies pertaining to our NSP grant (summaries provided below):

Equal Employment & Procurement Plan:

The City shall maintain a policy of providing equal employment opportunities for all persons AND that the City prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

Language Access Plan:

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the City will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Plan defines the responsibilities the City has to ensure LEP individuals can communicate effectively.

*NOTE: This Plan is an update of the previous LEP and has been updated per DOC requirements.*

Section 3 Plan:

Section 3 (12 U.S.C. 1701u) requires the City to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) Section 3 financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons. This Plan shall meet this condition by requiring City contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

Please note that these policies only pertain to Neighborhood Stabilization Program activities and will not affect other policies and programs of the City. Staff requests Council's favorable consideration of these policies.

City of High Point  
(City/County/Town)

08-N-1890 (NSP)  
(Grant number)

### **Equal Employment and Procurement Plan**

The *City of High Point* ("City") maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the *City* prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The *City* shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the *Mayor and/or other persons designated by the Chief Elected Official* to assist in the implementation of this policy statement.

The *City* shall development a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the *Mayor and/or other person(s) designated by the Chief Elected Official*.

The *City* is committed to this policy and is aware that with its implementation, the *City* will receive positive benefits through the greater utilization and development of all its human resources.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Chief Elected Official)

ATTEST:

\_\_\_\_\_  
(Clerk)



## **Providing Meaningful Communication with Persons with Limited English Proficiency**

*City of High Point  
January 1, 2014 – December 31, 2015*

***The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.***

### **POLICY:**

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the **Community Development & Housing Department of the City of High Point (the “City”)** will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

### **DEFINITIONS:**

***Limited English Proficient (LEP) individual*** – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

***Vital Documents*** – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

***Title VI Compliance Officer:*** The person or persons responsible for administering compliance with the Title VI LEP policies.

***Substantial number of LEP:*** 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

### **PROCEDURES:**

#### **1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE**

The City will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or “I speak cards,” provided by Community Investment and Assistance (CI)) and LEP posters to determine the language. In addition, when records are kept of past interactions

with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

## 2. OBTAINING A QUALIFIED INTEPRETER

List the current name, office telephone number, office address and email address of the Title VI compliance officers:

Title VI Compliance Officer  
Richard C. Fuqua, Affordable Housing Manager  
City of High Point – Community Development and Housing Department  
211 S. Hamilton Street  
High Point, NC 27260  
(336) 883-3348  
(336 883-3535 (fax)  
[richard.fuqua@highpointnc.gov](mailto:richard.fuqua@highpointnc.gov)

**(NOTE: The department must notify the DCA Compliance office immediately of changes in name or contact information for the title VI compliance officer.)**

**Check all methods that will be used:**

- ☐ Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff **(provide the list)**:
- ☒ Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- ☐ Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

***(Identify the agency(s) name(s) with whom you have contracted or made arrangements)***

Have/has agreed to provide qualified interpreter services. The agency's (or agencies') telephone number(s) is/are ***(insert number (s))***, and the hours of availability are ***(insert hours)***.

☐ Other ***(describe)***:

**All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.**

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

### 3. PROVIDING WRITTEN TRANSLATIONS

- i. The **City of High Point** will set benchmarks for translation of vital documents into additional languages. *(please ensure to keep records of those documents that apply to your agency)*
- ii. When translation of vital documents is needed, the **City of High Point** will submit documents for translation into frequently-encountered languages.
- iii. Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

### 4. PROVIDING NOTICE TO LEP PERSONS

The **City of High Point** will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Example: The notification will include, in the primary language of the applicant/recipient, the following language: **IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.**

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited to the main lobbies, waiting rooms, etc.

Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations.

### 5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, the **City of High Point** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, the **City of High Point** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

#### I. Compliance Procedures, Reporting and Monitoring

##### A. Reporting

The agency will complete an annual compliance report and send this report to CI. (Format will be supplied by CI)

#### B. Monitoring

The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to CI upon request.

The agency will cooperate, when requested, with special review by CI.

## II. Applicant/Recipient Complaints of Discriminatory Treatment

#### A. Complaints

The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy. The form can be found at <http://www.nccommerce.com/cd/community-investment/forms-resources/compliance-plans-and-templates>.

The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

The agency will notify the appropriate section within CI of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

#### B. Resolution of Matter

If the matter cannot be resolved by informal means, the individual will be informed of his or her right to appeal further to CI. This notice will be provided in the primary language of the individual with Limited English Proficiency.

The CI Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.

If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.

If not resolved by CI, then complaint will be forwarded to Department of Justice (DOJ), Department of Housing and Urban Development (HUD) Field Office.

**SUBMITTED AND ADOPTED BY:**

---

Name of Mayor or Chairman of Board

---

Signature of Mayor or Chairman of Board

---

Date



## Section 3 Plan

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## **I. General Policy Statement**

It is the policy of the City of High Point to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment. The City implements this policy through the awarding of contracts to contractors, vendors, and suppliers, to create employment and business opportunities for Section 3 residents and other qualified low- and very low-income persons. The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of High Point's Section 3 residents and other eligible persons and Section 3 businesses for contracts partially or wholly funded with Section 3 covered funding from the United States Department of Housing and Urban Development (HUD). The City shall examine and consider a contractor's or vendor's potential for success by providing employment and business opportunities to Section 3 residents prior to acting on any proposed contract award.

## **II. Section 3 Purpose**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the City to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) Section 3 financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons.

## **III. Section 3 Contracting Policy and Procedure**

The City will adopt a Section 3 Contracting Policy and Procedure to be included in all procurements generated for use with covered HUD funding. The policy and procedure contains goal requirements for awarding contracts to Section 3 Business Concerns. All contractors/businesses seeking Section 3 preference must complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required before submitting bids/proposals to the City. Such certifications shall be adequately supported with appropriate documentation as referenced in the Section 3 Business Application.

## **IV. Section 3 Plan**

The City will maintain a Section 3 Action Plan to identify the goals, objectives, and actions that will be implemented to ensure compliance with the requirements of Section 3. In addition, contractors will be required to submit a Section 3 Action Plan on each project over \$100,000.

## **V. Section 3 Employment & Training Goals**

It is the policy of the City to utilize residents and other Section 3 eligible persons and businesses in contracts partially or wholly funded with Section 3 covered funding from the Department of Housing and Urban Development (HUD). The City has established employment and training goals that contractors and subcontractors should meet in order to comply with Section 3 requirements. (Reference 24 CFR 135.30 – Numerical goal for meeting the greatest extent feasible requirement). The numerical goal is:

- Thirty percent (30%) of the aggregate number of new hires in any fiscal year for contractors with contracts funded with federal grant funds.

It is the responsibility of contractors, vendors and suppliers to implement progressive efforts to attain Section 3 compliance. Any contractor that does not meet the Section 3 numerical goals must demonstrate why meeting the goals were not feasible. All contractors submitting bids or proposals to the City are required to certify that they comply with the requirements of Section 3.

The Section 3 Contract Clause specifies the requirements for contractors hired for Section 3 covered projects. The Section 3 Clause must be included in all Section 3 covered projects. The Section 3 Contract Clause is included in Exhibit 1.

#### **VI. Preference for Contracting With Section 3 Business Concerns**

The City, in compliance with Section 3 regulations, will require contractors and subcontractors (including professional service contractors) who receive Section 3 covered funds (any federal funds that are housing rehabilitation, housing construction, and other public construction) to direct their efforts towards contracting with Section 3 business concerns in the following order of priority:

- **Category 1:** Business concerns that are 51% or more owned by residents of the housing development for which the work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.
- **Category 2:** Business concerns that are 51% or more owned by residents of the High Point Housing Authority (HPHA) other than the housing development where the work is to be performed; or whose full-time permanent workforce includes 30% of these persons as employees.
- **Category 3:** Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 4 business); or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns.
- **Category 4:** HUD Youthbuild programs being carried out in the service area in which Section 3 covered assistance is expended.

All contractors and subcontractors who receive awards are expected to extend, to the greatest extent feasible, efforts to achieve the numerical goals established by CITY. In addition, contractors and subcontractors who receive awards exceeding \$100,000 in one program year share have the responsibility of enforcing the Section 3 regulations and requirements.

#### **VII. Assisting Contractors to Achieve Section 3 Goal Hiring and Contracting Goals**

The City will assist contractors in achieving Section 3 hiring and contracting goals by:

1. Requiring the contractor to submit a Section 3 Action Plan, complete with the number of subcontracting and/or employment opportunities expected to be generated from the initial contract.
2. Section 3 Coordinator will provide contractor with a list of Section 3 business concerns interested and qualified for construction projects.
3. Section 3 Coordinator will review the new hire clause with contractors and subcontractors to ensure that the requirement is understood. It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ Section 3 program participants before any other person, when hiring additional employees needed to complete proposed work to be performed with HUD (federal) funds.

#### **VIII. Section 3 Business Certification Procedure**

Any business seeking Section 3 preference in the awarding of contracts with the City shall complete the Section 3 Business Certification form (see Exhibit 3, Business Certification and Resident Application), which can be obtained from the City's Section 3 Coordinator. The business seeking Section 3 preference must be able to provide adequate documentation as evidence of eligibility for preference under the Section 3 Program. Certifications for Section 3 preference for business concerns must be submitted to the Section 3 Coordinator prior to the submission of bids for approval. If the Section 3 Coordinator previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid. Section 3 business concerns certifying as "Subcontracting Commitment" must be certified on a per-project basis.

#### **IX. Efforts to Award Contract Opportunities to Section 3 Business Concerns**

The City may use the following methods to notify and contract with Section 3 business concerns when contracting opportunities exist.

- Advertise contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Provide written or electronic notice of contracting opportunities to all known Section 3 business concerns. The notice will be provided in sufficient time to enable business concerns the opportunity to respond to the bid invitation.
- Conduct workshops on contracting procedures to include bonding and insurance requirements, and other pertinent requirements, in a timely manner in an effort to allow Section 3 business concerns the opportunity to take advantage of any upcoming contracting opportunities.
- Contact business assistance agencies, Minority and Women's Business Enterprise (M/WBE) contractor associations and community organizations to inform them of contracting opportunities and to request their assistance in identifying Section 3 businesses.
- Establish relationships with the Small Business Administration (SBA), Minority and Women's Business Enterprise M/WBE association, Community Development Corporations, and other sources as necessary to assist with educating and mentoring residents with a desire to start their own businesses.

- Seek out referral sources in order to ensure job readiness for Section 3-qualified residents through on-the-job-training and mentoring to obtain necessary skills that will transfer into the external labor market.

#### **X. Contractor's Requirements in Employing Section 3 Participants**

Under the City of High Point Section 3 Program, contractors and subcontractors are required to:

- Provide employment opportunities to Section 3 residents/participants in the priority order listed below:
  - a) Category 1 – Section 3 Resident  
Residents of the housing development or developments for which the contract shall be expended.
  - b) Category 2 – Section 3 Resident  
Residents of other housing developments managed by the HPHA.
  - c) Category 3 – Section 3 Resident  
Participants in HUD Youthbuild program being carried out in the project boundary area.
  - d) Category 4 – Section 3 Resident  
Residents with a current Section 8 Housing Choice Voucher living in High Point or residents residing in the City who meet the income guidelines for Section 3 preference (refer to Section 3 Income Limits).
- Notify the Section 3 Coordinator of their interests regarding employment of Section 3 participants prior to hiring. GTCC will then be notified and will ensure that the participant is Section 3 eligible by assessing the Section 3 resident database to ensure job readiness.
- Submit a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades) at the time of contract award and provide the number of new hires expected as a result of being awarded the contract. (This is part of the required Section 3 Action Plan.)
- Document the performance of Section 3 participants (positive and negative), regarding punctuality, attendance, etc.
- Immediately notify GTCC of any problems experienced due to the employment of Section 3 participants.
- Immediately notify GTCC if a participant quits, walks off, or is terminated for any reason. The contractor must provide written documentation of all such incidents to support such decisions to GTCC to determine if an investigation is warranted.

#### **XI. Internal Section 3 Complaint Procedure**

In an effort to resolve complaints generated due to non-compliance through an internal process, the City encourages submittal of such complaints to its Section 3 Coordinator as follows:

- Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR 135.

- Complaints must be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.
- An investigation will be conducted if complaint is found to be valid. The Section 3 Coordinator will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
- The Section 3 Coordinator will provide written documentation detailing the findings of the investigation. The Community Development & Housing Director will review the findings for accuracy and completeness before it is released to complainants. The findings will be made available no later than thirty (30) days after the filing of complaint.

If complainants wish to have their concerns considered outside of the City, a complaint may be filed with:

Assistant Secretary for Fair Housing and Equal Opportunity  
United States Department of Housing and Urban Development  
451 Seventh Street, SW  
Washington, DC 20410

The complaint must be received not later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

## **XII. Definitions**

*Applicant* – Any entity which makes an application for Section 3 covered assistance, and includes, but is not limited to, any State, unit of local government, public housing agency or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.

*Assistant* – the Assistant Secretary for Fair Housing and Equal Opportunity.

*Business Concern* – a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

*Contractor* - any entity which contracts to perform work generated the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

*Employment Opportunities Generated by Section 3 Covered Assistance* – all employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in Section 135.3 (a) (1))). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management and administrative jobs. Management and administrative jobs

include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

*Housing Authority (HA)* – Public Housing Agency.

*Housing Development* – low-income housing owned, developed, or operated by public housing agencies in accordance with HUD’s public housing program regulations codified in 24 CFR Chapter IX.

*HUD Youthbuild Programs* – programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

*GTCC* - provides employment and training services to the residents of High Point who are most in need of services. The highest priority to receive services are those who are unemployed, economically disadvantaged, and/or face multiple obstacles to gaining employment. GTCC ensures that programs provided youth and adults academic enrichment, basic skills, and job specific skills training for those individuals who need them. Job seekers have access to vocational counseling, job search workshops, labor market information, job search computers, personal computers, and career planning workshops.

*JTPA* – The Job Training Partnership Act (29 U.S.C. 1579 (a)).

*Low-income person* – families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

*Metropolitan Area* – a metropolitan statistical area (MSA), as established by the Office of Management and Budget.

*New Hires* – full-time employees for permanent, temporary or seasonal employment opportunities.

*Recipient* – any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any



successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

*Section 3* – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

*Section 3 Business Concern* – a business concern, 1) That is 51 percent or more owned by Section 3 resident: or 2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or 3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

*Section 3 Covered Assistance* –

- 1) Public housing development assistance provided pursuant to Section 5 of the 1937 Act;
- 2) Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
- 3) Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;
- 4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership).

*Section 3 Clause* – the contract provisions set forth in Section 135.38.

*Section 3 Covered Contracts* – a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

*Section 3 Covered Project* - the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

*Section 3 Resident* – a public housing resident or an individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low-to very low-income person.

*Subcontractor* – any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of

work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

*Very low-income person* – families (including single persons) whose income do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

### **Exhibit 1 - Section 3 Clause**

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

### **Exhibit 2 - Section 3 Contracting Policy and Procedure**

The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal State, and local laws and regulations, be directed to low and very-low income individuals, especially recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very-low income individuals. (Section 3 means section 3 of the Housing and Urban Development Act of 1968, as amended 12 U.S.C. 1701u).

Section 3 requirements apply to all contractors and subcontractors (including a professional service contract) performing work in connection with the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project, regardless of the amount of the contract or subcontract. Section 3 covered contracts do not include contracts for the purchase of supplies and materials unless the contract includes the installation of the materials.

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern qualifies as a Section 3-business concern. The Section 3 business must also be able to demonstrate its ability to complete the contract. The ability to perform successfully under the terms and conditions of the proposed contract is required of all contractors and subcontractors subject to the procurement standards of 24 CFR 85.36, 24 CFR 85.36b(8).

Contractors who do not qualify as Section 3 business concerns, but who enter into contracts with the City of High Point must agree to comply with certain general conditions (refer to Section 3 Clause). All contractors and subcontractors, including Section 3 businesses, must comply with these general conditions. Failure to comply with these general conditions may lead to sanctions which can include termination of the contract for default and suspension or debarment from future HUD-assisted contracts.

## **Exhibit 3 – Business Certification and Resident Application**

### **SECTION 3 CERTIFICATION PROGRAM ELIGIBILITY CRITERIA**

*Section 3 business concern* means a business as defined in this section.

- 1) That is 51 percent or more owned by Section 3 residents; or
- 2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
- 3) That provides evidence of a commitment to contract in excess of 25 percent of the total dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of “Section 3 business concern”.

*Section 3 resident* means, for the purposes of the City of High Point:

- 1) A High Point public housing resident; or
- 2) An individual who resides in High Point and who is:
  - a. *A low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low income families; or
  - b. *A very low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

*Section 3 covered assistance* means:

- 1) Assistance provided under any High Point housing or community development program that is expended for work arising in connection with:
  - a. Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
  - b. Housing construction; or

- c. Other public construction projects (which includes other buildings or improvements, regardless of ownership).



## Application Checklist for Completeness

**Applicants must provide ALL of the attachments indicated for their respective Section 3 application:**

| DOCUMENT                                                    |                                         | Application Type |                 |                 |
|-------------------------------------------------------------|-----------------------------------------|------------------|-----------------|-----------------|
|                                                             |                                         | 51% Ownership    | 30 % Employment | 25 % Commitment |
| Application Form – Part 1. Company Information              |                                         |                  |                 |                 |
| Application Form – Part 2, A. Ownership Information         |                                         |                  |                 |                 |
| Application Form – Part 2, B. Company Employee Information  |                                         |                  |                 |                 |
| Application Form – Part 2, C. Subcontracting Commitment     |                                         |                  |                 |                 |
| Application Form –Attestation                               |                                         |                  |                 |                 |
| Application Form – Section 3 Resident Application:          |                                         |                  |                 |                 |
| <b>AND</b>                                                  | Section 3 Resident Application          |                  |                 |                 |
|                                                             | Copy of Documents Verifying Eligibility |                  |                 |                 |
| Certifications by other government agencies (if applicable) |                                         |                  |                 |                 |
| Certificate of Assumed Business Name (if applicable)        |                                         |                  |                 |                 |
| Partnership Agreement (if applicable)                       |                                         |                  |                 |                 |
| Articles of Incorporation/Organization                      |                                         |                  |                 |                 |
| Purchase Agreements (if needed to demonstrate ownership)    |                                         |                  |                 |                 |
| Stock Certificates (if needed to demonstrate ownership)     |                                         |                  |                 |                 |
| List of All Employees                                       |                                         |                  |                 |                 |
| Payroll Records                                             |                                         |                  |                 |                 |
| List of Sub-contracts (for reference purposes)              |                                         |                  |                 |                 |

# Application

## **Part 1. Company Information**

Company Name: \_\_\_\_\_  
Doing Business As (DBA): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address (if different than above): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Web Site Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Description of Product(s) and/or Service(s) (use additional sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_ State Tax ID #: \_\_\_\_\_

Legal Structure:

- ☐ Individual/Sole Proprietorship    ☐ Partnership    ☐ C-Corporation    ☐ S-Corporation  
☐ Limited Liability Company

## **Part 2. Select Section 3 Certification Type**

### **A. ☐ Category 1 - Section 3 Ownership (51% Ownership by Section 3 Resident)**

*If there is more than one owner, attach the following information for each additional owner on a separate sheet.*

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have there been any changes in ownership in the last year?    ☐ Yes\*    ☐ No

*\*If yes, please provide details on a separate sheet.*

% of Ownership: \_\_\_\_\_ Owner Since (mm/yyyy): \_\_\_\_\_

Hours Devoted to Business per Week: \_\_\_\_\_

- ☐ Each owner has completed a Participant Survey (blank copy is provided in this application)
- ☐ Each owner has made copies of family income verification and proof of residency and attached to this application

**B. ☐ Category 2 - Section 3 Employees (30% Employment of Section 3 residents)**

*Each employee requesting Section 3 preferences must submit a Section 3 Resident Form and include family income verification and proof of residency.*

List all the company's employees on a separate form. Provide a copy of your company's payroll records. Indicate the total number of full and part time employees: FT \_\_\_\_\_ PT \_\_\_\_\_

**C. ☐ Category 3 - Subcontracting Commitment Information - 25% Subcontracts will be awarded to certified Section 3 business(es)\***

**\*This Section 3 certification is completed on a per-project basis.**

List all the company's subcontractors to be utilized on a separate sheet. Include company name and contact information.

Indicate the total dollar amount to be subcontracted:

\_\_\_\_\_

Indicate the dollar amount awarded to Section 3 businesses:

\_\_\_\_\_

## Attestation

***This section must be completed by an authorized representative of the business that is applying for certification.***

I certify that the statements provided in this application are true and correct. Furthermore, I understand that the information provided herein is subject to North Carolina General Statute's governing Local Government activities or other applicable laws, that it would likely be classified as public, and that it is the responsibility of the Applicant Firm to claim and defend any other classification. I understand that the certifying entities reserve the right to request additional information and to perform on-site checks as necessary. I also understand that intentionally supplying false information for the purpose of obtaining certification will be sufficient reason for rejection of this application and/or removal from the Section 3 Certification Program.

---

Signature

Date

---

Print Name

Title

**\_\_\_ I have attached the documents on the Checklist for Completion**

## Section 3 Resident Application

**Legal** Last Name \_\_\_\_\_ **Legal** First Name \_\_\_\_\_  
 Middle Initial \_\_\_\_\_ Age \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
**Gender:** ☐ Male ☐ Female  
**Ethnicity:** ☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino  
**Race (check all that apply):** ☐ American Indian/Alaskan Native ☐ Asian  
☐ Black/African American ☐ Hawaiian Native/Pacific Islander ☐ White  
☐ Other \_\_\_\_\_

| FAMILY MEMBERS     |     |                     |
|--------------------|-----|---------------------|
| Name (First, Last) | Age | Relationship to you |
| 1.                 |     | <b>SELF</b>         |
| 2.                 |     |                     |
| 3.                 |     |                     |
| 4.                 |     |                     |
| 5.                 |     |                     |
| 6.                 |     |                     |

### INCOME SOURCES

To determine your family's income, check all of the following and calculate the gross income that any family member 18 years and older received, or is expected to receive in the next 12 months:

- ☐ Wages, salaries, overtime pay, commissions, fees, tips, bonuses, or other compensation
- ☐ Income or gain from CD's, money market accounts, brokerage accounts, stocks, bonds, or Treasury Bills
- ☐ Periodic payments from Social Security, disability/death benefits, pensions, retirement funds, annuities, insurance policies, or similar types of periodic benefits payments
- ☐ Payments in lieu of earnings, such as unemployment and disability compensation, workers compensation or severance pay
- ☐ Welfare assistance or TANF benefits

- ☐ Child support, spousal support/alimony, or regular contribution or gifts from persons not residing in the household including scholarships, parental gifts for tuition, etc.
- ☐ Revocable trust
- ☐ Lump sum payment or receipt of inheritances, capital gains, lottery winnings, victims' restitution or insurance settlements
- ☐ Real estate other than the primary residence or other capital investments

☐ Yes ☐ No Do you receive housing assistance (Section 8, Subsidized)?

\$\_\_\_\_\_ (amount)

Talk to agency staff for help in determining income category for your household.

I certify that the information on this application is accurate and complete. I authorize the City of High Point to verify the information provided if necessary.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Warning: Section 1001 of Title 18 of US. Code makes it a criminal offense to make false statements or misrepresentations to any Department or Agency of the U.S. as to matters within its jurisdiction.**



## Section 3 Acknowledgement

By signing below, you are acknowledging that you have read the City of High Point Section 3 Plan and understand the requirements of Section 3 as it applies to your agency and that your agency will comply with all Section 3 requirements and submit necessary documentation to the City of High Point.

Any failure to comply with Section 3 regulations may result in revocation of funds from the City of High Point and may jeopardize future funding opportunities from the City of High Point.

---

Signature of Authorized Official

---

Name of Authorized Official

---

Title

---

Date

Right of Way

Henry T. Moon, III  
RIGHT OF WAY AGENT



MEMO

September 8, 2014

To: JoAnne Carlyle, City Attorney

From: Henry T. Moon, Right of Way Agent  
HTM

Subject: Request from Duke Power

Duke Power has a transmission line easement which crosses our Parks & Rec. Maintenance Facility at 1301 Brentwood. In the grass between our parking lot and Brentwood Ave. is their transmission tower within this easement. They have requested to place a shelter inside the existing legs of their tower and a board fence around the shelter still inside the legs of their tower. The purpose of this is so they can add cell antenna on their tower. Our present landscaping is to remain as is. They would pay the City \$10,000 for this additional burden easement.

I have reviewed this with Mr. Lee Tillery and he sees no problem with it. Please seek Council approval to grant this easement for \$10,000 to Duke Energy at the Council September 15<sup>th</sup> meeting.

If you have any questions, please advise.

PROPOSED 6' TALL WOODEN  
SECURITY FENCE (SHOW BEHIND  
SHELTER FOR CLARITY)

EXISTING  
TOWER

LOCATION OF  
ACCESS GATE  
(FULLY OPEN)

PROPOSED VERIZON  
WIRELESS "STICK-BUILT"  
EQUIPMENT SHELTER  
(SIDE ELEVATION VIEW)



GRAPHIC SCALE: 1" = 5'-0"



**McCutchen Engineering Associates, PC**  
898 W. Saint John St., Spartanburg, S.C. 29301  
Phone: 864 582 0585 | Fax: 864 582 0581

### ELEVATION - SIDE VIEW

SITE NAME: DUKE ENERGY TOWER 11 1L175/  
VERIZON WIRELESS  
(E911) 1301 BRENTWOOD STREET  
HIGH POINT, N.C. 27260  
GUILFORD COUNTY



**DUKE  
ENERGY**

**verizon wireless**

|      |          |             |
|------|----------|-------------|
| REV. | DATE     | DESCRIPTION |
| 1    | 05/01/14 | VITAL ISSUE |
| 2    | 05/01/14 | DESCRIPTION |
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Dep. No. \_\_\_\_\_

**SKETCH 3**

SITE ID NO. \_\_\_\_\_

Dep. 3 of 3

**FINANCE COMMITTEE  
SEPTEMBER 2, 2014 – 4:30 P.M  
CITY MANAGER’S CONFERENCE ROOM**

**MINUTES**

**PRESENT:**

Committee Chair Moore, Mayor Sims, Council Members Wagner and Davis

**OTHERS PRESENT:**

Council Members Douglas, Ewing, Golden, Mendenhall and Smothers

**STAFF PRESENT:**

Randy McCaslin, Interim City Manager; Bob Morgan, Interim Assistant City Manager; Eric Olmedo, Budget Officer; Jeron Hollis, Public Information; Gary Smith, Director of Fleet Services; Jeff Moore, Director of Finance; Terry Houk, Director of Public Services; Fire Chief Tommy Reid; Robby Stone, Water and Sewer Mains Superintendent; JoAnne Carlyle, City Attorney; Brent Cole, Assistant City Attorney; Lisa Vierling, City Clerk; Dawn Sparks, Deputy City Clerk

**MEDIA PRESENT:**

Pat Kimbrough, *High Point Enterprise*

**OTHERS PRESENT:**

Fred Baggett

Cindy Davis, Planning & Zoning Commission

**2014 Legislative Report**

Fred Baggett was present to give a report on issues important to High Point that are in the Legislature. The bills most significant are:

- **Furniture Showroom Tax and Privilege License Repeal.** Since the 2013 session there has been tremendous efforts to do something about the privilege license tax authority of cities in the state. Even in individual cities the rationale behind charging one type of business one amount and another type of business another amount has caused a lot of concern and problems for many years, and has been the subject to several study committees in the Legislature for years. The Legislature has repealed the entire authority to levy a privilege license tax for cities. As they did that there were some assurances by budget leaders and the governor that some sort of replacement revenue would be provided in 2015 for cities to make up. Fifteen to twenty cities, High Point included, stand to lose a lot of revenue by this repeal. High Point stands to lose about \$638,000, and

it will begin in Budget Year 2015/2016. The assurance by the Legislature and the Governor to make up these revenues are vague and uncertain. Legislatures talk about the fact that this authority has been abused for years by cities and that they deserve this result. As for replacement revenues they point to the fact that sales tax base has been broadened somewhat to include some services which will generate additional sales tax and will not replace this lost revenue from the privilege license tax. The effect of any new revenue sales tax broadening will vary widely from city to city. Mr. Baggett felt for cautious budget planning the City should not plan on the \$638,000 for next year. Mr. Baggett stated he could not tell what will happen in 2015, but he stated there would be tremendous efforts to get some sort of replacement revenue, as to what that will be is uncertain.

Council Member Moore asked if the League had a specific alternative to the tax. Mr. Baggett stated that they had an alternative which was along the lines of one of the earlier versions of the bill, which would have capped the dollar amount on businesses based on the number of employees. (\$100 for the smallest businesses going up to \$1,000 - \$3,000 for large employers.) This solution was not getting any traction. The House was willing to discuss the League's proposal, but the Senate was not.

The Revenue Law Study Committee will be discussing this and they have already set a meeting for October.

The other part of the privilege license appeal which was very concerning was its effect, if any, on the wholesale furniture showroom tax, which is unique to High Point, but it is called a privilege license tax. It was enacted in 2001 and is based on square footage of wholesale showrooms for the furniture market. The tax is a tremendous source of revenue for the Market Authority. Any general discussion about repealing the privilege license tax creates a great concern for the furniture showroom tax. Mr. Baggett stated that they spoke with legislators and let them understand that the furniture showroom tax was something different, special, and unique and that the people who paid the tax asked for it in 2001, and they continue to support it. Mr. Baggett stated they understood that but did not want to discuss it publicly because it seemed to take away from their dramatic repeal of the privilege license taxes. The exact wording of the appeal that was enacted protects the showroom tax.

Council Member Mendenhall stated a concern on what communities could do in lieu of the privilege tax to keep up with their businesses. Mr. Baggett stated he has talked to Paul Myers at the League about this. There is another law in the General Statutes that gives cities the ability generally to regulate a business, and they feel they could include the power to require businesses to register with the city, as a general public safety purpose.

Council Member Smothers felt it would be wise if the city began to formulate a system whereby they do capture that type of information on businesses on some type of schedule.

- **High Point Charter Amendment.** Council requested that the City Attorney be appointed by and report to the City Council rather than the City Manager. That was accomplished without any difficulty.
- **Housing Receivership.** This issue has been on Council's radar for several years. This idea would allow a city to go to court to have a judge appoint a receiver to take over the management of a dilapidated property after all city enforcement efforts have been unsuccessful. This would allow a receiver to renovate, repair, manage, rent and sell with the court's permission. There are people who want to take over these kinds of properties and have the wherewithal financially to do it. This would allow a court to get involved and oversee that process. Representative Marcus Brandon took up this cause in 2013. He tried to get some traction, which was unsuccessful not necessarily because of clear opposition from the real estate community, but lack of information and understanding about what he was trying to accomplish. This idea still exists and the League still supports the idea.

Mayor Sims asked if there are other avenues other than housing receivership to potentially be able to renovate neighborhoods without necessarily tearing down properties. Mayor Sims stated she understands that they look at this as being the absolute worst thing that could happen with a receivership, but she felt the worse thing would be to tear it down.

Mayor Sims stated that originally they thought they could do this as a local bill. Mr. Baggett stated that several other cities had the same interest in receivership, and then it became apparent that this bill as a local bill may be unconstitutional. The bill that was drafted talks in terms of a public nuisance because cities have public nuisance power, but there is a provision in the state constitution that prohibits a local bill on certain subjects, and public nuisance is one of those subjects.

- **Repeal Zoning Protest Petition and Aesthetic Control Authority- Not Enacted.** Mr. Baggett stated that there is a sentiment that cities over regulate development by telling developers where their garages ought to be, what the roof style should be, etc. This bill would have prohibited those types of aesthetics regulations in one and two family dwelling developments. The bill did not pass, but the sentiment still exists. The other repeal that was put forward was to get rid of the zoning protest petition. If enough surrounding property owners file a valid petition against a rezoning it takes a three-fourth vote of the council for it to pass. There



will be attempts to do both of these things in 2015. Mr. Baggett stated that he did hear concern from some of the Council about the protest petition repeal.

- **E-Verify Requirements on Local Governments.** Mr. Baggett stated this bill came out of continuing discussion on immigration. States don't have much to say about immigration, but there is tremendous pressure from manufacturing and agricultural groups to give more leeway to undocumented aliens being able to work and stay for longer periods of time. There is also tremendous counter-pressure to stop it. The E-Verify requirement came out of the counter-pressure and cities got caught in a net of having anybody we have a contract with that they must certify that all their workers are legal. It also applies for when you also go to a local office supply to buy a ream of paper technically. The League was successful in paring down this requirement to only apply to contracts in formal in the larger ranges. This relieved a tremendous administrative burden. Immigration will still be an issue in 2015 and it's hard to see how it could or might affect cities.
- **Repeal Prohibition on Environmental Ordinances.** This bill was an overbroad prohibition enacted in 2013, which prohibited any city from adopting any ordinance concerning the environment if that field is regulated by a state or federal agency. The League was successful in getting rid of that prohibition because of the confusion it created.
- **Sales Tax.** Towards the end of the session the Legislature tried to deal with sales tax. Six urban counties have  $\frac{1}{4}$  cent more authority for sales tax than the rest of the counties. These are local option referendum approved sales taxes, and there was some idea that urban counties had too much authority and rural counties had too little authority for sales tax, and somehow this hampered economic development in the rural counties. The result is that nothing was done. There is a tremendous urban/rural tension in the legislature and this is anticipated to come back up.
- **State Budget.** There was a little added to the Clean Water Management Trust Fund. Powell Bill funding was increased somewhat. And the ABC Commission has moved from the Department of Commerce to the Department of Public Safety.
- **911 Back-up Required.** There were several outages in the last couple of years in 911 centers across the state. These centers were down for ten minutes to two hours. Some legislators felt like there ought to be a required backup system for every 911 Center. The original bill implied a brick and mortar standalone backup center, which was unacceptable. High Point and a lot of larger centers have agreements with other 911

centers in the immediate area for backup. The language was modified to make sure those types of arrangements were acceptable.

- **Pension Spiking Reform.** Mr. Baggett stated that a few community college presidents received \$100,000 raises in the last year of their employment before retiring by converting other perks into their salary so that the formula used when they retired made their salary much higher than it would have been. The League came up with a fix that will cut out the worst abuses.
- **Moped Regulations.** Mopeds will now be required to register with DMV. Currently they do not have to register and they do not have to have liability insurance. The insurance piece has not been enacted but it will be studied.
- **Film/Historic Tax Credits.** These tax credits expire at the end of the year and places like Wilmington are really pressing the governor to call a special session to come back and readdress these issues to try and extend the tax credits.
- **Modifications to State Economic Development.** The Governor has transformed a way the state approaches economic development and now it is a public/private partnership between the state and a new economic development board that is supposed to be more nimble and more able to attract businesses and industries into the state. They are involving local governments and local entities in this work. They have divided the state into eight economic development regions.
- **Contractor Prequalification and Other Changes.** These changes are of more interest to purchasing departments. The League did a good job in getting them to be acceptable.
- **Unmanned Aircraft Regulation.** Mr. Baggett stated that they will be hearing more and more about drones as they are used more and more for different purposes. The FAA is coming out now with regulations on drones. They divide the regulations depending on whether it is a commercial use or private use, and those regulations have just been issued and are already being challenged. The state enacted a set of regulations that addresses drone use. Law enforcement will begin drone use more and more.
- **Local Government Ordinance Affecting Fracking.** Fracking was authorized. A commission was established to regulate fracking, and cities are out of the business of regulating fracking.

- **The 2015 Session.** The long session of the General Assembly begins in January. The city's concerns will continue to be finance, regulatory reform, and restrictions on powers of cities. The Legislature is sensitive to local concerns brought to their attention about what their local city is doing, and will introduce bills to rectify local situations that have statewide implications without thinking them through.

## **AGENDA**

### **140258      Contract – Sole Source Authorization – Remanufacture of Landfill**

#### **Compactor**

Council is requested to approve an exception to the bid laws under the "sole source qualification" for the refurbishing of a 2005 CMI-Terex 550 Landfill Compactor through Road Machinery Services at the contract price of \$345,000.00.

*Council Member Douglas asked how much this equipment costs new. Mr. Smith stated new equipment is a little over \$800,000. Mr. Smith stated that they have looked at the refurbished equipment and they feel very satisfied it will work well for the City.*

***A motion was made by Council Member Moore, seconded by Mayor Sims to forward this item to Council with a favorable recommendation of approval. Motion passed unanimously. (4-0 Vote)***

### **140259      Budget Ordinance Amendment – Recycling Grant Program**

Adoption of a Budget Ordinance Amendment amending the 2014-2015 Budget Ordinance to appropriate funds in the amount of \$25,000.00 for the Community Waste Reduction and Recycling Grant Program.

*Council Member Ewing did not have a question regarding the grant and asked where staff was on the MRF regarding the conversation of rebidding/privatization of the facility. Terry Houk stated that they are in the process of bidding the baler. Phase III is being put together as one total bid.*

*Council Member Wagner stated that there was conversation during budget about privatizing the MRF. Mayor Sims stated she knows they talked about it. Mayor Sims stated that they did discuss the fact that because the MRF was an enterprise fund the dollars were restricted and could not be used for any other purpose. Mayor Sims stated that Council was cautioned at that time to be careful about the privatization piece because once it is done it is expensive to get it back.*

*Council Member Wagner stated that what he wanted to look at was the costs of privatization. Council Member Wagner felt it was Council's duty to the taxpayers to look at and compare the costs. Council Member Mendenhall requested information on how other municipalities operate MRFs. Council Member Ewing stated that they did receive some information during budget. Council Member Moore suggested they come back at a later time with this discussion.*

***Council Member Moore made a motion, seconded by Mayor Sims to forward this item to Council with a favorable recommendation of approval. Motion passed unanimously. (4-0 Vote)***

**140260      Municipal Agreement – NCDOT – Replacement of Bridge No. 135**

Council is requested to authorize the City Manager to execute a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) providing for the Bridge No. 136 over the US 29-70/I-85 Business on SR 1619 in Randolph County.

*Terry Houk stated that this is a typical agreement with NCDOT, and the city has to decide whether it will be doing the water and sewer lines internally or use DOT as the prime. Mr. Houk stated he is having engineering services look and see if they want to do it.*

***A motion was made by Council Member Moore, seconded by Council Member Wagner to forward this matter to Council with a favorable recommendation of approval. Motion passed unanimously. (4-0 Vote)***

**140261      Resolution – NCDOT – Transit System Section 5303 Planning Grant**

Adoption of a Resolution authorizing the City Manager to enter into a contract with the North Carolina Department of Transportation (NCDOT) for the transit system's Section 5303 planning grant.

*There were no questions regarding this item.*

***A motion was made by Mayor Sims, seconded by Council Member Wagner to forward this matter to Council with a favorable recommendation for adoption. Motion passed unanimously. (4-0 Vote)***

**140262      Resolution – Transfer Ownership of Pink Heals Fire Truck**

Adoption of Resolution accepting a transfer of title for a fire truck from the Piedmont Chapter of the Pink Heals Tour to the High Point Fire Department fleet.

*Chief Reid stated that they Fire Department wants to continue the Pink Heals Program. The Fire Department actually built and houses the Pink Heals Truck. The Fire Department is committing to house the truck and get the truck to the events.*

***A motion was made by Council Member Wagner, seconded by Mayor Sims to forward this matter to Council with a favorable recommendation for adoption. Motion passed unanimously. (Vote 4-0)***

**140263      Local Government Resolution – Traffic Safety Contract**

Adoption of a Local Government Resolution authorizing the City Manager to file a grant application with the NC Governor's Highway Safety Program for the Traffic Safety Project to purchase a Crash Data Retrieval System (CDRS) and training for officers who will be utilizing the CDRS.

*There were no questions regarding this matter.*

***A motion was made by Council Member Moore, seconded by Council Member Wagner to forward this matter to Council with a favorable recommendation of approval. Motion passed unanimously. (4-0 Vote)***

**140264      Local Government Resolution – DWI Task Force**

Adoption of a Local Government Resolution authorizing the City Manager to file an application to continue contract with the Guilford County Multi-Agency DWI Task Force for FY 2014-2015.

*There were no questions regarding this matter.*

***A motion was made by Council Member Wagner, seconded by Council Member Moore to forward this matter to Council with a favorable recommendation of approval. Motion passed unanimously. (4-0 Vote)***

**140265      Resolution – Sale of K9 Officer - Vadar**

Adoption of a Resolution authorizing the retirement and sale of K9 Officer Vadar to his handler.

*There were no questions regarding this matter.*

***A motion was made by Mayor Sims, seconded by Council Member Wagner to forward this matter to Council with a favorable recommendation of adoption. Motion passed unanimously. (4-0 Vote)***

**ADJOURNMENT**

The meeting adjourned at 5:30 p.m. on a motion duly made and seconded.

Respectfully Submitted,

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Dawn J. Sparks, CMC  
Deputy City Clerk

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Council Member Moore

Office of the Mayor  
City of High Point  
North Carolina

# PROCLAMATION...

**WHEREAS,** behavioral health is an essential part of health and one's overall wellness; prevention of mental and/or substance use disorders works, treatment is effective, and people recover in our area and around the nation preventing and overcoming mental and/or substance use disorders is essential to achieving healthy lifestyles, both physically and emotionally and,

**WHEREAS,** we must encourage relatives and friends of people with mental and/o substance use disorders to implement preventive measures, recognizes the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and

**WHEREAS,** in 2012, 2.5 million people aged 12 or older received specialty treatment for a substance use disorder and 34.1 million adults aged 18 or older received mental health services, according to the *2012 National Survey on Drug Use and Health*. Given the serious nature of this public health problem, we must continue to reach the millions more who need help; and

**WHEREAS,** recent cost benefit studies consistently find that benefits to society that result from the treatment of alcohol and/or drug use disorders include cutting drug use by 50 percent, reducing crime by 80 percent, and reducing arrests by up to 64 percent, as well as improving health, increasing employment and increasing overall social functioning of the individuals who have been treated; and

**WHEREAS,** taxpayers save \$7 for every \$1 spent on treatment and \$5.60 for every \$1 spent on prevention, as a result of increased productivity, and reduced healthcare, criminal justice, and social service costs; and

**WHEREAS,** to help more people achieve and sustain long-term recovery, the U.S. Department of Health and Human Services (HHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the White House Office of National Drug Control Policy (ONDCP), THE North Carolina Department of Health and Human Services Division of Mental Health, Developmental Disabilities, and Substance Abuse Services, and the City of High Point, North Carolina invite all residents of High Point to participate in *National Recovery Month*; and

**NOW, THEREFORE, the High Point City Council hereby proclaims the month of September, 2014 as,**

## **National Recovery Month**

in the City of High Point, and encourage the community to support the men, women, and youth who are in drug and alcohol addiction treatment and recovery, and their families.



**IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of High Point, North Carolina this 15<sup>th</sup> day of September 2014.**

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**James C. Davis, Mayor Pro Tem**





MEMORANDUM

DATE: September 9, 2014

TO: Randy McCaslin, Interim City Manager

FROM: Michael E. McNair, Director

SUBJECT: Approval of Regional Assessment of Fair Housing and Analysis of Impediments

The City of High Point is required to prepare an Analysis of Impediments to Fair Housing Choice (AI) at least every five years. HUD grant recipients must undertake this analysis in keeping with their obligation to 'affirmatively further fair housing'. Draft HUD rules published in the Federal Register on July 19, 2013, (FR-5173) encouraged and allowed local jurisdictions to join together to prepare a Regional Assessment of Fair Housing (RAFH), thereby achieving economies of scale and identifying fair housing issues within the housing market. Council approved our participation in the preparation of a RAFH with the City of Burlington, the City of Greensboro and the Surry County HOME Consortium this past November. The jurisdictions collaborated on an expanded Analysis of Impediments, which includes a more thorough Assessment of Fair Housing at a regional scale as well as analyses for each jurisdiction. To meet current requirements, each jurisdiction has an individualized Executive Summary that highlights its Analysis of Impediments and proposes action strategies to address local issues.

The assessment has been completed by our consultant, Mullin & Lonergan Associates, Inc., and they will be on hand to present the findings and recommendations in the RAFH; an Executive Summary has been attached for your reference. Staff requests Council's favorable consideration to approve the Regional Assessment of Fair Housing and Analysis of Impediments.

Attachment: Executive Summary of Regional Assessment of Fair Housing and Analysis of Impediments

# ANALYSIS OF IMPEDIMENTS AND ASSESSMENT OF FAIR HOUSING SUMMARY: HIGH POINT

## About the Regional Assessment of Fair Housing

The preparation of this Regional Assessment of Fair Housing (AFH) serves as a component of the Piedmont Triad's efforts to satisfy the requirements of the Housing and Community Development Act of 1974. This legislation applies to any community receiving federal funding through the following programs: Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for Persons With Disabilities, and Emergency Solutions Grant. The AFH covers the entitlement communities of the City of Burlington, the City of Greensboro, the City of High Point, and the Surry HOME Consortium, all of which receive federal funds directly from the Department of Housing and Urban Development (HUD). The four entitlement jurisdictions in the Piedmont Triad collaborated on this expanded Analysis of Impediments, which includes a more thorough Assessment of Fair Housing at a regional scale as well as analyses for each jurisdiction, in response to the Proposed Rule published by HUD on July 19, 2013. To meet current requirements, each jurisdiction has an individualized Executive Summary that highlights its impediments and proposes action strategies to address local issues.

Also covered by this AFH are the non-entitlement areas within the Triad, which are eligible to apply for HUD funding from the North Carolina Small Cities Community Development Block Grant Program. The non-entitled areas include 67 municipalities and 12 counties within the Triad.

The development of the AFH follows the completion of the Regional Fair Housing & Equity Assessment (FHEA) prepared for the Triad by Sills Consulting, LLC. The AFH picks up where the FHEA ended and provides a more in-depth analysis of communities of opportunity as well as a series of determinants of fair housing, priority fair housing issues and a series of recommended strategies that, if implemented, would eliminate the impediments to fair housing choice. This study will also be used to guide and prioritize elements of the Consolidated Plan and Annual Action Plan implementation process for each of the four HUD entitlement jurisdictions.

The Regional AFH provided the basis for High Point's Analysis of Impediments, which is summarized below and is designed to meet the City's obligation under HUD rules to affirmatively further fair housing.

### Top Findings in High Point

- *High Point is growing and becoming more diverse*
- *Patterns of segregation and poverty persist in High Point*
- *Members of the protected classes often have inferior access to opportunity, and are concentrated in the lowest-opportunity areas of High Point*
- *High Point's supply of housing that is affordable to lower-income residents is shrinking as demand rises*
- *There is a lack of housing that is affordable to lower-income residents in high-opportunity areas, and members of the protected classes face severe housing challenges*
- *High Point faces several policy-related impediments that either directly or indirectly limit fair housing choice*
- *High Point can take action to address important fair housing priorities*

## Key Demographic Trends

### *High Point is growing and becoming more diverse*

High Point has shown steady population growth, but is still growing at a slower rate than other cities in the Triad region and the state as a whole. High Point grew 65.1% from 1970 to 2012, compared to 87.2% growth in Greensboro, 31.1% in Burlington, 63.8% in the Piedmont Triad region, and 87.5% in North Carolina. In the decade from 2000 to 2010, High Point's population growth rate (21.6%) exceeded that of Greensboro and the rest of the region.

Like most of the region, High Point is also becoming much more diverse. While the White population increased 7.7% from 2000 to 2010, the non-White population gained 17.5% and the Hispanic population increased 110.8%, becoming the fastest-growing demographic by far. This is the highest rate of Hispanic population growth out of any study area within the Piedmont Triad. The Black population also increased 26.1%. Minorities in High Point tend to have larger families: 83% of Hispanic families in High Point had three or more members, compared to 50.4% for Whites. Because race and ethnicity are protected classes, this increases the importance of fair housing strategies that can accommodate High Point's diversifying population in the future.

*Figure 5 : Population Change, 2000-2010*

| Region                            | 2000             |               | 2010             |               | % Change     |
|-----------------------------------|------------------|---------------|------------------|---------------|--------------|
|                                   | #                | %             | #                | %             |              |
| <b>Region</b>                     | <b>1,464,979</b> | <b>100.0%</b> | <b>1,640,717</b> | <b>100.0%</b> | <b>12.0%</b> |
| White                             | 1,099,957        | 75.1%         | 1,146,900        | 69.9%         | 4.3%         |
| Non-White                         | 365,022          | 24.9%         | 493,817          | 30.1%         | 20.8%        |
| Black or African American         | 288,080          | 19.7%         | 340,448          | 20.7%         | 18.2%        |
| American Indian and Alaska Native | 5,271            | 0.4%          | 7,970            | 0.5%          | 51.2%        |
| Asian/Pacific Islander            | 18,461           | 1.3%          | 33,339           | 2.0%          | 80.6%        |
| Some other race                   | 35,867           | 2.4%          | 79,979           | 4.9%          | 123.0%       |
| Two or more races                 | 17,343           | 1.2%          | 32,081           | 2.0%          | 85.0%        |
| Hispanic*                         | 72,867           | 5.0%          | 142,829          | 8.7%          | 96.0%        |
| <b>High Point</b>                 | <b>85,839</b>    | <b>100</b>    | <b>104,371</b>   | <b>100.0%</b> | <b>21.6%</b> |
| White                             | 51,985           | 60.6          | 55,989           | 53.6%         | 7.7%         |
| Non-White                         | 33,854           | 39.4%         | 48,382           | 46.4%         | 17.5%        |
| Black or African American         | 27,275           | 31.8          | 34,394           | 33.0%         | 26.1%        |
| American Indian and Alaska Native | 392              | 0.5           | 579              | 0.6%          | 47.7%        |
| Asian/Pacific Islander            | 2,889            | 3.4%          | 6,390            | 6.1%          | 121.2%       |
| Some other race                   | 1,950            | 2.3           | 4,573            | 4.4%          | 134.5%       |
| Two or more races                 | 1,348            | 1.6           | 2,446            | 2.3%          | 81.5%        |
| Hispanic*                         | 4,197            | 4.9           | 8,847            | 8.5%          | 110.8%       |

\* Hispanic ethnicity is counted independently of race.

Source: U.S. Census Bureau, Census 2000 and 2010 (DP01)

### *Patterns of segregation and poverty persist in High Point*

Diversification has not resulted in integration, and High Point still experiences moderate levels of racial and ethnic segregation. This was determined by using the dissimilarity index, a statistical analysis that calculates how disproportionately distributed certain populations are distributed throughout an area. Within High Point, White/Black and White/Asian segregation have both decreased over the last 30 years, meaning that these races are becoming more integrated. However, White/Hispanic segregation has increased slightly over the same period, but shows new integration during the last decade as new Hispanic residents arrived. High Point had higher levels of Black, Hispanic and Asian segregation than the Piedmont Triad region as a whole. Whites and Blacks have historically been and still remain the most segregated two racial groups in High Point.

High rates of minority concentration exist in High Point, along with above-average rates of poverty. High Point has two Census block groups with Black concentration at least 10% above the regional average and 14 Census block groups with Hispanic concentration at least 10% above the regional average.

When the level of minority concentration exceeds 50% and the poverty rate exceeds 40% in a given area, it is known as a racially concentrated area of poverty, or RCAP. Residents in RCAPs throughout the region tended to have lower incomes, longer commutes, and work in sectors with less potential for upward mobility. High Point has a large RCAP area with multiple block groups in the southern and eastern neighborhoods of the city, including Southside and East Central. There are also areas of High Point with high levels of poverty and minority concentration, but not as severe as to be classified as an RCAP. These areas are classified as Near-RCAPs, which are defined as block groups with poverty rates at least 10% above the average were clustered in a single contiguous area encompassing the southern neighborhoods of High Point. These areas are critical for local stakeholders to monitor: conditions may worsen if nothing is done, but there also exists the potential for catalytic, high-impact investment to prevent the neighborhoods from crossing the threshold to RCAPs.

The following map displays the RCAP and Near-RCAP areas of High Point.

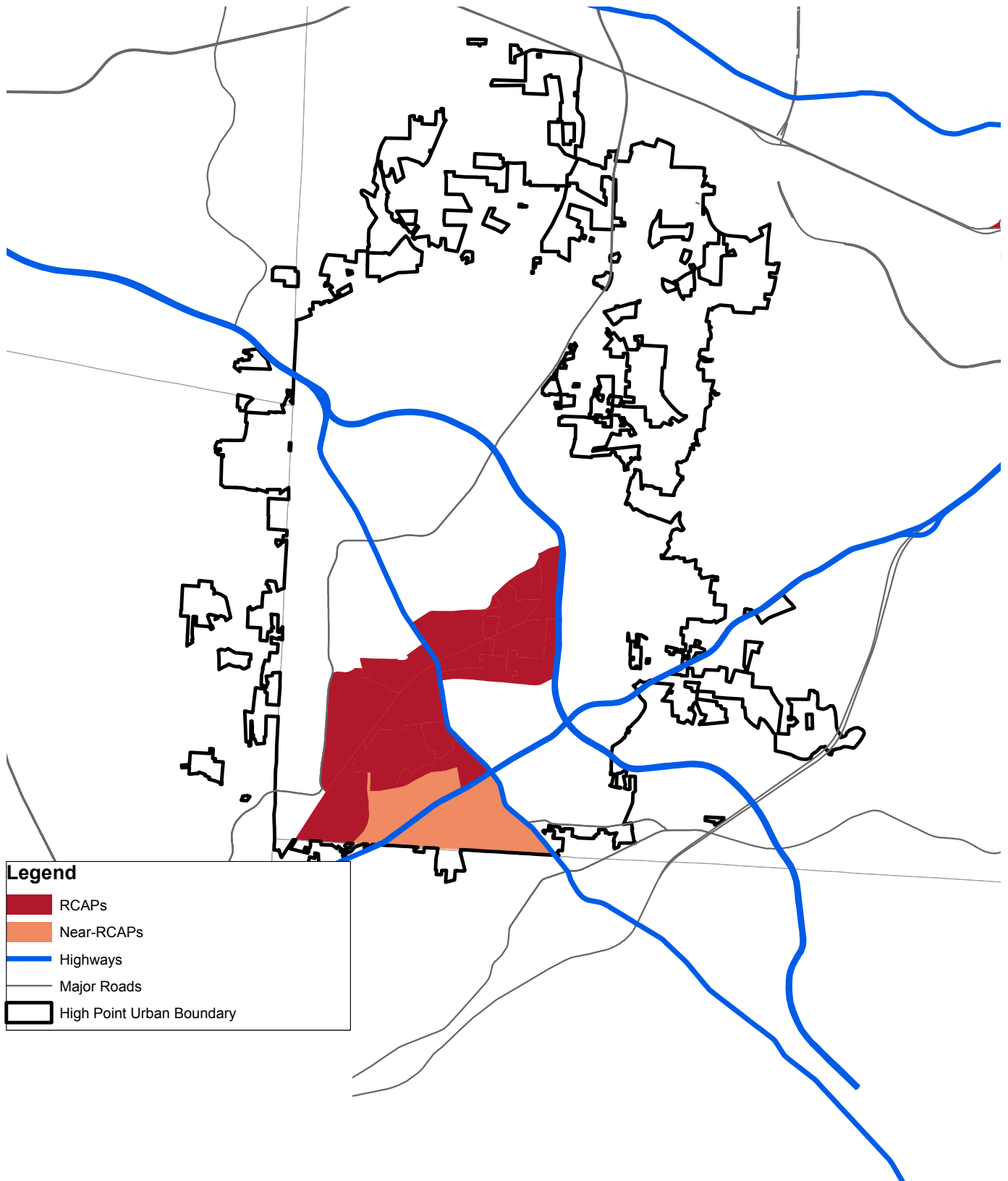
*Figure 6 : Local Dissimilarity Indices, 1980-2010*

|                              |                     | 1980 | 1990 | 2000 | 2010 | Trend             |
|------------------------------|---------------------|------|------|------|------|-------------------|
| <b>Burlington</b>            | White and Black     | 0.59 | 0.45 | 0.48 | 0.42 | <i>Decreasing</i> |
|                              | White and Hispanic* | 0.31 | 0.15 | 0.41 | 0.48 | <i>Increasing</i> |
|                              | White and Asian     | 0.33 | 0.17 | 0.26 | 0.24 | <i>Decreasing</i> |
| <b>Greensboro</b>            | White and Black     | 0.71 | 0.60 | 0.57 | 0.57 | <i>Decreasing</i> |
|                              | White and Hispanic* | 0.33 | 0.22 | 0.46 | 0.49 | <i>Increasing</i> |
|                              | White and Asian     | 0.29 | 0.27 | 0.35 | 0.36 | <i>Increasing</i> |
| <b>High Point</b>            | White and Black     | 0.64 | 0.58 | 0.47 | 0.46 | <i>Decreasing</i> |
|                              | White and Hispanic* | 0.37 | 0.20 | 0.47 | 0.39 | <i>Increasing</i> |
|                              | White and Asian     | 0.39 | 0.19 | 0.35 | 0.34 | <i>Decreasing</i> |
| <b>Surry HOME Consortium</b> | White and Black     | 0.53 | 0.33 | 0.34 | 0.41 | <i>Decreasing</i> |
|                              | White and Hispanic* | 0.52 | 0.27 | 0.22 | 0.25 | <i>Decreasing</i> |
|                              | White and Asian     | 0.49 | 0.27 | 0.32 | 0.33 | <i>Decreasing</i> |

Source: American Community Survey, 1980-2010

\*Hispanic ethnicity is calculated independently of race

**MAP 5:**  
**RACIALLY CONCENTRATED AREAS OF POVERTY IN HIGH POINT**



**Legend**

- RCAPs
- Near-RCAPs
- Highways
- Major Roads
- High Point Urban Boundary

Source: 2010 American Community Survey, HUD  
Calculations by Mullin & Lonergan Associates



0 0.5 1 2 Miles

## Access to Opportunity

*Members of the protected classes often have inferior access to opportunity, and are concentrated in the lowest-opportunity areas of High Point*

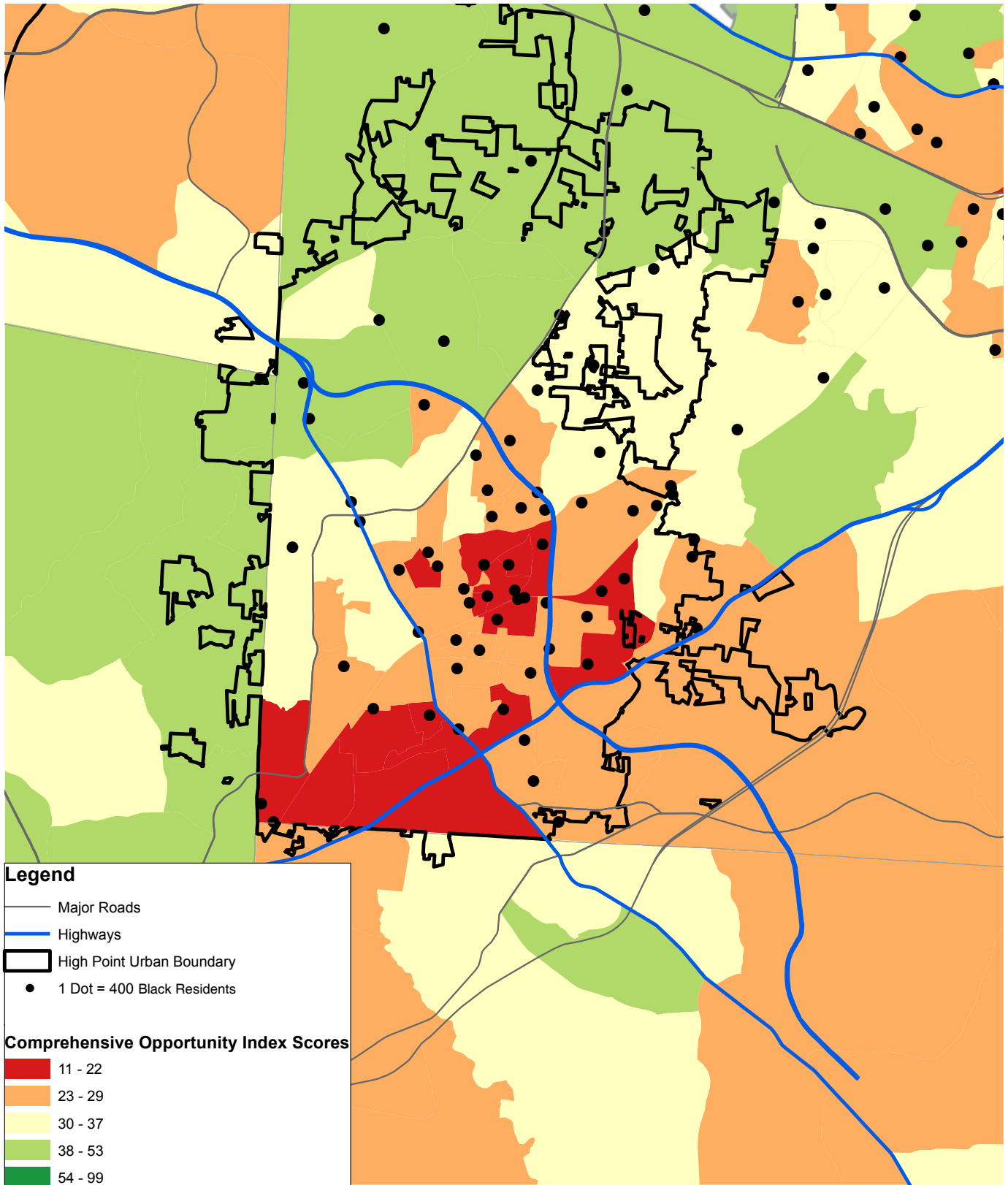
The distribution of opportunity in the region is also uneven, typically in a way that isolates low-income and minority populations from jobs, amenities, and suburban housing opportunities. In High Point and the surrounding area in Guilford County, this is the case. Utilizing a technique known as opportunity mapping, the geographic footprint of opportunity and inequality can be quantified and projected onto maps. The resulting maps allow communities such as High Point to analyze opportunity at the local level as well as place their situation into a regional context. Key variables were analyzed, and High Point's score relative to the region include the following:

- Neighborhood School Proficiency: above average
- Labor Market Engagement: above average
- Prosperity: below average
- Job Access: above average
- Environmental Health Hazard Exposure: below average
- Transit Access: above average

The composite score for High Point, which weighs each variable equally to estimate overall opportunity, was 29.1 points. This is very close to the regional average of 29.8 points. Opportunity is lower in High Point than in Greensboro and Burlington, and the four-county Surry HOME Consortium. Within High Point, the highest-scoring areas were concentrated in the northern neighborhoods of the city and in the suburbs in Guilford County near Greensboro and Winston-Salem. The lowest-scoring areas were in southern and central High Point. These are the same neighborhoods where high levels of poverty and minority concentration exist.

The following maps illustrate the location of Black and Hispanic residents against the backdrop of opportunity areas. Areas with low opportunity scores are shown red, while areas with high opportunity scores are shown in green. Moderate opportunity areas are shown in the intermediate colors. The levels of opportunity in High Point very clearly take a north-south polarization. Black residents of High Point—and Hispanic residents to a lesser extent—are clustered in low-opportunity areas, which contain inferior access to basic amenities and resources for upward mobility.

**MAP 6:**  
**BLACK POPULATION AND AREAS OF OPPORTUNITY IN HIGH POINT**



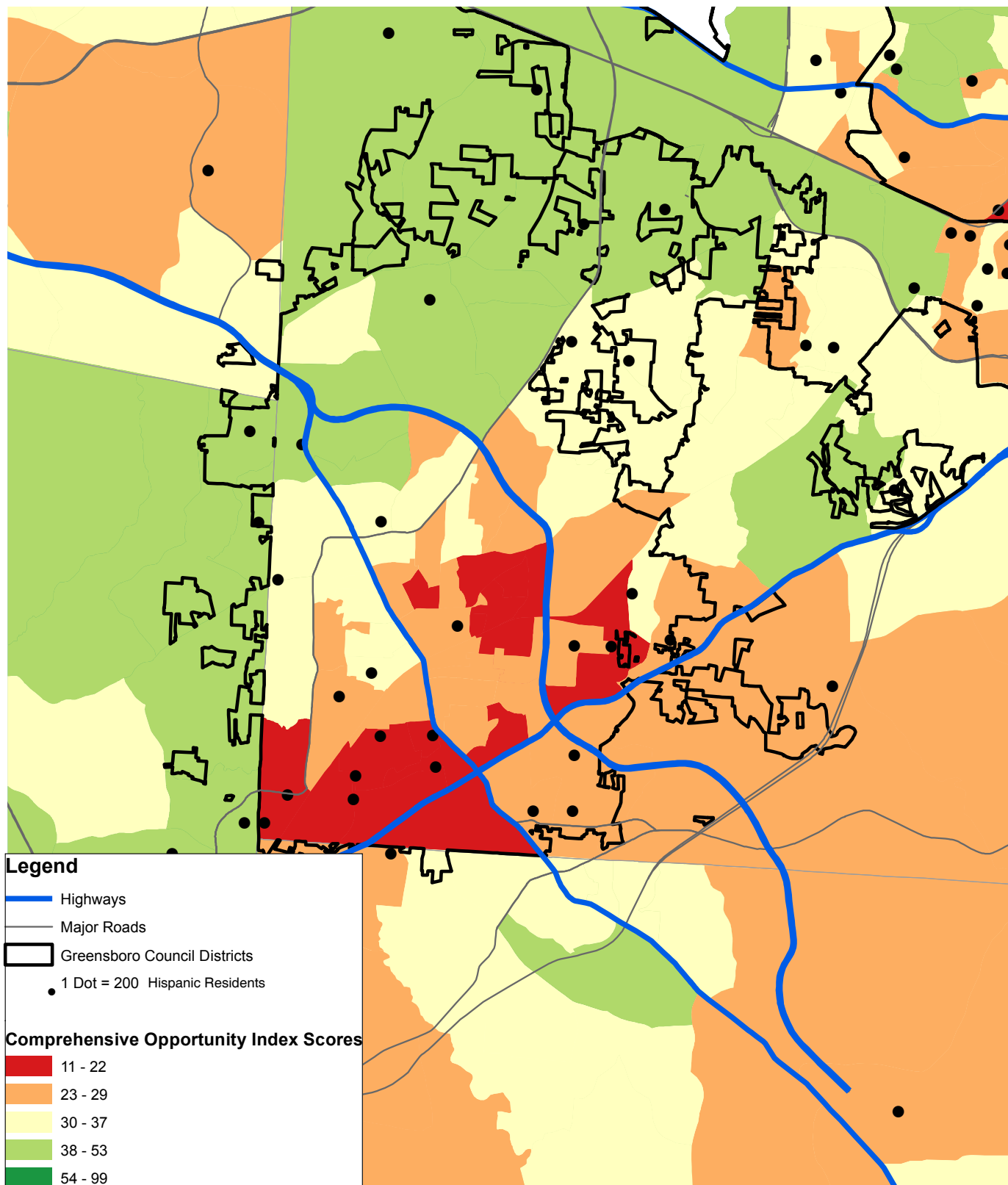
Source: 2010 American Community Survey, HUD  
 Calculations by Mullin & Lonergan Associates



0 0.5 1 2 Miles



**MAP 7:**  
**HISPANIC POPULATION AND AREAS OF OPPORTUNITY IN HIGH POINT**



Source: 2010 American Community Survey, HUD  
 Calculations by Mullin & Lonergan Associates



0 0.5 1 2 Miles

## Key Housing Trends

### *High Point's supply of housing affordable to lower-income residents is shrinking as demand rises*

Housing issues are a major underlying cause of unequal access to opportunity, in both the Piedmont Triad region and in the City of High Point. Despite stagnant or declining real incomes in the region, the supply of affordably-priced housing units has shrunk. This has resulted in cost burden (spending over 30% of one's income on housing), overcrowding, and a lack of affordable housing options in high-opportunity areas. These housing issues disproportionately affect members of the protected classes, who also tend to have lower incomes and larger households.

### *There is a lack of housing affordable to lower-income residents in high-opportunity areas, and members of the protected classes face severe housing challenges*

Between 2000 and 2010, real income in High Point decreased from \$49,770 to \$43,594, a loss of 12.4%. However, the median house value in High Point increased 11.1%, from \$129,208 to \$143,500. Median rent also increased from \$655 to \$720, an increase of 10%. Households in High Point must spend more money on housing, but are making less. While incomes throughout the Piedmont Triad declined between 2000 and 2010, incomes in High Point declined more severely. Both median housing values and median rents

also rose at a higher rate than in Greensboro, Burlington, or the Surry HOME Consortium.

At the same time, market-rate housing is disproportionately filling high-end rental demand rather than addressing the demand for affordable housing. From 2000 to 2010, the number of units in High Point renting below \$500 decreased 53%, and the number of units renting from \$500 to \$699 decreased 6.4%. Conversely, the number of units renting for \$1,000 or more increased 485%. Even accounting for inflation, this represents significant shifts in High Point's market-rate housing inventory. This issue is more severe in High Point than in the Piedmont Triad region as a whole.

The table below shows the distribution of housing costs for rental units within High Point, in comparison to other areas in the Piedmont Triad.

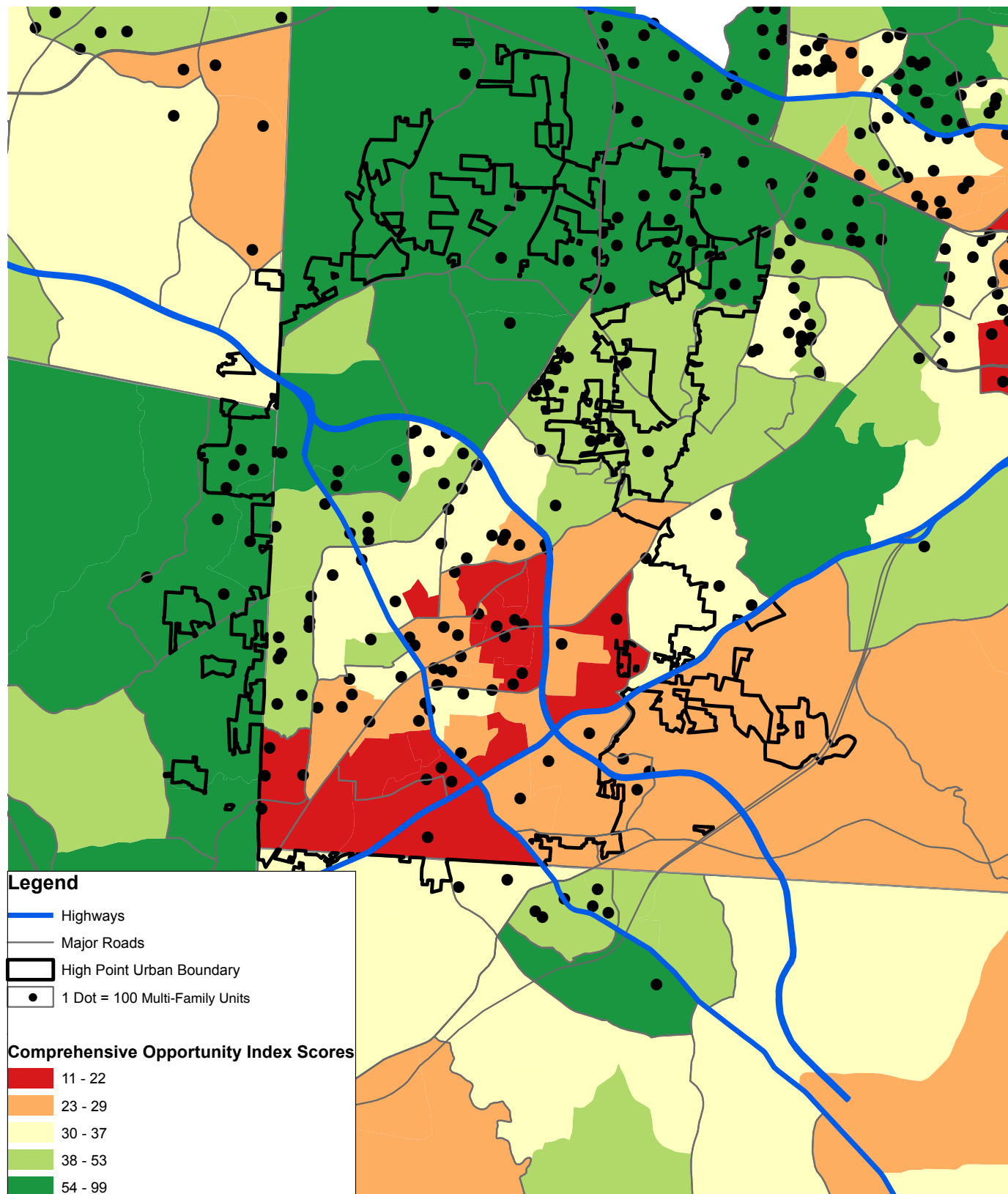
On the following map, each dot represents 50 multi-family housing units, which serves as a rough proxy for affordability. Unlike many of the other urban areas in the Piedmont Triad, High Point's multi-family units are concentrated in areas of moderate opportunity rather than in areas of low opportunity. However, there are fewer multi-family housing units in the areas of High Point with higher levels of opportunity.

*Figure 7 : Change in Affordable Rental Housing, 2000-2010*

| Units Renting for: | 2000   | 2010   | Change  |        |
|--------------------|--------|--------|---------|--------|
|                    |        |        | #       | %      |
| Region             |        |        |         |        |
| Less than \$500    | 72,682 | 41,995 | -30,687 | -42.2% |
| \$500 to \$699     | 56,643 | 64,132 | 7,489   | 13.2%  |
| \$700 to \$999     | 26,701 | 57,151 | 30,450  | 114.0% |
| \$1000 or More     | 6,223  | 22,384 | 16,161  | 259.7% |
| High Point         |        |        |         |        |
| Less than \$500    | 5,947  | 2,797  | -3,150  | -53.0% |
| \$500 to \$699     | 4,718  | 4,415  | -303    | -6.4%  |
| \$700 to \$999     | 2,111  | 5,608  | 3,497   | 165.7% |
| \$1000 or More     | 430    | 2,518  | 2,088   | 485.6% |

Source: U.S. Census Bureau, Census 2000 (H062) and 2006-2010 American Community Survey (B25063)

**MAP 8:**  
**MULTI-FAMILY UNITS AND AREAS OF OPPORTUNITY IN HIGH POINT**



Source: 2010 American Community Survey, HUD  
 Calculations by Mullin & Lonergan Associates



0 0.5 1 2 Miles

For Section 8 Housing Choice voucher holders, finding housing in a higher opportunity area may be difficult and pose a concern from a fair housing perspective. Mapping the locations of Section 8 vouchers reveals that voucher holders are concentrated in low opportunity areas within High Point. The largest cluster of voucher holders was in central High Point, in the neighborhoods east of the downtown area. The clusters of voucher holders are in areas ranging from moderate opportunity to extremely low opportunity, but are predominantly in the lower scoring areas. Conversely, there are very few Section 8 voucher holders in the higher opportunity areas of High Point. This indicates that Section 8 voucher holders are concentrating in areas that have inferior resources and economic characteristics, decreasing the potential for upward mobility and perhaps indicating issues with accessing affordable housing in High Point's higher opportunity areas.

The following map plots the locations of Section 8 voucher holders against the backdrop of opportunity scores in High Point.

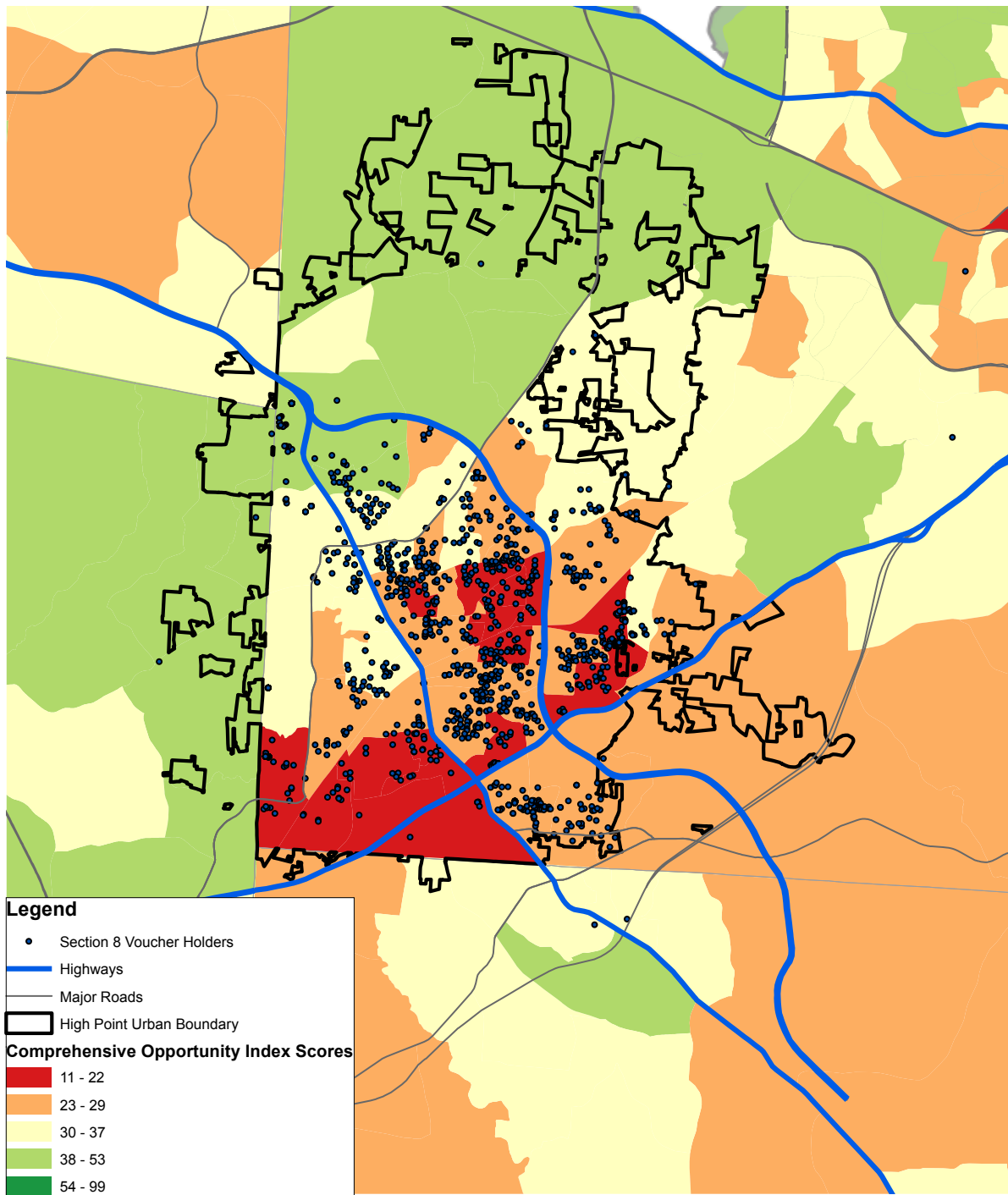
For households wanting to invest in buying a home rather than renting, minority household incomes may tend to be too low to achieve homeownership. In High Point, the median household income for Whites was \$53,039, \$30,788 for Blacks, and \$35,967 for Hispanics. The maximum purchase price a household making the median income for a White household could pay is approximately \$182,000. A household making the median income for a Black household in High Point could pay approximately \$60,000, and a household making the median income for a Hispanic household in High Point could pay approximately \$88,000. At these thresholds, only the average median income of High Point's White households is high enough to buy a house in High Point priced at the median value. The maximum purchase price for Blacks in High Point is extremely low—the second-lowest out of any study areas in the Piedmont Triad—and there are likely very few homes in High Point priced at \$62,000 and under. This lack of affordable housing may force some households into renting, becoming cost burdened, living in overcrowded or substandard conditions, or a combination of these factors. Minorities also face lower rates of mortgage approval in the area: the approval rate in the Piedmont Triad was 65.4% for Whites but only 48.4% for Blacks and 51.4% for Hispanics.

*Figure 8 : Change in Affordable Rental Housing, 2000-2010*

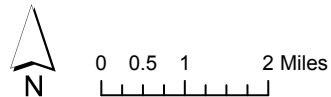
| Region            | Household Income | Monthly Mortgage Payment |                   |                               |                     | Maximum Affordable Purchase Price |
|-------------------|------------------|--------------------------|-------------------|-------------------------------|---------------------|-----------------------------------|
|                   |                  | Principal and Interest   | Real Estate Taxes | Homeowner's Insurance and PMI | Total Debt Service* |                                   |
| <b>Region</b>     | <b>\$43,970</b>  | <b>\$595</b>             | <b>\$111</b>      | <b>\$80</b>                   | <b>\$1,286</b>      | <b>\$133,000</b>                  |
| Whites            | \$49,269         | \$720                    | \$134             | \$80                          | \$1,434             | \$161,000                         |
| Blacks            | \$31,318         | \$280                    | \$52              | \$80                          | \$912               | \$62,500                          |
| Asians            | \$48,850         | \$712                    | \$133             | \$80                          | \$1,425             | \$159,000                         |
| Hispanics         | \$31,556         | \$286                    | \$53              | \$80                          | \$919               | \$64,000                          |
| <b>High Point</b> | <b>\$43,594</b>  | <b>\$582</b>             | <b>\$108</b>      | <b>\$80</b>                   | <b>\$1,270</b>      | <b>\$130,000</b>                  |
| Whites            | \$53,039         | \$814                    | \$152             | \$80                          | \$1,546             | \$182,000                         |
| Blacks            | \$30,788         | \$269                    | \$50              | \$80                          | \$899               | \$60,000                          |
| Asians            | \$42,679         | \$559                    | \$104             | \$80                          | \$1,243             | \$125,000                         |
| Hispanics         | \$35,967         | \$394                    | \$73              | \$80                          | \$1,047             | \$88,000                          |

Source: U.S. Census Bureau, 2006-2010 American Community Survey (B25077, B25103, S1903)

**MAP 9:**  
**SECTION 8 VOUCHER HOLDERS AND AREAS OF OPPORTUNITY IN HIGH POINT**



Source: 2010 American Community Survey, HUD  
 Calculations by Mullin & Lonergan Associates



*Figure 9: Locations of Section 8 Voucher Holders by Opportunity Score, High Point*

|                                      | Very Low |        | Low Opportunity |        | Moderate |        | High Opportunity |       | Very High |       | Total |
|--------------------------------------|----------|--------|-----------------|--------|----------|--------|------------------|-------|-----------|-------|-------|
|                                      | #        | %      | #               | %      | #        | %      | #                | %     | #         | %     |       |
| High Point Section 8 Voucher Holders | 371      | 25.96% | 485             | 33.94% | 306      | 21.41% | 125              | 8.75% | 106       | 7.42% | 1429  |

## Impediments to fair housing choice

*High Point faces several policy-related impediments that either directly or indirectly limit fair housing choice*

- The zoning ordinance places a siting buffer on group homes that is consistent with state law but inconsistent with the Fair Housing Act.
- The zoning ordinance lacks a reasonable accommodation provision for persons with disabilities to request a modification to the statute
- The zoning ordinance restricts homeless shelters to non-residential districts
- The zoning ordinance requires an overlay district or special permit for manufactured housing
- The absence of a public policy that results in the creation of affordable housing in higher opportunity areas
- An inadequate supply of decent, affordable housing for low- and moderate-income households, including affordable housing that is accessible to persons with disabilities
- Sixteen out of the City's 67 block groups (23.8%) were identified as RCAP areas
- The concentration of assisted housing in RCAP and other low- and moderate-income census tracts
- A lack of paired testing in the housing market

## Fair Housing Priorities

*High Point can take action to address important fair housing priorities*

The demographic analysis, opportunity mapping, and housing market analysis found prevalent racially concentrated areas of poverty (or areas approaching these criteria), significant disparities in access to opportunity, and a disproportionate housing need based on protected class status. Factors contributing to these issues in High Point are:

### *1. A need for expanded public transportation to provide RCAP residents and other lower income residents with access to higher opportunity areas and community assets*

The need for expanded public transportation service was given the highest priority because it can be implemented incrementally and beginning within a potentially shorter time frame. The extension of public transit routes and expansion of service hours will require capital investment over time.

### *2. a need for greater affordable and accessible housing opportunities, both rental and sales units, in higher opportunity areas*

The need for greater affordable and accessible housing opportunities in higher opportunity areas may require less public financing than expanded public transportation, but it will require a well-designed public education campaign against residential opposition to the development of affordable housing in some areas. This initiative will require time and the investment of significant human resources in the form of political and community leadership to play key roles in any campaign.

### *3. A need for sustainable employment opportunities within, or in closer proximity to, racially concentrated areas of poverty*

The need for sustainable employment opportunities in or near RCAPs will require significant capital investment and time, including planning for potential revitalization, redevelopment and re-use of land and structures that are appropriate for new commercial and industrial uses.



These three priorities have the potential for mitigating each of the determinants of fair housing outlined in the AFH. All three priorities will require financial investments, strong political leadership, substantial changes to long-standing public policies, long-term public education, and lengthy implementation periods. However, none of these challenges should be used as reasons to dismiss the possibility of implementation of any one priority and the potential for cataclysmic change at the local and regional levels.

One of the most pragmatic ways to address these goals is through overcoming policy barriers. High Point's zoning ordinance was reviewed and benchmarked to uncover and systematically score its effectiveness in affirmatively furthering fair housing and minimizing discriminatory practices. On a rating of 1 to 2, with 1 being the lowest possible risk for potentially discriminatory provisions and 2 being the highest, High Point scored a 1.36. This puts High Point's ordinance at a moderate risk relative to discriminatory provisions for housing and members of the protected classes.

There are several practical direct actions the City of High Point can undertake in a short time frame in order to affirmatively further fair housing. Firstly, High Point can continue to incorporate required compliance with the federal Fair Housing Act in all HUD program sub-recipient agreements. Secondly, High Point can adopt a policy to refrain from providing federal HUD funds to any sub-recipient that has engaged in discriminatory behavior as it relates to housing. Thirdly, High Point should confirm that their HOME Program includes and implements the Site and Neighborhood Standards (found at 24 CFR 983.6) for rehabilitation and new construction activities to prevent concentration of affordable housing opportunities in lower opportunity, minority neighborhoods.

## A Local Fair Housing Action Plan: Goals and Strategies for High Point

The goals and strategies established in this section are tailored to High Point for inclusion in its Five-Year Consolidated Planning process.

### **Goal 1: Decrease the disparity in access to higher opportunity areas for lower income households, especially members of the protected classes**

**Strategy 1:** Examine revising the City's hub-and-spoke transportation routes to more readily connect areas in the South with employment centers in the North

**Strategy 2:** Prioritize the creation of a citywide sidewalk network within the capital improvement plan in order to increase multi-modal transit access

**Strategy 3:** Expand public transportation routes to serve new multi-family development

### **Goal 2: Expand affordable housing opportunities in higher opportunity areas**

**Strategy 1:** Invest and prioritize the City's HOME, CDBG and other grant funding as appropriate to provide incentives for the development of affordable family rental housing in higher opportunity areas

**Strategy 2:** Modify the City's homebuyer assistance program to increase the individual down payment amount available to eligible purchasers in higher opportunity / higher cost neighborhoods

**Strategy 3:** Incorporate the Site and Neighborhood Standards criteria of the HOME program into the local site selection process

**Strategy 4:** Partner with High Point Housing Authority to strategically select parcels for affordable family rental housing development in higher opportunity areas



**Strategy 5:** Complete the Development Ordinance Update and incorporate innovative provisions such as accessory dwelling units by-right, single-room occupancy (SRO) units and micro-units regardless of income

**Strategy 6:** Provide market-based density bonuses and other incentives to encourage mixed-income residential developments

**Strategy 7:** Explore the possibility of establishing a local trust fund to directly address the City's affordable housing needs

**Strategy 8:** Amend the zoning ordinance to include a reasonable accommodation policy for persons with disabilities

**Goal 3: Increase the awareness of fair housing education and outreach**

**Strategy 1:** Continue the City's initiatives to provide education and outreach training through a certified HUD fair housing agency to four groups: CDBG staff and boards and commissions, city department heads and elected officials, private landlords, and the general public

**Strategy 2:** Seek out immigrant populations with limited English proficiency for fair housing education

**Strategy 3:** Adopt a formal policy to refrain from allocating CDBG funds to subrecipients that engage in discriminatory housing behavior

**Strategy 4:** Conduct paired testing in the rental housing market

**Goal 4: Improve the physical environment in racially concentrated areas of poverty**

**Strategy 1:** Continue the City's Lead Safe High Point Program to remediate lead hazards from affordable housing occupied by lower income families with children

**Strategy 2:** Continue the City's Community Based Initiatives Program to improve the quality of life for persons and households in lower income neighborhoods

**Strategy 3:** Continue to support the neighborhood organizations that work to revitalize lower income neighborhoods and empower residents

**Strategy 4:** Study the feasibility of establishing a land bank in the City as a means of redeveloping parcels for residential and non-residential land use where existing infrastructure is available

**Strategy 5:** Expand the City's owner-occupied housing rehabilitation program to extend beyond primarily weatherization and code enforcement violations to approach home repair more comprehensively

**Strategy 6:** Develop an urban re-settlement initiative for younger age cohorts (25-34 years old) with homebuyer incentives in older neighborhoods with lower-cost housing

**Strategy 7:** Continue the City's Homeownership Education Classes for homeowner / homebuyer / financial counseling for lower income households, minority households and households with limited English proficiency (LEP) for the purpose of educating owners and buyers on predatory lending, high-cost lending and financial management

**Strategy 8:** Allocate CDBG assistance for public facilities and infrastructure in RCAP and near-RCAP areas

***For More Information:***

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Bill McNeil, Piedmont Triad Regional Council  
mcneilplanning@gmail.com

## Resolution for High Point City Council Adopting the Analysis of Impediments to Fair Housing Choice

WHEREAS the City of High Point, as a recipient of federal funds through the U.S. Department of Housing and Urban Development (HUD), is required to certify that it is affirmatively furthering fair housing, to conduct an Analysis of Impediments to Fair Housing Choice and to carry out actions to pursue fair housing goals, and

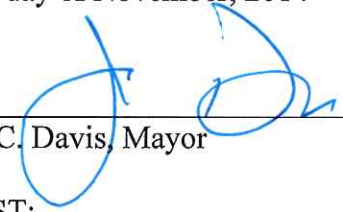
WHEREAS the City of High Point engaged the firm of Mullen & Lonergan to prepare an Analysis of Impediments to Fair Housing Choice, in collaboration with the City of Burlington, the City of Greensboro and the Surry County HOME Consortium, and

WHEREAS the City of High Point has received an Analysis of Impediments to Fair Housing Choice from Mullen and Lonergan along with recommended goals and strategies to demonstrate that the City is affirmatively further fair housing, and

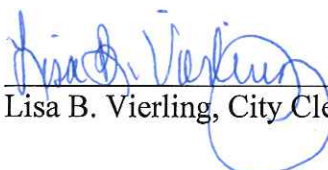
NOW THEREFORE BE IT RESOLVED that the City of High Point City Council adopts the Analysis of Impediments to Fair Housing Choice and directs the City Manager to design and implement fair housing strategies, using the Analysis of Impediments document and supporting data as the basis for actions, and report to the City Council on progress every six months, and

BE IT FURTHER RESOLVED that the City of High Point City Council directs the City staff to consider the Analysis of Impediments to Fair Housing Choice in designing the City's Consolidated Plan with goals, strategies and funding allocations to govern the use of federal Community Development Block Grant and HOME funds for the period 2015-2019.

Adopted by the High Point City Council  
this 3<sup>rd</sup> day of November, 2014

  
\_\_\_\_\_  
James C. Davis, Mayor

ATTEST:

  
\_\_\_\_\_  
Lisa B. Vierling, City Clerk

