

City of High Point

*High Point Theatre, Gallery B
220 E. Commerce Avenue
High Point, NC 27261*



Meeting Agenda

Monday, July 17, 2017

5:30 PM

High Point Theatre, Gallery B

City Council

*William S. Bencini, Jr., Mayor
Jay W. Wagner, Mayor Pro Tem
Latimer B. Alexander, IV., Cynthia Y. Davis
James C. Davis, Jason P. Ewing,
Jeffrey J. Golden, Alyce E. Hill,
Christopher Williams*

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE**STRATEGIC PLAN UPDATE**[170207](#)

Strategic Plan Update

Member Jeff Golden, Chair of the Community Housing, Neighborhood Development and Public Safety Committee and Council Member Jason Ewing, Chair of the Prosperity & Livability Committee will provide updates on the city's Strategic Plan.

Attachments: [Code Enforcement Activity Report for June 2017](#)

PUBLIC COMMENT PERIOD[170208](#)

Public Comment Period

A Public Comment Period will be held on the first Monday of the regular City Council meeting schedule at 5:30 p.m. or as soon thereafter as reasonably possible following recognitions, awards and presentations.

Our policy states persons may speak on any item not on the agenda.

*Persons who have signed the register to speak shall be taken in the order in which they are listed. Others who wish to speak and have not signed in will be taken after those who have registered.

*Persons addressing City Council are asked to limit their comments to 3 minutes.

*Citizens will be asked to come to the podium, state their name and address and the subject(s) on which they will comment.

*If a large number of people are present to register concerns about the same subject, it is suggested that they might be acknowledged as a unified group while a designated speaker covers the various points. This helps to avoid repetition while giving an opportunity for people present with the same concerns to be recognized.

Thanks to everyone in the audience for respecting the meeting by refraining from speaking from the audience, applauding speakers, or other actions that distract the meeting.

CONSENT AGENDA ITEMS**FINANCE COMMITTEE - Council Member J. Davis, Chair**[170209](#)

Contract - Purchase of Compact Refuse Trucks

Council is requested to approve the award of contract to Amick Equipment Company for the purchase of three (3) new 2017 Isuzu trucks with a New Way Diamondback compact rear loading body in the amount total contract amount of \$296,169.96 and declare the old equipment as surplus and dispose of through the online auction process.

Attachments: [1. Contract - Compact Refuse Truck](#)

[170210](#)

Contract - Purchase of Side Loading Refuse Trucks
Council is requested to approve the award of contract to Amick Equipment Company for the purchase of three (3) Peterbilt trucks with New Way side loading refuse body in the amount of \$764,424.99 and declare the old equipment as surplus and dispose of through the online auction process..

Attachments: [2. Contract - Side Loading Refuse Trucks](#)

[170212](#)

Contract - Janitorial Services for Parks & Recreation Facilities
Council is requested to approve the award of a contract to Rocky Top Cleaning for janitorial services at the Morehead, Southside and Allen Jay facilities in the amount of \$201,600.00 and Matt's Janitorial for janitorial services at the Deep River, Oakview Piedmont Environmental Center and the Washington Terrace Community Building in the amount of 93,240.00.

Attachments: [3. Janitorial Services for Parks and Recreation Facilities](#)

[170213](#)

Contract - Purchase of Water Meters
Council is requested to approve the award of a contract to Carolina Meter and Supply in the amount of \$1,295,100 for the purchase of new 5/8 water meters.

Attachments: [4. Contract - Water Meters](#)

[170214](#)

Professional Services Engineering Agreement - Sanitary Sewer Master Plan
Council is requested to approve a Professional Engineering Services agreement with CDM Smith in the amount of \$410,300.00 for a sanitary Sewer Master Plan for evaluating wastewater capacity for current conditions and fur future development.

Attachments: [6. Contract - Sanitary Sewer Master Plan](#)

[170215](#)

Professional Engineering Services Agreement - Schnabel Engineering South, P.C.
Council is requested to approve contract with Schnabel Engineering South, P.C. in the amount of \$186,720.00 for the evaluation of alternatives to rehabilitate the Arnold Koonce City Lake Dam.

Attachments: [6. Contract - Evaluation of Alternative for Arnold Koonce City Lake Dam](#)

[170216](#)

Change Order Westside WWTP - Shook Construction Company
Council is requested to approve a change order to the Shook Construction Company contract in the amount of \$117,266.42 to address safety issues that have been identified by the City of High Point Safety and Health Department.

Attachments: [7. Change Order Westside WWTP](#)

[170217](#)

Contract - Wesco - Underground Cable

Council is requested to award contract to WESCO in the amount of \$202,350.00 for the purchase of 750 MCM Copper Underground Cable.

Attachments: [9. Contract - Underground Copper Cable](#)

[170218](#)

Contract - Motorola Solutions, Inc. - Police Department Radios
Council is requested to award contract to Motorola Solutions, Inc., in the amount of \$493,894.75 for the replacement of 113 portable radios.

Attachments: [10. Contract - Motorola Radios](#)

[170219](#)

Contract - Atlantic Emergency Solutions - Pierce Fire Apparatus
Council is requested to approve award of contract to Atlantic Emergency Solution in the amount of \$1,897,933.00 for the purchase of three (3) Pierce Fire Apparatus (pumper, pumper tanker and rescue/service truck); and declare the old equipment as surplus and dispose of through the online auction process..

Attachments: [10. Contract - Purchase of Fire Apparatus](#)

[170220](#)

Transit Section 5303 Planning Grant Agreement with NCDOT
Council is requested to authorize the City Manager to execute an Agreement with the North Carolina Department of Transportation (NCDOT) for the FY 2018 Metropolitan Planning Program Grant (Section 5303) in the amount of \$49,500.00.

Attachments: [12. NCDOT - Transit 5303 Planning Grant Agreement](#)

REGULAR AGENDA ITEMS

[170237](#)

Revised Interlocal Agreement - Guilford County
Consideration of Resolution amending the Interlocal Agreement with Guilford County for revenue collections.

Attachments: [170237 Amendment to Interlocal Agreement with Guilford County re Tax Collection](#)
[Addendum to Interlocal Agreement - Guilford Country Tax Department](#)

[170221](#)

Transit Operating and Capital Grant Application - Public Hearing
Monday, July 17, 2017 at 5:30 p.m. is the date and time established to receive public comments on the filing of the FY2018 FTA Section 5307 operating, capital and planning grant application for High Point Transit and the Thomasville portion of Davidson County Transportation System.

Attachments: [12. Transit Operating and Capital Grant Application - Public Hearing](#)

COMMUNITY HOUSING, NEIGHBORHOOD DEVELOPMENT AND PUBLIC SAFETY COMMITTEE - Council Member Golden, Chair

[170222](#)

2017-2018 Annual Action Plan Adjustments
Council is requested to approve adjustments to the 2017-2018 Annual Action Plan budget to reflect annual allocations from the US Department of Housing and Urban Development (HUD) and the NC Housing Finance Agency (NCHFA).

Attachments: [1. Adjustments to 2017-18 Annual Action Plan](#)

[170223](#)

2017-2018 Annual Action Plan Procedures

Council is requested to approve the Citizen Participation Plan and the Affordable Housing Procedures as required by the US Department of Housing and Urban Development (HUD).

Attachments: [2. 2017-18 Annual Action Plan Procedures](#)

[CoHP Affordable Housing Program SOP_no SBIP - rev Jul 2017](#)

[170224](#)

Ordinance - Demolition of Structure - 2336 Brentwood Street

Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a structure located at 2336 Brentwood Street belonging to John May and Catherine J. Brown.

Attachments: [3. 2336 Brentwood Council Packet](#)

[170225](#)

Ordinance - Demolition of Structure - 1212 Leonard Avenue

Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a structure located at 1212 Leonard Avenue belonging to Clearance Center, Inc.

Attachments: [4. 1212 Leonard Council Packet](#)

[170226](#)

Ordinance - Demolition of Structure - 210 Jay Place

Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a structure located at 210 Jay Place belonging to Michael Carpenter, Sr.

Attachments: [5. 210 Jay Council Packet](#)

PENDING ITEMS

[160330](#)

Ordinance - Demolition of Structure - 512 Hines Street

Council is requested to adopt an ordinance requiring the building inspector to effectuate the demolition of a structure located at 512 Hines Street belonging to Eliseo Zavala. (At the November 7, 2016 meeting this item was deferred to the December 5, 2016 Council Meeting. At the December 5, 2016 Council Meeting, Council deferred this item for 60 days or until the February 6, 2017 Council Meeting. At the February 6th Council Meeting, item was placed back in pending. At the May 1, 2017 meeting this item was continued to the May 15, 2017 meeting. At the May 15th Council Meeting this item was deferred for 45 days). At the June 5th meeting item was deferred pending receipt of the executed Supplemental Order from the property owner.

Attachments: [512 Hines St Council 5-1-17 updated](#)

PLANNING & DEVELOPMENT COMMITTEE - Mayor Pro Tem Wagner, Chair

[170227](#)

Resolution of Intent - Street Abandonment 17-02

Approval of a Resolution of Intent that establishes a public hearing date

of Monday, August 7, 2017, at 5:30 p.m. to consider a request by High Point University to abandon the eastern portion (approximately 845 feet) of the E. Farriss Avenue right-of-way. The abandoned consists of the southern segment of this right-of-way lying between N. Centennial Street and Panther Drive (private drive). In addition, the Planning & Development Department is amending the request to also abandon that portion of the Fifth Street right-of-way lying between the northern and southern segment of the E. Farriss Avenue right-of-way.

Attachments: [1. SA17-02 Council ROI](#)

PUBLIC HEARINGS

[170157](#) Ordinance - North Carolina State Employees Credit Union - Zoning Map Amendment 17-03 (Continuation of Public Hearing)
A request by the North Carolina State Employees Credit Union to rezone approximately 4.2-acres from the Office Institutional (OI) District to a Conditional Zoning Limited Business (CZ-LB) District. The site is lying along the west side of Westchester Drive, approximately 430 feet south of Chestnut Drive (1638 Westchester Drive). (At the request of the petitioner, this item was deferred at the May 15, 2017 meeting and continued from the June 19, 2017 meeting.)

Attachments: [3. Staff Report\(ZA-17-03\)](#)

[170228](#) Ordinance - Mumtaz Ali Khan - Annexation 17-06
A request by Mumtaz Ali Khan to consider a voluntary contiguous annexation of an approximate 0.26-acre parcel lying along the south side of E. Martin Luther King Jr. Drive, approximately 875 feet east of Triangle Lake Road (3406 E. Martin Luther King Jr. Drive). The property is known as Guilford County Tax Parcel 0161207.

Attachments: [3. Annexation Staff Report \(AN-17-06\)](#)

[170229](#) Ordinance - Westmoreland and Motsinger, et al - Annexation 17-05
A request by Westmoreland and Motsinger, et al to consider a voluntary contiguous annexation of approximate 71 acres lying east of Sandy Ridge Road, west of Kendale Road and south of the intersection of Sandy Ridge Road and John Knox Drive. The property is known as Guilford County Tax Parcels 0171336 (portion) 0171341 (portion), 0171316, 0171348, 0171314, and 0171313 (portion).

Attachments: [4. AN17-05 Staff Report](#)

[170230](#) Resolution - BSC Holdings - Plan Amendment 17-01
A request by BSC Holdings to change the Land Use Map classification for approximately 37 acres from the Mixed-Use Development designation to a Medium-Density Residential Designation. In addition, the Planning & Development Department is amending the request to add approximately 9 acres to the change, from the Mixed-Use Development designation to a Medium-Density Residential designation.

These requests are for the area lying east of Sandy Ridge Road, west of Kendale Road and approximately 2,000 feet south of the intersection of Sandy Ridge Road & Kendale Road.

Attachments: [5. ZA-17-09 Staff Report](#)

[170231](#)

Ordinance BSC Holdings - Zoning Map Amendment 17-09

A request by BSC Holdings to rezone approximately 71 acres from the Agricultural (AG) District, within Guilford County's zoning jurisdiction, to the Planned Development - Periphery (PD-P) District. The site is lying east of Sandy Ridge Road and west of Kendale Road. The northern point of the site is at the intersection of Sandy Ridge Road and John Knox Drive and its southern boundary is approximately 500 feet north of the intersection of Johnson Street and Cedar Springs Drive. Approval of this rezoning request is contingent upon City Council approval of a voluntary annexation request.

Attachments: [5. ZA-17-09 Staff Report](#)

[170232](#)

Ordinance - Mark Reynolds - Zoning Map Amendment 17-11

A request by Mark Reynolds to rezone an approximate 1.8-acre parcel from a Conditional Use Office Institutional (CU-OI) District to a Conditional Zoning General Business (CZ-GB) District. The site is lying at the northeast corner of Samet Drive and Admiral Drive.

Attachments: [6. Staff Report\(CZ-17-11\)](#)

[170233](#)

Ordinance - Church of God of Prophecy of North Carolina, Inc. - Zoning Map Amendment 17-13

A request by the Church of God of Prophecy of North Carolina, Inc. to rezone approximately 50.4 acres from the Residential Single Family-3 (R-3) District to a Conditional Zoning Institutional (CZ-I) District. The site is lying south of the intersection of Old Mill Road and Ashley Park Court (900 Old Mill Road).

Attachments: [7. ZA-17-13 Staff Report](#)

GENERAL BUSINESS AGENDA

[170234](#)

Public Hearing - Application -Certificate of Public Convenience and Necessity (Taxi Cab Service)

Monday, July 17, 2017 at 5:30 p.m. is the date established to receive public comments concerning the issuance of Certificate of Public Convenience and Necessity for David Nyalimo to operate a taxi company in the City of High Point. If recommended for approval, a second reading will be held on Monday, August 7, 2017.

Attachments: [Application for Taxi Cab Permit](#)

[Taxi Application - Hearing Notice](#)

[170235](#)

Appointment- Planning & Zoning Commission

Council is requested to confirm the appointment of Ms. Angela McGill to

the Planning and Zoning Commission as Council Member Williams, Ward 2, appointment. Appointment to be effective immediately and will expire on July 1, 2018.

Attachments: [Appointment - Planning and Zoning Commission - McGill](#)

170238

Resolution - Supporting Rich Fork Preserve Master Plan
Council is requested to adopt a Resolution supporting the Rich Fork Preserve Master Plan submitted by the Guilford County Parks and Recreation Department to the Guilford County Board of Commissioners.

Attachments: [Rich Fork Preserve Master Plan Resolution](#)

170236

Minutes to Be Approved

City Manager's Briefing; Monday, June 19th @ 4:00 p.m.

Regular City Council Meeting; Monday, June 19th @ 5:30 p.m.

Special Meeting; Monday, June 19th @ 5:00 p.m.

Attachments: [1. June 19 2017 Manager's Briefing.pdf](#)

[2. June 19 2017 High Point City Council Special Meeting \(Closed Session\).pdf](#)

[3. June 19 2017 High Point City Council.pdf](#)

ADJOURNMENT

CITY OF HIGH POINT

AGENDA ITEM



Title: Plan Amendment 17-01
Zoning Map Amendment 17-09
(BSC Holdings)

From: Lee Burnette, Planning & Development
Director

Meeting Date: July 17, 2017

Public Hearing: Yes

Advertising Date: July 5, 2017 and July 12, 2017

Advertised By: Planning & Development

Attachments: A. Planning and Zoning Commission Recommendation
B. Staff Report
C. Zoning Ordinance

PURPOSE:

1. Plan Amendment 17-01

A request by BSC Holdings to change the Land Use Map classification for approximately 37 acres from the Mixed-Use Development designation to a Medium-Density Residential designation. In addition, the Planning & Development Department is amending the request to add approximately 9 acres to the change, which is also from the Mixed-Use Development designation to a Medium-Density Residential designation. These requests are for the area lying east of Sandy Ridge Road, west of Kendale Road and approximately 2,000 feet south of the intersection of Sandy Ridge Road & Kendale Road.

2. Zoning Map Amendment 17-09

A request by BSC Holdings to rezone approximately 71 acres from the Agricultural (AG) District, within Guilford County's zoning jurisdiction, to the Planned Development – Periphery (PD-P) District. The site is lying east of Sandy Ridge Road and west of Kendale Road. The northern point of the site is at the intersection of Sandy Ridge Road and John Knox Drive and its southern boundary is approximately 500 feet north of the intersection of Johnson Street and Cedar Springs Drive. Approval of this rezoning request is contingent upon City Council approval of a voluntary annexation request.

BACKGROUND:

The staff report and the Planning & Zoning Commission's recommendation are enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

A. Staff recommended **approval** of PA-17-01 and ZA-17-09, as outlined in the attached staff report.

B. On June 27, 2017, a public hearing was held before the Planning and Zoning Commission regarding these requests. The Planning & Zoning Commission recommended **approval** of PA-17-01, by a vote of 8-0. The Commission also recommended **approval** of ZA-17-09, by a vote of 8-0, as outlined in the staff report and as recommended by staff.

PLANNING AND ZONING COMMISSION RECOMMENDATION

BSC Holdings

Plan Amendment 17-01 **Zoning Map Amendment 17-09**

At its June 27, 2017 public hearing, the Planning and Zoning Commission reviewed these requests to change the Land Use Map classification for approximately 46 acres to a Medium-Density Residential Designation and to establish initial City zoning of Planned Development – Periphery (PD-P) District on approximately 71 acres. All members of the Commission were present. Ms. Heidi Galanti, Planning Services Administrator, presented PA-17-01 and Mr. Herbert Shannon, Senior Planner, presented ZA-17-09.

Speaking in favor of the request:

Speaking in favor of these requests were the officers of BSC Holdings, Ms. Amanda Williams, and Mr. Barry Siegel. BSC Holding is located at 3929 Tinsley Drive, Suite 104, High Point, NC. These speakers gave an overview of the proposal to develop a 400-unit mixed residential development. They discussed the types of units, timing of the phases, demographics of potential customers, and infrastructure improvement and development standards to mitigate the impacts of the proposed development.

Speaking in opposition of the request:

Speaking in opposition to these requests were Ms. Georgia Reaves, 1435 Whites Mill Road, and Mr. Michael Corriher, 4543 Kendale Road. These speakers own property abutting the site along Kendale Road and they expressed the following concerns:

- Impact on their property as Phase B (single family portion) of the site abuts them.
- Legal liability and negative impact from children of future residents using their property as a cut-thru and using the pond on their property.
- Removal of mature trees near their property boundary that are on the zoning site.
- Increase traffic on Kendale Road.
- Impact on schools in the area.

Once the public hearing was closed, the Commission had a lengthy discussion during which it gained additional information and clarification based on questions they asked of the applicant, the Planning & Development Department staff and the Transportation Department staff.

Planning & Zoning Commission Action

Staff explained to the Commission that PA-17-01 is a change in direction from the 2011 adopted Northwest Area Plan. If the Commission supports this request, then they should also change the remainder of the Mixed-Use Development to Medium Density Residential, because the remaining areas are disjointed and not large enough to serve as an Activity Center.

Additionally, staff explained if the Commission adopts PA-17-01, then ZA-17-09 would be consistent with the Land Use Plan. If PA-17-01 is not approved, then the zoning request would be inconsistent with the Land Use Plan and the request should be denied.

Plan Amendment 17-01

The Planning & Zoning Commission recommended **approval** of PA-17-01, by a vote of 8-0. This approval included the 37 acres proposed by the applicant and adjacent 9 disconnected acres identified by staff.

Zoning Map Amendment 17-09

The Planning & Zoning Commission recommended **approval** of ZA-17-09, by a vote of 8-0. Upon making its recommendation, the Planning & Zoning Commission stated that its recommendation of approval would be consistent with the City's adopted plans. Additionally, the Commission concurred with the staff report and found its approval recommendation reasonable and in the public interest because:

- 1) Subject to approval of Plan Amendment 17-01, the development will be consistent with the City's Land Use Plan;
- 2) The requested PD-P District will result in a mixture of residential use types that will be consistent with the existing mixture of residential dwellings that has been developed in this area. It also supports the intent of Goal #3 of the Land Use Plan, which encourages a wide range of housing opportunities for families of all income levels.
- 3) The location of the site between two thoroughfares, Sandy Ridge Road and Kendale Road, and at the intersection of two thoroughfares, Johnson Street/Sandy Ridge Road and the future Piedmont Parkway, makes this an appropriate location for higher density development; and
- 4) The applicant has offered transportation improvements to mitigate the impact of the development.

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

**STAFF REPORT
PLAN AMENDMENT CASE 17-01, AND ZONING MAP AMENDMENT 17-09
May 23, 2017**

Requests		
Applicant: BSC Holdings	Owner: Westmoreland and Motsinger, et al	
Plan Amendment Proposal: To change the future land use designation for approximately 46 acres to a Medium Density land use designation.	From:	Mixed Use Development
	To:	Medium Density Residential
Zoning Map Amendment Proposal: To rezone approximately 71 acres.	From:	AG Agricultural District (Guilford County)
	To:	PD-P Planned Development – Periphery District

Site Information		
Location:	The site is lying east of Sandy Ridge Road and west of Kendale Road. The northern point of the site is at the intersection of Sandy Ridge Road and John Knox Dive and its southern boundary is approximately 500 feet north of the intersection of Johnson Street and Cedar Springs Drive	
Tax Parcel Numbers:	Plan Amendment	Zoning Request
	0171316, part of 0171325, 0171336, part of 0171341, 0171346, part of 0171348, 0171351	0171316, 0171336 (portion), 0171341 (portion), 0171348 and 0171313 (portion)
Site Acreage:	Plan Amendment	Zoning Request
	Approximately 37 acres	Approximately 71 acres
Current Land Use:	Plan Amendment	Zoning Request
	Rural residential and agriculture	Same
Physical Characteristics:	The site has a gentle to moderately sloping terrain consisting of open pasture lands and some wooded areas.	
Water and Sewer Proximity:	A 16-inch and an 8-inch City water line lie adjacent to the site along Sandy Ridge Road and Kendale Road, respectively. An 8-inch City sewer line lies approximately 950 feet southeast of the site at the intersection of Kendale Road and Alderbrook Drive.	
General Drainage and Watershed:	The site drains in a southerly direction and development is subject to the Oak Hollow Lake Watershed Critical Area (WCA) requirements. Engineered storm water treatment measures are required for multi-family development with a total impervious surface area greater than 24% of the site, and for single family developments with a gross density of 2 units per acre or more.	
Overlay District:	Oak Hollow Lake Watershed Critical Area (Tier 4) Airport Overlay Zone 3	

Adjacent Property Zoning and Current Land Use			
North:	AG	Agricultural District (<i>Guilford County</i>)	Single family detached dwellings and undeveloped parcel
South:	AG	Agricultural District (<i>Guilford County</i>)	Undeveloped parcels
East:	AG	Agricultural District (<i>Guilford County</i>)	Single family detached dwellings and undeveloped parcels
West:	PDR CU-AG CZ R-5 AG	Planned Unit Development–Residential Conditional Use Agricultural District Conditional Zoning Residential Single Family-5 District Agricultural District (<i>Guilford County</i>)	Mixed use continuing care retirement community, ambulance facility, single family detached dwellings and undeveloped parcels

Adjacent Land Use Plan Designations	
North:	Medium Density Residential
South:	Medium Density Residential
East:	Medium Density Residential
West:	Low-Density Residential

Purpose of Existing and Proposed Land Use Plan Designations	
Existing Designation:	Mixed Use Development: This classification provides for the siting of a variety of land uses in close proximity to each other where this is desirable due to existing land use patterns, environmental constraints, the need to preserve open space, the opportunity to provide alternative modes of transit and other factors.
Proposed Designation:	Medium-Density Residential: This classification includes a variety of attached dwellings, generally including higher density townhouses and less land-intensive multi-family housing such as garden apartments. Development densities shall range from eight to sixteen dwelling units per gross acre.

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement	The following goal and objectives are relevant to this request: Goal #3: Create more mixed use areas, while reinforcing existing ones, to minimize traffic, maximize the utilization of infrastructure, and so people can live, work and play in one location. Obj. 3B: Establish new or redevelop mixed use areas at key intersections where suitable land use development patterns exist. Obj. 3D: Include high-density residential development as a component of existing and new mixed use areas for the purposes of utilizing land efficiently, pairing people with convenient goods and services, supporting the commercial uses, and minimizing traffic.
Land Use Plan Goals, Objectives & Policies:	The following policies of the Land Use Plan are relevant to this request: <u>Sandy Ridge Road/Piedmont Parkway Extension Focal Area</u> – The Sandy Ridge Road/Piedmont Parkway Extension Focal Area is depicted on the map to contain approximately 277 acres and is located on the east side of Sandy Ridge Road in the vicinity of Kendale Road, Sandy Camp Road and Johnson Street. The main idea of a Focal Area is to create an area with a mix of uses (retail, office, service and residential) integrated together into a cohesive unified development.

	<u>Activity Center</u> - The Activity Center, which is shown to be approximately 47 acres in size, will consist primarily of commercial, office and service uses along with supporting higher density residential uses. The center should consist of extremely well-integrated, neighborhood-scale retail and personal/professional service establishments rather than a regional shopping center. This Activity Center provides an excellent opportunity for a quality, coordinated/unified development in the vicinity surrounding the intersection of the extension of Piedmont Parkway with Johnson Street and Sandy Ridge Road. Both roadways are anticipated to be improved and are planned to consist of four lanes with landscaped medians. <u>Medium Density Residential</u> – Large, mixed-density residential development, including mostly townhomes with some condominiums and apartments, of perhaps eight to 10 units per acre, is the most appropriate primary use to the immediate east and south of the Activity Center. <u>Focal Area</u> – The combined Activity Center and the Medium Density Residential area make up the Focal Area. Ideally the Focal Area would be developed together so as to fully integrate a mix of uses and capitalize on the roadway dedication, watershed regulations and extension of water and sewer. The uses targeted for the Activity Center and the Medium Density Residential uses must be accommodated under the proposal, but they may be present in a different spatial arrangement. The assemblage of individual parcels of land is essential for a Developmental Focal Area to achieve its intent and full development potential. This will foster unified developments with integrated access and design, environmental protection where this is an issue, and enhanced sensitivity to surrounding land uses. The following goals and objective of the Land Use Plan are relevant to this request: Goal #3: Provide a wide range of housing opportunities for families of all income levels. Goal #4: Ensure that all required public services and facilities are sequenced to meet demands of development. Goal #5: Promote an urban growth pattern that occurs in an orderly fashion and conserves the land resources of the city and its planning area. Obj. #11. Enhance the aesthetic appearance of High Point by preserving the scenic quality of its major gateway streets and travel corridors and by providing appropriate landscaped buffers and transitional uses between low and high-intensity land uses.
Relevant Area Plan:	<u>Northwest Area Plan</u> Same policy recommendation as the Focal Area discussed above.
Zoning History:	Since the 1990s, this northern portion of the City's Planning Area has experience steady growth from the approval of multiple annexations and zoning approvals totaling over 1,100 acres. From Skeet Club Road, northward to Bame Road, a wide variety and intensity of residential uses have been approved. And between

	Bame Road northward to I-40, various commercial and industrial zonings have been approved.
--	--

Transportation Information				
Adjacent Streets:	Name		Classification	Approx. Frontage
	Sandy Ridge Road		Major Thoroughfare	1,150 ft.
	Johnson Street		Major Thoroughfare	630 ft.
	Kendale Road		Minor Thoroughfare	300 ft.
Vehicular Access:	Sandy, Ridge Road, Johnson Street and Kendale Road, see zoning conditions for details.			
Traffic Counts: (Average Daily Trips)	Sandy Ridge Road		11,000 ADT (NCDOT 2015 count)	
	Johnson Street		9,400 ADT (NCDOT 2015 count)	
	Kendale Road		1,100 ADT (NCDOT 2015 count)	
Estimated Trip Generation:	Approximately 3,164 trips, over a 24-hour period, at buildout. Approximately 324 trips during the peak pm hour at build out.			
Traffic Impact Analysis:	Required		TIA Comments	
	<u>Yes</u> X	<u>No</u>	See TIA executive summary	
Comments:	See Transportation related items in the attached Development Standards.			

School District Comment				
Guilford County School District				
Local Schools:	Enrollment: Fall 2016 (20 th Day)	Maximum Design Capacity:	Mobile Classrooms:	Projected Additional Students:
Southwest Elementary	846	935	6	111 – 113
Southwest Middle	1,100	1,230	10	56 - 58
Southwest High School	1,601	1,597	11	51 - 53
School District Remarks: The Southwest schools are nearing or at capacity. A 400-unit development will impose capacity hardships on the schools.				

Planned Development (PD) Overview

A. Purpose and Intent of the Planned Development (PD) District

The Planned Development (PD) districts are established to allow development under unified control to occur utilizing more flexible standards and procedures than would otherwise result from a strict application of a general district and development. The PD districts are intended to encourage innovative land planning and site design concepts that will produce a high quality, unified project that will not negatively impact adjacent land. A few of the key concepts of the PD districts are:

- Promote quality design and reduce or diminish the inflexibility of design that sometimes results from the strict application of zoning and development standards designed primarily for individual lots.
- Allow greater freedom in providing a well-integrated mix of residential and non-residential uses in the same development including a mix of housing types, lots sizes, and densities.
- Provide for efficient use of land resulting in smaller networks of utilities and streets and thereby lowering development and housing costs.

B. Planned Development-Periphery (PD-P) District

The PD-P District was established to encourage the use of innovative and creative design to provide a mix of different residential, nonresidential, and institutional uses in close proximity to services, recreation uses, and open space resources on lands outside the Core City Area.

All PD developments are subject to the general standards of Section 3.7.3 of the Development Ordinance and must comply with Chapter 5: (Development Standards), Chapter 6: (Environmental Standards), and Chapter 7: (Subdivision and Infrastructure Standards) of the Development Ordinance, in addition to the specific standards of the respective PD District.

Details of Proposal

A. General Overview:

The applicant has submitted voluntary annexation, plan amendment and zoning map amendment applications to obtain approval to develop a 400-unit mixed residential development on a 71-acre tract of land in the northern portion of the planning area. Annexation will permit this development to have access to City utilities and municipal services. The plan amendment proposes to change the Land Use Map classification of this portion of the City's Planning Area from Activity Center to Medium Density Residential. And the zoning map amendment proposes to establish a PD-P District on the property.

B. Summary of Land Use Plan Amendment Request:

The area proposed for a plan amendment and rezoning is designated in both the Land Use Plan and the Northwest Area Plan as a Focal Area/Activity Center, which means an area with a mix of uses such as retail, office, service and residential. This area was chosen because it is at an intersection of two major thoroughfares, being Sandy Ridge Road and the future Piedmont Parkway. Both roads are planned to be four-lane divided roadways with a median.

The proposed development is inconsistent with these area plans because it is only proposing residential development and not mixed uses. If approved, the commercial service uses that would have been located at this future major intersection will end up located elsewhere. This area has seen steady growth since the 1990s and it will continue to grow with the relocation of Wesleyan Christian Academy to the west and the proposed 350 South Business Park to the north.

The applicant is proposing to amend the Land Use Plan for approximately 37 acres of the 46-acre area that is designated as Mixed Use Development. If the amendment is approved, staff recommends amending the remainder of the Mixed-Use Development to Medium Density Residential, because the land area remaining is disjointed and not large enough to serve as an Activity Center.

C. Summary of Zoning Request:

The applicant has requested a PD-D District to facilitate development of a mixed residential development. The Master Plan depicts this 71-acre area being divided into two distinctly different development tracts. The northern half of the site is to be developed with a mixture of residential use types while the southern half of the site is proposed to be developed as a traditional single family subdivision.

The proposed extension of Piedmont Parkway (a future 4-lane divided roadway) is to run through the middle of the property from Kendale Road to align with Sandy Ridge Road. The applicant has offered to dedicate the land area for this future roadway extension, and this

roadway will serve as the division line between the northern and southern portions of the development. A summary of the two tracts is as follows:

Tracts	Acreage	Uses	Units
Tract A (northern area)	32.5±	This will be one large lot consisting of the follow types of dwelling units for rent. (single family detached dwellings, attached dwellings, quadplex units and a multi-story multifamily building)	290 dwelling units
Tract B (southern area)	38.5±	Single family detached dwellings on individual lots, subject to R-5 District standards.	110 dwelling units
TOTAL	71± acres	Total of 400 dwelling units at a density of 5.6 dwelling units per acre.	
The final acreage of the tracts will be reduced after land is dedicated for right-of-way for the Piedmont Parkway extension and the Johnson Street/Sandy Ridge Road widening.			

The application includes a Statement of Intent and Development Standards, PD Master Plan and a Traffic Impact Analysis (TIA). The Master Plan depicts access points to tracts, configuration of tracts and uses within the tracts. The statement of intent and development standards notes in detail allowable uses, development density, dimensional and development standards, vehicular access and traffic improvements.

Staff Analysis

Planned Development Review Standards

The advisability of establishing a PD District classification is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. The Development Ordinance requires that City Council consider the following when deciding a planned development request:

- Standards Applied to all Planned Development Zoning Districts in Section 3.7.
- Standards for Type of Planned District requested (PD-P District).
- Conditional Zoning Review Standards in Section 2.4.5.C.

Planned Development District Standards:

Before approving a Planned Development zoning district, the City Council shall determine that the application, as well as the master plan, the statement of intent and development standards, and the common signage plan, if included, comply with Planned Development District standards.

Staff Comments:

Staff has determined the master plan, statement of intent and development standards sufficiently address the requirements, including allowable uses, mandatory use mix, density and building height.

Periphery (PD-P) Districts standards

Staff Comments:

Staff has determined the request meets the requirements of the PD-P District. The property exceeds the minimum area requirement, is located outside the Core City Area, and the proposed development is subject to the parking and landscaping standards of the Development Ordinance.

The only change in standards is that the development will provide a higher standard perimeter landscape yard around Tract A and a Streetyard in Tract B. A minimum 15-foot wide Type C

Landscape Yard will be installed around the entire perimeter of Tract A. This is a wider yard and provides more planting material than the typical standard, which is appropriate along the two thoroughfares. The Streetyard for Tract B will be placed in a common area to ensure that over the long-term landscaping will be properly maintained.

Consistency with Adopted Policy Guidance:

Whether and the extent to which the proposed conditional zoning district is appropriate for its proposed location, and is consistent with the City's adopted policy guidance;

Staff Comments:

If Council adopts the proposed land use plan amendment, then the request would be consistent with the Land Use Plan. If not approved, it would be inconsistent with the Land Use Plan and the request should be denied.

Review Factors:

Staff Comments:

Result in a development that is compatible with surrounding development character and land uses.

- ❖ This zoning site is in an area that has developed with a wide variety of residential and institutional uses. The applicant's proposal to establish a mixed residential development will not introduce use types that are not already established in this immediate area and will result in development compatible with the surrounding development pattern. Adjacent similar mixed residential developments are:
 - River Landings: A 150-acre Planned Development lying directly west of the zoning site. It consists of single family detached dwellings, multi-story multifamily buildings, an assisted living facility and a skilled nursing home facility.
 - Alderbrook: A 131-acre development lying east of the zoning site, developed with a mixture of single family detached homes and a cluster home section with single family dwellings on smaller lots to preserve open space areas.
 - Saddlebrook: This 53-acre mixed residential development consists of twin-homes, townhomes, and single family detached homes.

Minimize or effectively mitigate any identified adverse impact on adjacent and nearby land, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.;

- ❖ A 400-unit residential development will impact traffic. To anticipate where these impacts may occur and to mitigate them, the applicant provided a Traffic Impact Analysis (TIA), as required by the Development Ordinance. The Transportation Department has negotiated with the developer as to their responsibilities to mitigate impacts from this proposed development. A summary of those issues are:
 - Vehicular Access: Restricting the number and location of access points. The PD Development Standards offered by the applicant spell out improvements required at these access points, and in some instances limit them to right-in and right out type movement.
 - Right-of-way dedication and road improvements: The applicant will dedicate right-of-way along its Johnson Street/Sandy Ridge Road frontage for the pending NCDOT road widening project and dedicate a 120-foot wide right-of-way for the future Piedmont Parkway extension. As part of the Piedmont Parkway dedication, the applicant will

construct a two-lane local residential street in this area of dedication that will provide alternate means of access to the two tracts.

Minimize or effectively mitigate any identified adverse environmental impact on water and air resources, minimize land disturbance, preserve trees, and protect habitat;

- ❖ The property is within the Oak Hollow Lake watershed critical area. Development of the site is subject to the environmental standards of the Development Ordinance along with the development intensity restriction of the watershed critical area. These requirements of the Development Ordinance will mitigate any stormwater-related impacts. Additionally, site development (including streets, drives and other impervious surfaces) is restricted to 50% built upon area in Tier 4 of the Oak Hollow Lake Watershed Critical Area.

Minimize or effectively mitigate any identified adverse effect on the use, enjoyment, or value of adjacent lands;

- ❖ The most intensive area of development will be in Tract A. To ensure compatibility with surrounding uses, the applicant's master plan and development standards provide for a 30-foot wide perimeter building setback and installation of a higher planting standard than required by the Development Ordinance. This 30-foot perimeter setback and landscape yard is similar to what was required for other mixed residential developments in this area.

Changes in the Area:

There have been changes in the type or nature of development in the area of the proposed Planned Development that support the application.

Staff Comments:

The City of High Point Planning Area extends along the Johnson Street/Sandy Ridge Road Corridor up to I-40. During the past two decades, this portion of the Johnson Street/Sandy Ridge Road corridor has begun to transform from a rural to a more suburban area due to the multiple voluntary annexation approvals and development of residential subdivisions.

Development Patterns:

The proposed Planned Development results in development that promotes a logical, preferred and orderly development pattern.

Staff Comments:

Since the mid-1990s, the City of High Point's corporate limit has expanded in this northern portion of the City Planning Area. This area has developed with a variety of residential use types and the applicant's proposal will be consistent with the development pattern that has been established in this area.

Reasonableness/Public Interest:

An approval of the proposed Planned Development 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) Subject to approval of Plan Amendment 17-01, the development will be consistent with the City's Land Use Plan;
- 2) The requested PD-P District will result in a mixture of residential use types that will be consistent with the existing mixture of residential dwellings that has been developed in this area. It also

- supports the intent of Goal #3 of the Land Use Plan, which encourages a wide range of housing opportunities for families of all income levels.
- 3) The location of the site between two thoroughfares, Sandy Ridge Road and Kendale Road, and at the intersection of two thoroughfares, Johnson Street/Sandy Ridge Road and the future Piedmont Parkway, makes this an appropriate location for higher density development; and
 - 4) The applicant has offered transportation improvements to mitigate the impact of the development.

Recommendation

1. Plan Amendment 17-01:

This area is located at a future intersection of two major thoroughfares and was designated as an Activity Center in the Northwest Area Plan that was adopted by City Council in 2011. This Activity Center calls for a mix of uses, including commercial uses, that provide local convenience services to the surrounding area. This request only includes residential uses and will not provide the commercial services intended by the plan. Due to the growth in this area, especially with the Wesleyan Christian Academy, the proposed 350 South business park, and the continued residential growth, these commercial services will end up located elsewhere in the vicinity due to market demands from residential development, such as this proposal. Preferably, such commercial services are better accommodated at major cross roads. This Land Use Plan amendment is a change in direction from the 2011 adopted Northwest Area Plan.

If the amendment is approved, then Council's actions should include changing the remainder of the Mixed-Use Development to Medium Density Residential, because the remaining areas are disjointed and not large enough to serve as an Activity Center.

2. Zoning Map Amendment 17-09:
Staff Recommends Approval:

If Council adopts Plan Amendment 17-01, then the Zoning Map Amendment request would be consistent with the Land Use Plan. If it is not approved, it would be inconsistent with the Land Use Plan and the request should be denied.

Subject to approval of Plan Amendment 17-01 and based on comments in the Staff Analysis section of this report, the proposed PD-P District will be compatible with the surrounding area and in conformance with adopted plans.

Required Action

Planning and Zoning Commission:

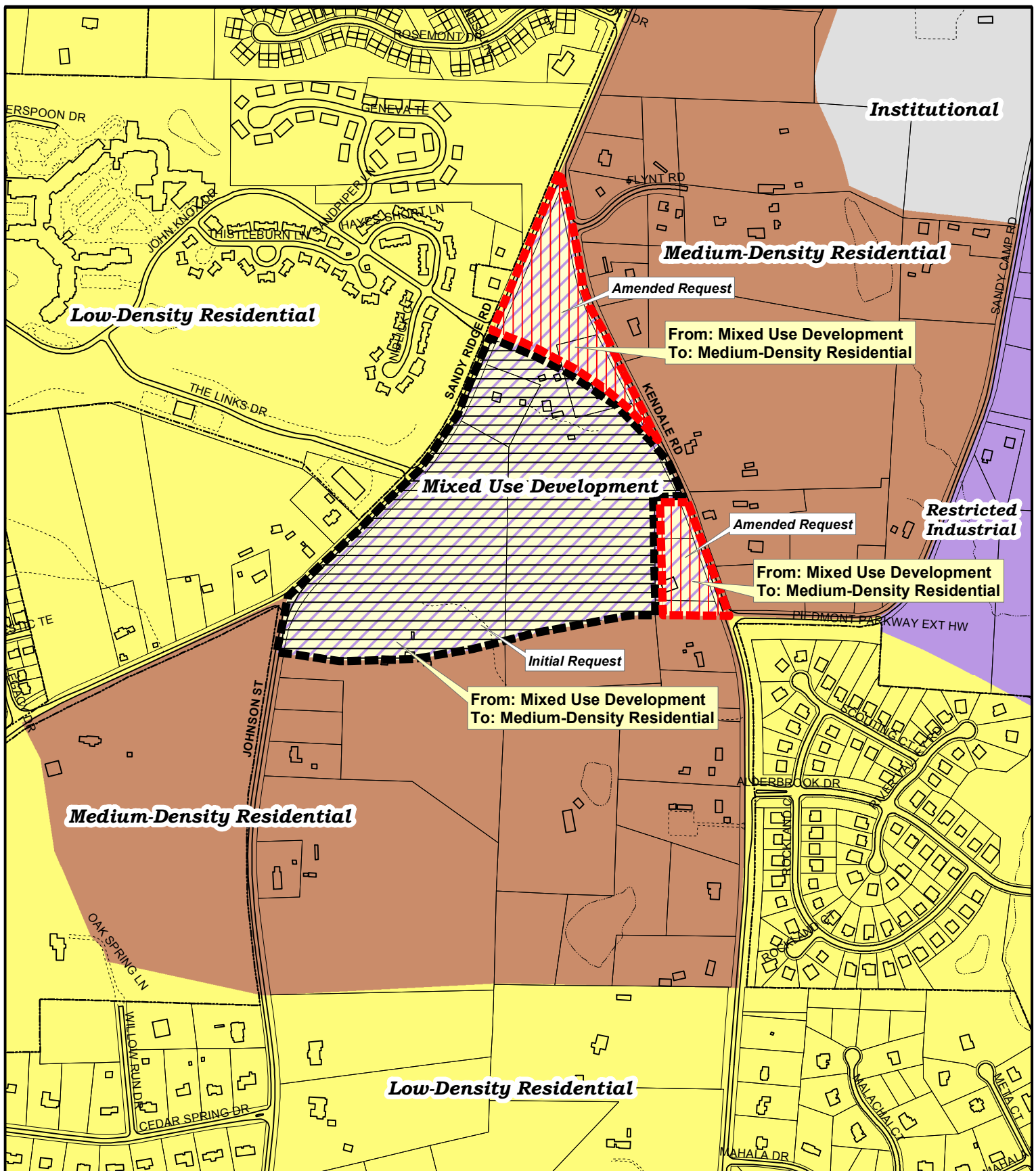
The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting 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 members Herbert Shannon Jr. AICP, Senior Planner and Heidi H. Galanti, AICP, Planning Administrator and reviewed by Robert Robbins AICP, Development Services Administrator and G. Lee Burnette AICP, Director.



PLAN AMENDMENT PA-17-01

Land Use Plan

Existing Land Use Plan
Subject Property Boundary



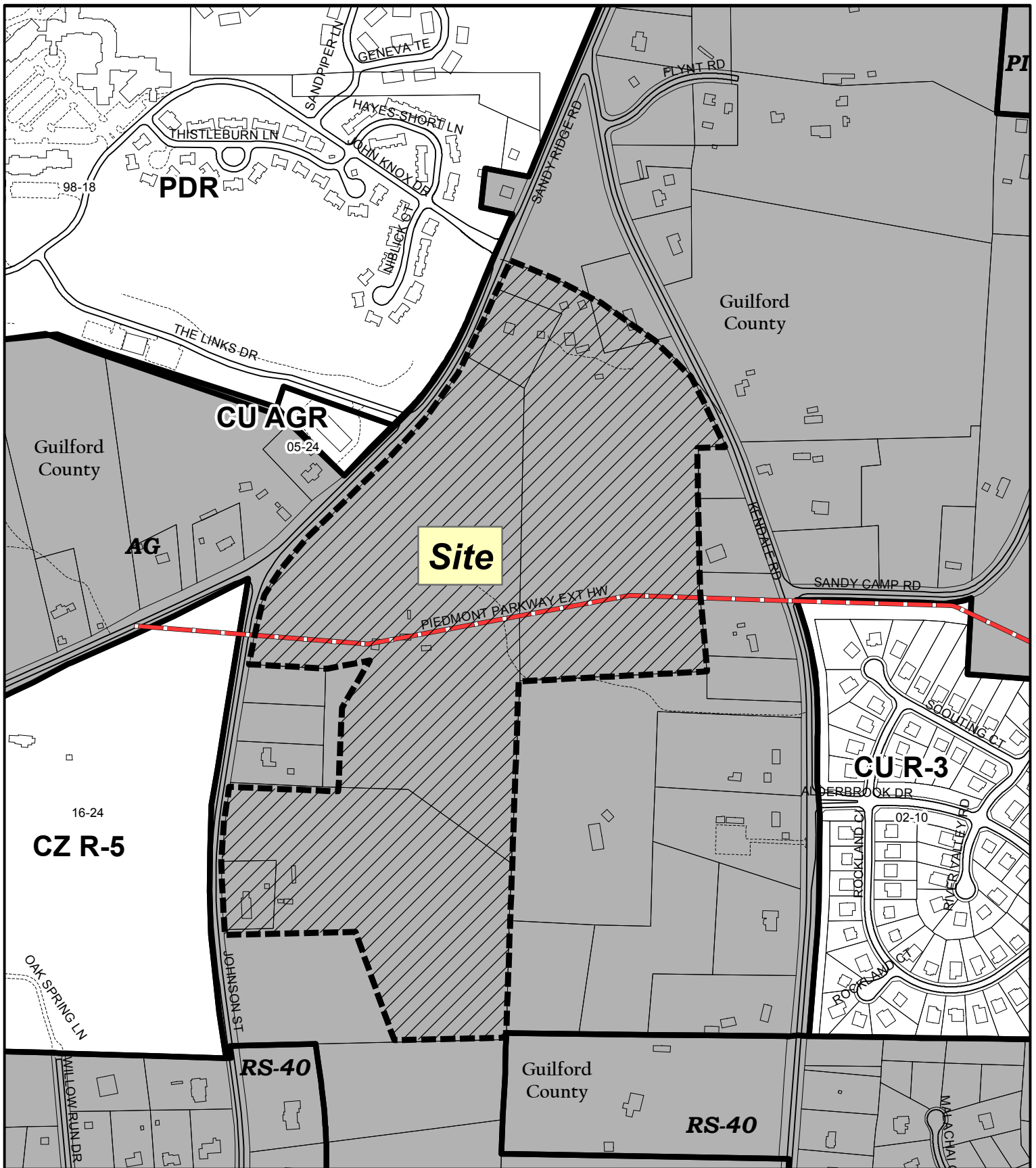
**Planning & Development
Department**

City of High Point

Date: June 27, 2017



Scale: 1"=600'
G:/Planning/Secure/ba-pz/
2017/pz/pa17-01.mxd



ZONING MAP AMENDMENT ZA-17-09

From: Agricultural (Guilford County)
To: Planned Development-Periphery

Existing Zoning Boundary —————
Subject Property Boundary - - - - -

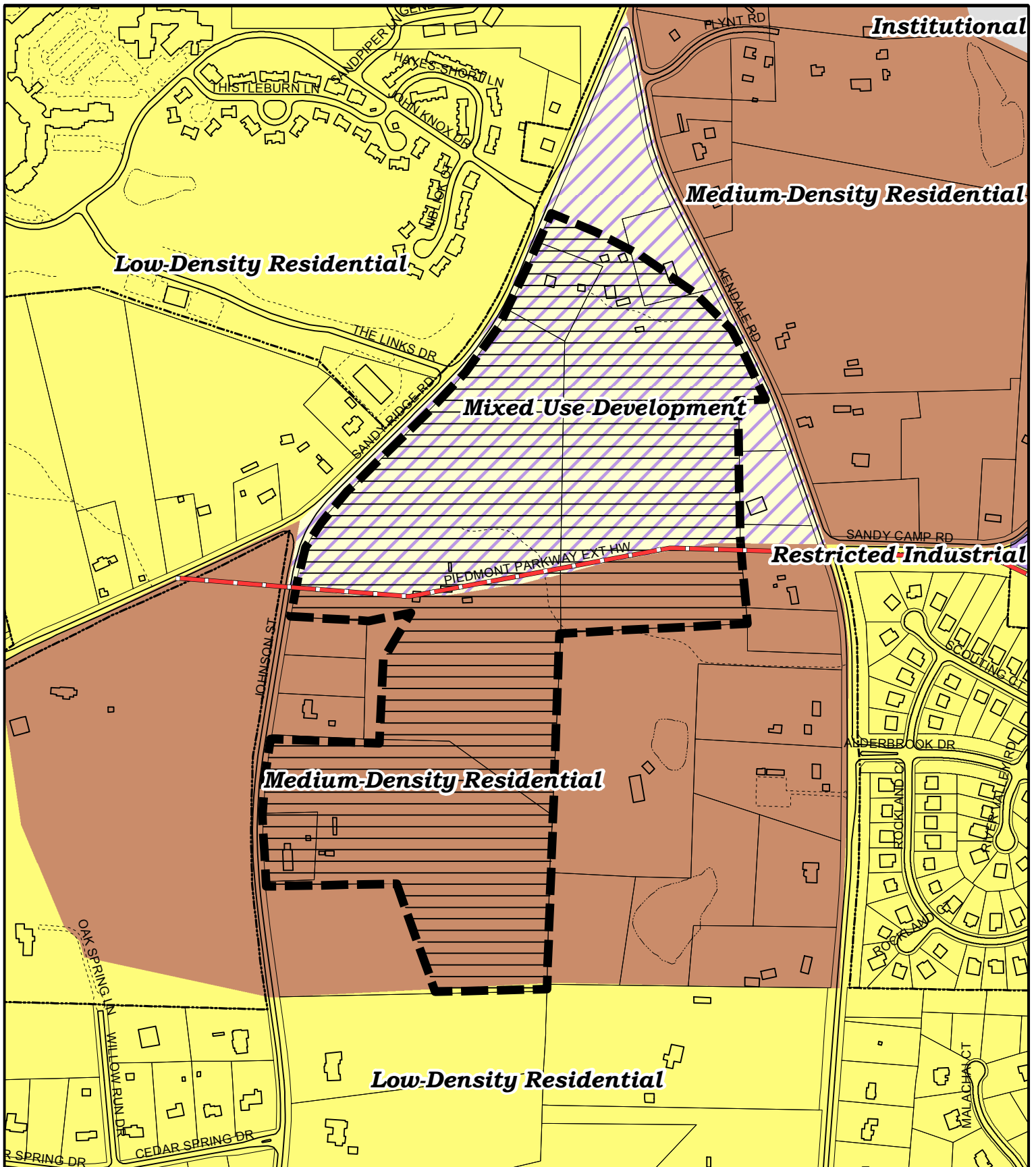
**Planning & Development
 Department**

City of High Point

Date: June 27, 2017



Scale: 1"=500'
 G:\Planning\Secure\ba-pz/
 2017\pz\za17-09.mxd



ZONING MAP AMENDMENT ZA-17-09

Land Use Plan

Existing Land Use Plan
Subject Property Boundary



Planning & Development
Department

City of High Point

Date: June 27, 2017



Scale: 1"=500'
G:\Planning\Secure\ba-pz/
2017\pz\za17-09lu.mxd

ZONING MAP AMENDMENT ZA-17-09



Site

SPONGE LN
GENE LN
THISTLEBURN LN
SANDPIPER LN
HAYES SHORT LN
JOHN KNOX DR
NIBLICK CT
SANDY RIDGE RD
FLYNT RD
THE LINKS DR
JOHNSON ST
OAK SPRING LN
WILLOW RUN DR
CEDAR SPRING DR
SANDY CAMP RD
Piedmont Parkway Ext HWY
SCOUTING CT
ALDERBROOK DR
ROCKLAND CT
RIVER VALLEY DR
KENDALE RD
MAHALA DR
MALACHA CT

ZONING MAP AMENDMENT ZA-17-09

Topography

Subject Property Boundary - - - - -

**Planning & Development
Department**

City of High Point

Date: June 27, 2017



Scale: 1"=500'

G:/Planning/Secure/ba-pz/
2017/pz/za17-09topo.mxd

Planned Unit Development Statement of Intent.

Applicant: BSC Holdings, Inc. Date: June 19, 2017

- a) The applicant intends to develop a mixed residential development on 70.926 acres consisting of 2 tracts, Tract A, and Tract B, which will be separated by the dedication of right-of-way for the future Piedmont Parkway Extension. Tract A will consist of a mix of residential uses including single family detached, townhomes, multifamily buildings consisting of 8 apartment units per building, and a lofts style apartment building consisting of no more than 90 units. Tract B will consist of single family residential homes on individual lots for sale.
- b) The intent for Tract A is to build a high-end rental development with on-site amenities. Single-family structures will have brick veneer in the front façade. Target market of the units will be individuals who work in the Piedmont Center Business Park, as well as empty nesters who are too young for retirement community living. This development will bring a high value to the area. Tract A dwelling units will be maintained as rental units and will be managed by BSC Holdings, Inc., the property management company of the Developer.
- c) The intent for Tract B is to build a well-thought out and planned single family residential subdivision. Tract B units will be built by Royal Homes of NC and sold to individuals. Anticipated prices are in the \$250,000 to \$350,000 range.
- d) Tract A will function as a cohesive unified development. All entrances into Tract A will be gated. The road network will consist of private streets and drives. All tenants of the Tract A development will have access to the Recreational and Amenity areas.
- e) Tract B will consist of public streets with a main entrance off of the Piedmont Parkway extension and a secondary entrance and exit off of Johnson Street.
- f) Tract A will have a maximum of 290 residential dwelling units.
- g) Tract B will have a maximum of 110 residential dwelling units.
- h) All streets in Tract A are private. Trash services to be handled by the property owner.
- i) All streets in Tract B are public.
- j) In Tract A Parking lots will exist in front of the apartment buildings. Each single family detached house will have its own driveway. Many houses will have garages. Many townhomes will have their own garage and all will have a driveway to park additional vehicles, The Loft style apartment building will have wide central hallways and elevators. Each apartment will have a private balcony.
- k) Tract B will have individual driveways for each dwelling unit.

- 1) The project has been designed to complement the surrounding neighborhoods and the River Landing Community. This development will provide much needed additional for sale housing in the \$250,000 to \$350,000 price range and will also provide additional rental options for empty nesters and baby boomers who are not yet ready to consider other retirement home style choices.

Development Standards

Part I. USES:

A. Tract A:

1. Only single family detached dwelling units, single family attached dwelling units, multi-family dwelling units, duplex dwelling units, triplex/quadplex dwelling units and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the Development Ordinance, and the specific conditions listed in this Ordinance.
2. Common elements recreation.

B. Tract B:

1. Only single family detached dwelling units as allowed in the Residential Single Family-5 (R-5) District and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the Development Ordinance, and the specific conditions listed in this Ordinance.
2. Common elements recreation.

Part II. CONDITIONS:

A. Development, Dimensional & Density Standards:

1. A maximum of 400 dwelling units shall be permitted. Development dimensional and density standards within each tract shall be as follows:
 - a. Tract A:
 - 1) A maximum of two hundred ninety (290) residential dwelling units shall be permitted.
 - 2) Common elements recreation (clubhouse/recreation area) shall be included in this tract.
 - 3) A street setback of 30 feet shall be provided around the perimeter of this tract where it abuts the Piedmont Parkway, Sandy Ridge Road and Kendale Road (current and future alignment) right-of-way's as depicted on the sketch plan. A 20-foot setback shall be provided where the perimeter of the tract does not abut a current or proposed future public right-of-way as depicted on the sketch plan.
 - 4) Except for single family detached dwelling units, all uses shall meet the development and dimensional standards of the Residential Multifamily - 16 (RM-16) District standards.
 - 5) Single family detached dwelling development shall meet one of two development options.
 - i. Option 1 - Single family detached dwelling development: Dwelling units

not developed on individual lots and as part of a group development shall meet the following standards:

<u>Principal Building Setbacks</u>	
<u>Front Street Setback:</u> (measured from back of curb or edge of pavement, if no curb is provided) • Where no sidewalk is located along private drive/private street--- • Where sidewalk is located along the private drive/private street---	22 ft. 25 ft.
<u>Side Street Setback:</u> • For lots on a corner-----	<u>10 ft.</u>
<u>Maximum Building Height (maximum two stories)</u>	
50 ft.	
Accessory Structures • No accessory building(s) shall be permitted; except, this shall not prohibit amenity structures within the common elements area such as gazebos or similar structures. • Enclosed patios/sun rooms, etc. shall meet above noted principal building setback standards.	

- ii. Option 2 – Single family detached dwelling development: Dwelling units developed on an individual lot shall meet the following standards:

<u>Minimum Lot Area:</u> There is no minimum lot area; however, the single family detached dwelling unit shall be fully contained within the lot.	
<u>Principal Building Setbacks</u>	
<u>Front Street Setback:</u> (setback measured from back of curb or edge of pavement, if no curb is provided) • Where no sidewalk is located along private drive/private street:- • Where sidewalk is located along the private drive/private street-	22 ft. 25 ft.
Side Setback-----	None
Side Street Setback: For lots on a corner-----	10 ft.
Rear Setback-----	5 ft.
<u>Maximum Building Height (maximum two stories)</u>	
50 ft.	

<u>Accessory Structures</u>	
• No accessory building(s) shall be permitted; except, this shall not prohibit amenity structures within the common elements area such as gazebos or similar structures. • Enclosed patios/sun rooms, etc. shall meet above noted principal building setback standards.	

b. Tract B:

- 1) A maximum of one hundred and ten (110) residential dwelling units shall be permitted.
- 2) Uses shall meet the development and dimensional standards of the Residential Single Family- 5 (R-5) District.

B. Landscaping, Setback and Buffers

1. Tract A

A minimum 15-foot wide Type C planting yard shall be installed around the perimeter of Tract A.

2. Tract B

A 10-footwide street yard shall be installed along the Johnson Street and Piedmont Parkway frontages of Tract B. This planting yard shall be in the common elements area.

C. Fencing & Screening: If fencing is erected along the perimeter of a tract abutting a public street right-of-way, then a common fencing plan shall be provided. A common fencing plan shall be provided prior to Preliminary Plat approval for any portion of the tract where perimeter fencing is to be installed.

D. Lot Combination. All parcels within the rezoning site shall be combined into one (1) lot prior to any development.

E. Transportation

1. Vehicular Access and improvements:

- a. Only one point of vehicular access shall be permitted to Kendale Road (Access Point #3 as depicted on Sketch Plan)
- b. Only two points of access shall be provided to Sandy Ridge Road.
 - 1) Access Point #2 (Access Point #2 as depicted on Sketch Plan): This access point shall align with The Links Drive and will be a full access point (ingress and egress may be modified by NCDOT road improvement project U-4758). The developer shall install left and right turn lanes on Sandy Ridge Road at this access point.

- 2) Access Point #1 (Access Point #1 as depicted on Sketch Plan): This access point is the Piedmont Parkway extension. This will be a four-way intersection at Johnson Street/Sandy Ridge Road and Piedmont Parkway extension. The developer shall construct the necessary westbound traffic lanes at this intersection as part of the Piedmont Parkway Extension improvements.
- c. Access Point #4 (Johnson Street Access as depicted on Sketch Plan): One point of vehicular access shall be provided to Johnson Street to serve Tract B. This access shall be installed with the development of Tract B once Tract B exceeds 50 lots.
This access shall be a right in- right out only drive in the location shown on the PD-P Sketch Plan and constructed to City of High Point and NCDOT standards.-
- d. Right-of-way dedication:
 - 1) Piedmont Parkway Extension: The developer shall dedicate to the City of High Point, prior to or with the first final subdivision plat for any portion of Tract B but no later than December 31, 2017, a 120-foot-wide right of way for the future construction of Piedmont Parkway Extension as shown on the PD-P Sketch Plan.
 - 2) Sandy Ridge Road and Johnson Street: The developer shall dedicate to the City of High Point, prior to or with the first final subdivision plat for any portion of Tract B but no later than December 31, 2017, right of way along Sandy Ridge Road and Johnson Street frontage of the site as shown on the PD-P Sketch Plan as required to meet alignment depicted in U4758.
- e. Piedmont Parkway Right-of-way improvements: The developer shall construct a 2 lane City standards local street from the Johnson Street/Sandy Ridge Road intersection to the access point into Tract A and Tract B as depicted on the sketch plan.
- f. The developer shall retain easement rights across the Piedmont Parkway right-of-way for utilities, stormwater, and access.

2. Pedestrian Access:

- a. A pedestrian access system shall be provided in Tract A so as to provide safe and convenient pedestrian access to open space/common area for all dwelling units. An access plan, for the entire development, shall be shown on the preliminary site plan.
 - b. A pedestrian access plan shall be submitted as part of the Preliminary Plat approval for each tract. The location of all sidewalks shall be indicated on plans submitted for approval. Pedestrian access shall be installed as part of each individual phase or sub-phase of the development.
3. The City of High Point Director of Transportation and the North Carolina Department of Transportation (NCDOT) shall approve all construction and improvements.

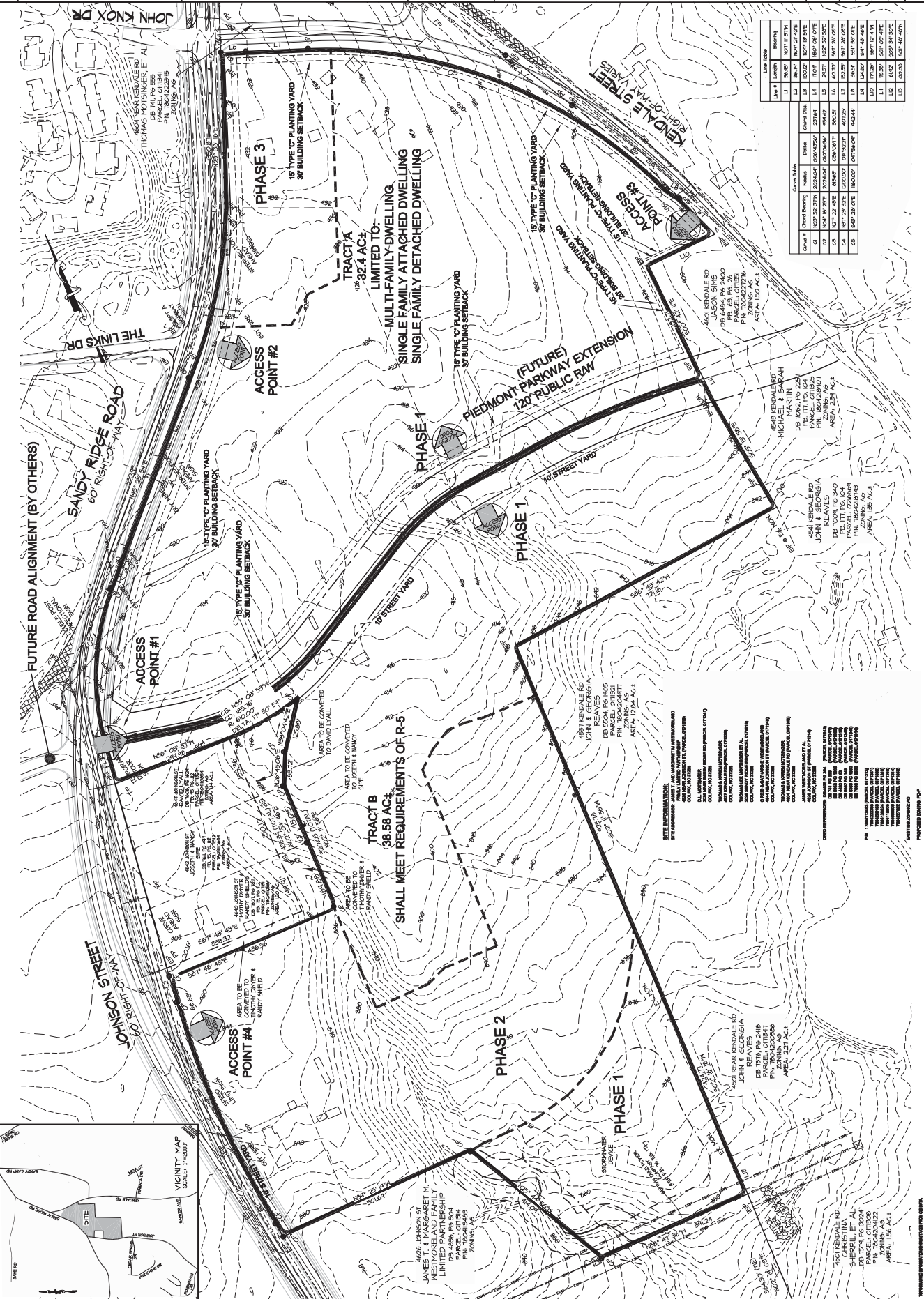
H) Signage: The location of signage on the rezoning site shall conform to the approved Common Signage Plan. An overall Common Signage Plan shall be submitted and approved prior to approval of the first preliminary plat approval for this development.

I) Relationship of Permit to Development Ordinance: The use and development of this site shall be subject to the uses and conditions within this Conditional Zoning Ordinance. The City of High Point Development Ordinance shall govern issues not addressed within this Conditional Zoning Ordinance.

FOR ELIMINARY
PURPOSES ONLY

DATE:	1" = 10'
DATE:	06/16/2006
SHEET:	1349
OWN BY:	T

U



AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on June, xx, 2017 and before the City Council of the City of High Point on July xx, 2017 regarding **Zoning Map Amendment Case 17-09 (ZA-17-09)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on June xx, 2017, for the Planning and Zoning Commission public hearing and on July xx, 2017 and July xx, 20xx, 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 Planned Development - Periphery (PD-P). The property is approximately 70.926 acres lying along the east side of Sandy Ridge Road and Johnson Street and south of Kendale Drive (2028 Sandy Ridge Road, 4627 and 4604 Kendale Drive, 4644 and 4626 Johnson Street). The property is also known as Guilford County Tax Parcel 0171336(part), 0171341(part), 0171346, 0171316, 0171348, 0171314 and 0171313(part).

SECTION 2

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

SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with standards imposed in the PD-P District, Master Plan Map and Development Standards, and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans that are 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.

____th day of XXXXXXXXXX XX, 2017.

Lisa B. Vierling, City Clerk

The applicant's traffic engineer submitted the following Executive Summary from their Traffic Impact Analysis (TIA).

In addition to this summary, the complete TIA has been submitted to the City of High Point Transportation Department for review.



Transportation Impact Analysis

Sandy Ridge Road Residential Development High Point, NC

Prepared for BSC Holdings, LLC

Original: May 2, 2016

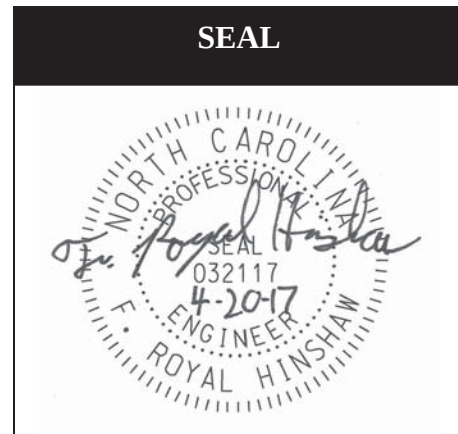
Revised: April 20, 2017

Analysis by: Trent Moody, P.E.;
Monisha Badarinath;
Royal Hinshaw, P.E.

Drafting/Graphics by: Trent Moody, P.E.;
Monisha Badarinath

Reviewed by: Royal Hinshaw, P.E.

Sealed by: Royal Hinshaw, P.E.



This report is printed on recycled paper with 30% post-consumer content. All paper is FSC Certified. The entire document, including binding, is 100% recyclable.



This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of, or improper reliance on, this document by others without written authorization and adaptation by DAVENPORT shall be without liability to DAVENPORT and shall be a violation of the agreement between DAVENPORT and the client.

Home Office:

305 West Fourth Street, Suite 2A (27101)
P.O. Box 4131, Winston-Salem, NC 27115-4131
Main: 336.744.1636; Fax: 336.458.9377

Serving the Southeast since 2002



**Sandy Ridge Road Residential Development – Transportation Impact Analysis
High Point, NC**

Prepared for BSC Holdings, LLC

Original: June 3, 2016

Revised: April 20, 2017

Executive Summary

The proposed Sandy Ridge Road residential development is to be located on the eastern side of Sandy Ridge Road, just south of Kendale Road in High Point, NC. As currently planned, this development will be built out in two phases and will consist of 98 single family detached homes, 170 apartments, 77 villas, and 33 townhomes. This development was analyzed for three design years: 2019, 2021 and 2040.

Phase 1 will consist of 50 single family detached homes, 77 villas, 80 apartments, and 33 townhomes. Three site access points are proposed: one on Johnson Street, one on Sandy Ridge Road, and one on Kendale Road. Phase 1 has a proposed build out date of 2019. The following intersections were analyzed in 2019 design year portion of the study:

- Sandy Ridge Road at Johnson Street
- Sandy Ridge Road at The Links Drive/Site Access 2
- Sandy Ridge Road at Kendale Road
- Kendale Road at Site Access 3
- Johnson Street at Site Access 1

Phase 2 will consist of 51 single family detached homes and 90 apartments. An additional access to Johnson Street will be provided to access the single family detached housing portion of the development. This additional access will to be restricted to right-in / right-out movements by a median as part of the STIP project U-4758 (see Section 3.2). Phase 2 has a proposed build out date of 2021. The following intersections were included in the 2021 design year portion of the study:

- Realigned Sandy Ridge Road/Site Access 1 at Johnson Street
- Sandy Ridge Road at The Links Drive/Site Access 2
- Sandy Ridge Road at Kendale Road
- Kendale Road at Site Access 3
- Johnson Street at Site Access 4 (right-in / right-out)

Due to the nearby STIP project U-4758, a 2040 design year analysis was also required. The following intersections were included in the 2040 design year portion of the study:

- Realigned Sandy Ridge Road/Site Access 1 at Johnson Street
- Sandy Ridge Road at The Links Drive/Site Access 2
- Sandy Ridge Road at John Knox Drive/Realigned Kendale Road
- Johnson Street at Site Access 4



DAVENPORT was retained to determine the potential traffic impacts of this development and to identify transportation improvements that may be required to accommodate the impacts of both background traffic and new development traffic. The intersections were analyzed during the AM (7-9 am) and PM (4-6 pm) peaks for the following conditions:

- Existing Conditions
- 2019 Future No-Build Conditions
- 2019 Phase 1 Build Conditions
- 2019 Phase 1 Build Conditions with Improvements
- 2021 Future No-Build Conditions
- 2021 Phase 2 Build Conditions
- 2021 Phase 2 Build Conditions with Improvements
- 2040 Future No-Build Conditions
- 2040 Future Build Conditions

The City of High Point Transportation Department, as well as NCDOT, were contacted to obtain background information and to ascertain the elements to be covered in this Transportation Impact Analysis (TIA). Information regarding the property was provided by BSC Holdings, LLC.

Level of Service Results (2019 Design Year Scenario)

The results of the analysis are discussed by intersection below and presented in tabular format in Table A.

Sandy Ridge Road at Johnson Street

This unsignalized intersection currently operates at LOS F during the AM and PM peaks. In Phase 1 future no build and build conditions, LOS F is expected on the eastbound approach of Sandy Ridge Road. Significant queuing in the northbound direction along Johnson Street was observed during the PM peak in future build conditions. SimTraffic model results also show queuing in the eastbound direction along Sandy Ridge Road during the AM and PM peaks in existing, future no build and build conditions. It should be noted that this condition is expected in 2019 no build conditions, regardless of the proposed project. No improvements are recommended at this intersection as a result of Phase 1 project traffic. Committed improvements associated with projects in the vicinity of the site are anticipated to adequately accommodate the site traffic which will be discussed further in 2021 Phase 2 results section of the project.

Sandy Ridge Road at The Links Drive/Site Access 2

LOS C and LOS D is currently experienced at this unsignalized intersection during the AM and PM peaks. In future no build conditions, LOS D is anticipated during both the peaks. Upon buildout of the proposed Sandy Ridge Road residential development, Site Access 2 will be constructed to connect with this existing intersection. With the addition of site traffic from Phase 1, LOS E is anticipated during the AM peak and LOS F during the PM peak. In accordance with the City of High Point Driveway Ordinance the following improvements are required:

- Construct a northbound right turn lane along Sandy Ridge Road consisting of 100 feet of storage and appropriate taper.
- Construct a southbound left turn lane along Sandy Ridge Road consisting of 100 feet of storage and appropriate taper.
- Construct a westbound left turn lane along Site Access 2 consisting of 100 feet of storage and appropriate taper.

With these improvements in place, LOS E is anticipated during the AM peak and LOS F is expected during the PM. This LOS is typical for unsignalized intersections during peak periods, but is expected to be short-lived and limited to peak periods.

Sandy Ridge Road at Kendale Road

This unsignalized intersection currently operates at LOS D during the AM and PM peaks. In the 2019 future no build conditions, with the growth in background traffic, LOS E is expected during the AM peak and LOS D during the PM peak. With the addition of proposed site traffic, LOS F and LOS E is expected during the AM and PM peaks respectively. This LOS F/E condition is mainly due to lack of sufficient gaps for left turning vehicles from the stop controlled approach, and is a typical condition for minor approaches. These delays are expected to be limited to peak periods, and queues will be short lived. No improvements are recommended.

Kendale Road at Site Access 3

This proposed site access is to be located approximately 1,725 feet southeast of Kendale Road's intersection with Sandy Ridge Road. In Phase 1 build conditions, LOS A is expected in the AM and PM peaks. No improvements are recommended.

Johnson Street at Site Access 1

This site access is proposed along Johnson Road approximately 300 feet south of Sandy Ridge Road/ Johnson Street intersection. In Phase 1 build conditions, the westbound approach of Site Access 1 is anticipated to operate at LOS C during the AM peak and LOS B during the PM peak. Per the City of High Point Driveway Ordinance the following improvements are required:

- Construct a northbound right turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper.
- Construct a southbound left turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper.

With the improvements in place, LOS C and LOS B is maintained during the AM and PM peak periods respectively.

Table A summarizes the level of service for the level of service for the study intersections under the 2019 design year scenario.

Table A – Level of Service Summary 2019 Phase 1				
AM Peak	2016 Existing	2019 Future No Build	2019 Phase 1 Build	2019 Phase 1 Build + Imp
Sandy Ridge Road at Johnson Street	F (179.2) EB Approach	F (264.7) EB Approach	F (351.5) EB Approach	
Sandy Ridge Road at The Links Drive/Site Access 2	C (23.1) EB Approach	D (25.7) EB Approach	E (43.8) EB Approach	E (43.4) EB Approach
Sandy Ridge Road at Kendale Road	D (31.3) WB Approach	E (39.2) WB Approach	F (55.4) WB Approach	
Kendale Road at Site Access 3			A (9.6) EB Approach	
Johnson Street at Site Access 1			C (17.7) WB Approach	C (17.7) WB Approach
LOS (delay in seconds) Note for unsignalized conditions, LOS and delay indicates only minor street approach with longest delay				

Table A – Level of Service Summary (Cont.)
2019 Phase 1

PM Peak	2016 Existing	2019 Future No Build	2019 Phase 1 Build	2019 Phase 1 Build + Imp
Sandy Ridge Road at Johnson Street	F (62.6) EB Approach	F (95.9) EB Approach	F (175.9) EB Approach	
Sandy Ridge Road at The Links Drive/Site Access 2	D (27.7) EB Approach	D (32.0) EB Approach	F (54.2) EB Approach	F (52.8) EB Approach
Sandy Ridge Road at Kendale Road	D (25.4) WB Approach	D (30.2) WB Approach	E (38.3) WB Approach	
Kendale Road at Site Access 3			A (9.8) EB Approach	
Johnson Street at Site Access 1			B (14.7) WB Approach	
LOS (delay in seconds) Note for unsignalized conditions, LOS and delay indicates only minor street approach with longest delay				

Level of Service Results (2021 Design Year Scenario)

The results of the analysis are discussed by intersection below and presented in tabular format in Table B.

Realigned Sandy Ridge Road/Johnson Street at Site Access 1

In existing conditions, the Sandy Ridge Road and Johnson Street intersection operates as a three-legged unsignalized intersection. LOS F is currently witnessed during both AM and PM peaks. In 2021 no-build conditions without the inclusion of TIP improvements, LOS F is expected to remain during both peaks. With the construction of the improvements associated with U-4758, LOS F is maintained during the AM peak and LOS D is expected in the PM peak. With the addition of site generated traffic, LOS F is maintained during both peak periods. The LOS F observed at this intersection is an existing condition that is present regardless of the proposed development. An initial review of the traffic volumes collected during AM and PM peak hours show that this intersection satisfies peak-hour traffic volume signal warrants in existing conditions. Draft improvement figures associated with U-4758 also show this intersection becoming signalized in future conditions (see supporting documents section of the appendix). With signalization in place, LOS C is anticipated during the AM peak with LOS B in the PM peak. No additional improvements are recommended.

Sandy Ridge Road at The Links Drive/Site Access 2

This existing unsignalized intersection currently operates at LOS C during the AM peak and LOS D during the PM peak. In 2021 no-build conditions without the inclusion of TIP improvements, LOS D is expected in the AM peak and LOS E is anticipated in the PM peak. With the construction of the improvements associated with U-4758, LOS C is expected during both peaks. With the site generated trips added, LOS E is expected during the AM and PM peaks. This LOS is typical for unsignalized intersections during peak periods, but is expected to be short-lived and limited to peak periods. No additional improvements recommended.

Sandy Ridge Road at Kendale Road

This existing unsignalized intersection currently operates at LOS D during the AM and PM peaks. In 2021 no-build conditions without the inclusion of TIP improvements, LOS E and LOS D is anticipated in the AM and PM peaks. With the construction of the improvements associated with U-4758, LOS C is expected during both the peaks. With the addition of site generated trips, LOS D is expected during the AM peak and LOS C is expected to be maintained during the PM peak. No improvements are recommended.

Kendale Road at Site Access 3

In 2021 build conditions, this intersection is anticipated to operate at LOS A during the AM peak and LOS B during the PM peak. No improvements are recommended.

Johnson Street at Site Access 4

This site access is proposed along Johnson Street approximately 1,100 feet south of realigned Sandy Ridge Road/Johnson Street at Site Access 1. The improvements associated with STIP project U-4758 include a median that will restrict this access to right-in / right-out movements. In future build conditions, LOS B is anticipated during the AM peaks with LOS A during the PM peak. Per the City of High Point Ordinance, the following improvement is required:

- Construct a northbound right turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper.

With the improvements in place, LOS B and LOS A is maintained during the AM and PM peak periods, respectively.

Table B summarizes the level of service for the level of service for the study intersections under the 2021 design year scenario.

**Table B – Level of Service Summary
2021 Phase 2 (Full Build)**

AM Peak	2016 Existing	2021 Future No Build (Without TIP)	2021 Future No Build (With TIP)	2021 Future Build (With TIP)	2021 Future Build (With TIP) + Imp
Sandy Ridge Road/Johnson Street at Site Access 1	F (179.2) EB Approach	F (331.9) EB Approach	F (60.6) EB Approach	F (246.0) EB Approach	C (20.0)
Sandy Ridge Road at The Links Drive/Site Access 2	C (23.1) EB Approach	D (28.1) EB Approach	C (16.9) EB Approach	E (35.6) WB Approach	C (23.4) * WB Approach
Sandy Ridge Road at Kendale Road	D (31.3) WB Approach	E (47.0) WB Approach	C (23.5) WB Approach	D (30.9) WB Approach	
Kendale Road at Site Access 3				A (9.7) EB Approach	
Johnson Street at Site Access 4				B (11.4) WB Approach	B (11.3) WB Approach
PM Peak	2016 Existing	2021 Future No Build (Without TIP)	2021 Future No Build (With TIP)	2021 Future Build (With TIP)	2021 Future Build (With TIP) + Imp
Sandy Ridge Road/Johnson Street at Site Access 1	F (62.6) EB Approach	F (132.2) EB Approach	D (29.0) EB Approach	F (141.5) EB Approach	B (12.8)
Sandy Ridge Road at The Links Drive/Site Access 2	D (27.7) EB Approach	E (36.0) EB Approach	C (21.0) EB Approach	E (36.6) EB Approach	E (36.6) EB Approach
Sandy Ridge Road at Kendale Road	D (25.4) WB Approach	D (34.5) WB Approach	C (18.6) WB Approach	C (22.7) WB Approach	
Kendale Road at Site Access 3				B (10.0) EB Approach	
Johnson Road at Site Access 4				A (9.7) WB Approach	A (9.6) WB Approach

LOS (delay in seconds)

Note for unsignalized conditions, LOS and delay indicates only minor street approach with longest delay

* Improvement in AM Peak due to upstream metering from signal at Sandy Ridge Road and Johnson Street.

Level of Service Results (Planning Scenario)

The results of the analysis are discussed by intersection below and presented in tabular format in Table C.

Realigned Sandy Ridge Road/Johnson Street at Piedmont Parkway

In 2040 build conditions, with the construction of the improvements related to U-4758 as well as Piedmont Parkway Extension; this intersection is proposed to become a signalized intersection. In 2040 no-build conditions LOS D is expected during both peak peaks. With the addition of residential development generated traffic, the level of service is maintained during both peak periods. No additional improvements are recommended.

Sandy Ridge Road at The Links Drive/Site Access 2

In 2040 no-build conditions, this existing intersection is expected to operate at LOS C during the AM peak and LOS D during the PM peak. With the addition of residential development traffic to 2040 conditions, LOS E is expected during the AM peak and LOS F is anticipated during the PM peak. It is typical for stop controlled side streets and driveways intersecting major streets to experience longer delays during peak hours. However, delays are expected to be short-lived and limited to the peak hours. The queues created by this delay are expected to be maintained within proposed storage lengths, therefore, no additional improvements are recommended at this intersection.

Sandy Ridge Road at John Knox Drive / Relocated Kendale Road

In 2040 build conditions, it was assumed that the existing Kendale Road and Sandy Ridge Road intersection would be relocated to the south to create a new four-leg, signalized intersection at the existing Sandy Ridge Road and John Knox Drive intersection. In 2040 no-build conditions, LOS B is expected during the AM peak and PM peak. With the addition of residential development generated traffic, the level of service is maintained during AM and PM peak periods. No additional improvements are recommended.

Johnson Street at Site Access 4

In 2040 build conditions, the westbound approach of Site Access 4 is anticipated to operate at LOS C during the AM peak and LOS B during PM peak. No additional improvements are recommended.

Table C – 2040 Level of Service Summary

AM Peak	2040 Future No Build	2040 Future Build
Sandy Ridge Road/Johnson Street at Piedmont Parkway	D (39.6)	D (41.5)
Sandy Ridge Road at The Links Drive/Site Access 2	C (21.2) EB Approach	E (47.3) WB Approach
Sandy Ridge Road at John Knox Drive/Relocated Kendale Road	B (17.1)	B (17.6)
Johnson Street at Site Access 4		C (15.5) WB Approach
PM Peak	2040 Future No Build	2040 Future Build
Sandy Ridge Road/Johnson Street at Piedmont Parkway	D (36.2)	D (37.5)
Sandy Ridge Road at The Links Drive/Site Access 2	D (28.6) EB Approach	F (68.2) EB Approach
Sandy Ridge Road at John Knox Drive/Relocated Kendale Road	B (19.4)	B (19.4)
Johnson Street at Site Access 4		B (11.4) WB Approach

Summary and Conclusion

The proposed Sandy Ridge Road residential development is to be located on the eastern side of Sandy Ridge Road, just south of Kendale Road in High Point, NC. The development is currently planned to include 98 single family detached homes, 170 apartments, 77 villas, and 33 townhome dwelling units. Four new site accesses are proposed in total. Site Access 1 of the development will be accessed off of Sandy Ridge Road and will connect with the proposed realigned Sandy Ridge Road and Johnson Street intersection. An additional site access along Sandy Ridge Road is also proposed to align with its intersection of The Links Drive. The third access will connect to Kendale Road, approximately 1,725 feet southeast of its intersection with Sandy Ridge Road. The fourth site access is proposed along Johnson Street approximately 1,100 feet south of intersection of Johnson Street and realigned Sandy Ridge Road and will be restricted to right-in / right-out movements by a median as planned part of the STIP project U-4758.

DAVENPORT was retained to determine the potential traffic impacts of this development and to identify transportation improvements that may be required to accommodate the impacts of the new development traffic. This development was

analyzed for three design years: 2019, 2021, and 2040 to further understand the site's implications on nearby planned roadway improvements.

Based on trip generation equations published in Trip Generation (Institute of Transportation Engineers, 9th Edition), this development has a trip generation potential of 3,164 daily trips in full build, with 240 trips in the AM peak and 324 net trips in the PM peak.

In conclusion, this study has determined the potential traffic impacts of this development and has identified transportation improvements that will be required to accommodate the impacts of the proposed development traffic in future conditions. The improvements committed by the projects in the vicinity of the site are anticipated to accommodate future traffic adequately in 2040 conditions. The aforementioned improvements should all be constructed in accordance with NCDOT's Policy on Street and Driveway Access to North Carolina Highways. Table D illustrates the recommendations related to this development.

Table D – Recommended Improvement Summary	
2019 Design Year	
Sandy Ridge Road at Johnson Street	No improvements recommended
Sandy Ridge Road at The Links Drive/Site Access 2	In accordance with the City of High Point Driveway Ordinance the following improvements are required: • Construct a northbound right turn lane along Sandy Ridge Road consisting of 100 feet of storage and appropriate taper. • Construct a southbound left turn lane along Sandy Ridge Road consisting of 100 feet of storage and appropriate taper. • Construct a westbound left turn lane along Site Access 2 consisting of 100 feet of storage and appropriate taper.
Sandy Ridge Road at Kendale Road	No improvements recommended
Kendale Road at Site Access 3	No improvements recommended
Sandy Ridge Road/Johnson Street at Site Access 1	Per the City of High Point Driveway Ordinance the following improvements are required: • Construct a northbound right turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper.

Table D – Recommended Improvement Summary (Continued)

2021 Design Year	
Sandy Ridge Road/Johnson Street at Site Access 1	No additional improvements recommended
Sandy Ridge Road at The Links Drive/Site Access 2	No additional improvements recommended
Sandy Ridge Road at Kendale Road	No improvements recommended
Kendale Road at Site Access 3	No improvements recommended
Johnson Street at Site Access 4	Per the City of High Point Driveway Ordinance the following improvements are required: • Construct a northbound right turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper. • Construct a southbound left turn lane along Johnson consisting of 100 feet of storage and appropriate taper.
2040 Design Year	
Sandy Ridge Road/Johnson Street at Piedmont Parkway	No additional improvements recommended
Sandy Ridge Road at The Links Drive/Site Access 2	No additional improvements recommended
Sandy Ridge Road at John Knox Drive/Relocated Kendale Road	No improvements recommended
Johnson Street at Site Access 4	No additional improvements recommended

Citizens Information Meeting Report Zoning Map Amendment 17-09

Submitted by: BSC Holdings

CITIZENS INFORMATION MEETING REPORT

ZONING CASE ZA

SUBMITTED BY BARRY SIEGAL

Minutes for "Citizens Information Meeting" on the rezoning of 71 acres located between Johnson/Sandy Ridge and Kendale Roads.

A letter (see letter and mailing list attached) was sent to citizens who live within 300 feet of the property described below. The letter invited them to attend an informal meeting concerning the rezoning of this tract. The meeting was set for May 1 at 4:30 until 6:30 at the office of Ed Price & Associates.

On Monday afternoon, May 1, at 4:30, Barry Siegal & Amanda Williams for BSC Holdings (future developers for the site) met with the 10 home or land owners. Carol Ferrell, Janet Brown & Ed Price with Ed Price & Associates were also present. A register of the neighbors in attendance is attached.

Barry Siegal began the discussion by showing the neighbors the preliminary neighborhood plan. He explained the future realignment and widening of Sandy Ridge and the future building of Piedmont Parkway through the property. He explained that he will be dedicating Right-of-way for State and City projects. He also described the future points of access into the subject property.

Barry further described the preliminary map as the "master plan" minus 3 acres of future commercial property on the corner of Kendale and Sandy Ridge. Barry Siegal and Amanda Williams explained that Piedmont Parkway would divide the project into two unique products: 1) single family homes south of Piedmont Parkway and 2) villa homes, townhomes, two story apartments and a "lofts" building north of Piedmont Parkway. The multifamily project will be a rental only by BSC Holdings and the single family homes will be built and sold by Royal Homes. The following exhibits were available for review at the meeting: Bubble plan, site plan with

buildings and lots located on it, and a large poster board showing photographs of the exteriors and interiors of the multifamily units along with renderings for the townhome units and a listing of community amenities.

Barry Siegal and Amanda Williams explained to the neighbors that the Land Use Plan had projected the area to be an "Activity Center" (shopping with residential above). The developer will be requesting the City to downsize their zoning to "mixed residential" that will result in lower density (approximately 6 units per acre). They referred to similar developments that they could visit that are like the one they want to build here.

Several of the neighbors asked questions.

1. How annexation would affect his property.
2. Where would the retention pond be located.
3. Would there be a fence built between her property and the development.
4. What were the size of the lots and size of homes to be built.
5. What kinds of exterior material on the homes would be used.
6. Where would the entrance to the single homes to be located.
7. Will the multi-family development be gated.
8. When the first homes would be started.

Answers from the developers:

The annexation would only affect the proposed property. Forced annexation is illegal and the City could not annex property without an owner's consent.

The retention pond would be located in the far most southern corner of the property. There will be an association for the single family homes to take care of the pond, upgraded street lights, and entrance sign.

The building of fences was not a requirement in the ordinance, but a landscaped buffer was. They also discussed the topography and grades of the site. The City would require a "landscaped transition." One homeowner was concerned about the trees on their lot. It was explained that we could not touch anything on her lot.

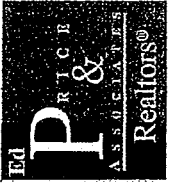
The developer outlined the size of the lots and the sizes of the homes that would be built by Royal Homes of NC. There were some questions about if vinyl siding would be used. The developers stated the homes to built were in the airport overlay zone and that it would probably cause the builder to use hardi plank siding in addition to brick or stone on the exterior.

The single family homes entrance would be located off the throw away road in Piedmont Parkway as well as the exit off of Johnson Street.

The multifamily would be gated at all entrances.

The rezoning of the development should be completed by the end of this summer. The plan should go before Planning and Zoning this month or next month. City Council should rule on the development in June or July. The developer plans to start site work late this fall. Lots will be available a year from now. Construction of homes should begin next summer.

Overall, the tone of the meeting was good and a week after the meeting we have not heard from any neighbors. We did have several phone calls with Tim Webster of Sandy Ridge at River Landing. He met with their residents and he said they were good with the development and excited for more growth out there. They are supportive of the development.



SIGN IN SHEET

Name	Phone #	Address	Email
Lyn + Catherine Westmoreland	336-993-3445	245 N. Benton Hill Rd, Colfax NC	27235
2. ROBERT & HELEN HOLLINS	336-672-0727	4531 KENDALE RD. H.P. N.C.	27265
3. CORRIE M.	336 207 -2587	4535 KENDALL	McCorrher@ccair.com McCorrher@ccair.com
4. NEEL MARTIN	336-382-8131	4833 CHILTON WAY	
5. Ralph & Georgina Leone	336-382-4132	4537 Kendall	
6. David Lyall	336-268-1399	4644 Johnson St.	
7.			
8.			
9.			
10.			
11.			
12.			

Notes from "Citizens Information Meeting"

Developer talked about property to be developed by referring to map.
He talked about the realignment of Kendale by NC DOT into Sandy Ridge at John Knox.
He explained that the City and State DOT planned to do some major road work in this area.

During 2021 to 2022 there would be the widening of Sandy Ridge.
The developer would be dedicating roadway for these projects (Piedmont Parkway and right of way along Sandy Ridge Road).
The map displayed at the meeting is the master plan

The following are part of NC and High Point DOT's plans:
Sandy Ridge will be a 4 to 5 lane road.
Kendal Road will cul-de-sac before it hits Sandy Ridge.
There will be a stoplight at the John Knox intersection.
The dark line on the map going through the property is the future pathway of "Piedmont Parkway."
This must be dedicated. NCDOT and the State will build Piedmont Parkway.
Wesleyan is dedicating land to be used and to straighten out the intersection of Sandy Ridge at Johnson across from Piedmont Parkway.

Looking at the drawing to the left side of "Piedmont Parkway" developer is proposing to build Villa Homes, Townhomes, Two Story Apartments and a Loft Building.
There will be three access points into the development.
One access point will be across from the road into "River Landing" at the Links Drive.
There will be a full median cut at this point per NC DOT.
Links Drive leads to the golf course in River Landing.
John Knox is what the residential traffic uses.
Developer will be building a two lane throw-away road where the future Piedmont Parkway will be built.

To the right hand side of this road will be single family homes.
Down in the left hand corner is the retention pond.
It will handle storm water for the entire area to be developed.
There will be a cul-de-sac and a right in and right out only onto Johnson due to a median being present.
There are three homes along Johnson. Developer will give them some land.
There will be 50 lots in Phase 1 accessed from Piedmont Parkway.
Then Phase 11 will be built.

There are about 47 acres on The City's land Use Map designated as an "Activity Center".
This is shopping area with residential above.
The Developer is requesting the land use plan be downsized to "Mix Residential" with lower density of about 6 units per acre.

The Developer stated to the land owners at the meeting that he would be asking the City to "down zone" their Land Use Map.

There would be no commercial and the density would be half.

Amanda Williams stated that with the rental units cater to two clientele.

One is "baby boomers" who are young and healthy and the other is working professionals that are new to the area.

They will build the Villas and apartments first.

The apartments have no interior stairwells or hallways.

They are upper end with granite counter tops and tile floors.

There will be 77 "Villas" or patio homes.

The patio homes have a 2 or 1 car garage.

The square footage of the Villas is between 1100 and 1700 SF.

They will rent between \$1200 and \$1850 per unit per month.

The rental portion of the development will serve as a stepping stone into "River Landing."

The entrance fee for River Landing is \$150000 for a one bedroom apartment. The dues are \$2700 per month per person.

A potential patron must qualify with assets and health.

Before getting into River Landing you must have \$750000 in assets. Waiting list are 5 years on Villas and 5 years on apartments.

There will be 33 townhomes built with 4 to 5 units per building.

The townhomes will be two story units with 1200 sf to 1500 sf.

They will have garages.

There will be 10 buildings of apartments with 8 units per building.

Four units up and 4 down. All will have private entrances.

The "Loft Building" will be 3 stories high, all brick with elevators.

There will be wide halls with displays of artwork.

This building caters to people who want neighbors for security, health and company.

The property is fully staffed.

The interior and exterior of the units are cared for by the management company.

There are amenities within the building so you rarely need to leave.

The staff will check on a resident if requested to do so.

Barry Siegal and Amanda Williams talked about similar developments in other cities that they have completed.

They explained that any initial concerns of neighbors were alleviated with time and many moved into the facilities as time passed.

The single family homes will be built and sold.

They will be built by "Royal Homes." Royal Homes has been building for 8 years. You can go to the "Cottesmore Neighborhood" in north High Point to see the product that will be built. Construction is now going on in Phase 3 of Cottesmore.

Amanda Williams has floor plans to show.

Some homes will be 2800 sf to 4000 sf.

The price range of this product will be \$250000 to \$375000.

Others will be 2200 sf to 2800 sf and the price range will be \$200000 to \$260000.

Royal Homes presently has a home in the Greensboro Builders Parade of Homes.

The Parade home is located in "Glenstone" at 945 Beesons Field Drive in Kernersville.

The single family homes will have lots that are approximately 70 ft across the front and 140 to 145 ft deep.

The community will be serviced with water and sewer by the City of High Point.

Annexation will be requested.

A major sewer line will be run up the creek bed in the area to service future development.

The Developer will financially contribute to the cost of this project.

Questions from the attendees were:

What will be annexed? How will that affect me?

Where is the pond?

How long will the road be between the rental and to be sold single family home?

How long is the lease agreement on the rentals?

Will there be a fence built as a border behind our homes?

What will be on the exterior of the homes for sale?

How large will the lots be?

Will there be an association?

Will the rental side be gated?

What is the time frame?

Some of the answers follow:

The Developer said that the building of fences was not required but a landscaped buffer would be. Also grading was discussed and the topography of the land.

The City will require a "landscaped transition."

The homes to be built will be in "Noise Cone Three" and that will probably cause the builder to use a lot of "hardi plank" and/or brick on the exterior.

There will be an association for the single family homes to take care of the pond, upgraded street lights and the entrance.

The rental side of the project will be gated.

The rezoning of the development should be completed by the end of this summer.

The plan should go before Planning and Zoning this month or next month.

City Council should rule on the development in June or July.

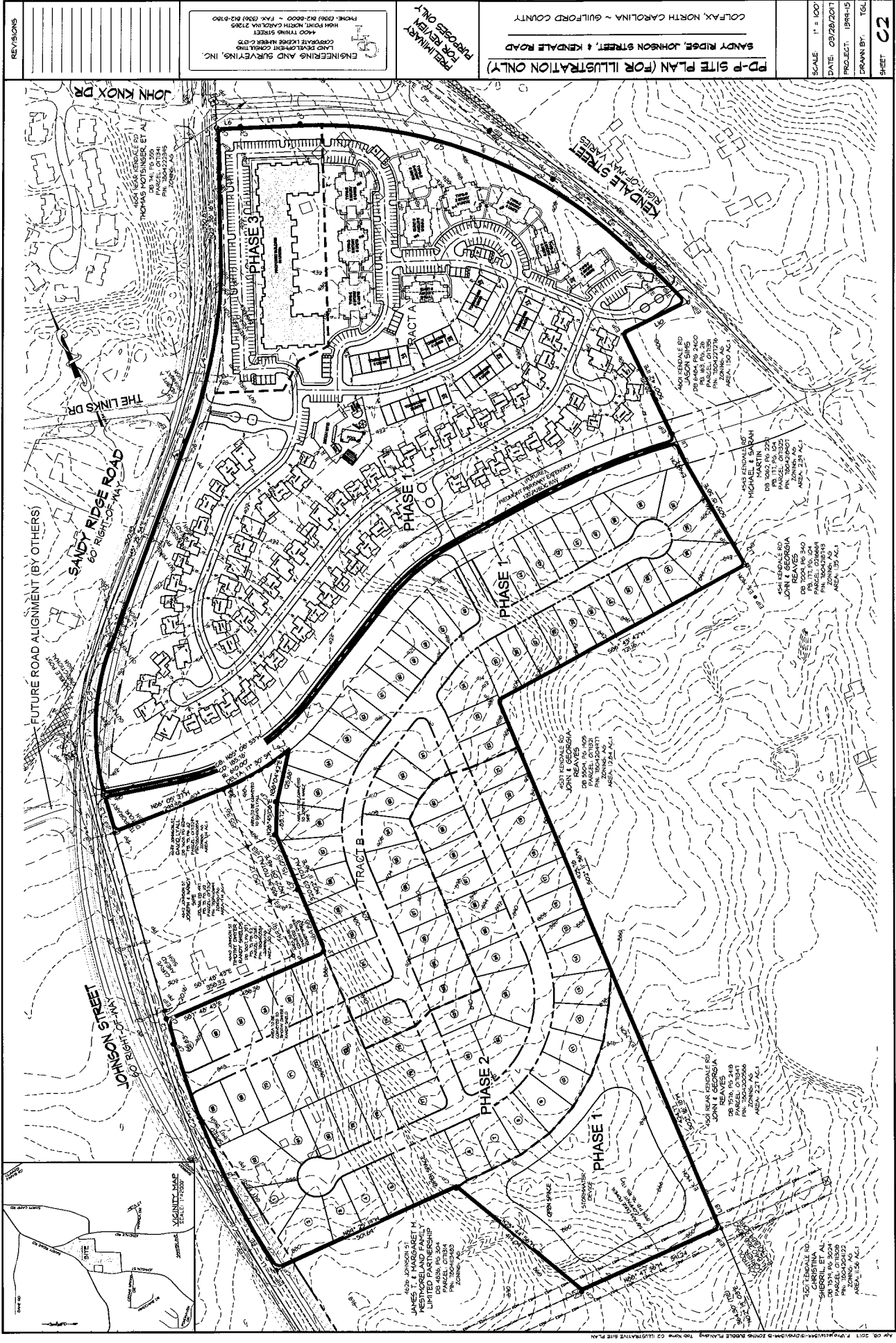
Developer can start site work late this fall.

Lots will be available a year from now.

Construction of homes should begin next summer.

It will take two year to finish building.

Exhibits shown at the Neighborhood Meeting



REVISIONS	ENGINEERING AND SURVEYING, INC. LAND DEVELOPMENT CONSULTING CORPORATE LICENSE NUMBER 0-075 HIGH 10011 NORTH KENDALE STREET FRENCH, (305) 812-8000 - FAX: (305) 812-8100	PRELIMINARY FOR REVIEW PHASES ONLY	COLLAPSE, NORTH CAROLINA ~ GUILFORD COUNTY SANDY RIDGE, JOHNSON STREET, & KENDALE ROAD PD-P SITE PLAN (FOR ILLUSTRATION ONLY)	SCALE: 1" = 100' DATE: 08/28/2011 PROJECT: 1804-15 DRAWN BY: TGS SHEET: C2
-----------	---	--	---	--

BSC Holdings, Inc.

P.O. Box 16168
High Point, North Carolina 27261

Phone: 336-292-9010
Fax: 336-632-0207

April 25, 2017

Dear Neighbors,

We would like to invite you to join us for an Open House on Monday May 1st, 2017 at the office of Ed Price and Associates Realtors located at 1220 N. Main Street in High Point. The Open House will be from 4:30 pm to 6 pm. The purpose of the Open House is to review with you a future development on 71 acres of land shown on the attached map titled Zoning Map Amendment ZA-17-09.

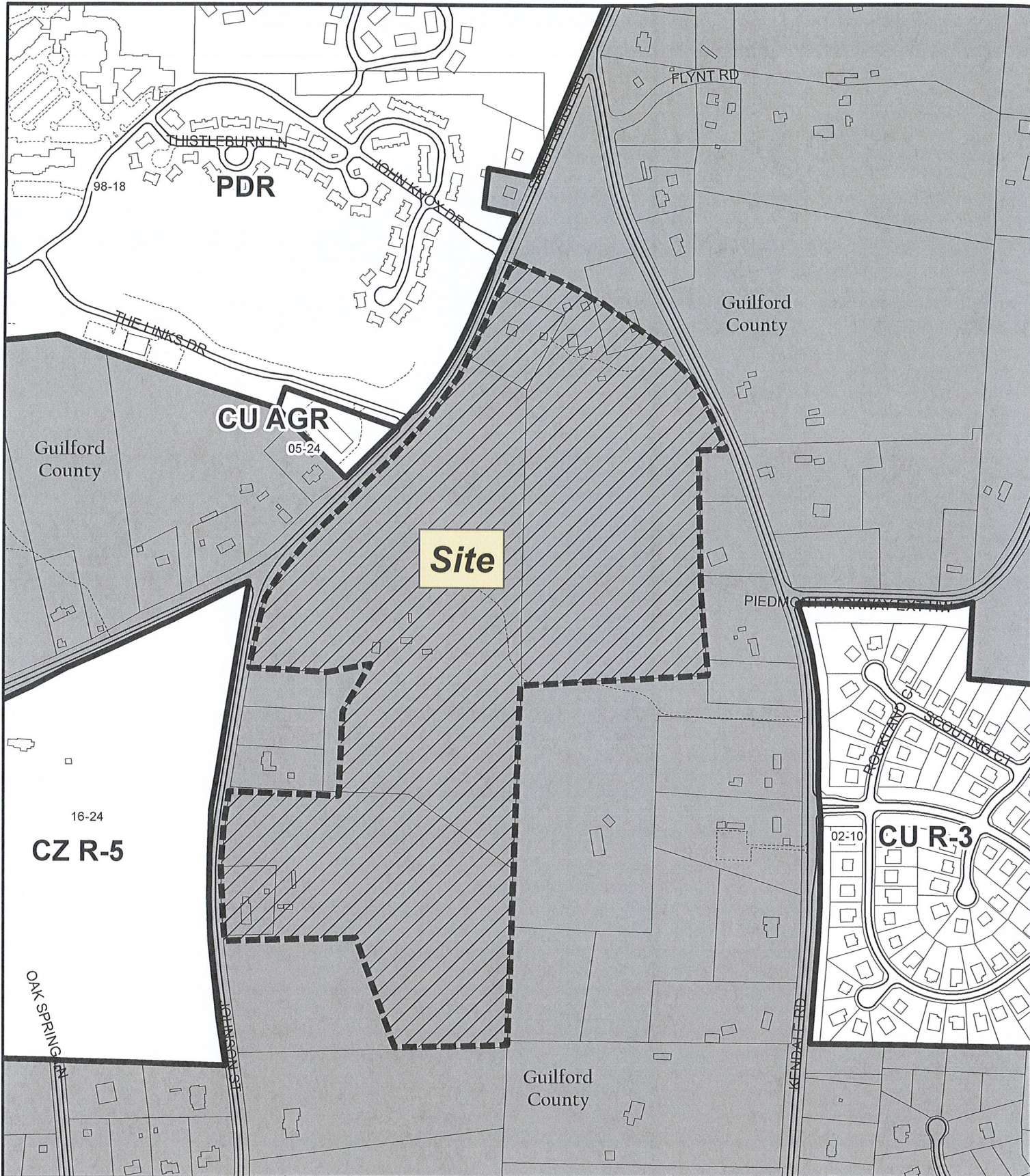
We have requested the City of High Point to annex the property into the City to connect to water and sewer. We have also filed a rezoning application for a change in the zoning of the property from AG (agricultural) to PD-P (Planned Development-Peripheral).

We have applied for a Land Use Amendment to change the current Land Use Plan for this area from an Activity Center with mixed use commercial and residential components and medium density residential (8 to 10 units per acre) to the South and East of the Activity Center. Our request is a downgrade and removes the commercial component permitted in the Land Use Plan, reduces the total number of units permitted, and restricts the use to residential use only.

A preliminary site plan has been prepared which we will have available for review at this meeting along with photos and information for the proposed residential development. We look forward to having you join us to share more details of our plans and to address any questions or concerns you may have. Please park in the parking lot behind the building. The conference room is located upstairs.

Sincerely,

Amanda Williams



ZONING MAP AMENDMENT ZA-17-09

From: AG (GC)
To: PD-P

Existing Zoning Boundary
Subject Property Boundary



Planning & Development
Department

City of High Point

Date:



Scale: 1"=500'

G:/Planning/Secure/ba-pz/
2017/pz/za17-09.mxd

ABDULLAH, IZHAR ; KHAN, SAMINA ASLAM
4601 KENDALE RD
HIGH POINT NC 27265

BAME, L C JR ; BAME, CHRISTINE G
4618 KENDALE RD
HIGH POINT NC 27265

DWYER, TIMOTHY F ; SHIELDS, RANDY L
4642 JOHNSON ST
COLFAX NC 27235

HEDGECOCK, CAROLYN W
4511 KENDALE RD
HIGH POINT NC 27265

HOLLINS LIVING TRUST ; HOLLINS, ROBERT E
TRUSTEE ; HOLLINS, HELEN M TRUSTEE
4531 KENDALE RD
HIGH POINT NC 27265

JAMES T AND MARGARET M WESTMORELAND
FAMILY LIMITED PARTNERSHIP
4626 JOHNSON ST
COLFAX NC 27235

LEE, CHANG YOUNG ; LEE, OK BOON
1106 HARTSTONE DR
COLFAX NC 27235

LYALL, DAVID MARSH
4644 JOHNSON ST
COLFAX NC 27235

MARTIN, SARAH R ; CORRIHER, MICHAEL R
4543 KENDALE RD
HIGH POINT NC 27265

MINNICH, ROBERT S ; MINNICH, ROBIN D
4630 KENDALE RD
HIGH POINT NC 27265

MOTSINGER, D L
2028 SANDY RIDGE RD
COLFAX NC 27235

MOTSINGER, THOMAS L ; MOTSINGER, KAREN
LYNN
4627 KENDALE RD
HIGH POINT NC 27265

MOTSINGER, THOMAS LEE ; MOTSINGER, JOHN
AVERY ; MOTSINGER, L A M DEAN ; MOTSINGER,
H G M HOLLI
2028 SANDY RIDGE RD
COLFAX NC 27235

NUCKLES, VIRGINIA I
4610 KENDALE RD
HIGH POINT NC 27265

OWENS, DOUGLAS R ; OWENS, REBECCA O
4604 JOHNSON ST
COLFAX NC 27235

PIEDMONT TRIAD AMBULANCE & RESCUE INC
PO BOX 534
HIGH POINT NC 27261

PRESBYTERIAN HOMES INC
2109 SANDY RIDGE RD
COLFAX NC 27235

PROCO, PATRICIA T ; PROCO, STEVE M
1849 SANDY RIDGE RD
COLFAX NC 27235

REAVES, JOHN RALPH ; REAVES, GEORGIA RAY ;
REAVES, KERRY LANCE
1435 WHITES MILL RD
HIGH POINT NC 27265

SHERRILL, CHRISTINA B ; SHERRILL, ELAINE W ;
SHERRILL, ERIC R ; SHERRILL, WILLIAM R
4501 KENDALE RD
HIGH POINT NC 27265

SIPE, JOSEPH M ; SIPE, NANCY W
4642 JOHNSON ST
COLFAX NC 27235

STAFFORD, JAMES C ; STAFFORD, WANDA D
2007 SANDY RIDGE RD
COLFAX NC 27235

THE PRESBYTERIAN HOMES INC
2109 SANDY RIDGE RD
COLFAX NC 27235

WESLEYAN EDUCATION CENTER
1917 N. CENTENNIAL STREET
HIGH POINT NC 27262

WESTMORELAND, C REID ; WESTMORELAND,
CATHARINE B
245 N BUNKER HILL RD
COLFAX NC 27235

WESTMORELAND, JAMES T ; JAMES & MARGARET
WESTMORELAND FAMILY LIMITED PARTNERSHIP
4626 JOHNSON ST
COLFAX NC 27235

CITY OF HIGH POINT

AGENDA ITEM

**Title: Compact Refuse Trucks**

From: Gary Smith, Fleet Director

Public Hearing: N/A

Attachments: Formal Bid Recommendation

Meeting Date: July 17, 2017

Advertising Date / N/A

Advertised By: N/A

PURPOSE:

The Environmental Services Division of Public Services has rear loading refuse trucks in need of replacement due to age and hours. Using the NC Sheriffs' Association Procurement contract # 18-02-0428 (Item # 44), the 2017 Isuzu with a New Way Model 8RL Diamondback compact rear loading body from Amick Equipment Company is being recommended for Council approval.

BACKGROUND:

The Environmental Services Division is currently using a Sterling truck with the Heil rear loading body that has over 13,000 hours and a Crane Carrier with a Split Body that has 10,000 hours. Both are at the end of their useful life. These trucks are used for residential collection and the furniture market. In addition to the daily route work, these trucks will be utilized for special events like Keep High Point Beautiful, Furniture Market and others where a compact rear loading truck is better suited. The Isuzu truck with a New Way compact rear loading body configuration is like the ones they are currently using and will meet their needs. The price of \$98,723.32 is for one truck, refuse body installation, training, and delivery. Total cost for three is \$296,169.96. Estimated delivery is 75-90 days.

BUDGET IMPACT:

Funds are available in 2017-18 budget

RECOMMENDATION / ACTION REQUESTED:

The Fleet Services Department recommends purchasing three new 2017 Isuzu trucks with a New Way Model 8RL Diamondback compact rear loading body from Amick Equipment Company in the total contract amount of \$296,169.96. Recommendation also includes declaring the old trucks as surplus and disposing through the online auction process.





**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: Fleet Services

COUNCIL AGENDA DATE: July 17, 2017

BID NO.: NC Sheriffs' Association CONTRACT NO.: 18-02-0428 DATE OPENED:

DESCRIPTION:

2017 Isuzu truck with New Way Model 8RL Diamondback Compact Rear Loading Refuse body

PURPOSE:

The Environmental Services Division is currently using a 2005 Sterling truck with the Heil rear loading body that has over 13,000 hours and a Crane Carrier with a split body that has 10,000 hours. Both are at the end of their useful life. These trucks are used for residential collection and the furniture market.

COMMENTS:

The price of \$98,723.32 for one truck, refuse body installation, training, and delivery. Total cost for three is \$296,169.96. Estimated delivery is 75-90 days

RECOMMEND AWARD TO: Amick Equipment Company AMOUNT: \$ 296,169.96

JUSTIFICATION:

Using this bid allows the City of High Point to take advantage of the volume discount offered through the NC Sheriffs' Association contract.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
501271	532401			\$296,169.96
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD:

Gary L. Smith

Digitally signed by Gary L. Smith
DN: cn=Gary L. Smith, o=City of High Point, ou=Fleet Services, email=gary.smith@highpointnc.gov, c=US
Date: 2017.07.03 14:54:39 -0400

DATE: Jul 3, 2017

The Purchasing Division concurs with recommendation submitted by the Fleet Services and recommends award to the lowest responsible, responsive bidder Amick Equipment Co. in the amount of \$ 296,169.96.

PURCHASING MANAGER:

Erik Conti

Digitally signed by Erik Conti
DN: cn=Erik Conti, o, ou, email=erik.conti@highpointnc.gov, c=US
Date: 2017.07.05 10:49:29 -0400

DATE: Jul 5, 2017

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR:

Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jfmoore@highpointnc.gov, c=US
Date: 2017.07.07 09:53:37 -0400

DATE: Jul 7, 2017

CITY MANAGER:

Greg Demko

Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.07 09:00:24 -0400

DATE: Jul 7, 2017

CITY OF HIGH POINT

AGENDA ITEM



Title: Plan Amendment 17-01
Zoning Map Amendment 17-09
(BSC Holdings)

From: Lee Burnette, Planning & Development
Director

Meeting Date: July 17, 2017

Public Hearing: Yes

Advertising Date: July 5, 2017 and July 12, 2017

Advertised By: Planning & Development

Attachments: A. Planning and Zoning Commission Recommendation
B. Staff Report
C. Zoning Ordinance

PURPOSE:

1. Plan Amendment 17-01

A request by BSC Holdings to change the Land Use Map classification for approximately 37 acres from the Mixed-Use Development designation to a Medium-Density Residential designation. In addition, the Planning & Development Department is amending the request to add approximately 9 acres to the change, which is also from the Mixed-Use Development designation to a Medium-Density Residential designation. These requests are for the area lying east of Sandy Ridge Road, west of Kendale Road and approximately 2,000 feet south of the intersection of Sandy Ridge Road & Kendale Road.

2. Zoning Map Amendment 17-09

A request by BSC Holdings to rezone approximately 71 acres from the Agricultural (AG) District, within Guilford County's zoning jurisdiction, to the Planned Development – Periphery (PD-P) District. The site is lying east of Sandy Ridge Road and west of Kendale Road. The northern point of the site is at the intersection of Sandy Ridge Road and John Knox Drive and its southern boundary is approximately 500 feet north of the intersection of Johnson Street and Cedar Springs Drive. Approval of this rezoning request is contingent upon City Council approval of a voluntary annexation request.

BACKGROUND:

The staff report and the Planning & Zoning Commission's recommendation are enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

A. Staff recommended **approval** of PA-17-01 and ZA-17-09, as outlined in the attached staff report.

B. On June 27, 2017, a public hearing was held before the Planning and Zoning Commission regarding these requests. The Planning & Zoning Commission recommended **approval** of PA-17-01, by a vote of 8-0. The Commission also recommended **approval** of ZA-17-09, by a vote of 8-0, as outlined in the staff report and as recommended by staff.

PLANNING AND ZONING COMMISSION RECOMMENDATION

BSC Holdings

Plan Amendment 17-01

Zoning Map Amendment 17-09

At its June 27, 2017 public hearing, the Planning and Zoning Commission reviewed these requests to change the Land Use Map classification for approximately 46 acres to a Medium-Density Residential Designation and to establish initial City zoning of Planned Development – Periphery (PD-P) District on approximately 71 acres. All members of the Commission were present. Ms. Heidi Galanti, Planning Services Administrator, presented PA-17-01 and Mr. Herbert Shannon, Senior Planner, presented ZA-17-09.

Speaking in favor of the request:

Speaking in favor of these requests were the officers of BSC Holdings, Ms. Amanda Williams, and Mr. Barry Siegel. BSC Holding is located at 3929 Tinsley Drive, Suite 104, High Point, NC. These speakers gave an overview of the proposal to develop a 400-unit mixed residential development. They discussed the types of units, timing of the phases, demographics of potential customers, and infrastructure improvement and development standards to mitigate the impacts of the proposed development.

Speaking in opposition of the request:

Speaking in opposition to these requests were Ms. Georgia Reaves, 1435 Whites Mill Road, and Mr. Michael Corriher, 4543 Kendale Road. These speakers own property abutting the site along Kendale Road and they expressed the following concerns:

- Impact on their property as Phase B (single family portion) of the site abuts them.
- Legal liability and negative impact from children of future residents using their property as a cut-thru and using the pond on their property.
- Removal of mature trees near their property boundary that are on the zoning site.
- Increase traffic on Kendale Road.
- Impact on schools in the area.

Once the public hearing was closed, the Commission had a lengthy discussion during which it gained additional information and clarification based on questions they asked of the applicant, the Planning & Development Department staff and the Transportation Department staff.

Planning & Zoning Commission Action

Staff explained to the Commission that PA-17-01 is a change in direction from the 2011 adopted Northwest Area Plan. If the Commission supports this request, then they should also change the remainder of the Mixed-Use Development to Medium Density Residential, because the remaining areas are disjointed and not large enough to serve as an Activity Center.

Additionally, staff explained if the Commission adopts PA-17-01, then ZA-17-09 would be consistent with the Land Use Plan. If PA-17-01 is not approved, then the zoning request would be inconsistent with the Land Use Plan and the request should be denied.

Plan Amendment 17-01

The Planning & Zoning Commission recommended **approval** of PA-17-01, by a vote of 8-0. This approval included the 37 acres proposed by the applicant and adjacent 9 disconnected acres identified by staff.

Zoning Map Amendment 17-09

The Planning & Zoning Commission recommended **approval** of ZA-17-09, by a vote of 8-0. Upon making its recommendation, the Planning & Zoning Commission stated that its recommendation of approval would be consistent with the City's adopted plans. Additionally, the Commission concurred with the staff report and found its approval recommendation reasonable and in the public interest because:

- 1) Subject to approval of Plan Amendment 17-01, the development will be consistent with the City's Land Use Plan;
- 2) The requested PD-P District will result in a mixture of residential use types that will be consistent with the existing mixture of residential dwellings that has been developed in this area. It also supports the intent of Goal #3 of the Land Use Plan, which encourages a wide range of housing opportunities for families of all income levels.
- 3) The location of the site between two thoroughfares, Sandy Ridge Road and Kendale Road, and at the intersection of two thoroughfares, Johnson Street/Sandy Ridge Road and the future Piedmont Parkway, makes this an appropriate location for higher density development; and
- 4) The applicant has offered transportation improvements to mitigate the impact of the development.

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

**STAFF REPORT
PLAN AMENDMENT CASE 17-01, AND ZONING MAP AMENDMENT 17-09
May 23, 2017**

Requests		
Applicant: BSC Holdings	Owner: Westmoreland and Motsinger, et al	
Plan Amendment Proposal: To change the future land use designation for approximately 46 acres to a Medium Density land use designation.	From:	Mixed Use Development
	To:	Medium Density Residential
Zoning Map Amendment Proposal: To rezone approximately 71 acres.	From:	AG Agricultural District (Guilford County)
	To:	PD-P Planned Development – Periphery District

Site Information		
Location:	The site is lying east of Sandy Ridge Road and west of Kendale Road. The northern point of the site is at the intersection of Sandy Ridge Road and John Knox Dive and its southern boundary is approximately 500 feet north of the intersection of Johnson Street and Cedar Springs Drive	
Tax Parcel Numbers:	Plan Amendment	Zoning Request
	0171316, part of 0171325, 0171336, part of 0171341, 0171346, part of 0171348, 0171351	0171316, 0171336 (portion), 0171341 (portion), 0171348 and 0171313 (portion)
Site Acreage:	Plan Amendment	Zoning Request
	Approximately 37 acres	Approximately 71 acres
Current Land Use:	Plan Amendment	Zoning Request
	Rural residential and agriculture	Same
Physical Characteristics:	The site has a gentle to moderately sloping terrain consisting of open pasture lands and some wooded areas.	
Water and Sewer Proximity:	A 16-inch and an 8-inch City water line lie adjacent to the site along Sandy Ridge Road and Kendale Road, respectively. An 8-inch City sewer line lies approximately 950 feet southeast of the site at the intersection of Kendale Road and Alderbrook Drive.	
General Drainage and Watershed:	The site drains in a southerly direction and development is subject to the Oak Hollow Lake Watershed Critical Area (WCA) requirements. Engineered storm water treatment measures are required for multi-family development with a total impervious surface area greater than 24% of the site, and for single family developments with a gross density of 2 units per acre or more.	
Overlay District:	Oak Hollow Lake Watershed Critical Area (Tier 4) Airport Overlay Zone 3	

Adjacent Property Zoning and Current Land Use			
North:	AG	Agricultural District (<i>Guilford County</i>)	Single family detached dwellings and undeveloped parcel
South:	AG	Agricultural District (<i>Guilford County</i>)	Undeveloped parcels
East:	AG	Agricultural District (<i>Guilford County</i>)	Single family detached dwellings and undeveloped parcels
West:	PDR CU-AG CZ R-5 AG	Planned Unit Development–Residential Conditional Use Agricultural District Conditional Zoning Residential Single Family-5 District Agricultural District (<i>Guilford County</i>)	Mixed use continuing care retirement community, ambulance facility, single family detached dwellings and undeveloped parcels

Adjacent Land Use Plan Designations	
North:	Medium Density Residential
South:	Medium Density Residential
East:	Medium Density Residential
West:	Low-Density Residential

Purpose of Existing and Proposed Land Use Plan Designations	
Existing Designation:	Mixed Use Development: This classification provides for the siting of a variety of land uses in close proximity to each other where this is desirable due to existing land use patterns, environmental constraints, the need to preserve open space, the opportunity to provide alternative modes of transit and other factors.
Proposed Designation:	Medium-Density Residential: This classification includes a variety of attached dwellings, generally including higher density townhouses and less land-intensive multi-family housing such as garden apartments. Development densities shall range from eight to sixteen dwelling units per gross acre.

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement	The following goal and objectives are relevant to this request: Goal #3: Create more mixed use areas, while reinforcing existing ones, to minimize traffic, maximize the utilization of infrastructure, and so people can live, work and play in one location. Obj. 3B: Establish new or redevelop mixed use areas at key intersections where suitable land use development patterns exist. Obj. 3D: Include high-density residential development as a component of existing and new mixed use areas for the purposes of utilizing land efficiently, pairing people with convenient goods and services, supporting the commercial uses, and minimizing traffic.
Land Use Plan Goals, Objectives & Policies:	The following policies of the Land Use Plan are relevant to this request: <u>Sandy Ridge Road/Piedmont Parkway Extension Focal Area</u> – The Sandy Ridge Road/Piedmont Parkway Extension Focal Area is depicted on the map to contain approximately 277 acres and is located on the east side of Sandy Ridge Road in the vicinity of Kendale Road, Sandy Camp Road and Johnson Street. The main idea of a Focal Area is to create an area with a mix of uses (retail, office, service and residential) integrated together into a cohesive unified development.

	<u>Activity Center</u> - The Activity Center, which is shown to be approximately 47 acres in size, will consist primarily of commercial, office and service uses along with supporting higher density residential uses. The center should consist of extremely well-integrated, neighborhood-scale retail and personal/professional service establishments rather than a regional shopping center. This Activity Center provides an excellent opportunity for a quality, coordinated/unified development in the vicinity surrounding the intersection of the extension of Piedmont Parkway with Johnson Street and Sandy Ridge Road. Both roadways are anticipated to be improved and are planned to consist of four lanes with landscaped medians. <u>Medium Density Residential</u> – Large, mixed-density residential development, including mostly townhomes with some condominiums and apartments, of perhaps eight to 10 units per acre, is the most appropriate primary use to the immediate east and south of the Activity Center. <u>Focal Area</u> – The combined Activity Center and the Medium Density Residential area make up the Focal Area. Ideally the Focal Area would be developed together so as to fully integrate a mix of uses and capitalize on the roadway dedication, watershed regulations and extension of water and sewer. The uses targeted for the Activity Center and the Medium Density Residential uses must be accommodated under the proposal, but they may be present in a different spatial arrangement. The assemblage of individual parcels of land is essential for a Developmental Focal Area to achieve its intent and full development potential. This will foster unified developments with integrated access and design, environmental protection where this is an issue, and enhanced sensitivity to surrounding land uses. The following goals and objective of the Land Use Plan are relevant to this request: Goal #3: Provide a wide range of housing opportunities for families of all income levels. Goal #4: Ensure that all required public services and facilities are sequenced to meet demands of development. Goal #5: Promote an urban growth pattern that occurs in an orderly fashion and conserves the land resources of the city and its planning area. Obj. #11. Enhance the aesthetic appearance of High Point by preserving the scenic quality of its major gateway streets and travel corridors and by providing appropriate landscaped buffers and transitional uses between low and high-intensity land uses.
Relevant Area Plan:	<u>Northwest Area Plan</u> Same policy recommendation as the Focal Area discussed above.
Zoning History:	Since the 1990s, this northern portion of the City's Planning Area has experience steady growth from the approval of multiple annexations and zoning approvals totaling over 1,100 acres. From Skeet Club Road, northward to Bame Road, a wide variety and intensity of residential uses have been approved. And between

	Bame Road northward to I-40, various commercial and industrial zonings have been approved.
--	--

Transportation Information				
Adjacent Streets:	Name		Classification	Approx. Frontage
	Sandy Ridge Road		Major Thoroughfare	1,150 ft.
	Johnson Street		Major Thoroughfare	630 ft.
	Kendale Road		Minor Thoroughfare	300 ft.
Vehicular Access:	Sandy, Ridge Road, Johnson Street and Kendale Road, see zoning conditions for details.			
Traffic Counts: (Average Daily Trips)	Sandy Ridge Road		11,000 ADT (NCDOT 2015 count)	
	Johnson Street		9,400 ADT (NCDOT 2015 count)	
	Kendale Road		1,100 ADT (NCDOT 2015 count)	
Estimated Trip Generation:	Approximately 3,164 trips, over a 24-hour period, at buildout. Approximately 324 trips during the peak pm hour at build out.			
Traffic Impact Analysis:	Required		TIA Comments	
	<u>Yes</u> X	<u>No</u>	See TIA executive summary	
Comments:	See Transportation related items in the attached Development Standards.			

School District Comment				
Guilford County School District				
Local Schools:	Enrollment: Fall 2016 (20 th Day)	Maximum Design Capacity:	Mobile Classrooms:	Projected Additional Students:
Southwest Elementary	846	935	6	111 – 113
Southwest Middle	1,100	1,230	10	56 - 58
Southwest High School	1,601	1,597	11	51 - 53
School District Remarks: The Southwest schools are nearing or at capacity. A 400-unit development will impose capacity hardships on the schools.				

Planned Development (PD) Overview

A. Purpose and Intent of the Planned Development (PD) District

The Planned Development (PD) districts are established to allow development under unified control to occur utilizing more flexible standards and procedures than would otherwise result from a strict application of a general district and development. The PD districts are intended to encourage innovative land planning and site design concepts that will produce a high quality, unified project that will not negatively impact adjacent land. A few of the key concepts of the PD districts are:

- Promote quality design and reduce or diminish the inflexibility of design that sometimes results from the strict application of zoning and development standards designed primarily for individual lots.
- Allow greater freedom in providing a well-integrated mix of residential and non-residential uses in the same development including a mix of housing types, lots sizes, and densities.
- Provide for efficient use of land resulting in smaller networks of utilities and streets and thereby lowering development and housing costs.

B. Planned Development-Periphery (PD-P) District

The PD-P District was established to encourage the use of innovative and creative design to provide a mix of different residential, nonresidential, and institutional uses in close proximity to services, recreation uses, and open space resources on lands outside the Core City Area.

All PD developments are subject to the general standards of Section 3.7.3 of the Development Ordinance and must comply with Chapter 5: (Development Standards), Chapter 6: (Environmental Standards), and Chapter 7: (Subdivision and Infrastructure Standards) of the Development Ordinance, in addition to the specific standards of the respective PD District.

Details of Proposal

A. General Overview:

The applicant has submitted voluntary annexation, plan amendment and zoning map amendment applications to obtain approval to develop a 400-unit mixed residential development on a 71-acre tract of land in the northern portion of the planning area. Annexation will permit this development to have access to City utilities and municipal services. The plan amendment proposes to change the Land Use Map classification of this portion of the City's Planning Area from Activity Center to Medium Density Residential. And the zoning map amendment proposes to establish a PD-P District on the property.

B. Summary of Land Use Plan Amendment Request:

The area proposed for a plan amendment and rezoning is designated in both the Land Use Plan and the Northwest Area Plan as a Focal Area/Activity Center, which means an area with a mix of uses such as retail, office, service and residential. This area was chosen because it is at an intersection of two major thoroughfares, being Sandy Ridge Road and the future Piedmont Parkway. Both roads are planned to be four-lane divided roadways with a median.

The proposed development is inconsistent with these area plans because it is only proposing residential development and not mixed uses. If approved, the commercial service uses that would have been located at this future major intersection will end up located elsewhere. This area has seen steady growth since the 1990s and it will continue to grow with the relocation of Wesleyan Christian Academy to the west and the proposed 350 South Business Park to the north.

The applicant is proposing to amend the Land Use Plan for approximately 37 acres of the 46-acre area that is designated as Mixed Use Development. If the amendment is approved, staff recommends amending the remainder of the Mixed-Use Development to Medium Density Residential, because the land area remaining is disjointed and not large enough to serve as an Activity Center.

C. Summary of Zoning Request:

The applicant has requested a PD-D District to facilitate development of a mixed residential development. The Master Plan depicts this 71-acre area being divided into two distinctly different development tracts. The northern half of the site is to be developed with a mixture of residential use types while the southern half of the site is proposed to be developed as a traditional single family subdivision.

The proposed extension of Piedmont Parkway (a future 4-lane divided roadway) is to run through the middle of the property from Kendale Road to align with Sandy Ridge Road. The applicant has offered to dedicate the land area for this future roadway extension, and this

roadway will serve as the division line between the northern and southern portions of the development. A summary of the two tracts is as follows:

Tracts	Acreage	Uses	Units
Tract A (northern area)	32.5±	This will be one large lot consisting of the follow types of dwelling units for rent. (single family detached dwellings, attached dwellings, quadplex units and a multi-story multifamily building)	290 dwelling units
Tract B (southern area)	38.5±	Single family detached dwellings on individual lots, subject to R-5 District standards.	110 dwelling units
TOTAL	71± acres	Total of 400 dwelling units at a density of 5.6 dwelling units per acre.	
The final acreage of the tracts will be reduced after land is dedicated for right-of-way for the Piedmont Parkway extension and the Johnson Street/Sandy Ridge Road widening.			

The application includes a Statement of Intent and Development Standards, PD Master Plan and a Traffic Impact Analysis (TIA). The Master Plan depicts access points to tracts, configuration of tracts and uses within the tracts. The statement of intent and development standards notes in detail allowable uses, development density, dimensional and development standards, vehicular access and traffic improvements.

Staff Analysis

Planned Development Review Standards

The advisability of establishing a PD District classification is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. The Development Ordinance requires that City Council consider the following when deciding a planned development request:

- Standards Applied to all Planned Development Zoning Districts in Section 3.7.
- Standards for Type of Planned District requested (PD-P District).
- Conditional Zoning Review Standards in Section 2.4.5.C.

Planned Development District Standards:

Before approving a Planned Development zoning district, the City Council shall determine that the application, as well as the master plan, the statement of intent and development standards, and the common signage plan, if included, comply with Planned Development District standards.

Staff Comments:

Staff has determined the master plan, statement of intent and development standards sufficiently address the requirements, including allowable uses, mandatory use mix, density and building height.

Periphery (PD-P) Districts standards

Staff Comments:

Staff has determined the request meets the requirements of the PD-P District. The property exceeds the minimum area requirement, is located outside the Core City Area, and the proposed development is subject to the parking and landscaping standards of the Development Ordinance.

The only change in standards is that the development will provide a higher standard perimeter landscape yard around Tract A and a Streetyard in Tract B. A minimum 15-foot wide Type C

Landscape Yard will be installed around the entire perimeter of Tract A. This is a wider yard and provides more planting material than the typical standard, which is appropriate along the two thoroughfares. The Streetyard for Tract B will be placed in a common area to ensure that over the long-term landscaping will be properly maintained.

Consistency with Adopted Policy Guidance:

Whether and the extent to which the proposed conditional zoning district is appropriate for its proposed location, and is consistent with the City's adopted policy guidance;

Staff Comments:

If Council adopts the proposed land use plan amendment, then the request would be consistent with the Land Use Plan. If not approved, it would be inconsistent with the Land Use Plan and the request should be denied.

Review Factors:

Staff Comments:

Result in a development that is compatible with surrounding development character and land uses.

- ❖ This zoning site is in an area that has developed with a wide variety of residential and institutional uses. The applicant's proposal to establish a mixed residential development will not introduce use types that are not already established in this immediate area and will result in development compatible with the surrounding development pattern. Adjacent similar mixed residential developments are:
 - River Landings: A 150-acre Planned Development lying directly west of the zoning site. It consists of single family detached dwellings, multi-story multifamily buildings, an assisted living facility and a skilled nursing home facility.
 - Alderbrook: A 131-acre development lying east of the zoning site, developed with a mixture of single family detached homes and a cluster home section with single family dwellings on smaller lots to preserve open space areas.
 - Saddlebrook: This 53-acre mixed residential development consists of twin-homes, townhomes, and single family detached homes.

Minimize or effectively mitigate any identified adverse impact on adjacent and nearby land, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.;

- ❖ A 400-unit residential development will impact traffic. To anticipate where these impacts may occur and to mitigate them, the applicant provided a Traffic Impact Analysis (TIA), as required by the Development Ordinance. The Transportation Department has negotiated with the developer as to their responsibilities to mitigate impacts from this proposed development. A summary of those issues are:
 - Vehicular Access: Restricting the number and location of access points. The PD Development Standards offered by the applicant spell out improvements required at these access points, and in some instances limit them to right-in and right out type movement.
 - Right-of-way dedication and road improvements: The applicant will dedicate right-of-way along its Johnson Street/Sandy Ridge Road frontage for the pending NCDOT road widening project and dedicate a 120-foot wide right-of-way for the future Piedmont Parkway extension. As part of the Piedmont Parkway dedication, the applicant will

construct a two-lane local residential street in this area of dedication that will provide alternate means of access to the two tracts.

Minimize or effectively mitigate any identified adverse environmental impact on water and air resources, minimize land disturbance, preserve trees, and protect habitat;

- ❖ The property is within the Oak Hollow Lake watershed critical area. Development of the site is subject to the environmental standards of the Development Ordinance along with the development intensity restriction of the watershed critical area. These requirements of the Development Ordinance will mitigate any stormwater-related impacts. Additionally, site development (including streets, drives and other impervious surfaces) is restricted to 50% built upon area in Tier 4 of the Oak Hollow Lake Watershed Critical Area.

Minimize or effectively mitigate any identified adverse effect on the use, enjoyment, or value of adjacent lands;

- ❖ The most intensive area of development will be in Tract A. To ensure compatibility with surrounding uses, the applicant's master plan and development standards provide for a 30-foot wide perimeter building setback and installation of a higher planting standard than required by the Development Ordinance. This 30-foot perimeter setback and landscape yard is similar to what was required for other mixed residential developments in this area.

Changes in the Area:

There have been changes in the type or nature of development in the area of the proposed Planned Development that support the application.

Staff Comments:

The City of High Point Planning Area extends along the Johnson Street/Sandy Ridge Road Corridor up to I-40. During the past two decades, this portion of the Johnson Street/Sandy Ridge Road corridor has begun to transform from a rural to a more suburban area due to the multiple voluntary annexation approvals and development of residential subdivisions.

Development Patterns:

The proposed Planned Development results in development that promotes a logical, preferred and orderly development pattern.

Staff Comments:

Since the mid-1990s, the City of High Point's corporate limit has expanded in this northern portion of the City Planning Area. This area has developed with a variety of residential use types and the applicant's proposal will be consistent with the development pattern that has been established in this area.

Reasonableness/Public Interest:

An approval of the proposed Planned Development 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) Subject to approval of Plan Amendment 17-01, the development will be consistent with the City's Land Use Plan;
- 2) The requested PD-P District will result in a mixture of residential use types that will be consistent with the existing mixture of residential dwellings that has been developed in this area. It also

- supports the intent of Goal #3 of the Land Use Plan, which encourages a wide range of housing opportunities for families of all income levels.
- 3) The location of the site between two thoroughfares, Sandy Ridge Road and Kendale Road, and at the intersection of two thoroughfares, Johnson Street/Sandy Ridge Road and the future Piedmont Parkway, makes this an appropriate location for higher density development; and
 - 4) The applicant has offered transportation improvements to mitigate the impact of the development.

Recommendation

1. Plan Amendment 17-01:

This area is located at a future intersection of two major thoroughfares and was designated as an Activity Center in the Northwest Area Plan that was adopted by City Council in 2011. This Activity Center calls for a mix of uses, including commercial uses, that provide local convenience services to the surrounding area. This request only includes residential uses and will not provide the commercial services intended by the plan. Due to the growth in this area, especially with the Wesleyan Christian Academy, the proposed 350 South business park, and the continued residential growth, these commercial services will end up located elsewhere in the vicinity due to market demands from residential development, such as this proposal. Preferably, such commercial services are better accommodated at major cross roads. This Land Use Plan amendment is a change in direction from the 2011 adopted Northwest Area Plan.

If the amendment is approved, then Council's actions should include changing the remainder of the Mixed-Use Development to Medium Density Residential, because the remaining areas are disjointed and not large enough to serve as an Activity Center.

2. Zoning Map Amendment 17-09:
Staff Recommends Approval:

If Council adopts Plan Amendment 17-01, then the Zoning Map Amendment request would be consistent with the Land Use Plan. If it is not approved, it would be inconsistent with the Land Use Plan and the request should be denied.

Subject to approval of Plan Amendment 17-01 and based on comments in the Staff Analysis section of this report, the proposed PD-P District will be compatible with the surrounding area and in conformance with adopted plans.

Required Action

Planning and Zoning Commission:

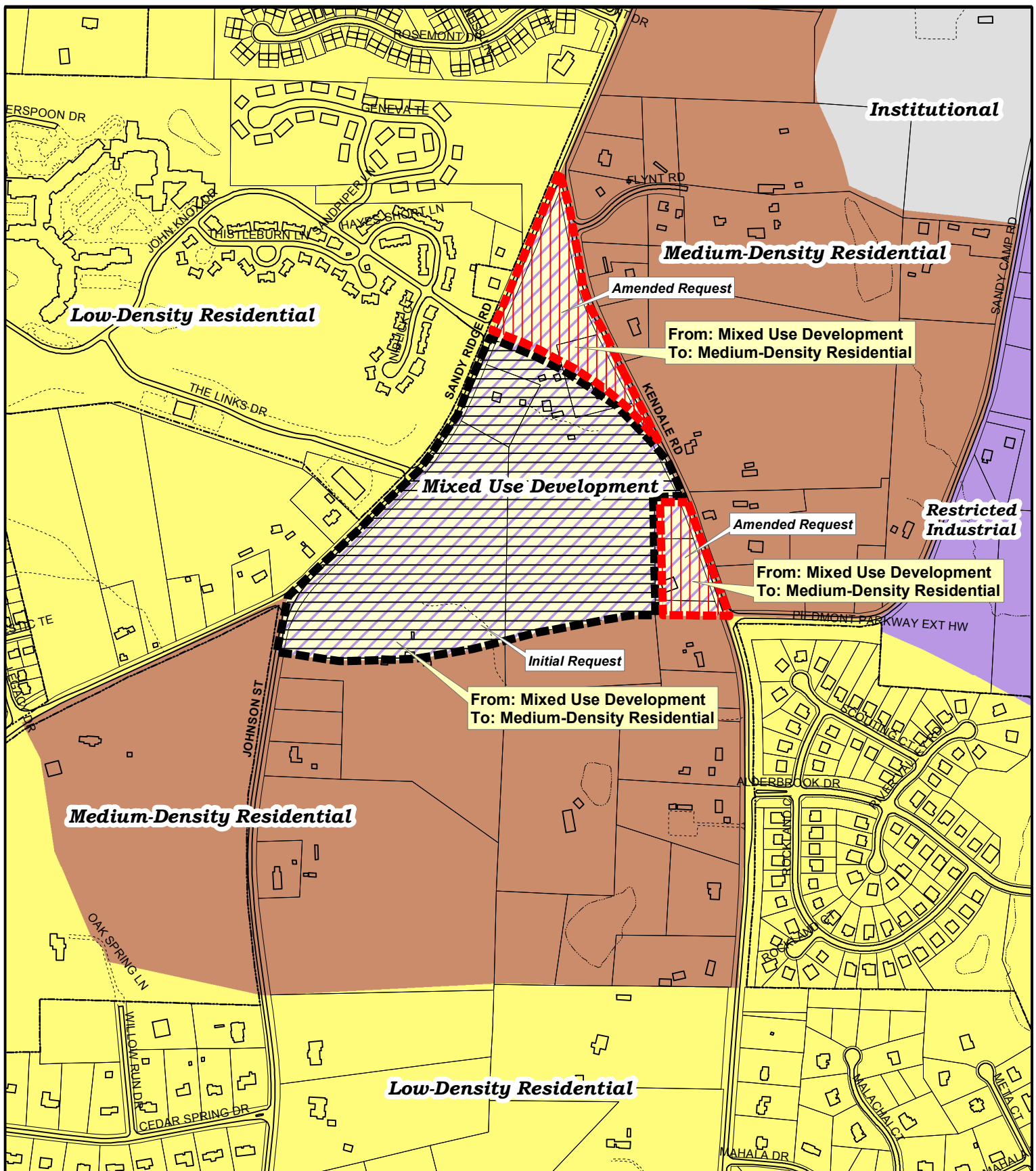
The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting 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 members Herbert Shannon Jr. AICP, Senior Planner and Heidi H. Galanti, AICP, Planning Administrator and reviewed by Robert Robbins AICP, Development Services Administrator and G. Lee Burnette AICP, Director.



PLAN AMENDMENT PA-17-01

Land Use Plan

Existing Land Use Plan
Subject Property Boundary



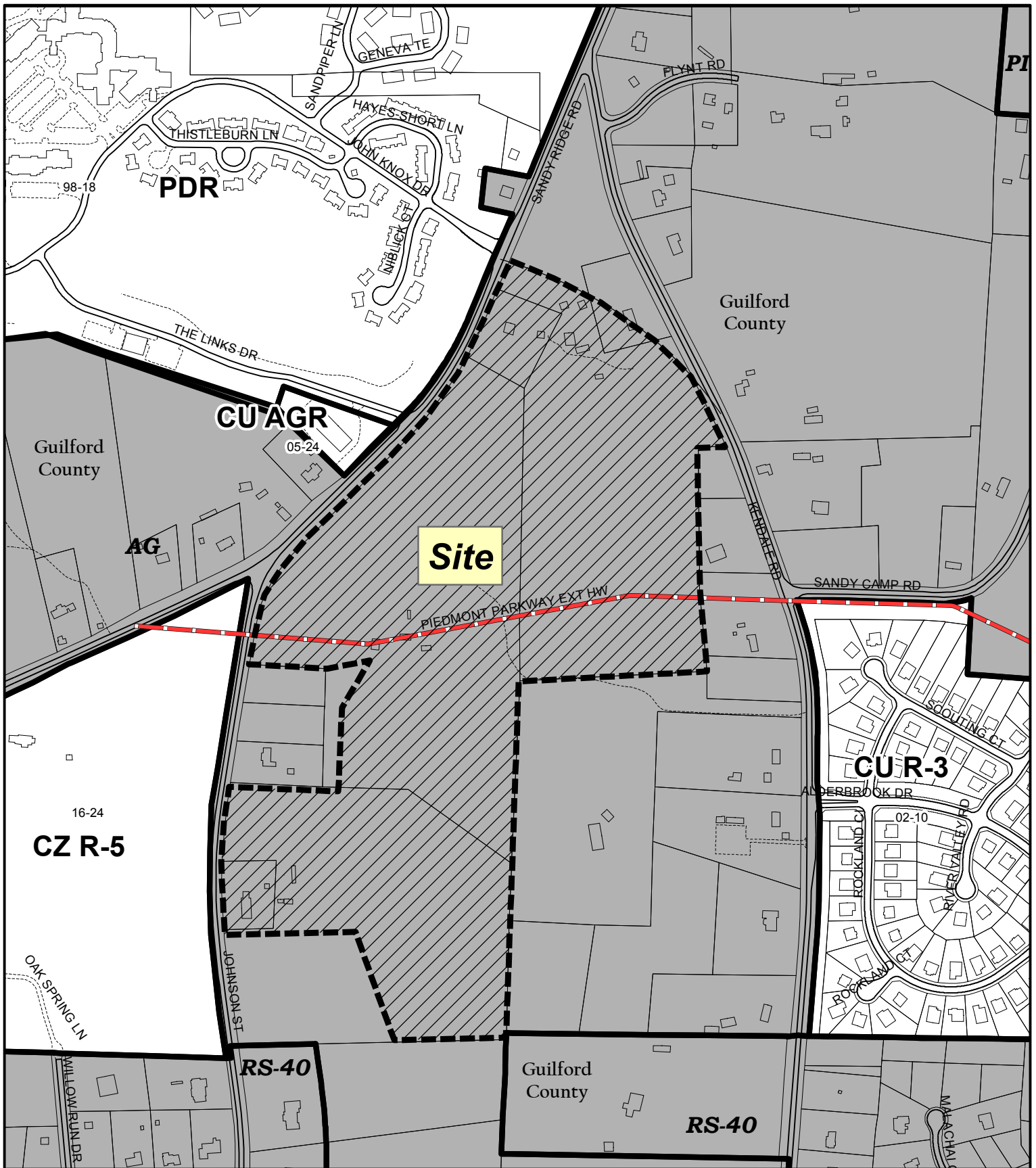
**Planning & Development
Department**

City of High Point

Date: June 27, 2017



Scale: 1"=600'
G:/Planning/Secure/ba-pz/
2017/pz/pa17-01.mxd



ZONING MAP AMENDMENT ZA-17-09

From: Agricultural (Guilford County)
To: Planned Development-Periphery

Existing Zoning Boundary —————
Subject Property Boundary - - - - -

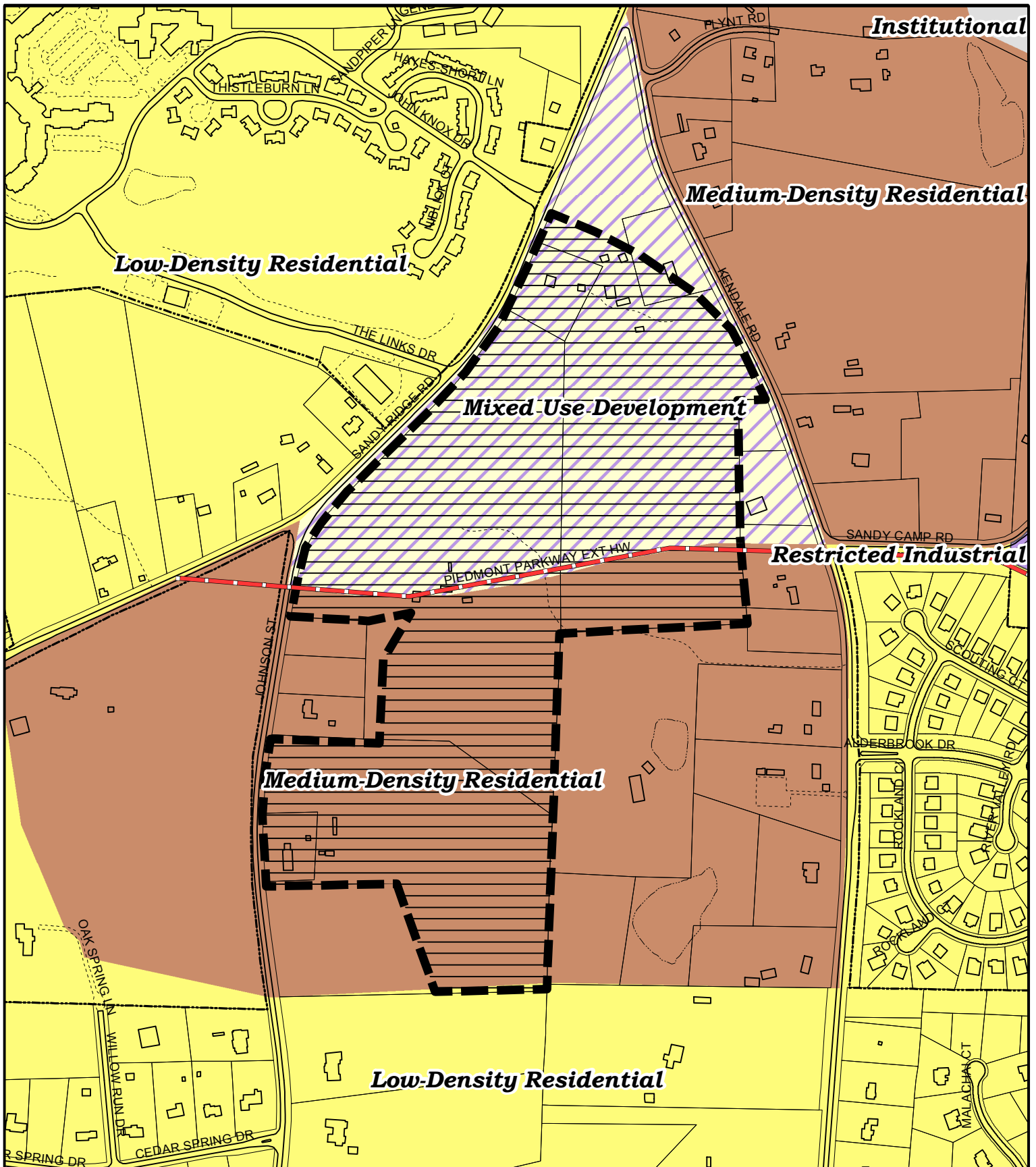
**Planning & Development
 Department**

City of High Point

Date: June 27, 2017



Scale: 1"=500'
 G:\Planning\Secure\ba-pz/
 2017\pz\za17-09.mxd



ZONING MAP AMENDMENT ZA-17-09

Land Use Plan

Existing Land Use Plan
Subject Property Boundary



Planning & Development
Department

City of High Point

Date: June 27, 2017



Scale: 1"=500'
G:\Planning\Secure\ba-pz/
2017\pz\za17-09lu.mxd

ZONING MAP AMENDMENT ZA-17-09



ZONING MAP AMENDMENT ZA-17-09

Topography

Subject Property Boundary - - - - -

**Planning & Development
Department**

City of High Point

Date: June 27, 2017



Scale: 1"=500'

G:/Planning/Secure/ba-pz/
2017/pz/za17-09topo.mxd

Planned Unit Development Statement of Intent.

Applicant: BSC Holdings, Inc. Date: June 19, 2017

- a) The applicant intends to develop a mixed residential development on 70.926 acres consisting of 2 tracts, Tract A, and Tract B, which will be separated by the dedication of right-of-way for the future Piedmont Parkway Extension. Tract A will consist of a mix of residential uses including single family detached, townhomes, multifamily buildings consisting of 8 apartment units per building, and a lofts style apartment building consisting of no more than 90 units. Tract B will consist of single family residential homes on individual lots for sale.
- b) The intent for Tract A is to build a high-end rental development with on-site amenities. Single-family structures will have brick veneer in the front façade. Target market of the units will be individuals who work in the Piedmont Center Business Park, as well as empty nesters who are too young for retirement community living. This development will bring a high value to the area. Tract A dwelling units will be maintained as rental units and will be managed by BSC Holdings, Inc., the property management company of the Developer.
- c) The intent for Tract B is to build a well-thought out and planned single family residential subdivision. Tract B units will be built by Royal Homes of NC and sold to individuals. Anticipated prices are in the \$250,000 to \$350,000 range.
- d) Tract A will function as a cohesive unified development. All entrances into Tract A will be gated. The road network will consist of private streets and drives. All tenants of the Tract A development will have access to the Recreational and Amenity areas.
- e) Tract B will consist of public streets with a main entrance off of the Piedmont Parkway extension and a secondary entrance and exit off of Johnson Street.
- f) Tract A will have a maximum of 290 residential dwelling units.
- g) Tract B will have a maximum of 110 residential dwelling units.
- h) All streets in Tract A are private. Trash services to be handled by the property owner.
- i) All streets in Tract B are public.
- j) In Tract A Parking lots will exist in front of the apartment buildings. Each single family detached house will have its own driveway. Many houses will have garages. Many townhomes will have their own garage and all will have a driveway to park additional vehicles, The Loft style apartment building will have wide central hallways and elevators. Each apartment will have a private balcony.
- k) Tract B will have individual driveways for each dwelling unit.

- 1) The project has been designed to complement the surrounding neighborhoods and the River Landing Community. This development will provide much needed additional for sale housing in the \$250,000 to \$350,000 price range and will also provide additional rental options for empty nesters and baby boomers who are not yet ready to consider other retirement home style choices.

Development Standards

Part I. USES:

A. Tract A:

1. Only single family detached dwelling units, single family attached dwelling units, multi-family dwelling units, duplex dwelling units, triplex/quadplex dwelling units and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the Development Ordinance, and the specific conditions listed in this Ordinance.
2. Common elements recreation.

B. Tract B:

1. Only single family detached dwelling units as allowed in the Residential Single Family-5 (R-5) District and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the Development Ordinance, and the specific conditions listed in this Ordinance.
2. Common elements recreation.

Part II. CONDITIONS:

A. Development, Dimensional & Density Standards:

1. A maximum of 400 dwelling units shall be permitted. Development dimensional and density standards within each tract shall be as follows:
 - a. Tract A:
 - 1) A maximum of two hundred ninety (290) residential dwelling units shall be permitted.
 - 2) Common elements recreation (clubhouse/recreation area) shall be included in this tract.
 - 3) A street setback of 30 feet shall be provided around the perimeter of this tract where it abuts the Piedmont Parkway, Sandy Ridge Road and Kendale Road (current and future alignment) right-of-way's as depicted on the sketch plan. A 20-foot setback shall be provided where the perimeter of the tract does not abut a current or proposed future public right-of-way as depicted on the sketch plan.
 - 4) Except for single family detached dwelling units, all uses shall meet the development and dimensional standards of the Residential Multifamily - 16 (RM-16) District standards.
 - 5) Single family detached dwelling development shall meet one of two development options.
 - i. Option 1 - Single family detached dwelling development: Dwelling units

not developed on individual lots and as part of a group development shall meet the following standards:

<u>Principal Building Setbacks</u>	
<u>Front Street Setback:</u> (measured from back of curb or edge of pavement, if no curb is provided) • Where no sidewalk is located along private drive/private street--- • Where sidewalk is located along the private drive/private street---	22 ft. 25 ft.
<u>Side Street Setback:</u> • For lots on a corner-----	<u>10 ft.</u>
<u>Maximum Building Height (maximum two stories)</u>	
50 ft.	
Accessory Structures • No accessory building(s) shall be permitted; except, this shall not prohibit amenity structures within the common elements area such as gazebos or similar structures. • Enclosed patios/sun rooms, etc. shall meet above noted principal building setback standards.	

- ii. Option 2 – Single family detached dwelling development: Dwelling units developed on an individual lot shall meet the following standards:

<u>Minimum Lot Area:</u> There is no minimum lot area; however, the single family detached dwelling unit shall be fully contained within the lot.	
<u>Principal Building Setbacks</u>	
<u>Front Street Setback:</u> (setback measured from back of curb or edge of pavement, if no curb is provided) • Where no sidewalk is located along private drive/private street:- • Where sidewalk is located along the private drive/private street-	22 ft. 25 ft.
Side Setback-----	None
Side Street Setback: For lots on a corner-----	10 ft.
Rear Setback-----	5 ft.
<u>Maximum Building Height (maximum two stories)</u>	
50 ft.	

<u>Accessory Structures</u>	
• No accessory building(s) shall be permitted; except, this shall not prohibit amenity structures within the common elements area such as gazebos or similar structures. • Enclosed patios/sun rooms, etc. shall meet above noted principal building setback standards.	

b. Tract B:

- 1) A maximum of one hundred and ten (110) residential dwelling units shall be permitted.
- 2) Uses shall meet the development and dimensional standards of the Residential Single Family- 5 (R-5) District.

B. Landscaping, Setback and Buffers

1. Tract A

A minimum 15-foot wide Type C planting yard shall be installed around the perimeter of Tract A.

2. Tract B

A 10-footwide street yard shall be installed along the Johnson Street and Piedmont Parkway frontages of Tract B. This planting yard shall be in the common elements area.

C. Fencing & Screening: If fencing is erected along the perimeter of a tract abutting a public street right-of-way, then a common fencing plan shall be provided. A common fencing plan shall be provided prior to Preliminary Plat approval for any portion of the tract where perimeter fencing is to be installed.

D. Lot Combination. All parcels within the rezoning site shall be combined into one (1) lot prior to any development.

E. Transportation

1. Vehicular Access and improvements:

- a. Only one point of vehicular access shall be permitted to Kendale Road (Access Point #3 as depicted on Sketch Plan)
- b. Only two points of access shall be provided to Sandy Ridge Road.
 - 1) Access Point #2 (Access Point #2 as depicted on Sketch Plan): This access point shall align with The Links Drive and will be a full access point (ingress and egress may be modified by NCDOT road improvement project U-4758). The developer shall install left and right turn lanes on Sandy Ridge Road at this access point.

- 2) Access Point #1 (Access Point #1 as depicted on Sketch Plan): This access point is the Piedmont Parkway extension. This will be a four-way intersection at Johnson Street/Sandy Ridge Road and Piedmont Parkway extension. The developer shall construct the necessary westbound traffic lanes at this intersection as part of the Piedmont Parkway Extension improvements.
- c. Access Point #4 (Johnson Street Access as depicted on Sketch Plan): One point of vehicular access shall be provided to Johnson Street to serve Tract B. This access shall be installed with the development of Tract B once Tract B exceeds 50 lots.
This access shall be a right in- right out only drive in the location shown on the PD-P Sketch Plan and constructed to City of High Point and NCDOT standards.-
- d. Right-of-way dedication:
 - 1) Piedmont Parkway Extension: The developer shall dedicate to the City of High Point, prior to or with the first final subdivision plat for any portion of Tract B but no later than December 31, 2017, a 120-foot-wide right of way for the future construction of Piedmont Parkway Extension as shown on the PD-P Sketch Plan.
 - 2) Sandy Ridge Road and Johnson Street: The developer shall dedicate to the City of High Point, prior to or with the first final subdivision plat for any portion of Tract B but no later than December 31, 2017, right of way along Sandy Ridge Road and Johnson Street frontage of the site as shown on the PD-P Sketch Plan as required to meet alignment depicted in U4758.
- e. Piedmont Parkway Right-of-way improvements: The developer shall construct a 2 lane City standards local street from the Johnson Street/Sandy Ridge Road intersection to the access point into Tract A and Tract B as depicted on the sketch plan.
- f. The developer shall retain easement rights across the Piedmont Parkway right-of-way for utilities, stormwater, and access.

2. Pedestrian Access:

- a. A pedestrian access system shall be provided in Tract A so as to provide safe and convenient pedestrian access to open space/common area for all dwelling units. An access plan, for the entire development, shall be shown on the preliminary site plan.
 - b. A pedestrian access plan shall be submitted as part of the Preliminary Plat approval for each tract. The location of all sidewalks shall be indicated on plans submitted for approval. Pedestrian access shall be installed as part of each individual phase or sub-phase of the development.
3. The City of High Point Director of Transportation and the North Carolina Department of Transportation (NCDOT) shall approve all construction and improvements.

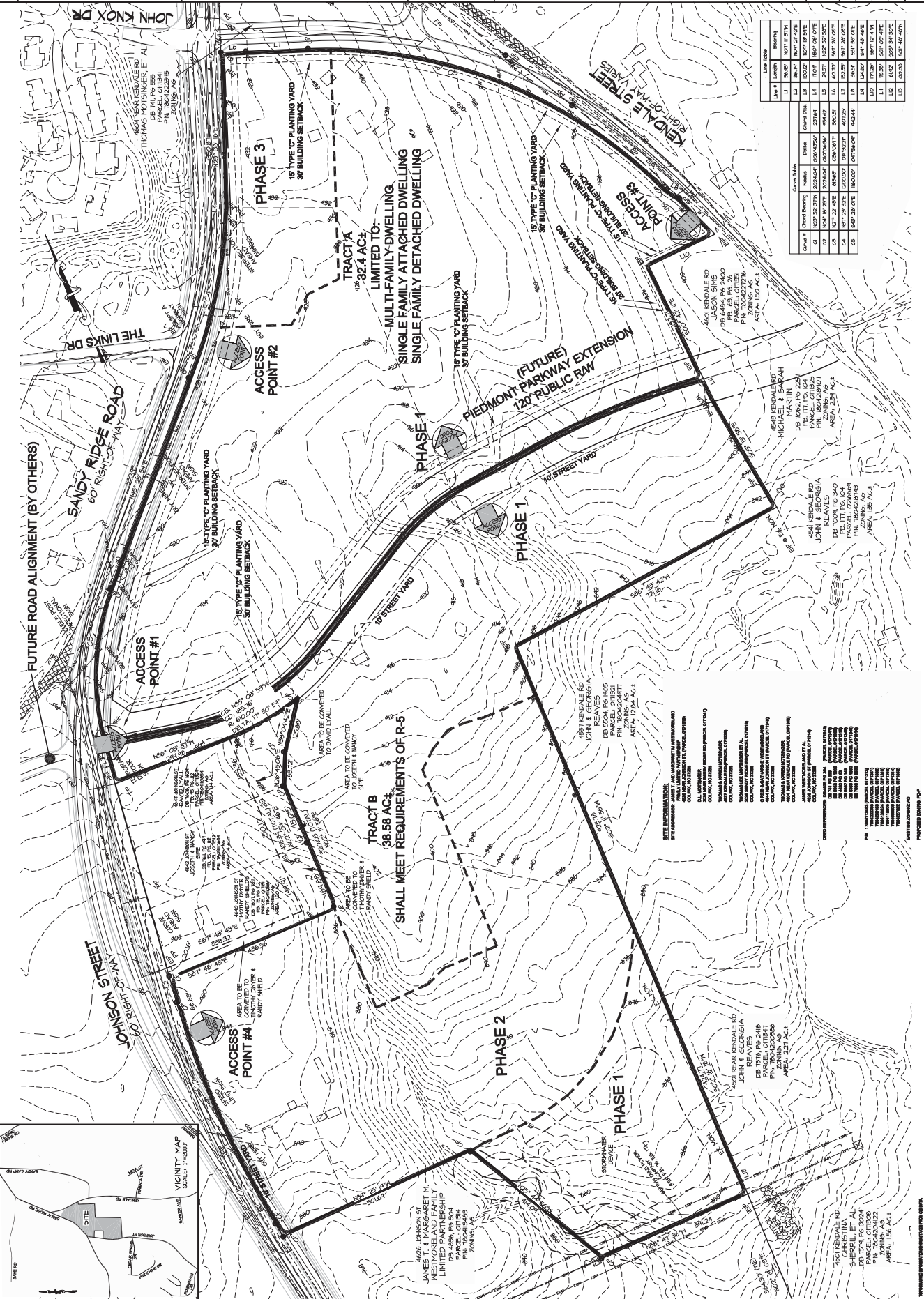
H) Signage: The location of signage on the rezoning site shall conform to the approved Common Signage Plan. An overall Common Signage Plan shall be submitted and approved prior to approval of the first preliminary plat approval for this development.

I) Relationship of Permit to Development Ordinance: The use and development of this site shall be subject to the uses and conditions within this Conditional Zoning Ordinance. The City of High Point Development Ordinance shall govern issues not addressed within this Conditional Zoning Ordinance.

FOR ELIMINARY
PURPOSES ONLY

DATE:	1" = 10'
DATE:	06/16/2006
SHEET:	1349
OWN BY:	T

U



AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on June, xx, 2017 and before the City Council of the City of High Point on July xx, 2017 regarding **Zoning Map Amendment Case 17-09 (ZA-17-09)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on June xx, 2017, for the Planning and Zoning Commission public hearing and on July xx, 2017 and July xx, 20xx, 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 Planned Development - Periphery (PD-P). The property is approximately 70.926 acres lying along the east side of Sandy Ridge Road and Johnson Street and south of Kendale Drive (2028 Sandy Ridge Road, 4627 and 4604 Kendale Drive, 4644 and 4626 Johnson Street). The property is also known as Guilford County Tax Parcel 0171336(part), 0171341(part), 0171346, 0171316, 0171348, 0171314 and 0171313(part).

SECTION 2

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

SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with standards imposed in the PD-P District, Master Plan Map and Development Standards, and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans that are 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.

____th day of XXXXXXXXXX XX, 2017.

Lisa B. Vierling, City Clerk

The applicant's traffic engineer submitted the following Executive Summary from their Traffic Impact Analysis (TIA).

In addition to this summary, the complete TIA has been submitted to the City of High Point Transportation Department for review.



Transportation Impact Analysis

Sandy Ridge Road Residential Development High Point, NC

Prepared for BSC Holdings, LLC

Original: May 2, 2016

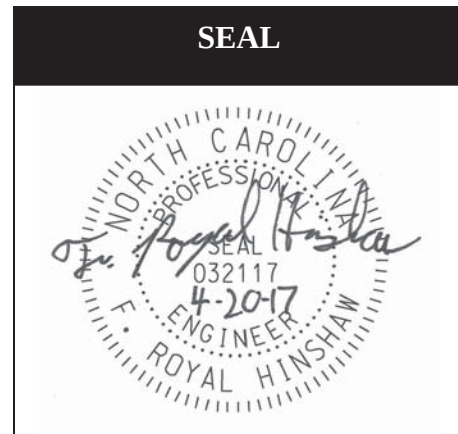
Revised: April 20, 2017

Analysis by: Trent Moody, P.E.;
Monisha Badarinath;
Royal Hinshaw, P.E.

Drafting/Graphics by: Trent Moody, P.E.;
Monisha Badarinath

Reviewed by: Royal Hinshaw, P.E.

Sealed by: Royal Hinshaw, P.E.



This report is printed on recycled paper with 30% post-consumer content.
All paper is FSC Certified. The entire document, including binding, is
100% recyclable.



This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of, or improper reliance on, this document by others without written authorization and adaptation by DAVENPORT shall be without liability to DAVENPORT and shall be a violation of the agreement between DAVENPORT and the client.

Home Office:

305 West Fourth Street, Suite 2A (27101)
P.O. Box 4131, Winston-Salem, NC 27115-4131
Main: 336.744.1636; Fax: 336.458.9377

Serving the Southeast since 2002



**Sandy Ridge Road Residential Development – Transportation Impact Analysis
High Point, NC**

Prepared for BSC Holdings, LLC

Original: June 3, 2016

Revised: April 20, 2017

Executive Summary

The proposed Sandy Ridge Road residential development is to be located on the eastern side of Sandy Ridge Road, just south of Kendale Road in High Point, NC. As currently planned, this development will be built out in two phases and will consist of 98 single family detached homes, 170 apartments, 77 villas, and 33 townhomes. This development was analyzed for three design years: 2019, 2021 and 2040.

Phase 1 will consist of 50 single family detached homes, 77 villas, 80 apartments, and 33 townhomes. Three site access points are proposed: one on Johnson Street, one on Sandy Ridge Road, and one on Kendale Road. Phase 1 has a proposed build out date of 2019. The following intersections were analyzed in 2019 design year portion of the study:

- Sandy Ridge Road at Johnson Street
- Sandy Ridge Road at The Links Drive/Site Access 2
- Sandy Ridge Road at Kendale Road
- Kendale Road at Site Access 3
- Johnson Street at Site Access 1

Phase 2 will consist of 51 single family detached homes and 90 apartments. An additional access to Johnson Street will be provided to access the single family detached housing portion of the development. This additional access will to be restricted to right-in / right-out movements by a median as part of the STIP project U-4758 (see Section 3.2). Phase 2 has a proposed build out date of 2021. The following intersections were included in the 2021 design year portion of the study:

- Realigned Sandy Ridge Road/Site Access 1 at Johnson Street
- Sandy Ridge Road at The Links Drive/Site Access 2
- Sandy Ridge Road at Kendale Road
- Kendale Road at Site Access 3
- Johnson Street at Site Access 4 (right-in / right-out)

Due to the nearby STIP project U-4758, a 2040 design year analysis was also required. The following intersections were included in the 2040 design year portion of the study:

- Realigned Sandy Ridge Road/Site Access 1 at Johnson Street
- Sandy Ridge Road at The Links Drive/Site Access 2
- Sandy Ridge Road at John Knox Drive/Realigned Kendale Road
- Johnson Street at Site Access 4



DAVENPORT was retained to determine the potential traffic impacts of this development and to identify transportation improvements that may be required to accommodate the impacts of both background traffic and new development traffic. The intersections were analyzed during the AM (7-9 am) and PM (4-6 pm) peaks for the following conditions:

- Existing Conditions
- 2019 Future No-Build Conditions
- 2019 Phase 1 Build Conditions
- 2019 Phase 1 Build Conditions with Improvements
- 2021 Future No-Build Conditions
- 2021 Phase 2 Build Conditions
- 2021 Phase 2 Build Conditions with Improvements
- 2040 Future No-Build Conditions
- 2040 Future Build Conditions

The City of High Point Transportation Department, as well as NCDOT, were contacted to obtain background information and to ascertain the elements to be covered in this Transportation Impact Analysis (TIA). Information regarding the property was provided by BSC Holdings, LLC.

Level of Service Results (2019 Design Year Scenario)

The results of the analysis are discussed by intersection below and presented in tabular format in Table A.

Sandy Ridge Road at Johnson Street

This unsignalized intersection currently operates at LOS F during the AM and PM peaks. In Phase 1 future no build and build conditions, LOS F is expected on the eastbound approach of Sandy Ridge Road. Significant queuing in the northbound direction along Johnson Street was observed during the PM peak in future build conditions. SimTraffic model results also show queuing in the eastbound direction along Sandy Ridge Road during the AM and PM peaks in existing, future no build and build conditions. It should be noted that this condition is expected in 2019 no build conditions, regardless of the proposed project. No improvements are recommended at this intersection as a result of Phase 1 project traffic. Committed improvements associated with projects in the vicinity of the site are anticipated to adequately accommodate the site traffic which will be discussed further in 2021 Phase 2 results section of the project.

Sandy Ridge Road at The Links Drive/Site Access 2

LOS C and LOS D is currently experienced at this unsignalized intersection during the AM and PM peaks. In future no build conditions, LOS D is anticipated during both the peaks. Upon buildout of the proposed Sandy Ridge Road residential development, Site Access 2 will be constructed to connect with this existing intersection. With the addition of site traffic from Phase 1, LOS E is anticipated during the AM peak and LOS F during the PM peak. In accordance with the City of High Point Driveway Ordinance the following improvements are required:

- Construct a northbound right turn lane along Sandy Ridge Road consisting of 100 feet of storage and appropriate taper.
- Construct a southbound left turn lane along Sandy Ridge Road consisting of 100 feet of storage and appropriate taper.
- Construct a westbound left turn lane along Site Access 2 consisting of 100 feet of storage and appropriate taper.

With these improvements in place, LOS E is anticipated during the AM peak and LOS F is expected during the PM. This LOS is typical for unsignalized intersections during peak periods, but is expected to be short-lived and limited to peak periods.

Sandy Ridge Road at Kendale Road

This unsignalized intersection currently operates at LOS D during the AM and PM peaks. In the 2019 future no build conditions, with the growth in background traffic, LOS E is expected during the AM peak and LOS D during the PM peak. With the addition of proposed site traffic, LOS F and LOS E is expected during the AM and PM peaks respectively. This LOS F/E condition is mainly due to lack of sufficient gaps for left turning vehicles from the stop controlled approach, and is a typical condition for minor approaches. These delays are expected to be limited to peak periods, and queues will be short lived. No improvements are recommended.

Kendale Road at Site Access 3

This proposed site access is to be located approximately 1,725 feet southeast of Kendale Road's intersection with Sandy Ridge Road. In Phase 1 build conditions, LOS A is expected in the AM and PM peaks. No improvements are recommended.

Johnson Street at Site Access 1

This site access is proposed along Johnson Road approximately 300 feet south of Sandy Ridge Road/ Johnson Street intersection. In Phase 1 build conditions, the westbound approach of Site Access 1 is anticipated to operate at LOS C during the AM peak and LOS B during the PM peak. Per the City of High Point Driveway Ordinance the following improvements are required:

- Construct a northbound right turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper.
- Construct a southbound left turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper.

With the improvements in place, LOS C and LOS B is maintained during the AM and PM peak periods respectively.

Table A summarizes the level of service for the level of service for the study intersections under the 2019 design year scenario.

Table A – Level of Service Summary 2019 Phase 1				
AM Peak	2016 Existing	2019 Future No Build	2019 Phase 1 Build	2019 Phase 1 Build + Imp
Sandy Ridge Road at Johnson Street	F (179.2) EB Approach	F (264.7) EB Approach	F (351.5) EB Approach	
Sandy Ridge Road at The Links Drive/Site Access 2	C (23.1) EB Approach	D (25.7) EB Approach	E (43.8) EB Approach	E (43.4) EB Approach
Sandy Ridge Road at Kendale Road	D (31.3) WB Approach	E (39.2) WB Approach	F (55.4) WB Approach	
Kendale Road at Site Access 3			A (9.6) EB Approach	
Johnson Street at Site Access 1			C (17.7) WB Approach	C (17.7) WB Approach
LOS (delay in seconds) Note for unsignalized conditions, LOS and delay indicates only minor street approach with longest delay				

Table A – Level of Service Summary (Cont.)
2019 Phase 1

PM Peak	2016 Existing	2019 Future No Build	2019 Phase 1 Build	2019 Phase 1 Build + Imp
Sandy Ridge Road at Johnson Street	F (62.6) EB Approach	F (95.9) EB Approach	F (175.9) EB Approach	
Sandy Ridge Road at The Links Drive/Site Access 2	D (27.7) EB Approach	D (32.0) EB Approach	F (54.2) EB Approach	F (52.8) EB Approach
Sandy Ridge Road at Kendale Road	D (25.4) WB Approach	D (30.2) WB Approach	E (38.3) WB Approach	
Kendale Road at Site Access 3			A (9.8) EB Approach	
Johnson Street at Site Access 1			B (14.7) WB Approach	
LOS (delay in seconds) Note for unsignalized conditions, LOS and delay indicates only minor street approach with longest delay				

Level of Service Results (2021 Design Year Scenario)

The results of the analysis are discussed by intersection below and presented in tabular format in Table B.

Realigned Sandy Ridge Road/Johnson Street at Site Access 1

In existing conditions, the Sandy Ridge Road and Johnson Street intersection operates as a three-legged unsignalized intersection. LOS F is currently witnessed during both AM and PM peaks. In 2021 no-build conditions without the inclusion of TIP improvements, LOS F is expected to remain during both peaks. With the construction of the improvements associated with U-4758, LOS F is maintained during the AM peak and LOS D is expected in the PM peak. With the addition of site generated traffic, LOS F is maintained during both peak periods. The LOS F observed at this intersection is an existing condition that is present regardless of the proposed development. An initial review of the traffic volumes collected during AM and PM peak hours show that this intersection satisfies peak-hour traffic volume signal warrants in existing conditions. Draft improvement figures associated with U-4758 also show this intersection becoming signalized in future conditions (see supporting documents section of the appendix). With signalization in place, LOS C is anticipated during the AM peak with LOS B in the PM peak. No additional improvements are recommended.

Sandy Ridge Road at The Links Drive/Site Access 2

This existing unsignalized intersection currently operates at LOS C during the AM peak and LOS D during the PM peak. In 2021 no-build conditions without the inclusion of TIP improvements, LOS D is expected in the AM peak and LOS E is anticipated in the PM peak. With the construction of the improvements associated with U-4758, LOS C is expected during both peaks. With the site generated trips added, LOS E is expected during the AM and PM peaks. This LOS is typical for unsignalized intersections during peak periods, but is expected to be short-lived and limited to peak periods. No additional improvements recommended.

Sandy Ridge Road at Kendale Road

This existing unsignalized intersection currently operates at LOS D during the AM and PM peaks. In 2021 no-build conditions without the inclusion of TIP improvements, LOS E and LOS D is anticipated in the AM and PM peaks. With the construction of the improvements associated with U-4758, LOS C is expected during both the peaks. With the addition of site generated trips, LOS D is expected during the AM peak and LOS C is expected to be maintained during the PM peak. No improvements are recommended.

Kendale Road at Site Access 3

In 2021 build conditions, this intersection is anticipated to operate at LOS A during the AM peak and LOS B during the PM peak. No improvements are recommended.

Johnson Street at Site Access 4

This site access is proposed along Johnson Street approximately 1,100 feet south of realigned Sandy Ridge Road/Johnson Street at Site Access 1. The improvements associated with STIP project U-4758 include a median that will restrict this access to right-in / right-out movements. In future build conditions, LOS B is anticipated during the AM peaks with LOS A during the PM peak. Per the City of High Point Ordinance, the following improvement is required:

- Construct a northbound right turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper.

With the improvements in place, LOS B and LOS A is maintained during the AM and PM peak periods, respectively.

Table B summarizes the level of service for the level of service for the study intersections under the 2021 design year scenario.

**Table B – Level of Service Summary
2021 Phase 2 (Full Build)**

AM Peak	2016 Existing	2021 Future No Build (Without TIP)	2021 Future No Build (With TIP)	2021 Future Build (With TIP)	2021 Future Build (With TIP) + Imp
Sandy Ridge Road/Johnson Street at Site Access 1	F (179.2) EB Approach	F (331.9) EB Approach	F (60.6) EB Approach	F (246.0) EB Approach	C (20.0)
Sandy Ridge Road at The Links Drive/Site Access 2	C (23.1) EB Approach	D (28.1) EB Approach	C (16.9) EB Approach	E (35.6) WB Approach	C (23.4) * WB Approach
Sandy Ridge Road at Kendale Road	D (31.3) WB Approach	E (47.0) WB Approach	C (23.5) WB Approach	D (30.9) WB Approach	
Kendale Road at Site Access 3				A (9.7) EB Approach	
Johnson Street at Site Access 4				B (11.4) WB Approach	B (11.3) WB Approach
PM Peak	2016 Existing	2021 Future No Build (Without TIP)	2021 Future No Build (With TIP)	2021 Future Build (With TIP)	2021 Future Build (With TIP) + Imp
Sandy Ridge Road/Johnson Street at Site Access 1	F (62.6) EB Approach	F (132.2) EB Approach	D (29.0) EB Approach	F (141.5) EB Approach	B (12.8)
Sandy Ridge Road at The Links Drive/Site Access 2	D (27.7) EB Approach	E (36.0) EB Approach	C (21.0) EB Approach	E (36.6) EB Approach	E (36.6) EB Approach
Sandy Ridge Road at Kendale Road	D (25.4) WB Approach	D (34.5) WB Approach	C (18.6) WB Approach	C (22.7) WB Approach	
Kendale Road at Site Access 3				B (10.0) EB Approach	
Johnson Road at Site Access 4				A (9.7) WB Approach	A (9.6) WB Approach

LOS (delay in seconds)

Note for unsignalized conditions, LOS and delay indicates only minor street approach with longest delay

* Improvement in AM Peak due to upstream metering from signal at Sandy Ridge Road and Johnson Street.

Level of Service Results (Planning Scenario)

The results of the analysis are discussed by intersection below and presented in tabular format in Table C.

Realigned Sandy Ridge Road/Johnson Street at Piedmont Parkway

In 2040 build conditions, with the construction of the improvements related to U-4758 as well as Piedmont Parkway Extension; this intersection is proposed to become a signalized intersection. In 2040 no-build conditions LOS D is expected during both peak peaks. With the addition of residential development generated traffic, the level of service is maintained during both peak periods. No additional improvements are recommended.

Sandy Ridge Road at The Links Drive/Site Access 2

In 2040 no-build conditions, this existing intersection is expected to operate at LOS C during the AM peak and LOS D during the PM peak. With the addition of residential development traffic to 2040 conditions, LOS E is expected during the AM peak and LOS F is anticipated during the PM peak. It is typical for stop controlled side streets and driveways intersecting major streets to experience longer delays during peak hours. However, delays are expected to be short-lived and limited to the peak hours. The queues created by this delay are expected to be maintained within proposed storage lengths, therefore, no additional improvements are recommended at this intersection.

Sandy Ridge Road at John Knox Drive / Relocated Kendale Road

In 2040 build conditions, it was assumed that the existing Kendale Road and Sandy Ridge Road intersection would be relocated to the south to create a new four-leg, signalized intersection at the existing Sandy Ridge Road and John Knox Drive intersection. In 2040 no-build conditions, LOS B is expected during the AM peak and PM peak. With the addition of residential development generated traffic, the level of service is maintained during AM and PM peak periods. No additional improvements are recommended.

Johnson Street at Site Access 4

In 2040 build conditions, the westbound approach of Site Access 4 is anticipated to operate at LOS C during the AM peak and LOS B during PM peak. No additional improvements are recommended.

Table C – 2040 Level of Service Summary

AM Peak	2040 Future No Build	2040 Future Build
Sandy Ridge Road/Johnson Street at Piedmont Parkway	D (39.6)	D (41.5)
Sandy Ridge Road at The Links Drive/Site Access 2	C (21.2) EB Approach	E (47.3) WB Approach
Sandy Ridge Road at John Knox Drive/Relocated Kendale Road	B (17.1)	B (17.6)
Johnson Street at Site Access 4		C (15.5) WB Approach
PM Peak	2040 Future No Build	2040 Future Build
Sandy Ridge Road/Johnson Street at Piedmont Parkway	D (36.2)	D (37.5)
Sandy Ridge Road at The Links Drive/Site Access 2	D (28.6) EB Approach	F (68.2) EB Approach
Sandy Ridge Road at John Knox Drive/Relocated Kendale Road	B (19.4)	B (19.4)
Johnson Street at Site Access 4		B (11.4) WB Approach

Summary and Conclusion

The proposed Sandy Ridge Road residential development is to be located on the eastern side of Sandy Ridge Road, just south of Kendale Road in High Point, NC. The development is currently planned to include 98 single family detached homes, 170 apartments, 77 villas, and 33 townhome dwelling units. Four new site accesses are proposed in total. Site Access 1 of the development will be accessed off of Sandy Ridge Road and will connect with the proposed realigned Sandy Ridge Road and Johnson Street intersection. An additional site access along Sandy Ridge Road is also proposed to align with its intersection of The Links Drive. The third access will connect to Kendale Road, approximately 1,725 feet southeast of its intersection with Sandy Ridge Road. The fourth site access is proposed along Johnson Street approximately 1,100 feet south of intersection of Johnson Street and realigned Sandy Ridge Road and will be restricted to right-in / right-out movements by a median as planned part of the STIP project U-4758.

DAVENPORT was retained to determine the potential traffic impacts of this development and to identify transportation improvements that may be required to accommodate the impacts of the new development traffic. This development was

analyzed for three design years: 2019, 2021, and 2040 to further understand the site's implications on nearby planned roadway improvements.

Based on trip generation equations published in Trip Generation (Institute of Transportation Engineers, 9th Edition), this development has a trip generation potential of 3,164 daily trips in full build, with 240 trips in the AM peak and 324 net trips in the PM peak.

In conclusion, this study has determined the potential traffic impacts of this development and has identified transportation improvements that will be required to accommodate the impacts of the proposed development traffic in future conditions. The improvements committed by the projects in the vicinity of the site are anticipated to accommodate future traffic adequately in 2040 conditions. The aforementioned improvements should all be constructed in accordance with NCDOT's Policy on Street and Driveway Access to North Carolina Highways. Table D illustrates the recommendations related to this development.

Table D – Recommended Improvement Summary	
2019 Design Year	
Sandy Ridge Road at Johnson Street	No improvements recommended
Sandy Ridge Road at The Links Drive/Site Access 2	In accordance with the City of High Point Driveway Ordinance the following improvements are required: • Construct a northbound right turn lane along Sandy Ridge Road consisting of 100 feet of storage and appropriate taper. • Construct a southbound left turn lane along Sandy Ridge Road consisting of 100 feet of storage and appropriate taper. • Construct a westbound left turn lane along Site Access 2 consisting of 100 feet of storage and appropriate taper.
Sandy Ridge Road at Kendale Road	No improvements recommended
Kendale Road at Site Access 3	No improvements recommended
Sandy Ridge Road/Johnson Street at Site Access 1	Per the City of High Point Driveway Ordinance the following improvements are required: • Construct a northbound right turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper.

Table D – Recommended Improvement Summary (Continued)

2021 Design Year	
Sandy Ridge Road/Johnson Street at Site Access 1	No additional improvements recommended
Sandy Ridge Road at The Links Drive/Site Access 2	No additional improvements recommended
Sandy Ridge Road at Kendale Road	No improvements recommended
Kendale Road at Site Access 3	No improvements recommended
Johnson Street at Site Access 4	Per the City of High Point Driveway Ordinance the following improvements are required: • Construct a northbound right turn lane along Johnson Road consisting of 100 feet of storage and appropriate taper. • Construct a southbound left turn lane along Johnson consisting of 100 feet of storage and appropriate taper.
2040 Design Year	
Sandy Ridge Road/Johnson Street at Piedmont Parkway	No additional improvements recommended
Sandy Ridge Road at The Links Drive/Site Access 2	No additional improvements recommended
Sandy Ridge Road at John Knox Drive/Relocated Kendale Road	No improvements recommended
Johnson Street at Site Access 4	No additional improvements recommended

Citizens Information Meeting Report Zoning Map Amendment 17-09

Submitted by: BSC Holdings

CITIZENS INFORMATION MEETING REPORT

ZONING CASE ZA

SUBMITTED BY BARRY SIEGAL

Minutes for "Citizens Information Meeting" on the rezoning of 71 acres located between Johnson/Sandy Ridge and Kendale Roads.

A letter (see letter and mailing list attached) was sent to citizens who live within 300 feet of the property described below. The letter invited them to attend an informal meeting concerning the rezoning of this tract. The meeting was set for May 1 at 4:30 until 6:30 at the office of Ed Price & Associates.

On Monday afternoon, May 1, at 4:30, Barry Siegal & Amanda Williams for BSC Holdings (future developers for the site) met with the 10 home or land owners. Carol Ferrell, Janet Brown & Ed Price with Ed Price & Associates were also present. A register of the neighbors in attendance is attached.

Barry Siegal began the discussion by showing the neighbors the preliminary neighborhood plan. He explained the future realignment and widening of Sandy Ridge and the future building of Piedmont Parkway through the property. He explained that he will be dedicating Right-of-way for State and City projects. He also described the future points of access into the subject property.

Barry further described the preliminary map as the "master plan" minus 3 acres of future commercial property on the corner of Kendale and Sandy Ridge. Barry Siegal and Amanda Williams explained that Piedmont Parkway would divide the project into two unique products: 1) single family homes south of Piedmont Parkway and 2) villa homes, townhomes, two story apartments and a "lofts" building north of Piedmont Parkway. The multifamily project will be a rental only by BSC Holdings and the single family homes will be built and sold by Royal Homes. The following exhibits were available for review at the meeting: Bubble plan, site plan with

buildings and lots located on it, and a large poster board showing photographs of the exteriors and interiors of the multifamily units along with renderings for the townhome units and a listing of community amenities.

Barry Siegal and Amanda Williams explained to the neighbors that the Land Use Plan had projected the area to be an "Activity Center" (shopping with residential above). The developer will be requesting the City to downsize their zoning to "mixed residential" that will result in lower density (approximately 6 units per acre). They referred to similar developments that they could visit that are like the one they want to build here.

Several of the neighbors asked questions.

1. How annexation would affect his property.
2. Where would the retention pond be located.
3. Would there be a fence built between her property and the development.
4. What were the size of the lots and size of homes to be built.
5. What kinds of exterior material on the homes would be used.
6. Where would the entrance to the single homes to be located.
7. Will the multi-family development be gated.
8. When the first homes would be started.

Answers from the developers:

The annexation would only affect the proposed property. Forced annexation is illegal and the City could not annex property without an owner's consent.

The retention pond would be located in the far most southern corner of the property. There will be an association for the single family homes to take care of the pond, upgraded street lights, and entrance sign.

The building of fences was not a requirement in the ordinance, but a landscaped buffer was. They also discussed the topography and grades of the site. The City would require a "landscaped transition." One homeowner was concerned about the trees on their lot. It was explained that we could not touch anything on her lot.

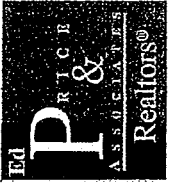
The developer outlined the size of the lots and the sizes of the homes that would be built by Royal Homes of NC. There were some questions about if vinyl siding would be used. The developers stated the homes to built were in the airport overlay zone and that it would probably cause the builder to use hardi plank siding in addition to brick or stone on the exterior.

The single family homes entrance would be located off the throw away road in Piedmont Parkway as well as the exit off of Johnson Street.

The multifamily would be gated at all entrances.

The rezoning of the development should be completed by the end of this summer. The plan should go before Planning and Zoning this month or next month. City Council should rule on the development in June or July. The developer plans to start site work late this fall. Lots will be available a year from now. Construction of homes should begin next summer.

Overall, the tone of the meeting was good and a week after the meeting we have not heard from any neighbors. We did have several phone calls with Tim Webster of Sandy Ridge at River Landing. He met with their residents and he said they were good with the development and excited for more growth out there. They are supportive of the development.



SIGN IN SHEET

Name	Phone #	Address	Email
Lyn + Catherine Westmoreland	336-993-3445	245 N. Benton Hill Rd, Colfax NC	27235
2. ROBERT & HELEN HOLLINS	336-672-0727	4531 KENDALE RD. H.P. N.C.	27265
3. CORRIE M.	336 207 -2587	4535 KENDALL	McCorrher@ccair.com McCorrher@ccair.com
4. NEEL MARTIN	336-382-8131	4833 CHILTON WAY	
5. Ralph & Georgina Leone	336-382-4132	4537 Kendall	
6. David Lyall	336-268-1399	4644 Johnson St.	
7.			
8.			
9.			
10.			
11.			
12.			

Notes from "Citizens Information Meeting"

Developer talked about property to be developed by referring to map.
He talked about the realignment of Kendale by NC DOT into Sandy Ridge at John Knox.
He explained that the City and State DOT planned to do some major road work in this area.

During 2021 to 2022 there would be the widening of Sandy Ridge.
The developer would be dedicating roadway for these projects (Piedmont Parkway and right of way along Sandy Ridge Road).
The map displayed at the meeting is the master plan

The following are part of NC and High Point DOT's plans:
Sandy Ridge will be a 4 to 5 lane road.
Kendal Road will cul-de-sac before it hits Sandy Ridge.
There will be a stoplight at the John Knox intersection.
The dark line on the map going through the property is the future pathway of "Piedmont Parkway."
This must be dedicated. NCDOT and the State will build Piedmont Parkway.
Wesleyan is dedicating land to be used and to straighten out the intersection of Sandy Ridge at Johnson across from Piedmont Parkway.

Looking at the drawing to the left side of "Piedmont Parkway" developer is proposing to build Villa Homes, Townhomes, Two Story Apartments and a Loft Building.
There will be three access points into the development.
One access point will be across from the road into "River Landing" at the Links Drive.
There will be a full median cut at this point per NC DOT.
Links Drive leads to the golf course in River Landing.
John Knox is what the residential traffic uses.
Developer will be building a two lane throw-away road where the future Piedmont Parkway will be built.

To the right hand side of this road will be single family homes.
Down in the left hand corner is the retention pond.
It will handle storm water for the entire area to be developed.
There will be a cul-de-sac and a right in and right out only onto Johnson due to a median being present.
There are three homes along Johnson. Developer will give them some land.
There will be 50 lots in Phase 1 accessed from Piedmont Parkway.
Then Phase 11 will be built.

There are about 47 acres on The City's land Use Map designated as an "Activity Center".
This is shopping area with residential above.
The Developer is requesting the land use plan be downsized to "Mix Residential" with lower density of about 6 units per acre.

The Developer stated to the land owners at the meeting that he would be asking the City to "down zone" their Land Use Map.

There would be no commercial and the density would be half.

Amanda Williams stated that with the rental units cater to two clientele.

One is "baby boomers" who are young and healthy and the other is working professionals that are new to the area.

They will build the Villas and apartments first.

The apartments have no interior stairwells or hallways.

They are upper end with granite counter tops and tile floors.

There will be 77 "Villas" or patio homes.

The patio homes have a 2 or 1 car garage.

The square footage of the Villas is between 1100 and 1700 SF.

They will rent between \$1200 and \$1850 per unit per month.

The rental portion of the development will serve as a stepping stone into "River Landing."

The entrance fee for River Landing is \$150000 for a one bedroom apartment. The dues are \$2700 per month per person.

A potential patron must qualify with assets and health.

Before getting into River Landing you must have \$750000 in assets. Waiting list are 5 years on Villas and 5 years on apartments.

There will be 33 townhomes built with 4 to 5 units per building.

The townhomes will be two story units with 1200 sf to 1500 sf.

They will have garages.

There will be 10 buildings of apartments with 8 units per building.

Four units up and 4 down. All will have private entrances.

The "Loft Building" will be 3 stories high, all brick with elevators.

There will be wide halls with displays of artwork.

This building caters to people who want neighbors for security, health and company.

The property is fully staffed.

The interior and exterior of the units are cared for by the management company.

There are amenities within the building so you rarely need to leave.

The staff will check on a resident if requested to do so.

Barry Siegal and Amanda Williams talked about similar developments in other cities that they have completed.

They explained that any initial concerns of neighbors were alleviated with time and many moved into the facilities as time passed.

The single family homes will be built and sold.

They will be built by "Royal Homes." Royal Homes has been building for 8 years. You can go to the "Cottesmore Neighborhood" in north High Point to see the product that will be built. Construction is now going on in Phase 3 of Cottesmore.

Amanda Williams has floor plans to show.

Some homes will be 2800 sf to 4000 sf.

The price range of this product will be \$250000 to \$375000.

Others will be 2200 sf to 2800 sf and the price range will be \$200000 to \$260000.

Royal Homes presently has a home in the Greensboro Builders Parade of Homes.

The Parade home is located in "Glenstone" at 945 Beesons Field Drive in Kernersville.

The single family homes will have lots that are approximately 70 ft across the front and 140 to 145 ft deep.

The community will be serviced with water and sewer by the City of High Point.

Annexation will be requested.

A major sewer line will be run up the creek bed in the area to service future development.

The Developer will financially contribute to the cost of this project.

Questions from the attendees were:

What will be annexed? How will that affect me?

Where is the pond?

How long will the road be between the rental and to be sold single family home?

How long is the lease agreement on the rentals?

Will there be a fence built as a border behind our homes?

What will be on the exterior of the homes for sale?

How large will the lots be?

Will there be an association?

Will the rental side be gated?

What is the time frame?

Some of the answers follow:

The Developer said that the building of fences was not required but a landscaped buffer would be. Also grading was discussed and the topography of the land.

The City will require a "landscaped transition."

The homes to be built will be in "Noise Cone Three" and that will probably cause the builder to use a lot of "hardi plank" and/or brick on the exterior.

There will be an association for the single family homes to take care of the pond, upgraded street lights and the entrance.

The rental side of the project will be gated.

The rezoning of the development should be completed by the end of this summer.

The plan should go before Planning and Zoning this month or next month.

City Council should rule on the development in June or July.

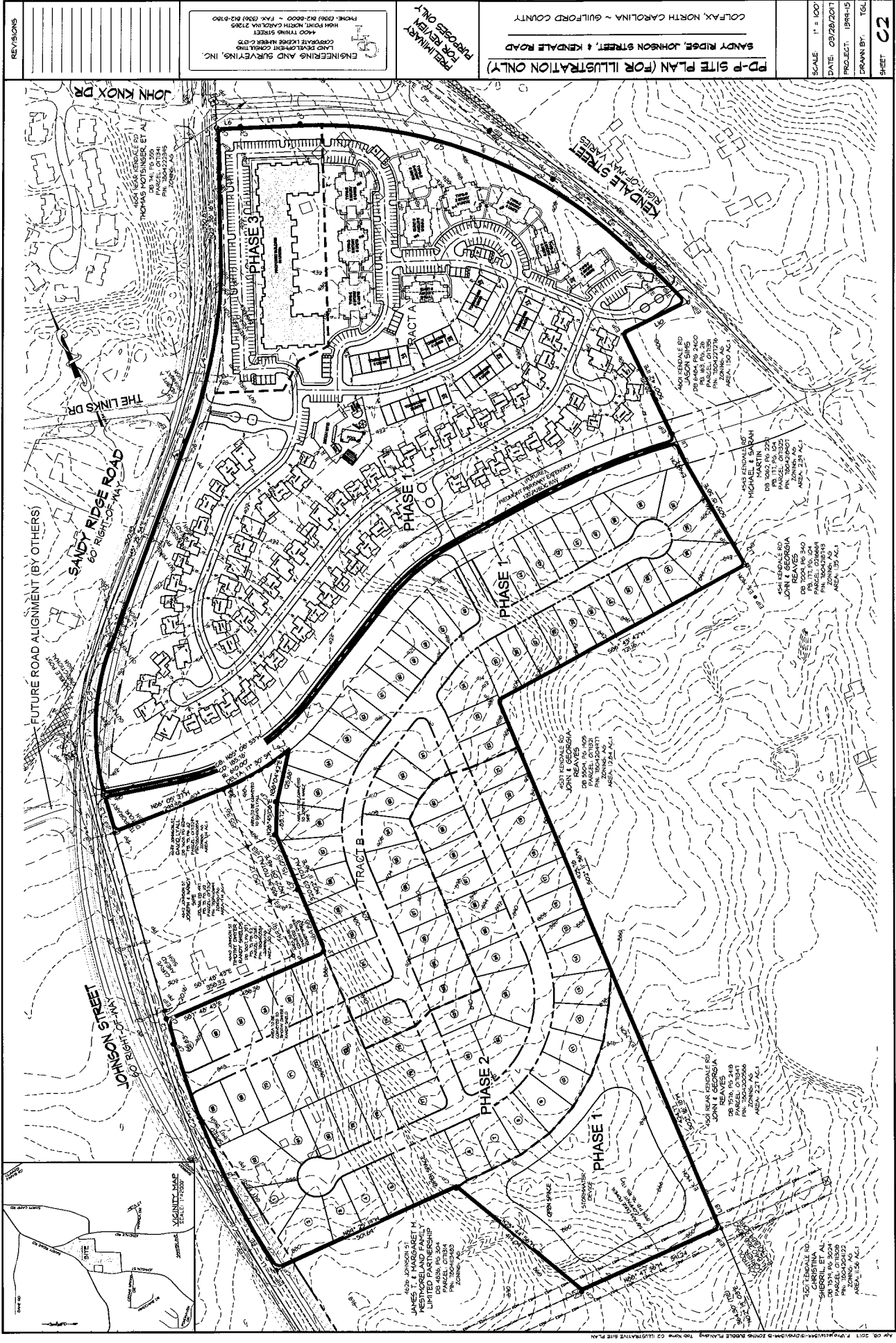
Developer can start site work late this fall.

Lots will be available a year from now.

Construction of homes should begin next summer.

It will take two year to finish building.

Exhibits shown at the Neighborhood Meeting



REVISIONS	ENGINEERING AND SURVEYING, INC. LAND DEVELOPMENT CONSULTING CORPORATE LICENSE NUMBER 0-075 HIGH 10011 NORTH KENDALE STREET FRENCH CREEK RD 8000 - FRENCH CREEK RD 8000 PRELIMINARY FOR REVIEW PURPOSES ONLY	COLLAPSE, NORTH CAROLINA ~ GUILFORD COUNTY SANDY RIDGE, JOHNSON STREET, & KENDALE ROAD PD-P SITE PLAN (FOR ILLUSTRATION ONLY)	SCALE 1" = 100' DATE: 03/28/2017 PROJECT: 1804-15 DRAWN BY: TGS SHEET 02
-----------	--	---	--

BSC Holdings, Inc.

P.O. Box 16168
High Point, North Carolina 27261

Phone: 336-292-9010
Fax: 336-632-0207

April 25, 2017

Dear Neighbors,

We would like to invite you to join us for an Open House on Monday May 1st, 2017 at the office of Ed Price and Associates Realtors located at 1220 N. Main Street in High Point. The Open House will be from 4:30 pm to 6 pm. The purpose of the Open House is to review with you a future development on 71 acres of land shown on the attached map titled Zoning Map Amendment ZA-17-09.

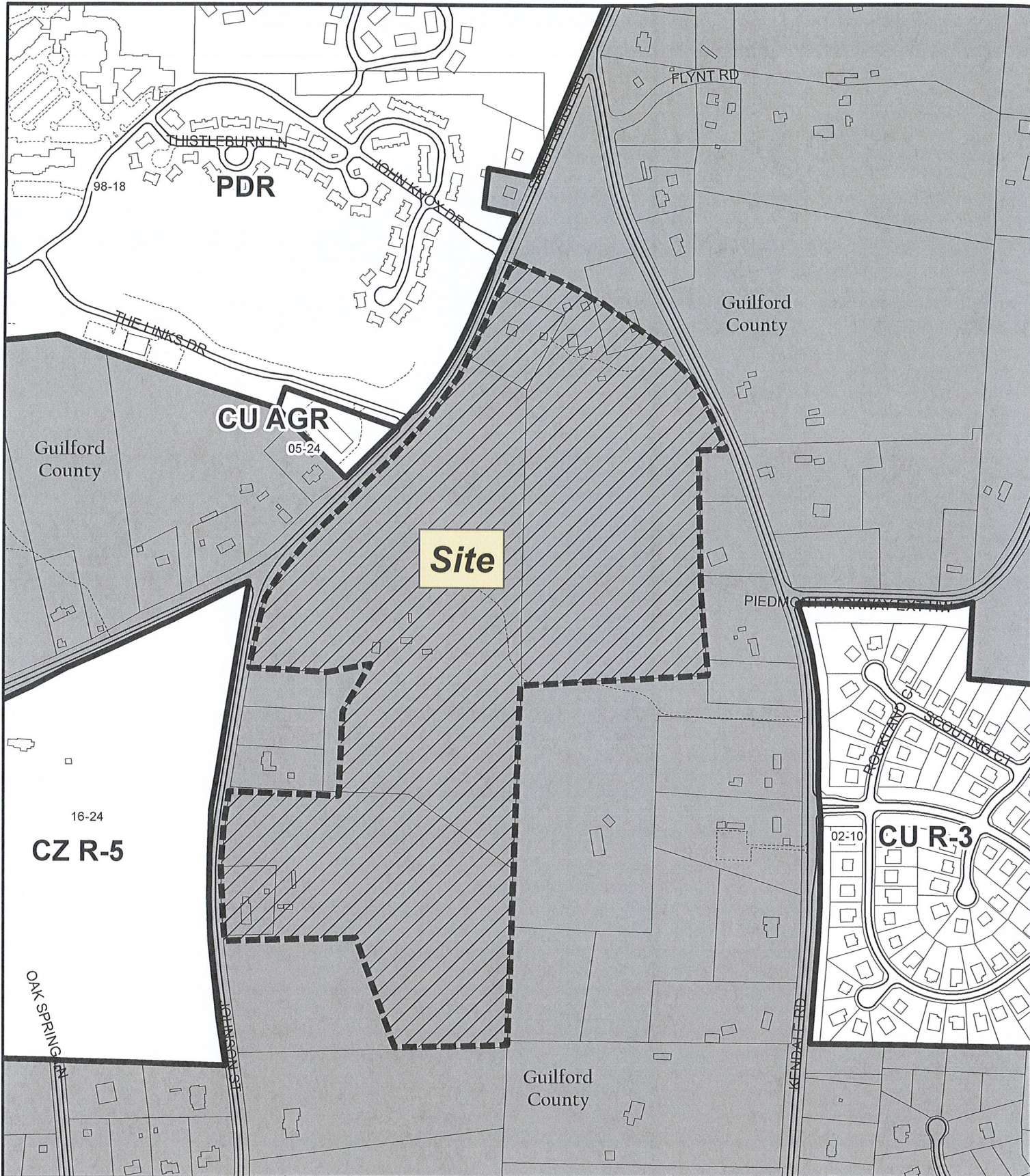
We have requested the City of High Point to annex the property into the City to connect to water and sewer. We have also filed a rezoning application for a change in the zoning of the property from AG (agricultural) to PD-P (Planned Development-Peripheral).

We have applied for a Land Use Amendment to change the current Land Use Plan for this area from an Activity Center with mixed use commercial and residential components and medium density residential (8 to 10 units per acre) to the South and East of the Activity Center. Our request is a downgrade and removes the commercial component permitted in the Land Use Plan, reduces the total number of units permitted, and restricts the use to residential use only.

A preliminary site plan has been prepared which we will have available for review at this meeting along with photos and information for the proposed residential development. We look forward to having you join us to share more details of our plans and to address any questions or concerns you may have. Please park in the parking lot behind the building. The conference room is located upstairs.

Sincerely,

Amanda Williams



ZONING MAP AMENDMENT ZA-17-09

From: AG (GC)
To: PD-P

Existing Zoning Boundary
Subject Property Boundary



Planning & Development
Department

City of High Point

Date:



Scale: 1"=500'

G:/Planning/Secure/ba-pz/
2017/pz/za17-09.mxd

ABDULLAH, IZHAR ; KHAN, SAMINA ASLAM
4601 KENDALE RD
HIGH POINT NC 27265

BAME, L C JR ; BAME, CHRISTINE G
4618 KENDALE RD
HIGH POINT NC 27265

DWYER, TIMOTHY F ; SHIELDS, RANDY L
4642 JOHNSON ST
COLFAX NC 27235

HEDGECOCK, CAROLYN W
4511 KENDALE RD
HIGH POINT NC 27265

HOLLINS LIVING TRUST ; HOLLINS, ROBERT E
TRUSTEE ; HOLLINS, HELEN M TRUSTEE
4531 KENDALE RD
HIGH POINT NC 27265

JAMES T AND MARGARET M WESTMORELAND
FAMILY LIMITED PARTNERSHIP
4626 JOHNSON ST
COLFAX NC 27235

LEE, CHANG YOUNG ; LEE, OK BOON
1106 HARTSTONE DR
COLFAX NC 27235

LYALL, DAVID MARSH
4644 JOHNSON ST
COLFAX NC 27235

MARTIN, SARAH R ; CORRIHER, MICHAEL R
4543 KENDALE RD
HIGH POINT NC 27265

MINNICH, ROBERT S ; MINNICH, ROBIN D
4630 KENDALE RD
HIGH POINT NC 27265

MOTSINGER, D L
2028 SANDY RIDGE RD
COLFAX NC 27235

MOTSINGER, THOMAS L ; MOTSINGER, KAREN
LYNN
4627 KENDALE RD
HIGH POINT NC 27265

MOTSINGER, THOMAS LEE ; MOTSINGER, JOHN
AVERY ; MOTSINGER, L A M DEAN ; MOTSINGER,
H G M HOLLI
2028 SANDY RIDGE RD
COLFAX NC 27235

NUCKLES, VIRGINIA I
4610 KENDALE RD
HIGH POINT NC 27265

OWENS, DOUGLAS R ; OWENS, REBECCA O
4604 JOHNSON ST
COLFAX NC 27235

PIEDMONT TRIAD AMBULANCE & RESCUE INC
PO BOX 534
HIGH POINT NC 27261

PRESBYTERIAN HOMES INC
2109 SANDY RIDGE RD
COLFAX NC 27235

PROCO, PATRICIA T ; PROCO, STEVE M
1849 SANDY RIDGE RD
COLFAX NC 27235

REAVES, JOHN RALPH ; REAVES, GEORGIA RAY ;
REAVES, KERRY LANCE
1435 WHITES MILL RD
HIGH POINT NC 27265

SHERRILL, CHRISTINA B ; SHERRILL, ELAINE W ;
SHERRILL, ERIC R ; SHERRILL, WILLIAM R
4501 KENDALE RD
HIGH POINT NC 27265

SIPE, JOSEPH M ; SIPE, NANCY W
4642 JOHNSON ST
COLFAX NC 27235

STAFFORD, JAMES C ; STAFFORD, WANDA D
2007 SANDY RIDGE RD
COLFAX NC 27235

THE PRESBYTERIAN HOMES INC
2109 SANDY RIDGE RD
COLFAX NC 27235

WESLEYAN EDUCATION CENTER
1917 N. CENTENNIAL STREET
HIGH POINT NC 27262

WESTMORELAND, C REID ; WESTMORELAND,
CATHARINE B
245 N BUNKER HILL RD
COLFAX NC 27235

WESTMORELAND, JAMES T ; JAMES & MARGARET
WESTMORELAND FAMILY LIMITED PARTNERSHIP
4626 JOHNSON ST
COLFAX NC 27235

CITY OF HIGH POINT

AGENDA ITEM



Title: Transit Section 5303 Planning Grant Agreement with NCDOT

From: Mark McDonald

Meeting Date: 07/17/2017

Public Hearing: n/a

Advertising Date / n/a

Advertised By:

Attachments: Award Letter

PURPOSE:

Execute an agreement with NCDOT for the federal and state share of the FY18 Section 5303 planning grant.

BACKGROUND:

On March 9, 2017, the North Carolina Board of Transportation approved funds in the amount of \$49,500 for the Federal and State share of the transit system's Section 5303 planning grant.

BUDGET IMPACT:

The City's matching share of \$5,500 is included in the FY18 budget.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends authorizing the City Manager to execute the required agreement with NCDOT to receive reimbursement funds for the project.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

July 3, 2017

Mr. Greg Demko, City Manager
City of High Point
Post Office Box 230
High Point, North Carolina 27261-0230

RE: FY2018 Metropolitan Planning Program (Section 5303)
Project No. 18-08-113
WBS Element No(s). 36230.19.17.6 (Plan)
Agreement ID. TBD
Period of Performance: 7/1/17 – 6/30/18

Dear Mr. Demko:

On March 9, 2017, the Board of Transportation approved your organization's request for a FY18 Metropolitan Planning Program (Section 5303) grant in the amount of \$49,500. The agreement to be executed between City of High Point and NCDOT is enclosed. The individual authorized to enter into this agreement for the financial assistance on behalf of your agency will sign the agreement. Please provide a copy of the agreement to all parties that will be involved in the administration of the grant, and request that the agreement be reviewed carefully. Instructions for completion of the grant agreement process are enclosed.

Please refer to Section 5b of the grant agreement that requires sub-recipients to submit monthly or quarterly requests for reimbursement.

If you have any question related to the grant agreement, please contact Myra Freeman, Financial Manager at 919-707-4672 or your assigned Accounting Specialist. In any correspondence, please reference your assigned project number, WBS element, Agreement number and period of performance referenced on this letter.

Sincerely,

A handwritten signature in black ink that reads "Debbie Collins".

Debbie Collins
Director

DC\mf

Attachments

BK: R 7957

PG: 1220-1224

RECORDED:
07-25-2017

10:05:12 AM

BY: JANE SCHULTZ
DEPUTY-HP



2017041250

GUILFORD COUNTY, NC

JEFF L. THIGPEN
REGISTER OF DEEDS

NC FEE \$26.00

Return to: JoAnne Caryle, City Attorney
City of High Point
P.O. Box 230
High Point, NC 27261
Ordinance No. 7318 / 17-60

AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE
CITY OF HIGH POINT, NORTH CAROLINA

5P WHEREAS, The City of High Point has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and,

WHEREAS, the City Clerk has investigated the sufficiency of said petition and has certified it to be valid; and

WHEREAS, a public hearing on this annexation was held at the High Point Theatre at 5:30 p.m. on the 17th day of July, 2017; and,

WHEREAS, the City of High Point does hereby find as a fact that said petition meets the requirements of G.S. 160A-31 as amended;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA:

SECTION 1. By virtue of the authority granted by G.S. 160A-31 as amended, the following described territory is hereby annexed, and made a part of the City of High Point as of July 17, 2017.

ANNEXATION DESCRIPTION

Mumtaz Ali Khan - (Annexation Case 17-06)

A voluntary contiguous annexation of an approximate 0.26-acre parcel lying along the south side of E. Martin Luther King Jr. Drive, approximately 875 feet east of Triangle Lake Road (3406 E. Martin Luther King Jr. Drive). The property is known as Guilford County Tax Parcel 0161207 and more specifically described as follows:

Being all of that certain **0.239 acre** parcel of land lying in Jamestown Township, Guilford County, North Carolina; and bounded by natural boundaries and/or lands owned by and/or in possession of

persons, as follows: on the north by S.R. No. 1113 East Martin Luther King Jr. Drive (formerly Kivett Drive), on the east and south by Dennis W. Morgan, Sr., and on the west by Clifton H. Lamb; said parcel being particularly described by courses (according to the North Carolina Grid System as determined by solar observations) and distances according to a survey and plat prepared by H. Stephen Bowers Professional Land Surveyor No. L-2455, dated July 5, 2017, drawing 17-0705.dwg, to which reference is hereby made, as follows:

BEGINNING at a 7/8" outside diameter set new iron pipe, flush, in the southerly right of way line of S.R. No. 1113 East Martin Luther King Jr. Drive (formerly Kivett Drive), being 43.24 feet from centerline of actual pavement and 9.44 feet from a 1/4" drill hole in the back of curb; said iron pipe having N.C. Grid coordinates of North 806,023.56 (US feet) and East 1,720,184.35 (US feet) as per the North American Datum of 1983 (NSRS 2011) as determined by GPS/OPUS observations; said iron pipe being the northeasterly corner of Clifton H. Lamb (see Deed Book 3494 Page 295 of the Guilford County Registry); thence with said southerly right of way line **South 77 Degrees, 06 Minutes, 10 Seconds East, 69.23 feet**, to a 7/8" outside diameter set new iron pipe, flush, the northwesterly corner of Dennis W. Morgan, Sr. and wife Beverly A. Morgan (see Deed Book 6576 Page 992 of said Registry); thence with the westerly and northerly line of said Dennis W. Morgan, Sr. and wife Beverly A. Morgan the following two calls: (1) thence **South 13 Degrees, 00 Minutes, 05 Seconds West, 149.38 feet**, to a 1" outside diameter found existing iron pipe, flush, the northeasterly corner of other lands of said Dennis W. Morgan, Sr. and wife Beverly A. Morgan (see now Deed Book 6501 Page 855 of said Registry); (2) thence **North 77 Degrees, 08 Minutes, 20 Seconds West, 70.05 feet**, to a 1" outside diameter found existing iron pipe, 4" subsurface, in the easterly line of said Clifton H. Lamb; thence with said easterly line **North 13 Degrees, 19 Minutes, 05 Seconds East, 149.43 feet**, to the **BEGINNING** said 7/8" outside diameter set new iron pipe, flush.

Said **0.239 acre** parcel being a northerly portion of Lot 3 of Union Hill Park as recorded in Plat Book 12 at Page 41 of the Guilford County Registry.

FOR REFERENCE SEE: that deed recorded in Deed Book 7871 at Page 1768 of the Guilford County Registry.

The above described **0.239-acre** parcel is generally known and designated as being Parcel No. 0161207 or PIN 7820051995 of Guilford County Tax Maps as presently constituted, with property address of 3406 East Martin Luther King Jr Drive, High Point, NC 27260.

The above description was prepared by H. Stephen Bowers Professional Land Surveyor No. L-2455, July 5, 2017.

SECTION 2. Upon and after **July 17, 2017** the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of High Point, and shall be entitled to the same privileges and benefits as other parts of the City of High Point. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

SECTION 3. The Mayor of the City of High Point shall cause to be recorded in the Office of the Register of Deeds of Guilford County and in the Office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section

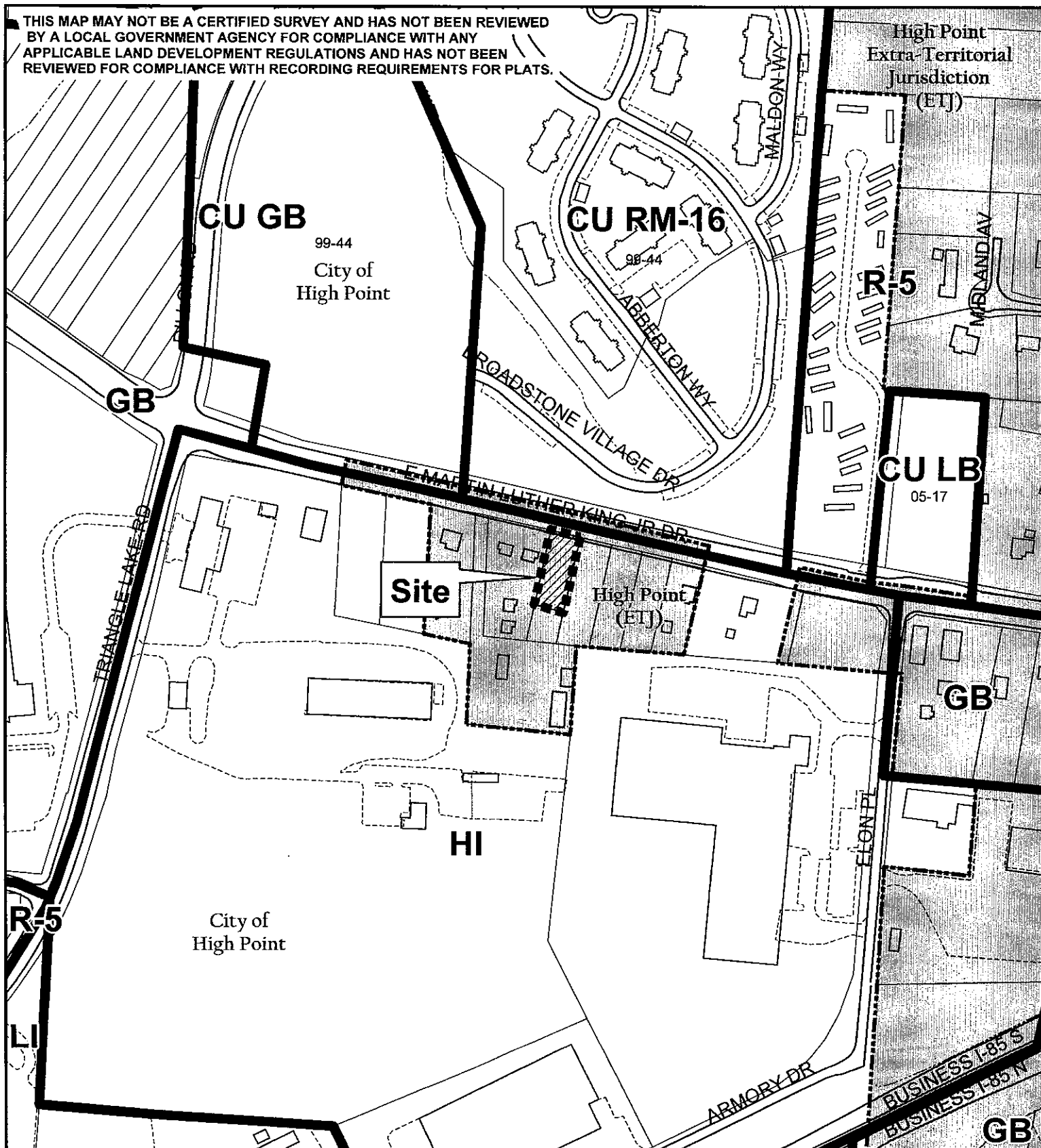
Ordinance No. 7318 / 17-60

Annexation Case 17-06

Page 3 of 3

1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Guilford County Board of Elections, as required by G.S. 163-288.1.

Adopted by City Council,
this the 17th day of July, 2017.
Lisa B. Vierling, City Clerk



ANNEXATION REQUEST AN-17-06

Applicant: KHAN, MUMTAZ ALI
Area: 0.26 acres (approximate)

Existing Zoning Boundary —————
Subject Property Boundary - - - - -

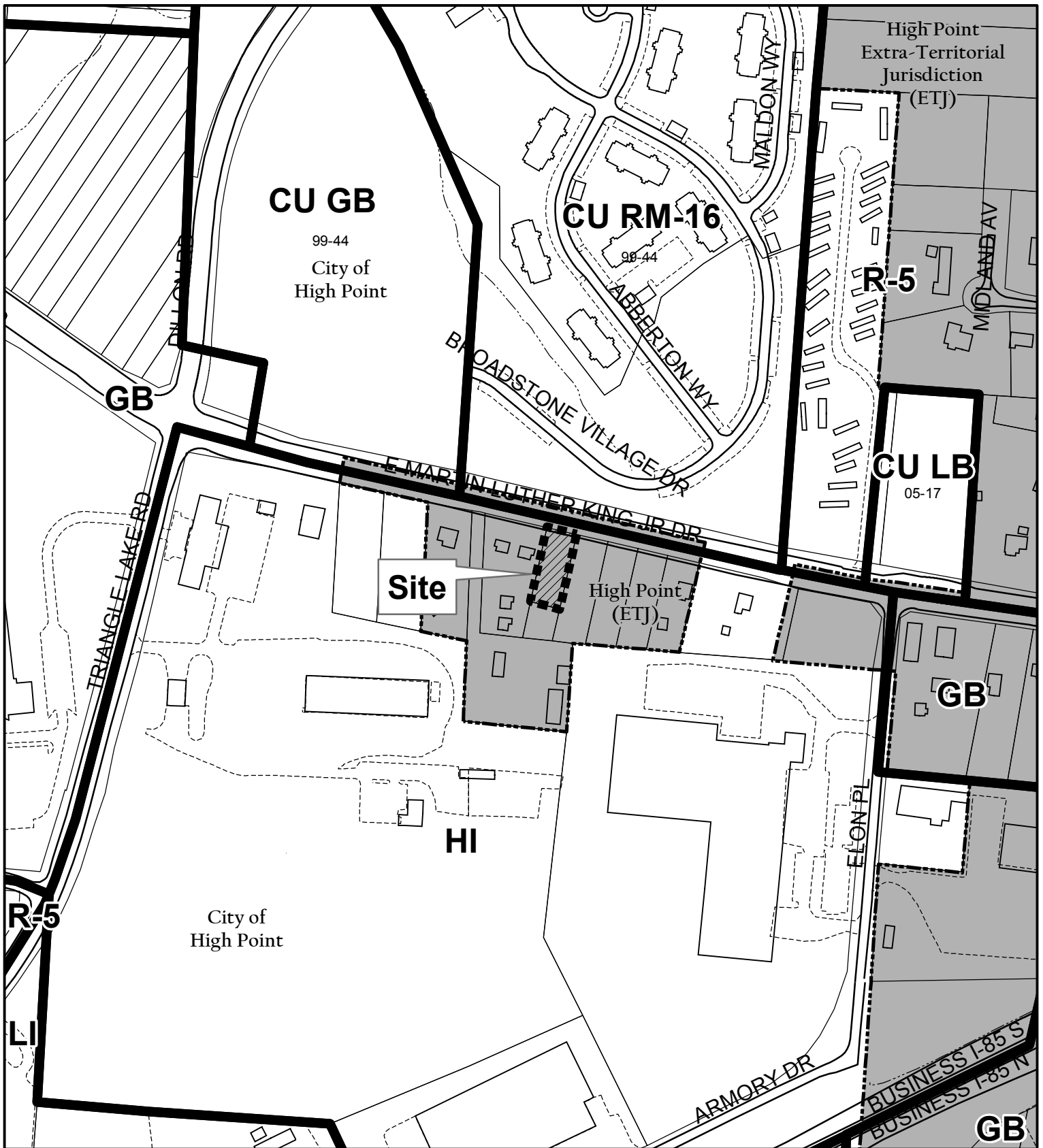
**Planning & Development
 Department**

City of High Point

Date: July 24, 2017



Scale: 1"=300'
 G:/Planning/Secure/ba-pz/
 2016/pz/an17-06.mxd



PROPOSED ANNEXATION REQUEST

Applicant: KHAN, MUMTAZ ALI
Area: 0.26 acres (approximate)

Existing Zoning Boundary —————
Subject Property Boundary - - - - -

**Planning & Development
Department**

City of High Point

Date: June 5, 2017



Scale: 1"=300'
G:/Planning/Secure/ba-pz/
2016/pz/an17-06.mxd

City of High Point



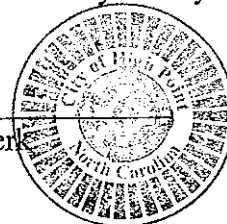
City of High Point
Municipal Office Building
211 South Hamilton Street
High Point, NC 27261

Certification

I, Lisa B. Vierling, City Clerk of the City of High Point, North Carolina, do hereby certify that the foregoing is a true and accurate Ordinance adopted by the City Council in official Session on July 17, 2017 and upon approval by City Council will be recorded in Book 92 of the Official Minute Books and Ordinance Book XIX of this City, under my care, custody and control. As of this date, action to adopt said Ordinance has not been amended, rescinded or repealed and is in full force and effect.

WITNESS my hand and the Corporate Seal of the City of High Point, the 21st day of July 2017.

Lisa B. Vierling
Lisa B. Vierling, City Clerk



ACKNOWLEDGEMENT

I, Cynthia C. Duncan-Smith, a Notary Public of said County and State, do hereby certify that Lisa B. Vierling, is known to me as City Clerk of the City of High Point; that this person personally appeared before me this date; and, upon authority duly given and as an act of said City, issued and executed the foregoing Certification.

WITNESS my hand and official Notarial Seal, this 21st day of July, 2017.

CYNTHIA C. DUNCAN-SMITH
NOTARY PUBLIC
GUILFORD COUNTY, NC

Cynthia C. Duncan-Smith
Cynthia C. Duncan-Smith, Notary Public

Commission Expires: 1/18/2020

CITY OF HIGH POINT

AGENDA ITEM



Title: Motorola Radio Purchase

From: Steve Lingerfelt, Director of Information
Technology Services

Meeting Date: July 17, 2017

Public Hearing: No

**Advertising Date /
Advertised By:**

Attachments: Motorola Solutions Inc. Radio Quote

PURPOSE:

The City needs to purchase Motorola portable and mobile radios to replace older radios as part of the annual replacement program.

BACKGROUND:

Information Technology Services is recommending the City of High Point purchase one hundred thirteen (113) portable radios as part of its annual eight (8) year radio replacement cycle. The radios purchased will be replacing radios in the Police Department.

BUDGET IMPACT:

The City of High Point will use existing funds in the FY 2017-18 budget to purchase the radios from Motorola Solutions, Inc. The total cost of the radios is \$493,894.75 which is the state contract price.

RECOMMENDATION / ACTION REQUESTED:

The Department of Information Technology Services recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Information Technology Services**

COUNCIL AGENDA DATE: **July 17, 2017**

BID NO.: CONTRACT NO.: **NC 725G** DATE OPENED:

DESCRIPTION:

Motorola radio replacement purchase.

PURPOSE:

The City of High Point utilizes an eight year replacement cycle to replace older radios in its inventory. One hundred thirteen radios will be replaced this year. The radios will be replaced in the Police Department.

COMMENTS:

This purchase is made using the NC procurement contract 725G.

RECOMMEND AWARD TO: **Motorola Solutions Inc.** AMOUNT: **\$493,894.75**

JUSTIFICATION:

The purchase is needed to replace older radios in inventory as part of an eight year replacement cycle.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
501243	522601			\$493,894.75
TOTAL BUDGETED AMOUNT				\$493,894.75

DEPARTMENT HEAD: **Steve Lingerfelt** Digitally signed by Steve Lingerfelt
Date: 2017.06.29 13:46:15 -04'00' DATE: **June 29, 2017**

The Purchasing Division concurs with recommendation submitted by the **ITS** and recommends
award to the lowest responsible, responsive bidder **Motorola Solutions Inc.** in the amount of \$ **493,894.73**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=you,
email=erik.conti@highpointnc.gov, c=US
Date: 2017.06.30 15:00:49 -04'00' DATE: **Jun 30, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: **Jeffrey A. Moore** Digitally signed by Jeffrey A. Moore
DN: ou=Jeffrey A. Moore, o=City of High Point, NC,
ou=Financial Services Director,
email=jfmoore@highpointnc.gov, c=US
Date: 2017.07.06 11:22:11 -04'00' DATE: **Jul 6, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point,
email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.07 11:24:38 -04'00' DATE: **Jul 7, 2017**

BK: R 7957
PG: 1216-1219
RECORDED:
07-25-2017
09:58:33 AM
BY: JANE SCHULTZ
DEPUTY-HP



2017041248
GUILFORD COUNTY, NC
JEFF L. THIGPEN
REGISTER OF DEEDS

NC FEE \$26.00

Return to: JoAnne Caryle, City Attorney
City of High Point
P.O. Box 230
High Point, NC 27261
Ordinance No. 7319 / 17-61

AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE
CITY OF HIGH POINT, NORTH CAROLINA

4p
WHEREAS, The City of High Point has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and,

WHEREAS, the City Clerk has investigated the sufficiency of said petition and has certified it to be valid; and

WHEREAS, a public hearing on this annexation was held at the High Point Theatre ~~Municipal Building~~ at 5:30 p.m. on the 17th day of July, 2017; and,

WHEREAS, the City of High Point does hereby find as a fact that said petition meets the requirements of G.S. 160A-31 as amended;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA:

SECTION 1. By virtue of the authority granted by G.S. 160A-31 as amended, the following described territory is hereby annexed, and made a part of the City of High Point as of July 17, 2017.

ANNEXATION DESCRIPTION Westmoreland and Motsinger, et al - (Annexation Case 17-05)

A voluntary contiguous annexation of approximately 70.926 acres lying east of Sandy Ridge Road, west of Kendale Road and south of the intersection of Sandy Ridge Road and John Knox Drive. The property is known as Guilford County Tax Parcels 0171336 (portion) 0171341 (portion), 0171316, 0171348, 0171314, and 0171313 (portion). The request is more specifically described as follows:

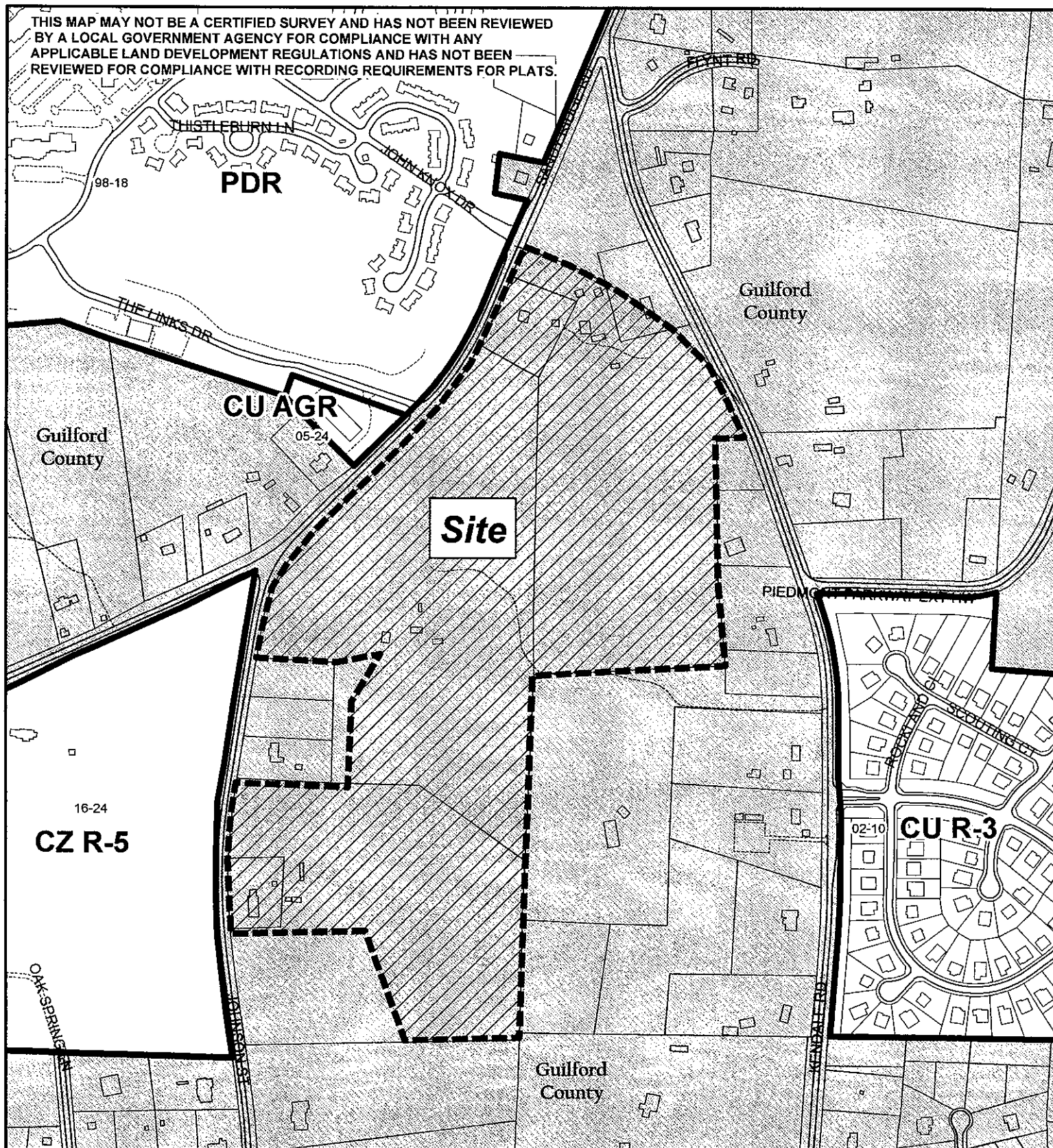
BEGINNING at a point on the northern property line of a parcel described in Deed Book 3423, Page 1155 recorded in the Guilford County Register of Deeds; said Beginning point being South 88°47'36"

East, 634.28 feet from an existing iron pipe located in the eastern right of way of Johnson Street having grid coordinates of a Northing 840,290.22 and Easting 1,700,864.40; thence North 25°44'56" West, 414.09 feet to a computed point; thence North 89°25'19" West, 501.69 feet to a computed point; thence North 7°11'37" West, 36.93 feet to a computed point; thence having a chord bearing and distance North 3°52'37" West, 237.69 feet to an existing iron pipe; thence North 4°18'23" East, 356.69 feet to a computed point; thence North 9°21'42" East, 66.63 feet to a computed point; thence South 87°48'43" East, 436.36 feet to a computed point; thence North 2°11'56" East, 320.03 feet to a computed point; thence North 26°45'06" East, 83.72 feet to a computed point; thence North 38°04'42" East, 125.88 feet to a computed point; thence having a chord bearing and distance South 85°08'53" West, 185.76 feet to an existing iron pipe; thence North 86°05'37" West, 299.98 feet to an existing iron pipe in the eastern right of way of Johnson Street; thence following the margin right of way of Johnson Street North 9°13'59" East, 100.12 feet to a computed point; thence North 27°22'45" East, 380.31 feet to a computed point; thence North 45°25'54" East, 550.93 feet to a computed point; thence North 37°23'32" East, 407.25 feet to an existing iron pipe; thence North 30°06'09" East, 17.04 feet to an existing iron pipe; thence North 23°38'16" East, 350.87 feet to an existing iron pipe; thence North 22°52'58" East, 29.57 feet to a computed point; thence South 67°26'06" East, 213.05 feet to a computed point; thence having a chord bearing and distance South 43°28'01" East, 942.44 feet to a computed point; thence South 31°36'01" East, 36.51 feet to a computed point; thence South 19°43'46" East, 124.60 feet to an existing iron pipe; thence South 89°12'41" West, 179.28 feet to an existing iron pipe; thence South 0°42'11" East, 282.71 feet to an existing iron pipe; thence South 1°05'47" East, 76.38 feet to an existing concrete monument; thence South 5°15'58" East, 246.36 feet to an existing iron pipe; thence South 5°34'30" East, 61.92 feet to an existing iron pipe at an existing concrete monument; thence South 86°43'42" West, 721.16 feet to an existing iron pipe; thence South 2°11'56" West, 925.78 feet to a computed point; thence South 2°16'18" West, 424.77 feet to an existing concrete monument; thence South 1°49'37" West, 100.08 feet to an existing iron pipe having grid coordinates of a Northing 840,268.81 and Easting 1,701,889.51; thence North 88°47'36" West, 391.24 feet to the point and place of BEGINNING. **Containing 70.926-acres.**

SECTION 2. Upon and after **July 17, 2017** the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of High Point, and shall be entitled to the same privileges and benefits as other parts of the City of High Point. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

SECTION 3. The Mayor of the City of High Point shall cause to be recorded in the Office of the Register of Deeds of Guilford County and in the Office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Guilford County Board of Elections, as required by G.S. 163-288.1.

Adopted by City Council,
this the 17th day of **July, 2017**.
Lisa B. Vierling, City Clerk



ANNEXATION REQUEST AN-17-05

Applicant: Reid & Catherine Westmoreland, D.L. Montsinger, Thomas L Montsinger, John A Montsinger, Dean Montsinger; Hollis Montsinger and The James and Margaret Westmoreland Limited Partnership

Area: 71 acres

Existing Zoning Boundary
Subject Property Boundary

Planning & Development
Department

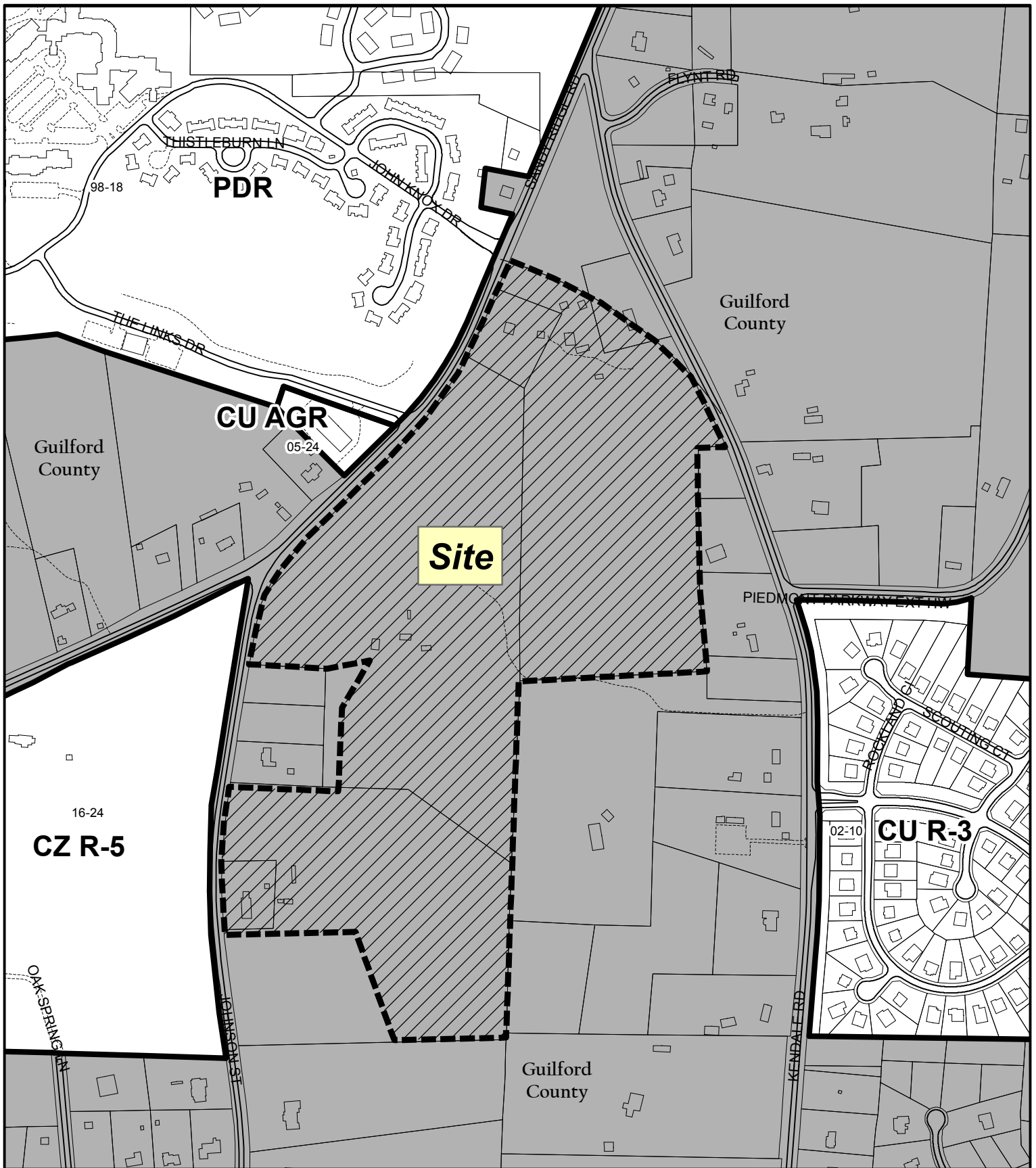
City of High Point

Date: July 24, 2017



Scale: 1"=500'

G:/Planning/Secure/ba-pz/
2017/pz/an17-05.mxd



ANNEXATION REQUEST AN-17-05

Applicant: Reid & Catherine Westmoreland, D.L. Montsinger, Thomas L Montsinger, John A Montsinger, Dean Montsinger; Hollis Montsinger and The James and Margaret Westmoreland Limited Partnership

Area: 71 acres

Existing Zoning Boundary
Subject Property Boundary

Planning & Development
Department

City of High Point

Date: June 5, 2017



Scale: 1"=500'

G:/Planning/Secure/ba-pz/
2017/pzan17-05.mxd

City of High Point

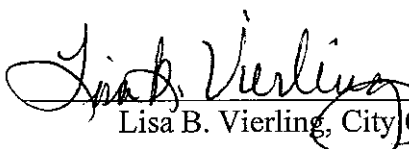


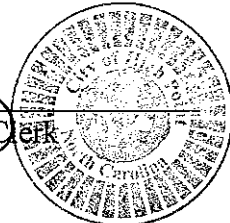
City of High Point
Municipal Office Building
211 South Hamilton Street
High Point, NC 27261

Certification

I, Lisa B. Vierling, City Clerk of the City of High Point, North Carolina, do hereby certify that the foregoing is a true and accurate Ordinance adopted by the City Council in official Session on July 17, 2017 and upon approval by City Council will be recorded in Book 92 of the Official Minute Books and Ordinance Book XIX of this City, under my care, custody and control. As of this date, action to adopt said Ordinance has not been amended, rescinded or repealed and is in full force and effect.

WITNESS my hand and the Corporate Seal of the City of High Point, the 21st day of July 2017.

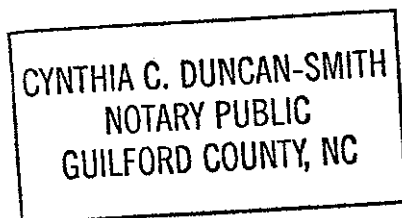

Lisa B. Vierling, City Clerk

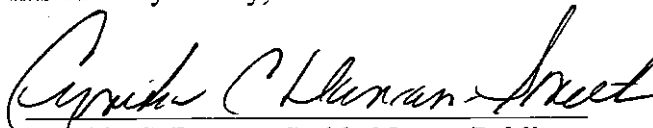
The corporate seal of the City of High Point, North Carolina. It is a circular seal with the words "CITY OF HIGH POINT" around the top and "NORTH CAROLINA" around the bottom. In the center is a smaller circle with a star and the words "CORPORATE SEAL".

ACKNOWLEDGEMENT

I, Cynthia C. Duncan-Smith, a Notary Public of said County and State, do hereby certify that Lisa B. Vierling, is known to me as City Clerk of the City of High Point; that this person personally appeared before me this date; and, upon authority duly given and as an act of said City, issued and executed the foregoing Certification.

WITNESS my hand and official Notarial Seal, this 21st day of July, 2017.




Cynthia C. Duncan-Smith, Notary Public

Commission Expires: 1/18/2020

AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on June 27, 2017 and before the City Council of the City of High Point on July 17, 2017 regarding **Zoning Map Amendment Case 17-11 (ZA-17-11)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on June 18, 2017, for the Planning and Zoning Commission public hearing and on July 5, 2017 and July 12, 2017, 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 **July 17, 2017**.

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 General Business (CZ-GB) District**. The property is approximately 1.8 acres and lying at the northeast corner of Samet Drive and Admiral Drive. The property is also known as Guilford County Tax Parcel 0196589.

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:**

Any uses allowed in the General Business (GB) District subject to the standards of the Development Ordinance and the specific conditions listed in this ordinance.

Part II. CONDITIONS:

A. Landscaping, Buffers and Screening.

A Type C perimeter landscape yard shall be installed where the site abuts Household Living and Life Care Uses.

B. Transportation Conditions. The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points 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 that are 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.

19th day of July, 2017.

Lisa B. Vierling, City Clerk

G:/Planning/Secure/ba-pz/
2017/pz/za17-11.mxd



as approved

3406-A W. Wendover Avenue

Greensboro, NC 27407

Telephone 336.855.1286

Fax 336.855.5602

3th November 1998

DESIGN GUIDELINES FOR WENDOVER CROSSING

The intent is to provide a coherent and consistent architectural, landscape, signage and lighting theme for WENDOVER CROSSING. This unification of design concept will articulate a pleasant and harmonious character for the residential, retail/commercial and office development (including out parcels.)

RESIDENTIAL (CONTROLS NOT REQUIRED)

Residential development will provide a comfortable secure and pleasant environment. There shall be a consistent and coherent architectural character where lined streets will blend with a thoughtful landscaped residential settings walkways providing pedestrian comfort and security. Pedestrian walkways shall wind their way through the development providing a safe, secure and pleasant environment.

Signage:

- i) Signage will be discouraged in residential areas.
- ii) Street signage and numbers will be low key and standardized.
- iii) All signs to be reviewed by the Architectural Review Committee and subject to the City of High Point standards.

Materials:

Brick will be encouraged as an exterior material.

- i) Brick will be encouraged as an exterior material - with the exception of common brick.
- ii) Accent elements of brick, stone, textured split faced masonry units, or stucco may be given design consideration.

- iii) Shingles shall be Landmark XL by Certain Teed with color choice "Moire Black".
- iv) Quiet rather than bright colors will be encouraged.
- v) All exterior materials subject to review by the Architectural Review Committee.

OFFICE

The architecture will provide a pleasant and interesting massing of building form, shape and texture.

The building height shall be limited to 6 stories above finished grade - or to a maximum of 80'0" above finished grade.

- i) One story to 1 ½ story building (5,000 SF or less), for example, may have a pitched roof (5/12 min. slope) or a flat roof. Flat roofs shall have a mansard roof/parapet to screen mechanical equipment from view.
- ii) Two storied building (10,000 SF or less), for example, may have pitched roof (5/12 min. slope) or a flat roof. Flat roofs may have a mansard roof or a parapet to screen mechanical equipment from direct view.
- iii) Three or more storied buildings may have a pitched or a flat roof. Where there is a flat roof, a parapet must be provided to screen mechanical equipment or a roof top screen of mechanical equipment.
- iv) Pitched roofs, if mechanical equipment on roof, must provide a well to conceal this equipment.
- v) All mechanical equipment to be screened from view from public R.O.W.

Signage:

The intent is to ensure a consistent condition of scale, color and texture of materials throughout the development.

- i) One free standing illuminated sign will be permitted per outparcel. (6'0" high maximum). The sign shall be up lite, or back lite through cut out letters/logo only, no other back ground illumination areas permitted. Material may be colored metal, textured finish metal, plastic, stucco, stone, wood and brick. The sign may be individualized to the building occupant needs but the base or some architectural element of the sign must use the same material of the main building to give some sense of uniformity.
- ii) One wall shall be permitted to have a name/logo/lettering sign to reflect the image of character of the owner/tenant. On a corner site the owner/tenant may be permitted two signs. (One sign on front wall and one sign on side wall.)
- iii) All signage subject to review by the Architectural Review Committee and to meet High Point City requirements.

Materials:

Masonry will be very much encouraged as the dominant exterior material. Glass may account for up to 50% of the facade.

- i) Brick will be encouraged as an exterior material with the exception of common brick. Brick to be (or similar): Boral #120 Old Salem; #431 Windermere; #805 Homestead and #808 Abingdon.
- ii) Concrete masonry units (with textured split face) may be incorporated in designs.
- iii) Stone/Pre-cast concrete panels with a textured pattern/stone like character may be acceptable.
- iv) Commercial stucco like finishes may be incorporated within designs.
- v) Bright colors will be discouraged.
- vii) All materials and combinations of material will be subject to review by the Architectural Review Committee.

LIGHT COMMERCIAL (SHOWROOM/RETAIL STORES)

The architecture will provide a pleasant and interesting massing of building form, shape and texture.

The building height shall be limited to 1 ½ stories above finished grade - or to a maximum of 25'0" above finished grade.

- i) One story to 1 ½ story building (10,000 SF approx.) may have a pitched roof (5/12 slope min.) or a flat roof. Flat roofs shall have a mansard roof/parapet to screen mechanical equipment from view.
- ii) Pitched roofs, if mechanical equipment on roof, must provide well to conceal this equipment.
- iii) All mechanical equipment to be screened from view from public R.O.W..

Signage:

The intent is to ensure a consistent condition of scale, color and texture of materials throughout the development.

- i) One free standing illuminated sign will be permitted per out parcel (6' high maximum). Materials may be colored metal, textured finished metal, plastic, stucco, stone, wood or brick. The sign may be individualized to the building occupant needs but the base or some architectural element of the sign must use the same material of the main building to give some sense of uniformity.
- ii) One wall shall be permitted to have a name/logo/lettering sign to reflect the image of character of the owner/tenant. On corner site owner/tenant may have two signs.
- iii) All tenant signage visible from the exterior of the premises including parapet fascia signs; store front signs and storefront glass sign is subject to review.
- iv) Secondary lettering (street names, street numbers, etc.) shall be standardized to conform with throughout the development.
- v) Tenant logos/graphics shall be permitted.

- vi) All signage subject to review by the Architectural Review Committee and to meet High Point City requirements.

Materials:

Masonry will be encouraged as the primary exterior material. Glass may account for up to 50% of a facade.

- i) Brick will be encouraged to be the primary material with the exception of common brick. Brick to be used (or similar): Boral #120 Old Salem; #431 Windermere; #805 Homestead, and #808 Abingdon.
- ii) Concrete masonry units may be incorporated in designs - with textured split face.
- iii) Stone /Pre-cast concrete panels will have a textured pattern/stone like character may be accepted.
- iv) Sto / Dryvit. Stucco finish shall be permitted.
- v) Metal standing seam pitched roofs are permitted - as are standing seam mansard roofs.
- vi) Shingles shall be Landmark XL by Certain Teed with color choice to be "Moire Black".
- vii) All materials subject to review by the Architectural Review Committee.

HEAVY COMMERCIAL (SHOPPING CENTER)

The architecture will provide a pleasant and interesting massing of building form, shape and texture.

The building height shall be limited to 2 stories above finished grade - or to a maximum of 35'0" above finished grade not including design feature.

- i) Two storied building (10,000 SF approx.) ,for example, may have pitched roof (5/12 min. slope) or a flat roof.

- ii) Flat roofs may have a mansard roof or parapet to screen mechanical equipment. Pitched roofs, if mechanical equipment on roof, must provide a well to conceal this equipment.
- iii) All mechanical equipment to be screened from view from public R.O.W.

Signage:

The intent is to ensure a consistent condition of scale, color and texture of materials throughout the development.

- i) One free standing illuminated sign will be permitted for the general development (15' high maximum). Materials may be colored metal, textured finished metal, plastic, stucco, stone, wood or brick. The sign should reflect the harmony of the development and should use as a base material the same material as the main building.
- ii) One free standing illuminated sign will be permitted per out parcel (6' high maximum). Materials may be colored metal, textured finished metal, plastic, wood, copper or brick. The sign may be individualized to the building occupant needs but the base or some architectural element of the sign must use the same material of the main building to give some sense of uniformity. Sign shall identify business by name & logo only, no commercial message.
- iii) One wall shall be permitted to have a name/logo/lettering sign to reflect the image of character of the owner/tenant. On corner site owner/tenant may have two signs.
- iv) All tenant signage visible from the exterior of the premises including parapet fascia sign, stucco, stone, store front signs, and storefront glass signs is subject to review.
- v) Secondary lettering (street names, street numbers, etc.) shall be standardized to conform with throughout the development.
- vi) Tenant logos/graphics shall be permitted.
- vii) All signage subject to review by the Architectural Review Committee and to meet High Point City requirements

Materials:

Masonry will be encouraged as the primary exterior material. Glass may account for up to 50% of a facade.

- i) Brick will be encouraged to be the primary material with the exception of common brick. Brick will be (or similar): Boral #120 Old Salem; #431 Windermere; #805 Homestead, and #808 Abingdon.
- ii) Concrete masonry units may be incorporated in designs - with textured split face.
- iii) Stone/Pre-cast concrete panels with a textured pattern/stone like character may be accepted.
- iv) Sto / Dryvit. Stucco finish shall be permitted.
- v) Metal standing seam pitched roofs are permitted as are standing seam mansard roofs.
- vi) Shingles shall be Landmark XL by Certain Teed with color choice "Moire Black".
- vii) All material will be subject to review by the Architectural Review Committee.

WALKWAYS (GENERAL)

Walkways will provide a convenient and attractive means of pedestrian movement within WENDOVER CROSSING.

- i) All walkways shall be a minimum 4' wide - at parking areas 5' wide.
- ii) Basic material concrete - but may be enhanced with brick pavers which match adjacent brick/building.

EXTERIOR LIGHTING (GENERAL)

Exterior lighting will promote a sense of constant and predictable quality of lighting.

- i) General area lighting, parking lots - high pressure sodium.

- ii) The general lighting level to be a minimum avg. of 3 foot candles and a maximum avg. of 10 foot candles.
- iii) Area Lighting: As furnished and maintained by the City of High Point.
Fixture: KIM 28 - VLA25 "A" -3-250-HPS-240-DBA-A25-120
Pole: Sherman DS40-C-50-2-H-T23B Fiber Pole
- iv) The character/style of lighting to be approved by Architectural Review Committee.

SCREENING (GENERAL)

To ensure the maintaining of the character of WENDOVER CROSSING by screening secondary conditions/appendages.

- i) All mechanical equipment must be screened from view from public R.O.W..
 - a) Roof top units by mansard roof, parapet or well with the roof design or by screen.
 - b) Ground units must be screened by fence/landscape (4'0 high).
- ii) All dumpsters, trash compactors, garbage containers shall be screened by walls/fences up to 6'0" high - with a gate.
- iii) All utilities underground.
- iv) Outside (open) storage not permitted.
- v) Service/utility areas must be screened by fence/wall/landscape (6'0" high) or subject to review.

LANDSCAPING (GENERAL)

The intent will be to coordinate consistent theme of plant type, size and character. For example, when a tree type is chosen for a street it should be cited as a primary/dominant type and used on a regular basis so as to give consistency of character..

- i) Penny Road 15' wide
As per City of High Point standards.

- ii) Samet Drive 8' wide
- iii) Parking lots to have interior landscape / islands of trees with general intent to break up visual mass of parked vehicles - where required by City of High Point standards.
- iv) At interior driveways islands of trees will be encouraged at access to/egress from parking areas to give a semblance of street landscaping.

ENTRANCE (TO DEVELOPMENT)

Threshold of entry to WENDOVER CROSSING should define the ambient essence/spirit of the area.

- i) Landscape entrance - high standards
- ii) Sign both text (name) and image (picture-abstract) with base brick/stone. Illuminated.
- iii) Pavement - texture change at entry - cobblestone/bomanite/brick. Perhaps name in brick (two tones).
- iv) All subject to review by the Architectural Review Committee and to meet High Point Zoning requirements.

SIGNAGE (GENERAL)

The intent is to ensure a consistent condition of scale, color and texture of materials throughout the development.

- i) One free standing illuminated sign will be permitted for the general development(15'-0" high maximum to meet City of High Point requirements). Materials may be colored metal, textured finished metal, plastic, wood, stucco, stone, copper or brick. The sign should reflect the harmony of development and should use a base material the same material as the main building.
- ii) Free standing illuminated signs will be permitted for the general development (6'-0"/15'-0" high maximum to meet City of High Point requirements.) Materials may be colored metal, textured finished metal, plastic, wood, stucco, stone, copper or brick. The sign should reflect the

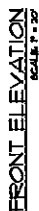
harmony of development and should use a base material the same material as the main building.

These signs may occur at entrance driveways common to the development or at corners of the development.

GENERAL REQUIREMENTS

The Architectural Review Committee shall have final approval of all matters and may require conditions more stringent than those required by the City of High Point.

**"ILLUSTRATIVE APPLICATION OF DESIGN GUIDELINES - NOT INTENDED TO REPRESENT ACTUAL PROJECT."
ALL SIGNAGE TO MEET CITY OF HIGH POINT STANDARDS.**



WENDOVER CROSSING
CHK, LLC

[illegible]

A-1

NORTH CAROLINA

GUILFORD COUNTY

ADDENDUM TO INTERLOCAL AGREEMENT ON TAX COLLECTION

THIS ADDENDUM TO INTERLOCAL COOPERATION AGREEMENT (hereinafter called the "Interlocal Agreement") made this the _____ day of _____, 2017, and effective as of the 1st day of July, 2017, by and between the **CITY OF HIGH POINT**, a municipal corporation in the State of North Carolina (hereinafter called the "**CITY**"), and **GUILFORD COUNTY**, North Carolina, a body politic and corporate (hereinafter called the "**COUNTY**"), collectively referred to as the "Parties."

WITNESSETH

WHEREAS, on May 20, 2011, the CITY OF HIGH POINT and the BOARD OF COMMISSIONERS OF GUILFORD COUNTY entered into a Contract, effective as of July 1, 2011, whereby the COUNTY agreed to provide ad valorem tax listing and collection services to the CITY; and

WHEREAS, the CITY and COUNTY determined it to be in the public benefit and interest to enter into a new Interlocal Agreement on Tax Collection. This Interlocal Agreement on Tax Collection (**Guilford County Contract No. 42120-07/16-004**) was entered into on **or about May 16, 2016**, and was effective upon the expiration of the former Interlocal Agreement on Tax Collection to provide for the listing, billing and collection by the COUNTY of ad valorem taxes levied by the CITY; and

WHEREAS, the CITY and COUNTY have determined that it is now in the public benefit and interest to enter into an Addendum to the Interlocal Agreement on Tax Collection entered into on **or about May 16, 2016**, for purposes of adding provisions related to the billing and collection of certain CITY lien amounts; and

WHEREAS, the Parties have agreed that the terms set forth herein are in the best interests of their citizens; and

WHEREAS, the North Carolina General Statutes in Chapter 160A, Article 20, provide that units of local government may enter into agreements in order to execute an undertaking providing for the continual exercise by one unit of any power, function or right, including the collection of taxes; and

WHEREAS, the CITY and the COUNTY agree that this Addendum to Interlocal Agreement shall be effective through June 30, 2021, which is the effective term as was stated in the initial Interlocal Agreement on Tax Collection, unless terminated pursuant to the terms herein; and

WHEREAS, in addition to additions and/or revisions to certain provisions as stated in the initial Interlocal Agreement on Tax Collection, many of its provisions are being restated in this Addendum to Interlocal Agreement on Tax Collection; and

WHEREAS, the governing bodies of the CITY and COUNTY have ratified this **Addendum to** Interlocal Agreement by resolutions being recorded in their respective minutes; and

THEREFORE, in consideration of the mutual covenants, terms and conditions contained in this

Addendum to Interlocal Agreement on Tax Collection accruing to the benefit of each of the Parties and other good and valuable consideration, receipt and sufficiency of which is acknowledged by the CITY and the COUNTY, the Parties agree as follows:

1. **COUNTY Billing and Collection of CITY Taxes.** The COUNTY will continue to bill and collect ad valorem taxes (not including motor vehicle taxes collected by the State of North Carolina under N.C.G.S. Chapter 105, Article 22A) for CITY properties located within Guilford County, including current or delinquent taxes due to the CITY, through June 30, 2021, as stated in the initial Interlocal Agreement on Tax Collection.
2. **County Billing of CITY Municipal Liens.**
 - (a) The COUNTY will, without charge, for those properties within the High Point city limits and specified by CITY, include on its annual tax bills and routine follow-up bills, and on similar bills for parcels on which no tax may be due, amounts due CITY (other than for ad valorem taxes) which are secured by valid lien(s) legally collectible in the same manner as ad valorem taxes ("the municipal liens"). COUNTY will not be responsible for determining the validity of the amounts claimed by CITY or the validity of CITY's asserted lien. COUNTY will include such municipal lien amounts on the annual tax bill and routine follow-up bills for the parcel as to which the debt was incurred, as designated by CITY. For any such parcel, the tax bill will contain a single line item for "High Point Municipal Lien" or similar description and a single total amount due, regardless of the number of such liens.
 - (b) CITY will provide COUNTY with such information in such format and at such times as may be reasonably requested by COUNTY in order to include the municipal liens on annual tax bills. CITY will promptly notify COUNTY by e-mail to Elliott Thompson (ethomps@myguilford.com) (or alternate County designee) of any changes to information it has provided pursuant to this Paragraph 2 so that COUNTY's information regarding the municipal liens remains current.
 - (c) For simplicity, COUNTY will not add interest to the amounts billed for municipal liens.
 - (d) COUNTY will accept payment of amounts billed pursuant to this Paragraph 2 in the same manner as it accepts payments of CITY's ad valorem taxes. In the event that CITY receives payment directly on any amount billed by COUNTY pursuant to this Paragraph 2, it will immediately notify COUNTY by e-mail to Elliott Thompson (ethomps@myguilford.com)(or alternate County designee). COUNTY will account to CITY for payments made against the amounts billed pursuant to this Paragraph 2 in the same manner that it accounts for payments made against CITY taxes billed pursuant to this Addendum to Interlocal Agreement.
 - (e) Unless specified otherwise by the payor, payments received by COUNTY with respect to a parcel on which COUNTY has billed a CITY municipal lien will be applied first according to Paragraph 7 (Pro Rata Payments) as if no municipal lien had been billed, then the remainder (if any) shall be applied to the municipal lien amount(s) billed. COUNTY will not be required to allocate payments between multiple municipal liens on a parcel.

- (f) COUNTY will refer parties requesting municipal lien information, including but not limited to payoff information, to CITY, specifically to its Right of Way Department at 336 883 8557 (or alternate CITY designee).
- (g) COUNTY's undertaking with respect to the municipal liens is limited to billing and payment acceptance as set out above in this Paragraph 2. (However, this shall not alter the foreclosure authority provided in Paragraph 8.)
- (h) It is the parties' desire that CITY realize the higher collection rates on municipal liens that they believe are likely to follow from inclusion of those liens on COUNTY tax bills while minimizing any additional cost or manpower required of COUNTY to accommodate this. If the parties desire for COUNTY to undertake additional efforts in connection with the collection of CITY municipal liens, they may address this by a subsequent agreement, subject to approval in accordance with N.C.G.S. Chapter 160A, Art. 20, Part 1.
- (i) Either party may terminate the municipal lien billing and collection arrangement set out in this Paragraph 2 on 30 days' notice to the other party.
- (j) Notwithstanding any other provision of this **Addendum to** Interlocal Agreement, CITY is solely responsible for the accuracy of the information provided to COUNTY pursuant to this Paragraph 2 and, **to the extent allowed by law**, will defend and indemnify COUNTY from and against all claims and any liability which may result, directly or indirectly, from COUNTY's inclusion of any such information on tax bills, from any such information being made available in the same manner as COUNTY now or hereafter makes available ad valorem tax information (for instance, on COUNTY's Tax Department website), and/or from County's collection of any amounts billed pursuant to this Paragraph 2, including but not limited to all damages (actual, punitive, statutory, or otherwise), judgments, settlements, attorney's fees, and costs of defense incurred as a result thereof. Notwithstanding the forgoing or any other provision of this **Addendum to** Interlocal Agreement, COUNTY shall nonetheless be responsible for and, **to the extent allowed by law**, will defend and indemnify CITY from and against all claims and any liability which may result, directly or indirectly, from COUNTY's sole negligence in performing the billing and collection of municipal liens pursuant to this Paragraph 2, including but not limited to all damages (actual, punitive, statutory, or otherwise), judgments, settlements, attorney's fees, and costs of defense incurred as a result thereof. This provision shall survive the expiration or termination of the services provided pursuant to this Paragraph 2 and the expiration or termination of this Interlocal Agreement.

3. Term of Agreement. This **Addendum to** Interlocal Agreement shall continue for the remaining effective term as was stated in the initial Interlocal Agreement on Tax Collection, through June 30, 2021, unless terminated pursuant to the terms herein.

4. Compliance. COUNTY will comply with all applicable tax collection laws of North Carolina, including those contained in Subchapter II of Chapter 105 of the General Statutes of North Carolina, and

all administrative mandates issued by the State of North Carolina.

5. Records and Accounts.

(a) The COUNTY shall be responsible for maintaining, in an on-line environment, all ad valorem tax records, and other related charges, including amounts paid and unpaid, in the same manner as COUNTY records are maintained.

(b) The CITY will provide the COUNTY with all necessary information for wire transfer for all funds due the CITY and the COUNTY will properly account for and distribute such funds by electronic transfer or other mutually agreed-upon method on a daily basis and notify the CITY Finance Director by 10:00 a.m. each day of amounts to be transferred.

(c) The COUNTY shall provide the CITY with all necessary and required reports in such format and detail to enable the CITY to prepare and record the necessary financial transactions. Such reports shall be mutually agreed upon by the CITY and COUNTY Finance Directors.

(d) The COUNTY shall provide the CITY'S designated staff and External Auditors, during regular business hours, access to the CITY Tax Receivables' daily cash transactions, and other records pertaining thereto to the fullest extent practicable.

(e) The CITY shall provide the COUNTY Tax Collection Office with access, to the extent legally allowable, into the CITY'S water service system, privilege license system, and any other systems that the CITY deems to be beneficial in the collection of CITY Taxes.

6. Maintenance of a Tax Department Branch Office Located in the CITY. The COUNTY shall maintain a Tax Department branch office for the collection of taxes owed to the CITY. Said branch office shall be located in the City of High Point.

7. Pro Rata Payments. The COUNTY shall distribute part payments received from CITY taxpayers on a proportionate basis between taxes owed the COUNTY and the CITY, such distribution to be on the basis of respective tax rates, after all interest and penalties are first paid.

8. Delinquent Taxes, Foreclosure. COUNTY shall advertise for CITY all delinquent ad valorem taxes covered by this agreement that constitute a lien on real property in the same advertisement in which the COUNTY advertises its delinquencies. COUNTY shall perform all foreclosure proceedings when applicable to CITY tax liens covered by this agreement to the extent permitted by law. In the discretion of County's Tax Collector or its counsel, any tax foreclosure proceeding may include other liens held by either Party which are proper for inclusion in tax foreclosure proceedings. The CITY retains the right to initiate foreclosure on any CITY liens and to include CITY tax liens in such foreclosure actions, if it so chooses. If the CITY intends to bring a foreclosure action on a property on which the COUNTY has a lien which is proper for inclusion in the action, the County Tax Collector or County Attorney may authorize the City Attorney bringing such action to include any COUNTY liens which are proper for inclusion in the action, including COUNTY tax liens, and to coordinate with COUNTY's legal staff in such action with respect to such lien(s), subject to the approval of the City Attorney.

9. Discount Rates. The CITY Council and the Board of COUNTY Commissioners shall

determine their respective early discount rates subject to approval by the State Department of Revenue, pursuant to G.S. §105-360.

10. Refunds and Rebates. Applications from CITY taxpayers for refunds and rebates for CITY taxes shall be considered by the COUNTY and determined in the same manner as applications for refunds and rebates on COUNTY taxes. CITY refunds will be deducted from daily transfer amounts due CITY.

11. Adoption of Tax Rates. The CITY will make every effort to adopt its tax rate not later than July 1 of any fiscal year. However, in the event it is necessary to adopt an interim budget, the CITY will adopt its tax rate not later than August of that fiscal year pursuant to G.S. §105-347.

12. Costs for Billing and Collection. The COUNTY shall incur all costs for preparing, printing, billing and collecting the CITY tax bills, including follow-up notices.

13. Annexations. The CITY agrees to make every effort concerning involuntary annexations, to make such annexations effective on June 30th prior to the ensuing fiscal year. With respect to voluntary annexations, the CITY will provide the COUNTY information on the date of annexation of each such boundary annexation, and the COUNTY shall prorate taxes due the CITY and collect them accordingly.

14. Acquisition upon Foreclosure. In the event a tax foreclosure results in a tax foreclosure sale of property located in the CITY, the CITY agrees to bid on the property in an amount sufficient to cover all CITY and COUNTY ad valorem taxes.

15. Bankruptcy Proceedings. The COUNTY shall file the CITY'S claim for ad valorem taxes due in all proceedings under the Bankruptcy Act.

16. Annual Payment to COUNTY. The annual fee for collection services for each fiscal year shall be payable by December 31 of that fiscal year and shall be calculated based on 0.62% of the collections (not including any registered motor vehicle revenue) for the fiscal year ended June 30 of the prior year. Thus, the payment due December 31, 2016 is 0.62% of the collections (not including any registered motor vehicle revenue) for the fiscal year ended June 30, 2015, which comes to \$323,527.00.

17. Termination. This **Addendum to** Interlocal Agreement may be terminated by either Party by providing twelve (12) months' notice prior to the start of the next fiscal year. Upon notice of termination of the Interlocal Agreement, the COUNTY shall deliver to the CITY all tax records, in a customary electronic data format, or in whatever form held in its hands, pertaining to its listing, billing, and collecting, consistency of the tax bills, tax scrolls, and other related records by February 1 of the fiscal year in which the termination shall be effective. The COUNTY shall continue to collect current and delinquent taxes through June 30 of the fiscal year in which the termination shall be effective. Upon termination of the **Addendum to** Interlocal Agreement the COUNTY shall provide a full accounting to the CITY of the status of all tax collections. After June 30 of the fiscal year in which the termination becomes effective, the COUNTY shall not be further obligated either as to current or delinquent taxes due to the CITY.

18. Entire Agreement. This **Addendum to** Interlocal Agreement, including all exhibits or attachments if any, sets forth the entire Agreement between the Parties regarding the services and matters set forth herein. All prior conversations or writings between the Parties hereto or their representatives on this subject matter are merged within and extinguished. This **Addendum to** Interlocal Agreement

shall not be modified or amended except by a written instrument executed by duly authorized representatives of the Parties herein.

19. **Notice.** Notice under this Addendum to Interlocal Agreement shall be deemed sufficient upon the mailing to the Parties by certified or registered mail at the following locations:

GUILFORD COUNTY
County Manager
P.O. Box 3427
Greensboro, NC 27402

CITY OF HIGH POINT
City Manager
P.O. Box 230
High Point, NC 27261

20. **Jurisdiction.** The Parties agree that this Addendum to Interlocal Agreement is subject to the jurisdiction and laws of the State of North Carolina. Both Parties will comply with applicable laws, including N.C.G.S. §143-129(j) regarding E-Verify. Any controversies arising out of this Addendum to Interlocal Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

21. **Iran Divestment Act.** In accordance with N.C.G.S. §143C-6A-5(a), each Party certifies that it is not identified on the list created by the State Treasurer pursuant to N.C.G.S. §143C-6A-4 of persons that the Treasurer has determined engage in investment activities in Iran.

IN WITNESS THEREOF, the Parties have executed this Addendum to Interlocal Agreement in their respective names and titles, by their proper officials, all by the authority of appropriate resolutions of the governing bodies of each of the taxing units, duly adopted, as of the day and year first written above.

ATTEST:

GUILFORD COUNTY

By: _____
Guilford County Clerk to Board

By: _____
Marty K. Lawing, Guilford County Manager

(COUNTY SEAL)

This instrument has been preaudited in the manner
Required by the Local Government Budget and
Fiscal Control Act.

By: _____
DirectorATTEST:

Guilford County Finance
THE CITY OF HIGH POINT

By: _____
City Clerk

By: _____
William Bencini, Mayor

(CITY SEAL)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

This instrument has been preaudited in the manner
required by the Local Government Budget and
Fiscal Control Act.

By: _____
City Attorney

By: _____
City Finance Director

RESOLUTION APPROVING ADDENDUM TO INTERLOCAL AGREEMENT ON TAX COLLECTION BETWEEN THE CITY OF HIGH POINT AND GUILFORD COUNTY FOR THE ADDITION OF MUNICIPAL LIENS TO THE PROPERTY TAX COLLECTION SERVICES BY GUILFORD COUNTY TAX ADMINISTRATION FOR AREAS OF HIGH POINT LOCATED IN GUILFORD COUNTY

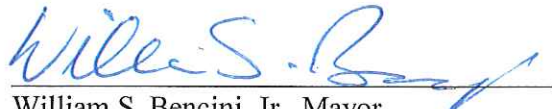
WHEREAS, pursuant to the provisions of Section 160A-461 of the General Statutes of North Carolina, the City of High Point ("City") is authorized to enter into interlocal agreements with other units of local government and local subdivisions in order to execute any under taking; and

WHEREAS, the City and Guilford County ("County") entered into an Interlocal Agreement for Tax Collection ("Interlocal Agreement") on May 16, 2016 for the provision of property tax collection services for areas of High Point which are located in Guilford County; and

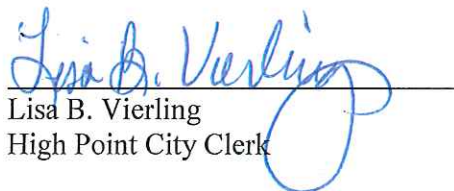
WHEREAS, the City and County have determined that it is in the public benefit and interest to enter into an Addendum to the Interlocal Agreement entered into on May 16, 2016, for purposes of the adding municipal liens to the billing and collection services provided by the Guilford County Tax Administration.

THEREFORE, BE IT RESOLVED by the High Point City Council, that the Mayor is hereby authorized to execute the Addendum to Interlocal Agreement on Tax Collection on behalf of the City of High Point, subject to a pre-audit certificate thereon by the City Finance Director, and approval as to form by the City Attorney.

Adopted by the High Point City Council, this the 17th day of July, 2017.


William S. Bencini, Jr., Mayor

ATTEST:


Lisa B. Vierling
High Point City Clerk



A RESOLUTION AMENDING THE LAND USE PLAN FOR THE HIGH POINT PLANNING AREA

WHEREAS, the City Council of the City of High Point adopted the *Land Use Plan for the High Point Planning Area* on April 6, 2000, and

WHEREAS, changing circumstances may warrant that from time to time a particular land use designation be changed from one classification to another; and

WHEREAS, public hearings were held before the High Point Planning and Zoning Commission on June 27, 2017 and before the City Council of the City of High Point on July 17, 2017, regarding this proposed amendment (PA 17-01) to said *Land Use Plan for the High Point Planning Area*.

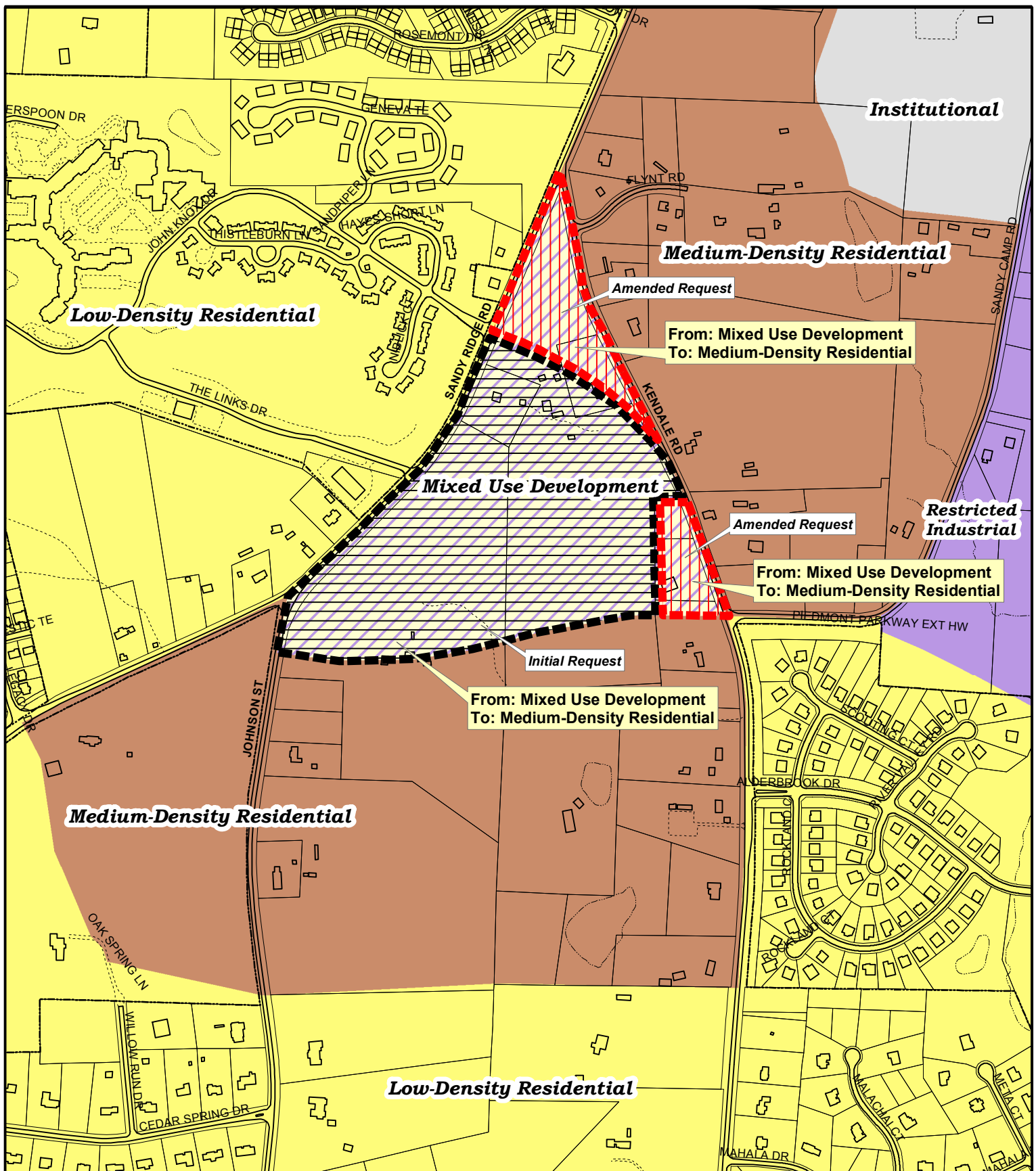
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA:

SECTION 1. That the *Land Use Plan for the High Point Planning Area* be amended by reclassifying approximately 46 acres (Guilford County tax parcels 0171316, part of 0171325, 0171336, part of 0171341, 0171346, part of 0171348, and 0171351) from Mixed Use Development to Medium Density Residential.

SECTION 2. Should any section or provision of this resolution be declared invalid, such decision shall not affect the validity of remaining portions of this resolution.

SECTION 3. This resolution shall become effective immediately upon adoption.

Adopted by City Council
City of High Point, North Carolina
The 17th day of July, 2017
Lisa B. Vierling, City Clerk



PLAN AMENDMENT PA-17-01

Land Use Plan

Existing Land Use Plan
Subject Property Boundary



**Planning & Development
 Department**

City of High Point

Date: June 27, 2017



Scale: 1"=600'
 G:\Planning\Secure\ba-pz/
 2017\pz\pa17-01.mxd

CITY OF HIGH POINT

AGENDA ITEM



Title: Zoning Map Amendment 17-11
(Mark Reynolds)

From: Lee Burnette, Planning & Development
Director

Meeting Date: July 17, 2017

Public Hearing: Yes

Advertising Date: July 5, 2017 and July 12, 2017

Advertised By: Planning & Development

Attachments: A. Planning and Zoning Commission Recommendation
B. Staff Report
C. Zoning Ordinance

PURPOSE:

A request by Mark Reynolds to rezone an approximate 1.8-acre parcel from a Conditional Use Office Institutional (CU-OI) District to a Conditional Zoning General Business (CZ-GB) District. The site is lying at the northeast corner of Samet Drive and Admiral Drive.

BACKGROUND:

The staff report and the Planning & Zoning Commission's recommendation are enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

- A. Staff recommended **approval** of this request, as outlined in the attached staff report.
- B. On June 27, 2017, a public hearing was held before the Planning and Zoning Commission regarding Zoning Map Amendment 17-11. The Planning & Zoning Commission recommended **approval** of this request, by a vote of 8-0, as outlined in the staff report and recommended by staff.

PLANNING AND ZONING COMMISSION RECOMMENDATION

Mark Reynolds

Zoning Map Amendment 17-11

At its June 27, 2017 public hearing, the Planning and Zoning Commission reviewed this request to rezone an approximate 1.8-acre parcel from a Conditional Use Office Institutional (CU-OI) District to a Conditional Zoning General Business (CZ-GB) District. All members of the Commission were present. Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking in favor of the request:

Speaking in favor of the request was the applicant's representative, Mr. Anthony Lester, Evans Engineering, 4609 Dundas Drive, Greensboro, NC and the applicant, Mr. Mark Reynolds, 529 College Road, Greensboro, NC. These speakers gave an overview of the development proposal and addressed questions from the Commission members.

Speaking in opposition of the request:

No one spoke in opposition to this request.

Planning & Zoning Commission Action

The Planning & Zoning Commission recommended **approval** of this request, as recommended by staff, by a vote of 8-0.

Upon making its recommendation, the Planning & Zoning Commission stated that its approval of Zoning Map Amendment 17-11 would be consistent with the City's adopted plans. Additionally, the Commission concurred with the staff report and found its approval recommendation reasonable and in the public interest because:

- 1) The proposed CZ-GB District is consistent with adopted plans, particularly the Eastchester Corridor and W. Wendover Avenue Corridor plans;
- 2) The zoning site is located within a development that has a mixture of uses in close proximity to one another. The property abuts similar commercial zoning to the east, office zoning to the north and multifamily zoning to the south. The requested CZ-GB District will be compatible with surrounding uses as it permits commercial, office and multifamily uses. Development of the property, as permitted, will not introduce uses that are not already allowed in the adjacent zoning districts; and
- 3) Requirements of the Development Ordinance, along with requirements of the Eastchester Gateway Corridor overlay, will assist in ensuring development of the site will be compatible with existing development in the area.

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

**STAFF REPORT
ZONING MAP AMENDMENT 17-11**

June 27, 2017

Request	
Applicant: Mark Reynolds	Owner: Deep River Center LLC
Zoning Proposal: To rezone an approximate 1.8-acre parcel	From: CU-OI Conditional Use Office Institutional (CU-OI) District
	To: CZ-GB Conditional Zoning General Business (CZ-GB) District

Site Information	
Location:	The site is lying at the northeast corner of Samet Drive & Admiral Drive.
Tax Parcel Number:	Guilford County Tax Parcel 0196589
Site Acreage:	Approximately 1.8 acres
Current Land Use:	Undeveloped parcel
Physical Characteristics:	The site has been previously graded to accommodate future development and is relatively level along the Samet Drive frontage.
Water and Sewer Proximity:	An 8-inch & 12-inch City water line and an 8-inch City sewer line lie adjacent to the site along Admiral Drive and Samet Drive.
General Drainage and Watershed:	The site drains in a southerly direction and development is subject to the City Lake General Watershed Area requirements. Engineered storm water treatment measures are required for development with a total impervious surface area greater than 24% of the site.
Overlay Districts:	Eastchester Gateway Corridor Overlay District City Lake General Watershed Area (GWA)

Adjacent Property Zoning and Current Land Use			
North:	CU-OI	Conditional Use Office Institutional District	Multifamily development
South:	CU RM-26	Conditional Use Residential Multifamily-26 District	Multifamily development
East:	CU-GB	Conditional Use General Business District	Undeveloped parcel
West:	CU-OI	Conditional Use Office Institutional District	Undeveloped parcel

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement:	This request is neither in conflict, nor does it promote, the goals and objectives of the Community Growth Vision Statement.
Land Use Plan Map Classification:	The site has an Office land use designation. This classification includes professional, personal and business service uses.
Land Use Plan Goals, Objectives & Policies:	The following objective of the Land Use Plan is relevant to this request: Obj. #8. Stimulate more efficient use of the City's land resources by encouraging in-fill, mixed-use, cluster development and higher residential densities at appropriate locations.

Relevant Area Plans:	<u>Eastchester Drive Corridor Plan (Phase II)</u> The plan recommends this quadrant of W. Wendover Avenue, between Eastchester Drive and Penny Road, be developed with mixed uses offering a wide range of commercial, service, high-rise office, and high density residential uses. It also recommends this area maintain a high standard of appearance through design guidelines to ensure the unified treatment of multi-tenant developments. <u>West Wendover Avenue/Guilford College Road Corridor Plan</u> Land Use Objectives: - Concentrate community/regional commercial uses at each end of the corridor, including near the intersection of NC 68 & W. Wendover Avenue. Visual Quality Objectives: - Ensure the maintenance of a high visual quality in the W. Wendover Avenue Corridor with appropriate standards for signs, landscaping, buffer yards, setbacks and design guidelines.
Zoning History:	The land area lying south of Eastchester Drive/W. Wendover Avenue intersection, between Hickwood Road and Penny Road, contains the Wendover Landing and Wendover Crossing developments. This area has been rezoned multiple times to permit a wide variety of office and commercial uses.

Transportation Information			
Adjacent Streets:	Name	Classification	Approx. Frontage
	Samet Drive	Local	370 feet
	Admiral Drive	Local	270 feet
Vehicular Access:	The site will have one point of access to Samet Drive and one point of access to Admiral Drive.		
Traffic Counts:	None available		
Estimated Trip Generation:	Approximately 20 trips in the peak hour		
Traffic Impact Analysis (TIA):	Required		TIA Comments
	<u>Yes</u>	<u>No</u> X	

School District Comment
Not applicable to this zoning case.

Details of Proposal
The applicant has requested rezoning of this parcel from its current Conditional Use Office & Institutional (CU-OI) District to a Conditional Zoning General Business (CZ-GB) District to facilitate development of a 3-story 72,000-square-foot internal access self-storage warehousing facility. This site is part of the Wendover Crossing commercial development and as such it is subject to the architectural design standards of that development and the standards of the Eastchester Gateway Corridor Overlay District.

In conjunction with the application, a conditional zoning ordinance is provided in which the applicant has offered a condition to provide a higher standard perimeter landscape yard along the north property line where it abuts a multifamily residential use.

Staff Analysis

Section 2.4.5.(C) of the Development Ordinance states that the advisability of a conditional zoning is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. Based on the applicant's submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments relative to these ordinance considerations.

Consistency with Adopted Policy Guidance:

Whether and the extent to which the proposed conditional zoning district is appropriate for its proposed location, and is consistent with the City's adopted policy guidance.

Staff Comments:

The site is located within a development that has a variety of uses in close proximity to one another, including commercial, multi-family residential and institutional uses. This flexibility in the mix of uses is specifically mentioned in the Eastchester Corridor Plan for the area. The requested CZ-GB District allows that same mixture of uses. The area plans also emphasize the need for design standards to maintain a high visual quality for new development. These standards are already in place for the site, which in combination with additional conditions related to landscaping, should help ensure consistency with adopted plan policies.

Review Factors:

Whether the applicant's proposed conditional zoning district, including the proposed use(s), written conditions, and conditional zoning plan (if applicable), will satisfactorily:

<u>Factor #1</u>	Result in a development that is compatible with surrounding development character and land uses; <u>Staff Comments:</u> ❖ The requested GB District permits a wide variety of uses ranging from residential, institutional and commercial uses. This parcel is situated in a portion of this development where it abuts commercial, office and multifamily uses. Thus, development of the property, as permitted by the GB District, will be compatible with adjacent land uses. ❖ The proposed internal access self-storage warehouse will be subject to the architectural design standards of the Eastchester Gateway Overlay and the design standards of the Wendover Landing Development. These standards will further ensure development of the zoning site will be compatible with the surrounding land uses.
<u>Factor #2</u>	Minimizes or effectively mitigates any identified adverse impact on adjacent and nearby land, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.; <u>Staff Comments:</u> ❖ The applicant desires to develop an internal access self-storage warehouse use at this location. The Development Ordinance prohibits this use from having outdoor storage and prohibits visibility of the operation from the adjacent public streets.

	These standards of the ordinance assist in mitigating any potential adverse impacts to adjacent properties. ❖ The applicant has offered a condition to install a higher standard landscape yard (Type C Yard) abutting the adjoining residential use to the north. This will assist in mitigating impact between uses.
<u>Factor #3</u>	Minimizes or effectively mitigates any identified adverse environmental impact on water and air resources, minimizes land disturbance, preserves trees and protects habitat; <u>Staff Comments:</u> The site is within the City Lake General Watershed Area and developments are required to meet watershed standards. A master stormwater control plan was developed and installed for the Wendover Crossing and Wendover Landing commercial development. Stormwater runoff from this site will drain into an existing stormwater control pond located south of Samet Drive.
<u>Factor #4</u>	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; <u>Staff Comments:</u> The site is within an area currently served by City of High Point utilities and municipal services. The zoning submittal has no known adverse impacts on municipal services.
<u>Factor #5</u>	Minimizes or effectively mitigates any identified adverse effect on the use, enjoyment or value of adjacent lands. <u>Staff Comments:</u> The property was initially zoned to permit a wide variety of commercial and retail uses. Over the years the Wendover Crossing Development has evolved into a mixed-use development with commercial, office, personal service and multifamily residential uses. The proposed CZ-GB District is consistent with zoning previously approved in this area.

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 zoning site is part of a larger development that began in the 1990s. The general character of this area as a mixed-use development consisting of commercial uses along perimeter frontage roads, and office/business professional uses and multifamily uses internally, has not changed. Allowable uses of the requested GB District will not alter the type or nature of development that has been established in this area.

Development Patterns:

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

Staff Comments:

During the past 20 years, Wendover Landings and Wendover Crossing became developments with a mixture of commercial, retail, office, personal services and multifamily uses. The requested CZ-GB District permits the same mixture of uses (commercial, office and multifamily uses) that have been established in this area.

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 proposed CZ-GB District is consistent with adopted plans, particularly the Eastchester Corridor and W. Wendover Avenue Corridor plans;
- 2) The zoning site is located within a development that has a mixture of uses in close proximity to one another. The property abuts similar commercial zoning to the east, office zoning to the north and multifamily zoning to the south. The requested CZ-GB District will be compatible with surrounding uses as it permits commercial, office and multifamily uses. Development of the property, as permitted, will not introduce uses that are not already allowed in the adjacent zoning districts; and
- 3) Requirements of the Development Ordinance along with requirements of the Eastchester Gateway Corridor overlay, will assist in ensuring development of the site will be compatible with existing development in the area.

Recommendation

Staff Recommends Approval:

The Planning & Development Department recommends approval of the request to rezone this 1.8-acre parcel to the CZ-GB District. As conditioned, the requested CZ-GB District will be compatible with the surrounding area and in conformance with adopted plans.

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.

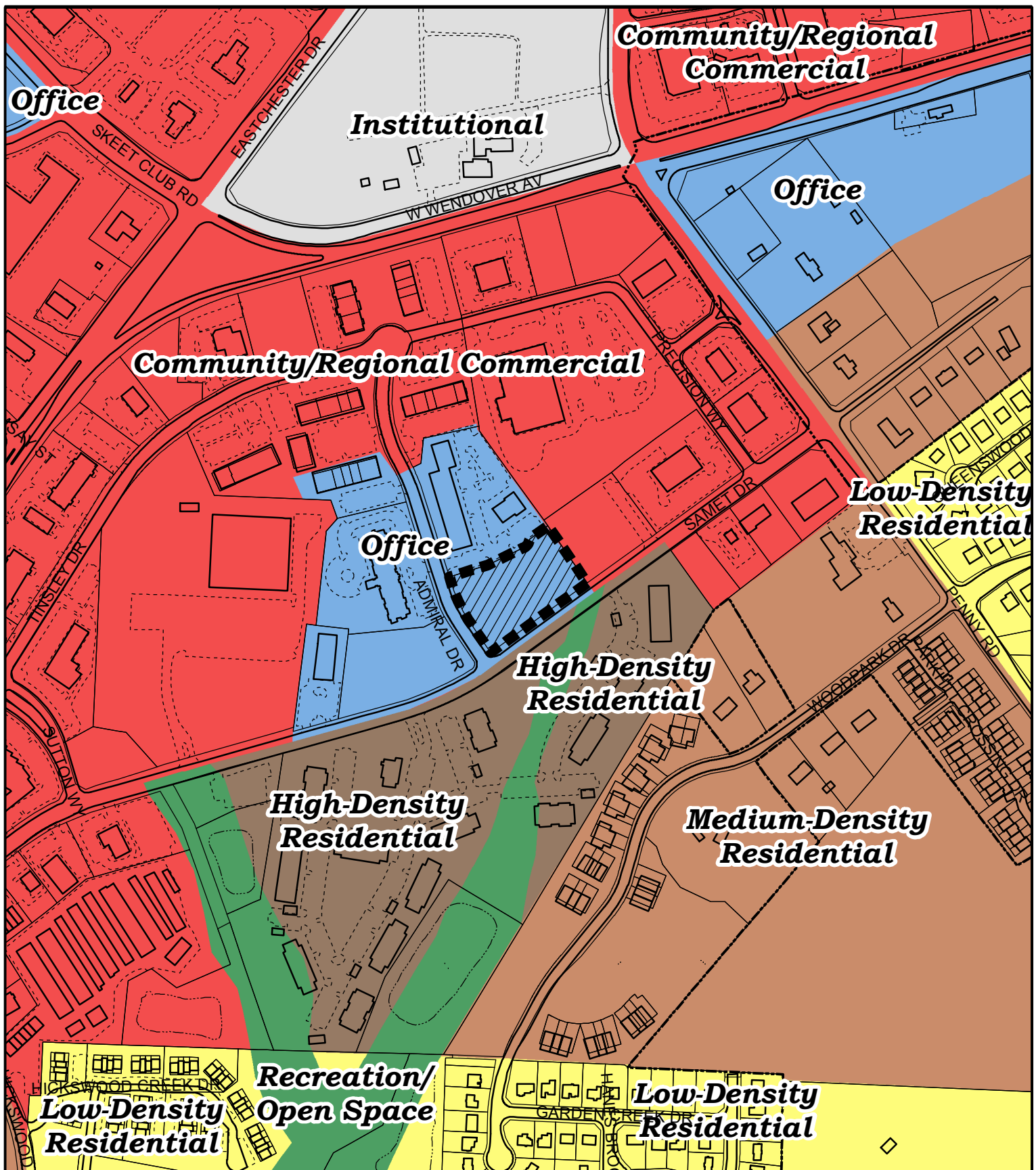
City Council:

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 G. Lee Burnette AICP, Director.

G:/Planning/Secure/ba-pz/
2017/pz/za17-11.mxd



ZONING MAP AMENDMENT ZA-17-11

Land Use Plan

Existing Land Use Plan
Subject Property Boundary



**Planning & Development
 Department**

City of High Point

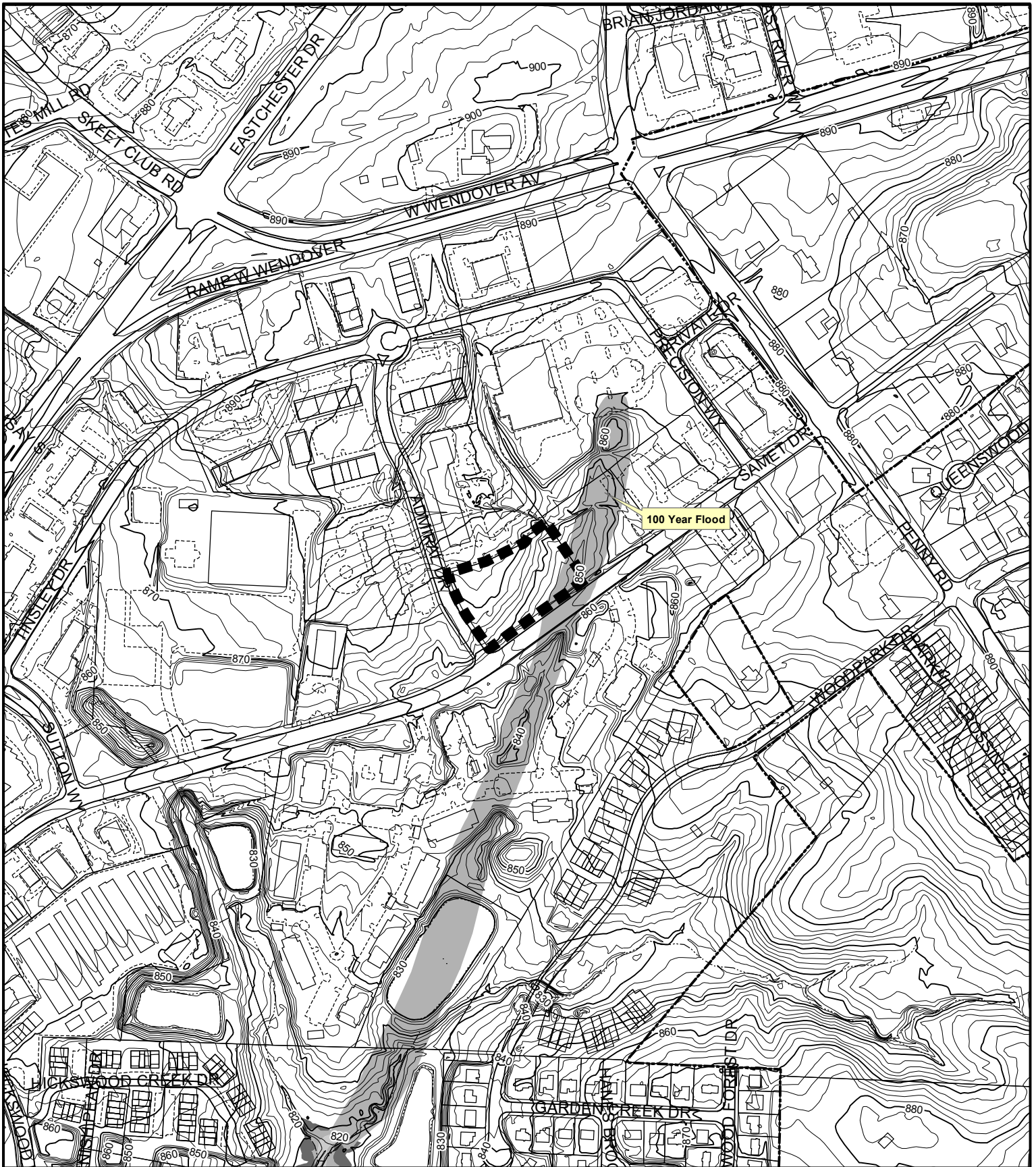
Date: June 27, 2017



Scale: 1"=400'
 G:\Planning\Secure\ba-pz/
 2017\pz\za17-11\lu.mxd

ZONING MAP AMENDMENT ZA-17-11





ZONING MAP AMENDMENT ZA-17-11

Topography

Subject Property Boundary - - - - -

Planning & Development
Department

City of High Point

Date: June 27, 2017



Scale: 1"=400'

G:\Planning\Secure\ba-pz/
2017\pz\za17-11\topo.mxd

AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on June 27, 2017 and before the City Council of the City of High Point on July 17, 2017 regarding **Zoning Map Amendment Case 17-11 (ZA-17-11)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on June 18, 2017, for the Planning and Zoning Commission public hearing and on July 5, 2017 and July 12, 2017, 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 **July 17, 2017**.

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 General Business (CZ-GB) District**. The property is approximately 1.8 acres and lying at the northeast corner of Samet Drive and Admiral Drive. The property is also known as Guilford County Tax Parcel 0196589.

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:**

Any uses allowed in the General Business (GB) District subject to the standards of the Development Ordinance and the specific conditions listed in this ordinance.

Part II. CONDITIONS:

A. Landscaping, Buffers and Screening.

A Type C perimeter landscape yard shall be installed where the site abuts Household Living and Life Care Uses.

B. Transportation Conditions. The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points 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 that are 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.

19th day of July, 2017.

Lisa B. Vierling, City Clerk

**Citizens Information
Meeting Report
Zoning Case #ZA-17-11
Submitted By: Mark Reynolds**

**City of High Point Rezoning Case #ZA-17-11
Mark Reynolds, Developer
Conditional Use Permit
1.88 Acres @ 5275 Samet Drive
Lot #25 of The Wendover Crossing Development**

Report

Citizen Information Meeting

Held May 15, 2017 at 6:00pm

The citizen information meeting was held at the office of Evans Engineering, Inc. located at 4609 Dundas Drive, Greensboro, NC. This meeting was held at 6:00 pm. There were no attendees at this meeting. Mark Reynolds (The Developer) and Anthony Lester (The Engineer) were present.

A notification letter dated and mailed May 1, 2017 was sent to 8 different adjoining property owners as supplied by The High Point Planning Department. The list of adjoining property owners and addresses to which it was mailed is attached as Attachment 2. The notification letter is attached as Attachment 1 and this letter also included the required statement provided by The High Point Planning and Development Department.

Mr. Reynolds & Mr. Lester waited until 6:30 pm and seeing no one in attendance decided to end the meeting. The notification letter also stated that if anyone could not attend the meeting but still had questions, they could call Mr. Lester. To date, Mr. Lester has not received any calls or inquiries.

mail letter

ATTACHMENT #2

ADDINGTON RIDGE LLC
PO BOX 395
JAMESTOWN NC 27282

COHEN DAYCARE LLC
1658 OMNI BLVD
MOUNT PLEASANT SC 29466

DEEP RIVER CENTER LLC
PO BOX 5657
WINSTON SALEM NC 27113

EBSCO Highbrook LLC
5724 Highway 280 East
Birmingham AL 35242

GOODWILL INDUSTRIES OF CENTRAL
NORTH CAROLINA INC
125 S EUGENE ST
GREENSBORO NC 27406

GREENWOOD & CHARLES INC
1451 TRADEMART BLVD SUITE A
WINSTON SALEM NC 27127

HAGGERTY, RICHARD C JR ; HAGGERTY,
GAIL H
3759 W LEXINGTON AVE
HIGH POINT NC 27265

WALMART REAL ESTATE BUSINESS
TRUST ATTN: 0555
PO BOX 8050
BENTONVILLE AR 72716

ATTACHMENT #3

Date:

AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on June, 27, 2017 and before the City Council of the City of High Point on July 17, 2017 regarding **Zoning Map Amendment Case 17-13 (ZA-17-13)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on June 18, 2017, for the Planning and Zoning Commission public hearing and on July 5, 2017 and July 12, 2017, 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 **July 17, 2017**.

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 Institutional (CZ-I) District**. The property is approximately 50.4 acres lying directly south of the intersection of Old Mill Road and Ashley Park Court. The property is also known as Guilford County Tax Parcels 0201475, 0201476, 0201305 and 0201482.

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:**

Any uses allowed in the Institutional (I) District subject to the standards of the Development Ordinance and the specific conditions listed in this ordinance

Part II. **CONDITIONS:**

A. **Prohibited Uses:** The following uses, as listed in Table 4.1.9 (Principle Use Table) of the Development Ordinance, shall be prohibited

1. **Residential Use Classification**

- a) Multi-family dwelling
- b) Triplex/quadplex
- c) Dormitory, private
- d) Fraternity or sorority house

2. Institutional Use Classification
 - a) Cultural facility, major
 - b) Correctional facility
 - c) College or university
 - d) Other post-secondary educational facility
 - e) Hospital
 - f) Medical care facility, major
 - g) Medical care facility, minor
 - h) Specialty hospital
3. All Commercial use classification

- B. Development Standards:

Allowable Household Living Uses, as listed in Table 4.1.9 (Principle Use Table) of the Development Ordinance, shall not exceed a development density of five (5) dwelling units per acre.
- C. Landscaping, Buffers and Screening.
 1. Perimeter Buffer: If an allowable Institutional Use Classified, as listed in Table 4.1.9 (Principle Use Table) of the Development Ordinance, is established on the property then a minimum 50-foot wide undisturbed buffer area shall be provided along the eastern, southern and western boundary of the property. Accessory recreation fields associated with a permitted institutional use may encroach into this perimeter buffer area.
- D. Transportation Conditions.
 1. Access: Any use that is not within the “Household Living” use category shall only shall take access from Old Mill Road.
 2. Other Transportation Conditions: The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points 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 that are 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.

17th day of **July, 2017.**

Lisa B. Vierling, City Clerk

**RESOLUTION SUPPORTING THE RICH FORK PRESERVE MASTER PLAN
SUBMITTED BY THE GUILFORD COUNTY PARKS AND RECREATION DEPARTMENT
TO THE GUILFORD COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the 116-acre property at the Rich Fork Preserve offers many different recreational opportunities for Guilford County residents, especially those living within High Point; and,

WHEREAS, the Rich Fork Preserve currently offers four miles of trails for walking, hiking, biking, birding and educating that can be utilized by many different groups for generations to come; and,

WHEREAS, the historic Hedgecock Homestead on the property is in-line for preservation by the High Point Preservation Society to manage and interpret for the enjoyment of the public; and,

WHEREAS, the County has adjusted the path of the proposed trails in the master plan based on input of neighboring property owners; and,

WHEREAS, the master plan has been submitted, presented and approved by the Guilford County Parks and Recreation Commission and will be presented to the Guilford County Board of Commissioners on August 3rd.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of High Point, that we present this **RESOLUTION** to the Guilford County Parks and Recreation Department in support of the plans for the Rich Fork Preserve.

WITNESS my hand and the Corporate Seal of the City of High Point, this the 17th day of July, 2017.

William S. Bencini, Jr., Mayor

ATTEST:

Lisa B. Vierling, City Clerk

**HIGH POINT CITY COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS – HIGH POINT MUNICIPAL BUILDING
June 19, 2017 – 5:30 P.M.**

ROLL CALL AND MOMENT OF SILENCE

Mayor Bencini called the meeting to order and asked for a moment of silence, which was followed by the Pledge of Allegiance.

Upon call of the roll, the following Council Members were present:

Present (5): *Mayor William S. Bencini, Jr., Mayor Pro Tem Jay Wagner (Ward 5); and Council Members Cynthia Y. Davis (At-Large), Jeffrey Golden (Ward 1), and Jason Ewing (Ward 6).*

Absent (4): *Latimer Alexander (At-Large), Christopher Williams (Ward 2), Alyce Hill (Ward 3), James C. Davis (Ward 5)*

REGULAR AGENDA ITEMS

FINANCE COMMITTEE - *Council Member J. Davis, Chair
Committee Members: J. Davis, C. Davis, Hill and Alexander*

Due to the absence of Chairman J. Davis, Council Member C. Davis chaired the Finance Committee portion of the meeting.

170182 U.S. Department of Federal Transit Administration - Title VI Program

Council is requested to approve a Title VI program to comply with regulations issued by the U.S. Department of Transportation (DOT). This is required as the City is a recipient of Federal Transit Administration (FTA) funds.

Approved Title VI program to comply with regulations issued by the U.S. Department of Transportation (DOT).

A motion was made by Council Member C. Davis, seconded by Mayor Pro Tem Wagner, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170183 Contract - Walker Parking Consultants

Council is requested to approve a professional services contract with Walker Parking in the amount of \$95,000 for parking deck structural and operational assessments.

Approved a professional services contract with Walker Parking in the amount of \$95,000 for parking deck structural and operational assessments.

A motion was made by Council Member C. Davis that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170184 Ordinance - Budget Ordinance Amendment - Market Authority

Council is requested to adopt an ordinance amending the 2016-2017 Annual Budget to appropriate funds in the amount of \$35,000 for additional revenue received from Occupancy Tax and Showroom Tax revenue and Business License that have been received above the budgeted amount.

Adopted an Ordinance amending the 2016-2017 Annual Budget to appropriate funds in the amount of \$35,000 for additional revenue received from Occupancy Tax and Showroom Tax revenue and Business License that have been received above the budgeted amount.

A motion was made by Council Member C. Davis, seconded by Mayor Pro Tem Wagner, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

**Ordinance No. 7303/17-45
Introduced 6/19/2017; Adopted 6/19/2017
Ordinance Book, Volume XIX, Page 186**

170185 Ordinance - Budget Ordinance Amendment - Insurance Reserve Fund

Council is requested to adopt an ordinance amending the 2016-2017 Budget Ordinance to increase appropriations in the amount of \$620,000.00 for the Insurance Reserve Fund due to unanticipated increased cost for health care and dental care claims.

Adopted an Ordinance amending the 2016-2017 Budget Ordinance increasing appropriations in the amount of \$620,000.00 for the Insurance Reserve Fund due to unanticipated increased cost for health care and dental care claims.

A motion was made by Council Member C. Davis, seconded by Council Member Ewing, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Ordinance No. 7304/17-46
Introduced 6/19/2017; Adopted 6/19/2017
Ordinance Book, Volume XIX, Page 187

170206 Ordinance - Budget Amendment - Refunding Bonds

Council is requested to adopt a budget ordinance amending the 2016-2017 Budget Ordinance to appropriate funds for the issuance of refunding bonds and consequently the retirement of outstanding debt for the Series 2016-GO Refunding Bonds and the Series 2016 W & S Revenue Refunding Bonds.

Adopted an Ordinance amending the 2016-2017 Budget Ordinance to appropriate funds for the issuance of refunding bonds and consequently the retirement of outstanding debt for the Series 2016-GO Refunding Bonds and the Series 2016 W & S Revenue Refunding Bonds.

A motion was made by Council Member C. Davis, seconded by Mayor Pro Tem Wagner, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Ordinance No. 7305/17-47
Introduced 6/19/2017; Adopted 6/19/2017
Ordinance Book, Volume XIX, Page 188

170186 Contract - Community Housing Solutions

Council is requested to approve a contract with Community Housing Solutions (CHS) in the amount of \$640,535.00 to construct five (5) affordable homes in the Southside neighborhood.

Approved a contract with Community Housing Solutions (CHS) in the amount of \$640,535.00 to construction five (5) affordable homes in the Southside neighborhood.

A motion was made by Council Member C. Davis, seconded by Council Member Golden, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170187 Contract Renewal - The Ferguson Group

Council is requested to authorize the renewal of contract with The Ferguson Group (TFG) for the period of July 1, 2017 - June 30, 2018.

Authorized the renewal of the contract with The Ferguson Group (TFG) for the period of July 1, 2017 - June 30, 2018.

A motion was made by Council Member C. Davis, seconded by Council Member Ewing, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170188 International Home Furnishings Market Authority - 2017-2018 Annual Budget

City Council is requested to consider the FY 2017-2018 annual budget for the International Home Furnishings Market Authority (Market Authority).

Approved the FY 2017-2018 annual budget for the International Home Furnishings Market Authority (Market Authority).

A motion was made by Council Member C. Davis, seconded by Council Member Ewing, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170189 High Point Convention & Visitors Bureau - 2017-2018 Annual Budget/Contract

City Council is requested to consider the annual budget for the High Point Convention & Visitors Bureau (CVB) for FY 2017-2018 and authorize the City Manager to execute contract between the High Point Convention and Visitors Bureau for FY 2017-2018.

Council Member C. Davis advised this is the matter that Finance Committee Chairman J. Davis had asked to be delayed until he receives the information he requested from the High Point Convention & Visitors Bureau back in December.

At this time, Council Member C. Davis MOVED to table this matter. The motion DIED for lack of a second.

Mayor Pro Tem Wagner then MOVED to approve the annual budget/contract for the High Point Convention & Visitors Bureau (CVB) for FY 2017-2018 and to authorize the city manager to execute contract between the High Point Convention and Visitors Bureau and the City of High Point for FY 2017-2018. Council Member Golden made a SECOND to the motion.

For the record, Council Member C. Davis advised that Council Member J. Davis is requesting that the information he has requested from the CVB be sent to him in a timely manner.

Council Member Ewing pointed out in the past, Council has generally received the CVB's budgets at the last minute and he would like to see staff get with the CVB staff much earlier in the process so the City Council can direct usage and leverage of these funds.

Approved the annual budget for the High Point Convention & Visitors Bureau (CVB) for FY 2017-2018 and authorized the city manager to execute the contract between the High Point Convention & Visitors Bureau and the City of High Point for FY 2017-2018.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member Golden, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

COMMUNITY HOUSING, NEIGHBORHOOD DEVELOPMENT AND PUBLIC SAFETY

COMMITTEE - Council Member Golden, Chair

Committee Members: Golden, Alexander, Ewing and Williams

170190 Resolutions - Conveyance of Property to Community Housing Solutions

Council is requested to adopt resolutions approving the conveyance of five (5) properties to Community Housing Solutions to construct affordable homes in the Southside neighborhood. Properties are identified as: 806 George Place, 605, 608, 610 and 700 Vail Avenue.

Mike McNair, Director of Community Development & Housing advised that in an effort to continue infill housing development efforts in the Core City, the Community Development & Housing Department is seeking Council approval to convey the following lots to Community Housing Solutions (CHS) to enable the construction of five affordable homes in the Southside neighborhood.

- ✓ 806 George Place
(Resolution No. 1670/17-17, Resolution Book Volume XIX, Page 139)
- ✓ 605 Vail Avenue
(Resolution No. 1671-17-18, Resolution Book Volume XIX, Page 140)
- ✓ 608 Vail Avenue
(Resolution No. 1672/17-19, Resolution Book Volume XIX, Page 141)
- ✓ 610 Vail Avenue
(Resolution No. 1673/17-20, Resolution Book Volume XIX, Page 142)
- ✓ 700 Vail Avenue
(Resolution No. 1674/17-21, Resolution Book Volume XIX, Page 143)

Council Member Ewing asked if staff has seen others showing more of an interest in cleaning up properties and bringing up properties to a higher standard. Mr. McNair replied that Code Enforcement does visit this area regularly, and felt the development is making a difference.

Adopted Resolutions approving the conveyance of these five (5) properties to Community Housing Solutions to construct affordable homes in the Southside neighborhood.

A motion was made by Council Member Golden, seconded by Council Member C. Davis, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170191 Ordinance - Demolition of Structure - 324 Amhurst Avenue

Council is requested to adopt an ordinance ordering the Housing Inspector to effectuate the demolition of a dwelling located at 324 Amhurst Avenue belonging to JHS Master Capital, LLC.

Lori Loosemore, Local Codes Enforcement Supervisor, reported this structure was inspected on 12/30/2016 with a hearing on 1/20/2017. An Order to Repair or Demolish was issued on 2/22/2017 with an expiration date of 3/27/2017. She advised that no one appeared for the hearing, although a representative of the property owner did call and received copy of violations. During the hearing, staff cited several violations of the Minimum Housing Code:

1. Repair or replace sheetrock (holes in ceilings and walls)
2. Repair/replace holes in roof causing leaks
3. Repair/replace damaged wiring
4. Repair/replace damaged floor covering and sheeting
5. Replace water heater that is missing

Ms. Loosemore added that the inspectors did receive a call from one of the neighbors on 6/7/2017 regarding a downed tree on the house, but the tree has not yet been removed, nor have any repairs been made.

Chairman Golden asked if there was anyone present to speak. There was no one present to offer comments, nor were there any questions.

Adopted Ordinance ordering the Housing Inspector to effectuate the demolition of a dwelling located at 324 Amhurst Avenue.

A motion was made by Council Member Golden, seconded by Council Member Ewing, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Ordinance No. 7306/17-48
Introduced 6/19/2017; Adopted 6/19/2017
Ordinance Book, Volume XIX, Page 189

170192 Ordinance - Demolition of Structure - 806 Meredith Street

Council is requested to adopt an ordinance ordering the Housing Inspector to effectuate the demolition of a dwelling located at 806 Meredith Street belonging to Maria Karkour.

Lori Loosemore, Local Codes Enforcement Supervisor, advised this structure was originally inspected on 1/9/2017 which resulted in a Order being issued on 1/31/2017 with a compliance date of 3/6/2017. Since that time no repairs have been made; however, staff did receive a call from an attorney representing a potential purchaser of the property. The attorney was informed that if the purchase of the property does go through, then staff would need to see some action moving forward within the next 30 days. Ms. Loosemore noted since that time there has been no further communication with the attorney.

Adopted Ordinance ordering the Housing Inspector to effectuate the demolition of a dwelling located at 806 Meredith Street.

A motion was made by Council Member Golden, seconded by Council Member C. Davis, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Ordinance No. 7307/17-49
Introduced 6/19/2017; Adopted 6/19/2017
Ordinance Book, Volume XIX, Page 190

PENDING ITEMS

160330 Ordinance - Demolition of Structure - 512 Hines Street

Council is requested to adopt an ordinance requiring the building inspector to effectuate the demolition of a structure located at 512 Hines Street belonging to Eliseo Zavala. (At the November 7, 2016 meeting this item was deferred to the December 5, 2016 Council Meeting. At the December 5, 2016 Council Meeting, Council deferred this item for 60 days or until the February 6, 2017 Council Meeting. At the February 6th Council Meeting, item was placed back in pending. At the May 1, 2017 meeting this item was continued to the May 15, 2017 meeting. At the May 15th Council Meeting this item was deferred for 45 days). At the June 5th meeting item was deferred pending receipt of the executed Supplemental Order from the property owner.

City Attorney JoAnne Carlyle advised that the property owner, Eliseo Zavala, has retained legal counsel. The attorney has asked for an extension until 10/15/2017 to allow the property owner sufficient time to make necessary corrections.

PLANNING & DEVELOPMENT COMMITTEE - Mayor Pro Tem Wagner, Chair
Committee Members: Wagner, C. Davis, J. Davis, and Golden

170193 Resolution of Intent - Annexation 17-05

Approval of a Resolution of Intent that establishes a public hearing date of Monday, July 17, 2017, at 5:30 p.m. to consider a voluntary contiguous annexation of approximately 71 acres lying east of Sandy Ridge Road, west of Kendale Road and south of the intersection of Sandy Ridge Road and John Knox Drive. The property is known as Guilford County Tax Parcels 0171336 (portion) 0171341 (portion), 0171316, 0171348, 0171314, and 0171313 (portion).

Adopted a Resolution of Intent establishing a public hearing date of Monday, July 17, 2017 at 5:30 p.m. to consider a voluntary contiguous annexation of approximately 71 acres lying east of Sandy Ridge Road, west of Kendale Road and south of the intersection of Sandy Ridge Road and John Knox Drive.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member C. Davis, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

**Resolution No. 1676/17-22
Introduced 6/19/2017; Adopted 6/19/2017
Resolution Book, XIX, Page 144**

170194 Resolution of Intent - Annexation 17-06

Approval of a Resolution of Intent that establishes a public hearing date of Monday, July 17, 2017, at 5:30 p.m. to consider a voluntary contiguous annexation of an approximate 0.26-acre parcel lying along the south side of E. Martin Luther King Jr. Drive, approximately 875 feet east of Triangle Lake Road (3406 E. Martin Luther King Jr. Drive). The property is known as Guilford County Tax Parcel 0161207.

Adopted a Resolution of Intent establishing a public hearing date of Monday, July 17, 2017 at 5:30 p.m. to consider a voluntary contiguous annexation of an approximate 0.26-acre parcel lying along the south side of E. Martin Luther King, Jr. Drive, approximately 875 feet east of Triangle Lake Road (3406 E. Martin Luther King, Jr. Drive).

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member Ewing, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Resolution No. 1676/17-23

Introduced 6/19/2017; Adopted 6/19/2017

Resolution Book Volume XIX, Page 145

170202 Conservation Easement for Hartley Drive Project

Council is requested to approve the conveyance of a Conservation Easement as requested by the US Army Corps of Engineers and designated on the 404 Permit for the Hartley Drive Widening Project # 2287.

Keith Pugh, Director of Engineering Services, advised this is part of the Hartley Drive project that was completed two years ago and noted the property in question at the time the city purchased it should have been set aside as a permanent conservation easement, but was not. Staff is now asking that Council approve the conveyance of the Conservation Easement.

Approved the conveyance of a Conservation Easement as requested by the US Army Corps of Engineers and designated on the 404 Permit for the Hartley Drive Widening Project #2287.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member Ewing, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

PUBLIC HEARINGS - Planning & Development Committee

170157 Ordinance - North Carolina State Employees Credit Union - Zoning Map Amendment 17-03

A request by the North Carolina State Employees Credit Union to rezone approximately 4.2-acres from the Office Institutional (OI) District to a Conditional Zoning Limited Business (CZ-LB) District. The site is lying along the west side of Westchester Drive, approximately 430 feet south of Chestnut Drive (1638 Westchester Drive). (At the request of the petitioner, this item was deferred at the May 15, 2017 meeting.)

The public hearing for this matter was initially held on Monday, May 15, 2017 at 5:30 p.m. and continued to June 19, 2017 at 5:30 p.m. at the request of the petitioner.

Herb Shannon with Planning & Development provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

The applicant is requesting Council rezone approximately 4.2 acres from the OI District to a CZ-LB District to allow the development of an approximate 8,500 square foot credit union on this property. The Development Ordinance classifies financial institutions such as credit unions, banks and savings & loans as a personal service use type. Both the OI and LB Districts allow personal service establishments, which are uses that meet frequent or recurrent service needs of a personal nature. The ordinance divides Personal Services into two use types:

- 1. Major Personal Service establishment, a facility with more than 4,000 square feet of gross floor area; and*
- 2. Minor Personal Service establishment, a facility with less than 4,000 square feet of gross floor area.*

Mr. Shannon advised that the applicant is proposing to develop an 8,500 square-foot unit which constitutes a Major Personal Service establishment, and is not permitted in the OI District. For this reason, the applicant is requesting rezoning of the property to the LB District, which is the least intensive zoning district that permits Major Personal Service use types.

In conjunction with this request, the applicant has submitted a conditional zoning ordinance, in which they have offered to restrict allowable LB District Uses. Except for Major Personal Service uses, only those LB District uses that are also allowed in the OI District are permitted. The applicant has also offered transportation-related conditions pertaining to the installation of turn lanes and access restrictions to eliminate turning movement conflicts.

Mr. Shannon shared the following key issues:

Staff suggests the Major Personal Service use is suitable for this location and it would not be introducing a size building that does not already exist;

Access Point: *To ensure safety of the motoring public to eliminate turning movement conflicts, the applicant has offered conditions to restrict access to one full-movement access point (left and right turning movement) and one right-in only access (right turn-in movement for southbound traffic) to the site from Westchester Drive.*

Landscaping Requirement: *The Development Ordinance requires the installation of a Type B planting yard where the site abuts a residential zoning district to help filter views from the site.*

Staff suggests the approval of the applicant's request is reasonable and in the public interest because:

- 1. The Land Use Map denotes the intent of having office type uses, which includes professional, personal and business service uses, on this segment of the Westchester Drive corridor. Based on allowable use conditions offered by the applicant, the*

requested CZ-LB District is consistent with the intended goals of the Land Use Plan for this portion of the City's planning area;

- 2. The Land Use Plan has development guidelines for evaluating zoning proposals for office and commercial development bordering residential neighborhoods and the site is meeting the guidelines where you have office or more intense commercial uses near residential areas;*
- 3. Conditions offered by the applicant and the standards of the Development Ordinance ensure that the size and intensity of development will be compatible with the area. rezoning to a CZ-LB District to permit an approximate 8,500 square foot credit union will not be inconsistent with the current development pattern in this area; and*
- 4. Transportation related conditions offered by the applicant to restrict the manner that vehicles may access the site will ensure the safety of the motoring public.*

The Planning & Zoning Commission reviewed this request at the April public hearing and recommended approval by a 5-0 vote.

Following the presentation of the staff report, Chairman Wagner asked if the applicant would come forward.

The applicant's representative, Attorney Clinton Cogburn with Tuggle Duggins, Attorneys at Law, 100 N. Greene Street, Suite 600, Greensboro, spoke in favor of the request. He recognized Damien Carter and Kendra Adams of the State Employees Credit Union, and Aaron Hutchins, Chief Engineer for the project with Summit Design Engineering. He advised they are requesting the rezoning to allow for the development of a North Carolina State Employees Credit Union branch with drive-thru services at 1638 Westchester Drive because they have simply outgrown the current space. He reiterated that the request is for an 8,500 square foot. project with two access points off Westchester Drive.

He reported that they did hold the neighborhood meeting on May 30th at Wesley Memorial United Methodist Church, had a great turnout, and got some really good positive feedback from neighbors.

On behalf of his client, Mr. Cogburn asked for a continuation of the public hearing to the July 17th City Council Meeting due to ongoing negotiations between the current property owner and the current tenant at the office building that sits on the property and noted they would like to resolve this before proceeding to a final vote.

At this time, Chairman Wagner opened the public hearing and asked if there was anyone present who would like to offer comment. No one was present to comment.

Continued the public hearing to 5:30 p.m. on Monday, July 17, 2017.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member Davis, that this public hearing be continued to July 17, 2017 at 5:30 p.m. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170195 Ordinance - Bales Memorial Wesleyan Methodist Church - Annexation 17-02

A request by Bales Memorial Wesleyan Methodist Church to consider a voluntary contiguous annexation of approximately 4.65 acres lying along the north and south sides of Bales Chapel Road, approximately 1,700 feet east of Dillon Road (1000, 1001, and 1002 Bales Chapel Road). The property is known as Guilford County Tax Parcel 0160515, 0160166 and 0160150.

The joint public hearing for this matter and related matter #170196 Zoning Map Amendment 17-04 was held on Monday, June 19, 2017 at 5:30 p.m.

Herb Shannon, Senior Planner with Planning and Development, provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

The applicant, Bales Memorial Wesleyan Methodist Church, is requesting annexation of approximately 4.65 acres on Bales Chapel Road in order to access city utilities. The property abuts the city limits where city service vehicles are already servicing the area, so there will be no negative impact on municipal services.

The land area along the south side of this roadway is within the City's Extraterritorial Jurisdiction (ETJ) where the City has established R-3 District zoning. However, the 0.44-acre church property along the north side of Bales Chapel Road is not within the City's ETJ.

As for Zoning Map Amendment 17-04, the applicant is requesting the R-3 District zoning be established on this parcel in conjunction with the annexation application and staff suggests that the R-3 District zoning is consistent with established zoning in this area

There was no one present representing the applicant and Chairman Wagner proceeded to open the public hearing and asked if there were any comments. There being none, the public hearing was closed.

Regarding **Annexation 17-02**, Council adopted an Ordinance providing for the annexation of 4.65 acres lying along the north and south sides of Bales Chapel Road, approximately 1,700 feet east of Dillon Road (1,000, 1001, and 1002 Bales Chapel Road).

Regarding **Zoning Map Amendment 17-04**, Council adopted an Ordinance providing for the rezoning of an approximate 0.44-acre parcel from Residential Single Family-40 (RS-40) District, within Guilford County's zoning jurisdiction, to the Residential Single Family-3 (R-3) District based on consistency with the City's adopted plans and that the request is reasonable and in the public interest based on the statements in the Staff Analysis section of the Staff Report.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member C. Davis, that the Ordinance be adopted approving the annexation of this property. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Annexation 17-02

Ordinance No. 7308/17-50

Introduced 6/19/2017; Adopted 6/19/2017

Ordinance Book, Volume XIX, Page 191

Zoning Map Amendment 17-04

Ordinance No. 7309/17-51

Introduced 6/19/2017; Adopted 6/19/2017

Ordinance Book, Volume XIX, Page 192

170196 Ordinance - Bales Memorial Wesleyan Methodist Church - Zoning Map Amendment 17-04

A request by Bales Memorial Wesleyan Methodist Church to rezone an approximate 0.44-acre parcel from the Residential Single Family-40 (RS-40) District, within Guilford County's zoning jurisdiction, to the Residential Single Family-3 (R-3) District. The site is lying along the north side of Bales Chapel Road, approximately 1,700 feet east of Dillon Road (1001 Bales Chapel Road). Approval of this rezoning request is contingent upon City Council approval of a voluntary annexation request.

The joint public hearing for this matter and related matter #170195 Annexation 17-02 was held on Monday, June 19, 2017 at 5:30 p.m.

Staff provided a joint presentation on both matters, but each matter will require a separate vote.

Herb Shannon, Senior Planner with Planning and Development, provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

Note: For specific comments made during the public hearing for this matter, please refer to related matter #170195 Annexation 17-02.

Regarding Zoning Map Amendment 17-04, Council adopted an Ordinance providing for the rezoning of an approximate 0.44-acre parcel from Residential Single Family-40 (RS-40) District, within Guilford County's zoning jurisdiction, to the Residential Single Family-3 (R-3) District based on consistency with the City's adopted plans and that the request is reasonable and in the public interest based on the statements in the Staff Analysis section of the Staff Report.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member C. Davis, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Ordinance No. 7309/17-51

Introduced 6/19/2017; Adopted 6/19/2017

Ordinance Book, Volume XIX, Page 192

170197 Ordinance - Space Properties, LLC - Zoning Map Amendment 17-05

A request by Space Properties, LLC to rezone an approximate 0.88-acre parcel from a Conditional Use Transitional Office (CU-TO) District to a Conditional Zoning Office Institutional (OI) District. The site is lying at the southwest corner of Eastchester Drive and Plainview Drive (2211 Eastchester Drive).

The public hearing for this matter was held on Monday, June 19, 2017 at 5:30 p.m.

Herb Shannon, Senior Planner with Planning & Development, provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

The applicant is requesting rezoning of this parcel to amend zoning conditions imposed on the property when it was initially granted office zoning in 1986. The property was initially developed and used as a single-family dwelling. During the late 1980s, the former property owner requested rezoning to an office zoning district to allow the residence to be converted to a photography studio and the property was used as a photography studio and various other office uses.

During the 1980s, this segment of the Eastchester Drive corridor was designated for residential uses. The 1986 rezoning of this site to a limited office district was one of the first non-residential rezonings that was approved on this segment of the Eastchester Drive corridor. Because of the residential nature of this area at that time, adjacent property owners and the City Council were concerned with the potential negative impact on the adjacent residential neighborhood. Therefore, the 1986 zoning approval included the following zoning conditions:

- 1. No alteration of the residential character of the existing structure;*
- 2. Only permit vehicular access from Plainview Drive, no access from Eastchester Drive;*
- 3. Limiting the number of employees (maximum of 10 employees);*
- 4. No parking near the Eastchester Drive frontage of the property; and*
- 5. Prohibiting the installation of a free-standing sign on the site. Only a wall sign is permitted.*

Mr. Shannon advised that the character of this area has changed during the past 30 years with the development of multiple office uses along this segment of the Eastchester Gateway Corridor. The current property owner has rented this building to a personal services type use (sign company) that wants to install a free-standing sign to identify their company and to update zoning conditions to be similar with other office type zoning that has been established in this area. The applicant has included with this application a conditional zoning ordinance which offers to update landscaping along the rear of the property where it abuts a residential neighborhood.

Staff is recommending approval of Zoning Map Amendment 17-05. The Planning & Zoning Commission considered this request at their May 23, 2017 meeting and also recommended approval by a 6-0 vote.

Following the presentation of the staff report, Chairman Wagner asked if the applicant was present.

Speaking in favor of the request was the applicant/property owner, Lisa Thomas, 910 Courtland Street in Greensboro. She explained they purchased this property as rental property and it has taken them a year to rent it before leasing it to a sign company only to find out that they could not put a sign in the front yard due to past zoning restrictions. She advised that they do have a signed one-year lease, but once the property is rezoned, they would enter into a five-year lease with the tenant. She noted they did hold a neighborhood meeting as required, but no one showed up for the meeting and no one has voiced opposition.

At this time, Chairman Wagner opened the public hearing and asked if there was anyone present to offer comment. There being none, the public hearing was closed.

Adopted Ordinance rezoning an approximate 0.88-acre parcel from a Conditional Use Transitional Office (CU-TO) District to a Conditional Zoning Office Institutional (OI) District based on consistency with the City's adopted plans, and that the request is considered reasonable and in the public interest citing the statements contained in the Staff Analysis section of the staff report.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member Golden, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

**Ordinance No. 7310/17-52
Introduced 6/19/2017; Adopted 6/19/2017
Ordinance Book, Volume XIX, Page 193**

170198 Ordinance - Peters Holdings, LLC - Zoning Map Amendment 17-06

A request by Peters Holdings, LLC to rezone approximately 11.09 acres from a Conditional Use Office Institutional (CU-OI) District to a Conditional Zoning Office Institutional (CZ-OI) District. The site is lying west of Skeet Club Road, north of Whites Mill Road and along both sides of Peters Court.

The public hearing for this matter was held on Monday, June 19, 2017 at 5:30 p.m.

Herb Shannon, Senior Planner, provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

Mr. Shannon reported that the property owner is requesting Council rezone seven parcels, totaling approximately 11.09 acres, from the Conditional Use Office Institutional (CU-OI) District to an updated Conditional Zoning Office Institutional (CZ-OI) District. The applicant has purchased all the parcels in this medical park, which includes two undeveloped parcels. The zoning site is currently governed by four separate CUPs, two approved in the 1980s and two approved in the 1990s. Many of the development conditions from these zoning approvals no longer apply or only pertain to a specific parcel and not the entire 11.09-acre area. The applicant desires that all the parcels in this office complex be governed by a single zoning approval, thus, they have submitted this Zoning Map Amendment application to establish a CZ-OI District that will combine the four current CUPs into a new single Conditional Zoning Ordinance.

Most of the current zoning conditions are no longer applicable based on the manner the adjacent parcels have developed. The applicant has offered to establish an updated Conditional Zoning Ordinance focusing on landscaping buffers adjacent to the existing residential development to the west of the site and updating vehicular access conditions.

Mr. Shannon pointed out the only change from the previous zoning is that an access point could potentially be permitted to the northern portion of the property, but with the pending improvements on Skeet Club Road, it would have to be a right-in, right-out. He noted the applicant has updated the landscaping standards along the western boundary of the site and they have offered a condition to either have a 55-foot-wide undisturbed area, or to install a Type B planting/landscape yard. He noted that although this area has been slated on the Land Use Map for Office uses since the 1980s, this would not in any way change any of the land use policy, but would just update the four older conglomeration of zoning Conditional Use permits to one new Conditional Zoning Ordinance.

In this case, staff suggests that the request is reasonable in the public interest as the request is consistent with the Land Use Plan. It does not change any uses and the applicant continues to offer higher landscaping standards where the property abuts the abutting single-family subdivision. The request was reviewed by the Planning & Zoning Commission at their May 23rd meeting and they also recommend approval by a 6-0 vote.

Council Member Ewing asked about the possibility of incorporating the adjacent fire station with this rezoning. Lee Burnette, Director of Planning and Development pointed out this is a

Conditional Zoning Ordinance request specific to this site, but that staff felt it would be appropriate to zone it O-I for consistency.

At this time, Chairman Wagner asked if the applicant or the applicant's representative was present.

Speaking in favor of the request, on behalf of the applicant, was Attorney Tom Terrell, 529 W. Parkway Avenue. He pointed out as far as the rezoning of this site, it was fairly non-controversial and the rezoning simply unifies the land under one set of zoning regulations for ease of development.

Chairman Wagner then opened the public hearing and asked if there was anyone present who would like to speak for or against the rezoning. There being no one present to comment, he declared the public hearing closed.

Adopted Ordinance authorizing the rezoning of this property from a Conditional Use Office Institutional (CU-OI) District based on consistency with the City's adopted plans and that the request is considered to be reasonable and in the public interest based on staff's statements as outlined in the Staff Analysis section of the staff report.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member C. Davis, that this matter be adopted. The motion carried by the following 5-0 vote:

Ordinance No. 7311/17-53

Introduced 6/19/2017; Adopted 6/19/2017

Ordinance Book, Volume XIX, Page 194

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170199 Ordinance - Rehab Engineering, PC - Zoning Map Amendment 17-07

A request by Rehab Engineering, PC to rezone an approximate 0.79-acre parcel from the Light Industrial (LI) District to the Central Business (CB) District. The site is lying along the east side of S. Hamilton Street, approximately 60 feet north of E. Russell Avenue (317 S. Hamilton Street).

The public hearing for this matter was held on Monday, June 19, 2017 at 5:30 p.m.

Herb Shannon, Senior Planner, provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

This is a request to rezone a 0.79-acre parcel in the downtown area from Light Industrial (LI) to Central Business (CB) District. Mr. Shannon pointed out the subject property is only one block away from City Hall and the site is currently being used as a market showroom. The applicant desires to use the facility as an events center during non-market times of the

year for weddings and other similar type business functions; however, the Light Industrial (LI) District does not permit this use. Mr. Shannon noted the site is adjacent to property already zoned Central Business. Staff suggested they request the Central Business (CB) District zoning to allow some flexibility as far as parking, landscaping and building setback for any proposed future expansions.

The Land Use Plan designation for this site is Community Regional Commercial and the requested CB District would be consistent with the Land Use Plan and consistent with previous CB zoning that was granted in this area. Staff recommends approval of the request, as well as the Planning & Zoning Commission.

Council Member C. Davis asked if this would impact the showroom tax that they are committed to and she was informed it would not.

Following the presentation of the staff report, Chairman Wagner asked if the applicant or applicant's representative was present. The applicant was not present.

Chairman Wagner then opened the public hearing and asked if there was anyone present who would like to speak in favor of or in opposition to the request. There being none, the public hearing was declared closed.

Adopted Ordinance providing for the rezoning of this property from the Light Industrial (LI) District to the Central Business (CB) District based on consistency with the City's adopted plans and that the request is considered to be reasonable and in the public interest based on the staff's statements in the Staff Analysis section of the staff report.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member Ewing, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Ordinance No. 7312/17-54

Introduced 6/19/2017; Adopted 6/19/2017

Ordinance Book, Volume XIX, Page 195

170200

Resolution - Ghulam Khan - Street Abandonment 17-01

A request by Ghulam Khan to abandon excess right-of-way lying at the southwest corner of S. Main Street and Kendall Avenue.

The public hearing for this matter was held on Monday, June 19, 2017 at 5:30 p.m.

Herb Shannon, Senior Planner, provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

Mr. Shannon stated based on research this right-of-way was platted in 1949 and since 1970, the aerial photos depict this excess right-of-way as being used as a driveway access point and as a landscaping area for the abutting parcel at 1912 S. Main Street. Mr. Khan is the sole property owner and staff has determined that abandonment of the City's interest in this excess right-of-way will not in anyway deprive the abutting or adjacent property owners access to their property.

The City of High Point's Technical Review Committee did review this request and as part of their review, a stormwater line, a City light pole was identified within the right-of-way, as well as a 12-inch City sewer line running along the west side of S. Main Street in close proximity to this area proposed for abandonment. Additionally, because the right-of-way abuts S. Main Street, staff also sought comment from the North Carolina Department of Transportation (NCDOT) and their records revealed that the State has never maintained any portion of the right-of-way requested to be abandoned and had no objections to the abandonment, subject to the abandonment occurring in such a manner that the new right-of-way aligns with the existing S. Main Street right-of-way line.

Staff finds that this abandonment of the public's interest and conveyance of the right-of-way to the abutting property owner, as provided by state statutes, is found not to be contrary to the public's interest and is found not to deprive owners in the vicinity of the right-of-way reasonable means of ingress and egress to their property. The Planning & Development Department met and considered the request and recommends approval of the request with the retention of the following utility easements:

- 1. Retention of a 15-foot wide stormwater/drainage easement centered over the existing 15-inch stormwater line within and crossing the right-of-way;*
- 2. Retention of a 20-foot wide electrical easement centered around the existing electrical pole and service lines within and crossing the right-of-way; and*
- 3. Retention of a 20-foot wide sewer line easement centered over existing sewer line within or crossing the right-of-way.*

Following the presentation of the staff report, Chairman Wagner asked if the applicant would like to speak.

The applicant, Mr. Ghulam Khan, spoke in favor of the request and asked for Council's approval.

Chairman Wagner then opened the public hearing and asked if there were any additional comments. There being none, the public hearing was closed.

Adopted Resolution abandoning excess right-of-way lying at the southwest corner of S. Main Street and Kendall Avenue with the retention of the following utility easements:

- 1. Retention of a 15-foot wide stormwater/drainage easement centered over the existing 15-inch stormwater line within and crossing the right-of-way;*
- 2. Retention of a 20-foot wide electrical easement centered around the existing electrical pole and service lines within and crossing the right-of-way; and*

3. Retention of a 20-foot wide sewer line easement centered over existing sewer line within or crossing the right-of-way.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member Ewing, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Resolution No. 1677/17-24

Introduced 6/19/2017; Adopted 6/19/2017

Resolution Book, XIX, Page 146

170201 Ordinance - Lucky-7 Development Group - Zoning Map Amendment 17-08

A request by Lucky-7 Development Group to rezone an approximate 0.42-acre parcel from a Conditional Use Central Business (CU-CB) District to a Conditional Zoning Central Business (CZ-CB) District. The site is lying at the southwest corner of S. Lindsay Street and W. High Street (100 S. Lindsay Street).

The public hearing for this matter was held on Monday, June 19, 2017 at 5:30 p.m.

Herb Shannon, Senior Planner, provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

The applicant, Lucky-7 Development Group, is requesting an approximate 0.42-acre parcel be rezoned from a Conditional Use Central Business (CU-CB) district to a Conditional Zoning Central Business (CZ-CB) District. The site is lying at the southwest corner of S. Lindsay Street and W. High Street.

The zoning site is in a block bounded by W. High Avenue, S. Lindsay Street and W. Green Drive; and situated at the western limits of the downtown area. Historically, this was a residential area with some commercial/industrial warehousing uses along the W. Green Drive and S. Lindsay Street frontages. Starting in the 1980s, this area began transitioning into an extension of the downtown area with the construction of the Market Square development along the east side of S. Lindsay Street, opposite the zoning site. During the 1990s, the expansion of market showrooms results in the expansion of the CB District to include most of the parcels in this block.

The 0.42-acre parcel associated with this current zoning request was initially part of a larger one-acre parcel that was rezoned to a CU-CB District in 2003 and the CB District does not require any on-site parking. However, since this site was situated at the western edge of the downtown area, the City Council's 2003 zoning approval included a condition that some parking be installed for proposed market showroom uses and parking was established on the southern portion of the one-acre parcel.

Since that time, the larger one-acre parcel has been divided into two separate parcels and are now under separate ownership. The applicant is attempting to sell the property at 100 S. Lindsay Street; however, the potential buyers expressed concern that the parking established to meet the zoning condition is on a separate parcel under the control of another property owner. Therefore, the applicant has requested rezoning to an updated CZ-CB District to remove the parking condition.

Staff is recommending approval of Zoning Map Amendment 17-08. The Planning & Zoning Commission met and reviewed this request at their May 23, 2017 meeting and also recommend approval.

Following the presentation of the staff report, Chairman Wagner asked if the applicant or applicant's representative was present.

Attorney Clinton Cogburn with Tuggle Duggins Attorneys at Law, 100 N. Greene Street, Greensboro, spoke in favor of the request on behalf of the applicant. He recognized his client, Megan Strommyer who was present and available for questions. He shared that the proposed rezoning would not change how the property is used. He noted that Lee Industries currently owns the building, and they will continue to use the building, but will be the tenants after completion of the sale. Mr. Cogburn clarified that the buyers did have some concerns about the parking requirement and that is the reason the request was submitted.

Chairman Wagner then opened the public hearing and solicited additional comments. There being none, the public hearing was closed.

Adopted Ordinance rezoning this property from a Conditional Use Central Business (CU-CB) District to a Conditional Zoning Central Business (CA-CB) District based on consistency with the City's adopted plans, and that the action taken is considered to be reasonable and in the public interest based on the statements identified in the Staff Analysis section of the staff report.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member C. Davis, that this matter be adopted. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

**Ordinance No. 7313/17-55
Introduced 6/19/2017; Adopted 6/16/2017
Ordinance Book, Volume XIX, Page 196**

GENERAL BUSINESS AGENDA

170203 Declaring a Vacancy - Planning & Zoning Commission

Council is requested to declare a seat on the Planning & Zoning Commission vacant due to a member's excessive absences that will allow for a future appointment by the City Council.

Declared a vacant seat on the Planning & Zoning Commission due to a member's excessive absences that will allow for a future appointment by the City Council.

A motion was made by Council Member C. Davis, seconded by Mayor Pro Tem Wagner, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170204 Human Relations Commission - 6 Month Work Plan

Council is requested to approve the July - December 2017 Work Plan for the Human Relations Commission.

David Rosen, Vice Chair, High Point Human Relations Commission, presented the 6-Month Work Plan for the Human Relations Commission for the period of July 2017 through December 2017.

He reminded Council about the upcoming Ramadan Dinner that is scheduled for Tuesday, June 27th at the Deep River Events Center on Skeet Club Road.

Approved the 6-Month Work Plan as recommended by the Human Relations Commission for the period of July 2017 through December 2017.

A motion was made by Council Member C. Davis, seconded by Council Member Golden, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

170205 Minutes to be Approved

- ✓ Finance Committee Meeting; Wednesday, May 31st @ 4:00 p.m.
- ✓ City Manager's Briefing Session; Monday, June 5th @ 4:00 p.m.
- ✓ Regular Council Meeting; Monday, June 5th @ 5:30 p.m.
- ✓ Community Housing, Neighborhood Development & Public Safety Committee Meeting; Tuesday, June 6th @ 10:00 a.m.
- ✓ Prosperity & Livability Committee Meeting; Wednesday, June 7th @ 9:00 a.m.

Approved the preceding minutes as submitted.

A motion was made by Mayor Pro Tem Wagner, seconded by Council Member Ewing, that this matter be approved. The motion carried by the following 5-0 vote:

Aye (5): Council Member Golden, Council Member Ewing, Mayor Pro Tem Wagner, Mayor Bencini, and Council Member C. Davis

Absent (4): Council Member Williams, Council Member Hill, Council Member Alexander, and Council Member J. Davis

Other Business

Vacancies on the Historic Preservation Commission

Council Member Ewing stated he was informed last week that the High Point Historic Preservation Commission was short on members and asked how this could negatively affect the city. Lee Burnette, Director of Planning & Development, confirmed there are two positions that are currently vacant with a possibility of a third vacant position. Mr. Burnette explained that the risk is not with the number of members, but rather the concern is that the members appointed to serve should be qualified. He further explained that there is language in the state statute that identifies the types of qualifications and experience needed. He informed Council the thing that puts the city at risk is the annual review that the State does regarding those who are appointed to serve in these positions and a lack of qualified members could put the city's Certified Local Government (CLG) status at risk, which means it could jeopardize certain grant awards to the city.

Council Member C. Davis mentioned a heightened level of concern should be placed on the fact that the City Council has removed the term limit requirement, so now these members can serve until removed.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 6:27 p.m. upon motion by Mayor Pro Tem Wagner and second by Council Member C. Davis.

Respectfully Submitted,

William S. Bencini, Jr., Mayor

Attest:

Lisa B. Vierling, MMC
City Clerk



**MANAGER'S BRIEFING SESSION
HIGH POINT MUNICIPAL BUILDING
June 19, 2017 – 4:00 P.M.
3RD FLOOR LOBBY CONFERENCE ROOM**

Present:

Mayor William S. Bencini, Jr.; Mayor Pro Tem Wagner (Ward 4); and Council Members; Cynthia Davis (At-Large); Jeff Golden (Ward 1); Alyce Hill (Ward 3); and Jason Ewing (Ward 6)

Absent: Council Members; Latimer Alexander (At-Large); Chris Williams (Ward 2); and Jim Davis (Ward 5)

Staff Present:

Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; JoAnne Carlyle, City Attorney; Eric Olmedo, Budget & Administrative Director; Jeron Hollis, Director of Communications & Public Engagement; Planner; Ryan Ferguson, Communications & Public Engagement Marketing Manager; Heidi Galanti, Planning Administrator; Lee Burnette, Planning & Development Director; Jeff Moore, Director of Financial Services; Maria Smith, Deputy City Clerk; and Lisa Vierling, City Clerk

Others Present:

Judy Stalder, TREBIC; Tammy Nagem, Chief Operating Officer, High Point Market Authority; Melody Burnette, Director of Operations and Finance, High Point Convention and Visitors Bureau; Bruce Davis, Chair, High Point Convention and Visitors Bureau; and Bill Phillips

News Media:

Paul Johnson, *High Point Enterprise*

Handouts: *Downtown Mixed-use Area Plan*

Note: *This handout will be attached as a permanent part of these proceedings.*

City Manager Greg Demko called the meeting to order at 4:00 p.m. and introduced Heidi Galanti, Planning Administrator.

Discussion regarding mixed use zoning district

Ms. Galanti gave a brief update on the small area plan that Planning and Development is working on. She reviewed the boundaries of the areas on the map which include Westwood Avenue, Ray Street, Wrenn Street, railroad tracks including properties along Oakwood and properties that front on Lindsay Street. She noted that the stadium acted as a catalyst to get this plan going and one purpose would be to ensure that

zoning is in place to allow for the desired development. She advised that a mixed-use district may be necessary for this area.

She reported that Washington Street currently is our only mixed-use district and staff envisions some unique standards for this area in and around the proposed stadium. She pointed out it would be parking exempt, which would allow on-street parking that would be market driven depending on the uses as necessary.

Ms. Galanti stated that staff is also looking at street setbacks. Another important piece is the infrastructure, some of which dates back as early as the 1900s. She advised if the goal for this area is to be multi-story, mixed-use buildings, then it would be necessary to look at the infrastructure to ensure that the development can be supported (i.e. water sewer streets etc...). She reported that the creation for a plan would depend on a public/private partnership and felt that the City could incentivize doing infrastructure and design ahead of time.

She advised that staff is working on a tight timeline to get the plan done and the zoning changes approved. She provided a schedule of future meetings:

- Public meeting in July at the YWCA (a specific date not yet set)
- August 21st, Staff will provide another update during a Briefing Session
- August 22nd, Planning and Zoning Public Hearing
- September 18th, Public Hearing before City Council for the consideration of the plan and to initiate any rezoning's
- September to October will be seeking input on changes
- October 24th, Planning and Zoning Public Hearing
- November 20th, City Council Public Hearing

Council Member C. Davis asked if it would be one session in July or multiple sessions, and Ms. Galanti advised that it would be one session at this time (a drop-in type meeting).

Presentation of Market Authority Annual Budget and Presentation of High Point Convention and Visitors Bureau (CVB) Annual Budget

Eric Olmedo, Budget & Administrative Director, recognized, Bruce Davis, Chair, CVB, Melody Burnette, Director of Operations and Finance, CVB; Tammy Nagem, Chief Operating Officer, High Point Market Authority. Mr. Olmedo advised that the Market Authority has submitted its annual budget, and the CVB has submitted its annual budget/contract. However, the CVB will not meet until June 22nd, but they have assured Council that there will not be any major changes.

Council Member C. Davis shared that she has reviewed the CVB budget and advised that Finance Chairman J. Davis still has not received information he requested several months ago. Ms. Burnette advised that the information was delivered to the City Manager's office four days after the request was made. City Manager Greg Demko was unaware as to if Chairman J. Davis actually received the information. He reported that both budgets are on the City Council agenda for consideration at tonight's meeting.

Presentation on Council Chambers Renovations

Deputy City Manager Randy McCaslin shared some renderings of the Council Chamber and explained there has been almost no renovations to the room with the exception of the audio system being replaced in the early 1990s. Staff is recommending the following improvements:

- Replace chairs
- Replace carpet

- Remove carpet on the walls
- Install two new audio visual terminals on wall behind dais
- New lighting
- Install sound proofing panels
- Install five 22" audio visual terminals for City Council on the dais

Mr. McCaslin reported that the timeframe for completing the renovations to the Council Chambers would be 90-120 days, which will require relocation of some of the meetings to accommodate these improvements. It was suggested that City Council have some off-site meetings throughout the year and this would be a good time to do that. A recommendation was made to possibly hold meetings at the Deep River Recreation Center (North High Point) and Allen J. Recreation or Southside Recreation Center (South High Point) and possibly the High Point Theatre.

Council Member C. Davis inquired if these improvements would allow video streaming of the Council meetings. Mr. McCaslin replied it would cost an additional \$100,000 for cameras and staff to video stream.

Other suggestions made were:

- Microphone for City Attorney
- Sliding name plates on front of the dais

Staff advised that the historical picture collages of former Mayors, Council Members and Managers would be moved and archived at the High Point Museum, but the current Council and Manager's pictures would remain on display.

There being no further no further discussion the meeting adjourned at 4:25 p.m.

Respectfully Submitted,

Maria A. Smith
Deputy City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: 2017-18 Annual Action Plan Procedures

From: Michael E. McNair, Director

Public Hearing: N/A

Attachments: Citizen Participation Plan
Affordable Housing Procedures

Meeting Date: July 17, 2017

Advertising Date: N/A

Advertised By: N/A

PURPOSE:

To document Council approval of procedures required by HUD.

BACKGROUND:

HUD requires jurisdictions to adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation. Additionally, HUD encourages approval of program procedures by Council for purposes of accountability.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

The Community Development and Housing Department recommends approval of the Citizen Participation Plan and the Affordable Housing Procedures and that the appropriate City official and/or employee be authorized to execute all necessary documents.

CITIZEN PARTICIPATION PLAN (CPP)

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

HIGH POINT, NORTH CAROLINA

COMMUNITY DEVELOPMENT AND HOUSING DEPARTMENT



The preparation of this document was financed through funds from the City of High Point's Community Development Block Grant Program. This Grant was made available to the City of High Point under the provisions of Title I of the Housing and Community Development Act of 1974.

This printed material will be provided in an alternative format upon request.

Table of Contents

BACKGROUND: THE CDBG AND HOME PROGRAMS.....	3
Community Development Block Grants Program (CDBG)	3
Home Investment Partnerships Program (HOME)	4
 CITIZEN PARTICIPATION IN HIGH POINT.....	 5
Introduction.....	5
Purpose and Philosophy	5
Citizens Advisory Council (CAC).....	6
Provision of Technical Assistance	7
Public Hearings	7
Consolidated/Annual Action Plan	8
Consolidated Annual Performance and Evaluation Report (CAPER)	9
Amendments to Consolidated/Annual Action Plan	9
Complaints and Grievances Procedures.....	10
Objections to CDBG/HOME Consolidated/Annual Action Plan Application	11
Provision of Program Information.....	11
 CONCLUSION	 12
Community Development and Housing Department	13
High Point City Manager.....	14
High Point City Council	14
Citizens Advisory Council.....	14
 MARKET SEGMENTATION MAP to help direct CDBG/HOME activities	 15

BACKGROUND: THE CDBG AND HOME PROGRAMS

Community Development Block Grant Program

The primary intent of the Community Development Block Grant (CDBG) Program is to support the development of viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities. The emphasis is on assisting low and moderate income persons and neighborhoods. Local Community Development activities must be designed to address one or more of the three national objectives:

1. Eliminate slums and blight and blighting influences,
2. Benefit low to moderate income persons and neighborhoods,
3. Meet other urgent community needs imposing an immediate threat to safety and health.

High Point is eligible to participate in the CDBG program as an Entitlement city. The City of High Point receives funds automatically upon the approval of its annual Action Plan by the US Department of Housing and Urban Development (HUD). The Action Plan lists the amount of (CDBG and HOME) funds expected to be available for the upcoming program year and lists proposed projects, their location, cost, and their relationship to the priorities of the CDBG and HOME programs that will be used to address the needs and priorities identified in the City's Consolidated Plan. The City's Consolidated Plan, developed at least every five years, identifies strategies and objectives, and sets priorities, for addressing the needs of low to moderate income citizens and special populations in High Point.

The amount of the Entitlement grant is determined by HUD based on a formula considering (a) population; (b) extent of poverty; and (c) housing conditions.

The CDBG program is subject to rules and regulations outlined by HUD. The regulations delineate basic eligible and ineligible activities of the program. They also indicate the procedures cities must follow in planning, publicizing, and implementing the program.

HOME Investment Partnerships Program

The HOME Investment Partnerships (HOME) program was created by the National Affordable Housing Act of 1990 and has been amended several times by subsequent legislation. HOME funds are allocated by formula to grantees to operate the program. Grantees must commit and spend their allocated funds within certain time frames or they lose the funds.

The HOME program is designed to provide decent, safe, and affordable housing and to alleviate the problems of excessive rent burdens and deteriorating housing stock. HOME funds are often used in partnership with local nonprofit groups to fund a wide range of housing activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. Created by the National Affordable Housing Act of 1990 (NAHA), HOME is the largest federal block grant to state and local governments and is designed exclusively to create affordable housing for low-income households. HOME strives to meet both the short-term goal of increasing the supply and availability of affordable housing and the long-term goal of building partnerships between state and local governments and private and nonprofit housing providers.

Every year, the U.S. Department of Housing and Urban Development (HUD) determines the amount of HOME funds that states and local governments—also known as Participating Jurisdictions (PJs)—are eligible to receive using a formula designed to reflect relative housing need. After money has been set aside for America’s insular areas and for nationwide HUD technical assistance, the remaining funds are divided between states (40 percent) and units of general local government (60 percent).

The intent of the HOME Program is to:

- Increase the supply of decent, affordable housing to low- and very low-income households;
- Expand the capacity of nonprofit housing providers;
- Strengthen the ability of state and local governments to provide housing; and
- Leverage private sector participation.

HOME’s flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities. It’s emphasis on consolidated planning, expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing. Technical assistance activities and set-aside funds under the HOME Program for qualified community-based nonprofit housing groups also builds the capacity of these partners. And, HOME’s

requirement that participating jurisdictions match 25 cents of every dollar in program funds effectively mobilizes community resources in support of affordable housing; unless the PJ is approved for a match reduction by HUD.



CITIZEN PARTICIPATION IN HIGH POINT

INTRODUCTION

The City of High Point, North Carolina has an estimated population of 112,201 (2017). Its legal representative and policy-making body is a nine-member City Council consisting of the Mayor, six ward representatives and two at-large representatives.

In anticipation of becoming an Entitlement city, the City Council established the Citizens Advisory Council (CAC) in April 1974 to function as the primary citizen participation mechanism for the projects planned and implemented through the City's Community Development Block Grant Program. Subsequently, the City became a participating jurisdiction or PJ in the HOME consortium.

PURPOSE AND PHILOSOPHY

The effectiveness of the Citizen Participation (CP) Plan is enhanced when both citizens and elected officials are aware of its benefits. Elected officials and policy makers benefit from the variety of viewpoints that citizens can bring to local government planning in areas such as affordable housing, neighborhood revitalization, self-help, recreation, transportation, human services, public services and neighborhood organization. Citizens benefit from the knowledge that their opinions and views are considered and contribute to the overall decision making process.

While the comments and opinions of all citizens are important, it is necessary for the City's low to moderate income citizens, those living in slum or blighted areas, residents of public and assisted housing, minorities, non-English speaking persons and persons with disabilities have the opportunity to be heard. These citizens are in most need of supportive services and stand to benefit the most from activities undertaken as part of the CDBG and HOME programs. As such, it is important that the City seek to include these groups in the decision-making process for activities funded through the CDBG and HOME programs. The City's CP Plan provides the means by which citizens can assist with problem identification, propose solutions to problems, set goals and determine priorities, and recommend which projects should become a part of the City's programs.

CITIZENS ADVISORY COUNCIL (CAC)

The Citizens Advisory Council (CAC), one of the primary avenues for public participation related to the CDBG and HOME programs, is a nine-member volunteer council of High Point citizens which serves in an advisory capacity to the High Point City Council concerning the CDBG and HOME programs and other community issues.

The Mayor and each member of City Council appoint one member of the CAC. All potential CAC members must be approved by City Council. All CAC members serve two-year terms with eligibility for reappointment. CAC members are limited to two consecutive terms.

The CAC meets once a month. All CAC meetings will be conducted in an open manner, with freedom of access to all interested persons.

The CAC assists the High Point City Council in the development and amendment of the CP Plan to encourage the involvement of interested citizens in the City's CDBG and HOME programs. The CAC annually reviews the CP Plan to ensure that it is meeting the needs of the City's low to moderate income citizens and special populations. The CAC may meet periodically with residents in target communities to solicit citizen input and participation in the CDBG and HOME programs.

A copy of the CP Plan, along with other departmental program plans and reports, is available for public review at the:

- Community Development and Housing Department, Room 312, City Hall, 211 S. Hamilton Street;
- Community and Neighborhood Development Division, 201 Fourth Street; or
- <https://www.highpointnc.gov/231/Community-Development-Housing>.

Citizens are encouraged to refer any comments or questions to either the Community Development and Housing Department staff or members of the Citizens Advisory Council. Copies of the Plan will be made available to individuals or groups or provided in an alternate format for people with disabilities upon request.

PROVISION OF TECHNICAL ASSISTANCE

Besides administering, planning and evaluating the CDBG and HOME programs, the Community Development and Housing Department staff provides technical and analytical assistance to the CAC and interested citizens in developing project proposals.

In addition to assisting in the preparation of the CP Plan, staff also prepares the Five-Year Consolidated Plan, the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) for review by the CAC.

Staff also assists in the preparation of the CP Plan and a comprehensive development strategy that includes each Community Development target area and describes the types of projects that would have the most significant impact. To increase the ability of the CAC and City Council to effectively evaluate Community Development proposals through the analysis of the development plans, staff presents recommendations to the CAC and City Council describing how well the proposed project complements the development strategies.

PUBLIC HEARINGS

In order to ensure adequate public comment concerning activities related to the CDBG and HOME programs, the City of High Point will hold at least two public hearings during each program year to obtain citizens' review and answer questions concerning the CDBG and HOME programs. These hearings will focus on housing and community development needs, the development of program activities and the review of the CDBG and HOME programs.

Citizens will be notified and encouraged to attend public hearings through advertisements in the *High Point Enterprise*, neighborhood association/community watch meetings and the Cable Channel. Notice of these public hearings will be given at least 10 days prior to the date of the hearing. The notices will include the date, time and location of the hearing, a brief description of the purpose for the hearing and state how persons with disabilities can make arrangements to participate. Public hearings will be held at times and locations convenient to potential and actual beneficiaries of CDBG and HOME programs.

All public hearings will be held at a convenient time and place to facilitate broad citizen participation, particularly by low- and moderate income citizens and residents of targeted neighborhoods. All public hearings will be held at locations, accessible to people with disabilities, and provisions will be made to accommodate persons with disabilities. Public notices shall state that a person with a disability may

receive auxiliary aids or service to effectively participate in city government activities by contacting the American Disabilities Act (ADA) Coordinator no later than 48 hours before the event or deadline. Citizens may contact Marquis Barnett, ADA Coordinator via voice at (336) 883-3629.

Upon request, translators will be provided for people who do not speak English and sign language interpreters will be provided for hearing impaired people. On-line surveys in English and Spanish may also be used to gather resident input on the development of the Consolidated Plan, or filled out on paper surveys available at various locations.

All citizens will be encouraged to attend public hearings related to the program planning and implementation processes. Low to moderate income citizens and those living in core city target areas will be particularly encouraged to attend these public hearings through announcements at neighborhood association and community watch meetings and by the distribution of information through members of the Citizens Advisory Council.

CONSOLIDATED/ANNUAL ACTION PLAN

As a CDBG Entitlement community and a HOME PJ, the City of High Point must submit a Consolidated Plan to HUD at least every five years outlining the needs of low to moderate income citizens and special populations within High Point and strategies by which the City will address these needs. Each year the City must also submit an Annual Action Plan stating how the needs of low to moderate income persons will be addressed with anticipated HUD and local funds. The City will actively encourage public participation in the development of the five-year Consolidated Plan and Annual Action Plan.

During the development of the Consolidated Plan, the city will consult with public and private agencies that provide assisted housing, health services and social services to identify needs of low to moderate income persons and special populations in the community and to set priorities for addressing these needs. Citizens residing within Community Development target areas will be encouraged to comment on needs and priorities through existing or newly created neighborhood associations and community watch groups. The City of High Point, in conjunction with the High Point Housing Authority, will work to encourage the participation of public and assisted housing residents in providing input to the Consolidated Plan. The City will also provide information related to planned activities that will occur in or near public and assisted housing developments to the Housing Authority so it can make this information available as part of its annual public hearing under the Comprehensive Grant program.

The Consolidated/Annual Action Plan, which includes the amount of funds the City expects to receive, the range of activities that may be undertaken and an estimate of the benefit to low to moderate income citizens from these projects. Two public hearings will be held prior to the adoption of the Consolidated/Annual Action Plan to receive comments on the Plan. Notice will

be given in the *High Point Enterprise* at least 10 days prior to the hearing and will include a brief summary of the purpose and contents of the Plan and the locations where the full Plan is available for public review. Any individual or group may receive a copy of the Consolidated/Annual Action Plan upon request. A summary of all comments, and any actions taken concerning these comments, will be submitted along with the Plan to HUD.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Each year, the City must prepare a Consolidated Annual Performance and Evaluation Report (CAPER) describing and evaluating the community development activities undertaken during the previous program year. The City will follow HUD public notification and comment requirements to ensure that the public, particularly focusing on those citizens residing within Community Development target areas, has the opportunity to review the report and comment on the City's community development activities.

As part of the review process, the public will be provided a fifteen-day review period for comment on the report. A notice for comment and review period will be placed in the *High Point Enterprise* prior to the commencement of the review period. The CAPER will also be made available for public review at City Hall and the variety of public access sites prior to its submittal to HUD. A summary of the public's comments and views will be incorporated in the CAPER upon submission to HUD.

AMENDMENTS TO CONSOLIDATED/ANNUAL ACTION PLAN

The jurisdiction shall amend its approved plan whenever it makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan; or
3. To change the purpose, scope, location or beneficiaries of an activity.

Citizen participation is required for any substantial amendment made to a previously approved Consolidated/Annual Action Plan. The criteria the City will use for determining a substantial amendment to its Consolidated/Annual Action Plan includes changes in the Plan requiring the reprogramming of more than 20% of the CDBG or HOME allocation.

Substantial amendments to the Consolidated/Annual Action Plan will be made available for public comment at City Hall and the established public access sites at least 30 days prior to its adoption. A public hearing for the substantial amendment will be held and citizens will be

notified of this hearing through an ad placed in the *High Point Enterprise* at least 10 days prior to the hearing. The notice will include the date, time and location for the hearing, a brief description of the proposed amendment and will state how persons with disabilities can make arrangements to participate. A summary of citizens' comments concerning the substantial amendment to the Consolidated/Annual Action Plan will be summarized and attached to the amendment upon its submission to HUD.

COMPLAINTS AND GRIEVANCES PROCEDURES

Complaints and grievances concerning CDBG and HOME activities should be filed, in writing, to the Director, Community Development and Housing Department, P.O. Box 230, High Point, North Carolina 27261.

All comments will be initially reviewed by staff and referred to the appropriate City department or CAC for reply. An appropriate response will be made to the complainant within 15 working days. If after review and investigation, the complainant is not satisfied with the outcome at this level, he or she should notify the Director of the Community Development and Housing Department and arrange a meeting.

If the complainant is still not satisfied with the Director's response, the matter should then be referred the City Manager. Every effort will be made to resolve complaints at the local level. However, if satisfactory resolution of the complaint is not achieved at the municipal level, the complete record of correspondence, meetings and research information shall be forwarded to the Department of Housing and Urban Development for final disposition.

OBJECTIONS TO CDBG/HOME CONSOLIDATED/ANNUAL ACTION PLAN APPLICATION

Objections to the contents of a Consolidated/Annual Action Plan, which are not considered complaints or grievances, are to be filed directly with the HUD area office located at 1500 Pinecroft Road, Suite 401, Greensboro, NC 27407, before or during the Consolidated/Annual Action Plan review period. HUD will consider objections made only on the following grounds:

- a) The description of needs and objectives is plainly inconsistent with available facts and data; or
- b) the activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified in the application; or
- c) the application does not comply with the requirements of HUD regulations or other applicable law; or
- d) the application proposes activities that are otherwise ineligible.

PROVISION OF PROGRAM INFORMATION

Program information is available to all citizens who are interested in learning more about the CDBG or HOME Programs or participating on the CAC. Special arrangements will be made for providing information or assistance to non-English speaking residents upon request. For special assistance, call the Community Development and Housing Department at (336) 883-3349.

The records of the CDBG and HOME Programs are public records and must be retained for a minimum of five years. However, some records deal with personal income and other information on individuals directly affected by program activities and must be kept confidential. With the exception of these, all records of the CDBG and HOME Programs are available for review by the public at the Community Development and Housing Department, 211 S. Hamilton Street, Room 312, 8:00 a.m. to 5:00 p.m. Monday through Friday.

Other provisions intended to give interested citizens the broadest opportunity to obtain program information, read, analyze and comment on the High Point CDBG and HOME Programs are:

- a) Department Website: <https://www.highpointnc.gov/231/Community-Development-Housing>
- b) Mailing List: Citizens may request to have their name placed on the departmental mailing list of interested parties. Each person on the mailing list periodically receives program information.
- c) Citizen Participation Plan: High Point's Citizen Participation Plan is updated each Fiscal Year. The CP Plan is made available to any citizen or community organization upon request.
- d) Notification of Significant Program Action: At various points during the program year, significant program actions will be published in the *High Point Enterprise*. Such actions may include completion of the Consolidated Annual Performance and Evaluation Report (CAPER), Notice of Findings of No Significant Effect on the Environment (by project), Notice of Intent to Request Release of Funds (from HUD), announcements of meetings and public hearings, and projected use of funds.
- e) CAC Meetings: CAC meetings are typically held the fourth Thursday of each month of the year. Regular meetings are held at 6:00 p.m. at the Community and Neighborhood Development Center, 201 Fourth Street. Interested citizens should contact the Community Development and Housing Department or the City Clerk at City Hall to confirm meeting dates. All CAC meetings are open, public meetings.

CONCLUSION

The City of High Point recognizes the importance of citizen participation in the formulation and successful accomplishment of its CDBG and HOME Programs. The CDBG and HOME Programs can be most effective and responsive when citizens are continuously involved. This CP Plan was designed to serve as a guide to fulfill these purposes.

The High Point CAC provides an orderly procedure for input and participation from the general public. It is a volunteer group charged with the responsibility of advising the Mayor and the High Point City Council as it relates to CDBG and HOME program expenditures and general city issues.

The Community Development and Housing Department provides many opportunities for citizens to find out about High Point's programs and to have a voice in the decision-making process. To be kept up-to-date on the activities of the Community Development and Housing Department and the CAC, call or write the Community Development and Housing staff at:

Community Development and Housing Department

City of High Point

P.O. Box 230

High Point, North Carolina 27261

Phone: (336) 883-3349

or visit the Department's website at

<https://www.highpointnc.gov/231/Community-Development-Housing>

Community Development and Housing Department

Michael E. McNair, Director 883-3676

Staff:

Administration Division

Thanena Wilson, CD Administrator	883-3351
April Jones, Administrative Specialist I	883-3349
Susan Patterson, CD Grants Specialist	883-8521

Community and Neighborhood Development Division

Michelle V. McNair, Community Resource Manager	883-3685
Alisha Doulen, Community Resource Specialist	883-3042
Lauren Atwell-Bass, Community Resource Specialist	883-3689

Housing Division

Richard Fuqua, Housing Manager	883-3348
Ed Brown, Project Manager	883-8522
Everett Dehart, Project Manager	883-3343
Toni Jackson, Housing Specialist	883-3347

Local Code Enforcement Division

Lori Loosemore, Code Enforcement Manager	883-0340
Adam LeBeau, Code Enforcement Officer	883-6139
Billy Caudle, Code Enforcement Officer	883-3375
Jim Mullins, Code Enforcement Officer	883-3324
Latosha Adams, Code Enforcement Officer	883-4248
Mark Walker, Code Enforcement Officer	883-3804
Michael Sapp, Code Enforcement Officer	333-3805

FAX NUMBER: (336) 883-3355

TDD NUMBER: (336) 883-8517

HIGH POINT CITY MANAGERS

Greg Demko, City Manager

Randy McCaslin, Deputy City Manager

Randy Hemann, Assistant City Manager

HIGH POINT CITY COUNCIL

William Bencini	Mayor
Cynthia Davis	At Large
Latimer Alexander	At Large
Jeff Golden	Ward 1
Christopher Williams	Ward 2
Alyce Hill	Ward 3
Jay Wagoner	Ward 4
Jim Davis	Ward 5
Jason Ewing	Ward 6

CITIZENS ADVISORY COUNCIL

Donald Belton	Mayor At Large
Jerry Mingo	At Large
Jim Bronnert	At Large
Willie Davis, Chair	Ward 1
Donnie Wicker	Ward 2
Matthew Farabow	Ward 3
Jodie Maynard	Ward 4
Elizabeth Dennis, Vice Chair	Ward 5
Brandon Murphy	Ward 6
Jeff Golden	Council Liaison

Stable Markets

Stable neighborhoods were all located in the northwest of the City Core. Median home values are high, vacancy rates are low, and homeownership is high. Few homes are rated a substandard and few lots are empty.

Functioning Markets

Functioning neighborhoods were all located in the north and west of the City Core. Median home values are more moderate, vacancy rates are varied, and homeownership is moderate. More homes are rated a substandard and some lots are empty.

Constrained Markets

Constrained neighborhoods encircled the downtown area. Median home values are moderate, vacancy rates are higher, and homeownership is low. Homes are rated a substandard and many more lots are empty. Poverty and unemployment is higher.

Weak Markets

Weak neighborhoods are scattered south and east of the City Core area. Median home values are low, vacancy rates are higher, and homeownership is low. Homes are rated a substandard and many lots are vacant. Poverty and unemployment is very high.

Extremely Weak Markets

Extremely Weak neighborhoods are concentrated in center of the City Core area. Median home values are the lowest, vacancy rates are highest, and rental rates are the highest. Many units are subsidized. Homes are rated a substandard and many lots are vacant. Poverty and unemployment is the highest.

CITY OF HIGH POINT

AGENDA ITEM



Title: Ordinance to Demolish – 210 Jay Place

From: Michael McNair, Director
Community Development & Housing

Meeting Date: 7/17/17

Public Hearing: No

Advertising Date:

Advertised By:

Attachments:

- A. Staff report
- B. Ordinance to Demolish
- C. Photos
- D. Maps

PURPOSE:

A request by Community Development and Housing – Local Codes Section to adopt an ordinance ordering the inspector to demolish the dwelling at 210 Jay Place.

BACKGROUND:

After a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on 5/15/17. No action occurred by the compliance date of 6/19/17. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

BUDGET IMPACT:

Funds are available in the Department budget for the demolition and asbestos testing of the structure(s), and for the asbestos removal if present.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends the adoption of the requested ordinance to demolish this single family dwelling.

PENDING ACTION:

The ordinance becomes effective 30 days from the date of adoption. If there is no action by the property owner by the effective date of the ordinance, then asbestos testing and the demolition bid process will begin and the structure will be removed by the City. After City demolition, the property owner is billed for the cost. If the bill is unpaid, the City places a lien on the property.

**COMMUNITY DEVELOPMENT AND HOUSING
CODE ENFORCEMENT
HOUSING ENFORCEMENT DIVISION**

**ORDINANCE
REQUEST:**

Ordinance to Demolish

**PROPERTY
ADDRESS:**

210 Jay Pl.

OWNER:

Michael Carpenter Sr.

**FIRST
INSPECTION:**
9/30/16

Summary of Major Violations

1. Repair or replace damaged ceiling joists and rafters
2. Repair or replace damaged roof sheathing and roof covering
3. Repair or replace damaged exterior wall sheathing
4. Repair holes in ceilings and walls in various rooms
5. Repair or replace floor covering throughout house

**HEARING
RESULTS:**
5/10/17

No one appeared for the Hearing. During the Hearing it was determined there are several violations of the Minimum Housing Code. There are multiple violations of the minimum housing code including structural violations that make it unsafe. In its present state, necessary repairs to the dwelling exceed 50% of the value of the structure.

**ORDER(S)
ISSUED:**
5/15/17

Order to Repair or Demolish
Date of Compliance 6/19/17

APPEALS:

No appeals to date.

**OWNER
ACTIONS:**

None

EXTENSIONS:

None

ADDITIONAL:

The daughter did give us permission to get into the property to do the initial inspection. She stated that the property was supposed to have been foreclosed on by the bank several years ago but they hadn't heard anything else about it. She stated that her father (Mr. Carpenter Sr.) is in poor health and she is handling his affairs. Nationstar Mortgage contacted the inspector after receiving our letters and they sent us a copy of the Satisfaction of Deed of Trust recorded at the Courthouse dated 10/18/16. The property taxes are delinquent in the amount of \$4,273.77.









CITY OF HIGH POINT

AGENDA ITEM



Title: 750 MCM Copper Underground Cable-Bid #53-061617

From: Garey S. Edwards, Electric Utilities Director

Meeting Date: July 17, 2017

Public Hearing: N/A

Advertising Date /

Advertised By: N/A

Attachments: Attachment A: City Bid Recommendation
Attachment B: City Bid Tabulation

PURPOSE:

The purchase of this cable will be utilized in replacing the underground lines in the downtown area.

BACKGROUND:

The City's underground electric system in the downtown area is forty (40) plus years old and in need of replacement.

BUDGET IMPACT:

Funds are budgeted in the 2017-18 budget for this project.

RECOMMENDATION / ACTION REQUESTED:

Staff is recommending that Council approve the award of contract to WESCO in the amount of \$202,350.00 for the purchase of this cable.





FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: ELECTRIC

COUNCIL AGENDA DATE: 06/16/2017

BID NO.: 53-061617 CONTRACT NO.: DATE OPENED: 06/21/2017

DESCRIPTION:

WHS#113
WIRE - PRIMARY UG 750MCM CU 1/C 15KV
PER SPECIFICATIONS - NO SUBS

PURPOSE:

TO REPLENISH STOCK IN WARHOUSE .

COMMENTS:

IT IS MY RECOMMENDATION THAT THE BID BE AWARDED TO WESCO FOR THE TOTAL AMOUNT OF \$202,350.00. THEY ARE THE LOWEST RESPONSIVE BIDDER MEETING SPECIFICATIONS .

RECOMMEND AWARD TO: WESCO AMOUNT: \$202,350.00

JUSTIFICATION:

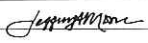
A LARGE AMOUNT OF THIS WIRE WILL BE USED FOR THE BOUNDARY AVE. SUBSTATION .

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631783	529182			\$202,350.00
TOTAL BUDGETED AMOUNT				\$202,350.00

DEPARTMENT HEAD: **Garey S Edwards** Digitally signed by Garey S Edwards
DN: cn=Garey S Edwards, o=City of High Point, ou=Electric,
email=garey.edwards@highpointnc.gov, c=US
Date: 2017.06.21 10:42:08 -0400 DATE:

The Purchasing Division concurs with recommendation submitted by the **Electric Dept.** and recommends award to the lowest responsible, responsive bidder **Wesco** in the amount of \$ **202,350.00**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=City of High Point, ou=Finance,
email=erik.conti@highpointnc.gov, c=US
Date: 2017.06.23 10:39:06 -0400 DATE: Jun 23, 2017

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC,
ou=Financial Services Director,
email=jmoore@highpointnc.gov, c=US
Date: 2017.07.06 17:03:12 -0400 DATE: Jul 6, 2017

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point,
email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.07 11:30:22 -0400 DATE: Jul 7, 2017

BIDDERS LIST & TABULATION

**** AWARDED TO WESCO ****

FORMAL BID #53-061617 – WIRE #113					
VENDOR NAME & ADDRESS	ITEM #	QTY.	UNIT PRICE (UOM=FT)	TOTAL PRICE	DELIVERY A.R.O.
ANIXTER 5031 UNICON DR. WAKE FOREST, NC 27587	113	15,000'	\$14.206	\$213,090.00	11-12 WKS.
IRBY P.O. BOX 7457 ROCKY MOUNT, NC 27804	113	15,000'	-	NO QUOTE	-
SHEALY ELEC. WHOLESALEERS P.O. BOX 8597 COLUMBIA, SC 29202	113	15,000'	\$19.96	\$299,400.00	8-9 WKS.
WESCO 3025 STONYBROOK DR. RALEIGH, NC 27604	113	15,000'	\$13.49	\$202,350.00	14-16 WKS.

* Bids emailed May 31, 2017.



July 17, 2017

To: Randy McCaslin, Deputy City Manager

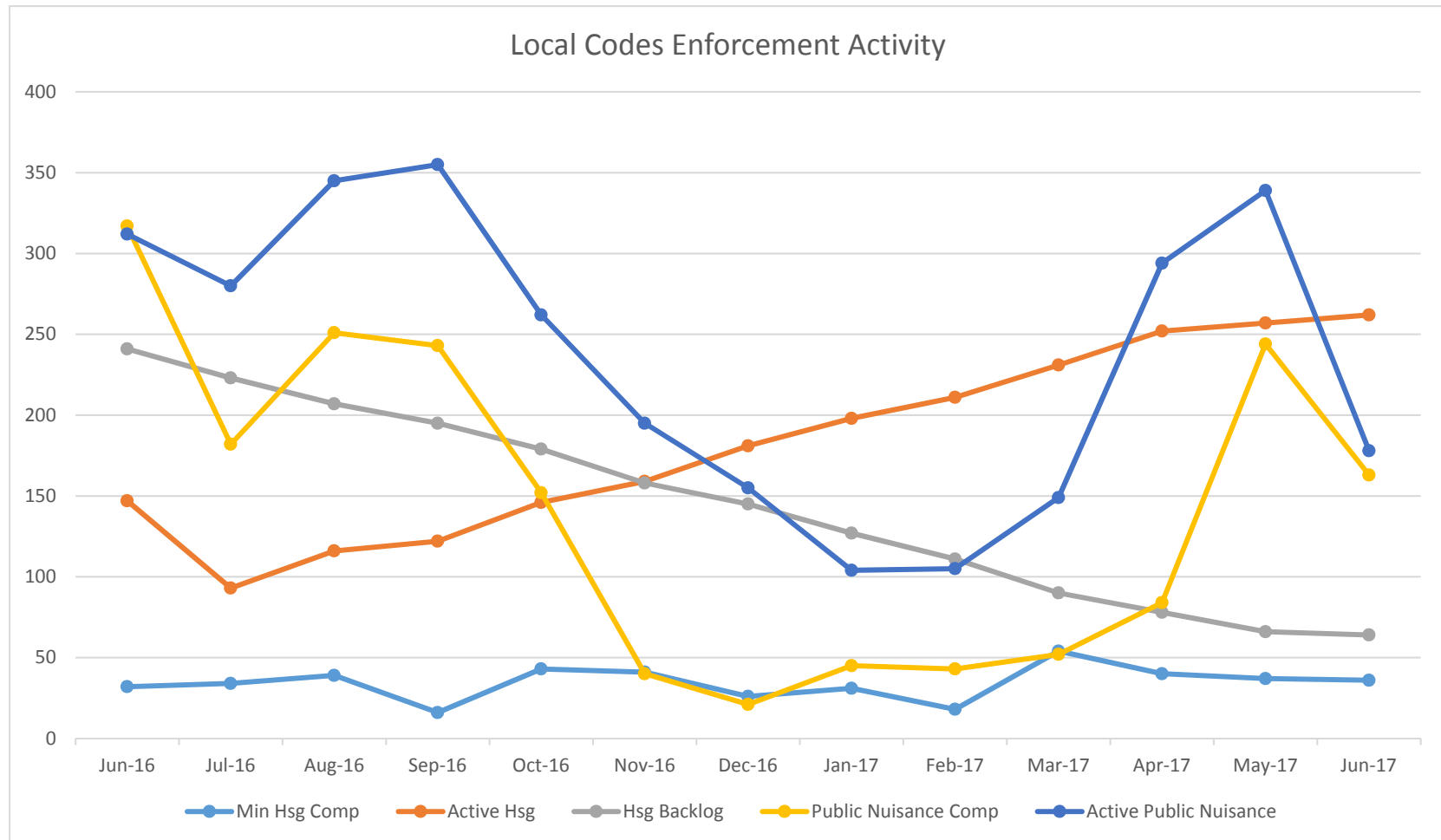
From: Michael E. McNair, Director of Community Development & Housing

Subject: Code Enforcement Activity Report for June 2017

This report serves to summarize Code Enforcement activity for the month of June 2017. Staff received 36 new minimum housing complaints (262 active minimum housing cases); 163 new public nuisance complaints (178 active public nuisance cases) and collected 289 signs during the month of June. Additionally:

- The backlog of minimum housing cases from the old system continue to drop from 270 (from May 2016) to 64 for June.
- 749 public nuisance cases were recorded over the last three months. During this period 595 public nuisance cases were abated by the owner (80%) compared to 149 public nuisance cases abated by the City (20%).
- During the month of June 2 inspectors worked on a Saturday and collected 139 signs and issued 1 Notice of Violation for Zoning.
- In accordance with guidance from the Community Housing, Neighborhood Development and Public Safety Committee regarding zoning issues (auto repair shops and other businesses around the city), 15 properties have been identified that need attention. Local Codes Enforcement Officers issued 7 zoning notices of violation to businesses for not storing cars properly, being fenced or screened, etc. Additionally, 8 public nuisance notices of violations were issued for businesses who are not storing tires properly.

Please see the attachments containing a table summarizing detailed activity, a graph presenting YTD trends and sample pictures.



- New minimum housing complaints remain steady with an average of 34 per month.
- Increasing active housing cases reflect rising caseloads.
- The backlog of minimum housing cases from the old system (Softnet) has dropped substantially to 64 cases.
- Public nuisance cases are increasing substantially due to advent of the growing season.

<u>Local Codes Enforcement Montly Activity</u>				
		<u>17-Apr</u>	<u>17-May</u>	<u>17-Jun</u>
1. Minimum Housing Cases				
	a. Minimum Housing Complaints	40	37	36
	b. Active Minimum Housing Cases	252	257	262
	c. Active Backlog Cases (270 original)	78	66	64
	d. Cases Taken Before City Council			
	i. For Demolition	6	3	2
	ii. For Vacate	0	0	0
	e. City Demolished Houses	5	5	3
2. Public Nuisance Cases				
	a. Public Nuisance Complaints (includes unsecured dwellings)	84	244	163
	b. Active Public Nuisance Cases	294	339	178
	c. City abated PN Cases	6	64	79
	d. Owner abated PN Cases	61	321	213
3. Zoning				
	a. Zoning Complaints (Vehicles, Signs, Banners)	15	23	20
	b. Signs collected *	112	78	289



**CITY OF HIGH POINT
CODE ENFORCEMENT
VIOLATION NOTICE**

☒ HIGH GRASS/WEEDS TRASH	☐ APPLIANCES/FURNITURE CARS
COMPLIANCE DATE: <u>June 16, 2017</u>	
CODE OFFICER: <u>Waller</u>	
CASE NO.: <u>2017-000000000</u>	





CITY OF HIGH POINT
CODE ENFORCEMENT
VIOLATION NOTICE
CITY OF HIGH POINT
2016-17
2017-18
2018-19





















Coachmen

REPAIR SERVICE
931-734-5119
931-734-5120



CITY OF HIGH POINT

AGENDA ITEM



Title: Side Loading Refuse Trucks

From: Gary Smith, Fleet Director

Public Hearing: N/A

Attachments: Formal Bid Recommendation

Meeting Date: July 17, 2017

Advertising Date / N/A

Advertised By: N/A

PURPOSE:

The Environmental Services Division of Public Services has three side loading refuse trucks in need of replacement due to age and hours. Using the NC Sheriffs' Association Procurement contract # 17-01-0617 (Item # 106), three 2017 Peterbilt trucks with New Way Side Loading Refuse bodies from Amick Equipment Company are being recommended for Council approval.

BACKGROUND:

The Environmental Services Division is currently using three 2007 Autocar trucks with the Labrie side loading bodies that have 10,000-12,000+ hours. These trucks are used daily for residential garbage collection and need to be moved into the spare motorpool due to age and hours. Solid Waste has a total of thirteen side loading trucks and this will give them additional spare trucks to have while their trucks are being serviced and repaired. The Peterbilt truck with New Way side loading refuse body configuration is like the ones they are currently using and will meet their needs. The price of \$254,808.33 is for one truck, refuse body installation, and delivery. Total cost for three is \$764,424.99. Estimated delivery is 90-120 days.

BUDGET IMPACT:

Funds are available in 2017-18 budget

RECOMMENDATION / ACTION REQUESTED:

The Fleet Services Department recommends purchasing the three Peterbilt trucks with New Way side loading refuse bodies from Amick Equipment Company. Recommendation also includes declaring three current spare trucks as surplus and disposing through the online auction process.





**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Fleet Services**

COUNCIL AGENDA DATE: **July 17, 2017**

BID NO.: **NC Sheriffs' Association** CONTRACT NO.: **17-01-0617** DATE OPENED:

DESCRIPTION:

2017 Peterbilt with New Way 31 yard Side Loading Refuse Body

PURPOSE:

The Environmental Services Division is currently using three 2007 Autocar trucks the Labrie side loading bodies that have 10,000-12,000+ hours. These trucks are used daily for residential garbage collection and need to be moved into the spare motorpool due to age and hours.

COMMENTS:

The price of \$254,808.33 is for one truck, refuse body installation, and delivery. Total cost for three is \$764,424.99. Estimated delivery is 90-120 days.

RECOMMEND AWARD TO: **Amick Equipment Company** AMOUNT: **\$ 764,424.99**

JUSTIFICATION:

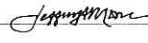
Using this bid allows the City of High Point to take advantage of the volume discount offered through the NC Sheriffs' Association contract.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
501271	532401			\$764,424.99
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Gary L. Smith** Digitally signed by Gary L. Smith
DN: cn=Gary L. Smith, o=City of High Point, ou=Fleet Services, email=gary.smith@highpointnc.gov, c=US
Date: 2017.07.03 14:54:39 -0400 DATE: **Jul 3, 2017**

The Purchasing Division concurs with recommendation submitted by the **Fleet Services** and recommends award to the lowest responsible, responsive bidder **Amick Equipment Co.** in the amount of \$ **764,424.99**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=ou, email=erik.conti@highpointnc.gov, c=US
Date: 2017.07.05 10:56:22 -0400 DATE: **Jul 5, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jmoore@highpointnc.gov, c=US
Date: 2017.07.07 08:55:47 -0400 DATE: **Jul 7, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.07 08:57:07 -0400 DATE: **Jul 7, 2017**

CITY OF HIGH POINT

AGENDA ITEM



Title: Amendment to Guilford County Municipal Tax Collection Agreement

From: Randy McCaslin, Deputy City Manager

Meeting Date: July 17, 2017

Public Hearing: N/A

Advertising Date:
Advertised By:

Attachments: Amended Municipal Agreement

PURPOSE:

We are requesting an amendment to the existing 2016 Municipal Tax Collection Agreement with Guilford County to include the collection of Municipal liens.

BACKGROUND:

We have requested that Guilford County place the recorded municipal liens on the annual tax statements. They have agreed and have placed the liens on the recently mailed 2017 property tax statements. Guilford County has requested that we amend the 2016 agreement to address the collection of municipal liens.

BUDGET IMPACT:

We have approximately 800 parcels having approximately 2,700 liens, spread out over the last 10 years, that total approximately \$1 million.

RECOMMENDATION / ACTION REQUESTED:

We recommend that the City Council approve the amendment to the 2016 Guilford County Municipal Tax Collection Agreement.

**RESOLUTION APPROVING ADDENDUM TO INTERLOCAL AGREEMENT ON TAX
COLLECTION BETWEEN THE CITY OF HIGH POINT AND GUILFORD COUNTY
FOR THE ADDITION OF MUNICIPAL LIENS TO THE PROPERTY TAX
COLLECTION SERVICES BY GUILFORD COUNTY TAX ADMINISTRATION FOR
AREAS OF HIGH POINT LOCATED IN GUILFORD COUNTY**

WHEREAS, pursuant to the provisions of Section 160A-461 of the General Statutes of North Carolina, the City of High Point (“City”) is authorized to enter into interlocal agreements with other units of local government and local subdivisions in order to execute any under taking; and

WHEREAS, the City and Guilford County (“County”) entered into an Interlocal Agreement for Tax Collection (“Interlocal Agreement”) on May 16, 2016 for the provision of property tax collection services for areas of High Point which are located in Guilford County; and

WHEREAS, the City and County have determined that it is in the public benefit and interest to enter into an Addendum to the Interlocal Agreement entered into on May 16, 2016, for purposes of the adding municipal liens to the billing and collection services provided by the Guilford County Tax Administration.

THEREFORE, BE IT RESOLVED by the High Point City Council, that the Mayor is hereby authorized to execute the Addendum to Interlocal Agreement on Tax Collection on behalf of the City of High Point, subject to a pre-audit certificate thereon by the City Finance Director, and approval as to form by the City Attorney.

Adopted by the High Point City Council, this the 17th day of July, 2017.

William S. Bencini, Jr., Mayor

ATTEST:

Lisa B. Vierling
High Point City Clerk

[SEAL]

CITY OF HIGH POINT

AGENDA ITEM



Title: Appointment – P & Z Commission

From: Chris Williams, Council Member Ward 2

Public Hearing: N/A

Attachments: Bio

Meeting Date: July 17, 2017

**Advertising Date /
Advertised By:**

PURPOSE:

To appoint Angela McGill to the Planning & Zoning Commission.

BACKGROUND:

Council Member Chris Williams is recommending the appointment of Angela McGill to the Planning & Zoning Commission as the Ward 2 representative to fill the unexpired term of Keith McInnis.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

Council is requested to confirm the appointment of Angela McGill as the Ward 2 appointment to the Planning & Zoning Commission effective immediately and will expiring July 1, 2018.

ANGELA G. MCGILL
P.O. Box 163, High Point, North Carolina 27261

Phone: (336) 878-2375

amcgill@hpha.net

Mobile: (336) 442-2555

SUMMARY

Highly accomplished executive that is successful at building high-performance executive teams and leading the organization to HUD's High Performer status; a strategic visionary with a clear sense of purpose and urgency when faced with challenges; skilled at establishing operational excellence within culturally diverse environments, translating the vision and statement of the organization into specific growth strategies.

CORE EXPERIENCE

- | | | |
|-----------------------------|------------------------|--------------------------|
| - Public Relationship | - Financial Management | - Operational Management |
| - Change Management | - Strategic Planning | - Staff Development |
| - Performance Standards | - Customer Service | |
| - Human Resource Management | | |

EDUCATION

High Point University – High Point, NC

Masters in Business Administration (GPA 4.0)

May 2006

Significant Course Work: Managerial Accounting, Human Resource Management, Organizational Theory and Behavior, Marketing, Operations Management, Managerial Economics, Business Ethics, Financial Management, Business Law, Strategic Management

High Point University – High Point, NC

Bachelor of Science in Business Administration

December 2001

"Who's Who Among Colleges and Universities of America"

- Graduated Cum Laude

PROFESSIONAL EXPERIENCE

Housing Authority of the City of High Point, High Point, NC

Chief Executive Officer

2010 - Present

- Direct the Housing Authority of the City of High Point in implementing the vision articulated by the Board of Commissioners
- Responsible for oversight of 1,504 Section 8 vouchers, 1,132 Public Housing units, 101 Section 8 New Construction, and 172 Tax Credit development
- Responsible for the overall performance of the Agency, ensuring compliance with federal, state and local regulations, conformance with Board adopted policies, creating effective procedures for the management of programs, ensuring that staff has the tools and resources to do their jobs
- Charged with bringing innovative and entrepreneurial thinking to the day-to-day operations of the Agency
- Work with community officials, non-profit groups, private developers, realtors, architects, and other governmental bodies and agencies to achieve the Authority's objectives
- Seek new resources that allow families to achieve the highest level of self-determined results
- Creates collaborations/partnerships with other agencies including city officials, other governmental agencies, and private volunteer groups for coordinating and utilizing their services for the betterment of the HPHA programs and services
- Establishes an ethical culture and creates new sustainable financial models for the Agency
- Makes systematic surveys of community leaders, interest groups, and the general public to determine changing housing needs of the community
- Assures the preparation of grant applications and private proposals
- Oversees the operating budget and investment strategies
- Maintains on-going relationships with state, federal and community representatives to assure timely and efficient use of staff and awareness of development opportunities
- Reports to the Board at regularly scheduled meetings and prepares reports upon request
- Attends civic and professional meetings to promote the interests of the Agency
- Performs other duties as assigned

- Directed the Rockingham Housing Authority in implementing the vision articulated by the Board of Commissioners
- Determined and established new policies, procedures, and staff in order to bring the Authority into HUD compliance and prevent further decline into troubled status
- Responsible for the oversight of 225 Public Housing units and 62 Housing Choice Vouchers
- Developed and proposed programs, personnel and budget plans, priorities and policies for Board of Commissioners' consideration and approval.
- Developed and implemented administrative procedures to carryout approved policies and programs
- Created the structure and processes necessary to manage the organization's activities and projected growth.
- Established goals and objectives for housing authority staff in an effort to meet and exceed the provisions set forth under PHAS and SEMAP for a "High Performance"
- Represented the Authority on a local, statewide, regional, and national level to promote awareness of housing programs, development opportunities, and services. Worked with community officials, non-profit groups, private developers, realtors, architects, and other governmental bodies and agencies to achieve the Authority's objectives
- Prepared or oversaw the preparation of, all ongoing and specialized reports for HUD (MASS, FASS, SEMAP, Five Year Plan, etc.) and other related sources regarding the Authority's activities, programs and services. Ensures the timely submission of all required reports to HUD in accordance with established reporting guidelines, deadlines, and procedures
- Prepared and oversaw the operating budget and related grant funds to ensure proper allocation
- Reviewed, implemented, and communicated regulations and notices from governmental and regulatory agencies
- Approved all correspondence, notices, and directives dealing with policies and procedures issued by the Board of Commissioners for clarity and soundness
- Oversaw and reviewed all personnel related decisions to ensure that all personnel policies and procedures are consistently applied and adhered
- Oversaw all procurement activities subject to the provisions of local, State, and Federal laws and shall implement formally adopted Board Procurement policies. Receives bids for Board approval and executes contracts for work by others. Also monitors work in progress to ensure compliance with contractual provisions
- Supervised the management and control of the housing authority's payables, receivables, cash and other assets (including investments) associated with operating contracts, insurance administration and all internal and external operations
- Established Resident Advisory Board
- Attended public meetings, hearings, and conferences and handles other public functions as required

- Directly and with the cooperation of the senior executive staff performed such duties for specific departments that would parallel those of the Chief Executive Officer
- Under the administrative direction of the Chief Executive Officer and working with senior staff, assumed operating responsibility for one or more departments of the Authority to include housing administration, development, community, social, cultural and individual programs for tenants and administer grants and assistance programs as required
- Supervised total 42 personnel which included Executive Staff, Section 8, Asset Management & Operations (Public Housing/Maintenance), Quality Control, Capital Funds and Compliance
- Responsible for oversight of 1400 Section 8 Vouchers, 1,096 Public Housing, 101 Section 8 New Construction, and 44 Tax Credit Units
- Researched tenant concerns to provide successful resolution by ensuring program policies, HUD regulations, and Fair Housing compliance
- Supervised activities in areas of housing management, financial administration, housing development and revitalization, and in the administration of state and Federal housing grant programs.
- Oversaw the administration of the operating budget and investment strategies
- Oversaw management of the Authority's housing stock, including the selection of tenants and assistance programs to meet the social and health needs of tenants
- Developed and maintained relationships with state, Federal and community representatives to assure timely and efficient use of staff and awareness of development opportunities
- Provided reports to the Board of Commissioners as directed by the CEO
- Attended civic and professional meetings to promote the interests of the Authority
- Participated in professional housing and public administration organizations to remain current in the field

CERTIFICATION, DESIGNATIONS, AND LICENSURES

- **Public Housing Certifications:** Public Housing Executive Management, Public Housing Manager, Public Housing Eligibility, Occupancy, Rent Calculations, Landlord/Tenant Training, Project Management Fundamental, Capital Fund Improvement Fund Specialist, PH Finance Update, Procurement and Contract Management, Project-based Accounting for PHA Specialist, PHAs and PHA Performance, HUD - Project Based Budgeting and Financial, Essential Risk Mgmt. Techniques for PH, Essential Risk Mgmt. Techniques for PH, Information for Non-Financial PHA Staff
- **Section 8 Certifications:** HCV Regulatory Management, HCV Financial Management & Reporting, HCV Financial Management & Reporting, Eligibility, Occupancy, Rent Calculations, HCV Quality Standards Specialist
- **Tax Credit Certifications:** Low Income Housing Tax Credit Compliance, Assisted Housing Management, Mixed Finance Training, NDC Housing Development Finance Professional Designation
- **NeighborWorks Center for Homeownership Education and Counseling (NCHEC) Certifications:**
 - o Homeownership Counseling Certification for Program Managers and Executive Directors
 - o Pre-Purchase Homeownership Education Certification
 - o Homeownership Counseling Certification
- Family Self-Sufficiency Certification
- 2013 North Carolina Real Estate Broker License
- 2016 North Carolina Association of Realtors
- Certified Property Manager (CPM) – Institute of Real Estate Management
- Accredited Residential Manager (ARM) – Institute of Real Estate Management
- Housing Development Finance Professional Certification - National Development Council
- North Carolina Notary

COMMUNITY SERVICE & AWARDS

2009 Business Woman Extraordinaire of High Point, NC
City of High Point Human Relations Commission; Chair
Total Family Focus; Vice Chair
YWCA of Greater High Point; Board Director
High Point University Alumni; Board Member
City of High Point's City Government 101
Leadership High Point; Graduate and Member
National Association of Female Executives
Who's Who Among Students in American Colleges and Universities
Latin Fever Showcase - Breast Cancer
Dancing with the High Point Stars Award
February 11th Association Award
Community Service Leadership Certificate of Appreciation from IRS
2015 High Point University Alumni Service Award
2016 McDonald's Rhythm of Triumph Award
2016 High Point History Maker Award

CITY OF HIGH POINT

AGENDA ITEM



Title: Resolution of Intent (ROI) for Street Abandonment 17-02
(High Point University and City of High Point)

From: Lee Burnette, Planning & Development
Director

Meeting Date: July 17, 2017

Public Hearing: No

Advertising Date: Not applicable

Advertised By: N/A

Attachments: A. Resolution of Intent (ROI) for Street Abandonment 17-02
B. Map of right-of-way proposed to be abandoned

PURPOSE:

Approval of a Resolution of Intent that establishes a public hearing date to consider a request by High Point University to abandon the eastern portion (approximately 845 feet) of the E. Farriss Avenue right-of-way. The abandoned consists of the southern segment of this right-of-way lying between N. Centennial Street and Panther Drive (private drive). In addition, the Planning & Development Department is amending the request to also abandon that portion of the Fifth Street right-of-way lying between the northern and southern segment of the E. Farriss Avenue right-of-way

BACKGROUND:

Resolution of Intent for Street Abandonment 17-02 is enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends City Council set a public hearing date of Monday, August 7, 2017 to hear this request.

Publish four (4) consecutive weeks: July 21, & 28, 2017 and August 4 & 6, 2017

**RESOLUTION OF INTENT TO CONSIDER
STREET ABANDONMENT
(SA17-02)**

WHEREAS, the City Council has been petitioned by High Point University to abandon the eastern portion (approximately 845 feet) of the E. Farriss Avenue right-of-way. The abandoned consists of the southern segment of this right-of-way lying between N. Centennial Street and Panther Drive (private drive). In addition, the Planning & Development Department is amending the request to also abandon that portion of the Fifth Street right-of-way lying between the northern and southern segment of the E. Farriss Avenue right-of-way.

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, July 17, 2017, at 5:30 p.m. as the date for said public hearing before the Council in the High Point Theater, Gallery B.

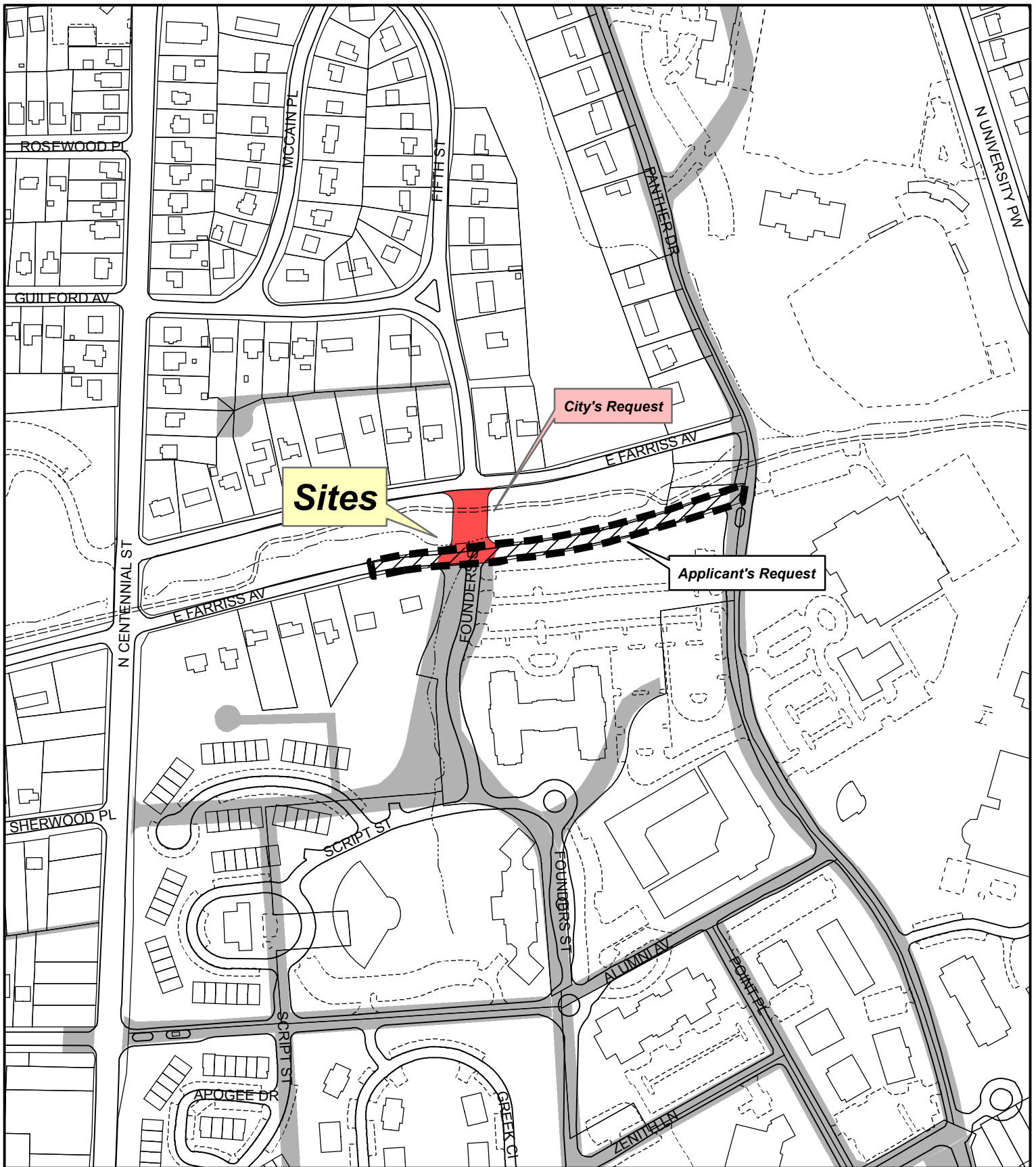
Persons wishing to be heard either for or against the said right-of-way abandonment are asked to be present for the hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need a special accommodation, call (336) 883-3298 or TDD# (336) 883-8517.

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 17th day of July, 2017.

Lisa B. Vierling, City Clerk

Petition Submitted by: High Point University



STREET ABANDONMENT SN-17-02

Applicant: High Point University / City of High Point

Area: 1.12 acres



Location of requested street abandonment



Previously abandoned right-of-ways

Planning & Development
Department

City of High Point

Date: June 12, 2017



Scale: 1"=300'

G:/Planning/Secure/ba-pz/
2017/pz/sa17-02.mxd

CITY OF HIGH POINT

AGENDA ITEM



Title: Ordinance to Demolish – 1212 Leonard Ave.

From: Michael McNair, Director
Community Development & Housing

Meeting Date: 7/17/17

Public Hearing: No

Advertising Date:

Advertised By:

Attachments:

- A. Staff report
- B. Ordinance to Demolish
- C. Photos
- D. Maps

PURPOSE:

A request by Community Development and Housing – Local Codes Section to adopt an ordinance ordering the inspector to demolish the dwelling at 1212 Leonard Ave.

BACKGROUND:

After a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on 2/28/17. No action occurred by the compliance date of 4/3/17. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

BUDGET IMPACT:

Funds are available in the Department budget for the demolition and asbestos testing of the structure(s), and for the asbestos removal if present.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends the adoption of the requested ordinance to demolish this single family dwelling.

PENDING ACTION:

The ordinance becomes effective from the date of adoption. If there is no action by the property owner by the effective date of the ordinance, then asbestos testing and the demolition bid process will begin and the structure will be removed by the City. After City demolition, the property owner is billed for the cost. If the bill is unpaid, the City places a lien on the property.

**COMMUNITY DEVELOPMENT AND HOUSING
CODE ENFORCEMENT
HOUSING ENFORCEMENT DIVISION**

**ORDINANCE
REQUEST:**

Ordinance to Demolish

**PROPERTY
ADDRESS:**

1212 Leonard Ave.

OWNER:

Clearance Center Inc.

**FIRST
INSPECTION:**
9/14/16

Summary of Major Violations
1. Repair or replace front porch handrails
2. Repair or replace exposed wiring
3. Repair or replace floor covering
4. Repair or replace plumbing fixtures
5. Repair or demolish storage building

**HEARING
RESULTS:**
2/28/17

No one appeared for the Hearing. During the Hearing it was determined there are several violations of the Minimum Housing Code. There are multiple violations of the minimum housing code in the house that make it unsafe. In its present state, necessary repairs to the dwelling exceed 50% of the value of the structure.

**ORDER(S)
ISSUED:**
3/2/17

Order to Repair or Demolish
Date of Compliance 4/3/17

APPEALS:

No appeals to date.

**OWNER
ACTIONS:**

None

EXTENSIONS:

None

ADDITIONAL:

The inspector spoke with Efren Boyd on 11/15/16 who indicated he planned to make repairs in December. Inspector noticed work being done at the property and stopped that required permits and no permits had been applied for. The inspector called Efren Boyd on 12/15/16 who stated he would have those permits "no later than tomorrow". Inspector spoke with Mr. Boyd again on 3/2/17 who stated he is a general contractor and he knows he needs to pull permits. No permits have been applied for as of 7/7/17. again on 3/2/17 who stated he is a general contractor and he knows he needs to pull permits. Property taxes are delinquent in the amount of \$3,520.31.



1
2
1
2

1212





CITY OF HIGH POINT

AGENDA ITEM



Title: 2017-18 Annual Action Plan

From: Michael E. McNair, Director

Public Hearing: N/A

Attachments:

Meeting Date: July 17, 2017

Advertising Date: N/A

Advertised By: N/A

PURPOSE:

Make final adjustments to the 2017-18 Annual Action Plan Budget to reflect annual allocations from HUD and the NCHFA.

BACKGROUND:

Council approved the 2017-18 Annual Action Plan on May 1, 2017, in order to ensure timely plan submission to HUD. Council was advised that since the final allocations had not been released at that time, staff would return when the final allocations were known to adjust the budgets.

BUDGET IMPACT:

Program	2017-18 Estimate	2017-18 Actual	Difference	Activities
CDBG	748,850	826,195	77,345	Public Services + 11,050 Emergency Repair + 66,295
HOME	325,642	362,137	32,485	Housing Rehabilitation + 32,845
Urgent Repair	100,000	50,000	-50,000	Urgent Repair Program – 50,000
	\$1,174,492.00	\$1,238,332.00	\$59,830.00	

RECOMMENDATION / ACTION REQUESTED:

The Community Development and Housing Department recommends approval of the adjustments to the 2017-18 Annual Action Plan and that the appropriate City official and/or employee be authorized to execute all necessary documents.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

June 15, 2017

The Honorable William Bencini
Mayor of High Point
1412 Trafalgar Drive
High Point, NC 27265

Dear Mayor Bencini:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2017 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low and moderate-income persons and special need populations across the country. President Trump signed Public Law 115-31 on May 5, 2017, which includes FY 2017 funding for these programs. Your jurisdiction's FY 2017 available amounts are:

Community Development Block Grant (CDBG)	\$826,195
HOME Investment Partnerships (HOME)	\$362,137
Housing Opportunities for Persons with AIDS (HOPWA)	\$ 0
Emergency Solutions Grants (ESG)	\$ 0

The timing of enactment of HUD's full fiscal year appropriation has significantly shortened the window available to grantees to submit an Annual Action Plan given the effective submission deadline of **Wednesday, August 16, 2017**. The Department cannot provide relief from this deadline as it has been established pursuant to statute and HUD encourages grantees to expedite efforts to finalize and submit their Annual Action Plans. To assist in this effort, CPD has issued a waiver to reduce the public comment period associated with these plans from 30 to 14 days.³⁸⁹ Failure to submit an Annual Action Plan by August 16, 2017, will cause a grantee to forfeit its FY 2017 CDBG formula funding allocation. If you have questions or require assistance in preparing and submitting your Annual Action Plan, please contact your responsible CPD office.

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, expand economic opportunities for low and moderate income and special needs populations including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

³⁸⁹ Waiver is available at Waiver of 24 CFR 91.105(b)(4) and 24 CFR 91.115(b)(4) for FY 2017 Action Plans for Community Planning and Development Program Funds

The Department continues to emphasize the importance of effective performance measurements in all its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies; providing demographic and income information about the persons that benefited from a community's activities; and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD office director.

Sincerely,

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

Cliff Taffet
General Deputy Assistant Secretary

CITY OF HIGH POINT

AGENDA ITEM



Title: Ordinance to Demolish – 2336 Brentwood St.

From: Michael McNair, Director
Community Development & Housing

Meeting Date: 7/17/17

Public Hearing: No

Advertising Date:

Advertised By:

Attachments:

- A. Staff report
- B. Ordinance to Demolish
- C. Photos
- D. Maps

PURPOSE:

A request by Community Development and Housing – Local Codes Section to adopt an ordinance ordering the inspector to demolish the dwelling at 2336 Brentwood St.

BACKGROUND:

After a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on 3/2/17. No action occurred by the compliance date of 4/4/17. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

BUDGET IMPACT:

Funds are available in the Department budget for the demolition and asbestos testing of the structure(s), and for the asbestos removal if present.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends the adoption of the requested ordinance to demolish this single family dwelling.

PENDING ACTION:

The ordinance becomes effective from the date of adoption. If there is no action by the property owner by the effective date of the ordinance, then asbestos testing and the demolition bid process will begin and the structure will be removed by the City. After City demolition, the property owner is billed for the cost. If the bill is unpaid, the City places a lien on the property.

**COMMUNITY DEVELOPMENT AND HOUSING
CODE ENFORCEMENT
HOUSING ENFORCEMENT DIVISION**

ORDINANCE

REQUEST: Ordinance to Demolish

PROPERTY

ADDRESS: 2336 Brentwood Street

OWNER: John May and Catherine J. Brown

FIRST

INSPECTION:

11/15/16

Summary of Major Violations

1. Repair or replace roof
2. Repair or replace damage ceiling, flooring, walls throughout
3. Repair or replace damaged electrical panel
4. Repair or replace missing/damaged wiring and devices
5. Clean, paint and make walls sanitary

HEARING

RESULTS:

3/2/17

No one appeared for the Hearing. During the Hearing it was determined there are several violations of the Minimum Housing Code. There are multiple violations of the minimum housing code in the house that make it unsafe. In its present state, necessary repairs to the dwelling exceed 50% of the value of the structure.

ORDER(S)

ISSUED:

3/2/17

Order to Repair or Demolish

Date of Compliance 4/4/17

APPEALS:

No appeals to date.

OWNER

ACTIONS:

None

EXTENSIONS:

None

ADDITIONAL:

The owner of record did contact the inspector and advised him that they no longer own the property. The inspector advised them they are showing as the owner on the title search and if they are no longer the owners they need to submit documentation to show this. The property taxes are delinquent in the amount of \$10,533.91 and is pending foreclosure with Guilford County Tax Department.



2336







CITY OF HIGH POINT

AGENDA ITEM

**Title: Contract for Purchase of 3 Pierce Fire Apparatus****From:** Thomas Reid, Fire Chief**Meeting Date:** July 17, 2017**Public Hearing:** N/A**Advertising Date:** N/A**Advertised By:** N/A**Attachments:** Formal Bid Recommendation

PURPOSE:

The High Point Fire Department is currently using a 1998 American LaFrance Pumper, a 2003 KME Pumper Tanker, and a 1999 Heavy Rescue Body on a 2007 Freightliner chassis-that are in need of replacement due to age and hours. Using the Houston-Galveston Area Council (HGAC) cooperative contract, the High Point Fire Department requests Council's approval for the purchase of one (1) Pierce Enforcer Pumper and one (1) Pierce Enforcer Pumper Tanker and 1 Pierce Enforcer Rescue/Service Truck.

BACKGROUND:

In accordance with National Fire Protection Association (NFPA) 1901, Standard Automotive Fire Apparatus, the City of High Point adopted a 15 year Fleet Replacement Plan for fire apparatus.

The Fire Department is currently using one (1) 1998 American LaFrance Pumper, one (1) 2003 KME Pumper Tanker and one (1) 1999 Heavy Rescue Body on a 2007 Freightliner chassis as current frontline apparatus. These apparatus combined have well over 376,000 road miles and 23,000 pump/engine hours. These apparatus are used daily for emergency response throughout the City and contracted service agreement areas.

Upon delivery of the new pumper/pumper tanker and rescue/service truck, the 1998 American LaFrance Pumper, 2003 KME pumper tanker and 1999 Heavy Rescue Body on a 2007 Freightliner chassis will be transferred to reserve status. The three (3) Pierce apparatus have a purchase price of \$1,897,933.00 which is itemized at \$588,944.00 for the Pumper, \$603,502.00 for the Pumper Tanker and \$705,487.00 for the Rescue/Service Truck.

BUDGET IMPACT:

Funding is available in the 2017-18 budget with proceeds from an installment financing contract that will be bid by the Financial Services Department in the next 90 days.

RECOMMENDATION / ACTION REQUESTED:

The Fire Department recommends approval of the contract for the purchase of three (3) 2017 Pierce Enforcer Apparatus from Atlantic Emergency Solutions in the amount of \$1,897,933.00 and declare the old equipment as surplus and dispose of through the online auction process. Once the receipt of purchase order, the expected delivery could range from 240 to 360 days.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Fire Department**

COUNCIL AGENDA DATE: **July 17, 2017**

BID NO.: **HGAC** CONTRACT NO.: **FS12-15** DATE OPENED: **N/A**

DESCRIPTION:

2017 Pierce Enforcer Apparatus to include one (1) 1500 GPM Pumper, one (1) 1500 GPM Pumper-Tanker and one (1) Heavy Rescue/Service Truck.

PURPOSE:

In continuance of the City of High Point's 15 year Fleet Replacement Plan for fire apparatus and accordance with National Fire Protection Association (NFPA) 1901, Standard Automotive Fire Apparatus, High Point Fire Department request approval of the purchasing contract.

COMMENTS:

RECOMMEND AWARD TO: **Atlantic Emergency Solutions** AMOUNT: **\$1,897,933.00**

JUSTIFICATION:

The Fire Department is currently using one (1) 1998 American LaFrance Pumper, one (1) 2003 KME Pumper Tanker and one (1) 1999 Heavy Rescue Body on a 2007 Freightliner chassis as current frontline apparatus. These apparatus combined have well over 376,000 road miles and 23,000 pump/engine hours.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101352	532401			\$1,900,000.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Thomas Reid** Digitally signed by Thomas Reid
Date: 2017.07.05 10:06:58 -04'00' DATE: **July 5, 2017**

The Purchasing Division concurs with recommendation submitted by the **Fire Department** and recommends award to the lowest responsible, responsive bidder **Atlantic Emergency Sol.** in the amount of \$ **1,897,933.00**.

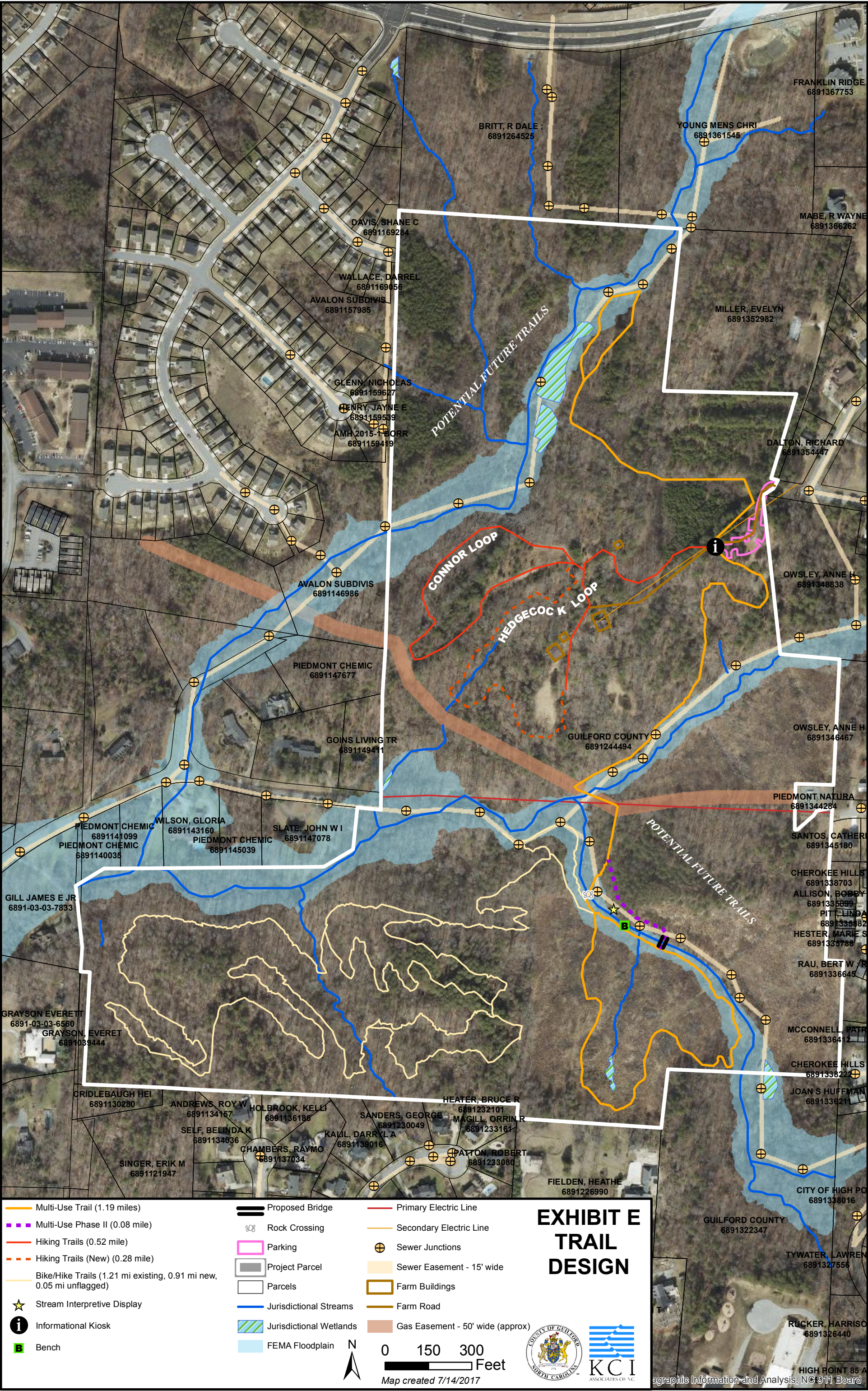
PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=eu, email=erik.conti@highpointnc.gov, c=US
Date: 2017.07.05 10:44:48 -04'00' DATE: **Jul 5, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jmoore@highpointnc.gov, c=US
Date: 2017.07.07 09:38:24'00' DATE: **Jul 7, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.07 09:01:01 -04'00' DATE: **Jul 7, 2017**



<i>High Point Fire Apparatus 2017</i>		No Prepay	PrePay #'s	w/ 50% prepay
Base Cost of Pumper \$599,944.00		\$ 599,944.00		
prepay due at contract			\$ 299,972.00	\$ 588,444.00
discount			\$ (11,500.00)	
Base Cost of Service Truck \$721,687.00		\$ 721,687.00		
prepay due at contract			\$ 360,843.00	\$ 704,437.00
discount			\$ (17,200.00)	
Base Cost of Pumper/Tanker \$615,002.00		\$ 615,002.00		
prepay due at contract			\$ 307,501.00	\$ 603,002.00
discount			\$ (12,000.00)	
HGAC Contract Fee		\$ 2,000.00		\$ 2,000.00
TOTAL FOR PUMPER, PUMPER/TANKER AND SERVICE TRUCK		\$ 1,938,633.00		\$ 1,897,933.00



CITY OF HIGH POINT

AGENDA ITEM



Title: Bid Award 5/8 Water Meters

From: Bob Martin, Customer Service Director

Meeting Date: July 17, 2017

Public Hearing: N/A

Advertising Date: July 21, 2017

Advertised By: Purchasing Department

Attachments: Bid Tabulation Sheet

PURPOSE:

To purchase 5/8 water meters to replace meters which are under recording actual flow.

BACKGROUND:

As water meters age and wear they under record actual flow. This reduces city revenue. Replacing these meters will restore accuracy and allow for recovery of lost revenue. These meters will enable drive by meter reading.

BUDGET IMPACT:

Funds are available in the FY 2017-2018 budget

RECOMMENDATION / ACTION REQUESTED:

The customer service department recommends awarding the contract to Carolina Meter and Supply in the amount of \$1,295,100. Carolina Meter and Supply was the lowest responsible / responsive bidder. The contract will be awarded for a one year period with an option to renew for three additional one year periods.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Customer Service**

COUNCIL AGENDA DATE: **July 17, 2017**

BID NO.: **54-070517** CONTRACT NO.: DATE OPENED: **July 5, 2017**

DESCRIPTION:

8000 each 5/8x3/4 residential water meters, encoder registers with 100W ERT with inline connector and mounting kits bid at \$ 151.95 each. Additionally 1000 pads/adaptor kits at \$ 3.00 each and 1000 Itron 100W ERTs at \$ 76.50 each.

PURPOSE:

As water meters age and wear they under record actual flow and the City loses revenue. Replacing these meters will restore accuracy to consumption readings and allow for recovery of lost revenue. The purchase of these meters will also be used for establishing new service.

COMMENTS:

Bid tabulation is attached. These meters will enable drive by meter reading.

RECOMMEND AWARD TO: **Carolina Meter and Supply** AMOUNT: **\$ 1,295,100**

JUSTIFICATION:

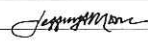
Bid is awarded to lowest responsible, responsive bidder, Carolina Meter and Supply.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
421779	533701	421001010705	40202	\$ 1,115,000
631257	526101			\$ 180,100
TOTAL BUDGETED AMOUNT				\$ 1,295,100

DEPARTMENT HEAD: **T. Robert Martin** Digitally signed by T. Robert Martin
Date: 2017.07.07 09:42:32 -04'00' DATE: **Jul 7, 2017**

The Purchasing Division concurs with recommendation submitted by the **Customer Service** and recommends award to the lowest responsible, responsive bidder **Carolina Meter & Supply** in the amount of \$ **1,295,100.00**.

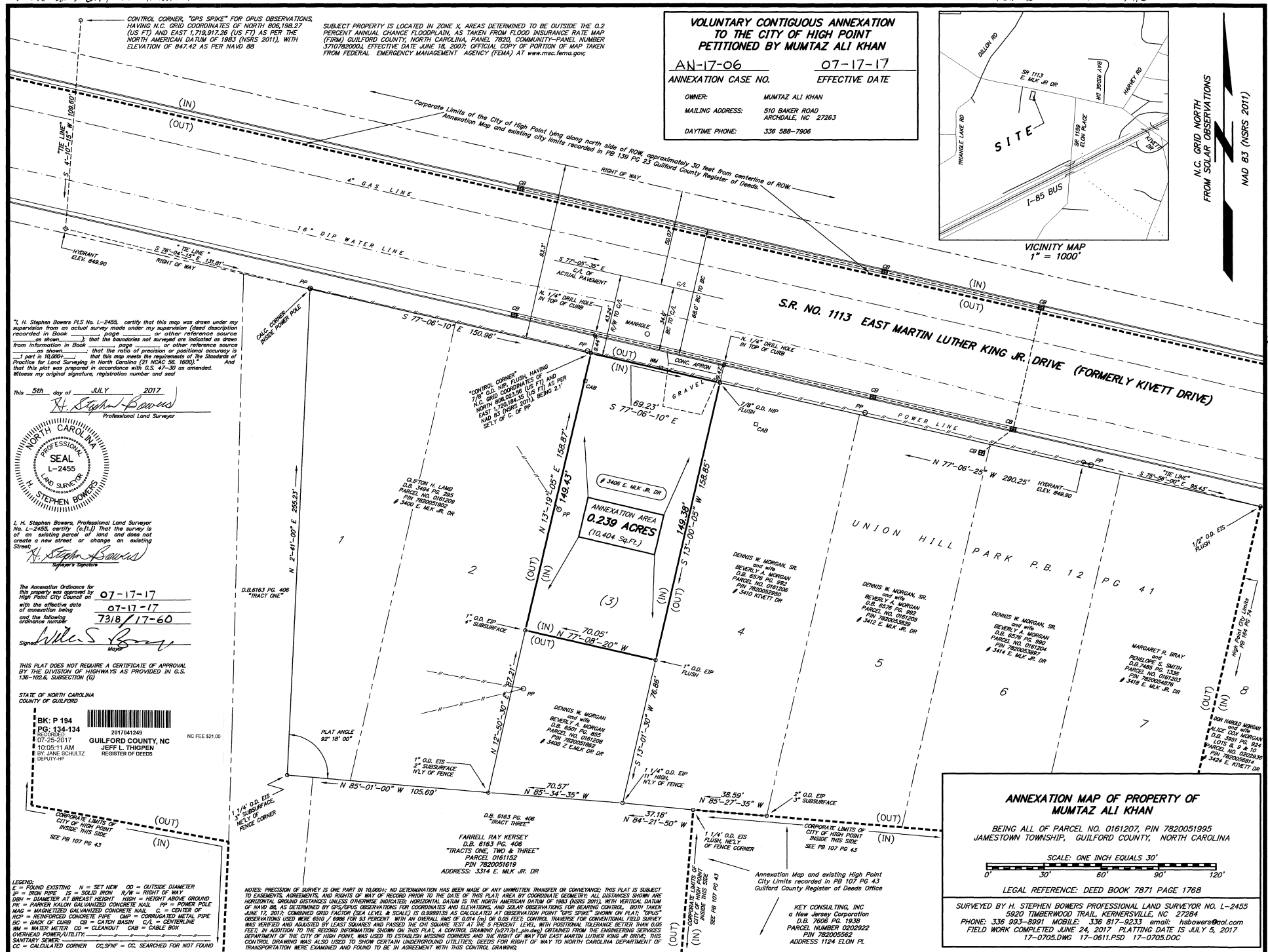
PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=eu, email=erik.conti@highpointnc.gov, c=US
Date: 2017.07.07 09:58:31 -04'00' DATE: **Jul 7, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jfmoore@highpointnc.gov, c=US
Date: 2017.07.07 11:15:04 -04'00' DATE: **Jul 7, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.07 11:19:50 -04'00' DATE: **Jul 7, 2017**

PICK UP: CITY OF HIGH POINT

PLAT BOOK 194 PAGE 134





City of High Point

AFFORDABLE HOUSING PROGRAM

Standard Operating Policies And Procedures

Latest Revision: July 2017

TABLE OF CONTENTS

I.	INTRODUCTION	4
II.	REHABILITATION PROGRAM	5
A.	Program Description	5
1.	Emergency Home Repair (CDBG/Core City Redevelopment).....	5
2.	Urgent Repair Program (NCHFA)	6
3.	Construction Training Partnership Program (NCHFA).....	7
4.	Lead Hazard Control	7
5.	Operation Inasmuch (Core City Redevelopment).....	7
6.	Purchase/Rehabilitation.....	8
7.	Substantial Rehabilitation.....	8
B.	Eligible Properties.....	8
C.	Ineligible Properties	8
D.	Application Process	8
1.	Eligibility Screening Form.....	8
2.	Application Process and Qualification.....	9
3.	Approval.....	10
E.	Homeowner Rehabilitation Delinquent Loan Policy	11
F.	Funding Sources for Eligible Projects	11
G.	Rehabilitation Activity Process.....	11
1.	Pre-Bid.....	12
2.	Bid Process	12
3.	Pre-Construction.....	13
4.	Construction.....	13
5.	Post Construction.....	14
7.	Debarred Contractors Review	14
III.	INFILL HOUSING PROGRAM	15
A.	Program Description	15
B.	Commitment to Affordable Housing	15
C.	CHDO Evaluation/Review Process	15
D.	Project Underwriting.....	16
IV.	DOWN PAYMENT AND CLOSING COST ASSISTANCE PROGRAMS	18
A.	Program Description	18

B.	City-Wide Down Payment and Closing Costs Assistance	18
1.	<i>Qualifications</i>	18
2.	<i>Lender Participation</i>	19
V.	LEASE-PURCHASE PROGRAM	23
A.	Program Description	23
B.	Lease-Purchase Process	23
VI.	OTHER PROGRAM ELEMENTS	24
A.	Minimizing Displacement.....	24
B.	Repeat Assistance	24
APPENDICES		25
	Appendix A: Verifying and Determining Income	26
	Appendix B: Competitive Bid Procedure	27
	Appendix C: Housing Quality Standards.....	29
	Appendix D: Preferred Contractors Policy Manual.....	40
	Appendix E: Glossary	45
	Appendix F: Market Segmentation Study Information	49

I. Introduction

The Community Development and Housing Department designs and implements various affordable housing, community and neighborhood development strategies to meet identified needs within the City of High Point. Affordable housing strategies are designed to increase the supply of affordable housing, improve the condition of low-income housing stock and enhance the accessibility of affordable housing to income-eligible homebuyers and tenants.

The affordable housing strategies employed by the Department include the following:

- Rehabilitation of affordable housing
- New construction of affordable housing
- Financial assistance to income-eligible homebuyers (Citywide)
- Core City Homebuyer Incentive Program

II. Rehabilitation Program

NOTE: This program is offered contingent on the availability of funding or as a part of work performed under other rehabilitation grant programs (e.g., lead hazard control).

A. Program Description

The housing rehabilitation program is designed to provide assistance with housing repair needs. The program addresses housing repairs such as replacements for roofing, siding, windows, plumbing, wiring, and central heat and air and emergency home repair. The purpose of these programs is to help income-eligible homeowners (80% or below of the area median income¹), by providing forgivable loans to (1) address unsafe or unsanitary conditions in the home and (2) install accessibility modifications that will allow the homeowner to remain in the home. City Project Managers supervise all work performed. All work write-ups are competitively bid. The City ensures that the work is completed satisfactorily and in compliance with applicable building standards. All program files shall include an agreement with the City, homeowner and contractor pertaining to work that will be performed.

The programs offered are as follows (funding source(s) in parentheses):

1. Emergency Home Repair (CDBG/Core City Redevelopment)

An emergency is a repair necessary to the safety of the structure and the welfare of its inhabitants.

- a. Service recipients shall be residents of the City of High Point who occupy homes, which are titled in their name by deed to the property. FOR CORE CITY REDEVELOPMENT FUNDING, the service recipient shall be located in an area that has been designated “Extremely Weak” by the City’s Housing Market Segmentation Study (see [Appendix F](#)).
- b. Service recipients must have household incomes no greater than 80% of the area median income as defined by the federal government under the Section 8 program, 24 CFR Part 5 Definition of Income. Income will be verified as explained in Part II, Section D(2). Income certification shall be included in every file.
- c. Service recipients must not have liquid assets in excess of \$10,000.00 verified by current bank statements.
- d. Proof of homeowner's insurance (exceptions permitted at the discretion of the Director).
- e. An Eligibility checklist shall be included in every file.

All emergency repairs are subject to the Community Development & Housing Department Director’s approval.

¹ Visit www.highpointnc.gov/cd to download a current table of income limits

Eligible Repairs include, but are not limited to:

- Plumbing repairs (e.g., broken toilets, sinks, and faucets)
- Electrical/mechanical repairs (e.g., switches, outlets, lights, thermostats, fluorescent fixtures)
- Repairs to stairs, handrails, and porches
- Water heater repair or replacement
- Heating/Air conditioner or evaporative cooler repair or replacement
- Repair to flooring/ceiling due to water damage
- Roof replacement, patching or repair
- Repairs to main water lines
- Accessibility additions (e.g., handrails, grab-bars, etc.)
- Lead hazard control, based on referrals from the Guilford County Department of Health and Human Services related to the diagnosis of a child with elevated blood lead levels

2. Urgent Repair Program (NCHFA)

The Urgent Repair Program (URP), with funding provided by the N. C. Housing Finance Agency (NCHFA) via the North Carolina Housing Trust Fund, 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.

The City will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a forgivable 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. There is no minimum to the amount of the loan; however, the maximum life-time limit of the forgivable loan is \$8,000.

Eligibility:

To be eligible for assistance under URP, applicants must meet the following requirements (subject to changes based on current URP guidelines).

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 (contact Department staff for current income limits).
3. Must have one or more full-time household members with at least one of the following special needs:
 - Elderly (≥ 62 years old),
 - Handicapped or disabled,

- A single parent with at least one dependent child in residence,
 - A large family with ≥ 5 household members,
 - A household with a child below the age of six with an elevated blood lead level (between 10 $\mu\text{g/dl}$ and 19 $\mu\text{g/dl}$), or
 - A veteran - not dishonorably discharged
4. Must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs.

3. Construction Training Partnership Program (NCHFA)

The City's Construction Training Partnership Program (CTP) is a partnership between the City, the N. C. Home Builders Association (NCHBA) and the N. C. Housing Finance Agency (NCHFA) that offers an occupational training program for income-eligible residents. All participants will receive eight weeks of classroom and hands-on training in a variety of housing construction techniques. After completion, the participants are provided the opportunity to receive continued, supervised on-the-job training by performing rehabilitation services as well as in new construction. To build confidence and experience, the rehabilitation projects are selected by the City that are capable of being successfully completed by participants.

The eligibility requirements for residents interested in applying to receive rehabilitation services through this program are consistent with the requirements provided in Section II, Paragraph A(1) above.

4. Lead Hazard Control

The City currently does not have an active Lead Hazard Control program. However, the City will respond to referrals by the Guilford County Department of Health and Human Services based on a diagnosis of a child with an elevated blood lead level by providing lead hazard control rehabilitations on owner-occupied dwellings.

The City will continue to seek funding to address housing-related lead hazards in our community. For more information on the City's lead hazard control efforts, please visit <https://www.highpointnc.gov/256/Lead-Safe>.

5. Operation Inasmuch (Core City Redevelopment)

The Operation Inasmuch (OAIM) program features a bi-annual, hands-on volunteer driven Blitz Day that focuses on improving the quality of life in low income neighborhoods. One of the unique benefits of OAIM is that it provides a platform for churches, non-profits, local government and individual citizens to develop a community oriented partnership fueled by the desire to help others.

The City has engaged Community Housing Solutions to organize and manage the Operation Inasmuch program to be implemented in Core City neighborhoods in High Point. Please visit <https://www.highpointnc.gov/1838/Operation-Inasmuch> for more information on OIAM.

6. Purchase/Rehabilitation

Subject to available resources, the City will purchase foreclosed and vacant homes, rehabilitate the homes, and offer them for sale or lease-purchase to income-eligible homebuyers.

7. Substantial Rehabilitation

The City may, at its discretion, perform substantial rehabilitations on dwellings on a case-by-case basis subject to available resources.

B. Eligible Properties

To be eligible for assistance, the property must meet the following criteria:

1. The proposed property must be located within the city limits of High Point.
2. The applicant(s) must have an ownership interest in the property.
3. The property must comply with all of the City of High Point Ordinances and the rehabilitation work itself must be permitted in adherence to City ordinances.

C. Ineligible Properties

Properties ineligible for the City's housing rehabilitation programs include investor-owned properties (except for Lead Hazard Control program), public housing units, mobile homes, and manufactured homes without a permanent foundation.

D. Application Process

1. Eligibility Screening Form

Residents interested in applying for assistance are encouraged to contact the Community Development and Housing office to complete an Eligibility Screening Form. Screening forms can also be completed on the City's website ([click here](#) to access form or go to <https://www.highpointnc.gov/FormCenter/Community-Development-17/Eligibility-Screening-Form-85>). The form will be reviewed by City staff to determine program eligibility (e.g., household income, age of home, elderly, etc.). Once program eligibility is determined, an application will be mailed to the potential applicant (or the applicant can pick up an application at our office located at 211 S. Hamilton Street, Room 312).

2. Application Process and Qualification

After the applicant has submitted a completed program application, City staff will review the application and supporting documentation for completeness and will contact the applicant to schedule an in-take appointment. The Housing Specialist will verify eligibility during the appointment based upon administration guidelines.

Listed below are the documents required for determining eligibility.

a. Applicant Qualifications and Required Documentation for Full Application

The Community Development Department shall request the following types of documentation to prove eligibility:

- 1) Property deed
- 2) Proof of homeowner's insurance
- 3) Proof that the applicant has owned and occupied the home in the city limits of High Point for at least one year (e.g., deed, tax bill, etc.)
- 4) Property Tax Bill for property owned by applicant. Property taxes must be current or have a payment plan approved by the County prior to application approval.
- 5) Evidence that the applicant meets income guidelines based on family size pursuant to HUD's yearly income schedule or, in the case of URP, income limits as provided by NCHFA (updated annually).
- 6) Divorce, separation agreement (to determine whether spouse is part-owner of the property), or death certificate of a deceased spouse.
- 7) List of current bills and amounts (utility, credit cards, mortgage payment etc.)
- 8) Previous two months' bank statements for all accounts to which applicant has access. (checking and savings accounts)

b. Application Form and Information Verification

Based on information from the above sources, the Housing Specialist will complete the application and verify its correctness through third party verification when appropriate. Income verification is valid for a six-month period. Other verifications may be required on an as-needed basis at the discretion of the Housing Specialist.

1) Basic Information

The application requires that the applicant give his or her name, age, social security number, and employer or other source of income data for each household member. Staff will make a photocopy of the social security card and of a valid identification card (e.g., driver's license).

An Environmental Review shall be completed prior to approval for projects financed with federal funds.

2) Income Verification

Annual income is the key qualifier used to determine program eligibility. Applicants must provide documentation verifying the annual income for all household members from all sources (annual income as reported under the Section 8, 24 CFR Part 5 - Definition of Income). Income certification shall be included in every file, including:

- (a) Wages, salaries, tips, commissions, etc.;
- (b) Self-employment income for own non-farm business, including proprietorships and partnerships;
- (c) Farm self-employment income;
- (d) Interest, dividends, net rental income, or income from estates or trusts;
- (e) Social Security or railroad retirement;
- (f) Supplemental Security Income, Aid to Families with Dependent Children, or other public assistance or public welfare programs;
- (g) Retirement, survivor, or disability pensions; and
- (h) Any other sources of income received regularly, including Veterans' (VA) payments, alimony, child support and unemployment compensation.

Execution of the application by the applicant along with proof of income provides verification of total household income. If it is later found that the applicant failed to divulge all income, he/she may be disqualified for assistance. Please refer to [Appendix A](#) for determining/verifying income eligibility.

3) Certification

Applicant(s) must certify that all information provided in the application is correct, including information regarding any previous foreclosures.

Project Eligibility checklist shall be included in every file.

3. Approval

After the applicant(s) property and file have met all required qualifications, and the application information has been verified, the Housing Specialist submits the application along with a recommendation to the Affordable Housing Manager (AHM). The AHM offers the recommendation to the Community Development and Housing Department Director for approval.

E. Homeowner Rehabilitation Delinquent Loan Policy

Collections and delinquency follow-up shall occur for delinquent rehabilitation loan accounts to recapture funds loaned and to protect the City of High Point from loss of program income intended to be used for future rehabilitation loan applicants. The Delinquent Loan Policy sets forth an effort to collect accounts while instituting a philosophy of fairness and understanding. A borrower is delinquent if payment is not received on or before its due date, irrespective of the 15-day grace period provided by the City. The following procedures dictate the steps in recovering delinquent accounts:

1. An account becomes delinquent after the first day of every month. The Department grants a 15-day grace period after the first day of the month for individuals that are not timely in their payments. After the 15th day of the month a late fee is applied in the amount of 10% of the loan payment or \$10, whichever is less (unless otherwise waived by the AHM at the request of the Housing Specialist).
2. If an individual contacts the Department and details a legitimate hardship, the Department will make every effort to accommodate the need of the customer. The Department takes hardship scenarios on a case-by-case basis and has utilized a variety of strategies to address the customer's request, including refinancing the loan amount so the payment may be more affordable for the customer. Another option is to delay debt collection procedures if the customer is making a good faith effort to "make-up" late payments and fees. However, at the discretion of the Director or their designee, credit bureau reporting may take place on a monthly basis for all loan accounts current and delinquent.
3. The City will periodically review the payment history of all amortizing accounts. If a borrower becomes ninety (90) days or more past due on their account, the borrower will be subject to be placed on the N. C. Debt Set-Off Clearinghouse list, which allows for past-due amounts to be paid with anticipated State tax refunds and/or Education lottery proceeds².

F. Funding Sources for Eligible Projects

- Community Development Block Grant (CDBG) – U. S. Department of Housing and Urban Development (HUD)
- HOME Investment Partnerships Program (HOME) - HUD
- Urgent Repair Program & Construction Training Program - N. C. Housing Finance Agency
- Core City Redevelopment/General Fund – City of High Point

G. Rehabilitation Activity Process

NOTE: The Community Development & Housing Department complies with all applicable Federal, State and local regulations.

² For more information, visit <http://www.ncsetoff.org/>.

1. Pre-Bid

- a. City staff will accept the applicant's household information and shall review for eligibility (see Section D above). The Housing Specialist (HS) will forward the project file to the Affordable Housing Manager who will assign a Project Manager to oversee the rehabilitation process. The Project Manager then schedules and conducts a preliminary rehabilitation inspection to determine the extent of needed rehabilitation activities and advises Affordable Housing Manager to ensure rehabilitation is consistent with stated expenditure ranges and program guidelines.
- b. Housing Specialist will initiate Environmental Review Request for Federally-funding projects. Project Manager will schedule on-site inspection with the applicant.
- c. Project Manager will prepare a work-write-up and cost estimate utilizing a cost estimating program in response to the needs of the customer, including relocation, prior to consideration of request by the Affordable Housing Manager. After receiving approval, the Project Manager will prepare bid specifications and work with the City's Purchasing Department to facilitate the bidding process, subject to established bid threshold limits.
- d. A contractors' pre-bid meeting with the Project Manager will be scheduled and conducted prior to bid submission. Community Development & Housing Department's Housing Quality Standards will be followed for each item (see [Appendix C](#)).

2. Bid Process

- a. Purchasing (or the Project Manager)³ develops and sends out bid notices to eligible contractors (or only to RRP-certified⁴ contractors if the work is on a home built in 1978 or before) and then schedules site reviews with the contractors.
- b. Purchasing (or the Project Manager) will conduct the bid opening at a site designated by City staff (typically in City Hall). The lowest responsive and responsible bidder shall be selected for the contract.
- c. **FOR PROJECTS FUNDED WITH NCHFA RESOURCES ONLY!** 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 each line item of the bid with the contractor 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-

³ Pursuant to the City's Purchasing Policy, projects that are estimated to cost \$30,000 or more, the City's Purchasing Department shall facilitate the bid process. For projects estimated to cost less than \$30,000, Community Development & Housing staff shall facilitate the bid process.

⁴ EPA's Lead Renovation, Repair and Painting Rule (RRP Rule) requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities and pre-schools built before 1978 have their firm certified by EPA (or an EPA authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.

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.

- d. Purchasing will advise Project Manager and Affordable Housing Manager as to the lowest responsible bid for each project (as applicable). A bid award recommendation will be developed by the Project Manager and forwarded to the CD&H Director via the Affordable Housing Manager for signature.

3. Pre-Construction

Project Manager will schedule a pre-construction conference attended by the homeowner, contractor, and Project Manager to outline specifics in the work write-up and establish a relocation plan with the homeowner if needed. Homeowner shall sign a Notice to Proceed prior to the start of construction.

4. Construction

- a. The Project Manager will conduct inspections periodically while rehabilitation is underway. Periodically, the Affordable Housing Manager will accompany each project manager on a work-in-progress inspection.
- b. Changes to the scope of work or changes in the total contract cost shall be estimated by the Project Manager using a cost estimation program. Change Order requests via a quote shall be submitted by the Contractor prior to any change in the scope of work as documented in the signed contract. The Contractor shall not implement the change order without the prior approval of the City. The Contractor shall assume the costs of all unapproved work.

The following procedures shall be used as a guideline and implemented on all Change Orders to rehabilitation contracts:

- 1) The Project Manager shall keep Department management apprised of the status of ongoing projects and pertinent information as it relates to expenditures on items not delineated in the original contract.
- 2) A request for a Change Order shall be submitted for needed modifications to the original scope of work as a result of unforeseen or unplanned additional work that may arise as a result of the rehabilitation.
- 3) Upon receiving a request for a Change Order from the Contractor, the Project Manager shall:
 - i. Develop an estimate of the cost of the Change Order to determine cost feasibility.
 - ii. Determine if the request is timely, feasible, and serves the best interests of the Customer.
- 4) The Project Manager shall complete a Change Order form for signature by the Owner, Contractor and Project Manager. The Project Manager shall submit the form along with the Project

Manager's estimate and Contractor's quote to the Affordable Housing Manager for review. The Affordable Housing Manager shall submit the change order package to the Director for review before submitting to the City's Authorized Representative (i.e., City Manager or his designee) for signature. A signed Change Order form shall be executed before work commences.

5. Post Construction

- a. The Project Manager will conduct the final housing rehabilitation inspection. If necessary, a punch list citing unfinished work items will be prepared and a second final inspection conducted. The Project Manager shall not request final payment of any contractor until all work items have been completed and a Certificate of Satisfaction has been signed by the homeowner.
- b. The Affordable Housing Manager will review files for completeness.

6. On-Going Project Maintenance

- a. In accordance with 24 CFR 92.252, City staff shall review and recommend to the Director the approval of rents for each HOME-assisted rental project on an annual basis. Each project file shall include documentation of the annual rent structure for each HOME-assisted rental unit.
- b. In accordance with 24 CFR 92.504(d), the Project Manager shall inspect each HOME-assisted rental unit within one year of project completion and a minimum of once every three (3) years thereafter to ensure the quality and safety of each unit, based on the number of HOME-assisted units. The Project Manager shall conduct inspections more frequently if specific units are found to have health and/or safety issues.
- c. The Affordable Housing Manager shall review and document the financial condition of each rental project with ten (10) or more HOME-assisted units to determine its on-going viability and recommend corrective actions to the Director if problems are identified.

7. Debarred Contractors Review

To ensure compliance with 24 CFR 85.35 and 24 CFR 92.350, the Project Manager will check the listing of Debarred Contractors to determine a contractor's eligibility and place a copy of the Debarred Contractors list in each project file. The federal and state debarment list can be found on the websites of the [U. S. Department of Labor](#) and [N. C. Department of Administration](#), respectively.

III. Infill Housing Program

A. Program Description

The construction and sale of affordable housing is designed to enhance property values and quality of life in low-to-moderate income areas in High Point. The program encourages the development and purchase of these homes by providing financial assistance to developers as well as potential buyers. The City of High Point has partnered with Community Housing Development Organizations (CHDOs) in the development of new units of affordable housing.

A CHDO is a nonprofit organization whose purpose is to provide decent and affordable housing to low and moderate-income persons (24 CFR Part 92.2). The City is required to set aside a minimum of fifteen percent (15%) of its HOME funds for CHDO activities (Part 92.300) and allocates funding to each of its participating CHDOs on an annual basis. Currently the City of High Point has written agreements (Part 92.504(c)(3)) with two CHDOs: Habitat for Humanity of High Point, Trinity and Archdale (Habitat) and Community Housing Solutions of Guilford, Inc. (CHS).

The City may, at its discretion, partner with for-profit builders to increase unit production.

B. Commitment to Affordable Housing

The Infill Housing Program is directed toward home purchases by income-eligible households. Intended results of this Program include the following:

1. Provides buyers with an opportunity to build wealth through homeownership;
2. Enhances confidence and stability in many transitional neighborhoods located in the Core City; and
3. Builds on the presence of existing homeowners to strengthen neighborhoods.

C. CHDO Evaluation/Review Process

The CHDO Capacity Self-Assessment Tool⁵ is used as a guide to determine the initial and continued eligibility of non-profit developers to partner with the City in the construction of affordable housing.

The process of becoming a recognized CHDO by the City is as follows:

1. The organization shall submit a letter to the Department expressing their interest in being considered as a CHDO, briefly describing their development experience and organizational capacity. The applicant organization must have been in existence for at least one year from the date of incorporation and have obtained tax-exempt status prior to applying.

⁵ <http://www.ncdaonline.org/pdf/chdo/CapacitySelfAssessmentTool.pdf>

2. A copy of the City's CHDO Application will be forwarded to an authorized representative of the organization to be completed and returned, along with supporting documentation (e.g., copy of articles of incorporation, listing of board members/backgrounds, financial statements, etc.).
3. The Director and/or Affordable Housing Manager will meet with representatives of the organization to review their documentation and to discuss next steps.
4. If the application is successful, the Director will forward a letter to the organization stating their designation as a CHDO for the City and begin the process of developing a written agreement with the organization.
5. If the initial application is deemed inadequate, the Director will forward a letter to the organization highlighting the area(s) of deficiency and recommend steps for improvement (e.g., improve board/staff capacity, participate in HUD-sponsored CHDO training, etc.).

CHDOs shall be evaluated at least on an annual basis to determine the organization's continued eligibility. The evaluation criteria shall include, but not limited to, the following:

1. Level of capacity of paid staff appropriate to CHDO's role (i.e., owner, developer and/or sponsor);
2. Progress on development projects to date;
3. Capacity of staff to accomplish contract goals;
4. Fiscal management;
5. Composition of Board of Directors in relation to HOME Program requirements; and
6. Continued good standing with the State of North Carolina.

D. Project Underwriting

The City shall document the assessment of each project and has established the following underwriting guidelines for rental and homebuyer development projects:

1. Subsidy Layering

The City shall (a) ensure that the amount of HOME funds invested is not more than necessary to provide quality, financially viable affordable housing; (b) determine a reasonable level of profit/return to the owner/developer based on the size, type and complexity of the project; (c) examine funding sources and uses for cost reasonableness; and (d) verify and document financial commitments.

The City shall require CHDOs to provide sufficient project financial documentation to complete underwriting process.

For rehabilitation projects with twenty-six (26) or more units, the City shall perform a Capital Needs Assessment, which documents the projected operating and other expenses for the specific project during the affordability period, in accordance with 24 CFR 92.251(b)(1)(ix).

2. Market Assessment

In accordance with 24 CFR 92.250(b)(2), the City shall (a) assess and document the current market need for projects through its periodic Assessment of Fair Housing, (b) utilize findings from recent studies such as the City's Market Segmentation Study as a basis for determining neighborhoods in which to enhance affordable housing efforts prior to entering into project agreement with CHDO, and (c) certify compliance in IDIS at project set-up stage. Each project file shall contain market assessment documentation (e.g., a copy of the market segmentation information based on the census tract in which the project is located).

3. Developer Capacity/Fiscal Soundness

In accordance with 24 CFR 92.2 and 92.250(b)(2), the City shall certify and document that the CHDO (a) meets the definition and regulatory requirements of a CHDO and (b) has the capacity to fulfill the specific project role (i.e., owner, developer, and/or sponsor) each time funds are committed to specific CHDO projects. Each project file shall contain documentation of the CHDOs project capacity and fiscal soundness.

IV. Down Payment and Closing Cost Assistance Programs

A. Program Description

The purpose of the City-Wide Down Payment and Closing Cost Assistance program is to provide financial assistance to qualified low to moderate income citizens in High Point who are interested in purchasing a home.

The City's Core City Homebuyer Assistance Program provides down payment and closing cost assistance to increase homeownership and to promote income diversification in the Core City of High Point.

B. City-Wide Down Payment and Closing Costs Assistance

The City-Wide Homebuyer Assistance Program provides affordable homeownership opportunities for income-eligible homebuyers, by provision of deferred, low-interest loans to reduce out-of-pocket cash requirements for down payment, closing costs, and pre-paid expenses for the purchase of a home⁶ outside of the Core City. However, the program does not include providing assistance with earnest pay/good faith deposits that may be required by a Realtor or former homeowner to hold property. The program requires that the homebuyer:

- receive an approved loan from a participating lender;
- be income eligible for the program (80% or below the area income median);
- purchase a home within the City limits (except within the Core City limits); and
- provide \$500 of their own funds toward the purchase.

The program cannot be used to purchase a home that exceeds 95% of the median purchase price⁷ for the City of High Point metropolitan area in accordance with 24 CFR 92.254(a)(2)(iii).

City-Wide Down Payment and Closing Costs Assistance loans shall not exceed a maximum amount of \$5,000. Loan repayment terms include a three-year deferment and a three percent (3%) interest rate over 5 years.

1. Qualifications

Program Qualifications require an applicant to meet certain eligibility requirements before assistance can be awarded. These requirements are as follows:

- a) Meet income guidelines based on family size pursuant to HUD's yearly income schedule. Annual income as reported under the Section 8, 24 CFR Part 5 - Definition of Income. Income certification shall be included in every file.

⁶ A "home" is a single-family residence or condominium/townhouse affixed to a permanent foundation.

⁷ As of this writing, 95% of the median purchase price for the High Point metropolitan area is \$144,000 for an existing, single-family unit and \$224,000 for a newly-constructed, single-family unit. Updates can be found on HUD's website at <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>.

- b) Attend a minimum of eight (8) hours of homebuyer counseling/training.
- c) Select a house within the city limits of High Point (not including the Core City) that does not exceed 95% of the area median purchase price, as provided by HUD on an annual basis.
- d) Have liquid assets of less than \$10,000.
- e) Be able to obtain a home loan from a participating lender (Please refer to the Participating Lender qualifications outlined below).
- f) Have acceptable credit - defined by City staff as no-charge offs, late payments, outstanding judgments or collections (excluding medical bills) - for the past two years.
- g) Steady employment at the same company or in the same industry for the past two years or dedicated source of income.
- h) Be able to invest a minimum of \$500 of personal funds toward the cost of purchasing the home. These funds can be "gift funds" but prepaid items paid by the buyer are not included in the \$500 requirement.
- i) Have a debt to income ratio not to exceed 30% for housing costs and 42% total debt including the proposed housing payment.
- j) Correction of existing Minimum Housing Code Inspection items. New Construction is exempt, but must obtain a Certification of Occupancy.
- k) An Environmental Review shall be requested and completed prior to loan approval.
- l) An Eligibility checklist and Income Certification shall be included in every file.
- m) Evidence of the purchase of homeowner's insurance.

2. Lender Participation

Lenders who desire to participate in the City-Wide Homebuyer Assistance Program agree to apply lending standards that are not predatory in nature. This requirement is designed to protect the homebuyer from predatory lending that may strip homeowner equity through illegal and unethical practices. Predatory lending practices may include, but not be limited to, excessively high fees and commissions, the misrepresentation of the mortgage's terms and conditions, high interest rates, repeated financing of loans and balloon payments.

Participation Criteria

The financial institution must:

- a) have a homeownership program that offers conforming loans with 1% or less origination fee;
- b) must not charge any form of associated costs, fees, etc. for providing a loan, i.e. broker's fee;
- c) underwrite for the combined total loan-to-value not to exceed 100% of appraised value;
- d) underwrite such that the maximum loan cannot exceed 95% of the median purchase price as established by HUD (*see Section B above*);
- e) provide an interest rate at market;

- f) be willing to provide proof of a current valid license and NMLS ID# for participating brokers;
- g) be willing to inform prospective candidates about the programs, facilitate the application process on behalf of homebuyer, and submit the application to the City for approval.
- h) ensure applicant's eligibility to programs to the best of their ability

C. Core-City Homebuyer Incentive Program

The Core City Homebuyer Incentive Program (CCHBI) was created to promote greater income diversification within the City's Core City area (see map below), by provision of forgivable loans to reduce out-of-pocket cash costs for down payment, closing costs, and pre-paid expenses. The program requires the homebuyer:

- to receive an approved loan from a participating lender;
- purchase a home within the Core City with a purchase price of \$200,000 or below; and
- provide \$500 of their own funds toward the purchase.

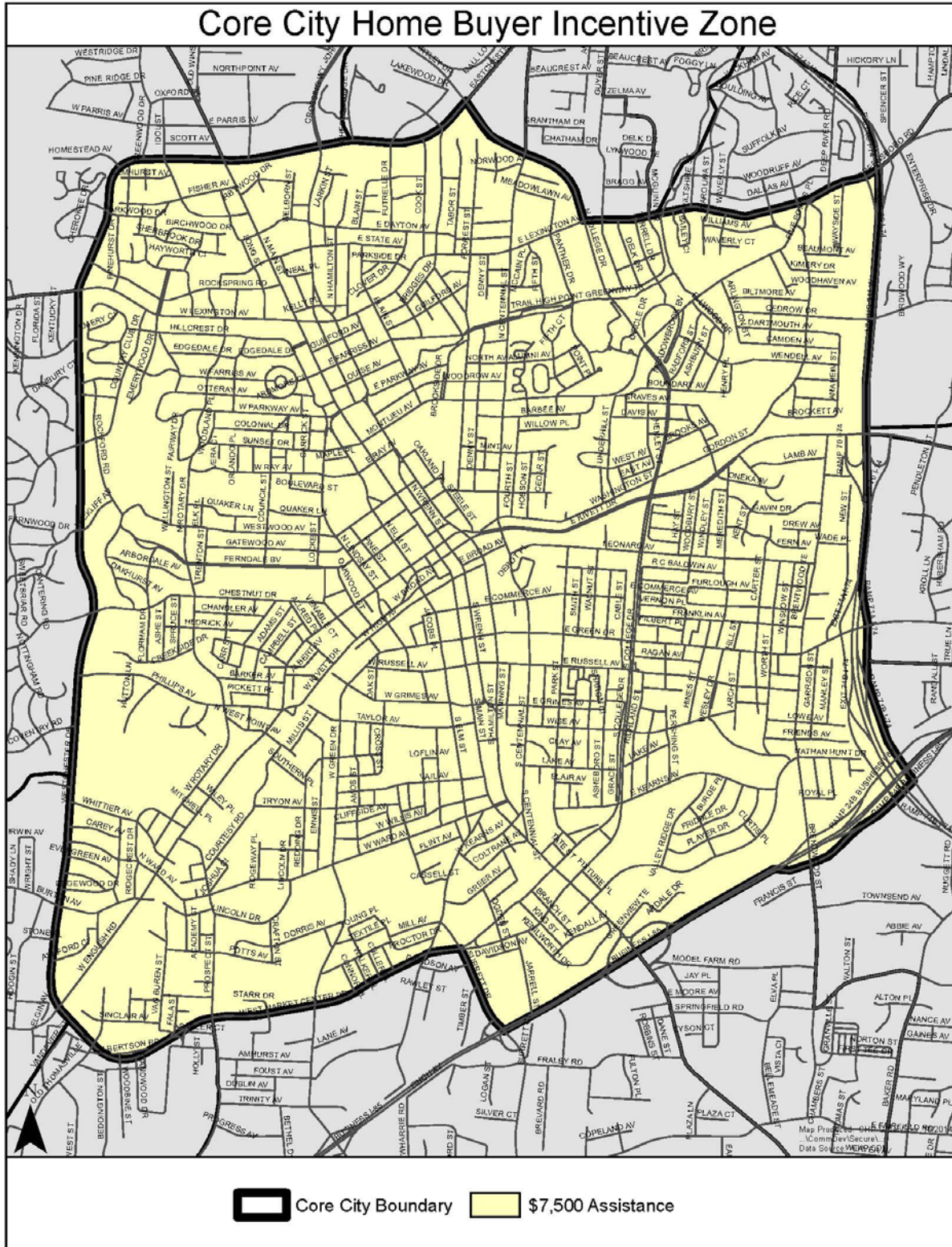
For first-time homebuyers, the homebuyer shall also be required to complete an 8-hour Homebuyer Education class and commit to participate in post-purchase counseling consisting of two, 2-hour individual counseling sessions within the first 12 months of ownership.

The City may waive any of the requirements given above at their discretion.

CCHBI is provided in the form of a forgivable loan in the amount of \$7,500. The loan is forgiven at 20% per year over a five-year period. If the homebuyer ceases to own and occupy the home during that five-year period, the remaining pro-rata loan balance shall be due and payable to the City.

There are no income requirements associated with CCHBI. Core City homebuyers who are eligible for federal funding will have additional requirements including, but not limited to, a minimum housing code inspection.

Core City Home Buyer Incentive Zone



Lead Safe Housing

Many housing units in the Core City were built in or before 1978, the year when the use of paint containing lead was banned. With the dangers of lead-based paint being well [documented](#), particularly to children ages 6 and under, it is the goal of the City to minimize the potential exposure to possible sources of lead-based paint hazards in homes being purchased with CCHBI funding.

In conjunction with the other requirements provided above, the following is a list of criteria that the City shall follow as a part of its underwriting process regarding lead safety, taking into account the age of the home and the presence of children.

	<i>Home built in 1978 or before</i>	<i>Home built in 1979 or after</i>
<i>Borrower DOES NOT have children ages 6 and under nor children in this age range that will be “visiting frequently”</i>	No additional action is required	No additional action is required
<i>Borrower DOES have children ages 6 and under or children in this age range that will be “visiting frequently”</i>	See below	No additional action is required

1. Upon receiving an application for CCHBI funding from the Participating Lending, City staff will provide the Borrower with a copy of the brochure entitled “Protect Your Family From Lead in Your Home” (Lead Brochure).
2. At closing, the Borrower will be required to sign a statement verifying that they received a copy of the Lead Brochure as well as indemnifying the City against any future obligation related to lead-based paint hazards.

V. Lease-Purchase Program

A. Program Description

The City of High Point created the Lease Purchase Program to offer income eligible families the opportunity to lease City-sponsored homes for one year while they prepare for homeownership. During the 12-month lease period, the families receive intensive financial literacy training in the form of credit counseling, budgeting and saving in preparation to become mortgage ready. Applicants are identified from the participants in the Homebuyer Education classes sponsored by the City, participants in the Individual Development Account (IDA) program as well as participants in the Housing Authority of the City of High Point's Family Self Sufficiency Program.

B. Lease-Purchase Process

1. Potential participants are recommended for the Lease-Purchase Program through a Participating Lender or through their participation in the IDA Program.
2. Potential participants need to meet program qualifications as described in Section IV above within 12 months of beginning the program as determined jointly by the property manager and the City's Housing Specialist.
3. Applicants will sign a 12-month lease with the City's designated property manager along with an addendum highlighting the expectations of the Lease-Purchase Program.
4. At the conclusion of the 12-month lease, if it is determined that the applicant has met many of the requirements of the Program but needs additional time to become mortgage ready (e.g., has saved \$500 toward down payment, but has not completed credit counseling classes), then the City may exercise the option to renew the lease for up to 12 additional months on a case-by-case basis.

VI. Other Program Elements

A. Minimizing Displacement

The City of High Point will utilize the following program elements to minimize displacement and maximize benefit to low and moderate income households during implementation of the rehabilitation program.

1. The City will follow applicable federal regulations pertaining to displacement of affected residents.
2. The City will relocate individuals only if the dwelling units in which they live are dilapidated and/or if lead based paint regulations require relocation. The Housing Specialist and Project Manager will coordinate temporary relocation of the client into a decent, safe, and sanitary unit.
3. The City's loan programs discourage the subsequent sale of rehabilitated property by enforcing its recapture provisions.

B. Repeat Assistance

Applicants who have received prior assistance under any of the City of High Point's rehabilitation programs may not apply for additional assistance for a period of five (5) years from the date of completion of prior work or until after the satisfaction of any liens placed on the property, whichever is later.

Applicants will become ineligible for repeat assistance if they have reached a maximum of \$25,000 in assistance from all City rehabilitation program resources combined.

Prior to making a determination on repeat assistance, the Director and Affordable Housing Manager will have available to them the following additional information:

1. Funding Source(s) for Prior Assistance (e.g., \$8,000 maximum for URP)
2. Date and Terms of Prior Assistance (e.g., will not be considered for component replacement work for at least 10 years after work was completed)
3. Prior and Current Work Write Up
4. Necessity and cause of repairs currently requested

Exceptions can be made subject to approval by the Director. Grounds for exception may include severity of the housing need and the nature of the repair work.

APPENDICES

Appendix A: Verifying and Determining Income

1. Current household income, projected 12 months into the future, must be verified and verification shall be kept in each applicant's file. Once income is verified, the agency shall formally determine if the family is income eligible for assistance.
2. Verifications of income should not be more than six months old when the family receives agency assistance.
3. The financial institution that holds certifications of deposit, savings or checking accounts is the preferred source to verify their earnings and values.
4. Income should be verified using the following methods in order of preference:
 - a. Written third party verification completed by the employer or other income source, mailed or faxed directly to the Community Development and Housing (CD&H) Department. For applicants receiving income from the Social Security Administration (pensions, disability benefits, Social Security, or others) or from Social Service agencies, request the information from the office serving the area to the attention of an identified CD&H staff person. Hand-delivery of third party verification documentation may be accepted on a case-by-case basis.
 - b. For employees earning wages or salaries, a previous year's W-2 form or copies of current (meaning they were issued no more than 30 days prior to the application for assistance) paycheck stubs for a three-month period. For applications receiving benefits through public agencies, a copy of the award letter is acceptable.
 - c. For those with unearned income and no other alternatives are possible, a photocopy of the regular benefit check is acceptable, along with a signed affidavit.
5. The previous year's completed Federal tax returns (1040) including W-2 forms and all other schedules for all adult household members. Those individuals who did not file a tax return must provide a notarized affidavit stating the same.

Self-employed individuals, or persons having variable or seasonal annual income must submit the previous three year's Federal tax returns. W-2 forms alone are not considered adequate income verification. During the last six months of the calendar year, the tax forms should be supplemented with recent income documentation.

Appendix B: Competitive Bid Procedure

Projects are awarded on the basis of a ***competitive bid***. In most cases, all contractors on the preferred contractor list will be sent written invitations to bid on the prospective project several days prior to the bid meeting. On occasion not all contractors will be invited to bid on project. Some of the reasons for not inviting a contractor to bid on a particular project include the following:

1. The contractor's backlog of work would preclude beginning the prospective project by the desired date;
2. The scope of the work for the project is not a good fit with the contractor's particular area of expertise;
3. There are issues or problems with performance on a previous or current project that have not been resolved to the satisfaction of the project manager.

A brief summary of the bid process is given below:

- An Invitation To Bid is sent to all preferred contractors, informing them of the date for the Bidders Meeting (usually includes a site review) and the Bid Due date and time.
- Contractors shall bid on the prepared Work Write-Up.
- Contractors or their representative shall attend the Bidder's Meeting in order to be eligible to bid.
- All bids shall be submitted to the City by the established Bid Opening date and time.
- No bid may be changed or corrected after the Bid Opening (note that the contractor need not be present at the bid opening).
- All bids will be considered firm contract prices, and contractors will be held to their total bid price.
- Prior to being awarded a bid, a contractor shall have the Work Write-Up reviewed by the City's Project Manager. The total bid price shall equal the sum of the line items located within the Work Write-Up.
- If awarded a bid, a contractor has three (3) business days from date of notification to refuse the project. If refused, the project will be awarded to the next lowest acceptable bid.

The bid meetings are held at the jobsites and the contractor or a designated representative may be present in order to submit a bid. Each contractor shall be issued two copies of the work write-up. One is for the contractor to keep for reference and note taking. The other is the bid copy to be turned in before the bid deadline. At the bid meeting, the project manager will review the work write-up with the contractors on a line item basis. Contractors have the opportunity to inspect the property to evaluate the condition of the property for themselves.

The bid opening is held at a designated location in City Hall. Contractors need not be present at the bid opening, but are welcome to attend. To be eligible, a bid must arrive at the City prior to the announced bid opening deadline.

In general, the contractor submitting the lowest bid will be awarded the contract for the project in question. The City retains the right to reject any and all bids when it is judged to be in the best interests of the City to do so.

New Contractors: Contractors must demonstrate their ability to successfully complete their first project before being awarded other projects. If contractors desire to become a preferred contractor:

- 1) Complete 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.

Appendix C: Housing Quality Standards



COMMUNITY DEVELOPMENT & HOUSING DEPARTMENT

CITY OF HIGH POINT

**HOUSING QUALITY STANDARDS
FOR NEW CONSTRUCTION**

AFFORDABLE HOUSING DEVELOPMENT PROGRAM

JOB START-UP REQUIREMENTS

1. Provide approved Porta-Jon with weekly maintenance at job site.
2. Provide approved means of temporary power at job site by starting date of job.

1. FOUNDATION

FOUNDATIONS

The sizing of and type of concrete materials selected for footings, foundation walls, piers, retaining walls and curtain walls shall be determined by the NC State Building Code. However, it is a requirement of the Infill Housing Quality Standards that all masonry/concrete foundation walls shall be veneered with brick and mortar. Foundation coatings of stucco, paint, or other exterior coatings shall not be permitted.

VENTS

Install vinyl, screened and automatically dampered foundation vents.

2. SITE IMPROVEMENTS

GRADING

Grade soil to a minimum clearance of 6" between siding and grade. Form a swale to divert surface water away from foundation. Seed all areas of disturbed soil with Fescue grass seed, fertilize and cover with straw.

CONCRETE DRIVEWAY

Concrete driveways shall be 4" minimum thickness with wire reinforcement. Wire mesh reinforcement shall be **6/6 10-10 welded steel wire** fabric, conforming to ASTM-A185. Sides and ends shall be lapped at least 6". Use only transit mixed 3,500 PSI grade concrete. **Concrete shall not be poured when the surrounding air temperature is below 40 degrees F.** Install 1/2" isolation joints at sidewalks' and control joints every 10' per industry standards and 1" in depth. Edge the driveway and complete with a light broom finish.

CONCRETE SIDEWALK

For sidewalks, form and pour a 3' wide, 4" minimum thickness concrete sidewalk. Surface finish driveways and sidewalks to a light broom finish. Use only transit mixed 3,000 PSI grade concrete. **Concrete shall not be poured when the surrounding air temperature is below 40 degrees F.** Groove the walkway every four lineal feet. Round the edges of the walkway and complete with a float and broom finish.

CONCRETE STEPS

Size the steps to be uniform in width and height with risers that do not exceed **8-1/4"** and that treads are not less than **10-1/4"**. Surface to have a light broom finish and rubbed finish after the forms are removed. **Concrete shall not be poured when the surrounding air temperature is below 40 degrees F.**

LANDSCAPING

Yard areas that are to be seeded shall be loosened to a depth of two inches. Apply **Kentucky Tall Fescue** at the rate of 1/2 pound per 100 square feet. **Apply 10-10-10 fertilizer** at the rate of 2 pounds per 100 square feet. Apply **straw** at the rate of 1/2 bale per 100 square feet. Materials shall be distributed uniformly over the areas to be seeded.

3. FLOORING

UNDERLAYMENT

Underlayment shall be **3/8" thick AC exterior** plywood panels and shall be nailed with steel flat countersunk headed nails, slightly recessed and spaced not more than 6" on center along panel edges and not more than 8" on center along panel interior. (A screw schedule may be substituted at the contractor's discretion.) Fill and sand underlayment so as to provide a smooth and even base. Underlayment shall be installed on the inside of any closets that can be accessed from the room.

VINYL FLOORING

Install cushioned **Armstrong** (or equivalent) 15-year wear warranted vinyl sheet floor covering over clean floor. Use recommended flooring manufacturer installation guidelines and apply in accordance with manufacturer's instructions. Sheet vinyl flooring is to be installed in a manner which will minimize the need for seams. Seams shall be placed in inconspicuous locations, away from heavy traffic areas. All seams shall be in accordance with the manufacturer's instructions and seams are to be sealed using seam-sealer recommended by the manufacturer. Fitting and cutting shall be done carefully so as to produce an "invisible" seam. use aluminum edge trim at doors only. Install shoe molding around the perimeter of floor and finish to match. Floor covering shall include the inside of any closets that can be accessed from the room. Submit vinyl samples for approval. Allowance for vinyl sheet floor covering shall be not less than **\$10.50 per sq. yard**. Vinyl pattern and color to be selected from available Armstrong stock.

CARPET

Carpet padding and carpet shall comply with FHA standards UM-44A.

(a) Padding shall be **1/2" thick** FHA approved rebond; and

(b) Carpet shall be FHA approved **plush nylon** with a minimum pile yarn weight of **44 ounces per square yard**.

Use tack strips along all walls to be carpeted. Cut off doors as required to clear carpet. Care shall be exercised when cutting doors to prevent splintering or damage to the doors. Install metal carpet strips where carpet abuts other types of flooring surfaces. Carpet shall be installed in closets of rooms where carpet is specified. All carpet laying work is to be done by professional carpet installers. Seams shall not be permitted in the standard running length of the carpet. Carpet shall be laid in a manner which will minimize the need for seams. Required seams shall be placed in inconspicuous locations, away from heavy traffic areas.

Install **15-year** wear warranted carpet and pad.

4. EXTERIOR WALLS

SIDING

Siding color and style shall be selected by the owner. Siding shall have a manufacturer's **life time warranty**. Install 1 "Hardiboard" siding over insulation board or in accordance with approved Model Energy Code/Energy Star guidelines. Siding shall be installed according to the manufacturer's instructions. Wrap all exterior fascias, soffits, rakes, front porch ceiling and columns, window frames and sills with color coated aluminum. Nails shall be aluminum. Use light blocks at all exterior light locations. Caulk all seams and cracks with color-matched latex caulk.

5. EXTERIOR DOORS

Note: Key all installed locks the same if two or more exterior door locksets or deadbolts are installed.

EXTERIOR DOOR

Install a 1-3/4" thick, 24-gauge galvanized steel veneered **Masonite** (or equivalent), insulated core, six panel exterior door, with reinforced lock block, frame and casing. The door shall be hung on three 4" brass plated butt hinges and install a pick resistant entrance type lockset and single cylinder entrance type dead bolt. Install a brass plated door stop on the baseboard. Door is to be installed complete with vinyl beaded weather stripping and an aluminum threshold with vinyl insert. Door may come with or without glass in the top portion. Door shall be factory primed and come with a **five-year** manufacturer's warranty. All exterior doors shall have a solid platform of concrete or approved decking at every exterior entrance.

DEADBOLT LOCKS

Deadbolt locks (**Kwickset or Schlage**), are to have case hardened rim and throw bolt at least 1" long. Locks on solid doors are to have a thumb-turn on the inside. Locks on doors with glass windows shall be keyed on both sides.

6. STORM DOORS

STORM DOOR

Install an aluminum framed, color finished **Anderson 3000 Series** (or equivalent) storm door, complete with all hardware, mechanical closure, vinyl sweep, storm check, one screen and two glass panels. Extruded door stiles shall be a minimum of 1" thick for continuous hinge and 1-1/4" thick for three hinge, with top rail and stiles a minimum of 1-1/2" wide. Storm doors to be furnished in white or brown.

7. WINDOWS

WINDOWS

Provide for **Anderson "American Craftsman"** (or equivalent) windows that are constructed of vinyl double hung, double glazed window and frame, with tilt-out sashes and all code required hardware. Windows shall meet or exceed current Model Energy Code/Energy Star Guidelines. Windows shall be colored vinyl with half screens. Windows shall be installed strictly in accordance with the manufacturer's instructions. Fill all voids with insulating foam and a continuous 6 mil polyethylene vapor retarder between

framing and casing. Installation shall include all exterior and interior trim. Install an aluminum framed screen and locks. Caulk all window frame seams and joints with a color-matched caulk.

8. PORCHES

WOOD DECK

All materials used for decks shall be pressure treated wood. The complete outer band will consist of 2" x 8" lumber. Joists will be 2" x 6" lumber. Posts are to be 4" x 4" lumber embedded in 12" of concrete. Joist hangers or ledger strips shall be used for all joist ends. Joists shall be on 24" centers. Flooring shall be 2" x 6" or 5/4" deck planking. All nails shall be galvanized. Care shall be exercised during nailing to avoid "split outs". Deck construction must be in accordance with the North Carolina Building Code, Volume VII.

9. GUTTERS

GUTTER SYSTEM

Install pre-finished, seamless aluminum gutters on all horizontal fascias, with adequate downspouts for proper drainage. Gutters are to be secured with spikes and sleeves set no more than 24" on centers. Install precast concrete (not plastic) splash blocks at the base of each downspout.

10. ROOFING

SHINGLE ROOFING

Install 1 layer of 15 lb. builders felt with a 2" top lap and a 4" side lap. Install minimum **GAF 30-Year** (or equivalent) laminated fiberglass shingles conforming to ASTM D3462 (Class A, Type 1). Install to the manufacturer's instructions. Drip edge shall be installed around the perimeter rakes of the roof edge. Install stepped metal flashing and counter flashing at all chimneys. Flash all plumbing vents, valleys and junctions of roof to walls. Install with galvanized or aluminum nails. Provide a **Limited Lifetime material warranty and a one-year written warranty** on the labor.

SOFFIT VENTS

Under eaves venting to be perforated vented vinyl 8" by 16" vents or continuous strip vent. Mandatory specifications for ventilation are 1 sqft free area per 150 sqft attic floor.

GABLE VENTS

Install A type gable vents, vinyl or pre-painted aluminum. Prime and paint two coats to match existing. Mandatory specifications for ventilation are 1 sqft free area per 150 sqft attic floor.

11. HEATING EQUIPMENT

NOTE: All electrical hook-up and control wiring, fuel piping, duct and furnace installation shall be in accordance with the NC State Building Code. All system design and mechanical work shall be performed by a licensed heating contractor and warranted to meet performance, general, material and workmanship specifications. All work is to be made without damage to structural members, walls, ceilings or floors.

NOTE: All low voltage wiring, gas piping or any necessary penetration shall be protected with an approved conduit installed through the foundation wall to the furnace or condensing unit.

FORCED AIR HEATING AND AIR CONDITIONING

Install a forced air electric or gas heat and electric cool system with an AFUE minimum rating of **90% (or better) AFUE and minimum 13 SEER for cooling**. The system shall have sufficient size and capacity to maintain an inside temperature during the heat cycle of 70 degrees F when the outside temperature is at 10 degrees F. and maintain an inside temperature during the cool cycle of 78 degrees F when the outside temperature is at 95 degrees F.

Supply and return plenum for the unit shall be of sufficient length to extend through the foundation wall a minimum of 12" beyond the wall. Any opening made in the masonry foundation wall for the plenum shall be braced and supported with steel angle irons of appropriate size. Adequate supplemental floor supports shall be provided for floor joists bearing on framing across the opening. The plenum shall be protected with a metal flashing that covers the plenum on three sides. The flashing shall extend from the package unit to the foundation wall and shall be attached with sheet metal screws at the unit and caulked with an approved caulking material at the joints.

The air duct design shall utilize a main trunk. Do not install a "spider" design air duct system. New duct installation shall have a minimum of R-8 duct insulation with a vinyl vapor barrier. Seams shall be stapled and sealed vapor tight. Install the filter in an interior wall for easy access by the owner. Adjust, balance and control the system to provide the uniform distribution of heated and filtered air to all rooms. Restore ground area around exterior units to provide for positive drainage away from the equipment and the house.

12. MOISTURE AND THERMAL CONTROL

VAPOR BARRIER

Remove all debris from crawl space and install a 6 mil. polyethylene vapor barrier on ground. Lap seams 12" minimum and lay vapor barrier flat. Cover 85% of the total area. NOTE: Do not install vapor barrier until after termite treatment.

FLOOR INSULATION

Install R-19 kraft faced fiberglass roll insulation with vapor barrier facing up toward the floor. Hold the insulation in place with tiger teeth or staples.

ATTIC INSULATION

Insulate the attic to a minimum of R-38 blown in place cellulose or fiberglass insulation. Display an attic insulation certification card on a roof rafter in the attic directly above the attic access scuttle to verify the R value.

DRYER VENT

Install outside venting for the clothes dryer, using aluminum metal flexible dryer vent hose with a dampered exterior weather cap.

13. PLUMBING

NOTE: The design and installation of all new plumbing and fixtures shall comply with the provisions of the NC State Building Code (PVC drain from the curb to the house shall be 4" diameter piping to include the soil and vent stack. All plumbing work shall be performed with a permit and by a licensed plumber. All work is to be made without damage to structural members, walls, ceilings or floors.

PLUMBING MATERIALS

Plumbing materials shall comply with and be installed in accordance with the North Carolina State Plumbing Code. All piping shall be installed in a manner which will not cause critical damage to structural members. Sewer and waste lines shall be PVC plastic pipe with compatible fittings. Include connections for the washer/dryer area. Use solvents recommended by the pipe manufacturer. Supply (water) lines shall be type L hand drawn and code approved plastic tubing with wrought copper fittings. Fixture supply lines shall be rigidly mounted plastic pipe with shutoff valves. Do not use lead-based solder with non-corrosive flux. Water lines may be neoprene in lieu of copper. Grade and seed all areas of disturbed soil with Fescue grass seed, fertilize and cover with straw.

KITCHEN SINK

Install a stainless sink, self-rimming, 4-hole, 2 basin **Glacer Bay** (or equivalent) 20 gauge (or better) kitchen sink, with 8" deep bowls complete with basket strainers and spray nozzle. Install sink complete with drain piping and trap assemblies and 2 supply lines with individual cut-off valves.

KITCHEN SINK FAUCET

Install a chrome plated all metal single level **Delta "Grant"** (or equivalent) 1.8 GPM kitchen faucet with a ceramic cartridge, drain piping and trap assemblies and 2 supply lines with individual cut-off valves.

VANITY

Install a white lavatory on an **all wood** cabinet base. Install a chrome plated all metal single handle lavatory **Delta "Foundations"** (or equivalent) **1.2 GPM bath** faucet with pop-up drain stopper, drain and trap assembly and 2 supply lines with individual cut-off valves.

FIBERGLASS BATHTUB

Install a one piece white 5' **Sterling "All Pro"** (or equivalent) fiberglass bathtub with shower chrome plated Delta "Porter" 2.0 GPM shower faucet with filler valve, shower diverter valve and pop-up drain stopper. Tub surround to have an integrally molded soap dish and grab bar. Install a chrome plated or polished aluminum shower curtain rod.

TOILETS

Install a white, water saver type, **American Standard "Cadet", 1.28 GPF** (or equivalent) water closet in bath. Install a new wax seal. Install a supply line with cut-off valve.

WATER HEATER

Install a **6 year warranted** electric or gas water heater and a cold water shut off valve. Water heater to have a minimum 40-gallon capacity and be equal to that manufactured by Rheem (or equivalent). Upright types installed inside of houses shall have extension piping added to the relief valve to direct relief to underneath the house. Low-boy types that can be mounted under the structure shall be placed on a 4" thick concrete

slab. If the heater is installed in an unheated space, install additional R-10 insulation over sides (and top of electric tank) and install 1/2" wall thickness foamed plastic insulation over the supply piping. Do not cover valves, controls, access panels to heating elements or junction boxes. Provide all electrical, venting, gas or plumbing connections as applicable.

14. ELECTRICAL SERVICE

WIRE ELECTRICAL SYSTEM TO CODE

The design, construction, installation, adjusting and labeling of all electrical equipment, devices and accessories shall comply with the provisions of the current edition of the National Electrical Code (NEC). All electrical work shall be performed under a permit and by a licensed electrical contractor. This installation is to be made without damage to structural members, walls, ceilings or floors.

All major appliance outlets (including the washer/dryer connection) and other equipment shall be on separate grounded circuits.

All rooms shall have the minimum number of receptacles, as per the NEC, and a switched light fixture. Install switched light fixture at all exterior entrances. Install a door chime at the front entrance.

Use only GFCI's in bathrooms, laundry rooms and kitchens within 5'-0" of plumbing or other path to ground.

Wiring shall be concealed to the maximum possible. Use non-metallic sheathed cable with copper conductors. All branch circuit wire gauges shall be in accordance with the National Electric Code.

200 AMP SERVICE

Install a 200 amp minimum service panel, main disconnect, and circuit breakers. Panel to have main disconnect breaker and accommodate 20 circuit breakers. All major appliances are to be on separate circuits. Provide circuit index on service panel door showing which lines are served by each breaker.

BATHROOM FAN

Install a **Broan 40000 Series** (or equivalent) exhaust fan with wall mounted switch. Exhaust fan shall be ducted outdoors with a 4" minimum diameter insulated duct and a dampered and flashed vent. Exhaust fans shall be rated at 50 CFM (or better).

RANGE HOOD

Install a 30" ducted range hood with separately switched two speed 160 CFM (or better) fan and light. Install Stovetop Firestop fire suppression canisters.

LIGHTING

All interior and exterior lighting shall be furnished for every application as necessary for completion. A minimum of one Hampton Bay "Southwind" (or equivalent) 52 in. Brushed Nickel Ceiling Fan.

Ceiling fixtures in living areas and bedrooms shall be 2-Light Brushed Nickel Flushmount variety.

Overhead kitchen lighting shall include a general purpose Lithonia Lighting 41-watt, 4 ft. White LED wraparound light.

Dining room lighting shall include Progress Lighting Trinity Collection (or equivalent) 5-Light Brushed Nickel Chandelier.

Bath fans shall be Nutone (or equivalent) 70 CFM Ceiling Exhaust Fans/ Light combos with White Grille and Bulb.

15. PEST CONTROL

TERMITE EXTERMINATION

Treatment is to be done by a professional pest control operator, properly licensed and bonded. Soil treatment shall be applied to dry soils during clear weather after all grading is completed. Exterminate structure for termites and powder post beetles, using **approved pesticide products**, applied according to the manufacturer's specifications. Exterminator shall provide to the contractor a certificate of treatment and a one-year termite and powder post beetle extermination warranty.

16. EXTERIOR PAINTING

Caulk all cracks and seams on building components as required to stop air infiltration including siding, trim, and around doors and window frames. Prime any bare wood with oil or latex based exterior primer. Do not apply exterior paint in damp or rainy weather. Do not apply exterior paint when the temperature is below 45 degrees F. All color selections are to be made by the owner from samples furnished by the contractor.

PAINT FOR HOUSE AND TRIM

Where paint is required, prime all bare wood or substrate. Paint all exterior fascias, soffits, rakes, porch ceiling(s) and columns, and all miscellaneous exterior woodwork (not covered with vinyl or aluminum) with two coats of exterior latex house paint. Paint the outside of exterior doors, jambs and casings; the outside of window sash, frames, sills and casings; and access door and frame with two coats of exterior latex enamel. **NOTE:** Clean all paint from window glass and loosen all windows that are stuck with paint.

17. INTERIOR ROOMS

SHEETROCK WALLS

Wallboard shall be gypsum wallboard with tapered edge complying with ASTM C-79. Wallboard shall be installed at right angles to the supporting structural members in as long a length as possible. Wallboard shall be nailed with ringed and coated drywall nails 1-1/4" long. Nails shall be driven with their shanks perpendicular to the face of the wallboard and seated below the surface of the board without breaking the paper. Nails shall be driven at least 3/8" from the panel ends and edges. Use double nailing, with pairs of nails spaced 12" on center and 2" apart. Use single nailing around the perimeter of the panel, spaced 7" on center. Install with gun applied wallboard adhesive.

Tape, apply joint compound as required, let dry, sand and prepare for painting. A minimum temperature of 55 degrees F. shall be maintained in those areas where the work is being performed until the joint compound is completely dry. Over joints the tape is to be embedded in joint compound and covered with a thin layer of compound. A second and third coat shall be applied. Each coat shall be dry before applying the next coat. Each coat shall be feather edged and extended beyond the previous coat approximately 2". Cover nails with three applications of joint compound, allowing time to dry between each coat. The finish coat

shall be sanded lightly and any imperfections corrected before painting. Caution shall be used to avoid “roughing” of the wallboard surface.

Inside corners shall be reinforced with tape embedded in joint compound. Outside corners shall be protected by galvanized wallboard corner beads. Corner beads shall be finished with two coats of joint compound.

SHEETROCK CEILING FINISH

On blown textured ceilings, Kilz (or equivalent) shall be used as a primer. Add paint to stipple material at the rate of one gallon per bag of mix. **Note: Ceilings in bathrooms and kitchens are to have a smooth flat finish only.**

LOCKSET

Install a **Kwikset, Weiser or Schlage** (or equivalent) privacy lockset on bedroom and bath doors.

INTERIOR ROOM DOORS

Install a 1-3/8” **Masonite Interior Door Series** (or equivalent) six panel hollow core entry door, jamb with colonial trim and hardware in the existing opening. Install a privacy lockset on bedroom and bath doors; and a passage lockset on closet or laundry room doors.

PAINTING

All paint and other “finish” materials **shall be of best quality as detailed below.** All paint is to be delivered to the job site in manufacturer’s sealed containers. Each container shall be labeled, giving manufacturer’s name, type of paint, instructions and color. Paint shall be used without thinning. Paint to be applied in dry weather, to dry surfaces, within an air temperature of 50 degrees to 95 degrees F.

Finished work shall be uniform, of approved colors, smooth and free from runs, sags, defective brushing and rolling. All edges of paint adjoining other materials or colors shall be sharp and clean. If thinners are required (as with professional spray apparatus) use only solvents or thinners of type and in quantity as recommended by the applicable paint manufacturer.

Paint walls of the room and closet with two coats of flat interior latex paint. Paint the kitchen and bath walls with two coats of interior latex enamel. Paint doors, jambs, the inside of window sash and all wood trim with two coats of interior latex semi-gloss enamel. Clean all paint from window glass and loosen all windows stuck with paint. Paint ceiling of the room and closet with two coats of flat interior latex ceiling paint.

Acceptable Paints by Brand Name: Including flat ceiling paint, latex interior flat wall paint, latex interior semi-gloss enamel, Latex exterior wall and trim paints, etc. are to be premium quality by manufacturers brand Glidden, Sherwin Williams, Valspar, Duron, BEHR, Olympic, (or equivalent). *Paint brands omitted from the above list does not indicate that other brands are not acceptable, however brands not listed above must be approved by the Project Manager prior to use.*

18. MILLWORK AND CABINETS

KITCHEN CABINETS AND COUNTER TOPS

Cabinets shall comply with the requirements of the American National Standards Institute ANSI A 161.1 “Recommended Minimum Construction and Performance Standards for Kitchen Cabinets”. **Cabinets shall**

be HAMPTON BAY “Cambria” (or equivalent) Cabinets with Ball-Bearing Drawer Glides and installed level, plumb and true, in accordance with the manufacturer’s specifications. Cabinets shall be attached with screws to studs or other framing members. Trim out all “open” spaces between cabinets and walls with prefinished trim (which is to be provided by the manufacturer so as to match the installed materials). All cabinets are to be new and color matched. Salvage materials are not acceptable.

Countertop shall be factory constructed, post formed prefabricated high pressure laminate Tempo (Granite look) with roll backsplash, “waterfall” edge” with and matching end caps. When countertops exceed 12’ and two pieces must be used, the joint shall not be close to the sink area. Countertop to be approximately 25” deep including backsplash.

BATHROOM MEDICINE CABINET

Install **recessed** medicine cabinets with a mirrored door over the lavatory with a 4-6 bulb LED vanity light bar.

BATHROOM ACCESSORIES

Install **two per bath 24” towel bars and one toilet paper roll holders**. Accessories shall be chrome plated metal.

CROWN, BASE, CHAIR AND MISC. CASING

MDF crown, window casing and baseboard is allowed in living areas and sleeping areas. All millwork in kitchens baths etc. shall be finger-jointed pine.

19. OTHER WORK

HOUSE NUMBERS

Install 4” brass metal house numbers on house within 4’ of the front door. The color of the numbers shall contrast brightly with the background surface color.

MAILBOX

Install a Gibraltar Mailbox Heritage All-in-One Plastic Mailbox and Post Combo with Newspaper Holder (or equivalent, Venetian Bronze mailbox at the curb.

CLEAN-UP

Clean up all construction debris and maintain a neat, clean and safe worksite until the project is completed and all remaining debris is removed from the premises. The house should be professionally cleaned and ready to hand over upon satisfactory remedy of any punchlist items and final completion. The building final shall be delivered to the owner.

Appendix D: Preferred Contractors Policy Manual

General

The goal of the Community Development and Housing Department's rehabilitation work is to increase and improve the housing stock available to residents of High Point with low to moderate incomes. This goal will be accomplished through a variety of programs. Our homeowner program works with people who own their own residences to repair and improve their homes. Our investor program works with owners of rental properties to repair and improve those properties (subject to funding availability). Both of these programs operate similarly in that the City functions as both a bank for the property owner and a facilitator between the owner and the contractor. The program benefits the owner by providing financial assistance and expert advice and assistance throughout the construction process. The program benefits the contractor by providing guaranteed payment and project management oversight and assistance.

In all of these programs, it is the goal of the department to produce a high quality finished product that everyone involved--owner, contractor, and city--can be proud of. We realize that financial constraints often limit what we can do with a particular project. However, we do insist and expect that all work done will be of good quality and that the service provided by the contractor through our programs will be on a par with that provided to the general public.

In all of our work, it is our goal to treat everyone involved--property owner, contractor, and the general public--respectfully, responsibly, and fairly. We hope and expect that our contractors will do the same. In any business, problems and disputes arise occasionally. However, it is our belief that any dispute can be resolved by fair minded, responsible people who are willing to talk and work together towards a mutually satisfactory resolution.

New Contractors

After a new contractor is awarded his first contract, he will not be allowed to start another job with the department until the first is completed and performance is satisfactory. If work is satisfactory, he will be placed on the regular contractor listing. If work is poor, he will receive no more bid requests.

General Liability Insurance

We require all our contractors to carry general liability insurance in amounts that are consistent with City requirements.

It is your responsibility to have your insurance agent send our office a current certificate of insurance stating the limits of your general liability insurance. A new certificate should be sent to us each time your policy is changed or renewed.

Worker's Compensation Insurance

We require all our contractors to comply with the State's Worker's Compensation laws. The easiest and best way to do this is to carry a Worker's Compensation insurance policy and have your insurance agent send a current certificate of insurance. We understand that the cost of such insurance is high but it is not nearly as high as the cost of an uninsured accident.

Bid Procedures

Generally, our projects are awarded based on competitive bids. In most cases, all active contractors on the preferred contractors list will be sent written invitations to bid on the prospective project several days prior to the bid meeting. On occasion, not all active contractors will be invited to bid on a particular project. Some of the reasons for not inviting a contractor to bid on a particular project include the following:

- the contractor's backlog of work would preclude beginning the prospective project by the desired date;
- the scope of the work for the project is not a good fit with the contractor's particular area of expertise;
- there are issues or problems with performance on a previous or current project that have not been resolved to the satisfaction of the project manager.

The bid meetings are held at the jobsites and the contractor or a designated representative must be present to submit a bid. Each contractor shall be issued two copies of the work write-up. One is for the contractor to keep for reference and note taking. The other is the bid copy to be turned in before the bid deadline. At the bid meeting, the project manager will review the work write-up with the contractors on a line item basis. Contractors then can inspect the property to evaluate the condition of the property for themselves.

The bid opening is held in a designated office in City Hall and is generally one week after the bid meeting. The timing of this opening can be adjusted to a shorter or longer period if that is satisfactory to the project manager and the bidding contractors. Contractors need not be present at the bid opening but are welcome to attend. To be eligible, a bid must arrive at the City prior to the announced bid opening deadline.

The contractor submitting the lowest bid will be awarded the contract for the project in question. However, the City retains the right to reject any and all bids when it is judged to be in the best interests of the city to do so.

In rare cases, we may handle a project on an emergency basis in order to protect the interests of the property owner. At the discretion of the CD&H Director, the project manager may be permitted to award a contract to a contractor who can perform the work within the time frame that is needed.

Permits

It is the responsibility of the general contractor to obtain all necessary permits for any project undertaken through our department. This document facilitates the coordination of our work with the inspections department and should be turned in to the permitting clerk at the time the permit is applied for.

It is a common practice among some trades subcontractors to try to save a few dollars by not listing all work to be done when applying for a trade permit. Our department takes a dim view of this practice. We expect our contractors to require their subs to follow the inspections department's regulations completely when obtaining permits.

Building Codes, the Minimum Housing Code, & Community Development Standards

Contractors who do remodeling and rehabilitation work are aware that there are many differences between new construction and remodeling and rehabilitation. Some of the most important differences are found with respect to codes. Under the N.C. State Building Code, new work must meet the standards set for new construction while pre-existing work that is not altered substantially generally does not have to be changed even if it does not meet the current state building code. However, the municipal minimum housing code must also be followed in remodeling and rehabilitation work (depending on funding source requirements). The minimum housing code sets certain minimum standards for determining whether a building is fit for human habitation regardless of whether it is of new, old, or mixed construction. **We urge our contractors to familiarize themselves with the municipal minimum housing code as well as the state building code.**

In addition to the state building code and the minimum housing code, our department also has its own housing rehabilitation standards which must be followed. While the state building code and the minimum housing code are primarily concerned with setting minimum standards for safety and fitness for human habitation, our housing rehabilitation standards are written to take account of additional factors, including function and aesthetics. We try to be as specific as possible in defining our standards in our project work write-ups.

While our project managers consider the state building code and the municipal housing code in their work write-ups, it is ultimately the responsibility of the building inspections department to interpret and enforce both the state building code and the municipal housing code. On the other hand, while the inspections personnel may have personal opinions about what constitutes good work beyond the minimum standards of the codes, it is the responsibility of our department's project managers to interpret and enforce the contractual provisions of the work write-up. **The practical effect for the contractor is that both the building inspectors and the project managers must be completely satisfied with all work performed.**

Our department realizes that there are often gray areas when trying to determine how the different codes and standards fit together. We work hard to coordinate our work with the inspections department to minimize the cases when the contractor receives mixed signals. We firmly believe the best way to do that is full consultation among all parties concerning any gray areas. **We**

strongly recommend to our contractors that they seek clarification of any unclear issues before the work in question is performed.

Change Orders

In the event that work beyond the scope of the project work write-up becomes necessary or is desired by the property owner, a written change order must be drawn up by the project manager and signed by all parties. Work beyond the scope of the work write-up performed by the contractor without the advance knowledge and approval of the project manager is not billable and will not be paid.

Schedules and Liquidated Damages

Our project managers work with our contractors to establish project schedules that are realistic and that accommodate the needs of both the contractor and the property owner. The project work write-up contains a provision specifying the maximum number of days allowed for the project. Since the property owner may suffer losses and inconveniences if the project is not completed on schedule, the contractor may be liable to the property owner for up to \$100.00 per day in liquidated damages when work is not completed according to schedule. Be certain that you have set a realistic schedule for the project and understand the various conditions set forth in your contract pertaining to liquidated damages as well as reasonable and unreasonable delays.

Draw Procedures

Contractors are permitted to request multiple draws per project on large projects. On smaller projects, we prefer to issue a single draw at the completion of the project. Draws are paid based on work completed.

The final draw will be paid after the project manager has verified with the property owner that all work is acceptable. In the event repairs are needed, the contractor is expected to complete the repairs as quickly as possible. If the contractor refuses to complete the repairs on a timely basis, the project manager is permitted to engage another contractor to perform the repairs. If that is necessary, the cost of the repairs will be deducted from the final draw. In the event the cost of the repairs exceeds the final draw, the contractor is liable for the difference.

Our department works very hard to accommodate our contractors by paying draw requests as quickly as possible. Contractors can help ensure quick payment by being certain the draw request is accurate and that all work for which payment is requested has been completed and is acceptable.

Warranty and Lien Waivers

The contractor warrants for one year that all work has been performed in a workmanlike manner using new materials and practices and procedures standard in the construction industry and that all suppliers and subcontractors have been paid in full.

Arbitration of Disputes

The project contract documents contain clauses detailing procedures to be followed in the event of a dispute between the contractor and the property owner.

Further Information

This document is intended as a contractor's guide to the usual practices and procedures of the Community Development and Housing Department. It is not a legal contract. In the event of any discrepancy between this document and the legal contractual documents pertaining to a specific project, the language of the legal contract shall govern.

Appendix E: Glossary

Adjusted Income: Adjusted income is annual (gross) income reduced by deductions (or allowances) for dependents, elderly households, medical expenses, disability assistance expenses, and child care.

Affordable Housing: Housing for which the occupant is paying no more than 30 percent of his or her income for gross housing costs, including utilities. Households that pay more than 30 percent of their income for housing are considered “cost-burdened”.

Appraised Value: An evaluation of a property's value based on a given point in time that is performed by a professional appraiser, normally during the mortgage origination process.

Community Development Block Grant Program (CDBG): A Federal program created under the Housing and Community Development Act of 1974. This program provides grants funds to local and State governments to be used to develop viable urban communities by providing decent housing with a suitable living environment and expanding economic opportunities to assist low- and moderate-income residents.

Community Housing Development Organization (CHDO): A federally defined type of nonprofit housing provider that must receive a minimum of 15 percent in the aggregate of all Federal HOME funds. The primary difference between CHDO and other nonprofits is the level of low-income resident participation on the Board of Directors.

Consolidated Plan: A document written by a State or local government describing the housing needs of the low- and moderate-income residents, outlining strategies to meet the needs and listing all resources available to implement the strategies. This document is required to receive HUD Community Planning and Development funds.

Down Payment: The part of the purchase price of a property that the buyer pays in cash and does not finance with a mortgage.

Debt-to-income ratio: Percentages lenders use to decide whether a loan applicant can afford to make payments on a certain mortgage loan.

Energy efficiency measure means any capital investment that reduces energy costs in an amount sufficient to recover the total cost of purchasing and installing such measure over an appropriate period of time and maintains or reduces non-renewable energy consumption.

Entitlement: An underlying formula governing the allocation of Block Grant funds to eligible recipients. Entitlement grants are provided to larger urban cities (i.e., population greater than 50,000) and larger urban counties (greater than 200,000).

Extremely low-income family: A family whose income is between 0 and 30 percent of the median income for the area, as determined by HUD with adjustments for smaller or larger families. HUD may establish income ceilings higher or lower than 30 percent of the median for the area

median on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Fair Market Value (FMV): The highest price that a buyer, willing but not compelled to buy, would pay, and the lowest a seller, willing but not compelled to sell, would accept.

Fair Market Rents (FMR): The [FMR](#) is the 40th percentile of gross rents for typical, non-substandard rental units occupied by recent movers in a local housing market.

Family means a household composed of two or more related persons.

Gross Income is the total amount of money that a person receives, before taxes and other deductions. This income may include funds from a job, interest/dividends, alimony, disability payments or public assistance.

HOME Investment Partnerships Program: A Federal grant program designed to help jurisdictions expand the supply of decent and affordable rental and ownership housing for low- and very low-income veterans.

Homeownership means ownership in fee simple title or a 99 year leasehold interest in a one- to four-unit dwelling or in a condominium unit, or equivalent form of ownership approved by HUD. The ownership interest may be subject only to the restrictions on resale required under 92.254(a); mortgages, deeds of trust, or other liens or instruments securing debt on the property as approved by the participating jurisdiction; or any other restrictions or encumbrances that do not impair the good and marketable nature of title to the ownership interest. For purposes of the insular areas, homeownership includes leases of 40 years or more. For purposes of housing located on trust or restricted Indian lands, homeownership includes leases of 50 years. The participating jurisdiction must determine whether or not ownership or membership in a cooperative or mutual housing project constitutes homeownership under State law.

Household: One or more persons occupying a housing unit.

Housing includes manufactured housing and manufactured housing lots, permanent housing for disabled homeless persons, transitional housing, single-room occupancy housing, and group homes. Housing also includes elder cottage housing opportunity (ECHO) units that are small, free-standing, barrier-free, energy-efficient, removable, and designed to be installed adjacent to existing single-family dwellings. Housing does not include emergency shelters (including shelters for disaster victims) or facilities such as nursing homes, convalescent homes, hospitals, residential treatment facilities, correctional facilities and student dormitories.

Housing Expense Ratio is the percentage of a person's gross monthly income that it takes to pay a mortgage loan payment plus interest, property taxes and insurance. Lenders use this ratio to decide whether or a not to make mortgage loans.

Low Income: A household whose income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller or larger families is considered low

income. HUD may establish income ceilings higher or lower than 80 percent of the median for the area median on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Low- and moderate-income household means a household having an income equal to or less than the Section 8 low-income limit established by HUD (80% of the median family income).

Low- and moderate-income person means a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose.

Mixed-Income: Refers to a resident mix that includes families with various income levels within one development. Mixed-income developments may combine public housing families with other residents in order to decrease the economic and social isolation of these families.

Moderate Income: Households whose incomes do not exceed between 81-95% of the median income for the area, as determined by HUD, with adjustments for smaller or larger families. HUD may establish income ceilings higher or lower than 81-95 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs, fair market rents, or unusually high or low family incomes.

Program Income: Gross income received by the recipient or a subrecipient directly generated from the use of federal funds or matching contributions.

Property Inspection: The examination of a house by a licensed inspector to see if its structure is sound and if its mechanical systems, such as plumbing and heating, are working.

Rehabilitation means the labor, materials, tools, and other costs of improving buildings, other than minor or routine repairs.

Second Mortgage: A mortgage that has rights that are subordinate to the rights of the first mortgage holder.

Specifications: A detailed description of the size, shape, materials and other details of a building or remodeling project.

Substantial rehabilitation means rehabilitation that involves costs in excess of 75 percent of the value of the building after rehabilitation.

Total Monthly Debt: The total amount of credit card, car loan and other debt payments a person must pay each month, which is used to calculate a person's debt-to-income ratios.

Transitional housing means a project that has as its purpose facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months). Transitional housing includes housing primarily designed to serve

deinstitutionalized homeless individuals and other homeless individuals with mental or physical disabilities and homeless families with children.

Underwriting: The process of analyzing a borrower's finances and credit in order to decide whether or not to make a loan. The underwriter is the person who has authority to approve a loan.

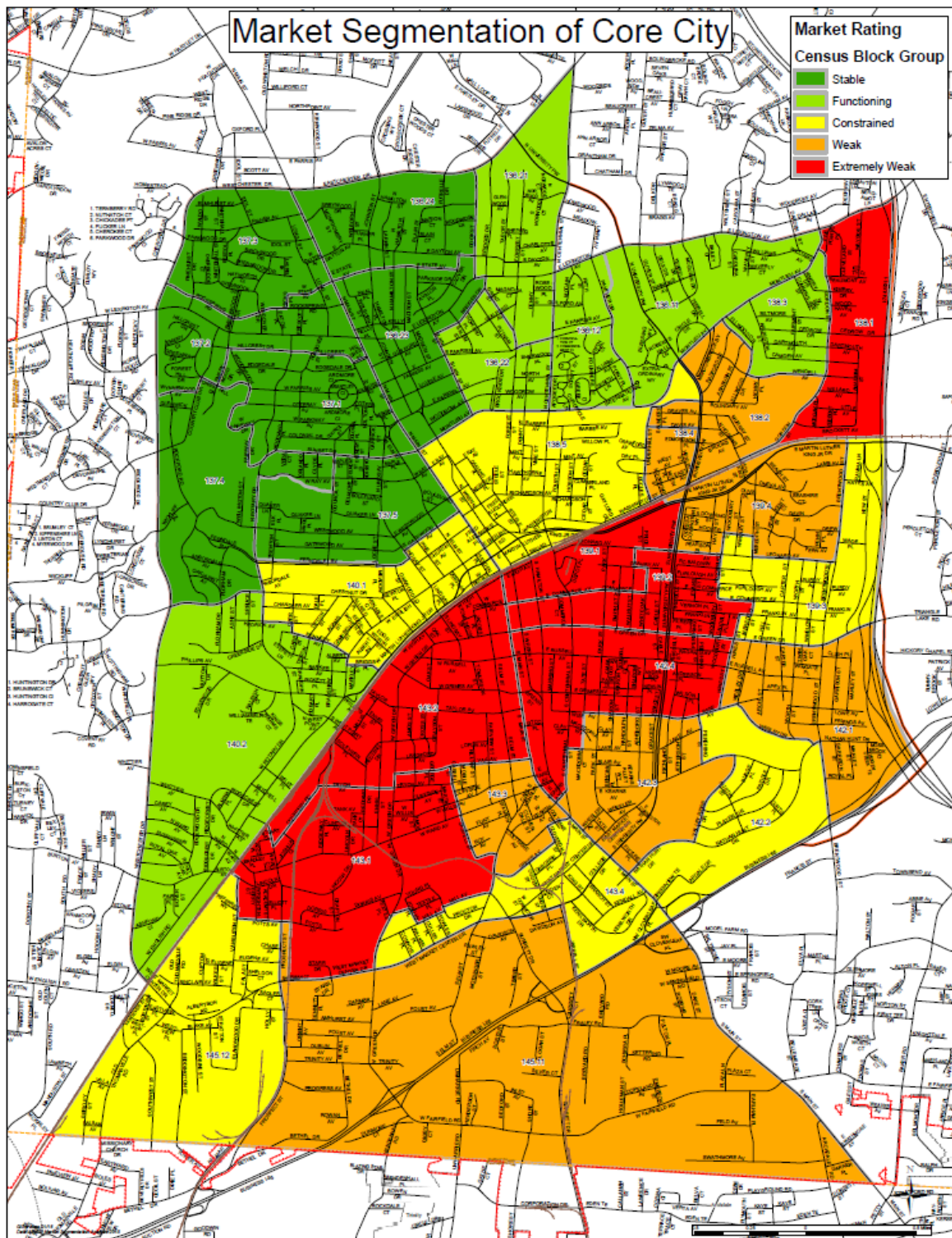
U.S. Department of Housing and Urban Development (HUD): A federal government agency responsible for managing many of the nation's housing programs and for protecting the rights of homebuyers, homeowners, sellers and renters.

Very Low-Income: Households whose incomes do not exceed 50 percent of the median area income for the area, as determined by HUD, with adjustments for smaller and larger families.

Warranty: A guarantee by a seller or manufacturer that a product is what it claims to be, that it is in working order, and (in some cases) that the seller or maker will repair the product.

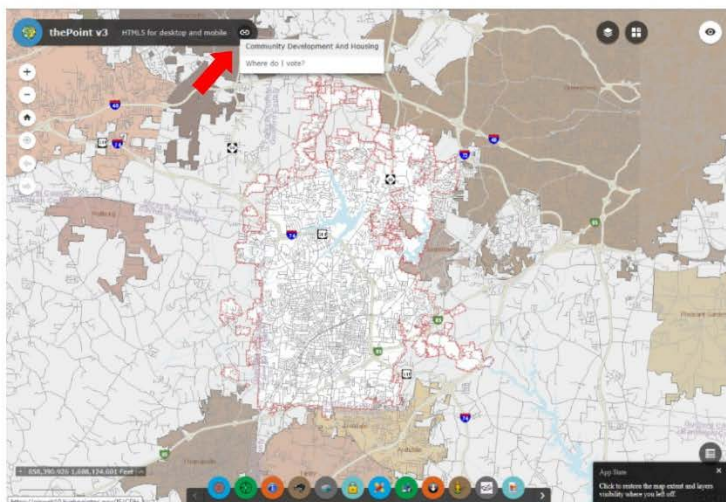
Zoning: A county or city law stating the types of use to which properties can be put in specific areas.

Appendix F: Market Segmentation Study Information

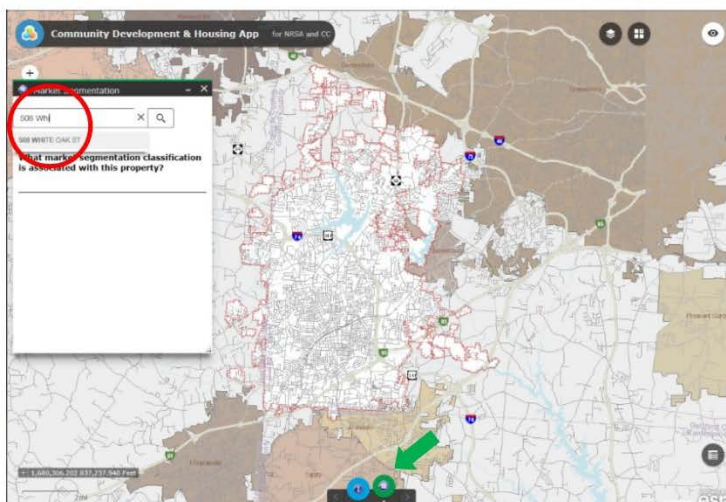


NOTE: The census tracts shown in RED above represent “Extremely Weak” housing markets.

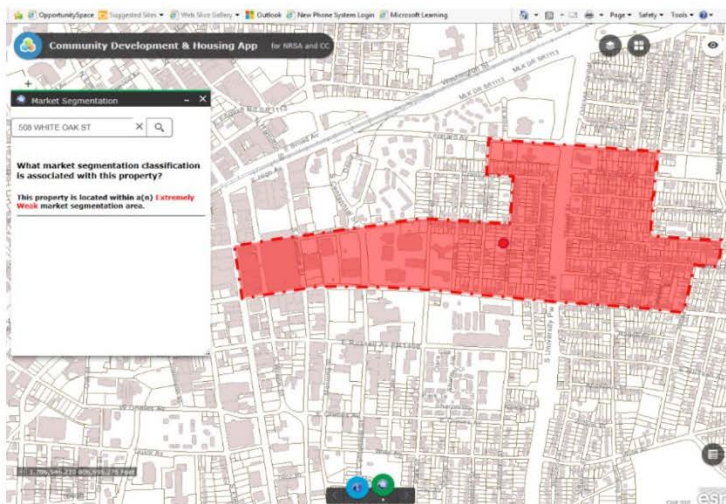
Search Instructions for Property Eligibility



- Type the following web address in your web browser: <http://gisweb10.highpointnc.gov/JS/thePoint/>
- If a pop-up window appears, choose “Ok”.
- Click on the “link chain” highlighted by the red arrow and click on “Community Development and Housing”



- A new pop-up window will appear
- Click on the green circle with the house at the bottom of the page (shown by the green arrow)
- In the pop-up box, start typing in the property address
- Choose the correct address when it appears (shown by the red circle)



- A red dot will show the location of the property.
- The market segmentation classification will be listed in the box on the left and its associated color will appear on the map. In this scenario, 508 White Oak is located in the Extremely Weak area and would be eligible for the Small Builders Incentive Program.

CITY OF HIGH POINT

AGENDA ITEM



Title: Sanitary Sewer Master Plan

From: Terry Houk – Public Services Director
Derrick Boone – Public Services Asst. Director

Meeting Date: July 17, 2017

Public Hearing: N/A

Advertising Date: N/A
Advertised By: On-Call

Attachments: Bid Recommendation
Attachment A – Sanitary Sewer Master Plan Proposal

PURPOSE:

The Public Services Department has identified the need and budgeted for a sanitary sewer master plan for evaluating wastewater capacity for current conditions and for future development. The master plan will be beneficial for planning and prioritizing future capital improvement projects for the sanitary sewer collection and treatment system.

BACKGROUND:

The professional engineering services to be provided for this project involve work associated with flow monitoring and data collection, hydrologic and hydraulic model development, capacity analysis, improvement alternative analysis, and prioritization of capital improvement projects.

BUDGET IMPACT:

Funds for this project are available in the 2017-2018 Budget.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department recommends approval and asks for the Council to award the professional engineering services to CDM Smith in the amount of \$410,300.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Public Services**

COUNCIL AGENDA DATE: **July 17, 2017**

BID NO.: CONTRACT NO.: DATE OPENED:

DESCRIPTION:

The Public Services Department has identified the need and budgeted for a sanitary sewer master plan for evaluating wastewater capacity for current conditions and for future development.

PURPOSE:

The master plan will be beneficial for planning and prioritizing future capital improvement projects for the sanitary sewer collection and treatment system.

COMMENTS:

RECOMMEND AWARD TO: **CDM Smith** AMOUNT: **\$410,300**

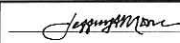
JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
421779	527105	421151027205	40207	\$410,300
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Terry Houk** Digitally signed by Terry Houk
DN: cn=Terry Houk, o=City of High Point, ou=Public Services, email=terry.houk@highpointnc.gov, c=US
Date: 2017.06.29 10:43:37 -0400 DATE: **Jun 29, 2017**

The Purchasing Division concurs with recommendation submitted by the **Public Services** and recommends award to the lowest responsible, responsive bidder **CDM Smith** in the amount of \$ **410,300.00**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=City of High Point, ou=Public Services, email=erik.conti@highpointnc.gov, c=US
Date: 2017.06.30 14:13:30 -0400 DATE: **Jun 30, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jfmoore@highpointnc.gov, c=US
Date: 2017.07.06 17:18:11 -0400 DATE: **Jul 6, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.07 11:25:49 -0400 DATE: **Jul 7, 2017**



5400 Glenwood Avenue, Suite 400
Raleigh, North Carolina 27612
tel: 919-325-3500

June 12, 2017

Mr. Derrick Q. Boone
Assistant Public Services Director
City of High Point
211 S. Hamilton Street
High Point, North Carolina

Subject: City of High Point
Sanitary Sewer Master Plan
Proposal for Engineering Services

Dear Mr. Boone:

CDM Smith is pleased to submit this proposal for Engineering Services to the City of High Point for the Sanitary Sewer Master Plan project. Our proposed scope of services, schedule for completing the work and fee estimate are summarized further below.

A. BACKGROUND

The City of High Point would like to develop a hydraulic model of their sanitary sewer collection system for use in evaluating capacity and options for capacity improvements both for potential existing capacity issues and for future development. Two critical pieces of information are required for the model that can be expensive to collect: physical data for the pipes (especially connectivity, diameter, slope, rim elevation, and invert elevation information) and flow data during dry and wet weather (peak, minimum, and average velocities, depths, and flow.) The City's GIS will provide diameter and connectivity information; however, slope, rim, and invert elevation information is not available. The City plans to hire a summer intern to go through their scanned As-Built data for large diameter modeled pipes (generally 20-inches and above with limited priority 15-inch added) and input this information into the GIS for use in the hydraulic model. The City has 12 pump stations with flow data and 8 permanent rain gages. Of those 12 pump stations, seven of those pump flow meters would be analyzed as they discharge to large diameter pipe. In addition, the City has three chart recorder meters measuring discharge from Archdale, Jamestown, and Sedgfield. Additional temporary flow monitors are required to augment the available flow information and provide the correct flow distribution in the upstream pipes and pipes with no pump stations. These additional temporary meters will be installed in the high groundwater time starting in December 2017 to capture representative wet weather peak flows.



Mr. Derrick Q. Boone

June 12, 2017

Page 2

B. SCOPE OF SERVICES

This project consists of seven major tasks which are described in more detail in the following paragraphs.

Task 1 – Flow Monitoring and Data Collection

Task 2 – Flow Monitoring Data Analysis and Hydrologic Model Development

Task 3 – Flow Projections

Task 4 – Hydraulic Model Development and Calibration

Task 5 – Capacity Analysis

Task 6 – Improvement Alternatives Analysis

Task 7 – Prioritized CIP and Report

Task 1 – Kickoff Meeting and Data Collection

Task 1.1 - Project Kick-off Meeting - CDM Smith will conduct a kick-off meeting with City staff to clearly define the goals, objectives and priorities to help focus the work effort to be accomplished in this project. The meeting will identify the primary objectives of the City's collection system modeling so that the methodology developed under subsequent tasks may be tailored to achieve those objectives. Data collection and requirements will also be discussed as well as appropriate planning and design criteria for the various aspects of this study.

Task 1.2 – Review of Data – The City will provide and CDM Smith will review the following information which includes existing studies, pump station data, flow projection data, and other available documentation.

- Current GIS of the wastewater collection system
- Updated GIS information (or electronic file that can be linked to pipe and manhole asset ID) with slope, rim, and invert elevation information of all pipes 20-inches and larger and limited priority 15-inch pipes (see Task 4.1 below)
- Locations of recent pipe improvement projects if not already contained in the GIS
- Available population projections, existing land use, future land use, development information and planning studies other than TAZ data.
- Pump station information including number of pumps, pump capacities, pump curves, drawdown test results (if available), wet well dimensions/volume, pump on/off levels, other available operational data, and elevations of sewer entering pump stations
- Force main profiles, if available.

Mr. Derrick Q. Boone

June 12, 2017

Page 3

- Information on downstream hydraulics (whether force mains coming out of the project area are free flow discharge or pumping against a full pipe, etc.)
- SSO information including location, volume, date, and reason, if known.
- Basement back-up information including location, date, and reason, if known.
- Information on unusual structures in the basin that may divert flow, transfer flow, or hold back flow (storage, siphons, weirs, etc.)
- Large customers/water users
- Flow data at the treatment facilities.
- Flow and rainfall data from pump stations with flow meters and/or rain gages and chart recorder flow data from the three wholesale discharger meters.
- Flow data from any outside areas (mergers, acquisitions) that convey flow into the project area either now or anticipated in the future.
- Planned capital improvements to the infrastructure in these service areas.

Task 1.3 – Flow Monitoring Data Collection – CDM Smith will develop a flow monitoring plan to collect pertinent flow and rainfall data for the City’s service area. CDM Smith will make recommendations regarding flow monitor locations, subbasin size, and duration of flow monitoring. This scope includes \$82,000 for a temporary flow monitoring program based on the estimated cost for installation and maintenance of 20 temporary flow monitors and 3 rain gauges installed for 60 days. CDM Smith intends to subcontract flow monitoring services to Hydromax USA. The scope also includes \$10,000 to purchase radar rainfall that has been correlated to the temporary rain gauges. Should flow monitoring need to be extended on a weekly basis for lack of adequate rainfall events, an amendment or change order would be required as noted in the compensation section below.

The flow monitoring equipment will be capable of measuring the depth and velocity of wastewater flows in gravity sewers at preset, synchronized time intervals of 15 minutes. Pressure sensors will be installed with the capability of measuring depth of surcharging at the monitoring locations. Flow monitoring sites will be selected in conjunction with the City. Radar rainfall will be correlated to the temporary flow monitoring gauges. Flow and rainfall data will be provided to the City in spreadsheet format. The data shall include, date, time, depth, and average velocity and flow at 15-minute increments or less. Site installation will also be provided for each monitoring site.

CDM Smith will review the flow data and determine with City staff 3 appropriate storm events to analyze as well as a period of dry-weather flow to analyze. This data will serve as the basis for the hydrologic model developed in Task 2.

Task 2 – Flow Monitoring Data Analysis and Hydrologic Model Development

CDM Smith will analyze the temporary flow monitoring data collected as part of Task 1. CDM Smith will decompose wastewater flow meter data into base flow, groundwater infiltration, and rainfall dependent infiltration and inflow (RDI/I) components for up to 3 storm events. CDM Smith will then develop a hydrologic model using a unit hydrograph approach (RTK approach.) RDI/I hydrographs will be developed that are calibrated to actual flow monitoring data and used to project the system response from design storm events. The EPA SSO Analysis Package (SSOAP) will be used to develop the hydrologic model using the RTK approach. A meeting will be held with City staff to review the results of the flow analysis.

Task 3 – Flow Projections

Flow projections will be developed for the 2025, 2030, 2040 and buildout scenarios for the sub-basins. The flow projections will be based on TAZ planning data and other information provided by the City on land use and population projections. CDM Smith will review the basis for the water demand projections developed by Hazen and Sawyer and the City will provide any additional development information used in the water demand projections for use in the wastewater flow - projections. A meeting will be held with City staff to review the results of the flow projections analysis.

Task 4 – Hydraulic Model Development and Calibration

Task 4.1 – Hydraulic Model Development - CDM Smith will create a dynamic hydraulic model of the City's sanitary sewer system. The model will contain gravity sewer owned by the City 20-inches in diameter and larger as well as priority 15-inch sewers. Associated pump stations with inlet pipe diameters 15-inches or larger will also be included. The City will provide pump station data for pump stations as noted in Task 1.2 above. Only pump stations shown in Figure 1 will be analyzed and included in the model. The model set-up will be based on the City's updated GIS. It is anticipated that the City will provide updated information in GIS format that includes as-built information for manhole rim and inverts, as well as, pipe invert and slope information. Areas where no invert information is provided will be interpolated based on known inverts or minimum slope will be assumed. Existing dry-weather flows as determined in Task 2 will be input into the model at a "load point" based on subbasin delineation. Wet-weather flows will be calculated using the hydrologic model developed in Task 2. Model data files will be provided to the City at the conclusion of the project; however, the modeling software will not be provided.

Task 4.2 – Model Calibration - This task will include calibrating the hydraulic model to dry- and wet-weather flows. The model will be calibrated to average dry-weather flow, peak dry-weather flow, and depth captured by the flow monitors. Existing dry-weather wastewater flows generated in the sewershed will be input into the model at a "load point" based on the subbasin delineation. The model will be calibrated to one storm event from the flow monitoring period and verified using

Mr. Derrick Q. Boone

June 12, 2017

Page 5

1-2 other storm events. A meeting will be held with City staff to review the results of the model calibration.

Task 5 – Capacity Analysis

CDM Smith will use rainfall-frequency analysis of historical rainfall records to develop design storm events (e.g. SCS type II, 2-yr and 5-yr storm events) and the resulting hydrographs input at each load point on the hydraulic model for the wet weather analysis.

For each model scenario, the calibrated hydraulic model from Task 5 will be used to determine available sewer capacity and potential lines needing additional capacity. Model scenarios will include existing and future dry- and wet-weather flows. The sewer capacity analysis will result in maps illustrating the percent of full pipe capacity that is used under existing and future conditions. These maps will guide development of the sewer system improvement alternatives that will be evaluated under Task 6. The sewer capacity analysis will also identify hydraulic restrictions in the system that may lead to capacity problems under wet-weather or future flow conditions. CDM Smith will meet with the City to discuss the results of the capacity analysis.

Task 6 – Improvement Alternatives Analysis

The hydraulic model will be used to evaluate planning level alternatives needed to meet existing and future sewer requirements. The improvements will focus on addressing sewer system capacity concerns identified in Task 5. This analysis includes a comparison of peak flows to pump station capacities and maximum velocity checks in force mains. Improvements may consist of increased system capacity (upsized sewers and/or pump stations), I/I reduction through sewer rehabilitation, or various combinations of these improvements. Planning level conceptual cost estimates will be developed as a means of comparing alternatives.

CDM Smith will identify potential implementation problems or other non-cost related factors for improvement alternatives. A meeting will be held with the City to review the results of the alternatives analysis. With City input, CDM Smith will select and recommend appropriate improvement alternatives to meet overall planning objectives.

Task 7 – Develop Draft and Final Reports

CDM Smith will prepare a report that includes the methodologies, results, and conclusions of the above tasks. The report will identify and describe the location, size, and costs of all recommended improvements. Sewer system maps showing the location of existing sewers and recommended phased improvements will be developed by CDM Smith and provided to the City.

Comments from the draft report will be incorporated into a final report. The report will be electronically submitted in PDF format. In addition to a thumb drive of the report, 4 hard copies of



Mr. Derrick Q. Boone

June 12, 2017

Page 6

the draft and 4 hard copies of the final report will be given to the City. A thumb drive with the hydraulic model and all other relevant data will also be delivered.

C. SCHEDULE

Task 1 kickoff meeting is anticipated in September 2017. Pending City approval of the flow monitoring plan by October 15, 2017, temporary flow monitors and rain gauges are anticipated to be in place no later than December 1, 2017. It is anticipated that final flow metering data will be received within 4 weeks of the completion of the flow metering period. CDM Smith will complete Task 2 (Flow Monitoring Data Analysis and Hydrologic Model Development) within 8 weeks of receipt of the data. Task 3 (Flow Projections) will be completed within 12 weeks of receipt of the flow data assuming that the flow projections developed as part of the water master plan are available by January 2018. Task 4 (Hydraulic Model Development and Calibration) will be completed within 8 weeks after the completion of Task 3 assuming that the City has entered as-built information into the GIS by October 2017. Tasks 5 and 6 (Capacity Analysis and Improvement Alternatives Analysis) will be completed 16 weeks after completion of Task 4. The draft report will be completed within 4 weeks of completion of workshop to review the CIP. The final report will be completed within 2 weeks from receiving comments from the City.

D. COMPENSATION

For the Basic Services performed by ENGINEER under Section B of this Task Order, OWNER agrees to pay the Engineer a lump sum fee of \$410,300 for the services included in Tasks 1 through 7. In addition to this compensation, the City reserves the right to amend this Contract so that the Engineer may furnish additional services as may be needed (such as additional flow monitoring services, if required, as noted in Task 1 above).

Payments shall be made on a monthly basis in proportion to satisfactory services performed.





Mr. Derrick Q. Boone

June 12, 2017

Page 7

A breakdown of costs by task for is provided below for information purposes only:

Task	Description	CDM Smith Labor Cost	Outside Professionals	Other Direct Costs	Total Task Budget
1	Flow Monitoring and Data Collection	\$17,500	\$92,000	\$ 700	\$110,200
2	Flow Monitoring Data Analysis and Hydrologic Model Development	\$60,900	\$ -	\$ 2,400	\$ 63,300
3	Flow Projections	\$24,400	\$ -	\$1,000	\$ 25,400
4	Hydraulic Model Development and Calibration	\$60,900	\$ -	\$2,400	\$63,300
5	Capacity Analysis	\$27,400	\$ -	\$ 1,100	\$ 28,500
6	Improvement Alternatives Analysis	\$49,700	\$ -	\$ 2,000	\$51,700
7	Prioritized CIP, Report, and Project Management	\$ 65,300	\$ -	\$ 2,600	\$ 67,900
	TOTAL Tasks 1-7	\$306,100	\$92,000	\$ 12,200	\$ 410,300

Thank you for the opportunity for CDM Smith to serve the City of High Point and your customers. We look forward to working with you on this important project. If you have any questions or need any additional information please let me know.

Sincerely,

Christine Nesbit, P.E.

Vice President

CDM Smith Inc.



CITY OF HIGH POINT

AGENDA ITEM



Title: Evaluation of Alternatives for Arnold Koonce City Lake Dam

From: Terry Houk – Public Services Director
Derrick Boone – Public Services Asst. Director

Meeting Date: July 17, 2017

Public Hearing: N/A

Advertising Date: N/A
Advertised By: On-Call

Attachments: Formal Bid Recommendation
Attachment A – Proposal for Evaluation of Alternatives for City Lake Dam

PURPOSE:

The Public Services Department has identified the need for the evaluation of alternatives to rehabilitate the Arnold Koonce City Lake Dam. The objective of the study is to develop a topographic and boundary survey of the site, evaluate the subsurface conditions at the dam, perform updated hydrologic and hydraulic analyses, calculate the stability of the existing dam under various loading conditions, and evaluate alternatives to address dam safety deficiencies identified at the dam.

BACKGROUND:

The City Lake Dam was designed by William C. Olsen and originally constructed in 1926. The dam impounds a reservoir that is used for water supply and provides a recreational amenity to the surrounding community. Based on the height of the dam and the extent of downstream development, the dam is classified as a Large-Size, High Hazard dam under the dam safety criteria of the State of North Carolina. Per the NC dam safety regulations, a dam with this classification should have sufficient spillway capacity to convey three-quarters of the probable maximum precipitation (PMP). The hydrologic and hydraulic analyses performed to develop the Emergency Action Plan (EAP) for the dam indicate that the spillway does not have sufficient capacity to convey flows from this storm without overtopping the dam.

BUDGET IMPACT:

Funds for this project are available in the 2017-2018 Budget.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department recommends approval and asks for the Council to award the professional engineering services to Schnabel Engineering South, P.C. in the amount of \$186,720.00.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Public Services Department**

COUNCIL AGENDA DATE: **July 17, 2017**

BID NO.: CONTRACT NO.: DATE OPENED:

DESCRIPTION:

The Public Services Department has identified the need for the evaluation of alternatives to rehabilitate the Arnold Koonce City Lake Dam.

PURPOSE:

The objective of the study is to develop a topographic and boundary survey of the site, evaluate the subsurface conditions at the dam, perform updated hydrologic and hydraulic analyses, calculate the stability of the existing dam under various loading conditions, and evaluate alternatives to address dam safety deficiencies.

COMMENTS:

RECOMMEND AWARD TO: **Schnabel Engineering South, P.C.** AMOUNT: **\$186,720**

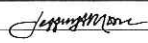
JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
421779	527101	421181029020	40205	\$186,720
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Terry Houk** Digitally signed by Terry Houk
DN: cn=Terry Houk, o=City of High Point, ou=Public Services, email=terry.houk@highpointnc.gov, c=US
Date: 2017.06.29 10:34:35 -0400 DATE: **Jun 29, 2017**

The Purchasing Division concurs with recommendation submitted by the **Public Services** and recommends award to the lowest responsible, responsive bidder **Schnabel Engineering S.** in the amount of \$ **186,720.00**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=City of High Point, ou=Public Services, email=erik.conti@highpointnc.gov, c=US
Date: 2017.06.30 14:17:34 -0400 DATE: **Jun 30, 2017**

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=jmoore@highpointnc.gov, c=US
Date: 2017.07.06 17:29:31 -0400 DATE: **Jul 6, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.07 11:29:47 -0400 DATE: **Jul 7, 2017**

May 25, 2017

Mr. Derrick Boone
Assistant Public Services Director
City of High Point
211 South Hamilton, Room 206
High Point, NC 27260

**Subject: Proposal for Evaluation of Alternatives for City Lake Dam
 High Point, North Carolina (Schnabel Reference P4821083.00)**

Dear Mr. Boone:

SCHNABEL ENGINEERING SOUTH, P.C. (Schnabel) is pleased to submit this updated proposal to develop a topographic survey, perform hydrologic and hydraulic analyses and stability analyses, and evaluate alternatives to address identified dam safety deficiencies at City Lake Dam in High Point, NC.

PROJECT DESCRIPTION

The City Lake Dam was designed by William C. Olsen and originally constructed in 1926. The dam is owned by the City of High Point, NC. The dam impounds a reservoir that is used for water supply and also provides a recreational amenity to the surrounding community. The dam is located immediately east of Scientific Road and just north of W. Main Street in City Lake Park.

The dam consists of a cyclopean concrete gravity dam founded on bedrock with an earthen embankment on the right side of the dam (looking downstream) which ties out to the right abutment. The majority of the concrete dam is taken up by the overflow spillway with a length of 312 feet. The spillway includes 28 ungated bays divided by piers serving as supports for a service bridge. The dam height is approximately 49.5 feet from the crest of the dam to the creek bed elevation at the downstream toe. The length of the dam is approximately 618 feet including the earth and concrete portions. According to available record drawings, the upstream slope of the concrete dam section is vertical, and the downstream slope is 9 horizontal to 12 vertical (9H:12V). The ungated concrete ogee section discharges onto nine level landings. The flow over the right five landings discharges onto a grouted rock spillway apron that slopes to a concrete-lined outlet channel. The flow over the left three landings discharges across sloping concrete into the concrete-lined outlet channel. A buttressed concrete wall with an exposed height of approximately 10 feet is constructed along the downstream right side of the grouted apron. It appears that the outlet channel is lined with concrete from the toe of the dam's concrete gravity section to the end of the apron. An unlined outlet channel extends from the end of the apron to beneath the bridge on W. Main Street, located approximately 600 feet downstream of the toe of dam. The water supply intake tower

is a concrete structure located in the reservoir on the upstream face of the dam approximately 150 feet from the left end of the dam.

According to available record drawings, the earthen embankment on the right side of the dam has a crest width of 18 feet, an upstream slope of 3 horizontal to 1 vertical (3H:1V), and a downstream slope of 2H:1V. The embankment is reportedly 150 feet long, constructed of homogeneous earthfill, and has a 90-foot long concrete core wall near its centerline that extends to rock.

Based on the height of the dam and the extent of downstream development, the dam is classified as a Large-Size, High Hazard dam under the dam safety criteria of the State of North Carolina. According to the NC dam safety regulations, a dam with this classification should have sufficient spillway capacity to convey three-quarters of the probable maximum precipitation (PMP). The hydrologic and hydraulic analyses performed to develop the Emergency Action Plan (EAP) for the dam indicate that the spillway does not have sufficient capacity to convey flows from this storm without overtopping the dam. The previous analyses show that the service bridge and right earthen embankment overtop by a maximum of about 8.9 feet during the $\frac{3}{4}$ PMP, the Spillway Design Storm (SDS).

In addition, the U.S. Army Corps of Engineers (USACE) Phase 1 Inspection Report for City Lake Dam dated 1979 indicates that the dam does not meet stability requirements for all loading conditions. The report includes a recommendation that the stability of the dam be re-evaluated.

OBJECTIVE AND SCOPE OF SERVICES

The objective of this study is to develop a topographic and boundary survey of the site, evaluate the subsurface conditions at the dam, perform updated hydrologic and hydraulic analyses, calculate the stability of the existing dam under various loading conditions, and evaluate alternatives to address dam safety deficiencies identified at the dam. This study will be performed under the supervision of a Professional Engineer registered in the State of North Carolina.

Our proposed scope of services includes the following tasks:

Task 1: Develop a Topographic and Boundary Survey

Schnabel will subcontract with Davis-Martin-Powell & Associates, Inc. (DMP) to complete a topographic and boundary survey at the dam site. This survey will serve as the baseline for evaluating existing conditions and developing design alternatives. In subsequent phases, the topographic survey will serve as the basis for developing drawings to implement recommended repairs. The boundary survey will document legal boundaries such as property lines, easements, or right of ways for use during the design phase of the project.

The survey will be provided in both hard copy (sealed by the surveyor) and electronic formats (including ASCII files of all points collected by the surveyor). The survey will be referenced to the appropriate State Plane coordinate system for horizontal control and to the North American Vertical Datum of 1988 (NAVD88) for vertical control. These references will be noted on the drawings. Survey monuments will be established for use in design and future phases of the project. The approximate limits of the proposed survey are provided on Figure 1 in Attachment 1.

Task 2: Spillway Capacity Analysis

During the development of the EAP for City Lake Dam, Schnabel developed the inflow design storm, routed it through the reservoir and spillway, and performed dam breach analyses and downstream flood routing. As part of the scope of work for this alternatives evaluation, Schnabel will review and refine these previous analyses to confirm the available spillway capacity. This will include a more rigorous evaluation of the discharge capacity of the existing spillway considering its shape, geometry, and the effects of the service bridge piers. Calculations for flow over the top of dam will also be revised based on the results of the topographic survey performed. The developed Spillway Design Storm (SDS) will be used in subsequent phases of this project to evaluate various alternatives to provide sufficient spillway capacity to meet state dam safety regulations.

Task 3: Subsurface Investigation

We will perform a geotechnical investigation to evaluate the condition of the earthen embankment and concrete dam. Schnabel will subcontract with a test boring contractor to perform the drilling. The subsurface investigations will be performed under the observation of a geotechnical engineer or geologist from Schnabel. This individual will be responsible for logging the test borings, field classification of soil, concrete, and rock samples, monitoring and documenting water levels, and collecting samples for laboratory testing.

For the investigation of the existing earth embankment, we propose three test borings. Two borings will be advanced from the crest of the embankment and one will be performed near the downstream toe of the embankment adjacent to the right spillway training wall. The three borings will be advanced with hollow stem augers to refusal on rock, and it is expected that 10 feet of rock will be cored in each of the borings. Standard Penetration Tests (SPTs) and split spoon sampling will be performed at the ground surface and at 5-foot depth intervals while drilling through the embankment and foundation soils. Temporary water observation wells / piezometers will be installed in one of the borings at the crest of the embankment and in the boring near the toe of the dam. Water level readings from the wells / piezometers will be obtained immediately following drilling and installation of the well. Additional readings will be obtained after installation to estimate static water levels within the embankment.

In addition, we propose to core three borings from the service bridge through the concrete dam and into the bedrock foundation using specialized methods to adequately distribute the weight of the drilling equipment across the bridge deck and into the service bridge piers. Drilling from the reservoir on barge-mounted equipment is not preferred due to difficult access conditions. We propose to use Red Dog Drilling (Red Dog) of Midland, NC for the subsurface exploration. Schnabel has successfully worked with Red Dog on numerous projects and Red Dog is familiar with similar access and drilling constraints.

We recommend drilling and sampling using a core barrel with an inner liner that is capable of retrieving 2.5-inch-diameter (HQ) cores through the dam and into the rock foundation. Continuous cores of the concrete and rock will be collected for evaluation and testing. We proposed to perform 150 feet of coring, which includes roughly 110 feet of concrete and roughly 40 feet of rock. It is anticipated that packer tests will be performed in select locations in the borings. The packer tests will be used to test the leakage through the concrete or the dam foundation as appropriate. Upon completion of the drilling, all borings will be backfilled with a cementitious grout.

The proposed test boring locations in the concrete dam and embankment are shown on Figure 2 in Attachment 2.

City of High Point
City Lake Dam Evaluation of Alternatives

Laboratory testing of soil samples will be performed by Schnabel's geotechnical laboratory in Blacksburg, Virginia. It is expected that rock testing will be performed on select core samples at a lab subcontracted to perform these specialized tests. For budgeting purposes, we have assumed the number and types of tests listed below will be performed.

SUMMARY OF PROPOSED LAB TESTING

TEST NAME	NO. OF TESTS
Natural Moisture Content	10
Atterberg Limits	4
Mechanical Analysis - Sieve	8
Mechanical Analysis - Sieve & Hydrometer	2
Specific Gravity	2
Unconfined Compression - Concrete	3
Unconfined Compression - Rock	3
Unit Weight Testing for Each Compression Test	6
Direct Shear at Concrete/Rock interface or Lift Lines	3
Direct Shear at Discontinuity in Rock	2
Splitting Tensile Tests of Concrete Core	2
Direct Tensile Tests of Intact Rock Core	2

We will contact *North Carolina 811* prior to mobilizing any drilling or excavating equipment to the project site. *North Carolina 811* will contact the appropriate public utility companies (or their contract locators) to mark their utilities on the project site. Between 48 and 72 hours are typically required to clear utilities on a site. We will not be responsible for damage or disruption of utilities or other subsurface features not indicated to us in advance.

Upon completion of the subsurface investigation and laboratory testing program, we will prepare a Geotechnical Data Report (GDR) summarizing the data gathered during the investigation, including subsurface concrete, soil, and rock conditions, water levels, packer test results, and laboratory test results

Task 4: Stability Analysis

The criteria used for stability analysis of the dam will be obtained from the appropriate USACE manuals and in accordance with NC dam safety guidelines. We will use material strengths for the dam based on the results of the subsurface investigation laboratory tests, and our experience on similar projects. The geometry for the dam will be selected based on available record drawings and confirmed with field measurements and the results of the topographic survey. In addition, we will develop required loading conditions including Usual (normal pool), Unusual (unusual flood, operational basis earthquake), and Extreme (maximum credible earthquake and PMP). Minimum factors of safety along potential failure planes will be assigned to each load condition category for use in the stability analyses of the structure.

A two-dimensional proprietary spreadsheet developed by Schnabel based on static equilibrium analysis will be used to calculate sliding and overturning stability for a typical spillway section. A parametric analysis will be performed to evaluate the sensitivity of the model to various material and strength properties.

Task 5: Evaluation of Alternatives

Schnabel will evaluate up to three alternatives to rehabilitate City Lake Dam. The rehabilitated structure will be designed to meet USACE factors of safety for stability (static and seismic) and will provide sufficient spillway capacity to safely convey the required SDS. If dam replacement appears to be a viable and cost competitive option, one of the alternatives may consist of developing a conceptual layout for a replacement dam.

Schnabel will perform hydraulic routings to develop the rehabilitation and replacement alternatives. Schnabel will develop conceptual drawings (i.e., figures) for each alternative. These figures will include a plan and typical section view of each alternative sufficient to show the intent and general layout.

Schnabel will discuss potential water supply impacts, construction schedule, temporary stream diversion, control of water issues, aesthetics, perceived permitting/environmental impacts, and other factors with City personnel to evaluate how they may affect the project cost and selection of the recommended alternative. Preliminary cost ranges will be developed for each alternative considering the factors discussed above and estimated quantities from the conceptual layouts.

A report outlining the potential rehabilitation / replacement alternatives will be provided. The report will include the analysis of the existing conditions and alternatives, concept drawings, and preliminary cost estimates developed for each alternative. Our scope includes one face-to-face meeting with the City to discuss the results of the alternatives analysis.

EXCLUSIONS

Services not specifically identified above are not included in the scope of services under this agreement. The following services are not included in our proposed scope, but can be provided upon request:

- Updated Emergency Action Plan or inundation mapping
- Environmental studies

SCHEDULE

We plan to begin fieldwork, including the survey and subsurface investigation, within about 3 weeks of receipt of a purchase order or written notice-to-proceed (NTP). We will provide a draft of our alternatives evaluation report to you for review within 3 months after completion of our field investigation.

LUMP SUM FEE

Our lump sum fee for the proposed services is **\$186,720.00**. A breakdown of this fee by task is included in the table below. This fee is for the specific scope of services detailed herein. If the conditions encountered during our subsurface exploration are different from those anticipated, we may recommend that additional borings and/or tests be performed. We will base the fee for these additional services on our current unit prices at the time you authorize the services.

Task	Fee
Task 1 – Topographic and Boundary Survey	\$24,430
Task 2 – Spillway Capacity Analysis	\$7,450
Task 3 – Subsurface Investigation	\$101,700
Task 4 – Stability Analysis	\$8,090
Task 5 – Evaluation of Alternatives	\$45,050
LUMP SUM FEE	\$186,720

PAYMENTS

Services will be billed monthly as a percentage of completion of the lump sum fee. Payment will be due on receipt of our invoices and will be considered past due 30 days after the invoice date. Interest will be charged at 1.5 percent per month on all overdue accounts. Payments will not be contingent upon receipt of funds from third parties.

GENERAL

The Standard Contract Terms and Conditions included in our Master Agreement for On-Call Professional Engineering Services dated August 9, 2013 (included as Attachment 3 for reference) will apply to services to be provided under this proposed agreement. Consultation after submission of our report will be provided at your request at our standard hourly rates in effect at the time. We assume the City will provide a Supplemental Service Agreement referencing the Master Agreement. This proposal is valid for 90 days from the date shown.

City of High Point
City Lake Dam Evaluation of Alternatives

We appreciate the opportunity to submit our proposal for these services and are looking forward to working with you on this project. Please contact us if you have any questions regarding this proposal.

Sincerely,

SCHNABEL ENGINEERING SOUTH, P.C.



Thomas J. Fitzgerald, PE
Principal

TJF:JMP

Attachments: (1) Proposed Topographic and Boundary Survey Limits, Figure 1
(2) Proposed Test Boring Location Plan, Figure 2
(3) Master Agreement for On-Call Professional Engineering Services



Topographic
Survey Limits

100 50 0 100
Feet

Scale: 1:1,200

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the
GIS User Community
ESRI MediaKit (2009&2010) / Projection: NAD 1983 StatePlane North Carolina FIPS 3200 Feet



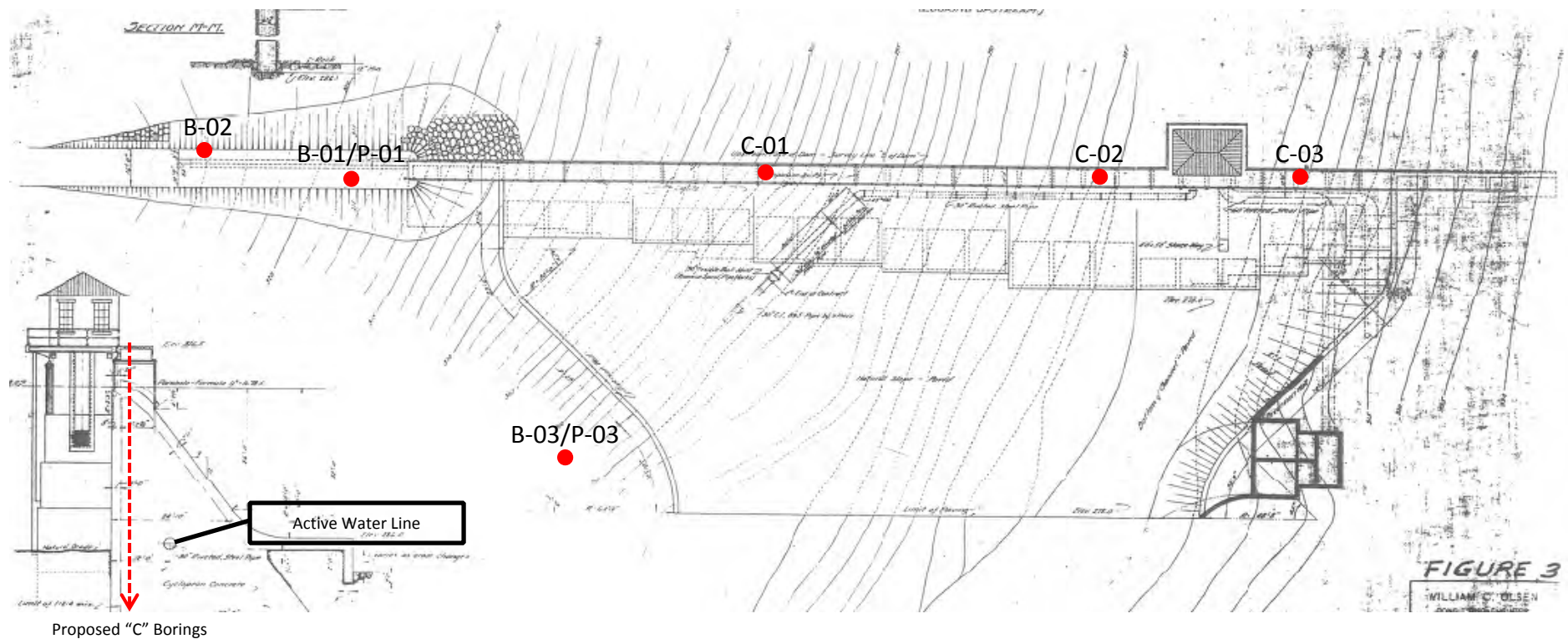
CITY LAKE DAM
CITY OF HIGH POINT
HIGH POINT, NC
PROJECT NUMBER P4821083.00

TOPOGRAPHIC AND
BOUNDARY SURVEY
LIMITS

ATTACHMENT FIGURE 1

© Schnabel Engineering 2015 All Rights Reserved

City Lake Dam Proposed Boring Location Plan



Financial Services

Purchasing Division

TRACEY ADAMS, BUYER



August 26, 2013

Schnabel Engineering South, P.C.
11A Oak Branch Drive
Greensboro, NC 27407
lbroughden@schnabel-eng.com

Re: RFQ #17-121212
Master Agreement for On-Call Professional Services
Public Services Department

Enclosed is your copy of the executed Master Agreement for the On-Call Professional Services,
Public Services Department for the City of High Point.

Please feel free to call if you have any questions.

Sincerely,

A handwritten signature in purple ink that reads "Tracey Adams". The signature is written in a cursive, flowing style.

Tracey Adams
Buyer

Enc. 1

**CITY OF HIGH POINT
GUILFORD COUNTY, NORTH CAROLINA**

**MASTER AGREEMENT
FOR
ON-CALL PROFESSIONAL ENGINEERING SERVICES
PUBLIC SERVICES DEPARTMENT**

THIS AGREEMENT made this 9 day of August, 2013 by and between the City of High Point, North Carolina (hereinafter called "the CITY") and Schnabel Engineering South, P.C., for itself and its successors and assigns ("the CONSULTANT").

WHEREAS, the CITY desires to engage the CONSULTANT to provide On-Call Engineering Services ("Services") in accordance with terms set forth in Request for Qualifications # 17-121212 (RFQ); and with this Master Agreement ("Agreement") and any and all Supplemental Agreements negotiated per the terms of this agreement;

WHEREAS, the CONSULTANT desires to render these Services as described in SECTION II, SCOPE OF SERVICES, and has the experience, staff, and resources to perform such Services;

NOW, THEREFORE, the CITY and the CONSULTANT, in consideration of their mutual covenants, herein agree as follows:

SECTION I EMPLOYMENT OF CONSULTANT

- A. The CONSULTANT shall perform the services set forth in SECTION II, GENERAL SCOPE OF SERVICES, and the CITY shall pay the CONSULTANT for the performance of such Services as set forth herein.

SECTION II SCOPE OF SERVICES

- A. The CONSULTANT will provide On-Call Professional Engineering Services in the following areas of work: engineering and design services related to Surveying; Water Distribution; Wastewater Collection; Plant Improvements; Water & Wastewater Pump Stations; Water Tanks; SCADA; Stormwater studies, compliance, and projects; Roadway Study/Design; Solid Waste, and other projects pertaining to the Public Services Department. On-Call Engineering Services for each assigned phase or task as set forth in the RFQ which shall be made a part of this Agreement as if fully set forth herein. Tasks to be performed under this agreement will be assigned by a Scope of Services Supplemental Agreement ("Supplemental Agreement"), which shall be made a part of this Agreement as if fully set forth herein. Requests for services are contingent upon funding approved by the City Council.
- B. The CONSULTANT shall provide services defined by each Supplemental Agreement for the lump sum fee based on the negotiated price for each assigned task.
- C. The CITY shall determine which tasks are to be lump sum and which are to be hourly. The maximum total fee earned by the CONSULTANT for services rendered in the fulfillment of assigned tasks shall not exceed the amount negotiated in each Supplemental Agreement.
- D. Work requested by the City but not included in the RFQ or any Supplemental Agreement is not included in this Agreement. This work will be classified as additional services. Additional services will be negotiated on an individual project basis and awarded by separate contract.

SECTION III RESPONSIBILITIES OF CONSULTANT AND CITY

- A. RESPONSIBILITY OF THE CONSULTANT

1. The CONSULTANT shall be responsible for the professional quality, technical accuracy, and the coordination of all documents and other services furnished by the CONSULTANT under this Agreement and all Supplemental Agreements.
2. The CONSULTANT agrees to provide Project and Task Schedule progress reports, as defined in each Supplemental Agreement, in a format acceptable to the CITY and at intervals established by the CITY. The CITY will be entitled at all times to be advised, at its request, as to the status of services being done by the CONSULTANT and of the details thereof. The CONSULTANT shall maintain coordination with representatives of the CITY.
3. In the event there are delays on the part of the CITY as to the approval of any of the materials submitted by the CONSULTANT, or if there are delays occasioned by circumstances beyond the control of the CONSULTANT which delay the Project or Task Schedule completion date as specified in a Supplemental Agreement, the CITY may grant to the CONSULTANT an extension of the contract time equal to the aforementioned delays, provided there are no changes in compensation or scope of services.
4. It shall be the responsibility of the CONSULTANT to ensure at all times that sufficient contract time remains within which to complete services for each assigned task, and for the Project. In the event there have been delays which would affect completion of the task or the Project, the CONSULTANT shall submit a written request to the CITY, which identifies the reason(s) for the delay and the amount of time, related to each reason. The CITY will review the request and make a determination as to granting all or part of the requested extension.
5. In the event contract time expires and the CONSULTANT has not requested, or if the CITY has denied, an extension of the completion date, partial progress payments will be stopped on the date time expires. No further payments for the assigned task or the Project will be made until a time extension is granted or all services have been completed and accepted by the CITY.
6. The CONSULTANT shall maintain an adequate and competent professional staff within the State of North Carolina and may associate with it such specialists (subconsultants), for the purpose of its Services hereunder, without additional cost to the CITY, other than those costs stipulated within the limits and terms of this Agreement. Should the CONSULTANT desire to utilize specialists, the CONSULTANT is fully responsible for satisfactory completion of all subcontracted services. It is understood and agreed that the CITY will not, except for such Services so designated in the Supplemental Agreement, permit or authorize the CONSULTANT to perform less than the total contract services with other than its own organization.
7. All final plans, documents, reports, studies, and other data prepared by the CONSULTANT will bear the endorsement or seal of a person in the full employ of the CONSULTANT or its subconsultants and duly licensed and registered in the appropriate professional category.
8. The CONSULTANT shall submit to the CITY such Project documentation and deliverables as agreed to by the CONSULTANT and the CITY in the applicable Supplemental Agreement. The CONSULTANT shall not be liable for use by the CITY of said plans, documents, studies, or other data for any purpose other than those intended by the terms of this Agreement and Supplemental Agreements.
9. All plans, specifications, analytical tools, maps, documents and/or reports prepared or obtained under this Agreement shall be considered services made for hire and shall become the property of the CITY without restriction or limitation on their use, except as limited in Section III, Paragraph A.8 and Section VI, Paragraph A; and shall be made available, upon request, to the CITY at any time during normal business hours. Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the CITY at all times during the period of this Agreement and for five (5) years after final payment is made. Copies of these documents and records shall be furnished to the CITY upon request.
10. Records of costs incurred include the CONSULTANT's general accounting records and the Project records, together with supporting documents and records, of the CONSULTANT and all subconsultants performing services on the Project, and all other records of the CONSULTANT and subconsultants considered necessary by the CITY for a proper audit of Project costs.

11. The general cost principles and procedures for the negotiation and administration, and the determination or allowance of costs under this contract shall be as set forth in the Code of Federal Regulations, Titles 23, 48, and 49 and other pertinent Federal, State, and City Regulations, as applicable, with the understanding that there is no conflict between City, State, and Federal Regulations and, in the event there is a conflict, the more restrictive of the applicable regulations will govern.
12. Reimbursement for travel costs will be determined during negotiation of Supplemental Agreement(s).
13. The CONSULTANT shall make reasonable efforts to comply with the goals and objectives of the City of High Point's M/W/DBE Program, and shall provide documentation of such efforts upon request.
14. The CONSULTANT shall comply with all Federal, State, and Local laws and ordinances applicable to the services or payment for services thereof, and shall not discriminate on the grounds of race, color, religion, sex, age, disability, or national origin in the performance of services under this Agreement.

B. RESPONSIBILITIES OF CITY

1. The CITY shall designate and fully authorize an appointed representative(s) to act on behalf of the CITY with respect to this Agreement. The representative's instructions, requests, and decisions on behalf of the CITY will be binding to all matters pertaining to this Agreement.
2. The CITY shall provide existing data, plans, reports, and other information known to, in possession of, or under control of the CITY which are relevant to the execution of the duties of CONSULTANT under this Agreement, and shall provide information regarding project and task objectives, constraints, criteria, relationships, flexibility, systems, site features, and other requirements that exist at the time of the signing of any Supplemental Agreement or which may develop during the execution of this Agreement, and shall assist the CONSULTANT in obtaining needed information from CITY's files.
3. The CITY shall furnish or cause to be furnished data prepared by others, or services of others except those which are to be provided by the CONSULTANT under the Supplemental Agreement.
4. The CITY will give prompt written notice to the CONSULTANT if the CITY observes or otherwise becomes aware of any fault or defect in the services or in the CONSULTANT's conformance to this Agreement.

SECTION IV PERIOD OF SERVICE

A. DURATION

Contract is for an initial period of two (2) years with an automatic renewal of (3) three additional one-year periods for a total contract agreement of five years. Master contractual agreements are anticipated to begin in April 2013 and expire in March 2018. Upon written mutual agreement between the City and the Consultant this contract may be extended annually for an additional five-year period with the total contract time not to exceed ten (10) years.

B. NOTICE TO PROCEED

The CITY will issue a written Notice to Proceed ("NTP") following execution of each specific Supplemental Agreement. The CONSULTANT will not commence the Services set forth in the related Supplemental Agreement until such NTP is received. The City of High Point may renew its Request for Statement of Qualifications for On-Call Consultants following the initial five-year period, as necessary.

SECTION V COMPENSATION

The CITY agrees to pay the CONSULTANT compensation as detailed and approved in Supplemental Agreement(s), and consistent with the hourly fees included herein as Attachment 1. Invoices for fees or other compensation for Services or expenses shall be submitted to the CITY in detail sufficient to process the invoice for payment and for a proper preaudit and postaudit thereof.

A. INVOICES

1. Submittal

Invoices to the CITY for compensation shall be submitted in accordance with the terms of the specific Supplemental Agreement.

2. Payment

Payment terms are Net 30 Days after receipt of invoice.

3. Disputed Items

If any items in any invoices submitted by the CONSULTANT are disputed by CITY for any reason, including the lack of supporting documentation, CITY shall promptly notify the CONSULTANT of dispute and request clarification and/or remedial action. After any dispute has been settled, CONSULTANT shall include the disputed item on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

B. AUDIT OF RECORDS

The CONSULTANT agrees to maintain all books, documents, papers, accounting records, and other evidences pertaining to Services performed under this Agreement and to make such materials available for audit or inspection at its office during the Agreement period and for five (5) years from the date of final payment.

SECTION VI GENERAL CONSIDERATIONS

A. REUSE OF DOCUMENTS AND EQUIPMENT

Any reuse of products (drawings, plans, calculations, specifications, studies, electronic data and information, software programs, etc.) on any extension of the Project or on any other project by the CITY without written verification or adaptation by the CONSULTANT for the specific purpose intended will be at the CITY's sole risk and without liability or legal exposure to the CONSULTANT. To the extent allowed by law the CITY hereby agrees to indemnify and hold harmless the CONSULTANT from all damages, losses and costs to the CITY arising out of any such reuse.

B. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of North Carolina.

C. SUCCESSORS AND ASSIGNS

The CITY and the CONSULTANT, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement. Neither the CITY nor the CONSULTANT shall assign, sublet, or transfer any interest in this Agreement without the written consent of the other.

D. CHANGES

The parties agree that neither change nor modification to this Agreement, nor any attachments hereto, shall have any force or affect unless the change is reduced to writing, dated, executed and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as for this Agreement.

E. INSURANCE COVERAGE

1. General Insurance Requirements

The CONSULTANT shall have and maintain, for any and all periods covered by this Agreement, Worker's Compensation and Employer's Liability Insurance with a company or companies authorized to do business in the State of North Carolina, for the protection of the CONSULTANT's employees, as required by law of any employer.

The CONSULTANT shall also provide and maintain in full force and effect for any and all periods covered by this Agreement, insurance (including but not limited to insurance covering the operation of automobiles and other vehicles) in a company satisfactory to the CITY, protecting the CONSULTANT and the CITY against liability from damages because of injuries, including death, suffered by any person or persons other than employees of the CONSULTANT, and liability or damages to property, arising from or growing out of the CONSULTANT's operations in connection with the performance of this Agreement. Such insurance covering personal and bodily injuries or death shall be in the sum of not less than One Million Dollars (\$1,000,000) for one person and not less than One Million Dollars (\$1,000,000) for any one occurrence. Insurance covering damage to property shall be in the sum of not less than One Million Dollars (\$1,000,000) for any one occurrence, and Two Million Dollars (\$2,000,000) aggregate.

The CONSULTANT shall include as Attachment 2 to this Agreement an executed copy of the Certificate of Insurance showing proof of insurance for Worker's Compensation Insurance, General Liability Insurance and Automobile Insurance naming the City of High Point as the additional insured on the General Liability Policy.

2. Professional Liability Insurance

The CONSULTANT shall also provide and maintain Professional Liability Insurance for any and all periods covered by this Agreement to protect the CITY from liability arising out of the performance of professional services, if any, under this Agreement. Such coverage shall be in the sum of not less than One Million Dollars (\$1,000,000).

The CONSULTANT shall include as Attachment 3 to this Agreement an executed copy of the Certificate of Insurance showing proof of insurance for Professional Liability Coverage.

3. Indemnification and Hold Harmless

The CONSULTANT shall indemnify and hold harmless the CITY and all of its officers, agents, or employees from all suits, actions, and liabilities to the extent caused by any negligent act, error or omission of the CONSULTANT, its Subconsultants, agents, or employees.

F. NOTICES

Any notices to be given under this Agreement shall be given by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, addressed to CONSULTANT at its address stated herein, and to the CITY at its address stated herein.

G. DISPUTES

All Services shall be performed by the CONSULTANT to the standard of care within the industry. The City Manager shall decide all questions, difficulties, and disputes pertaining to the services that may arise under or by reason of this Agreement, and the prosecution and fulfillment of the services hereunder (excluding the CONSULTANT's fulfillment of the standard of care). The City Manager's decision upon claims, questions, and disputes shall be final and binding upon the parties hereto, subject to judicial review. Adjustments of compensation and contract time because of any major changes in the services that may become necessary or desirable as the services progresses shall be left to the discretion of the City Manager and Supplemental Agreement(s) of such a nature as required may be entered into by the parties in accordance herewith.

H. DISCLOSURE

The CONSULTANT agrees that it shall make no statements, press releases or publicity releases concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars, thereof, during the period of the Agreement, without first notifying the CITY and securing its consent in writing. The CONSULTANT also agrees that it shall not publish, copyright or patent any of the data furnished in compliance with this Agreement, it being understood that, under Section III, Paragraph A.7, Paragraph A.8, Paragraph A.9, and Section VI, Paragraph A, hereof, such data or information is the property of the CITY.

SECTION VII TERMINATION OF AGREEMENT

A. DEFAULT

This Agreement may be terminated in whole or in part in writing by either party at any time for default; provided that no termination for default may be affected unless the other party is given a ten (10) calendar day cure period after written notice of intent to terminate (delivery by Certified Mail, Return Receipt Requested).

B. TERMINATION FOR CONVENIENCE OF THE CITY

The CITY may terminate this Agreement in whole or in part in writing (delivered by Certified Mail, Return Receipt Requested) at any time the interest of the CITY requires such termination. If the Agreement is terminated the CONSULTANT shall be paid for the portion of services satisfactorily performed at time of termination.

C. DISCONTINUE SERVICE AND DELIVER DOCUMENTS

Upon any termination, the CONSULTANT shall (1) promptly discontinue all Services affected (unless a termination notice from the CITY directs otherwise), and (2) deliver or otherwise make available to the CITY all documents, data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the CONSULTANT in performing this Agreement, whether completed or in process.

D. CITY MAY PROSECUTE SERVICES

Upon termination pursuant to Paragraphs A or B above, the CITY may take over the services and prosecute the same to completion by agreement with another party or otherwise.

SECTION VIII MEETINGS

A. As provided in the Supplemental Agreement(s), the CONSULTANT will make such reviews, attend such meetings, and make such contacts as are necessary to maintain the project schedule and for proper preparation of plans, documents, specifications, and special provisions.

B. The CONSULTANT may be required to meet with representative(s) of the CITY to review the status of the project. These meetings will not be required unless problems arise that cannot be resolved during the regular visits. The meetings, if needed, shall be held at the CITY's office or at the project site as appropriate.

SECTION IX PROFESSIONAL ENDORSEMENT

All final plans, documents, reports, studies, and other data prepared by the CONSULTANT will bear the endorsement or seal of a person in the full employ of the CONSULTANT or its subconsultants and duly registered in the appropriate professional category. Specifications for this endorsement may be made in a specific Supplemental Agreement.

SECTION X PAYMENT

A. PURPOSE

This section describes the provisions, limits, and method of compensation to be made to the CONSULTANT for Services as set forth in a Supplemental Agreement. The services are to be provided for the duration of the services specified in SECTION IV of the CONSULTANT Agreement and Supplemental Agreements.

B. FEES

For the satisfactory completion of services detailed in this Agreement or any Supplemental Agreement, the CONSULTANT shall receive compensation in the form of (1) a basic lump sum fee payment, or (2) payment in accordance with the hourly rate schedule contained in Attachment 1 of this Master Agreement.

C. PAYMENT PROCEDURES

1. Payment requests will be detailed:

a) The CONSULTANT shall submit monthly invoices in a format and with supporting cost documentation acceptable to the CITY. Instructions for invoice submittal shall be provided in the Supplemental Agreement.

b) Bills for fees and other compensation for services or expenses shall be submitted to the CITY in detail sufficient for a proper audit thereof.

2. Method of Payment

a) Basic Lump Sum Fee

Payment for basic lump sum services shall be determined and made to the CONSULTANT in an amount equal to the percentage of the lump sum services that has been satisfactorily performed and documented on each month's progress report and invoice, as approved by the CITY.

b) Hourly Rate

Payment for hourly rate service shall be made in accordance with the rate schedule included as Attachment 1 of this Agreement.

3. Details of Costs and Fees

Details for the performance of the CONSULTANT's services shall be addressed in the Supplemental Agreement, as appropriate and consistent with the terms of this Agreement.

ATTACHMENT 1

HOURLY FEE SCHEDULE



SCHEDULE OF PERSONNEL FEES – GREENSBORO, NORTH CAROLINA
Effective until December 31, 2013

Corporate Consultant	\$266.00/hr
Principal	239.00/hr
Senior Associate	204.00/hr
Associate	176.00/hr
Senior Resident Project Representative	171.00/hr
Construction Resident Engineer	204.00/hr
Senior Engineer/Scientist	157.00/hr
Project Engineer/Scientist	124.00/hr
Senior Staff Engineer/Scientist	110.00/hr
Staff Engineer/Scientist/Technologist	92.00/hr
Construction Resident/Technician	84.00/hr
Certified Welding Inspector	100.00/hr
Senior Technician II (see note 3)	92.00/hr
Senior Technician I (see note 3)	73.00/hr
Technician III (see note 3)	65.00/hr
Technician II (see note 3)	55.00/hr
Technician I (see note 3)	47.00/hr
CADD III	108.00/hr
CADD II	99.00/hr
CADD I	85.00/hr
Clerical/Admin	68.00/hr

NOTES:

1. Personnel fees will be based upon the actual hours charged times the appropriate hourly rate.
2. Travel by auto to and from jobs will be charged at the current IRS prevailing rate, plus a markup of 15% to cover handling, insurance and overhead. Travel by air or rail, lodging and meal expense for personnel in the field will be billed at cost plus a 15% markup.
3. Overtime for Technicians is time for work on Saturday, Sunday and national holidays, time in excess of 8 hours per day and time between the hours of 7:00 P.M. and 7:00 A.M. A surcharge of \$20/hr is added to the above rate for overtime.
4. Subcontracts for subsurface explorations, bulldozers, surveys, etc., and other non-labor project expenses are marked up 15% to cover the cost of handling, insurance and overhead.
5. Field density testing using the sand cone method is included in hourly rates. An additional fee of \$45.00/day will apply for the use of nuclear density equipment.

ATTACHMENT 2

**CERTIFICATE(S) OF INSURANCE FOR
WORKER'S COMPENSATION, GENERAL LIABILITY, AUTOMOBILE LIABILITY**



CERTIFICATE OF LIABILITY INSURANCE

OP ID: .i

DATE (MM/DD/YYYY)

08/06/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Scott Insurance (Rich) 1700 Bayberry Court Ste. 200 Richmond, VA 23226 Hutch Mauck-Richmond		Phone: 804-545-2200 Fax: 804-545-2201	CONTACT NAME: Joanie Denton, CIC PHONE (A/C, No, Ext): 804-545-2223 FAX (A/C, No): 434-455-8939 E-MAIL ADDRESS: jdenton@scottins.com PRODUCER CUSTOMER ID #: SCHNA-1	
INSURED	Schnabel Dam Engineering, Inc. Schnabel Engineering South, PC Attn: Carla Sherwood 11 Oak Branch Drive Greensboro, NC 27407	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Charter Oak Fire Ins Co (A+)		25615
		INSURER B: Travelers Indemnity-Amer (A+)		25666
		INSURER C: Travelers Prop Cas of Amer (A+)		25674
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	6304B488542COF13	04/01/2013	04/01/2014	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	☐ CLAIMS-MADE ☒ OCCUR					MED EXP (Any one person) \$ 10,000
	☒ Contractual					PERSONAL & ADV INJURY \$ 1,000,000
	☒ Per project aggre		GENERAL AGGREGATE \$ 2,000,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:		PRODUCTS - COMP/OP AGG \$ 2,000,000			
	☐ POLICY ☒ PROJECT ☐ LOC					
B	AUTOMOBILE LIABILITY	X	8106B695876TIL13	04/01/2013	04/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO					BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS					
	☐ NON-OWNED AUTOS					
C	UMBRELLA LIAB ☒ OCCUR	X	CUP6B696050TIL13	04/01/2013	04/01/2014	EACH OCCURRENCE \$ 10,000,000
	☒ EXCESS LIAB ☐ CLAIMS-MADE					AGGREGATE \$ 10,000,000
	☐ DEDUCTIBLE					
	☒ RETENTION \$ 10,000					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N ☒ N	PHUB4B42051113	04/01/2013	04/01/2014	☒ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Equipment Floater		6304B488542COF13	04/01/2013	04/01/2014	Rented Eq deductibe 75,000 2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Master Agreement for On-Call Professional Services
RFQ#17-121212

CERTIFICATE HOLDER

CITOHIG

City of High Point
P.O. Box 230
211 South Hamilton Street
High Point, NC 27261

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kirstina McGue

© 1988-2009 ACORD CORPORATION. All rights reserved.

NOTEPAD

INSURED'S NAME Schnabel Dam Engineering, Inc.

SCHNA-1
OP ID: .i

PAGE 2
DATE 08/06/13

Per policy provisions, notice of cancellation is at least 30 days except for non-payment of premium.
Umbrella Policy applies over General Liability, Auto Liability and Employers Liability.
If required by written contract, the following provisions apply:
Additional Insureds are included for General Liability including Ongoing and Completed Operations, for General Liability for work performed by the Named Insured; & for Auto & Umbrella Liability, on a primary, noncontributory basis.
Waiver of Subrogation in favor of Additional Insureds for General Liability, Auto Liability and Workers Compensations/Employers Liability.
For leased/rented equipment, vehicles or Business Personal Property:
Certificate holder is included as Additional Insured and Loss Payee as their interest may appear.

ADD ATTACHMENT 3 HERE

CERTIFICATE OF INSURANCE - PROFESSIONAL LIABILITY INSURANCE

Terra Insurance Company
(A Risk Retention Group)
Two Fifer Avenue, Suite 100
Corte Madera, CA 94925



CERTIFICATE OF INSURANCE

DATE

08/06/13

NAME AND ADDRESS OF INSURED

Schnabel Engineering South, PC
11A Oak Branch Drive
Greensboro, NC 27407

This certifies that the "claims made" insurance policy (described below by policy number) written on forms in use by the Company has been issued. This certificate is not a policy or a binder of insurance and is issued as a matter of information only, and confers no rights upon the certificate holder. This certificate does not alter, amend or extend the coverage afforded by this policy.

The policy of insurance listed below has been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions and conditions of such policy. Aggregate limits shown may have been reduced by paid claims.

TYPE OF INSURANCE

Professional/Environmental Liability

POLICY NUMBER

213053

EFFECTIVE DATE

01/01/13

EXPIRATION DATE

12/31/13

LIMITS OF LIABILITY

\$1,000,000 EACH CLAIM

\$1,000,000 ANNUAL AGGREGATE

PROJECT DESCRIPTION

Master Agreement for On-Call Professional Services

CANCELLATION: If the described policy is cancelled by the Company before its expiration date, the Company will mail written notice to the certificate holder thirty (30) days in advance, or ten (10) days in advance for non-payment of premium. If the described policy is cancelled by the insured before its expiration date, the Company will mail written notice to the certificate holder within thirty (30) days of the notice to the Company from the insured.

CERTIFICATE HOLDER

City of High Point
Attn: Tracey Adams
P.O. Box 230
High Point, NC 27261

ISSUING COMPANY:

TERRA INSURANCE COMPANY
(A Risk Retention Group)

A handwritten signature in blue ink, appearing to read "David C. Cook", is written over a horizontal line.

President

Signature Page for Incorporated Firms

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed in 6 original copies on the day and year first above written.

Schnabel Engineering South, P.C.
Consultant

By: [Signature]
Sr. Vice President

Robert P. Cannon, PG
Name above (Typed or Printed)

Title: Sr. Vice-President/Principal

11A Oak Branch Drive
Street Address

Greensboro, NC 27407
City/State

ATTEST

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its Secretary this the 6 day of Aug, 2013.

Schnabel Engineering South, P.C.
Corporate Name

By: [Signature]
Sr. Vice President (Signature)

Attest: [Signature]
Secretary (Signature)



STATE OF North Carolina
COUNTY OF Guilford

I, Carla Sue Sherwood, a Notary Public of the County and State aforesaid, certify that Thomas Fitzgerald personally came before me this day and acknowledge that he/she is the SECRETARY of Schnabel Engineering South, P.C. a corporation organized in the state of North Carolina and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President, sealed with its corporate seal and attested by him/her as its Secretary.

Witness my hand and official seal or seal, this the 6 day of Aug, 2013

Carla Sue Sherwood (Notary Public)

My Commission Expires: 10-6-13



CITY OF HIGH POINT, NORTH CAROLINA
The City

P O Box 230, High Point, NC 27261
Address

By: _____
Bernita Sims, Mayor

[Signature]
Lisa Vierling, City Clerk



APPROVAL BY CITY ATTORNEY

Approved as to form and legality:


JoAnne L. Carlyle, City Attorney

Date: 8/19/13

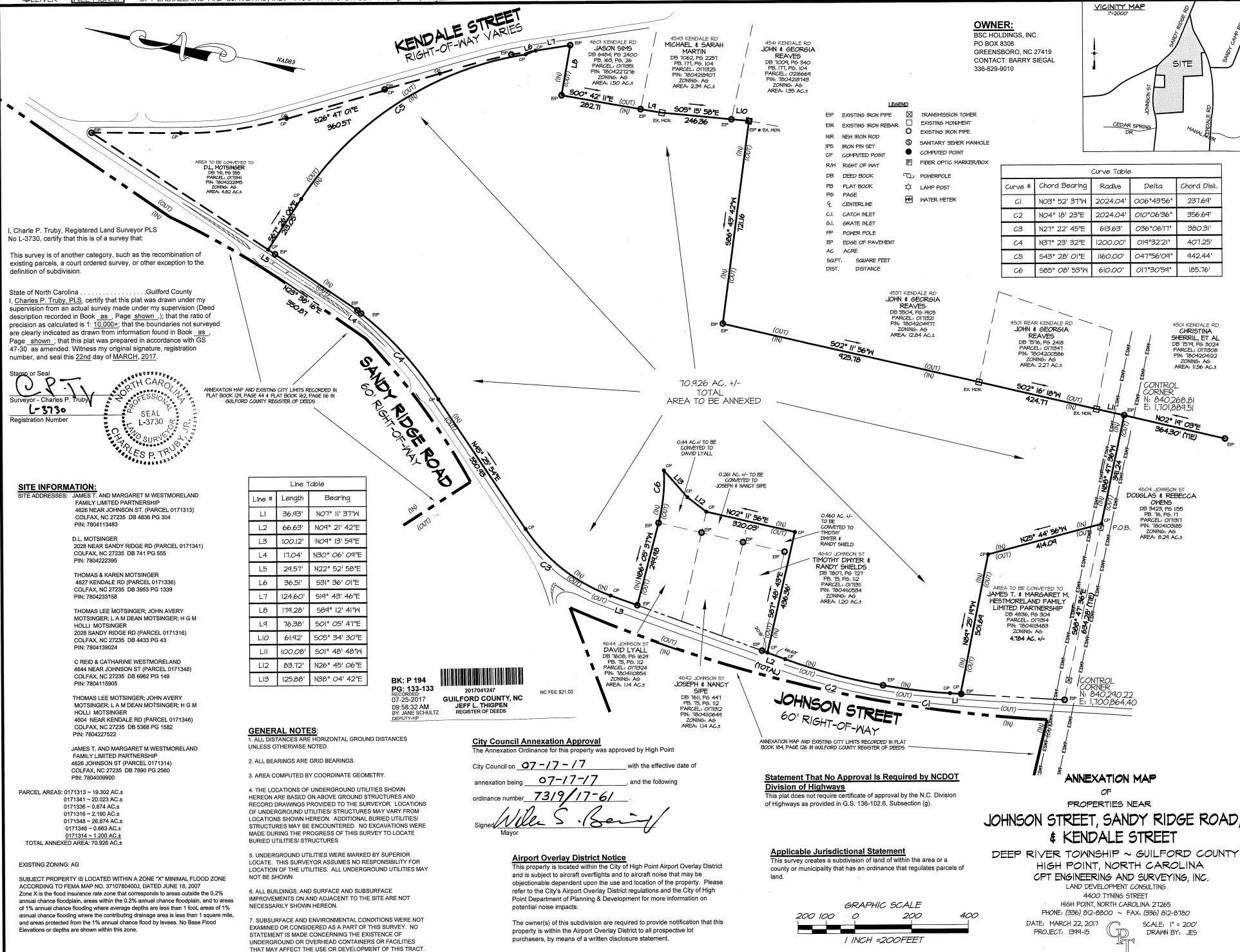
APPROVAL BY FINANCE OFFICER

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Jeffrey A. Moore, Director of Financial Services

Date: 8/12/2013

FC-JL-2/17/16



**RESOLUTION SUPPORTING THE RICH FORK PRESERVE MASTER PLAN
SUBMITTED BY THE GUILFORD COUNTY PARKS AND RECREATION DEPARTMENT
TO THE GUILFORD COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the 116-acre property at the Rich Fork Preserve offers many different recreational opportunities for Guilford County residents, especially those living within High Point; and,

WHEREAS, the Rich Fork Preserve currently offers four miles of trails for walking, hiking, biking, birding and educating that can be utilized by many different groups for generations to come; and,

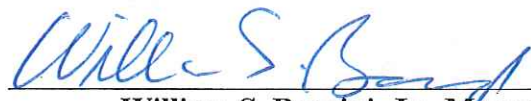
WHEREAS, the historic Hedgecock Homestead on the property is in-line for preservation by the High Point Preservation Society to manage and interpret for the enjoyment of the public; and,

WHEREAS, the County has adjusted the path of the proposed trails in the master plan based on input of neighboring property owners; and,

WHEREAS, the master plan has been submitted, presented and approved by the Guilford County Parks and Recreation Commission and will be presented to the Guilford County Board of Commissioners on August 3rd.

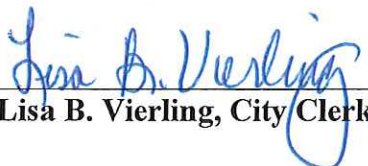
NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of High Point, that we present this **RESOLUTION** to the Guilford County Parks and Recreation Department in support of the plans for the Rich Fork Preserve.

WITNESS my hand and the Corporate Seal of the City of High Point, this the 17th day of July, 2017.



William S. Bencini, Jr., Mayor

ATTEST:



Lisa B. Vierling, City Clerk





CITY OF HIGH POINT

AGENDA ITEM



Title: Public Hearing for Transit Operating and Capital Grant Application

From: Mark McDonald, P.E. – Transportation Director
Angela Wynes – Transit Manager

Meeting Date: July 17, 2017

Public Hearing: Yes

Advertising Date / June 7, 2017

Advertised By: Transit Division

Attachments: Public Hearing Notice

PURPOSE:

To hold a public hearing for the purpose of considering projects for which capital and operating assistance under Section 5307 of the Federal Transit Act of 1964, as amended, is being sought.

BACKGROUND:

The Department of Transportation is in the process of preparing the FY2018 FTA Section 5307 operating, capital and planning grant application for High Point Transit. In order to comply with federal and state guidelines a public hearing must be held allowing the opportunity for citizens to comment on the projects in the grant application. The filing of the grant application with FTA and NCDOT also must be authorized by City Council.

BUDGET IMPACT:

This public hearing allows the City to apply for federal and state funds which make up approximately 56% of the transit system's FY2017-2018 budget.

RECOMMENDATION / ACTION REQUESTED:

July 17, 2017 – Public hearing is held, and Council authorizes filing of grant application to FTA and NCDOT and authorizes the City Manager to enter into agreement with NCDOT.



City of High Point North Carolina



Department of Transportation

Public Transportation Division

Public Notice

RE: High Point Transit
FY2018 Capital and Operating Grant Applications

Notice is hereby given that public hearings will be held by the Council of the City of High Point, North Carolina, in the Council Chambers, third floor, High Point Municipal Building at 5:30 p.m., on Monday, July 17, 2017 for the purpose of 1) considering projects for which capital and operating assistance under Section 5307 of the Federal Transit Act of 1964, as amended, is being sought.

The projects are proposed as follows:

Project	Federal Share	State Share	City Share	County Share	Other	Total
Operating Assistance						
City of High Point	\$1,611,271	\$451,405	\$743,543		\$1,012,500	\$3,818,719
Routine Capital Items:						
Preventive Maintenance	244,482		61,121			305,603
Shop Equipment	4,000		1,000			5,000
Office Equipment	8,000		2,000			10,000
Major Capital Items:						
35' Replacement Bus	400,000	50,000	50,000			500,000
TOTAL	\$2,267,753	\$501,405	\$857,664	\$ 0	\$1,012,500	\$4,639,322

At the public hearing the Council of the City of High Point will afford the opportunity for interested parties or agencies to be heard with respect to social, environmental, and economic aspects of the projects. Interested parties may submit orally or in writing evidence and recommendations to said projects. After comments are received projects in the grant applications may be added or deleted from the grant application.

Copies of the grant applications, including the detailed Program of Projects and the Transportation Improvement Plan for the area will be available for public inspection at the Transit Operations Center, 716 West Martin Luther King Jr Drive, High Point, NC 27262. The proposed program of projects will become the final program of projects unless modified and a final notice is published.

The meeting facilities of the City of High Point are accessible to people with disabilities. If you need special accommodations, call 883-3298 or TDD 883-8517.

William Bencini, Mayor
Lisa Vierling, City Clerk

716 West Kivett Drive · High Point, North Carolina 27262
Phone (336) 889-7433 · TDD Phone (336) 883-8517 · Fax (336) 883-3425

CITY OF HIGH POINT

AGENDA ITEM



Title: Application for Certificate of Convenience and Necessity

From: Tad Kramp, High Point Police Department
Taxi Inspector

Meeting Date: July 17, 2017

Public Hearing: Yes

Advertising Date:
Advertised By:

Attachments: Application

PURPOSE:

Consideration of an application from Mr. David Nyalimo for a Certificate of Public Convenience and Necessity to operate a Taxi Cab company within the city limits of High Point.

BACKGROUND:

The City of High Point currently has two operating taxicab companies - A+ Yellow Cab and High Point Express. Per the City's Code of Ordinances, the City Council determines the need for an additional taxicab company and approves or denies the Certificate of Public Convenience and Necessity.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

As Taxi Inspector, I recommend that City Council approve the application with a one year probation period. This will allow the Police Department to monitor the new company to verify compliance with the City's taxi ordinance.

Memorandum

TO: Mayor and Members of City Council

FROM: Randy McCaslin, Deputy City Manager

DATE: July 7, 2017

SUBJECT: Taxi Franchise

Attached you will find an application for a new taxi franchise and a recommendation from Officer Tad Kramp, our High Point Police Department Taxi Inspector. Tad will be present at the City Council meeting on Monday, July 17 to answer your questions. Since this matter will be the first taxi franchise request that some of the Council will have heard, I will try to lay some ground work for the Council.

- When a taxi franchise application is received by the City, the Police Department's taxi inspector will investigate the applicants to ensure that they can/will meet the requirements set forth in the City's code of ordinances.
- City Council will then hold a public hearing on the application, and if they desire to approve the request, they must approve the franchise ordinance at two regular meetings for the City Council.
- According to the City Code, the City Council shall consider the following six (6) points:
 1. The adequacy of existing taxicab service and other forms of available public transportation.
 2. The probable permanence and quality of the services to be offered by the applicant.
 3. The adequacy of the applicant's commercial insurance.
 4. The number and condition of the vehicles and the location and characteristics of termini proposed to be used.
 5. The experience of the applicant(s) in the taxicab industry.
 6. The applicant's character, experience, and ability to comply with the requirements of this chapter.
- The Police Department Taxi Inspector will investigate the franchises, periodically to ensure they are meeting the requirements as set out in the City Code, and any complaints the City may receive regarding any taxi service.
- City Council has the authority to revoke a taxi franchise if the City Code requirements are not being met.

If you have any questions, please advise.

Date: July 10, 2017

To: Greg Demko, City Manager

From: Tad Kramp, Master Police Officer III (City Taxi Inspector)

SUBJECT: DAVID NYALIMO'S APPLICATION FOR CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

On June 5, 2017, I submitted my recommendation that Mr. Nyalimo's application be denied. This decision was based on the history of High Point not being able to support three cab companies. At the time, I was not aware of any significant quality issues with the city's two current companies. Since this previous recommendation, new information about the two existing cab companies has come to light.

I received a complaint from a blind citizen that attempted to arrange a cab from High Point Express. High Point Express refused the fare because of the customer's seeing eye dog. This is in direct violation of the Americans with Disabilities Act. The customer then contacted A+ Yellow Cab and was charged a flat rate of \$14, each direction, to go less than half a mile. This too is against the Americans with Disabilities Act.

I contacted both companies and explained the Americans with Disabilities Act. A source within one of the companies heard about what had taken place and confided in me that his company has several drivers that are refusing fares because the trip is not long enough to be worth the driver's time. They are also negotiating trips instead of using the meter. There are several other violations of the city's taxi ordinance that are allegedly taking place as well. I am currently investigating those allegations, but without any citizen complaints, and my only source want to remain anonymous, I do not have much to work with.

Considering this new information, I have changed my recommendation in the hopes that a new company will force the existing companies into providing better service. I do recommend that the new company be given a period of probation, as was provided to High Point Express when they started. This will allow me to monitor the new company to verify compliance with the city taxi ordinance.

APPLICATION FOR CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY
FOR THE OPERATION OF TAXICABS AND OTHER VEHICLES FOR HIRE
IN THE CITY OF HIGH POINT, NORTH CAROLINA

TO THE CITY COUNCIL OF THE CITY OF HIGH POINT:

As required by Title 11, entitled "Licensing and Regulation" Chapter 2, entitled "Vehicles for Hire, of the Code of Ordinances, the undersigned hereby makes application for a Certificate of Public Convenience and Necessity for DAVID WANI NYALIMO and for that purpose hereby certifies the following information required by this ordinance, and does hereby represent and affirm that the information given is true. (Attach additional pages as necessary).

1. Name of Owner(s): ALWAYS ON TIME
GOOD SERVICE
(State whether an individual, partnership or corporation and list all names. If corporation, attach certified copy of Articles of Incorporation. If partnership, attach certificate that partners are doing business as a partnership.)
2. Date of birth of each name listed: _____
DAVID WANI NYALIMO
3. Social Security number of each name listed: _____
4. Business address: 1246 SOUTH MAIN STREET
HIGH POINT NC 27260
5. Telephone Number: 336-989-6379
6. The proposed operation is financed as follows: I will be using personal
funding to finance my company.
(If the proposed operation is financed entirely by the applicant, it should be stated. If the proposed operation is financed wholly or partly by means of borrowed money or capital in any form furnished by any person other than the owner, the name of the person lending the money or furnishing the capital must be disclosed.)
7. Financial statement of the applicant is attached hereto and made a part of the application.
8. List any unpaid or unbounded judgments of record against such owner, title of all actions and the amounts of all judgments unpaid or unbounded, and reference to the judgment docket and page where judgment is recorded: N/A
9. A. Number of vehicles owned: (7) CAR'S
B. Number of vehicles actually operated by applicant on day of application, if any: (6)(7) DV

10. Attach criminal record of applicant, if any. If applicant is a corporation, criminal record of officers, directors, supervising employees, including manager, if any.

11. Location and description of business office and terminals: _____

1246 SOUTH MAIN STREET
HIGH POINT NC 27602 27260

12. Experience of applicant in the transportation of passengers for hire: (6)

13. Statement of reason the applicant believes that the public convenience and necessity would be served by the granting of this application: _____

I will be able to
make street safer helping the ones that
are above the legal limit providing
a safe and easy way home
after events such as but limited to
sports, concerts or any time. someone
just needs a ride from point A to point B.


Signature of Applicant

Date received: _____
Forwarded to City Manager: _____
Forwarded to City Council: _____

**HIGH POINT CITY COUNCIL SPECIAL MEETING
(CLOSED SESSION)
Economic Development and Attorney-Client Privilege
3rd Floor Lobby Conference Room
High Point Municipal Building
June 19, 2017 – 5:00 p.m.**

Present:

William S. Bencini, Jr., Mayor; Jay Wagner, Mayor Pro Tem; and Council Members Cynthia Y. Davis (At-Large), Jeffrey Golden (Ward 1) and Jason Ewing (Ward 6)

Absent:

Council Members Latimer Alexander (At-Large), Chris Williams (Ward 2), Alyce Hill (Ward 3) and James C. Davis (Ward 5)

Staff Present:

Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; Jeron Hollis, Director of Communications & Public Engagement; JoAnne Carlyle, City Attorney; Maria Smith, Deputy City Clerk; and Lisa Vierling, City Clerk

Mayor Bencini called the meeting to order at 5:00 p.m. and announced that the Special Meeting was called for the purpose of holding a Closed Session pursuant to N.C. General Statute 143-318.11(a)(4) economic development and N.C. General Statute 143-318.11(a)(3) to discuss a legal matter.

Council Member Ewing MOVED to enter into Closed Session for discussion of economic development and a legal matter. Mayor Pro Tem Wagner made a SECOND to the motion, which CARRIED unanimously.

Upon reconvening into Open Session at 5:21 p.m., **MOTION was made by Mayor Pro Tem Wagner and SECONDED by Council Member Ewing to adjourn the meeting.**

Mayor Bencini announced there would be no action taken as a result of the Closed Session.

Respectfully Submitted,

William S. Bencini, Jr., Mayor

Attest:

Lisa B. Vierling, MMC
City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: Annexation Case 17-05
(Westmoreland and Motsinger, et al)

From: Lee Burnette, Planning & Development
Director

Public Hearing: Yes

Meeting Date: July 17, 2017

Advertising Date: June 30, 2017

Advertised By: Planning & Development
Department

Attachments: A. Staff Report
B. Map
C. Annexation Ordinance of Adoption

PURPOSE:

A request by Westmoreland and Motsinger, et al to consider a voluntary contiguous annexation of approximate 71 acres lying east of Sandy Ridge Road, west of Kendale Road and south of the intersection of Sandy Ridge Road and John Knox Drive. The property is known as Guilford County Tax Parcels 0171336 (portion) 0171341 (portion), 0171316, 0171348, 0171314, and 0171313 (portion).

BACKGROUND:

Staff report and recommendation is enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends approval of Annexation Case 17-05.

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

**STAFF REPORT
ANNEXATION 17-05
July 17, 2017**

Request	
Applicant: Westmoreland and Motsinger, et al	Owner(s): Westmoreland and Motsinger, et al
Proposal: Voluntary contiguous annexation	Effective Date: Upon adoption
	Associated Zoning Case: ZA-17-09

Site Information	
Location:	The site is lying east of Sandy Ridge Road and west of Kendale Road. The northern point of the site is at the intersection of Sandy Ridge Road and John Knox Drive and its southern boundary is approximately 500 feet north of the intersection of Johnson Street and Cedar Springs Drive.
Tax Parcel Numbers:	Guilford County Tax Parcels 0171316, 0171336 (portion), 0171341 (portion), 0171348 and 0171313 (portion)
Site Acreage:	Approximately 71 acres
Current Land Use:	Rural residential and agricultural
Current Fire District:	The High Point Fire Department has contracted with the Colfax Fire District to provide services to the unincorporated rural area lying south of I-40.
Proposed Development:	A 400-unit mixed residential development is proposed on the site.
Proposed Unit Type, Number and Average Value:	<u>Phase A (northern half of site)</u> Estimated value of 290 dwelling units: \$30,000,000 <u>Phase B (southern half of site)</u> Estimated value of 110 dwelling units: \$33,000,000
Proposed Build-out Schedule:	<u>Phase A estimated build-out schedule:</u> Four to five years. <u>Phase B estimated build-out schedule:</u> Four years.
Proposed City of High Point Council Ward:	The proposed annexation site is adjacent to Ward 5. If approved, the annexation area will be part of Ward 5.
Physical Characteristics:	The site has a gentle to moderately sloping terrain consisting of open pasture lands and some wooded areas.
Water and Sewer Proximity:	A 16-inch and an 8-inch City water line lie adjacent to the site along Sandy Ridge Road and Kendale Road, respectively. An 8-inch City sewer line lies approximately 950 feet southeast of the site at the intersection of Kendale Road and Alderbrook Drive.

General Drainage and Watershed:	The site drains in a southerly direction and development is subject to the Oak Hollow Lake Watershed Critical Area (WCA) requirements. Engineered storm water treatment measures are required for multi-family development with a total impervious surface area greater than 24% of the site, and for single family developments with a gross density of 2 units per acre or more.
Overlay Districts:	Oak Hollow Lake Watershed Critical Area (Tier 4) Airport Overlay Zone 3

Adjacent Property Zoning and Current Land Use			
North:	AG	Agricultural District (<i>Guilford County</i>)	Single family detached dwellings and undeveloped parcel
South:	AG	Agricultural District (<i>Guilford County</i>)	Undeveloped parcels
East:	AG	Agricultural District (<i>Guilford County</i>)	Single family detached dwellings and undeveloped parcels
West:	PDR CU-AG CZ R-5 AG	Planned Unit Development–Residential Conditional Use Agricultural District Conditional Zoning Residential Single Family-5 District Agricultural District (<i>Guilford County</i>)	Mixed use continuing care retirement community, ambulance facility, single family detached dwellings and undeveloped parcels

Transportation Information			
Adjacent Streets:	Name	Classification	Approx. Frontage
	Sandy Ridge Road	Major Thoroughfare	1,150 ft.
	Johnson Street	Major Thoroughfare	630 ft.
	Kendale Road	Minor Thoroughfare	300 ft.
Vehicular Access:	Sandy Ridge Road, Johnson Street, and Kendale Road, see development standards for details.		

City Department Comment Summary	
Public Services:	No comment.
Police:	<u>Short Term Impact</u> The City of High Point Police Department Crime Analyst checked in the areas of Rockland Court (<i>Alderbrook Subdivision, lying to the east off Kendale Road</i>), Thistleburn Lane (<i>River Landings Development, directly northwest of the annexation site</i>), and Majestic Terrace (<i>Legacy at Sandy Ridge Subdivision, lying to the west off Sandy Ridge Road</i>). In total, these developments have a similar residential use type and number of dwelling units as proposed by this current annexation application. Average response time is 5:06 minutes to 208 calls in 2016. Call types include: Domestic Disturbance IP—57 911 hang up—45 Traffic accident—13 Suspicious activity—10 Property Related—18

	Improperly Parked———20 Investigate———9 911 Hang-up———36 <u>Effects on Future Planned Improvements.</u> Based on past data, this annexation will result in an average just over one new call for service every two days. With the travel time of 5:06 minutes, we do not expect this to impact our current staffing and equipment and as such, do not expect it will require any special accommodations. <u>Long Term Impact (expected impact at build-out):</u> None
Fire:	No comment. City of High Point Fire Station #26 is located approximately 2,000 feet north of the annexation site.
Transportation:	No comment, see Zoning Map Amendment 17-09 for Transportation Department comment on the specific development proposal.
Engineering Services:	No comment.

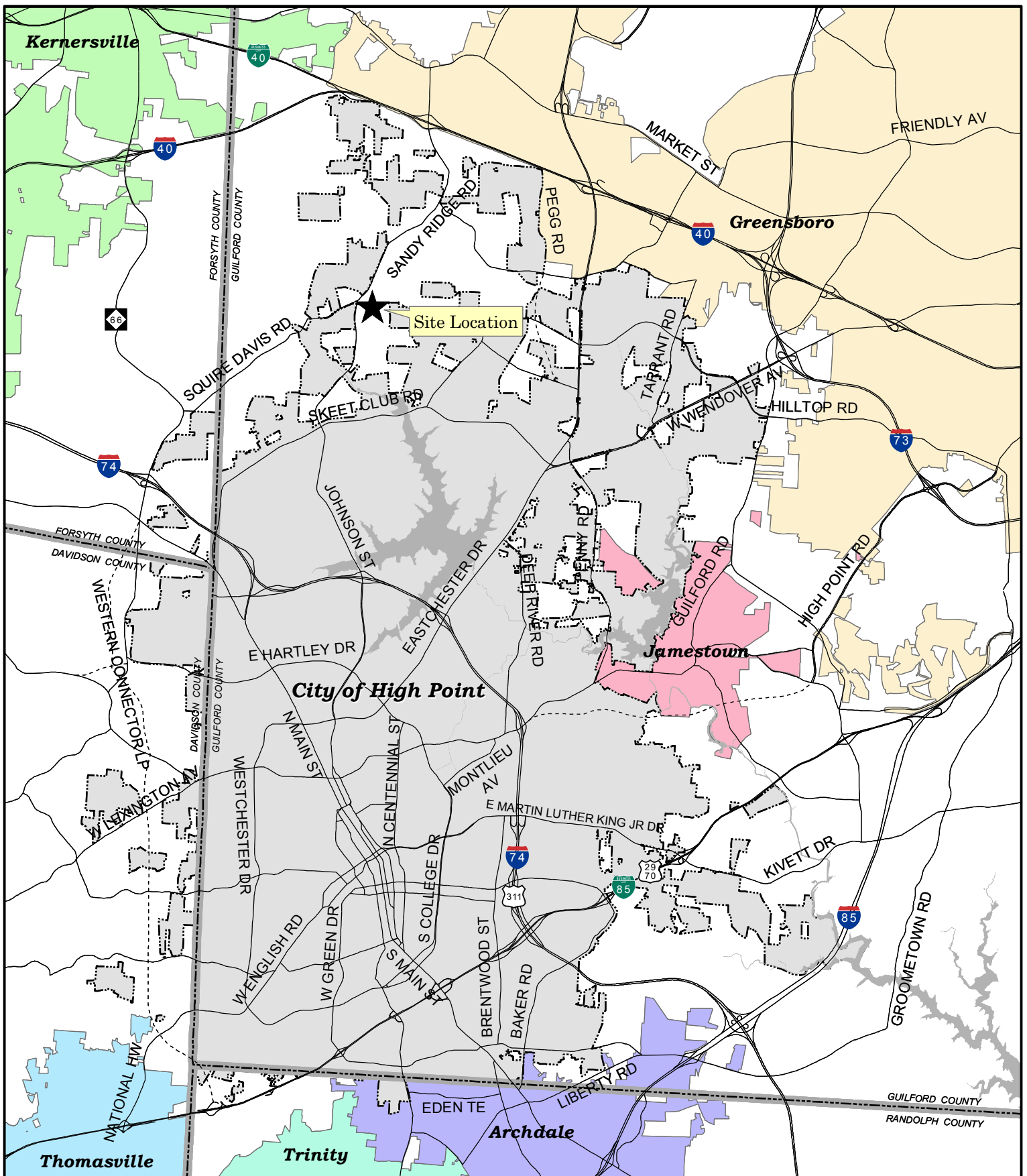
Details of Proposal

The applicant has requested a voluntary annexation of approximately 71 acres to facilitate the Development of a 400-unit mixed residential development. The site is within the northern part of the City's Planning area, which extends north to I-40 and just west of the Guilford/Forsyth County line. Since the 1990s, this northern portion of the City's Planning Area has experienced steady growth from the approval of multiple annexations totaling over 1,100 acres. From Skeet Club Road, northward to Bame Road, a wide variety and intensity of residential uses have been approved. And between Bame Road northward to I-40, various commercial and industrial zonings have been approved.

City services have been established in this area and City service vehicles travel this area daily to sever the many developments in this area. Based on review by various City service related departments, this annexation will not negatively impact the City's ability to provide services in this area. This annexation petition represents a logical progression of the City's annexation policy for this area.

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.



ANNEXATION REQUEST AN-17-05

Applicant: Reid & Catherine Westmoreland, D.L. Montsinger, Thomas L Montsinger, John A Montsinger, Dean Montsinger; Hollis Montsinger and The James and Margaret Westmoreland Limited Partnership
Area: 71 acres

**Planning & Development
 Department**

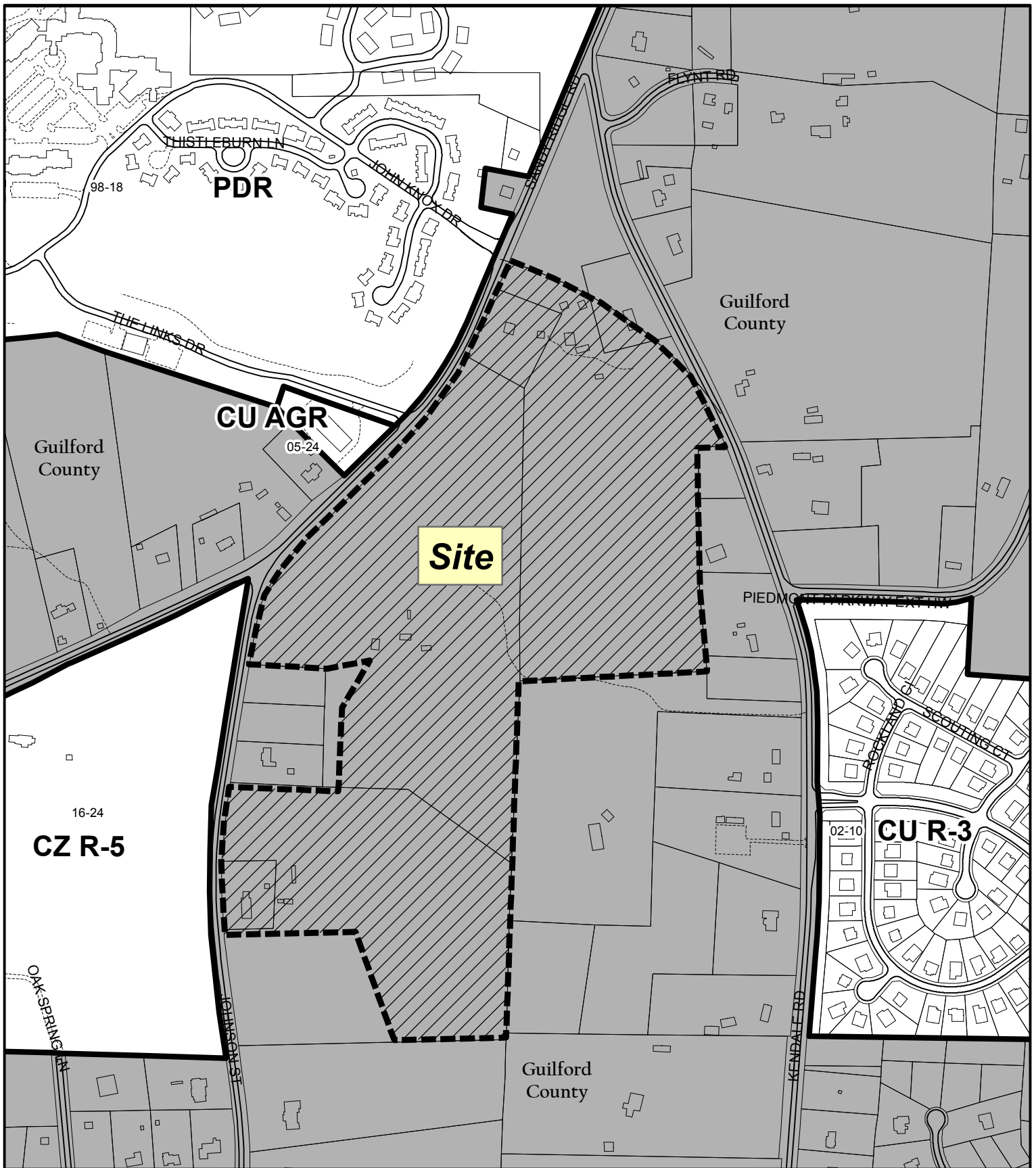
City of High Point

Date: June 5, 2017



Scale: 1"=8,500'

G:\Planning\Secure\ba-pz/
 2016\pz\AnnexVicMap.mxd



ANNEXATION REQUEST AN-17-05

Applicant: Reid & Catherine Westmoreland, D.L. Montsinger, Thomas L Montsinger, John A Montsinger, Dean Montsinger; Hollis Montsinger and The James and Margaret Westmoreland Limited Partnership

Area: 71 acres

Existing Zoning Boundary
Subject Property Boundary

Planning & Development
Department

City of High Point

Date: June 5, 2017



Scale: 1"=500'

G:/Planning/Secure/ba-pz/
2017/pzan17-05.mxd

Return to: JoAnne Caryle, City Attorney
City of High Point
P.O. Box 230
High Point, NC 27261
Ordinance No. xxxx / 17-xx

AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE
CITY OF HIGH POINT, NORTH CAROLINA

WHEREAS, The City of High Point has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and,

WHEREAS, the City Clerk has investigated the sufficiency of said petition and has certified it to be valid; and

WHEREAS, a public hearing on this annexation was held at the High Point Theatre ~~Municipal Building~~ at 5:30 p.m. on the 17th day of July, 2017; and,

WHEREAS, the City of High Point does hereby find as a fact that said petition meets the requirements of G.S. 160A-31 as amended;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA:

SECTION 1. By virtue of the authority granted by G.S. 160A-31 as amended, the following described territory is hereby annexed, and made a part of the City of High Point as of July 19, 2017.

ANNEXATION DESCRIPTION Westmoreland and Motsinger, et al - **(Annexation Case 17-05)**

A voluntary contiguous annexation of approximately 70.926 acres lying east of Sandy Ridge Road, west of Kendale Road and south of the intersection of Sandy Ridge Road and John Knox Drive. The property is known as Guilford County Tax Parcels 0171336 (portion) 0171341 (portion), 0171316, 0171348, 0171314, and 0171313 (portion). The request is more specifically described as follows:

BEGINNING at a point on the northern property line of a parcel described in Deed Book 3423, Page 1155 recorded in the Guilford County Register of Deeds; said Beginning point being South 88°47'36"

East, 634.28 feet from an existing iron pipe located in the eastern right of way of Johnson Street having grid coordinates of a Northing 840,290.22 and Easting 1,700,864.40; thence North 25°44'56" West, 414.09 feet to a computed point; thence North 89°25'19" West, 501.69 feet to a computed point; thence North 7°11'37" West, 36.93 feet to a computed point; thence having a chord bearing and distance North 3°52'37" West, 237.69 feet to an existing iron pipe; thence North 4°18'23" East, 356.69 feet to a computed point; thence North 9°21'42" East, 66.63 feet to a computed point; thence South 87°48'43" East, 436.36 feet to a computed point; thence North 2°11'56" East, 320.03 feet to a computed point; thence North 26°45'06" East, 83.72 feet to a computed point; thence North 38°04'42" East, 125.88 feet to a computed point; thence having a chord bearing and distance South 85°08'53" West, 185.76 feet to an existing iron pipe; thence North 86°05'37" West, 299.98 feet to an existing iron pipe in the eastern right of way of Johnson Street; thence following the margin right of way of Johnson Street North 9°13'59" East, 100.12 feet to a computed point; thence North 27°22'45" East, 380.31 feet to a computed point; thence North 45°25'54" East, 550.93 feet to a computed point; thence North 37°23'32" East, 407.25 feet to an existing iron pipe; thence North 30°06'09" East, 17.04 feet to an existing iron pipe; thence North 23°38'16" East, 350.87 feet to an existing iron pipe; thence North 22°52'58" East, 29.57 feet to a computed point; thence South 67°26'06" East, 213.05 feet to a computed point; thence having a chord bearing and distance South 43°28'01" East, 942.44 feet to a computed point; thence South 31°36'01" East, 36.51 feet to a computed point; thence South 19°43'46" East, 124.60 feet to an existing iron pipe; thence South 89°12'41" West, 179.28 feet to an existing iron pipe; thence South 0°42'11" East, 282.71 feet to an existing iron pipe; thence South 1°05'47" East, 76.38 feet to an existing concrete monument; thence South 5°15'58" East, 246.36 feet to an existing iron pipe; thence South 5°34'30" East, 61.92 feet to an existing iron pipe at an existing concrete monument; thence South 86°43'42" West, 721.16 feet to an existing iron pipe; thence South 2°11'56" West, 925.78 feet to a computed point; thence South 2°16'18" West, 424.77 feet to an existing concrete monument; thence South 1°49'37" West, 100.08 feet to an existing iron pipe having grid coordinates of a Northing 840,268.81 and Easting 1,701,889.51; thence North 88°47'36" West, 391.24 feet to the point and place of BEGINNING. **Containing 70.926 acres.**

SECTION 2. Upon and after **July 17, 2017** the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of High Point, and shall be entitled to the same privileges and benefits as other parts of the City of High Point. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

SECTION 3. The Mayor of the City of High Point shall cause to be recorded in the Office of the Register of Deeds of Guilford County and in the Office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Guilford County Board of Elections, as required by G.S. 163-288.1.

Adopted by City Council,
this the **17th** day of **July, 2017**.
Lisa B. Vierling, City Clerk

HEDGECOCK FARM

Memorandum of Understanding and Agreement

Between

GUILFORD COUNTY

and

HIGH POINT PRESERVATION SOCIETY, INC.

This Memorandum of Understanding (MOU) and Agreement is hereby made, entered into and effective as of August 3, 2017, and sets forth the terms and understanding between Guilford County, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "County," and the High Point Preservation Society, Inc., a North Carolina corporation, hereinafter referred to as the "Preservation," and collectively referred to as the "Parties," to manage and interpret the Junius W. Hedgecock Farm, part of the Rich Fork Preserve.

WITNESSETH:

Background

Cooperative efforts were forged beginning in March 2017, as the Preservation was called upon by the citizen-led Friends of Rich Fork Preserve/Hedgecock Farm. This group sought advice on managing and interpreting the historic farm, and members of the Preservation proposed a partnership to accomplish these goals.

The Preservation was established in 1984 to coordinate a community response to preservation issues. Early initiatives of the organization included the establishment of the High Point Preservation Commission, and fundraising and relocation of the 1930 Little Red Schoolhouse to the High Point Historical Museum. The organization also lobbied for the preservation of the Ferdinand Ecker House at 901 Johnson Street, fundraised for the restoration of the 1906 High Point Southern Railway Passenger Depot, and erected a monument to recognize the lives of African American workers that were lost in the construction of the railroad underpass in downtown High Point.

The Preservation is an excellent partner for this venture as its focus is restoring historic places and interpreting those places for the enjoyment of the public.

NOW, THEREFORE, the Parties agree as follows:

- 1. Purpose.** This MOU will outline key elements of a proposal for the preservation and stewardship of the Junius W. Hedgecock Farm in High Point, Guilford County.

These listed goals will be accomplished by undertaking the following activities (Phase One) within 120 days of approval of COU (Change of Use):

- A. Insurance will be provided for vacant buildings and exterior premises of general liability in the amount of \$1,000,000. (see quote for coverage through Maury, Donnelly, & Parr);
- B. Grounds immediately around the house and outbuildings will be cleared;
- C. Water issues with house will be resolved (water in cellar, drainage, grading, roof, facia and trim);
- D. The house will be secured (cellar door, siding repair, window and door openings of house);
- E. Intermediate repairs to Outbuildings;
- F. Installation of temporary security fencing (wire 4x4 or 5x6 fencing of similar with metal stake poles 48" high, gates as needed) See Attached Map for locations. RED sites will be fenced; GREEN sites will be stabilized. Fencing will not impede or interfere with proposed trail network; and,
- G. High Point Preservation Society will be responsible for mowing and weed-trimming around structures and inside fences on an as-needed basis. Guilford County is responsible for areas outside of fencing.

These listed goals will be accomplished by undertaking the following activities (Phase Two) within 180 days of approval of COU:

- A. Repair brick foundation and chimneys;
- B. Install glazing in windows; and,
- C. Stabilization of Outbuildings.

2. Reporting. Guilford County will evaluate the effectiveness and adherence to this Agreement with the Preservation, of the following tasks and timeline:

- A. Repairs will be made on structures on the site within 120 days of approval of this Memorandum. Repairs include stabilization of the Hedgecock House, repair of outbuildings and barns, and removal of collapsed Tobacco Packing Barn, as described in the Hedgecock Farm Preservation Plan;
- B. Programming will be planned for occasions that demonstrate various aspects of farm usage, architecture, and agriculture. The Preservation will identify assistance (through UNCG History Department or other) to develop a series of interpretive panels to provide a public interpretation of the historic site over the next year; and,
- C. Security will be addressed in the form of temporary fencing or caution tape around structures until permeant fencing can be established. Temporary fencing will be set in place within 120 days of approval of this Memorandum. Permanent fencing will be developed, as funding is raised, within the next one to two-years.

3. Funding. This MOU is not a commitment of funds from Guilford County. Funds will be raised through the community by donations and commitments from local foundations.

4. Duration and/or Modification. This MOU shall be in effect for a two (2) year term, beginning August 3, 2017, and expiring August 2, 2019, or until modified by written Contract Addendum executed by duly authorized officials of the Parties, or terminated by

either Party giving thirty (30) days written notice to the other Party. This MOU includes the option to extend for three (3) additional one (1) year renewals under the same terms and conditions upon mutual written Agreement of both Parties. This MOU may be modified only by a written Contract Addendum executed by the duly authorized officials from Guilford County and the Preservation. In the absence of a mutual written Agreement executed by the authorized officials from Guilford County and the High Point Preservation Society, Inc., this MOU shall end on August 2, 2019.

5. **Notices/Contact Information.** All notices pursuant to this MOU shall be in writing and delivered personally or mailed by certified mail, registered mail, postage prepaid, with return receipt requested, at the addresses appearing below, but each Party may change such address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of three (3) days after mailing.

Guilford County
Robert McNiece
Director, Guilford County Facilities, Parks and Property Management
301 W. Market Street, Greensboro NC, 27401
Phone (336) 641-3340
Fax (336) 641-3802
rmcniece@myguilford.com

High Point Preservation Society, Inc.
Benjamin Briggs
President
P.O. Box 5653, High Point, NC 27262.
highpointpres@gmail.com

6. **Independent Contractor/Indemnification.** The High Point Preservation Society, Inc. shall operate as an independent contractor for all purposes. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Guilford County and either the Preservation any employee or agent of the Preservation. The High Point Preservation Society, Inc. is an independent contractor and not an employee, agent, joint venture or partner of Guilford County.

The Parties agree to each be solely responsible for their own acts or omissions in the performance of each of their individual duties hereunder, and shall be financially and legally responsible for all liabilities, costs, damages, expenses and attorney fees resulting from, or attributable to any and all of their individual acts or omissions to the extent allowable by law.

7. **Assumption.** If the High Point Preservation Society, Inc. should undergo merger, acquisition, bankruptcy or any change in their ownership or their name for any reason, the Preservation must immediately notify Guilford County in writing of these changes and provide the County with legal documentation supporting these changes, such as an Assumption Agreement, Bill of Sale, Articles of Incorporation, Articles of Amendment, sales

contract, merger documents, etc. Further, the Preservation will submit the name and address of the assuming Agency's registered agent for service of process and/or all notices required under this Contract.

8. **Severability.** If any provision of this Contract is held unenforceable, then such provision will be modified to reflect the Parties' intention. All remaining provisions of this Contract shall remain in full force and effect.
9. **Force Majeure.** Neither Party shall be liable to the other Party for any failure or delay caused by events beyond such Party's control and not due to its own negligence, provided that such Party uses commercially reasonable efforts to resume performance as soon as reasonably practicable. The non-performing Party shall notify the other Party of the force majeure event within twenty-four (24) hours of the onset thereof. In the event that a force majeure event precludes the Preservation from performing services and/or providing goods for a period of ten (10) consecutive business days, Guilford County shall have the right to: (a) procure replacement goods and/or services from an alternative source and/or (b) terminate the Contract or portion(s) of Contract upon written notice to the Preservation.
10. **Attachments.** The Attachments to this MOU are attached hereto and incorporated herein by reference as follows:
Attachment A – Preservation Plan: Junius W. Hedgecock Farm
Attachment B – Map of Hedgecock Loop
Attachment C – Map of Site with Fenced and Stabilized Structures
Attachment D – Commercial General Liability Insurance Quote
11. **Jurisdiction.** The Parties agree that this MOU is subject to the jurisdiction and laws of the State of North Carolina. The Preservation will comply with bid restrictions, if any, and applicable laws, including N.C.G.S. §143-129(j) regarding E-Verify. Any controversies arising out of this Contract shall be governed by and construed in accordance with the laws of the State of North Carolina.
12. **Iran Divestment Act of 2015.** Whereas, N.C.G.S. §147-86.59 requires that a State agency or political subdivision of the State must require persons attempting to contract therewith, including contract renewals or assumptions, to certify that the persons or the assignees are not identified on the list created by State Treasurer pursuant to N.C.G.S. §147-86.58. Effective as of the date of this Contract, and in accordance with N.C.G.S. Chapter 147, Article 6E entitled "Iran Divestment Act," each Party hereby certifies that it is not identified on the Final Divestment List created by the State Treasurer, which list of persons the Treasurer has determined engage in investment activities in Iran, including any subcontractors of either Party.
13. **Headings/Titles/Wording.** Inclusion of titles of paragraphs or section headings, capitalization of certain words or phrases and/or bold face typestyle of certain words or phrases in this Contract are for convenience purposes only and shall not be used to interpret or construe the provisions of this Agreement. The terms "MOU," "Memorandum of Understanding," "Contract" and "Agreement" have the same meaning and may be used

interchangeably throughout this document. The terms "Attachment," "Exhibit" and "Addendum" have the same meaning and may be used interchangeably throughout this document.

14. **Entire Agreement.** This MOU, including the Exhibits and/or Attachments, sets forth the entire Agreement between the Parties. All prior conversations or writings between the Parties hereto or their representatives are merged within and extinguished. This MOU shall not be modified except by a writing subscribed to by both Parties.

(The remainder of this page is intentionally left blank.
This Agreement continues with signatures on the following page.)

WITNESS the following signatures and seals all pursuant to authority duly granted, effective as of the day and year first above written.

GUILFORD COUNTY

ATTEST:

Marty K. Lawing Date
Guilford County Manager

Robin B. Keller Date
Guilford County Clerk to Board

(COUNTY SEAL)

**HIGH POINT PRESERVATION SOCIETY,
INC.**

ATTEST:

Benjamin Briggs, President Date

Corporate Secretary Date

Printed Name: _____

(CORPORATE SEAL)

No Corporate Seal Exists ☐

PRESERVATION PLAN: Junius W. Hedgecock Farm



**Friends of Rich Fork Preserve/Hedgecock Farm
a project of the High Point Preservation Society**

Updated June 28, 2017

Executive Summary

This document outlines key elements of a proposal for the preservation and stewardship of the Junius W. Hedgecock Farm in High Point, Guilford County.

The proposal is presented by the **Friends of Rich Fork Preserve/Hedgecock Farm** in partnership with the **High Point Preservation Society**.



Contents

Executive Summary	1
Contents	2
Significance of Place	3
Stewardship Partner	5
Stewardship Priorities	7
Funding Priorities	8
Funding Opportunities	11
Programming Opportunities	12
Timeline	12
End Notes	12

Significance of Place

ABSTRACT: The Hedgecock Farm is an excellent example of Americana as Guilford County's agricultural heritage is showcased through a narrative that dates to the Pre-Revolutionary Era, including tobacco cultivation and self-sufficient farming.

In 2013, consultant Laura A. W. Phillips, Architectural Historian, was commissioned by the Rich Fork Preserve/Hedgecock Farm Committee using funds supplied by the Marion Stedman Covington Foundation of Greensboro to complete a National Register of Historic Places nomination. Ms. Phillips completed the nomination with consultation from Ann Swallow and Mitch Wilds from the North Carolina Historic Preservation Office in Raleigh.



The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

This process determined that the site was an excellent candidate for inclusion to the National Register.

According to research completed by Phillips and recorded in the National Register nomination, Junius W. Hedgecock (1876-1961) purchased forty acres on February 26, 1900 in the northwestern section of present-day High Point, North Carolina, and added additional acreage in 1918. On that land, he established a tobacco farm that continued in operation by his family for nearly a century and remained in Hedgecock family ownership until 2012, when it was sold to Guilford County to become part of a nature preserve.

Soon after his first land purchase, Hedgecock built a one-story, single-pile, frame house with a triple-A gable roof, gable-end chimneys, front and rear porches, a center-hall plan, and a rear ell. The house was a simple, but refined, example of the Queen Anne style popular at the time. This house type became ubiquitous in both rural and urban North Carolina during the early twentieth century. Over the years, however, many of these houses have been replaced by more modern houses or other buildings, and most of those that survive, at least in High Point, have been modified in a variety of ways, particularly with synthetic siding, replacement windows and other features, and additions. Although somewhat deteriorated from having stood vacant for more than a quarter of a century, the Junius W. Hedgecock House is remarkable because it has never been altered, not even wired or plumbed. It retains its original brick foundation, weatherboard

siding, brick chimneys, five-panel doors, two-over-two double-hung sash windows, colored-glass panes in its front gable window, heavily molded house and porch cornices with cornice returns, turned porch posts with turned and spindled brackets, beaded-board interior – unpainted in the front rooms and hall – two of its three period mantels, and pantry, loft, and cellar. The exterior retains its original paint scheme and perhaps its original paint. **As such, the house provides a rare view of this house type, as it was built, at the turn of the twentieth century. It is unparalleled in High Point.**

The agrarian setting of the house within the city of High Point is also remarkable. Its rural acreage has remained undisturbed, though somewhat overgrown, as the areas surrounding it have been built up with medium- and high-density housing. The wooded and open-field setting of the house contains a collection of secondary buildings and structures, dating from the first quarter of the twentieth century to the 1970s, that served domestic and agricultural purposes. Although most of these buildings and structures post-date the ca. 1900 period of significance for the house, they still provide important physical elements that flesh out the picture of a small, family owned and operated tobacco farm during most of the twentieth century in piedmont North Carolina. Within the collection, three sites contribute to the National Register designation: the Queen Anne-style house, the smokehouse, and the corncrib.

The Junius W. Hedgecock House meets the National Register's Criterion C for local architectural significance in High Point. Its period of significance is ca. 1900, when the house was built.

Stewardship Partner

The **Friends of Rich Fork Preserve/Hedgecock Farm, and Conner Trail Committee** is a citizen advisory group that recommended opportunities for preservation and recreation within the Rich Fork property.

The **High Point Preservation Society** was established in 1984 to coordinate a community response to preservation issues. The directors included Edwin A. "Pete" Peyton, Jr., James F. Morgan, Pauline Wertz, and Francis Dalton.

Early initiatives of the organization included the establishment of the High Point Preservation Commission, a government appointed body that oversees and protects properties within the city-approved historic districts. Under the leadership of Pete Peyton, the organization raised funds and relocated the 1930 Little Red Schoolhouse from its location on East Ray Street to East Lexington Avenue near the High Point Historical Museum. The organization also lobbied for the preservation of the Ferdinand Ecker House at 901 Johnson Street, fundraised for the restoration of the 1906 High Point Southern Railway Passenger Depot, and erected a monument to recognize the lives of African American workers that were lost in the construction of the railroad underpass in downtown High Point.

The bylaws of the organization, under Section 9 (c) state the ability:

...to acquire by purchase, exchange, lease, devise or otherwise, and hold, own, maintain, manage, improve, develop, and operate, and to sell, transfer, convey, lease, mortgage, exchange, or otherwise dispose of or deal in or with, real property, wheresoever situate, and any and all rights, interests or privileges therein; and to erect, construct, make, improve and operate, or to aid or subscribe toward the erection, construction, making, improvement, and operation of offices, warehouses, plants, mills, stores, laboratories, studios, workshops, buildings, and other establishments and installations, and equipment, machinery, apparatus, and other facilities of every kind and description.

This authority allows for the High Point Preservation Society to partner with the County on this venture.

The High Point Preservation Society remains active today with interests in numerous projects across the city. At its board meeting on February 24, 2017 the Board of Directors unanimously moved to take this on as a project and thereby explore opportunities to preserve the Farm structures.

As a result of the March 31, 2017 meeting of the High Point Preservation Society, the board unanimously approved a partnership with Guilford County to preserve and interpret the Hedgecock Farm.

High Point Preservation Society is the perfect partner for this venture as its focus is restoring historic places and interpreting those places for the enjoyment of the public.

History Day Open House

Volunteers with the High Point Preservation Society can easily use the National Register nomination already completed to provide detailed and informative tours of the farm property on special occasions throughout the year. Tours could focus on themes such as the *Hedgecock Family*, *Tobacco Heritage*, *Farm Life*, or *Materials and Construction Methods*. These could be guided tours offered on Saturday mornings or week day afternoons.



A Preservation Model

Gibson Park was created in 1990 to provide active park space between High Point, Jamestown, and Greensboro. It is owned by Guilford County with a management partnership from Jamestown. The 200-acre park recognizes the well-known Jamestown Rifle Makers who lived and worked in the valley during the mid-19th century. Rifle making was a chief industry and it is believed as many as 75 individuals manufactured the handcrafted muzzle-loaded rifles that came to be commonly known as the Jamestown long rifle.

Within the park and just off the Bicentennial Greenway is the Deep River cabin. This single-story log and frame house is thought to have been constructed as early as 1800. The south-facing building is a well-preserved example of a saddlebag plan, so named for two equal size rooms flanking a central chimney stack. The easternmost room is likely the oldest, featuring V-notched logs chinked with wood slats and clay, few windows, a loft, and a segmental-arched mantelpiece around a large cooking fireplace.

Though the origins of the house are not known, its first owner is thought to be Levin Stack, a maker of Jamestown Rifles, whose shop was located just north of the residence. Chain of title is unclear until 1871 when George Borum bought the property from the trustees of William Collins. The surrounding property was part of the extensive hunting preserve of Clarence Mackey, who had a lodge on Guilford-Jamestown Road in the 1910s. Later owners included the Gibson family of High Point.

The building was preserved around 1995-2000 as part of the larger park complex and nearby Greenway. It remains under the stewardship and care of Guilford County. Though it is rarely

opened, it is a touchstone the rich past of Guilford County and a reminder of the rifle-makers who populated the area.

Stewardship Priorities

Immediate concerns with the Hedgecock Farm include securing the property from trespassers and protecting structures from deterioration by stabilizing.

Securing the Building

Historic buildings are irreplaceable, and it is vital that windows and doors be sealed. Since the Hedgecock Farm is located within the City Limits of High Point, it is recommended that some simple form of monitoring or alarm devices be used.

To protect decorative features, such as mantels or stained glass windows from theft or vandalism, it is advisable to board them up inside the house.

For windows and doors, plywood panels or Plexiglas can be properly installed to protect wooden frames. These are the preferred treatment from a preservation standpoint. As an immediate precaution, inset plywood panels can be attached using screws into window casings to avoid damage to frame and sash. Plywood panels are usually 1/2" thick and made of exterior grade stock, such as CDX, or marine grade plywood. This level of detail is a good indication that the building is protected and valued by the community. Subsequent actions might include restoration of windows and doors with an installation of Plexiglas so hikers can see inside and realize the building floorplan, but not enter inside.

For monitoring, the Hedgecock Farm will not maintain electrical power, so there are some devices available using battery packs, such as intrusion alarms, and smoke detectors. In combination with a cellular phone, they can also provide some level of direct communication with police and fire departments.

Stabilization of structures listed as **"Contributing"** on the National Register nomination must be completed using money already provided by the Covington Foundation. These buildings include the house, the smokehouse, and the corncrib. These buildings contribute to the understanding of the history and evolution of the site as clarified in the National Register nomination. Part of a stabilization project involves correcting deficiencies to slow down the deterioration of the building while it is vacant. Water infiltration is important to correct, including repairs to the metal roofing or water entry into the basement.

While every effort may have been made to stabilize the property and to slow the deterioration of materials, natural disasters, storms, undetected leaks, and unwanted intrusion can still occur. A regular schedule for surveillance, maintenance, and monitoring should be established. The fire and police departments should be notified that the property will be vacant. A walk-through visit to familiarize these officials with the building's location, construction materials, and overall plan may be invaluable if they are called on in the future.

The optimum schedule for surveillance would include visits to check the property. The sooner that water leaks or break-ins will be noticed. Also, the more frequently the building is entered, the better the air exchange. By keeping the site clear and the building in good repair, the community will know that the building has not been abandoned.

Other “**Noncontributing**” structures on the site are not integral to the National Register nomination. These structures can be left in place as they have been for decades without direct attention. Although they do not contribute to the potential National Register designation, they help identify the site as an old farm and enjoy charm and character. These structures can be retained to convey the historic nature of the property and minimally maintained with volunteer labor supervised by a trained architect and experienced carpenters.

Safety

Safety in historic buildings is critical to the public enjoyment of sites. Temporary fencing may be installed to let visitors know what is “off-limits” and not available for their inspection. Permanent fencing can be installed in ways that restrain access to areas but also accommodate the aesthetic farm setting of the property. Areas and buildings that are off

Controlling Pests

It may be advantageous to have damp or infected wood treated with insecticides (as permitted by each state) or preservatives, such as borate, to slow the rate of deterioration during the time that the building is not in use. Estimates for this work are referenced in the next section.

This information and additional information on Mothballing Historic Buildings can be found on the website administered by the National Park Service of the U. S. Department of the Interior: Technical Preservation Services Brief #31.

<https://www.nps.gov/tps/how-to-preserve/briefs/31-mothballing.htm#stable>

Signage

Placement of information signs can enhance the visitor experience and can serve as a deterrent to vandalism. Signage topics might include maps of the farm and its outbuildings, roads, fields; historical information and early photographs; explanations of early building techniques; and tobacco cultivation processes. Inside the house, additional signage could be used to inform visitors of the Hedgecock family, room usage, decorative arts techniques, and rural life in Guilford County during the turn of the twentieth century. Opportunities may be explored with Public History programs listed below.

Funding Priorities

Insurance Coverage

The owners and stewards of historic properties can find it challenging to procure insurance. However, the **National Trust Insurance Services/Maury, Donnelly, & Parr, Inc** located in

Baltimore, Maryland is a specialized firm with broad resources related directly to the care of historic properties such as the Hedgecock Farm.

In order for this insurance to be put in place, there does need to be a legal occupancy on the part of the tenant (High Point) to create “insurable interest”. An insurable interest could include a lease. Both the county and the committee/society need to be listed on the contractor’s liability insurance when any work begins and the contractor needs both general liability and workers’ compensation insurance.

As a specialized broker/agent, NTIS/MDP has become the leading expert in providing insurance solutions to preservation organizations, historic sites, house museums, historic hotels, and other miscellaneous historic structures. As a specialty firm, they understand the appropriate limit of insurance and specialized coverage features needed for sites such as the Hedgecock Farm.

Working through the National Trust Insurance Services/Maury, Donnelly, & Parr, Inc, we have secured a quote from United States Liability Insurance Company (A++ Rated / Admitted) that includes:

LIABILITY LIMITS OF INSURANCE

COMMERCIAL GENERAL LIABILITY

Each Occurrence	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Damage to Premises Rented to You	\$100,000
Products/Completed Ops Aggregate	Excluded
General Aggregate	\$2,000,000
General Liability Deductible	\$0

Annual Cost \$350

Contact:

Kevin Sullivan
410-547-3176
ksullivan@mdpins.com

National Trust Insurance Services, LLC

33 South Gay Street
Baltimore, MD 21202
Phone: 866-269-0944
Toll Free: 866-269-0944

MAURY, DONNELLY, & PARR, INC.

24 Commerce Street
Baltimore, MD 21202

Stabilizing/Security

Several projects have been priced for stabilizing the *farmhouse*, including 1) repairing and pointing the masonry foundation and chimneys, 2) including the installation of a drain to dry out the cellar; 3) the repair of the roof that is leaking around the chimneys and rear (southeast) corner where the back porch joins the main structure above the kitchen pantry and the restoration of the small front attic window; and 4) replacement of approximately 257 square feet of interior bead board stained to match the existing unpainted bead board. The North Carolina State Historic Preservation Office National Register Coordinator Ann Swallow has requested this interior bead board be replaced before finalizing the National Register nomination. A donation of beadboard has already been offered.

The evaluation of what is needed for stabilization of the farm house, completed by architect Jerry Leimenstoll in the fall of 2014, recommended hiring experienced restoration experts to stabilize the farm house, beginning with the masonry foundation, chimneys, and root cellar (to keep water from entering).

Of importance, also is repairing the metal roof where leaks are detected around the chimneys, in the rear southeast corner where the back porch joins the main house above the kitchen pantry, and restoring the small front attic window.

The estimate attached for this work is from an experienced General Contractor in historic preservation Siler Rothrock of Reidsville Building and Restoration, Inc. Siler Rothrock's restoration of a building on the campus of Elon University won the Gertrude S. Carraway Award from Preservation North Carolina in 2014.

Total costs \$19,300

Contact:

Si Rothrock, General Contractor
P.O. Box 605, 715 Way Street
Reidsville, NC 27320
Phone: 336-616-4848 Fax: 336-342-0706
Email: oldhouses1@gmail.com

Additional work can be completed as funding allows at a later stage, including: 1) restoring windows and doors and covering with Plexiglas, 2) repairing porches and clapboard as needed, and 3) installing a French drain. These two additional items besides those currently listed were included in the quote of \$19,400.

Stabilization of the *farm outbuildings* are less complicated, but are important components of this project. Details on the removal of the ruins of the Tobacco Pack House are given in the End Notes, under section ii. Other structures can be stabilized and made safe with simple carpentry, and can be fenced off from the public if necessary. Some repairs and fence construction projects are excellent candidates for supervised youth merit projects.

Pest Mitigation

Estimates for pest control included the need for an on-site inspection by a professional pest control expert, but for the size of the farmhouse, on phone estimates: 1) Edwards Pest Control said the usual cost is \$800-\$1000 for both termites and powder post beetles, and 2) Dobson Pest Control quoted \$900 for termites and \$1200 for powder post beetles [for underneath house only], with possibly \$8000-\$14000 if we wanted the building tented. These quotes only include the house. The Friends committee chooses initially to treat only underneath the house for powder post beetles.

Funding Opportunities

The Rich Fork Preserve/Hedgecock Farm Committee has already found community funding support for this initiative in the form of grants and donations.

- In the spring of 2013, the Committee received an \$8,500 grant from the Marion Stedman Covington Foundation to hire an architect and structural engineer to plan for stabilization of the site, to complete the National Register nomination form referenced earlier in this report, and to pay administration costs to the High Point Historical Society. Those funds have been put to work and are expended.
- In the spring of 2015, the Committee obtained a \$15,000 grant from the Marion Stedman Covington Foundation used to hire a structural engineer to assess and pay for the costs of foundation, chimney, bead board, and roof repairs, as well as drying in the root cellar. Additional assessment may be needed for structural consideration.
- In June 2016, the Committee held a fundraiser at the nearby Forest Hills Presbyterian Church, at 836 W. Lexington Ave. in High Point. Fundraiser tickets cost \$15 per person and included food from Carter Brothers Barbeque and music from groups Forever His and Payne Creek. The event raised \$7,200

Additional funds for informative signs could be directed from the estate of Lib Conner for signage and/or walking trails.

At the February 24th Board Meeting of the High Point Preservation Society, directors agreed to pursue further investigation into opportunities with the Hedgecock Farm including financial and management roles. The result of that approval is this Preservation Plan, and the investigation of collaboration with Guilford County.

Additional fundraisers could be made through online accounts such as GoFundMe.com. Online fundraising can be a great way to raise money and obtain funds for various reasons. Whether fundraising for a specific project (painting, wood repair) or general funds (Hedgecock Farm maintenance), online fundraising sites can be helpful in launching and managing campaign.

<http://www.toptenreviews.com/money/services/best-fundraising-sites/>

Programming Opportunities

Community Partnerships have already contributed a great deal to the preservation of the Hedgecock Farm. **Programming** partnerships could include coordination with the UNCG Public History Program. Dr. Benjamin Filene is the Director of Public History and a Professor of History who has completed several interpretive installations at sites across the region including downtown Greensboro and the Revolution Mill. He has been made aware of this opportunity as a project. Email: bpfilene@uncg.edu, Office: 2137 MHRA, Office Phone: 336-334-5645

Other **programming partnerships** could include local preservation or historical societies to provide perennial tours that relate history and/or architecture, or other small social events that celebrate the history of agriculture or historic preservation.

Foundation Partnerships have also been made. In particular, the Marian Stedman Covington has provided funds to list the property to the National Register of Historic Places, and to stabilize the farmhouse. Other possible foundation partners could include private family foundations or community foundations.

Community partners such as Friends of Rich Fork Preserve/Hedgecock Farm, Eagle Scout Badge candidates and fraternal/sororal groups can provide much needed labor such as clearing brush and tall grass, recruiting volunteers, and organizing leadership teams.

Timeline

May-July 2017	Legal Name and Partnerships established ⁱ
Within 120 days after signing of MOU 2017	Volunteers stabilize outbuildings ⁱⁱ
Ribbon Cutting of Rich Fork Preserve	Public Tour of Farm and Buildings
2017-2018	Phase 2 professional work completed
2018	Funding raised to complete Phase 3 of professional work on farm house
2018-2019	Professional Work completed on Phase 3 of farm house

End Notes

ⁱ Finalization of name of Friends of Rich Fork Preserve/Hedgecock Farm [or variation] and determination of group's interest in designation as an official chapter of the NC Wildlife Federation to help us with "best practices" for conservation of the farm and surrounding preserve. Likely a six-month timeline.

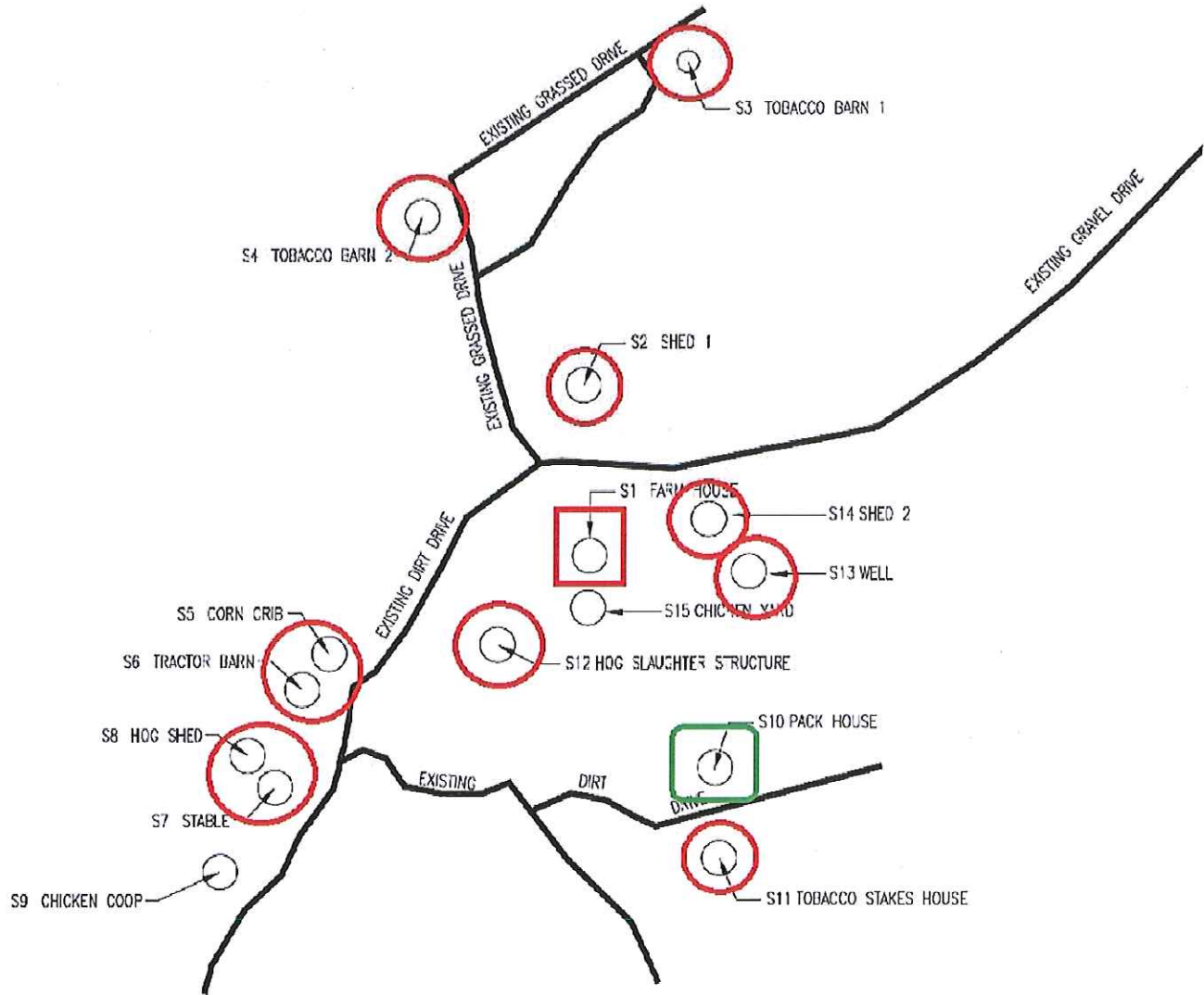
ⁱⁱ Hedgecock Farm: Existing Buildings Survey, 30 December 2014 by Ramsey Leimenstoll, Architect: "A total of 15 structures are included in the Inventory: Tobacco Pack House, Tobacco

Stick Shed, Hog House #1, Hog House #2, Feed Barn, Feed Bar – Lean-To, Sheds, Corncrib, Storage Shed, Tobacco Barn #1, Tobacco Barn #2, Smokehouse, Hog Hanging Rack, Dog Lot, Well, & Residence. These designations correspond to the study map included in the report prepared by Laura Phillips. Tobacco Pack House: This is a two-story structure with brick masonry foundation and wood frame walls and roof. The structure is very seriously deteriorated. While some of the roof frame remains, the roof is completely gone as well as everything on the main level except some of the exterior walls and floor framing. The western foundation wall has collapsed also. The remaining structure is unstable and hazardous, but it remains part of the tobacco story. Recommendation is to remove structure above foundation and salvage materials for repairs to other structures. Consider measures to redirect water from accumulating within the foundation walls after demolition of the building frame. Remove debris in/around the structure as well as encroaching vegetation. Concerns about the depth of the basement and injuries from falls may be assuaged with a deep layer of clean soil perhaps topped by mulch at the base of the structure. This fill should be made to secure the foundations from falls. The addition of clean fill dirt will also preserve the foundations for any archaeological investigations. Mulch will make it easier to keep growth of vegetation to a minimum. The intent here is to make the area safe for visitors, and to preserve the foundations for interpretive purposes and future historical investigation.

ATTACHMENT B



ATTACHMENT C





ATTACHMENT D

MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

ksullivan@mdpins.com
Phone: (410) 685-4625 Fax: (410) 685-3071

Enclosed you will find an annual admitted Commercial Liability quote for High Point Preservation Society. The quote number is MGL017F57X8.

- Section I- Details the premiums, taxes and fees associated with this account. In addition, it provides the Underwriting Notes and covers any of the additional underwriting information that might be needed prior to binding or within 21 days of the inception date.
- Section II- Summarizes the locations, building information, property coverages, warranties, and the corresponding classifications with the exposures and rates.
- Section III- Provides the Liability Limits of Insurance
- Section IV- Lists the required coverage forms, notices, endorsements and exclusions.
- Section V- Offers optional coverages that are available to the applicant but are not currently included in the quote.
- Section VI- Provides the Direct Bill Payment Description.

In addition we have included some materials that will assist in the evaluation of this offer of coverage.

- An Excess General Liability quote that provides higher limits of Liability. It is attached as a separate quote under #XSL017F85E9. This quote is optional and not required to be bound along with the primary quote. If coverage is desired, we would issue a separate policy.
- Endorsement TRIADN Policyholder Disclosure Notice of Terrorism Insurance Coverage for your review.
- A Point of Sale piece that provides some claims scenarios this account may encounter and a coverage checklist that can be compared to the quotation of another carrier.

The carrier will send you an invoice based on the terms reflected in this quote.
Payment is due to the carrier.

Payment options available to you are:

1. Send the invoice remittance slip with payment to the lockbox address on their invoice
2. Pay online at www.usli.com/ezpay.
3. Pay by phone (automated system available 24/7) at 866-632-2003

Your invoice will include a unique number that will allow you to register your policy at www.usli.com/ezpay. By registering your policy, you will have access to additional information as well as the option to set-up recurring payments. Recurring payments are a great way to minimize the possibility of your policy being cancelled or not renewed because payment was not received.

We invite you to contact us to discuss the benefits of any coverages, the costs associated or simply to provide feedback! We welcome the opportunity to talk with you about this quote.



Insurance Since 1875

MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

ksullivan@mdpins.com
Phone: (410) 685-4625 Fax: (410) 685-3071

Thank you for the opportunity to quote this account!

Sincerely,
Kevin Sullivan
MAURY, DONNELLY, & PARR, INC.



MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

ksullivan@mdpins.com
Phone: (410) 685-4625 Fax: (410) 685-3071

MGL017F57X8

Quote is valid until 4/28/2017

To: High Point Preservation Society

From: Kevin Sullivan

ksullivan@mdpins.com

Please bind effective: _____

Confirm optional coverages:

- ☐ Do not include any optional coverages.
☐ Include the following optional coverages from Section VI
(Taxes & Fees may apply to optional premium if purchased)
☐ Option 1 - (add: *\$100.00) - Terrorism Coverage
*See Terrorism Section for Exact Pricing and Terms

This policy is eligible to be Direct Billed.

Note: a \$5.00 installment fee will apply to each installment after the first - please select one of the following:

- ☐ Direct Bill both this New Business and future Renewals
(If checked - Select a Payment Plan):
☐ SINGLEPAYMENT

See the last page of this quote for Payment Plan Descriptions

- ☐ Do not Direct Bill this New Business but do Direct Bill future Renewals
☐ Do not Direct Bill this policy

NOTE: If the Direct Bill Option is selected, the Company will invoice the insured. Do not bill or collect the down payment. All state surcharges and fees (except installment fees) will be billed in full with the first installment.

Signature: _____

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

COMMERCIAL LIABILITY POLICY INFORMATION	
Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - X
Term Quoted:	Annual
COVERAGE PART	PREMIUM
Commercial General Liability	\$350.00
TOTAL PREMIUM DUE TO CARRIER	\$350.00
ADDITIONAL COSTS	
Broker Fee	_____
TOTAL AMOUNT DUE	_____

FREE AND DISCOUNTED BUSINESS SERVICES AVAILABLE TO USLI INSURED - VISIT BIZRESOURCECENTER.COM FOR DETAILS

Within 21 days of the inception date of coverage, this account will be subject to the following:

- Our completed & signed application.

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

Underwriting Notes:

- Thank you for the opportunity to quote this risk.

Prior to Bind Requirements: this account is subject to the following:

Coverage cannot be bound without the following information. We may modify the terms and/or premiums quoted or rescind this quote if the information provided below or on the completed application materially affects the rating or eligibility of the risk.

- Provide the number of acres this building is on.
- Is the land being used for farming, activities, etc.?

II. COVERED LOCATION(S) AND CORRESPONDING CLASSIFICATIONS

Location #1 - 407 Parris Avenue, High Point, NC 27262

Liability Coverage

Description	Class Code	Basis	Exposure	Prod/CompOps Rate	All Other Rate	Prod/CompOps Premium	All Other Premium
Vacant Buildings - not factories - Other than Not-For-Profit	68606	Total Area	2,000	Excl	23.040	Excl	\$225 MP
			Per 1,000 Total Area				
Vacant Buildings - increased exterior premises exposure	68601	Flat	6	Excl	125.000	Excl	\$125
			Flat				

Liability Coverage Premium for Location #1: \$350

III. LIABILITY LIMITS OF INSURANCE

COMMERCIAL GENERAL LIABILITY

Each Occurrence	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Damage to Premises Rented to You	\$100,000
Products/Completed Ops Aggregate	Excluded
General Aggregate	\$2,000,000
General Liability Deductible	\$0

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

IV. REQUIRED FORMS & ENDORSEMENTS

General Liability Endorsements

CG0001	(12/07) Commercial General Liability Coverage Form	L-278 VAC	(12/14) Independent Contractors/Subcontractors Exclusion
CG0068	(05/09) Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	L-395NC	(08/07) Vacant Building Coverage Condition
CG2104	(11/85) Exclusion - Products-Completed Operations Hazard	L-500	(02/11) Bodily Injury Exclusion - All Employees, Volunteer Workers, Temporary Workers, Casual Laborers, Contractors, and Subcontractors
CG2107	(05/14) Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included	L-532 VAC	(12/14) Exclusion - Construction Operations
CG2136	(03/05) Exclusion - New Entities	L-540	(11/09) Exclusion - Exterior Work Over 50 Feet
CG2139	(10/93) Contractual Liability Limitation	L-599	(10/12) Absolute Exclusion for Pollution, Organic Pathogen, Silica, Asbestos and Lead with a Hostile Fire Exception
CG2147	(12/07) Employment-Related Practices Exclusion	L-610	(11/04) Expanded Definition Of Bodily Injury
CG2173	(01/15) Exclusion Of Certified Acts Of Terrorism	L-685	(05/10) Premises Limitation Endorsement
IL0017	(11/98) Common Policy Conditions	L-783	(02/14) Amendment Of Liquor Liability Exclusion
IL0021	(09/08) Nuclear Energy Liability Exclusion Endorsement	LLQ100	(07/06) Amendatory Endorsement
IL0269	(09/08) North Carolina Changes - Cancellation And Nonrenewal	LLQ368	(08/10) Separation Of Insureds Clarification Endorsement
Jacket	(09/10) Commercial Insurance Policy Jacket	TRIADN	(02/15) Policyholder Disclosure Notice of Terrorism Insurance Coverage
L-232s	(09/05) Classification Limitation Endorsement		

V. OFFER OF OPTIONAL COVERAGE(S)

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

Coverage	Additional Premium
Option 1 Terrorism Coverage	\$100.00

Important Information

- Terrorism coverage is available per the Terrorism Risk Insurance Program Reauthorization Act of 2015. If not purchased, please provide the signed TRIADN Disclosure Notice or add form NTE - Notice of Terrorism Exclusion. When making your decision to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount, and limits in this policy applicable to losses arising from events other than acts of terrorism.
- The Terrorism premium shown above has been calculated as a percentage of the quoted coverages. If any coverages are added or removed at binding, the additional premium shown above is subject to change.
- This coverage cannot be added mid-term.

VI. DIRECT BILL PAYMENT PLAN DESCRIPTIONS

One Year Payment Plan Descriptions:

SINGLE PAYMENT - The entire premium is invoiced immediately and is due 20 days after it is invoiced.

An installment fee as noted on page 1 of this quote applies to each installment after the first.

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act ("the Act"), as amended, you have a right to purchase insurance coverage for losses arising out of acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You should know that any coverage for losses caused by certified acts of terrorism is partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is provided below and does not include any charges for the portion of loss covered by the federal government under the Act.

Coverage for "insured losses", as defined in the Act, is subject to the coverage terms, conditions, amounts and limits in this policy applicable to losses arising from events other than acts of terrorism.

You should know that the Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement, as well as insurers' liability, for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

You should also know that, under federal law, you are not required to purchase coverage for losses caused by certified acts of terrorism.

REJECTION OR SELECTION OF TERRORISM INSURANCE COVERAGE

Please "X" one of the boxes below and return this notice to the Company.

☐	I decline to purchase Terrorism Coverage. I understand that I will have no coverage for losses arising from acts of Terrorism.
☐	I elect to purchase coverage for certified acts of Terrorism for a premium of \$_____.

Note: if you do not respond to our offer and do not return this notice to the Company, you will have no Terrorism Coverage under this policy.

Applicant Name (Print)

Named Insured

Authorized Signature

Date



Vacant Building Product

As an owner of a vacant property, do you have the right coverage?

- u Local children enter your building and fall through the floor
- u A fire begins in your vacant building and spreads to surrounding properties
- u While having renovations completed on the property, construction materials fall on a passerby

The following are important features; make sure you have them all:

COVERAGE FEATURES	USLI	COMPETITORS
No restriction on the length of vacancy		
No minimum earned premium or a 25% minimum earned premium even on 3, 6 and 9 month policy terms		
3, 6 and 9 month policy terms		
Can consider buildings undergoing renovations		
Special form and replacement cost available for some risks		
Contents coverage available		
No liability deductible		
Vandalism is included with property coverage for commercial buildings		
Independent contractors coverage available for risks with renovations		
A.M. Best rated A ⁺⁺ Carrier		
A proud member of the Berkshire Hathaway Group		
Policyholders have access to many services through our Business Resource Center that will assist in growing and protecting their businesses		



MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

ksullivan@mdpins.com
Phone: (410) 685-4625 Fax: (410) 685-3071

Enclosed you will find an annual admitted Excess General Liability Coverage for High Point Preservation Society. The quote number is XSL017F85E9.

- Section I- Details the premiums, taxes and fees associated with this account. In addition, it provides the Underwriting Notes and covers any of the additional underwriting information that might be needed prior to binding or within 21 days of the inception date.
- Section II- Schedule of Underlying Coverages
- Section III- Lists the required coverage forms, notices, endorsements and exclusions.
- Section IV- Offers optional coverages that are available to the applicant but are not currently included in the quote.
- Section V- Provides the Direct Bill Payment Description.

In addition we have included some materials that will assist in the evaluation of this offer of coverage.

- A pre-filled application that includes the information you have already provided.
- Endorsement TRIADN Policyholder Disclosure Notice of Terrorism Insurance Coverage for your review.
- A Point of Sale piece that provides some claims scenarios this account may encounter and a coverage checklist that can be compared to the quotation of another carrier.

The carrier will send you an invoice based on the terms reflected in this quote.
Payment is due to the carrier.

Payment options available to you are:

1. Send the invoice remittance slip with payment to the lockbox address on their invoice
2. Pay online at www.usli.com/ezpay.
3. Pay by phone (automated system available 24/7) at 866-632-2003

Your invoice will include a unique number that will allow you to register your policy at www.usli.com/ezpay. By registering your policy, you will have access to additional information as well as the option to set-up recurring payments. Recurring payments are a great way to minimize the possibility of your policy being cancelled or not renewed because payment was not received.

We invite you to contact us to discuss the benefits of any coverages, the costs associated or simply to provide feedback! We welcome the opportunity to talk with you about this quote.

Thank you for the opportunity to quote this account!

Sincerely,
Kevin Sullivan
MAURY, DONNELLY, & PARR, INC.



MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

ksullivan@mdpins.com
Phone: (410) 685-4625 Fax: (410) 685-3071

XSL017F85E9

Quote is valid until 4/28/2017

To: High Point Preservation Society

From: Kevin Sullivan

ksullivan@mdpins.com

Please bind effective: _____

Confirm optional coverages:

- ☐ Do not include any optional coverages.
☐ Include the following optional coverages from Section IV
(Taxes & Fees may apply to optional premium if purchased)
☐ Option 1 - Terrorism Coverage

This policy is eligible to be Direct Billed.

Note: a \$5.00 installment fee will apply to each installment after the first - please select one of the following:

- ☐ Direct Bill both this New Business and future Renewals
(If checked - Select a Payment Plan):
☐ SINGLE PAYMENT
☐ TWO PAYMENTS - Premium must be over \$400
☐ THREE PAYMENTS - Premium must be over \$675
☐ FOUR PAYMENTS - Premium must be over \$1,000

See the last page of this quote for Payment Plan Descriptions

- ☐ Do not Direct Bill this New Business but do Direct Bill future Renewals
☐ Do not Direct Bill this policy

NOTE: If the Direct Bill Option is selected, the Company will invoice the insured. Do not bill or collect the down payment. All state surcharges and fees (except installment fees) will be billed in full with the first installment.

Signature: _____

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

EXCESS GENERAL LIABILITY COVERAGE POLICY INFORMATION	
Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - X
Term Quoted:	Annual
LIMIT OPTIONS	PREMIUM
☐ \$1,000,000	\$400 (MP)
☐ \$2,000,000	\$800 (MP)
☐ \$3,000,000	\$1,200 (MP)
☐ \$4,000,000	\$1,600 (MP)
☐ \$5,000,000	\$2,000 (MP)

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

ADDITIONAL COSTS

Broker Fee

\$_____

FREE AND DISCOUNTED BUSINESS SERVICES AVAILABLE TO USLI INSUREDS – VISIT BIZRESOURCECENTER.COM FOR DETAILS

Please note that we will not be able to bind coverage until we satisfy all Prior to Binding requirements. We have provided a pre-filled application that would assist in satisfying these requirements.

Prior to binding, this account is subject to the following:

Confirmation that all of the following are True:

- -Provide the number of acres this building is on.
- -Is the land being used for farming, activities, etc.?

Within 21 days of the inception date of coverage, this account will be subject to the following:

- Our completed & signed application; or
- A completed & signed ACORD application as long as all underwriting information needed has been provided to us; or
- A completed & signed application from another company as long as all underwriting information needed has been provided to us.

Underwriting Notes:

- Please be advised, we have prepared this quote of higher limits of liability based on the information provided for a primary quote. It is valid only over the United States Liability Insurance Group quote provided, however we can consider adjusting it to be valid over other carriers. In addition, we can possibly include other lines of coverage in the underlying such as Automobile Liability and Employer's Liability.
- Please contact me if you wish to discuss further.
- Thank you for the opportunity to quote this risk.

II. SCHEDULE OF UNDERLYING COVERAGES

Commercial General Liability	Limits of Liability	
Carrier: United States Liability Insurance Group	Each Occurrence:	\$1,000,000
AM Best Rating: A++	Products/Completed Operations Aggregate:	Excluded
	General Aggregate:	\$2,000,000
	Personal & Advertising Injury:	\$1,000,000

III. REQUIRED FORMS & ENDORSEMENTS

IUL100	(07/06) Expected or Intended Injury Exclusion	L-639NC	(05/06) North Carolina State Amendatory Endorsement
IUL117	(09/10) Nuclear Energy Liability Exclusion (Broad Form)	TRIADN	(02/15) Policyholder Disclosure Notice of Terrorism Insurance Coverage
L-367	(08/03) Minimum Earned Premium Endorsement	XL101	(05/07) Automobile Exclusion
L-395NC	(08/07) Vacant Building Coverage Condition	XL542	(02/15) Exclusion Of War And Certified Acts Of Terrorism
L-540	(11/09) Exclusion - Exterior Work Over 50 Feet	XLP	(07/05) Excess Liability Policy
L-589	(01/06) Bodily Injury Exclusion - All Employees, Volunteer Workers, Temporary Workers, Casual Laborers, Contractors, And Subcont	XLP Jacket	(09/10) Excess Liability Policy Jacket

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

IV. OFFER OF OPTIONAL COVERAGE(S)

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

Coverage	Rate
Option 1 Terrorism Coverage	See notes for rate information

Important Information

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act of 2015, is available for 3% of the total premium for this risk. If not purchased, please provide the signed TRIADN Disclosure Notice or add form NTE – Notice of Terrorism Exclusion. When making your decision whether to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount and limits in this policy applicable to losses arising from events other than acts of terrorism.
- Coverage available under this offer is contingent on the underlying policies providing terrorism coverage and at the same limit as the Schedule of Underlying Coverages
- This coverage cannot be added mid-term.

V. DIRECT BILL PAYMENT PLAN DESCRIPTIONS**One Year Payment Plan Descriptions:**

SINGLE PAYMENT - The entire premium is invoiced immediately and is due 20 days after it is invoiced.

TWO PAYMENTS - 50% of the premium is invoiced immediately and is due 20 days after it is invoiced; the balance is invoiced 60 days after inception.

THREE PAYMENTS - 40% of the premium is invoiced immediately and is due 20 days after it is invoiced; 30% is invoiced 60 days after inception; the balance is invoiced 120 days after inception.

FOUR PAYMENTS - 40% of the premium is invoiced immediately and is due 20 days after it is invoiced; three equal installments of 20% are invoiced at 60 days, 120 days and 180 days after inception.

An installment fee as noted on page 1 of this quote applies to each installment after the first.

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

CITY OF HIGH POINT

AGENDA ITEM



Title: Janitorial Services Contract for Parks and Recreation Facilities

From: Lee Tillery –Parks and Recreation Director

Meeting Date: July 17, 2017

Public Hearing: N/A

Advertising Date: May 11 – May 31, 2017

Advertised By: Purchasing

Attachments: Attachments – Bid Tabulations, Recommendation Forms

PURPOSE:

Contract custodial services at the following facilities: Allen Jay, Morehead, Southside, Deep River, Oakview, Piedmont Environmental Center and Washington Terrace Community Building. Matt's Janitorial Service is recommended for four locations and Rocky Top Cleaning for three. Contracts are for a three year period renewable each year.

BACKGROUND:

We have been transitioning to contracted custodial service in the facilities listed above in place of in house full time positions. Facilities will be cleaned during non-operating hours allowing for more convenience and benefits to patrons.

BUDGET IMPACT:

Funds for this project are included in the 2017-18 budget.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends City Council approval of both contracts for the clean services for the above listed facilities and authorize the appropriate city official to execute contracts with Matt's Cleaning Services in the amount of \$93,240.00 and Rocky Top Cleaning in the amount of \$201,600.00.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Parks and Recreation**

COUNCIL AGENDA DATE: **Jul 17, 2017**

BID NO.: **48-053117** CONTRACT NO.: DATE OPENED:

DESCRIPTION:

We recommend Matt's Janitorial for the following four sites: Deep River, Oakview, PEC and WTP.

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: **Matt's Janitorial** AMOUNT: **\$93,240.00**

JUSTIFICATION:

Combined lowest bid for the four sites listed above.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101421	527214	101004700070	54311	\$27,900.00
101421	527214	101004200070	54311	\$27,000.00
101421	527214	101004450010	54311	\$23,400.00
101431	527214	101004650010	54311	\$14,940.00
TOTAL BUDGETED AMOUNT				\$93,240.00

DEPARTMENT HEAD: **P. Lee Tillery** Digitally signed by P. Lee Tillery
DN: cn=P. Lee Tillery, o=City of High Point, ou,
email=lee.tillery@highpointnc.gov, c=US
Date: 2017.07.07 14:08:28 -0400 DATE: **Jul 7, 2017**

The Purchasing Division concurs with recommendation submitted by the **P&R** and recommends award to the lowest responsible, responsive bidder **Matt's Janitorial** in the amount of \$ **93,240.00**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o=ou,
email=erik.conti@highpointnc.gov, c=US
Date: 2017.07.07 15:59:22 -0400 DATE: **Jul 7, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: **Jeffrey A. Meese** Digitally signed by Jeffrey A. Meese
DN: cn=Jeffrey A. Meese, o=City of High Point, NC,
ou=Financial Services Director,
email=jffmeese@highpointnc.gov, c=US
Date: 2017.07.10 16:36:43 -0400 DATE: **Jul 10, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point,
email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.11 09:24:46 -0400 DATE: **Jul 11, 2017**



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Parks and Recreation**

COUNCIL AGENDA DATE: **Jul 17, 2017**

BID NO.: **48-053117** CONTRACT NO.: DATE OPENED:

DESCRIPTION:

We recommend Rocky Top Cleaning Services for the following three sites: Morehead, Southside, Allen Jay

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: **Rocky Top Cleaning Services** AMOUNT: **\$201,600.00**

JUSTIFICATION:

Rocky Top Cleaning Services if the second lowest bid for the three combined facilities listed above. The combined lowest bidder is Matt's Janitorial. However, Matt's Janitorial is recommended for the other four sites and we made the assumption that logistically, he may be able to cover all seven sites.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101421	527214	101004350070	54311	\$61,200.00
101421	527214	101004300070	54311	\$57,600.00
101421	527214	101004250070	54311	\$82,800.00
TOTAL BUDGETED AMOUNT				\$201,600.00

DEPARTMENT HEAD: **P. Lee Tillery** Digitally signed by P. Lee Tillery
DN: cn=P. Lee Tillery, o=City of High Point, ou,
email=lee.tillery@highpointnc.gov, c=US
Date: 2017.07.07 14:09:16 -0400 DATE: **Jul 7, 2017**

The Purchasing Division concurs with recommendation submitted by the **P&R and recommends award to the lowest responsible, responsive bidder **Rocky Top Cleaning Servid** in the amount of \$ **201,600.00**.**

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o, ou,
email=erik.conti@highpointnc.gov, c=US
Date: 2017.07.07 15:58:10 -0400 DATE: **Jul 7, 2017**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: **Jessy McNamee** Digitally signed by Jessy A. Moore
DN: ou=Jeffrey A. Moore, o=City of High Point, NC,
cn=Financial Services Director,
email=jfmoore@highpointnc.gov, c=US
Date: 2017.07.10 16:35:55 -0400 DATE: **Jul 10, 2017**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point,
email=greg.demko@highpointnc.gov, c=US
Date: 2017.07.11 09:25:29 -0400 DATE: **Jul 11, 2017**

BID TABULATION - 48-053117
Janitorial Services at Allen Jay Rec, Morehead Rec, Southside Rec

VENDOR	Matt's Janitorial Services	Rocky Top Cleaning Services	Jan Pro Cleaning Seervices	Contractor's Cleaning Services	A&B Cleaning Service	Jani King of the Triad	Affordable Janitorial & Maintenance Services	While I Wait Enterprise, LLC
Allen Jay Rec	\$9,300	\$20,400	\$15,600	\$17,280	\$18,781	\$16,740	\$21,216	\$360,000
Morehead Rec	\$8,700	\$19,200	\$14,520	\$17,280	\$17,341	\$12,900	\$31,824	\$360,000
Southside Rec	\$43,200	\$27,600	\$38,004	\$34,560	\$36,542	\$43,140	\$84,864	\$360,000
Total	\$61,200	\$67,200	\$68,124	\$69,120	\$72,664	\$72,780	\$137,904	\$1,080,000

AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on June, 27, 2017 and before the City Council of the City of High Point on July 17, 2017 regarding **Zoning Map Amendment Case 17-09 (ZA-17-09)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on June 18, 2017, for the Planning and Zoning Commission public hearing and on July 5, 2017 and July 12, 20xx, 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 **July 17, 2017**.

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 Planned Development - Periphery (PD-P). The property is approximately 70.926 acres lying along the east side of Sandy Ridge Road and Johnson Street and south of Kendale Drive (2028 Sandy Ridge Road, 4627 and 4604 Kendale Drive, 4644 and 4626 Johnson Street). The property is also known as Guilford County Tax Parcel 0171336(part), 0171341(part), 0171346, 0171316, 0171348, 0171314 and 0171313(part).

SECTION 2

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

SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with standards imposed in the PD-P District, Master Plan Map and Development Standards, and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans that are 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.

17th day of July, 2017.

Lisa B. Vierling, City Clerk

Planned Unit Development Statement of Intent.

Applicant: BSC Holdings, Inc. Date: June 19, 2017

- a) The applicant intends to develop a mixed residential development on 70.926 acres consisting of 2 tracts, Tract A, and Tract B, which will be separated by the dedication of right-of-way for the future Piedmont Parkway Extension. Tract A will consist of a mix of residential uses including single family detached, townhomes, multifamily buildings consisting of 8 apartment units per building, and a lofts style apartment building consisting of no more than 90 units. Tract B will consist of single family residential homes on individual lots for sale.
- b) The intent for Tract A is to build a high-end rental development with on-site amenities. Single-family structures will have brick veneer in the front façade. Target market of the units will be individuals who work in the Piedmont Center Business Park, as well as empty nesters who are too young for retirement community living. This development will bring a high value to the area. Tract A dwelling units will be maintained as rental units and will be managed by BSC Holdings, Inc., the property management company of the Developer.
- c) The intent for Tract B is to build a well-thought out and planned single family residential subdivision. Tract B units will be built by Royal Homes of NC and sold to individuals. Anticipated prices are in the \$250,000 to \$350,000 range.
- d) Tract A will function as a cohesive unified development. All entrances into Tract A will be gated. The road network will consist of private streets and drives. All tenants of the Tract A development will have access to the Recreational and Amenity areas.
- e) Tract B will consist of public streets with a main entrance off of the Piedmont Parkway extension and a secondary entrance and exit off of Johnson Street.
- f) Tract A will have a maximum of 290 residential dwelling units.
- g) Tract B will have a maximum of 110 residential dwelling units.
- h) All streets in Tract A are private. Trash services to be handled by the property owner.
- i) All streets in Tract B are public.
- j) In Tract A Parking lots will exist in front of the apartment buildings. Each single family detached house will have its own driveway. Many houses will have garages. Many townhomes will have their own garage and all will have a driveway to park additional vehicles, The Loft style apartment building will have wide central hallways and elevators. Each apartment will have a private balcony.
- k) Tract B will have individual driveways for each dwelling unit.

- l) The project has been designed to complement the surrounding neighborhoods and the River Landing Community. This development will provide much needed additional for sale housing in the \$250,000 to \$350,000 price range and will also provide additional rental options for empty nesters and baby boomers who are not yet ready to consider other retirement home style choices.

Development Standards

Part I. USES:

A. Tract A:

1. Only single family detached dwelling units, single family attached dwelling units, multi-family dwelling units, duplex dwelling units, triplex/quadplex dwelling units and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the Development Ordinance, and the specific conditions listed in this Ordinance.
2. Common elements recreation.

B. Tract B:

1. Only single family detached dwelling units as allowed in the Residential Single Family-5 (R-5) District and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the Development Ordinance, and the specific conditions listed in this Ordinance.
2. Common elements recreation.

Part II. CONDITIONS:

A. Development, Dimensional & Density Standards:

1. A maximum of 400 dwelling units shall be permitted. Development dimensional and density standards within each tract shall be as follows:
 - a. Tract A:
 - 1) A maximum of two hundred ninety (290) residential dwelling units shall be permitted.
 - 2) Common elements recreation (clubhouse/recreation area) shall be included in this tract.
 - 3) A street setback of 30 feet shall be provided around the perimeter of this tract where it abuts the Piedmont Parkway, Sandy Ridge Road and Kendale Road (current and future alignment) right-of-way's as depicted on the sketch plan. A 20-foot setback shall be provided where the perimeter of the tract does not abut a current or proposed future public right-of-way as depicted on the sketch plan.
 - 4) Except for single family detached dwelling units, all uses shall meet the development and dimensional standards of the Residential Multifamily - 16 (RM-16) District standards.
 - 5) Single family detached dwelling development shall meet one of two development options.
 - i. Option 1 - Single family detached dwelling development: Dwelling units

not developed on individual lots and as part of a group development shall meet the following standards:

<u>Principal Building Setbacks</u>	
<u>Front Street Setback:</u> (measured from back of curb or edge of pavement, if no curb is provided) • Where no sidewalk is located along private drive/private street--- • Where sidewalk is located along the private drive/private street---	22 ft. 25 ft.
<u>Side Street Setback:</u> • For lots on a corner-----	<u>10 ft.</u>
<u>Maximum Building Height (maximum two stories)</u>	
50 ft.	
Accessory Structures • No accessory building(s) shall be permitted; except, this shall not prohibit amenity structures within the common elements area such as gazebos or similar structures. • Enclosed patios/sun rooms, etc. shall meet above noted principal building setback standards.	

- ii. Option 2 – Single family detached dwelling development: Dwelling units developed on an individual lot shall meet the following standards:

<u>Minimum Lot Area:</u> There is no minimum lot area; however, the single family detached dwelling unit shall be fully contained within the lot.	
<u>Principal Building Setbacks</u>	
<u>Front Street Setback:</u> (setback measured from back of curb or edge of pavement, if no curb is provided) • Where no sidewalk is located along private drive/private street:- • Where sidewalk is located along the private drive/private street-	22 ft. 25 ft.
Side Setback-----	None
Side Street Setback: For lots on a corner-----	10 ft.
Rear Setback-----	5 ft.
<u>Maximum Building Height (maximum two stories)</u>	
50 ft.	

<u>Accessory Structures</u>

- | |
|---|
| <ul style="list-style-type: none">• No accessory building(s) shall be permitted; except, this shall not prohibit amenity structures within the common elements area such as gazebos or similar structures.• Enclosed patios/sun rooms, etc. shall meet above noted principal building setback standards. |
|---|

b. Tract B:

- 1) A maximum of one hundred and ten (110) residential dwelling units shall be permitted.
- 2) Uses shall meet the development and dimensional standards of the Residential Single Family- 5 (R-5) District.

B. Landscaping, Setback and Buffers

1. Tract A

A minimum 15-foot wide Type C planting yard shall be installed around the perimeter of Tract A.

2. Tract B

A 10-footwide street yard shall be installed along the Johnson Street and Piedmont Parkway frontages of Tract B. This planting yard shall be in the common elements area.

C. Fencing & Screening: If fencing is erected along the perimeter of a tract abutting a public street right-of-way, then a common fencing plan shall be provided. A common fencing plan shall be provided prior to Preliminary Plat approval for any portion of the tract where perimeter fencing is to be installed.

D. Lot Combination. All parcels within the rezoning site shall be combined into one (1) lot prior to any development.

E. Transportation

1. Vehicular Access and improvements:

- a. Only one point of vehicular access shall be permitted to Kendale Road (Access Point #3 as depicted on Sketch Plan)
- b. Only two points of access shall be provided to Sandy Ridge Road.
 - 1) Access Point #2 (Access Point #2 as depicted on Sketch Plan): This access point shall align with The Links Drive and will be a full access point (ingress and egress may be modified by NCDOT road improvement project U-4758). The developer shall install left and right turn lanes on Sandy Ridge Road at this access point.

- 2) Access Point #1 (Access Point #1 as depicted on Sketch Plan): This access point is the Piedmont Parkway extension. This will be a four-way intersection at Johnson Street/Sandy Ridge Road and Piedmont Parkway extension. The developer shall construct the necessary westbound traffic lanes at this intersection as part of the Piedmont Parkway Extension improvements.
- c. Access Point #4 (Johnson Street Access as depicted on Sketch Plan): One point of vehicular access shall be provided to Johnson Street to serve Tract B. This access shall be installed with the development of Tract B once Tract B exceeds 50 lots.
This access shall be a right in- right out only drive in the location shown on the PD-P Sketch Plan and constructed to City of High Point and NCDOT standards.-
- d. Right-of-way dedication:
 - 1) Piedmont Parkway Extension: The developer shall dedicate to the City of High Point, prior to or with the first final subdivision plat for any portion of Tract B but no later than December 31, 2017, a 120-foot-wide right of way for the future construction of Piedmont Parkway Extension as shown on the PD-P Sketch Plan.
 - 2) Sandy Ridge Road and Johnson Street: The developer shall dedicate to the City of High Point, prior to or with the first final subdivision plat for any portion of Tract B but no later than December 31, 2017, right of way along Sandy Ridge Road and Johnson Street frontage of the site as shown on the PD-P Sketch Plan as required to meet alignment depicted in U4758.
- e. Piedmont Parkway Right-of-way improvements: The developer shall construct a 2 lane City standards local street from the Johnson Street/Sandy Ridge Road intersection to the access point into Tract A and Tract B as depicted on the sketch plan.
- f. The developer shall retain easement rights across the Piedmont Parkway right-of-way for utilities, stormwater, and access.

2. Pedestrian Access:

- a. A pedestrian access system shall be provided in Tract A so as to provide safe and convenient pedestrian access to open space/common area for all dwelling units. An access plan, for the entire development, shall be shown on the preliminary site plan.
 - b. A pedestrian access plan shall be submitted as part of the Preliminary Plat approval for each tract. The location of all sidewalks shall be indicated on plans submitted for approval. Pedestrian access shall be installed as part of each individual phase or sub-phase of the development.
3. The City of High Point Director of Transportation and the North Carolina Department of Transportation (NCDOT) shall approve all construction and improvements.

H) Signage: The location of signage on the rezoning site shall conform to the approved Common Signage Plan. An overall Common Signage Plan shall be submitted and approved prior to approval of the first preliminary plat approval for this development.

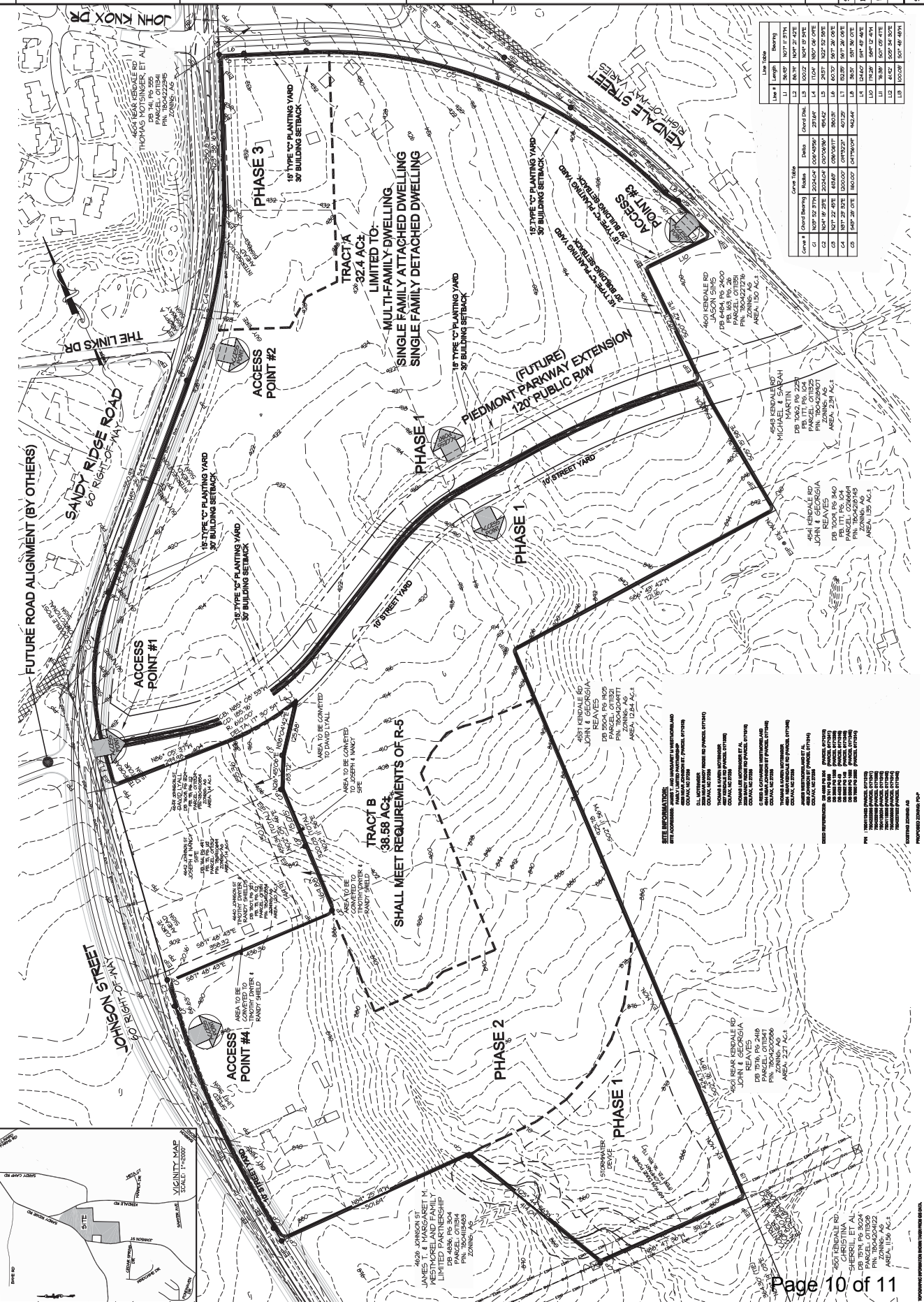
I) Relationship of Permit to Development Ordinance: The use and development of this site shall be subject to the uses and conditions within this Conditional Zoning Ordinance. The City of High Point Development Ordinance shall govern issues not addressed within this Conditional Zoning Ordinance.

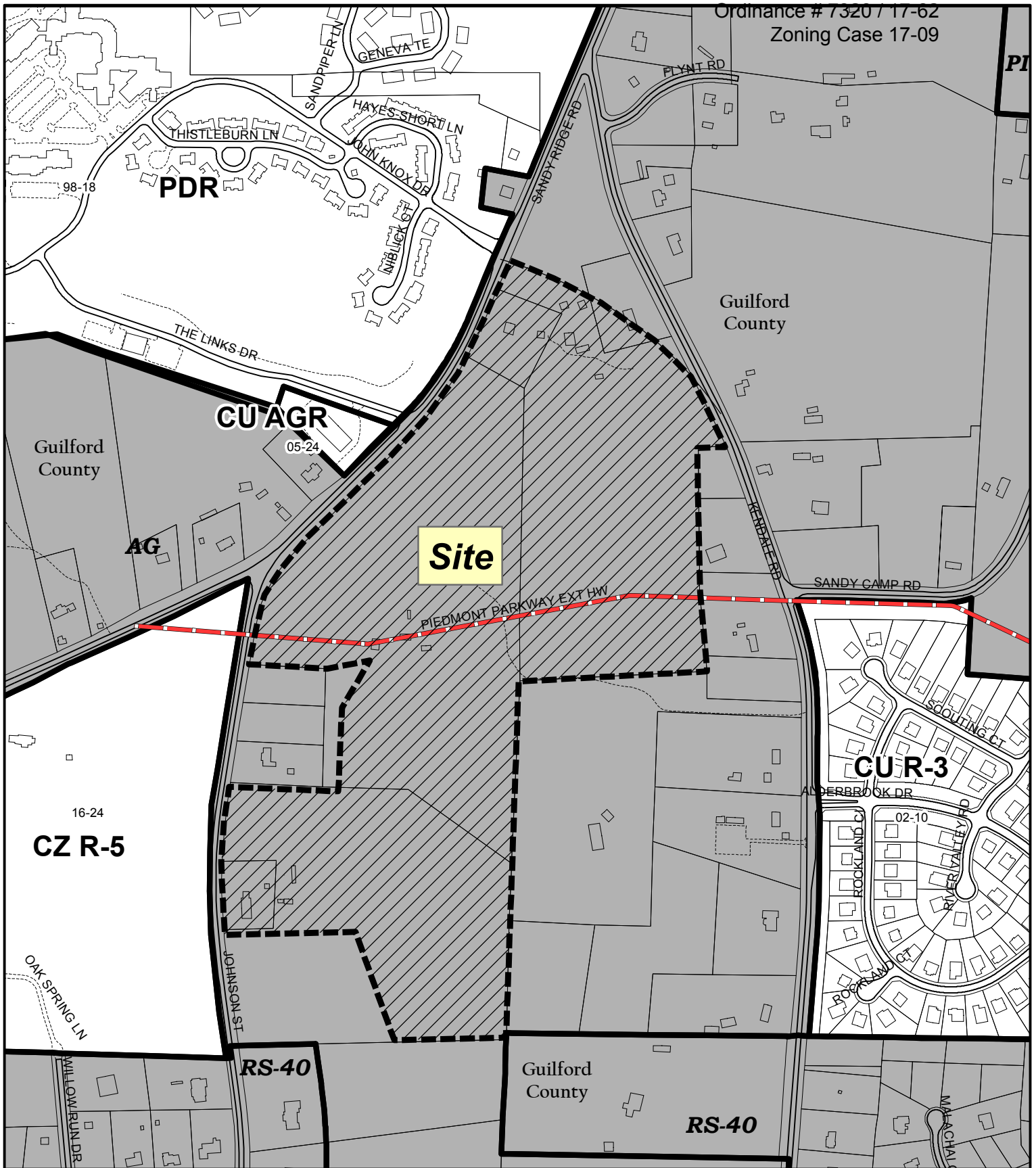
SANDY RIDGE, JOHNSON STREET & KENDALE ROAD
PD-P SKETCH PLAN

PRELIMINARY
FOR REVIEW
PURPOSES ONLY

ENGINEERING AND SURVEYING, INC.
LAND DEVELOPMENT CONSULTING
CORPORATE LICENSE NUMBER C-1975
4400 TYNIA STREET
HIGH POINT, NORTH CAROLINA 27605
PHONE: (336) 812-8900 ~ FAX: (336) 812-8780

SCALE: 1" = 100'
DATE: 06/16/2017
PROJECT: 133415
DRAWN BY:
SHEET C1





ZONING MAP AMENDMENT ZA-17-09

From: Agricultural (Guilford County)
To: Planned Development-Periphery

Existing Zoning Boundary —————
Subject Property Boundary - - - - -

**Planning & Development
Department**

City of High Point

Date: June 27, 2017



Scale: 1"=500'
G:\Planning\Secure\ba-pz\2017\pz\za17-09.mxd

CITY OF HIGH POINT

AGENDA ITEM



Title: Westside Wastewater Treatment Plant Improvements–Phase 3
Change Order

From: Terry Houk – Public Services Director
Derrick Boone – Public Services Asst. Director

Meeting Date: July 17, 2017

Public Hearing: No

Advertising Date: N/A
Advertised By: N/A

Attachments: Attachment A – Change Order Documents

PURPOSE:

The Westside WWTP is under upgrade to convert the existing extended aeration system (rated at 6.2 MGD) to a Biological Nutrient Removal (BNR) system rated initially at 8.2 MGD with ultimate design rated at 10.0 MGD. This change order is for the removal, disposal, and replacement with suitable backfill for existing unsuitable soil under the planned BNR Tanks (Biological Nutrient Removal Tanks).

BACKGROUND:

This change order is primarily to address to safety issues that have been identified by City of High Point Safety and Health Department, and adjust time based on the addition of these additional modifications (30 days). Also, an additional 25 days will be added to completion date for rain and another 10 days added additional work associated to the unsuitable materials under BNR tanks.

BUDGET IMPACT:

Funds for this project are in FY 2017/2018 CIP.

RECOMMENDATION / ACTION REQUESTED:

Public Services is recommending that Council approve Change Order to Shook Construction Company, Inc. contract in the amount of \$117,266.42.

CHANGE ORDER

No. 11

PROJECT Westside WWTP - Improvements - Phase 3

DATE OF ISSUANCE June 6th, 2017

EFFECTIVE DATE June 6th, 2017

OWNER: City of High Point, NC

OWNER's Contract No.: 17-112013

CONTRACTOR: Shook Construction Company

ENGINEER: Hazen and Sawyer, P.C.

You are directed to make the following changes in the Contract Documents.

Description: Per RFP #20 Furnish and install new aluminum platform, including all layout and installation of supporting concrete piers at the Solids Handling Bldg. truck loading station.

Furnish and install 3 eyewash stations, including all piping, 120 gallon hot water heater, recirculation pump, expansion tank, heat trace and all electrical work. Asphalt, curb and sidewalk is to be replaced as needed.

Time associated with these two projects shall be 30 days. This will be added to the project final completion date.

In addition, 25 days are to be added to the contract final completion date which brings the approved rain day allowance good thru May 31st, 2017.

10 days are to be added to the final contract completion dated for work performed in the closeout of Change Order #6. This work was for the removal and replacement of unsuitable materials under the existing Lime Bldg. where BNR tanks 2, 3 and 4 are being constructed.

Reason: Work requested by the City of High Point to meet safety requirements

RECEIVED
JUL 10 2017

Public Service Dept

Attachments: See attached

COST: \$117,266.42

TIME EXTENSION - 65 Days

CHANGE IN CONTRACT PRICE

Original Contract Price

\$ 24,911,400.⁰⁰

Net changes from previous Change Orders No. 0 to No. 10

\$ 684,850.27

Contract Price prior to this Change Order

\$ 25,596,250.27

Net Increase of this Change Order

CHANGE IN CONTRACT TIMES

Original Contract Times

Start Date: February 17, 2014

Substantial Completion: May 7, 2016

Final Completion: August 05, 2016

Net Change from previous Change Orders No. 0 to No. 10

139 Days

Contract Times prior to this Change Order

Start Date: February 17, 2014

Substantial Completion: September 23, 2016

Final Completion: December 22, 2016

Net Increase (decrease) of this Change Order

\$ <u>117,266.42</u>	<u>65 Days</u>
Contract Price with all approved Change Orders	Contract times with all approved Change Orders
\$ <u>25,713,516.69</u>	Substantial Completion: <u>November 27th, 2016</u> Final Completion : <u>February 25th 2017</u>

The adjustment in Contract Sum or Price and/or Contract Time or Times stated in this Change Order shall comprise the total price and/or time adjustment due or owed the CONTRACTOR for the work or changes defined in this Change Order. By executing the Change Order, the CONTRACTOR acknowledges and agrees that the stipulated price and/or time adjustments include the costs and delays for all work contained in the Change Order, including costs and delays associated with the interruption of schedules, extended overheads, delay, and cumulative impacts or ripple effect on all other non-affected work under this Contract. Signing of the Change Order constitutes full and mutual accord and satisfaction for the adjustment in Contract Sum or Price or Contract Time or Times as a result of increases or decreases in costs and time of performance caused directly and indirectly from the change, subject to the current scope of the entire work as set forth in the Contract Documents. Acceptance of the waiver constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Contract, and that CONTRACTOR waives all rights to file a claim on this Change Order after it is properly executed.

IN WITNESS WHEREOF, the undersigned have caused the execution hereof:

ATTEST:

[Signature]

Secretary



ACCEPTED CONTRACTOR (Authorized Signature):

Shook Construction Company
By: [Signature]
Print Name: TIMOTHY A. HYERS
Title: Proj MGR
Address: Dayton, Ohio
Date: 6.22.17

APPROVED OWNER:

City of High Point
By: _____
Print Name: _____
Title: _____
Date: _____

RECOMMENDED ENGINEER:

Hazen and Sawyer
By: [Signature]
Print Name: Mark Armand
Title: Senior Field Coordinator
Date: 6/29/2017

RESOLUTION
AUTHORIZING **CITY OF HIGH POINT**
TO ENTER INTO AN AGREEMENT WITH
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

A motion was made by **Council Member James Davis** and seconded by **Council Member Cynthia Davis** for adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, the **City of High Point** has requested the North Carolina Department of Transportation to assist in the funding of transit planning tasks; and

WHEREAS, the **City of High Point** will provide **10%** of the cost of the above described project;

NOW THEREFORE, BE IT RESOLVED that the **City Manager** is hereby authorized to enter into a contract with the Department of Transportation and execute all agreements and contracts with the North Carolina Department of Transportation, Public Transportation Division.

.....

I, **Lisa Vierling, City Clerk** do hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the **City of High Point** duly held on the **17th** day of **July, 2017**.





Signature of Certifying Official

AFFP
NOTICE OF PUBLIC HEARING BEFO

Affidavit of Publication

STATE OF NORTH SS
CAROLINA }
COUNTY OF GUILFORD }

Lisa Robertson, being duly sworn, says:

That she is the billing clerk of the The High Point
Enterprise, a daily newspaper of general circulation,
printed and published in High Point, Guilford County,
North Carolina; that the publication, a copy of which is
attached hereto, was published in the said newspaper on
the following dates:
July 08, 2017

That said newspaper was regularly issued and circulated
on those dates.
SIGNED:

Lisa Robertson
the billing clerk

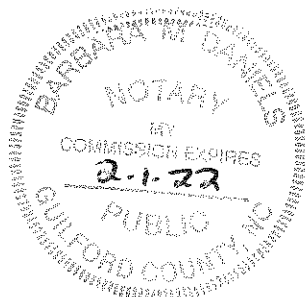
Subscribed to and sworn to me this 8th day of July 2017.

Barbara M. Daniels
Barbara Daniels, Notary, Guilford County, North Carolina

My commission expires: February 01, 2022

30000567 30767527

HPE LEGAL ACCT
CITY OF HIGH POINT
PO BOX 230
HIGH POINT, NC 27261



**NOTICE OF
PUBLIC HEARING
BEFORE THE
HIGH POINT CITY COUNCIL
CONCERNING ISSUANCE
OF CERTIFICATE OF
PUBLIC CONVENIENCE
AND NECESSITY**

The High Point City Council
will hold a public hearing on
Monday, July 17, 2017 at 5:30
p.m. concerning issuance of
Certificates of Public Conveni-
ence and Necessity for "Al-
ways on Time" Good Service
Cab Company to operate a
taxi cab company in the City of
High Point. The public hearing
will be held at the High Point
Theatre, 220 E. Commerce,
Gallery B (upstairs).

**Lisa B. Vierling, City Clerk
July 8, 2017**

CITY OF HIGH POINT

AGENDA ITEM



Title: Zoning Map Amendment 17-13
(Church of God of Prophecy of North Carolina, Inc.)

From: Lee Burnette, Planning & Development
Director

Meeting Date: July 17, 2017

Public Hearing: Yes

Advertising Date: July 5, 2017 and July 12, 2017

Advertised By: Planning & Development

Attachments: A. Planning and Zoning Commission Recommendation
B. Staff Report
C. Zoning Ordinance

PURPOSE:

A request by the Church of God of Prophecy of North Carolina, Inc. to rezone approximately 50.4 acres from the Residential Single Family-3 (R-3) District to a Conditional Zoning Institutional (CZ-I) District. The site is lying south of the intersection of Old Mill Road and Ashley Park Court (900 Old Mill Road).

BACKGROUND:

The staff report and the Planning & Zoning Commission's recommendation are enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

- A. Staff recommended **approval** of this request, as outlined in the attached staff report.
- B. On June 27, 2017, a public hearing was held before the Planning and Zoning Commission regarding Zoning Map Amendment 17-13. The Planning & Zoning Commission recommended **approval** of this request, by a vote of 8-0, as outlined in the staff report and recommended by staff.

PLANNING AND ZONING COMMISSION RECOMMENDATION

Church of God of Prophecy of North Carolina, Inc.

Zoning Map Amendment 17-13

At its June 27, 2017 public hearing, the Planning and Zoning Commission reviewed this request to rezone approximately 50.4 acres from the Residential Single Family-3 (R-3) District to a Conditional Zoning Institutional (CZ-I) District. All members of the Commission were present. Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking in favor of the request:

Speaking in favor of the request was the applicant's representative, Mr. Steve Crews, Chairman of Camp Maranatha Board of Directors; 615 Cheraw Road, Hamlet, NC. Mr. Crews gave a brief overview of the history of the camp and their proposal to update the aging camp facilities. He made himself available to answer questions from the Commission.

Also speaking were Ms. Tamare Gallimore (T.A.G.) Woods, 3833 Wesseck Drive, High Point and Ms. Jill Painter, 3824 Wesseck Drive, High Point. Both speakers live adjacent to the camp and support its continuation; however, they had questions as to allowable uses under the I-District, specifically what falls under a social service facility use.

Mr. Shannon read from the Development Ordinance, the characteristics and examples of a social service facility. He noted that this use type is divided into a major and minor category. A minor social service use is for a facility of 6 or fewer persons. A major social service use provides assistance to 7 or more patrons; however, it requires a Special Use Permit approval that proceeds through a similar public hearing process where the Planning & Zoning Commission will make a recommendation that is forwarded to City Council for a final decision.

Speaking in opposition of the request:

No one spoke in opposition to this request.

Planning & Zoning Commission Action

The Planning & Zoning Commission recommended **approval** of this request, as recommended by staff, by a vote of 8-0.

Upon making its recommendation, the Planning & Zoning Commission stated that its approval of Zoning Map Amendment 17-13 would be consistent with the City's adopted plans. Additionally, the Commission concurred with the staff report and found its approval recommendation reasonable and in the public interest because:

- 1) As conditioned, the CZ-I District is consistent with the Land Use Plan;
- 2) The applicant has offered conditions to mitigate any potential negative impacts by prohibiting higher intensity I-District uses, limiting access if the site is developed with a non-residential use and providing for a perimeter buffer area; and
- 3) The request will remove the nonconforming status and will establish, as a permitted use, the youth camp that has existed for more than 30 years within the City limits and which predates most of the residential uses in the area.

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

**STAFF REPORT
ZONING MAP AMENDMENT 17-13
June 27, 2017**

Request		
Applicant: Church of God of Prophecy of North Carolina, Inc.	Owner: Church of God of Prophecy of North Carolina, Inc.	
Zoning Proposal: To rezone approximately 50.4 acres	From:	R-3 Residential Single Family-3 District
	To:	CZ-I Conditional Zoning Institutional District

Site Information	
Location:	The site is lying directly south of the intersection of Old Mill Road and Ashley Park Court.
Tax Parcel Numbers:	Guilford County Tax Parcels 0201305, 0201475, 0201476 and 0201482
Site Acreage:	Approximately 50.4 acres
Current Land Use:	The property is currently used as a religious summer youth camp, known as Camp Maranatha, which occasionally hosts religious-related ministry meetings and workshops. Site facilities consist of a chapel/meeting facility, offices & nurses station, approximately 18 camp cabins that can house approximately 280 people, a kitchen and dining area that will seat 250 with cook's quarters and various accessory structures and recreational facilities.
Physical Characteristics:	The property has a gentle to moderately sloping terrain that drains to a small pond located at the southern boundary of the property. There is also a 150-foot wide Duke Power easement and 30-foot wide Plantation Gas Pipeline easement running in an east to west direction through the middle of the property.
Water and Sewer Proximity:	The property is surrounded by a network of City water and sewer lines within the adjacent public street network surrounding the property.
General Drainage and Watershed:	The site drains in a general southerly direction and development is subject to the Oak Hollow Lake Watershed Critical Area requirements. Engineered storm water treatment measures are required for multi-family or non-residential development with a total impervious surface area greater than 24% of the site, and for single family developments with a gross density of 2 units per acre or more.
Overlay District:	Oak Hollow Lake Watershed Critical Area – Tier 3

Adjacent Property Zoning and Current Land Use			
North:	R-3	Residential Single Family-3 District	Single family detached dwellings, private school and a bed & breakfast
South:	R-3	Residential Single Family-3 District	Single family detached dwellings
East:	R-3	Residential Single Family-3 District	Single family detached dwellings
West:	R-3	Residential Single Family-3 District	Single family detached dwellings

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement	This request is neither in conflict, nor does it promote, the goals and objectives of the Community Growth Vision Statement.
Land Use Plan Map Classification:	The site has a Low Density Residential land use designation. These areas include primarily single family detached dwellings on individual lots. Development densities in these areas shall not exceed five dwelling units per gross acre.
Land Use Plan Goals, Objectives & Policies:	The following goals and objectives of the Land Use Plan are relevant to this request: Goal #1: Ensure that development respects the natural environment. Goal #2: Encourage development that enhances and preserves established neighborhoods. Obj. #2. Protect and preserve environmentally sensitive locations including designated open space and watershed critical areas from inappropriate development. Obj. #9. Where feasible and appropriate, provide a transition in land uses between more and less intensive land uses.
Relevant Area Plan:	Not Applicable
Zoning History:	There have been no recent rezoning actions in this portion of the City. The last was in 2011 when the property across the street from this zoning request, 833 Old Mill Road, received Special Use Permit approval to allow a Bed & Breakfast use.

Transportation Information			
Adjacent Streets:	Name		Classification
	Old Mill Road		Minor Thoroughfare
			Approx. Frontage
			1,330 ft.
Vehicular Access:	The site currently obtains vehicular access from Old Mill Road. The applicant has offered zoning conditions noting that except for allowable residential uses, access will continue to be taken from Old Mill Road.		
Traffic Counts: (Average Daily Trips)	Old Mill Road		1,600 ADT (NCDOT 2015 trip counts)
Estimated Trip Generation:	Not applicable		
Traffic Impact Analysis (TIA):	Required		TIA Comments
	<u>Yes</u>	<u>No</u> X	If the development generates more than 150 trips in the peak hour a TIA will be required

Conditions:	<u>Improvements:</u> Any development or redevelopment of the zoning site that generates more than 150 vehicular trips in the peak hour (total for the entire site) shall require the submittal of a Traffic Impact Analysis (TIA) for review and approval by the City of High Point Transportation Department. Any improvement noted from this TIA shall be required to be installed in conjunction with said development or redevelopment. <u>Access:</u> Any use that is not within the “Household Living” use category shall only take access from Old Mill Road. The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points and improvements.
--------------------	--

School District Comment

Not applicable to this zoning case.

Details of Proposal

The applicant is requesting rezoning to bring an existing youth camp into conformance with current zoning regulations. The camp, known as Camp Maranatha, is a religious oriented youth camp used primarily for summer camp for children. Additionally, the site is used for ministry meetings and workshops. Camp Maranatha has been in operation since the late 1960s when this property was still in the unincorporated portion of Guilford County. At that time, the surrounding area was either undeveloped or consisted of farmlands. Prior to 1983, the City limits stopped near the present day I-74 & Johnson Street interchange. In 1983, a 3,600-acre annexation was approved that extended the City limits northward to Skeet Club Road, and this property was part of that overall annexation. It was not until after this 1983 annexation that the various farms and undeveloped parcels surrounding the camp began to develop as various residential subdivisions.

Since its annexation, the camp has been considered a nonconforming use in the residential zoning districts that have been applied to the site (1985, 1992 and current Development Ordinances). As a nonconforming use, the facility was permitted to continue to operate. Due to the age of many of the structures, the camp is proposing to embark on an upgrade of its facilities consisting of the following:

- Demolishing the outdated one-story cabins serviced by exterior bath houses, and replacing them with several two-story dormitory type structures for camp participants;
- Renovating the pool and pool club house;
- Constructing a new cafeteria and a new gymnasium/multipurpose building;
- Constructing a multi-unit staff lodging building; and
- Upgrading and expanding recreation fields.

This youth camp is classified as a major assembly use by the Development Ordinance, and the scale of the proposed upgrades cannot be permitted for a nonconforming use. Thus, they have requested rezoning to a Conditional Zoning Institutional (CZ-I) District to make the camp a conforming use. Along with the zoning application, they have offered conditions to prohibit the more intensive institutional type uses, establish a perimeter buffer area and restrict vehicular access.

Staff Analysis

Section 2.4.5.(C) of the Development Ordinance states that the advisability of a conditional zoning is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. Based on the applicant's submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments relative to these ordinance considerations.

Consistency with Adopted Policy Guidance:

Whether and the extent to which the proposed conditional zoning district is appropriate for its proposed location, and is consistent with the City's adopted policy guidance;

Staff Comments:

As conditioned, this proposed conditional zoning district is appropriate for this location and it is consistent with adopted policy guidance. Institutional uses and residential uses can and do coexist well with one another. This camp has been at this location for more than 47 years and it was built prior to the residential subdivisions that are adjacent to it. The conditions offered provide a buffer between the existing use and the adjacent residential uses. The more intense uses that are permitted in the Institutional zoning district have been prohibited.

Review Factors:

Whether the applicant's proposed conditional zoning district, including the proposed use(s), written conditions, and conditional zoning plan (if applicable), will satisfactorily:

<u>Factor #1</u>	Result in a development that is compatible with surrounding development character and land uses;
	<u>Staff Comments:</u> The adopted Land Use Map classifies this area as low density residential, which permits various residential uses up to a density of five dwelling units per acre. The residential zoning that governs this area has been established to accommodate principally single-family detached dwellings. Complimentary uses, such as open space, schools, utilities, religious institutions, and recreational facilities, are also allowed and deemed compatible uses in residential zoning districts.
<u>Factor #2</u>	Minimizes or effectively mitigates any identified adverse impact on adjacent and nearby land, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.;
	<u>Staff Comments:</u> ❖ Camp Maranatha has been operating on this site for several decades in a companionable manner with the surrounding residential developments. With this zoning request, the applicant proposes to continue this relationship. They have offered to prohibit higher intensity institutional uses. In addition to the camp use, allowable uses consist of single-family attached dwellings, social service facilities, assisted living facilities, continuing care retirement community and long-term care/skilled nursing facilities, which are compatible with the surrounding residential zoning district. ❖ Except for allowable residential uses, the applicant has offered to require all access be from Old Mill Road.

<u>Factor #3</u>	Minimizes or effectively mitigates any identified adverse environmental impact on water and air resources, minimizes land disturbance, preserves trees and protects habitat; <u>Staff Comments:</u> ❖ The site is within the Oak Hollow Lake Watershed Critical Area, Tier 3. As such, development is required to meet the watershed standards of the Development Ordinance, which will limit development to 35% impervious coverage. ❖ Upgrading of the camps structures will take place on those areas of the property currently developed, thus limiting the amount of grading and tree removal on the property and in the watershed critical area.
<u>Factor #4</u>	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; <u>Staff Comments:</u> The site is currently served by City of High Point utilities and municipal services. The requested upgrade of the camp will not result in a significant impact on municipal services.
<u>Factor #5</u>	Minimizes or effectively mitigates any identified adverse effect on the use, enjoyment or value of adjacent lands. <u>Staff Comments:</u> Conditions offered by the applicant as to allowable uses, access and perimeter buffering for institutional uses will ensure the continuing operation of the camp will be compatible with the surrounding area and not adversely impact adjacent properties.

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:

There have been no significant changes in this area. The zoning request will simply establish the long-standing youth camp operation on this property as a permitted use.

Development Patterns:

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

Staff Comments:

This request does not introduce any new institutional uses that are not currently existing in this area. In addition to this camp there are other institutional uses in the surrounding residential area, such as a church, a private school and two private clubs. This application maintains the current development pattern consisting of a mixture institutional and residential uses that has existed in this area for more than 30 years.

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) As conditioned, the CZ-I District is consistent with the Land Use Plan;
- 2) The applicant has offered conditions to mitigate any potential negative impacts by prohibiting higher intensity I-District uses, limiting access if the site is development with a non-residential use and providing for a perimeter buffer area; and
- 3) The request will remove the nonconforming status and will establish, as a permitted use, the youth camp that has existed for more than 30 years within the City limits and which predates most of the residential uses in the area.

Recommendation

Staff Recommends Approval:

As addressed in the Staff Analysis section of this report, conditions offered by the applicant will ensure compatibility with adjacent uses. The Planning & Development Department recommends approval of the request to rezone this 50.4-acre parcel to the CZ-I District. As conditioned, the requested will be compatible with the surrounding area and in conformance with adopted plans.

Required Action

Planning and Zoning Commission:

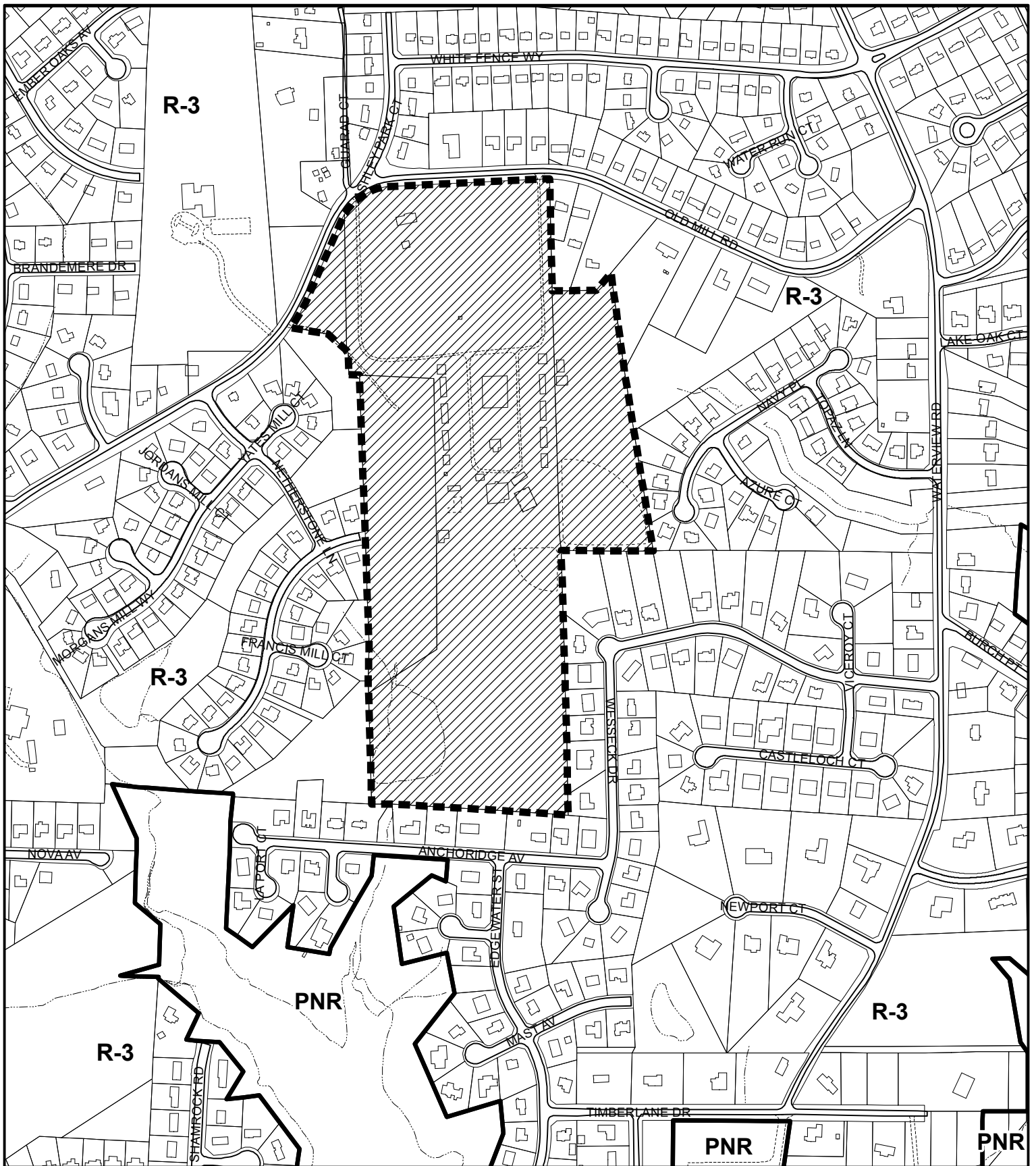
The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting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



ZONING MAP AMENDMENT ZA-17-13

**From: Residential Single Family-3
To: Conditional Zoning Institutional**

Existing Zoning Boundary **—————**
Subject Property Boundary **- - - - -**

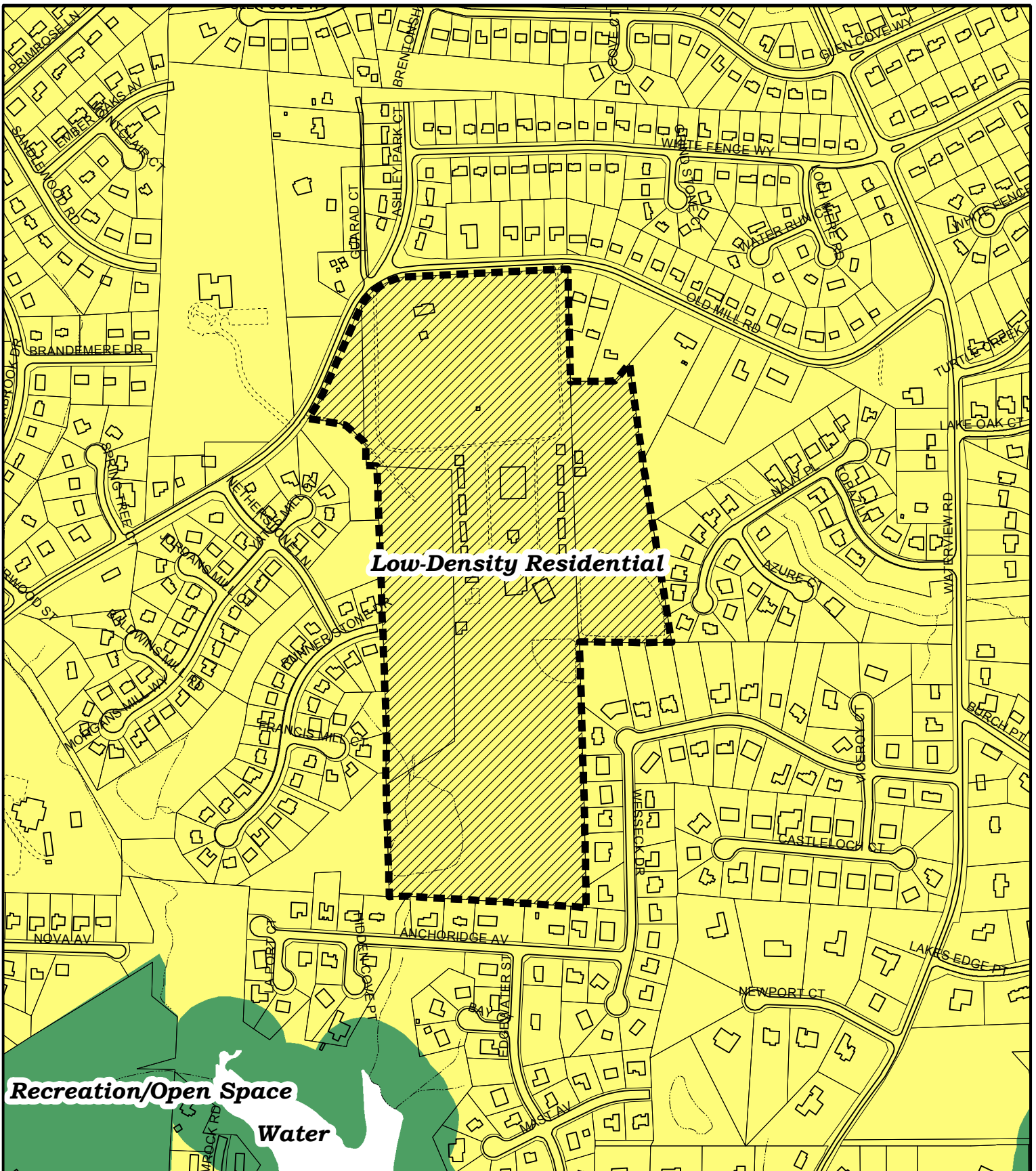
**Planning & Development
Department**

City of High Point

Date: June 27, 2017



Scale: 1"=500'
G:\Planning\Secure\ba-pz\2017\pz\za17-13.mxd



ZONING MAP AMENDMENT ZA-17-13

Land Use Plan

Existing Land Use Plan
Subject Property Boundary



Planning & Development
Department

City of High Point

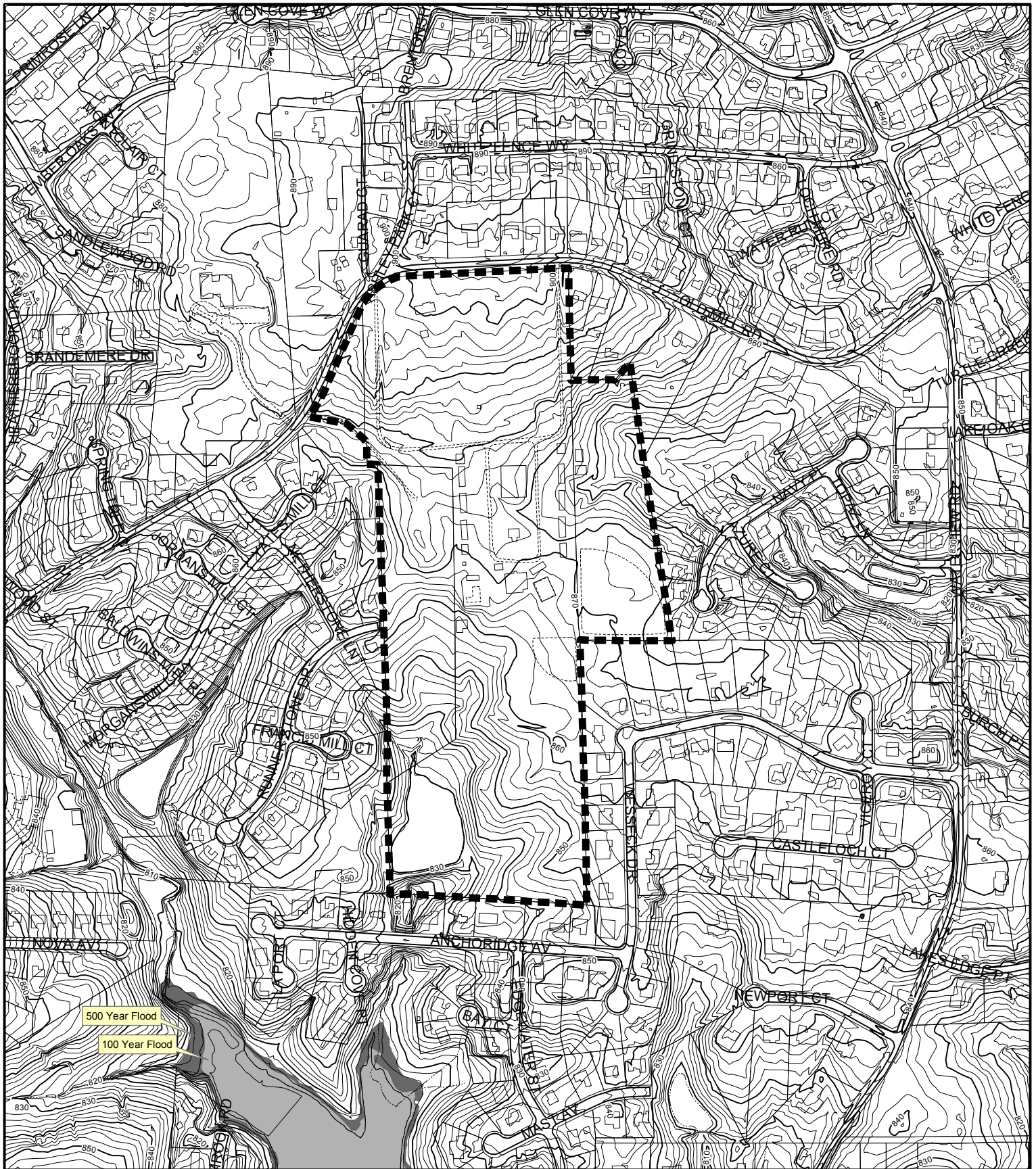
Date: June 27, 2017



Scale: 1"=500'
G:\Planning\Secure\ba-pz\2017\pz\za17-13lu.mxd

ZONING MAP AMENDMENT ZA-17-13





ZONING MAP AMENDMENT ZA-17-13

Topography

Subject Property Boundary - - - - -

Planning & Development
Department

City of High Point

Date: June 27, 2017



Scale: 1"=500'

G:\Planning\Secure\ba-pz/
2017\pz\za17-13\topo.mxd

AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on June, xx, 2017 and before the City Council of the City of High Point on July xx, 2017 regarding **Zoning Map Amendment Case 17-13 (ZA-17-13)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on June xx, 2017, for the Planning and Zoning Commission public hearing and on July xx, 2017 and July xx, 20xx, 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 Institutional (CZ-I) District**. The property is approximately 50.4 acres lying directly south of the intersection of Old Mill Road and Ashley Park Court. The property is also known as Guilford County Tax Parcels 0201475, 0201476, 0201305 and 0201482.

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:**

Any uses allowed in the Institutional (I) District subject to the standards of the Development Ordinance and the specific conditions listed in this ordinance

Part II. **CONDITIONS:**

A. **Prohibited Uses:** The following uses, as listed in Table 4.1.9 (Principle Use Table) of the Development Ordinance, shall be prohibited

1. **Residential Use Classification**

- a) Multi-family dwelling
- b) Triplex/quadplex

- c) Dormitory, private
- d) Fraternity or sorority house

2. Institutional Use Classification

- a) Cultural facility, major
- b) Correctional facility
- c) College or university
- d) Other post-secondary educational facility
- e) Hospital
- f) Medical care facility, major
- g) Medical care facility, minor
- h) Specialty hospital

3. All Commercial use classification

B. Development Standards:

Allowable Household Living Uses, as listed in Table 4.1.9 (Principle Use Table) of the Development Ordinance, shall not exceed a development density of five (5) dwelling units per acre.

C. Landscaping, Buffers and Screening.

- 1. Perimeter Buffer: If an allowable Institutional Use Classified, as listed in Table 4.1.9 (Principle Use Table) of the Development Ordinance, is established on the property then a minimum 50-foot wide undisturbed buffer area shall be provided along the eastern, southern and western boundary of the property. Accessory recreation fields associated with a permitted institutional use may encroach into this perimeter buffer area.

D. Transportation Conditions.

- 1. Access: Any use that is not within the “Household Living” use category shall only shall take access from Old Mill Road.
- 2. Other Transportation Conditions: The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points 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 that are 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.

____th day of XXXXXXXXXX XX, 2017.

Lisa B. Vierling, City Clerk

Citizens Information Meeting Report Zoning Map Amendment 17-13

Submitted by: Mr. Shannon Brewer, on behalf of
Camp Maranatha

Citizen Information Meeting
June 5, 2017 6:30pm

The meeting was opened by Steve Crews Chairman of Camp Maranatha Board of Directors by welcoming everyone. Mr. Crews introduced Jeffrey Davis the presiding Bishop of North Carolina for the Church of God of Prophecy to the neighbors. Mr. Davis welcomed everyone and introduced all the members of the Camp Maranatha Board of Directors. Mr. Davis thanked everyone again for coming.

Mr. Crews followed and began by giving a little history about the Camp Property

1. Property purchased around 1965-67
2. Cabins and Bath Houses were built late 1960's
3. Started Camping program in 1970 and buildings are over 40 years' old
4. Want to build new cabins, gymnasium and staff quarters
5. Met with City Planning and Zoning which advised Camp Maranatha to rezone to Institutional Zoning
6. PowerPoint presentation of future buildings

Questions from attending neighbors

Thomas Glenn - How do we know that you're not going to sale to developers?

Mr. Crews - We have no interest of selling this property.

Thomas Glenn - Does the Camp have City water and sewer?

Mr. Crews - Yes

Ken Sampson - Will any property remain Residential?

Mr. Crews - No all will be rezoned

Chuck Bino - Are you going to pave any new roads into the Camp?

Mr. Crews - No changes proposed

Chuck Bino - Will building changes affect water drainage near Anchoridge Avenue?

Mr. Crews - No, changes would not effect any water drainage.

Tag Woods - when would the actual project begin?

Mr. Crews - probably 2-3 years. Once approved the Board would look for financing.

Thomas Glenn - I've never been on this property and I can imagine that someone could offer you a great price for it.

Mr. Crews - We've been here since the seventies and have appraisals of our property. We can't afford to build everything we have here on another property. We have history here. We love it and the neighborhood.

Ron Barker - I have been a lifelong resident in this area and know many developers have wanted this Camp. This Camp has preserved a quality of life for many years and is a buffer for our community. The Camp has always been great neighbors.

Chuck Bino - You have been an awfully good neighbor. I've never heard a peep; not even in the summer months of Camp.

Ken Sampson - A lot of us had no idea about this Camp. I know some who would like the opportunity to share your mission with our community.

Thomas Glenn - I would be willing to help in any way to keep you here.

Mr. Crews thanked the neighbors for coming and dismissed the meeting.



May 26, 2017

To: Owners of property near Camp Maranatha

From: Camp Maranatha Board

RE: Citizens Information Meeting, June 5, 2017 at 6:30 pm in the Chapel

Camp Maranatha is filing an application with the City of High Point for the rezoning of (RS 15 to Institutional) of the 2 tracts of property located at 900 Old Mill Road.

A Citizen Information Meeting will be held on June 5, 2017 at 6:30 pm in the Chapel at Camp Maranatha. At the Citizens Information Meeting you will be able to meet members of Camp Maranatha Board, our Architectural firm, learn more about our development plans, rezoning proposal and of course to ask any questions you may have about our plans.

Enclosed is a required statement provided by the High Point Planning and Development Department outlining the purpose of the Citizens Information Meeting and the zoning process.

Shannon Brewer
Business Manager
Camp Maranatha



900 Old Mill Rd, High Point, NC 27265

nccamps@nccogop.org



336.454.4118

www.campmaranatha.net



ADSIT, THOMAS ; ADSIT, PATRICIA ADSIT
3917 WESSECK DR
HIGH POINT NC 27265

AGBEMABIESE, MARTIN K ; AGBEMABIESE,
SYLVIA A
3818 WESSECK RD
HIGH POINT NC 27265

ALBERTSON, ANDREW DEAN ; ALBERTSON,
GRACE ELLEN S
1853 RUNNER STONE LANE
HIGH POINT NC 27265

AMH 2015-1 BORROWER LLC
30601 AGOURA RD SUITE 200
AGOURA HILLS CA 91301

ANDREWS, DAVID WAYNE ; ANDREWS, NATALIE
MARIE
1826 RUNNER STONE DR
HIGH POINT NC 27265

AUTRY, JAMES ; AUTRY, DWANDA ; AUTRY,
AARON DAVIS ; AUTRY, WANDA
811 OLD MILL RD
HIGH POINT NC 27265

BAIG, MIRZA SHAHAB ; BAIG, SARAH
1858 YATES MILL CT
HIGH POINT NC 27265

BALDWIN, ADA LAVERN
240 NORTHPOINT AVE UNIT D
HIGH POINT NC 27262

BALDWIN, ESTHER COLE
1018 OLD MILL RD
HIGH POINT NC 27265

BALDWIN, RODNEY FERDINAND
3913 WATERVIEW RD
HIGH POINT NC 27265

BARKER, RONALD R
839 OLD MILL RD
HIGH POINT NC 27265

BARLOW, JOHN C ; BARLOW, MARGARET J
3955 NAVY PL
HIGH POINT NC 27265

BEAUFORD, WAYNE ; BEAUFORD, ROSA N
3900 WESSECK DR
HIGH POINT NC 27265

BINO, CHARLES F ; BINO, SUSAN C
2207 ANCHORIDGE AVE
HIGH POINT NC 27265

BOLICK, HERBERT RALPH JR ; BOLICK, CHERYL S
2113 ANCHORIDGE AVE
HIGH POINT NC 27265

BRAICA, JOHN A JR
2201 ANCHORIDGE AVE
HIGH POINT NC 27265

BRITTAIN, MORGAN
4001 GRIND STONE CT
HIGH POINT NC 27265

BROWN, JOSEPH RONALD ; BROWN, DEBRA
STEED
2007 ANCHORIDGE AVE
HIGH POINT NC 27265

BURNEY, PATRICIA L ; BURNEY, TRAVIS
932 OLD MILL RD
HIGH POINT NC 27265

CAMPBELL, HELENKA M
906 ASHLEY PARK CT
HIGH POINT NC 27265

CANTRELL, JAMES MICHAEL ; CANTRELL, SARAH
2334 AZURE CT
HIGH POINT NC 27265

CARTER, DAVID MILLER ; CARTER, VENETA W
2514 WHITE FENCE WY
HIGH POINT NC 27265

CITY OF HIGH POINT
PO BOX 230
HIGH POINT NC 27261

CLARK, SARAH JEAN
938 OLD MILL RD
HIGH POINT NC 27265

COLE, ELIZABETH HEIRS
954 OLD MILL RD
HIGH POINT NC 27265

COSTAGLIOLA LIVING TRUST ; COSTAGLIOLA,
ROBERT TR ; COSTAGLIOLA, JEAN F TR
2208 ANCHORIDGE AVE
HIGH POINT NC 27265

COX, CHRISTOPHER B ; COX, KATHERINE MASSEY
2009 ANCHORIDGE AVE
HIGH POINT NC 27265

CRNJAK, DRAGANA ; CRNJAK, MIROSLAV
3943 NAVY PL
HIGH POINT NC 27265

DEMATO, KENNETH JOSEPH
4003 GRIND STONE CT
HIGH POINT NC 27265

DENT-BONNETTE, TERESA L
2101 ANCHORIDGE AVE
HIGH POINT NC 27265

DODD, AARON E ; DODD, TAMMIE R
2533 OLD MILL RD
HIGH POINT NC 27265

DOWNEY, JAMES G III ; TASICH, JANA
1849 RUNNER STONE DR
HIGH POINT NC 27265

ELKING, BRIE A
2502 WHITE FENCE WAY
HIGH POINT NC 27265

GAMMONS, JAMIE C
1859 YATES MILL CT
HIGH POINT NC 27265

GARRISON, NICHOLAS A
2531 OLD MILL RD
HIGH POINT NC 27265

GIBBS, H ALLEN ; GIBBS, CARLINE C
3939 NAVY PL
HIGH POINT NC 27265

GLENN, THOMAS ALEXANDER II ; GLENN,
BARBARA K
3913 WESSECK DR
HIGH POINT NC 27265

GOLD, ROBERT J JR ; GOLD, KATHERINE W
3951 NAVY PL
HIGH POINT NC 27265

HALL, AUDRETTA L
1715 CREEKVIEW DR
CLAYTON NC 27520

HARRELL, FREDDIE T ; HARRELL, EMMA
JEANNETTE
2112 ANCHORIDGE AV
HIGH POINT NC 27265

HARRIS, JOHN D ; HARRIS, ROSE S
3840 EDGEWATER ST
HIGH POINT NC 27265

HAVELIWALA, MURTUZA ; HAVELIWALA, SAJEDA
7525 HENSON FOREST DR
SUMMERFIELD NC 27358

HILL, LANDIE VON
2518 WHITE FENCE WAY
HIGH POINT NC 27265

HOFFMAN, KENNETH I ; HOFFMAN, APRIL A
2512 WHITE FENCE WY
HIGH POINT NC 27265

HOLLAND, BRYAN L ; HOLLAND, SHERRI B
2001 ANCHORIDGE AVE
HIGH POINT NC 27265

HUTCHINS, JEROME W JR ; HUTCHINS, VICKIE E
900 ASHLEY PARK CT
HIGH POINT NC 27265

INDIGO POINTE HOMEOWNERS ASSOCIATION INC
3987 NAVY PL
HIGH POINT NC 27265

JAMES, MARGARET ELIZABETH
1838 RUNNER STONE DR
HIGH POINT NC 27265

JARDINA, JOSEPH M JR ; JARDINA, MELISSA B
5013 WHITE HORSE DR
GREENSBORO NC 27410

JEFFRIES, WILLIAM FIPPIN
911 ASHLEY PARK CT
HIGH POINT NC 27265

JOLLY, HOYLE RAY JR
2506 WHITE FENCE WAY
HIGH POINT NC 27265

JONES, DEETTE T ; JONES, GRANT S
3835 WESSECK DR
HIGH POINT NC 27265

KALSTRUP, DEBRA ; KALSTRUP, MARK
1822 RUNNER STONE DR
HIGH POINT NC 27265

KEMP, RICHARD F ; KEMP, BEVERLY H
2204 ANCHORIDGE
HIGH POINT NC 27265

KIRK, JUSTIN KEITH ; KIRK, CLAUDIA S
3826 WESSECK DR
HIGH POINT NC 27265

KIRWAN, DOROTHY V ; BARKER, RONALD REID
833 OLD MILL RD
HIGH POINT NC 27265

KNAPP, JESSICA LEIGH ; KNAPP, SEAN RAY
2109 ANCHORIDGE AVE
HIGH POINT NC 27265

LABRA, LADISLAO ; LABRA, CAROLINA ESCUDERO
1855 FRANCIS MILL CT
HIGH POINT NC 27265

LAMBERT, BARRY S ; LAMBERT, JENNIFER S
3963 NAVY PL
HIGH POINT NC 27265

LEVY, PAUL B ; LEVY, KATHY A
3827 WESSECK DR
HIGH POINT NC 27265

LYON, MARVIN K ; LYON, LYDIA P
11714 DOWNY BIRCH RD
CHARLOTTE NC 28227

MARSH, G REID III ; MARSH, KIMBERLY K
3904 WESSECK DR
HIGH POINT NC 27265

MARSHALL, CURTIS E ; MARSHALL, CHERYL D
1852 RUNNER STONE DR
HIGH POINT NC 27265

MARTIN, JAMES L JR ; MARTIN, SHELIA T
3970 NETHERSTONE LN
HIGH POINT NC 27265

MCFARLANE, ROY ROBERT ; MCFARLANE,
SALOME AGATHA
5317 IAN DR
MCLEANSVILLE NC 27301

MCKOY, SARAH W
320 FIELDING DR
KERNERSVILLE NC 27284

MIAZZA, JAMES F III ; MIAZZA, ROSA GAILYA
3815 WESSECK DR
HIGH POINT NC 27265

MIEDEN, GREGORY D ; MIEDEN, EMMA KAYE
2103 BAY CT
HIGH POINT NC 27265

MILL POINTE HOMEOWNERS ASSOCIATION INC
PO BOX 26565
GREENSBORO NC 27415

MONJURE, STEPHEN G
3814 WESSECK DR
HIGH POINT NC 27265

MORAN, CHRISTY B ; MORAN, GREGORY D
946 OLD MILL RD
HIGH POINT NC 27265

MORELAND, RADFORD C JR ; MORELAND, LAURIE
3947 NAVY PL
HIGH POINT NC 27265

MORELLI, FRANK J JR ; FREY, ALEXANDRA N
2516 WHITE FENCE WAY
HIGH POINT NC 27265

MT CARMEL CHURCH
915 OLD MILL RD
HIGH POINT NC 27260

NARDI, CHRISTOPHER J ; NARDI, DAWN M
1834 RUNNER STONE DR
HIGH POINT NC 27265

NUNEZ, JESUS ; CASTRO, MARIA D
2510 WHITE FENCE WY
HIGH POINT NC 27265

ONTIVEROS, ROGELIO ; ONTIVEROS, ANA
904 ASHLEY PARK CT
HIGH POINT NC 27265

OWEN, JOHN L ; OWEN, RUTH M
4432 HOLLY DR
PALM BEACH FL 33410

OWENS, EDWARD S JR ; OWENS, JUDITH L
2340 AZURE CT
HIGH POINT NC 27265

PAINTER, JILL A
3824 WESSECK DR
HIGH POINT NC 27265

PAYNE, MARK ALAN ; PAYNE, SUSAN M
2529 OLD MILL RD
HIGH POINT NC 27265

PENDEGRAPH, GEORGE S ; PENDEGRAPH, KATHY
3948 NAVY PL
HIGH POINT NC 27265

PEREIRA, DENZIL ; PEREIRA, MORRISA
1854 FRANCIS MILL CT
HIGH POINT NC 27265

PHIPPS, DUANE ELIOT ; PHIPPS, ALISHA S
1857 RUNNER STONE DR
HIGH POINT NC 27265

PICKARD, DANE ; PICKARD, SHERYLL
301 WINDY RUSH LANE
DEWITT MI 48820

PIEDMONT SCHOOL INC
PO BOX 1550
HIGH POINT NC 27261

POFF, FRANKIE TYSON ; POFF, RICHARD LEE
1818 RUNNER STONE LN
HIGH POINT NC 27265

POWELL, MARGARETTE B
1855 YATES MILL CT
HIGH POINT NC 27265

PURI, MUSTAFA H ; PURI, LUBAINA M
1859 FRANCIS MILL CT
HIGH POINT NC 27265

RAPER, EVELYN COLE
816 OLD MILL RD
HIGH POINT NC 27265

RATTANA, PHOUMANY ; RATTANA,
SOUTSAKHONE
3820 WESSECK DR
HIGH POINT NC 27265

REPTIE, MICHAEL S ; REPTIE, MARIA
509 CHARLES CONNER DR
KERNERSVILLE NC 27284

RICHARDS, CLAIRE BUCKINGHAM-NEELY ;
RICHARDS, KYLE RUSSELL
3905 WESSECK DR
HIGH POINT NC 27265

RIVERA, SERGIO BARRIOS
3809 WESSECK DR
HIGH POINT NC 27265

SAMPSON, A KENNETH JR ; SAMPSON, JANET B
2105 ANCHORIDGE AVE
HIGH POINT NC 27265

SCHNEIDER, HAROLD WILLIAM JR ; SCHNEIDER,
LINDA L
3954 NAVY PL
HIGH POINT NC 27265

SCHUELLER, ROBERT P ; SCHUELLER, ROBYN M
2519 OLD MILL RD
HIGH POINT NC 27265

SECRETARY OF VETERANS AFFAIRS
3401 WEST END AVE SUITE 760W
NASHVILLE TN 37203

SEMMENS, EDMUND ; SEMMENS, REBA P
2508 WHITE FENCE WY
HIGH POINT NC 27265

SILL FAMILY TRUST ; SILL, CINDY LEE TRUSTEE ;
SILL, GALE A TRUSTEE
3959 NAVY PL
HIGH POINT NC 27265

SOWERS, STEVEN LANE ; SOWERS, SARAH H
902 ASHLEY PARK CT
HIGH POINT NC 27265

STANLEY, CARLTON W ; STANLEY, JENNIFER S
1854 YATES MILL CT
HIGH POINT NC 27265

STONE, KELLI MICHELLE
2504 WHITE FENCE WY
HIGH POINT NC 27265

THOMAS, ELIZABETH M
3821 WESSECK DR
HIGH POINT NC 27265

THOMAS, NATHANIEL J
4005 GRIND STONE CT
HIGH POINT NC 27265

TILLERY, MARIAN W ; TILLERY, HOWARD A
3806 WESSECK DR
HIGH POINT NC 27265

TROTTER, TERRY LEE ; SIZEMORE, WILLIAM
FRANK
913 ASHLEY PARK
HIGH POINT NC 27265

UNDERHILL, JAMES ; UNDERHILL, SULAYMA
901 ASHLEY PARK CT
HIGH POINT NC 27265

VARAS, JUAN A
8407 ROSE HAVEN RD
HIGH POINT NC 27265

WHITEHORNE, ROBERT T ; WHITEHORNE,
REBECCA E
3901 WESSECK DR
HIGH POINT NC 27265

WILLIAMS, DAVID SCOTT ; WILLIAMS, TAMARA W
1842 RUNNER STONE DR
HIGH POINT NC 27265

WILSON, HUBERT J ; WILSON, SHANNON H
1830 RUNNER STONE DR
HIGH POINT NC 27265

WOLFE, HARRY H ; WOLFE, DAWN P
3810 WESSECK DR
HIGH POINT NC 27265

WOMBLE, BRADLEY S ; WOMBLE, CAROL H
3831 WESSECK DR
HIGH POINT NC 27265

WOOD, PAUL M ; WOOD, TRACI N
3944 NAVY PL
HIGH POINT NC 27265

WOODS, MICHAEL ANTHONY ; WOODS, TAMARA
GALLIMORE
3833 WESSECK DR
HIGH POINT NC 27265

WOODWARD, DANA L
2515 OLD MILL RD
HIGH POINT NC 27265

WOOTEN, MELANIE JOANN
2527 OLD MILL RD
HIGH POINT NC 27265

WOOTEN, ROBERT A ; WOOTEN, JULIE C
2010 ANCHORIDGE AVE
HIGH POINT NC 27265

WRIGHT, CATHY SHORE ; WRIGHT, MICHAEL BERT
3825 WESSECK DR
HIGH POINT NC 27265

YOUNGDALE, CARL A III
3940 NAVY PL
HIGH POINT NC 27265

CITY OF HIGH POINT

AGENDA ITEM



Title: Annexation Case 17-06
(Mumtaz Ali Khan)

From: Lee Burnette, Planning & Development
Director

Public Hearing: Yes

Meeting Date: July 17, 2017

Advertising Date: June 30, 2017

Advertised By: Planning & Development
Department

Attachments: A. Staff Report
B. Map
C. Annexation Ordinance of Adoption

PURPOSE:

A request by Mumtaz Ali Khan to consider a voluntary contiguous annexation of an approximate 0.26-acre parcel lying along the south side of E. Martin Luther King Jr. Drive, approximately 875 feet east of Triangle Lake Road (3406 E. Martin Luther King Jr. Drive). The property is known as Guilford County Tax Parcel 0161207.

BACKGROUND:

Staff report and recommendation is enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends approval of Annexation Case 17-06.

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

**STAFF REPORT
ANNEXATION 17-06
July 17, 2017**

Request	
Applicant: Mumtaz Ali Khan	Owner: Mumtaz Ali Khan
Proposal: Voluntary contiguous annexation	Effective Date: Upon adoption
	Associated Zoning Case: None

Site Information	
Location:	Lying along the south side of E. Martin Luther King Jr. Drive, approximately 875 feet east of Triangle Lake Road (3406 E. Martin Luther King Jr. Drive).
Tax Parcel Numbers:	Guilford County Tax Parcel 0161207
Site Acreage:	Approximately 0.23 acres
Current Zoning:	Heavy Industrial (HI) District (<i>City of High Point Extraterritorial Jurisdiction [ETJ] Area</i>)
Current Land Use:	Undeveloped
Current Fire District:	Pinecroft-Sedgefield District
Proposed Development:	Vehicle establishment, major (used car dealership)
Proposed Unit Type, Number and Average Value:	Total value of development is estimated at approximately \$45,000
Proposed Build-out Schedule:	The property owner anticipates a one-year build-out schedule.
Proposed City of High Point Council Ward:	The proposed annexation site is currently surrounded by Ward 2. If approved, the annexation area will be part of Ward 2.
Physical Characteristics:	The property is relatively flat with no noteworthy features.
Water and Sewer Proximity:	A 16-inch City water line, a 12-inch City sewer line and a 15-inch City stormwater line lies adjacent to the site along E. Martin Luther King Jr. Drive.
General Drainage and Watershed:	The site drains in a southerly direction and development is subject to the Randleman Lake General Watershed Area requirements. Engineered stormwater measures are required for multifamily and non-residential development with an impervious surface area that exceeds 50% or more of the site and for single family developments with a gross density of one-dwelling unit per acre or more.
Overlay District:	Randleman Lake General Watershed Area (GWA)

Adjacent Property Zoning and Current Land Use			
North:	CU RM-16	Conditional Use Residential Multifamily-16 District	Apartment complex (<i>north side of E. MLK Drive right-of-way</i>)
South:	HI	Heavy Industrial (HI) District <i>City of High Point ETJ Area</i>	Undeveloped parcel
East:	HI	Heavy Industrial (HI) District <i>City of High Point ETJ Area</i>	Undeveloped parcel
West:	HI	Heavy Industrial (HI) District <i>City of High Point ETJ Area</i>	Single family dwellings

Transportation Information			
Adjacent Streets:	Name	Classification	Approx. Frontage
	E. Martin Luther King Jr. Drive	Major Thoroughfare	70 ft.
Vehicular Access:	Driveway access from E. Martin Luther King Jr. Drive		

City Department Comment Summary

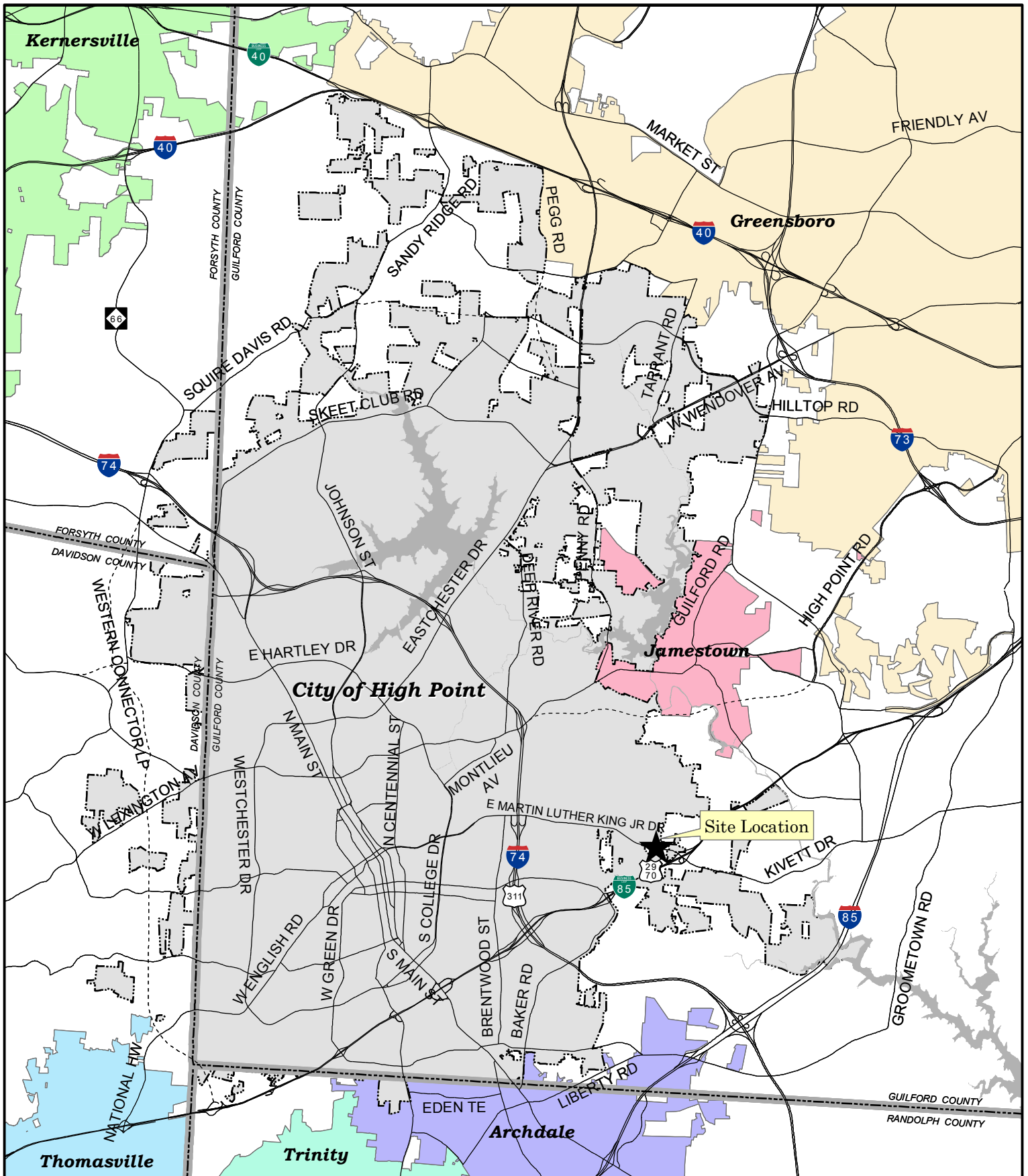
Comments were not requested for this proposed annexation due to the fact the site is surrounded by the City's corporate limits. Annexation petitions for uses within close proximity to existing service areas do not cause the need for individual department comment.

Details of Proposal

The applicant is requesting to annex a 0.23-acre parcel in order to connect to City utilities and develop a used car dealership. The property is part of a small enclave that is completely surrounded by the City's corporate limits and City services and vehicles are already present in this area. Therefore, this annexation petition represents a logical progression of the City's annexation policy for this area.

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.



PROPOSED ANNEXATION REQUEST

Applicant: KHAN, MUMTAZ ALI
Area: 0.26 acres (approximate)

**Planning & Development
 Department**

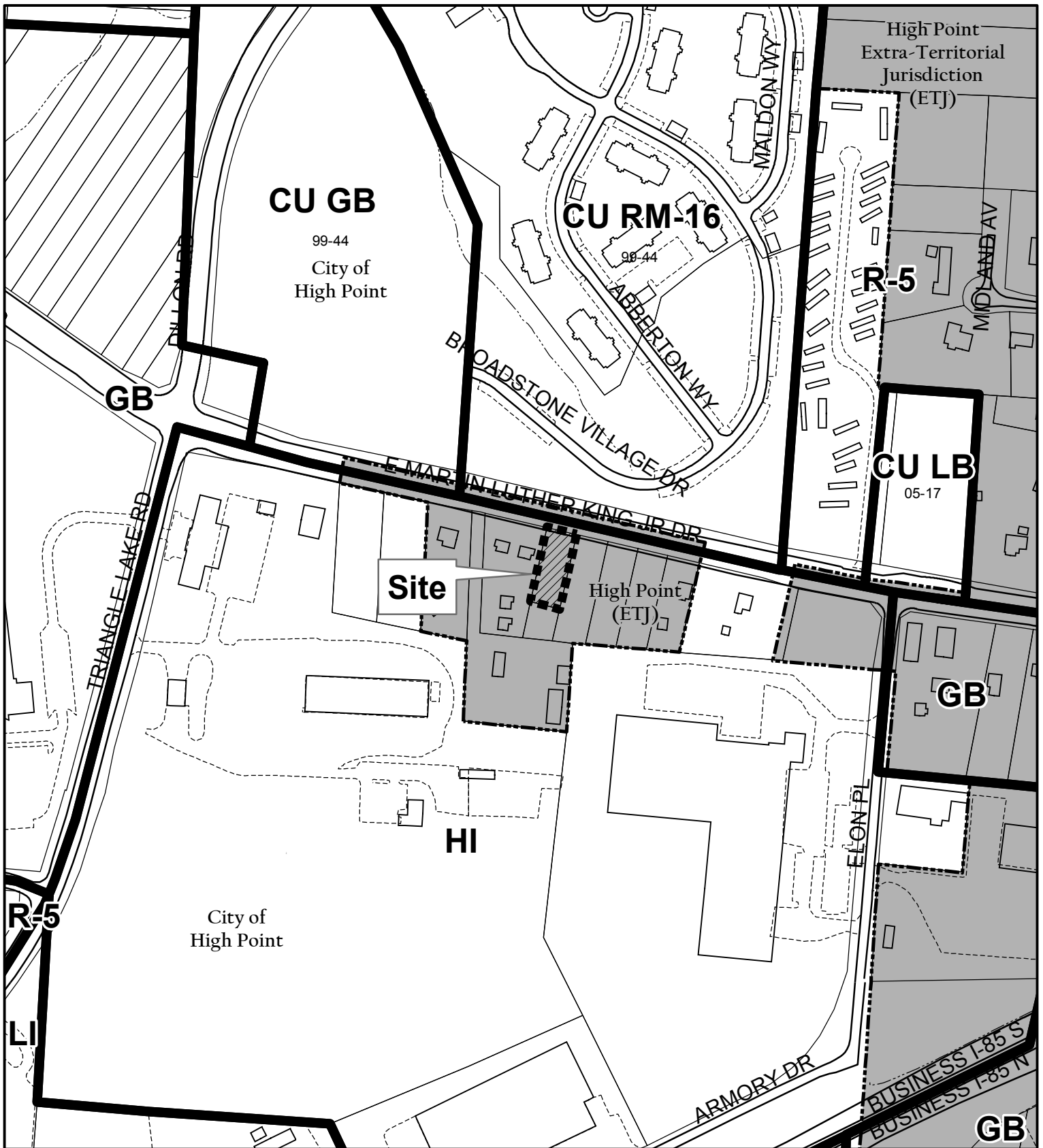
City of High Point

Date: June 5, 2017



Scale: 1"=8,500'

G:\Planning\Secure\ba-pz/
 2016\pz\AnnexVicMap.mxd



PROPOSED ANNEXATION REQUEST

Applicant: KHAN, MUMTAZ ALI
Area: 0.26 acres (approximate)

Existing Zoning Boundary —————
Subject Property Boundary - - - - -

**Planning & Development
Department**

City of High Point

Date: June 5, 2017



Scale: 1"=300'
G:/Planning/Secure/ba-pz/
2016/pz/an17-06.mxd

Return to: JoAnne Caryle, City Attorney
City of High Point
P.O. Box 230
High Point, NC 27261
Ordinance No. xxxx / 17-xx

**AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE
CITY OF HIGH POINT, NORTH CAROLINA**

WHEREAS, The City of High Point has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and,

WHEREAS, the City Clerk has investigated the sufficiency of said petition and has certified it to be valid; and

WHEREAS, a public hearing on this annexation was held at the High Point Theatre at 5:30 p.m. on the 17th day of July, 2017; and,

WHEREAS, the City of High Point does hereby find as a fact that said petition meets the requirements of G.S. 160A-31 as amended;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA:

SECTION 1. By virtue of the authority granted by G.S. 160A-31 as amended, the following described territory is hereby annexed, and made a part of the City of High Point as of **July 19, 2017**.

ANNEXATION DESCRIPTION

Mumtaz Ali Khan - **(Annexation Case 17-06)**

A voluntary contiguous annexation of an approximate 0.26-acre parcel lying along the south side of E. Martin Luther King Jr. Drive, approximately 875 feet east of Triangle Lake Road (3406 E. Martin Luther King Jr. Drive). The property is known as Guilford County Tax Parcel 0161207 and more specifically described as follows:

Being all of that certain **0.239 acre** parcel of land lying in Jamestown Township, Guilford County, North Carolina; and bounded by natural boundaries and/or lands owned by and/or in possession of

persons, as follows: on the north by S.R. No. 1113 East Martin Luther King Jr. Drive (formerly Kivett Drive), on the east and south by Dennis W. Morgan, Sr., and on the west by Clifton H. Lamb; said parcel being particularly described by courses (according to the North Carolina Grid System as determined by solar observations) and distances according to a survey and plat prepared by H. Stephen Bowers Professional Land Surveyor No. L-2455, dated July 5, 2017, drawing 17-0705.dwg, to which reference is hereby made, as follows:

BEGINNING at a 7/8" outside diameter set new iron pipe, flush, in the southerly right of way line of S.R. No. 1113 East Martin Luther King Jr. Drive (formerly Kivett Drive), being 43.24 feet from centerline of actual pavement and 9.44 feet from a 1/4" drill hole in the back of curb; said iron pipe having N.C. Grid coordinates of North 806,023.56 (US feet) and East 1,720,184.35 (US feet) as per the North American Datum of 1983 (NSRS 2011) as determined by GPS/OPUS observations; said iron pipe being the northeasterly corner of Clifton H. Lamb (see Deed Book 3494 Page 295 of the Guilford County Registry); thence with said southerly right of way line **South 77 Degrees, 06 Minutes, 10 Seconds East, 69.23 feet**, to a 7/8" outside diameter set new iron pipe, flush, the northwesterly corner of Dennis W. Morgan, Sr. and wife Beverly A. Morgan (see Deed Book 6576 Page 992 of said Registry); thence with the westerly and northerly line of said Dennis W. Morgan, Sr. and wife Beverly A. Morgan the following two calls: (1) thence **South 13 Degrees, 00 Minutes, 05 Seconds West, 149.38 feet**, to a 1" outside diameter found existing iron pipe, flush, the northeasterly corner of other lands of said Dennis W. Morgan, Sr. and wife Beverly A. Morgan (see now Deed Book 6501 Page 855 of said Registry); (2) thence **North 77 Degrees, 08 Minutes, 20 Seconds West, 70.05 feet**, to a 1" outside diameter found existing iron pipe, 4" subsurface, in the easterly line of said Clifton H. Lamb; thence with said easterly line **North 13 Degrees, 19 Minutes, 05 Seconds East, 149.43 feet**, to the **BEGINNING** said 7/8" outside diameter set new iron pipe, flush.

Said **0.239 acre** parcel being a northerly portion of Lot 3 of Union Hill Park as recorded in Plat Book 12 at Page 41 of the Guilford County Registry.

FOR REFERENCE SEE: that deed recorded in Deed Book 7871 at Page 1768 of the Guilford County Registry.

The above described **0.239 acre** parcel is generally known and designated as being Parcel No. 0161207 or PIN 7820051995 of Guilford County Tax Maps as presently constituted, with property address of 3406 East Martin Luther King Jr Drive, High Point, NC 27260.

The above description was prepared by H. Stephen Bowers Professional Land Surveyor No. L-2455, July 5, 2017.

SECTION 2. Upon and after **July 17, 2017** the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of High Point, and shall be entitled to the same privileges and benefits as other parts of the City of High Point. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

SECTION 3. The Mayor of the City of High Point shall cause to be recorded in the Office of the Register of Deeds of Guilford County and in the Office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section

1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Guilford County Board of Elections, as required by G.S. 163-288.1.

Adopted by City Council,
this the 17th day of **July, 2017.**
Lisa B. Vierling, City Clerk