



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Meeting Agenda

City Council

Jay W. Wagner, Mayor

S. Wesley Hudson, Mayor Pro Tem

Britt W. Moore (At Large), Tyrone Johnson (At Large), Cyril Jefferson (Ward 1), Christopher Williams (Ward 2), Monica L. Peters (Ward 3), Victor Jones (Ward 5), and Michael Holmes (Ward 6)

Monday, March 20, 2023

5:30 PM

Council Chambers

ROLL CALL, MOMENT OF SILENCE, AND PLEDGE OF ALLEGIANCE

FINANCE COMMITTEE - Britt Moore, Chair

CONSENT AGENDA ITEMS

[2023-126](#)

Contract - Sole Source - United Systems - Itron ERT's Antenna's - Meter Reading-Customer Service

City Council is requested to award a Sole Source Contract to United Systems in the amount of \$395,819.75 for the purchase of 3,500 Itron 100W ERT's (Encoder Receiver Transmitter) and 100 ERT Antenna kits for the Customer Service Department.

Attachments: [1. Contract – Sole Source – United Systems – Itron ERT's Antenna's – Meter R](#)

[2023-127](#)

Contract - Sale of Right of Way & Easements - North Carolina Department of Transportation (NCDOT) - Sandy Ridge Road Widening Project

City Council is requested to approve the sale of a fee simple Right-of-Way, a Permanent Drainage Easement, and a Drainage Utility Easement, in the amount of \$12,000 to the North Carolina Department of Transportation (NCDOT) for the Johnson Street/Sandy Ridge Road Widening Project.

Attachments: [2. Contract – Sale of Right of Way & Easements - North Carolina Department of](#)

PUBLIC HEARINGS

[2023-128](#)

Public Hearing - Contract - Equitable Sharing Funds - Unmanned Vehicle Technologies - High Point Police Department

Following the public hearing, City Council is requested to award a contract to Unmanned Vehicle Technologies in the amount of \$14,794 using the High Point Police Departments Equitable Sharing Funds for the purchase of (2) two drones to be assigned to the Drone Unit to deploy with various teams executing search warrants, community events, and training.

Attachments: [3. Public Hearing – Contract – Equitable Sharing Funds - Unmanned Vehicle Te](#)

[2023-129](#)

Public Hearing - Performance Based Incentives - Eichholtz - The Bedrock 275 N. Elm

City Council is requested to recommend performance-based incentives for Eichholtz for an office project at The Bedrock (275 N. Elm St.) in the amount of \$169,832 and recommend the City Manager to execute a performance agreement with the company containing benchmarks for the company to achieve and a schedule for the payment of such financial incentives.

Attachments: [4. Public Hearing – Performance Based Incentives – Eichholtz – The Bedrock 2](#)

PROSPERITY & LIVABILITY COMMITTEE - Council Member Hudson,
Chair

CONSENT AGENDA ITEMS

[2023-071](#)

City Sponsored Special Events Updated List

City Council is requested to approve the City Sponsored Special Events List.

Attachments: [Special Events](#)

[2023-120](#)

Proposed Human Relations Commission's January 2023 Six-Month Work Plan

Council is requested to approve the Proposed Human Relations Commission's January 2023 Six-Month Work Plan for the following two initiatives:

1. Study where the Human Relations Commission fits within High Point and can be most effective among the City's other Boards and Commissions and among other Human Relations Commissions in North Carolina.
2. Study or identify mental health resources and gaps in High Point for greater sharing with the community or for possible further action.

Attachments: [Human Relations Commission's WorkPlan January 2023](#)

COMMUNITY DEVELOPMENT COMMITTEE - Council Member Williams,
Chair

CONSENT AGENDA ITEMS

[2023-116](#)

Ordinance-Demolition of Dwelling-120 Peachtree Drive

Adoption of an ordinance ordering the building inspector to effectuate the demolition of a dwelling at 120 Peachtree Drive.

Attachments: [120 Peachtree](#)

[2023-117](#)

Ordinance-Demolition of Dwelling-122 Kendall Avenue

Adoption of an ordinance ordering the building inspector to effectuate the demolition of a dwelling at 122 Kendall Avenue.

Attachments: [122 Kendall Ave](#)

PUBLIC HEARINGS

[2023-115](#)

Public Hearing-HOME-American Rescue Plan (HOME-ARP)

City Council is requested to set a public hearing on March 20, 2023, at 5:30 p.m. regarding the draft HOME-ARP (Plan); and approve the Plan for submission to HUD.

Attachments: [CD Committee HOME-ARP Draft Plan](#)

[HOME ARP Presentation CD Committee 3.7.2023](#)

PLANNING & DEVELOPMENT - Mayor Jay W. Wagner

CONTINUED PUBLIC HEARINGS

[2023-080](#)

Carolina Income Properties XV, LLC, Annexation 22-07

A request by Carolina Income Properties XV, LLC to consider a voluntary noncontiguous annexation of approximately 11.14 acres. The proposed annexation site is generally located northeast of intersection of NC 66 and the westbound I-74 exit ramp (approximately 430 feet north of the westbound I-74 exit ramp and approximately 700 feet east of NC 66). The site is addressed as 2815 and 2817 Highway 66 South and also known as Forsyth County Tax Parcels 6883-81-3002.00 and 6883-81-4068.00.

[Enter body here.]

Attachments: [Staff Report AN-22-07 REVISED](#)

[2023-081](#)

Carolina Income Properties XV, LLC, Zoning Map Amendment 22-29

A request by Carolina Income Properties XV, LLC to consider a voluntary noncontiguous annexation of approximately 11.14 acres. The proposed annexation site is generally located northeast of intersection of NC 66 and the westbound I-74 exit ramp (approximately 430 feet north of the westbound I-74 exit ramp and approximately 700 feet east of NC 66). The site is addressed as 2815 and 2817 Highway 66 South and also known as Forsyth County Tax Parcels 6883-81-3002.00 and 6883-81-4068.00.

[Enter body here.]

Attachments: [Continuation Memo ZA-22-29.pdf](#)

[2023-084](#)

City of High Point, Text Amendment 22-05

To amend the City of High Point Development Ordinance to update and revise the Sign Ordinance and various other sections of the Development Ordinance that pertain to signs.

[Enter body here.]

Attachments: [Staff Report TA-22-05.pdf](#)

PUBLIC HEARINGS

[2023-123](#)

Debora and Jesse Saunt, Street Abandonment 22-02

A request by Debora and Jesse Saunt to abandon the southern 35+/- feet of the Motes Court right-of-way (ROW). This southern portion of Motes Court (SR 1188) is an improved ROW located within the City of High Point's extraterritorial jurisdiction (ETJ) Area, east of the intersection of Baker Road and Cox Avenue. The portion of Motes Court to be abandoned is located approximately 725 feet south of the intersection of Cox Avenue and Motes Court, between 1436 and 1433 Motes Court (Guilford County Tax Parcels 157963 and 157944).

Attachments: [Staff Report SA-22-02.pdf](#)

[Staff Report SA-22-02 REVISED.pdf](#)

[2023-124](#)

City of High Point, Zoning Map Amendment 23-04

A request by the City of High Point to rezone approximately 1.2 acres from the Residential Single Family - 5 (R-5) District to the Transitional Office (TO) District. The site is located along Underhill Street and Eccles Place, approximately 195 feet north of Washington Street (116, 118, 119, & 121 Underhill Street and 108, 110, 112, & 114 Eccles Place).

Attachments: [Staff Report ZA-23-04.pdf](#)

[Staff Report ZA-23-04 REVISED.pdf](#)

GENERAL BUSINESS AGENDA

[2023-130](#)

Public Transportation Agency Safety Plan (PTASP) 2023

City Council is requested to approve the updated Public Transportation Agency Safety Plan (PTASP) as submitted and authorize the Mayor to sign the document.

Attachments: [Public Transportation Agency Safety Plan \(PTASP\) 2023](#)

[2023-125](#)

Voting Delegate - North Carolina League of Municipalities 2023 City Vision Conference

Council is requested to designate a voting delegate for the North Carolina League Municipalities 2023 City Vision Conference.

Attachments: [Memo - Voting Delegate for the NCLM - 2023 City Vision Conference](#)

[2023-132](#)

Minutes to be Approved

Special Meeting Minutes, October 19, 2022 @ 3:00 p.m.

Finance Committee Minutes, March 2, 2023 @ 4:00 p.m.

Special Meeting Minutes, March 6, 2023 @ 3:30 p.m.

Regular Meeting Minutes, March 6, 2023 @ 5:30 p.m.

Community Development Committee Minutes, March 7, 2023

Special Meeting Minutes, March 7, 2023

Prosperity & Livability Committee Minutes, March 8, 2023 @ 9:00 a.m.

Attachments: [Memo - Minutes to be Approved](#)

[Finance Committee Minutes - March 2, 2023](#)

[October 19 2022 Special Meeting Minutes](#)

[Special Meeting High Point City Council Minutes - March 6, 2023](#)

[High Point City Council Regular Meeting Minutes - March 6, 2023](#)

[Community Development Committee Minutes - March 7, 2023](#)

[Special Meeting High Point City Council Minutes - March 7, 2023](#)

[March 8 2023 Prosperity Livability Committee Minutes](#)

ADJOURNMENT



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-126

File ID: 2023-126

Type: Contract

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/13/2023

File Name:

Final Action:

Title: Contract - Sole Source - United Systems - Itron ERT's Antenna's - Meter Reading-Customer Service

City Council is requested to award a Sole Source Contract to United Systems in the amount of \$395,819.75 for the purchase of 3,500 Itron 100W ERT's (Encoder Receiver Transmitter) and 100 ERT Antenna kits for the Customer Service Department.

Notes:

Sponsors:

Enactment Date:

Attachments: 1. Contract – Sole Source – United Systems – Itron ERT's Antenna's – Meter Reading-Customer Service

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: amy.myers@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Committee	03/16/2023	Committee Recommended Approval	City Council	03/20/2023		

Text of Legislative File 2023-126

CITY OF HIGH POINT

AGENDA ITEM



Title: United Systems-Itron 100W ERT's and Antenna's

From: Jeremy Coble-Customer Service Director

Meeting Date: March 20, 2023

Public Hearing: No

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A – Quote
Attachment B- Sole Source Request Form
Attachment C- Sole Source Letter

PURPOSE:

For the sole source purchase of 3,500 Itron 100W ERT's (Encoder Receiver Transmitter) and 100 ERT Antenna kits for the Customer Service Department.

BACKGROUND:

The Customer Service Department uses Itron software to collect both electric and water meter readings. Itron ERT's are a critical component in the city's utility billing process and future AMI project. Itron ERT's are the only encoder compatible with our meter reading software. United Systems is the only distributor for Itron in North Carolina.

BUDGET IMPACT:

The cost is \$395,819.75. There are available funds in the Public Services budget for FY 23.

RECOMMENDATION / ACTION REQUESTED:

The Customer Service Department recommends the sole source purchase of 100W Ert's and Antenna's from United Systems.



Financial Services

Purchasing Division



Requisition #

CITY OF HIGH POINT
SOLE SOURCE JUSTIFICATION FORM
 (For Items Costing \$10,000.00 or More)
 Statutory Reference N.C.G.S. 143-129(e)6

Vendor: **United Systems**

Item(s): **100w Itron ERTs and anten**

Justification:

100w Itron ERTs are being used to complete both meter reading AMR and the future AMI project.

Estimated expenditure for the above item(s): **\$395,819.75**

Accounting Unit and Account(s):

621751 526104

CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.
ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1. ☐ Performance or price competition for a product are not available.
2. ☒ A needed product is available from only one source of supply.
3. ☒ Standardization or compatibility is the overriding consideration.
4. ☐ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel

Jeremy Coble

Digitally signed by Jeremy Coble
 Date: 2023.02.27 12:03:05 -05'00'

Department/Division

Customer Service

Date

2/27/23

APPROVAL PROCESS

Purchasing Manager

Candy E. Harmon

Digitally signed by Candy E. Harmon
 Date: 2023.02.28 19:00:12 -05'00'

Financial Services Director

Bobby Fitzjohn

Digitally signed by Bobby Fitzjohn
 Date: 2023.03.01 09:49:43 -05'00'

City Council (\$30,000 – Up)



AMR / AMI | SOFTWARE | WATER LOSS



Quotation

For: High Point, NC

Prepared By: Will Taylor

Date	PO Number	Shipping Method	Shipping Terms	Delivery Date
February 3, 2023	TBD	Best Way	Shipping Included	Estimated at 120-150 Days

Qty	Item # - Description	Unit Price - \$	Line Total - \$
Itron-			
3500	ERW-1300-402 100W+, Encoder with Integral Connector & Antenna Connector	\$100.00	\$350,000.00
3500	CFG-1300-004 100W Through Lid Mount Kit	\$3.75	\$13,125.00
100	CFG-0900-003 100W/500WThrough-the-Lid remote mount antenna Kit	\$68.00	\$6,800.00
1	7% Sales Tax	7%	\$25,894.75
Total	Includes All Shipping and Sales Tax		\$395,819.75

General— Unless specifically stated to the contrary, prices do not include shipping and/or sales tax, if applicable. Likewise, this quotation does not include technical services related to setup, installation & configuration of proposed items unless specifically stated above. Endpoint orders not in box quantity are assessed a broken box fee of \$25. All related invoices shall be paid on a Net 10 Day basis. This quotation shall remain firm for ninety (90) days from the quotation date, unless modified in writing by USS prior to USS acceptance.

TERMS AND CONDITIONS OF SALE ("Terms")

1. All references in this document to "Seller" shall include United Systems & Software, Inc. , or "USS", whether or not performing any or all of the scope hereunder or specifically identified herein. All references to "Buyer" shall include all parent(s), subsidiaries and affiliates of the entity placing the order. Buyer and Seller may be referred to individually as a "Party" and collectively as "Parties".
2. All sales to Buyer are subject to these Terms, which shall prevail over any inconsistent terms of Buyer's purchase order or other documents. Additional or different terms and conditions in any way altering or modifying these Terms are expressly objected to and shall not be binding upon Seller unless specifically accepted in writing by Seller's authorized representative. No modification or alteration of these Terms shall result by Seller's shipment of goods following receipt of Buyer's purchase order, or other documents containing additional, conflicting or inconsistent terms. There are no terms, conditions, understandings, or agreements other than those stated herein, and all prior proposals and negotiations are merged herein. These Terms are binding on the Parties, their successors, and permitted assigns.
3. Prices on Seller website, catalogs or in Seller quotes are subject to change without notice, and all such prices expire and become invalid if not accepted within 10 calendar days from the date of issue, unless otherwise noted by Seller in writing. Price extensions if made are for Buyer's convenience only, and they, as well as any mathematical, stenographic or clerical errors, are not binding on Seller. Prices shown do not include any sales, excise, or other governmental tax or charge payable by Seller to any federal, state or local authority. Any taxes now or hereafter imposed upon sales or shipments will be added to the purchase price, and Buyer shall reimburse Seller for any such tax or provide Seller with an acceptable tax exemption certificate. All prices and other terms provided to Buyer shall be kept confidential except to the extent a Party is required by law to disclose the same.
4. Seller shall not be liable for delay or default in delivery resulting from any cause beyond Seller's reasonable control, including, but not limited to, governmental action, strikes or other labor troubles, fire, damage or destruction of goods, wars (declared or undeclared), acts of terrorism, manufacturers' shortages, availability or timeliness of transportation, materials, fuels, or supplies, and acts of God (each a "Force Majeure Event"). Upon the occurrence of a Force Majeure Event: (a) the time for Seller's performance shall be extended reasonably and the Parties shall adjust all affected dates accordingly; (b) the purchase price shall be adjusted for any increased costs to Seller resulting from such Force Majeure Event; and (c) Buyer shall not be entitled to any other remedy.
5. Seller is a reseller of goods only, and as such does not provide any warranty for the goods it supplies hereunder. Notwithstanding this As-Is limitation, Seller shall pass through to Buyer any transferable manufacturer's standard warranties with respect to goods purchased hereunder. BUYER AND PERSONS CLAIMING THROUGH BUYER SHALL SEEK RECOURSE EXCLUSIVELY FROM MANUFACTURERS IN CONNECTION WITH ANY DEFECTS IN OR FAILURES OF GOODS, AND THIS SHALL BE THE EXCLUSIVE RECOURSE OF BUYER AND PERSONS CLAIMING THROUGH BUYER FOR DEFECTIVE GOODS, WHETHER THE CLAIM OF BUYER OR THE PERSON CLAIMING THROUGH BUYER SHALL SOUND IN CONTRACT, TORT, STRICT LIABILITY, PURSUANT TO STATUTE, OR FOR NEGLIGENCE. BUYER SHALL PASS THESE TERMS TO SUBSEQUENT BUYERS AND USERS OF GOODS. SELLER EXCLUDES AND DISCLAIMS ALL OTHER EXPRESS AND IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SELLER ASSUMES NO RESPONSIBILITY WHATSOEVER FOR SELLER'S INTERPRETATION OF PLANS OR SPECIFICATIONS PROVIDED BY BUYER, AND BUYER'S ACCEPTANCE AND USE OF GOODS SUPPLIED HEREUNDER SHALL BE PREMISED ON FINAL APPROVAL BY BUYER OR BY BUYER'S RELIANCE ON ARCHITECTS, ENGINEERS, OR OTHER THIRD PARTIES RATHER THAN ON SELLER'S INTERPRETATION. TO THE EXTENT NOT PROHIBITED BY APPLICABLE LAW, IN NO EVENT, WHETHER IN CONTRACT, WARRANTY, INDEMNITY, TORT (INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, ARISING DIRECTLY OR INDIRECTLY OUT OF THE PERFORMANCE OR BREACH OF THESE TERMS, SHALL SELLER BE LIABLE FOR (a) ANY INCIDENTAL, INDIRECT, PUNITIVE, SPECIAL, CONSEQUENTIAL OR SIMILAR DAMAGES SUCH AS LOSS OF USE, LOST PROFITS, ATTORNEYS' FEES OR DELAY DAMAGES, EVEN IF SUCH DAMAGES WERE FORESEEABLE OR CAUSED BY SELLER'S BREACH OF THIS AGREEMENT, (b) ANY CLAIM THAT PROPERLY IS A CLAIM AGAINST THE MANUFACTURER, OR (c) ANY AMOUNT EXCEEDING THE AMOUNT PAID TO SELLER FOR GOODS FURNISHED TO BUYER WHICH ARE THE SUBJECT OF SUCH CLAIM(S). ALL CLAIMS MUST BE BROUGHT WITHIN ONE YEAR OF ACCRUAL OF A CAUSE OF ACTION.
6. Buyer shall indemnify, defend, and hold Seller its officers, directors, employees and agents harmless from any and all costs (including attorneys' and accountants' fees and expenses), liabilities and damages resulting from or related to any third party (including Buyer's employees) claim, complaint and/or judgment arising from Buyer's use of any goods furnished hereunder, as well as any negligent, intentional, or tortious act or omission of Buyer or any material breach by Buyer of these Terms.
7. When goods are delivered to Buyer in Seller's own vehicles, the F.O.B. point shall be Buyer's designated delivery site. In all other cases the F.O.B. point shall be Seller's store or warehouse and all responsibility and costs of shipping and delivery beyond the applicable F.O.B. point shall be borne by Buyer. Title and risk of loss shall pass to Buyer at the applicable F.O.B. point, which for goods not delivered in Seller's own vehicles shall be when Seller delivers the goods to the common carrier. All claims for shortage of goods or for loss or damage to goods as to which Seller has the risk of loss shall be waived unless Buyer, within 10 calendar days after receipt of the short or damaged shipment, gives Seller written notice fully describing the alleged shortage or damage. Partial shipments are permitted at Seller's discretion.
8. Any change in product specifications, quantities, destinations, shipping schedules, or any other aspect of the scope of goods must be agreed to in writing by Seller, and may result in a price and delivery adjustment by Seller. No credit for goods returned by Buyer shall be given without Seller's written authorization. All returns are subject to a restocking charge.
9. Unless otherwise agreed in writing, payment terms are Net 10, payable in United States of America ("U.S.") dollars. Notwithstanding the foregoing, all orders are subject to Seller's continuing approval of Buyer's credit. If Buyer's credit is not approved or becomes unsatisfactory to Seller then Seller, in its sole discretion, may suspend or cancel performance, or require different payment terms, including but not limited to cash on delivery or in advance of shipment. In addition, Seller may in its discretion require an advance deposit of up to 100% of Seller's selling price for any specially manufactured goods ordered by Buyer hereunder. Payments due hereunder shall be made in the form of cash, check, or money order, or other tender approved in writing by Seller. Seller may, in its sole discretion, apply Buyer's payment against any open charges. Past due accounts bear interest at the lesser of 1.5% per month or the maximum rate permitted by applicable law, continuing after Seller obtains judgment against Buyer. Seller may exercise setoff or recoupment to apply to or satisfy Buyer's outstanding debt. Buyer shall have no right of setoff hereunder, the same being expressly waived hereby.
10. Buyer shall not export or re-export, directly or indirectly, all or any part of the goods or related technology obtained from Seller under these Terms except in accordance with applicable export laws and regulations of the U.S. Further, a Buyer that is a non-U.S. company or citizen shall similarly limit any export or re-export activity to that which would be deemed compliant with U.S. export laws and regulations if performed by a U.S. company or citizen.
11. Buyer shall pay Seller all costs and expenses of collection, suit, or other legal action brought as a result of the commercial relationship between them, including, but not limited to, all actual attorneys' and paralegals' fees, and collection costs, incurred pre-suit, through trial, on appeal, and in any administrative or bankruptcy proceedings. Any cause of action that Seller has against Buyer may be assigned without Buyer's consent to United Systems & Software, Inc.
12. This Agreement, Buyer's account, and the business relationship between Buyer and Seller shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. The Parties agree that any legal action arising under or related to this Agreement shall be brought in Marshall County, Kentucky, and any right to object to such venue or to assert the inconvenience of such forum is hereby waived.
13. If Buyer fails to comply with these Terms, Seller may terminate or restrict any order immediately upon notice to Buyer. Buyer certifies that it is solvent and that it will advise Seller immediately if it becomes insolvent. Buyer agrees to send Seller written notice of any changes in the form of ownership of Buyer's business within 5 days of such changes. Buyer and Seller are the only intended beneficiaries of this document, and there are no third party beneficiaries.
14. The invalidity or unenforceability of all or part of these Terms will not affect the validity or enforceability of the other terms. The parties agree to replace any void or unenforceable term with a new term that achieves substantially the same practical and economic effect and is valid and enforceable.
15. The following provisions shall survive termination, cancellation and completed performance of this Agreement as long as necessary to allow the aggrieved party to fully enforce such clauses: 5, 6, 9, 10, 11 and 12.

Purchase Authorization—Buyer further agrees that this is a complete and exclusive statement of Agreement between the parties, which supersedes all implied, oral, and written communications between the parties relating to this Agreement. This Agreement shall be effective as of this ____ day of _____, 20____.



AMR / AMI | SOFTWARE | WATER LOSS



Buyer Name & Title: _____

Purchase Order Number: _____



Knowledge to Shape Your Future

August 3, 2021

City of High Point, NC

Re: Itron AMR/AMI Modules & Itron Reading Equipment

This letter is to inform you that United Systems & Software is the only Water Distributor for Itron, Inc. in North Carolina. No other Itron Distributors are authorized to sell or quote Itron water metering products in the state of North Carolina.

From a product perspective, Itron is the only provider of mobile and handheld meter reading equipment which can read SCM+ messages and download interval data from compatible Itron endpoints such as 100W devices with Datalogging.

Please feel free to contact myself if you have any questions or require further information.
Sincerely,

A handwritten signature in blue ink, appearing to read "Tracy Wright", enclosed within a large, horizontal, oval-shaped flourish.

Tracy Wright
Portfolio Account Manager



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High Point, NC 27260

Master

File Number: 2023-127

File ID: 2023-127

Type: Contract

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/13/2023

File Name:

Final Action:

Title: Contract - Sale of Right of Way & Easements - North Carolina Department of Transportation (NCDOT) - Sandy Ridge Road Widening Project

City Council is requested to approve the sale of a fee simple Right-of-Way, a Permanent Drainage Easement, and a Drainage Utility Easement, in the amount of \$12,000 to the North Carolina Department of Transportation (NCDOT) for the Johnson Street/Sandy Ridge Road Widening Project.

Notes:

Sponsors:

Enactment Date:

Attachments: 2. Contract – Sale of Right of Way & Easements - North Carolina Department of Transportation (NCDOT) – Sandy Ridge Road Widening Project

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: amy.myers@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Committee	03/16/2023	Committee Recommended Approval	City Council	03/20/2023		

Text of Legislative File 2023-127

CITY OF HIGH POINT

AGENDA ITEM



Title: Sale of Right-of-Way and Easements to NCDOT

From: Kim Thore, Right of Way Coordinator

Meeting Date: Monday, March 20, 2023

Public Hearing: Not Required

Advertising Date: N/A

Advertised By: N/A

Attachments: Two-Page Map

Purpose/Background:

Council is requested to approve the sale of a fee simple Right-of-Way, a Permanent Drainage Easement, and a Drainage Utility Easement, to the North Carolina Department of Transportation ("NCDOT") for the Johnson Street/Sandy Ridge Road Widening Project. NCDOT is widening a portion of Johnson Street/Sandy Ridge Road and as a result, they need: 32,232 square feet (0.740 ac.) of right-of-way, 22,400 square feet (0.514 ac.) of permanent drainage easement, and 10,889 square feet (0.250 ac.) of utility easement along Johnson Street, Guilford County parcel #200173 (1875 Eastchester Dr.). This property is part of the Oak Hollow Lake property that consists of 1,320 acres. NCDOT has agreed to pay the sum of \$12,000.00.

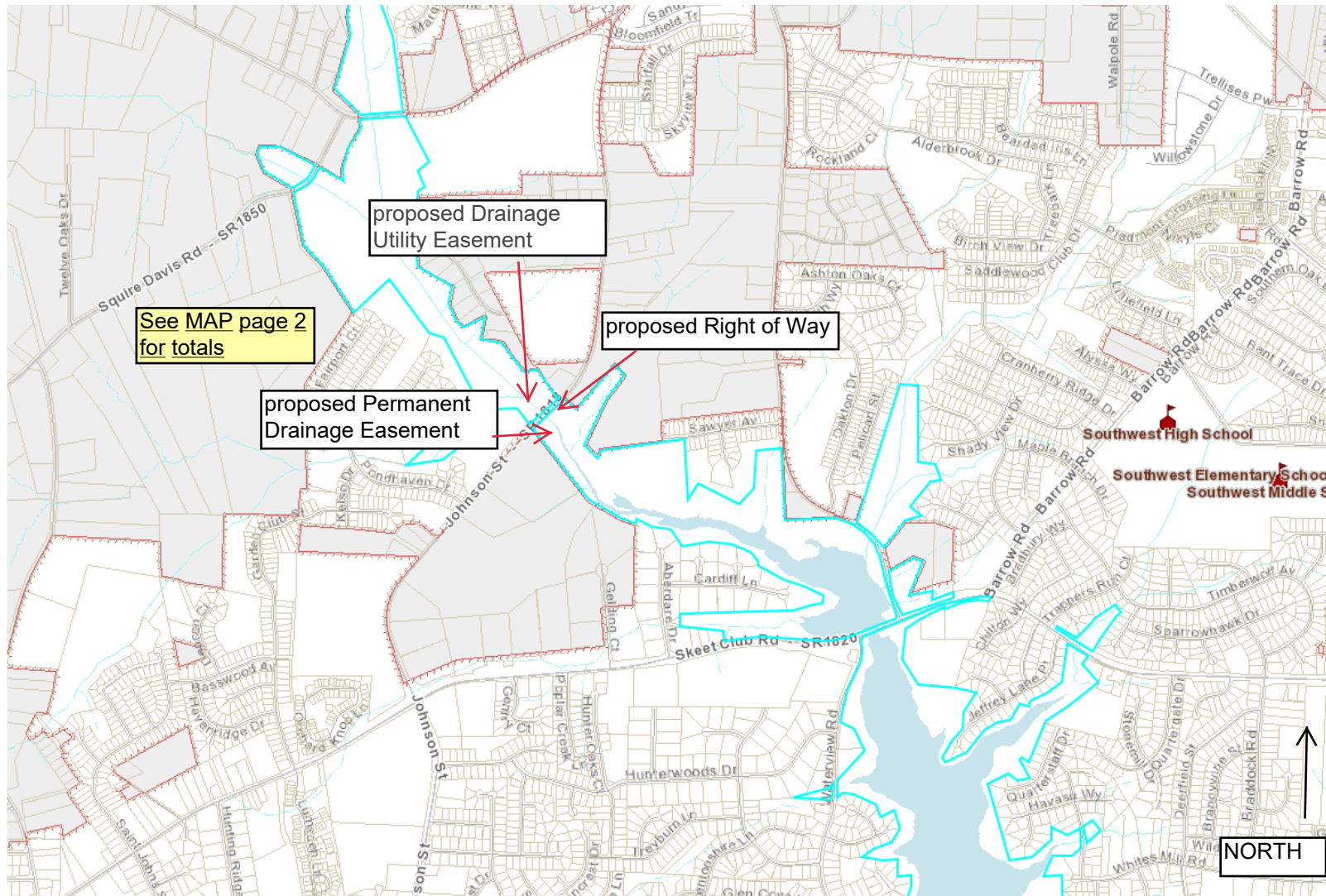
Budget Impact:

N/A

Recommendation/Action Requested:

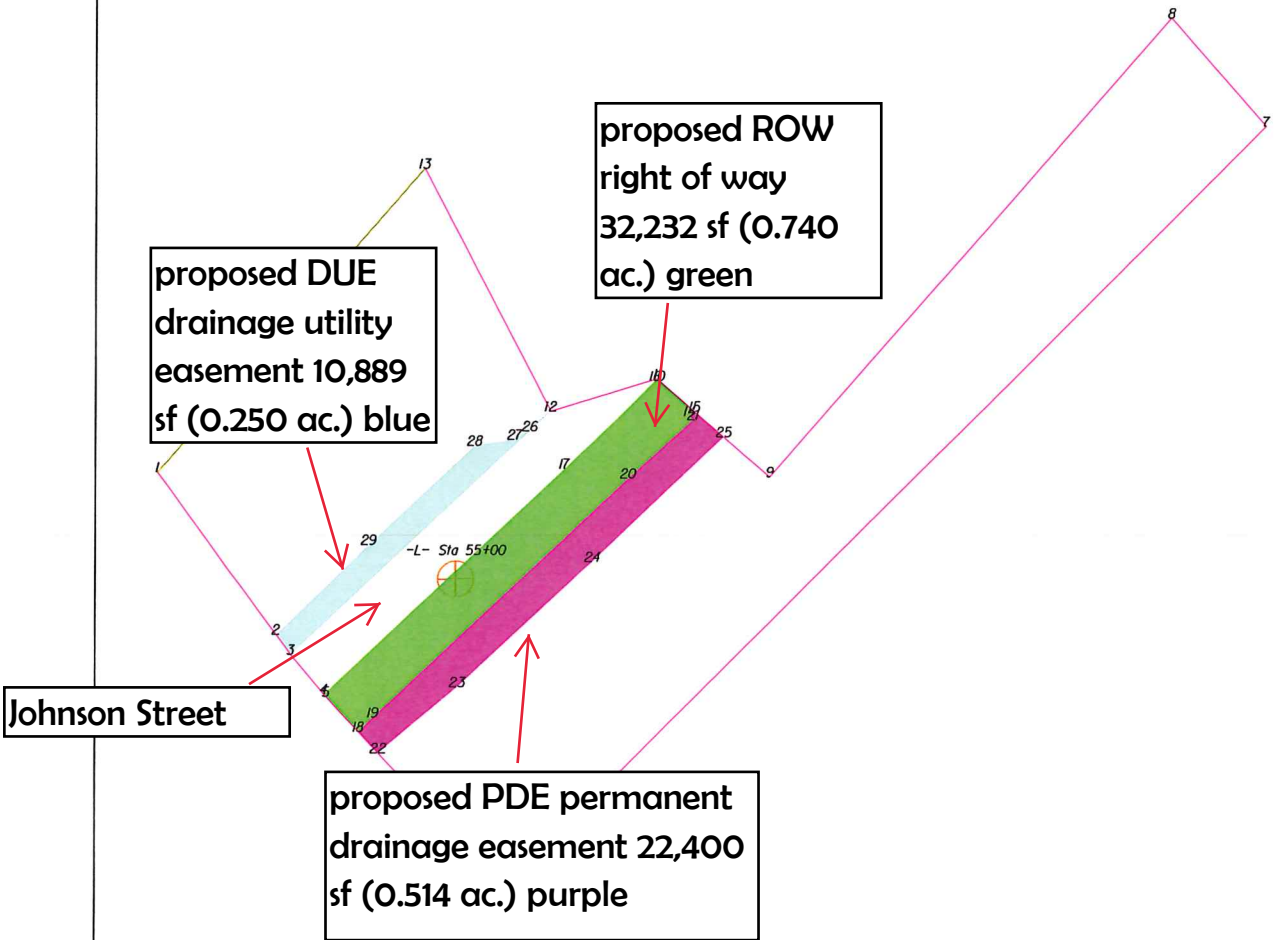
Recommend Council approval for the sale to NCDOT in the sum of \$12,000.00.

Purchase of Right of Way and Drainage Easements by NCDOT for Sandy Ridge Rd./Johnson St.
Widening Project - 1875 Eastchester Dr. - vacant land - Oak Hollow Lake



Purchase by NCDOT: 1875 Eastchester Dr. - Vacant land
Oak Hollow Lake land - Sandy Ridge Rd. / Johnson St. Widening

map page 2



THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS. THE PROPERTY SHOWN ON THIS MAP WAS LOCATED FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR HIGHWAY DESIGN PURPOSES. SOME ERRORS MAY EXIST BETWEEN THE GRAPHICAL AND ACTUAL GROUND LOCATIONS OF PROPERTY LINES. THIS MAP IS TO BE USED AS A GRAPHICAL REPRESENTATION OF THE NCDOT'S INTENT TO ACQUIRE PROPERTY FOR RIGHT OF WAY PURPOSES, AND IN NO WAY REPRESENTS AN ACTUAL BOUNDARY SURVEY OF THIS PROPERTY.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	
RIGHT OF WAY BRANCH	
CITY OF HIGH POINT	09-6-2022
PARCEL * 019	SNCADDU4758DDRAFTU4758_deo
DB 1750 PG 137	UNKNOWN SCALE



City of High Point

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High Point, NC 27260

Master

File Number: 2023-128

File ID: 2023-128

Type: Contract

Status: Public Hearing

Version: 1

Reference:

In Control: City Council

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Final Action:

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Enactment Date:

Attachments: 3. Public Hearing – Contract – Equitable Sharing Funds - Unmanned Vehicle Technologies – High Point Police Department

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: amy.myers@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 2023-128

CITY OF HIGH POINT

AGENDA ITEM



Title: Controlled Equipment Purchase with Equitable Sharing Funds

From: J. Travis Stroud, Chief of Police

Meeting Date: March 20, 2023

Public Hearing: Yes

Advertising Date / 03/07/23

Advertised By:

Attachments: Drone Image
Controlled Equipment Request Form
Quote & Vendor's Active SAM Registration

PURPOSE:

City Council is asked to award a Purchase Order to Unmanned Vehicle Technologies for two drones. The purchase will be made with the Police Department's Equitable Sharing Funds approved by Chief Stroud.

BACKGROUND:

Title 21 US Code Section 881e allows local LE agencies to share in a percentage of proceeds of seized assets from criminal investigations. <https://www.justice.gov/criminal-mlars/equitable-sharing-program>

The High Point Police Department proposes using Equitable Sharing Funds funding to purchase two drones. The equipment will be assigned to the Drone Unit to deploy with various teams executing search warrants, community events, and training. Examples include Crime Scene Documentation (photo and video), Tactical Support (softening the backyard during a standoff), Search Operations (missing/endangered children/adults, wanted subjects), Training Operations (with other HPPD units for exposure and capability), Public/Community Relations (Torch Run, Community Day, etc.) This list is not exhaustive. The equipment will be operated following our GO 4.19 sUAS (Drone).

On May 25, 2022, President Joseph Biden issued Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," to identify actions that enhance public safety and trust through the embodiment of fair and equal treatment, transparency, and accountability. The Executive Order establishes a list of equipment that Law Enforcement Agencies (LEAs) may not acquire via transfer from federal agencies or purchase using federally provided funds such as equitable sharing. This new policy does not preclude agencies from using non-federal funds to purchase these items. The Executive Order requires that LEAs obtain pre-approval from the federal funding agency and governing body to be eligible to make the purchase.

BUDGET IMPACT:

Equitable Sharing Funds (Department of Justice) have been identified for this purchase.

RECOMMENDATION /ACTION REQUESTED:

Following the public hearing, the Police Department requests City Council approval to purchase two drones from Unmanned Vehicle Technologies for \$14,794 using Equitable Sharing Funds.





Controlled Equipment Approval Request Form for the Equitable Sharing Program



Please select the appropriate funding source for your request:



Department of Justice



Department of the Treasury

Fill in the fields below with the appropriate requester name, email, and agency information including agency name, NCIC code, and address.

Agency Information

Requester Name: Courtney Hemphill

Requester Email: courtney.hemphill@highpointnc.gov

Agency Name: High Point Police Department

NCIC Code: NC0410300

Address: 1730 Westchester Drive

Address: _____

City: High Point State: NC Zip: 27262

Go on to next page.



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Controlled Equipment Class

Select the appropriate class of equipment and fill in the total number and cost of the assets that your agency is requesting approval to purchase. For a list of prohibited items, please refer to Section 12 in the [Federal Register :: Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety](#).

Check Box	Type of Equipment	Total Number of Assets	Total Cost of Assets
☐	Manned Aircraft, Fixed Wing, and Rotary Wing		
☒	Unmanned Aerial Vehicle	2	\$13,858.27
☐	Armored and Tactical Vehicles, Wheeled		
☐	Command and Control Vehicles		
☐	Specialized Firearms and Ammunition under .50 Caliber		
☐	Explosives and Pyrotechnics		
☐	Breaching Apparatus		
☐	Riot Batons and Shields		
		Total: 2	Total: \$13,858.27

Controlled Equipment Description and Use

Provide a summary of the equipment your agency is requesting to purchase, including a description of the equipment, its reason for purchase/intended use, training on the use of such equipment, and how the equipment will be tracked, maintained, and stored.

The High Point Police Department wishes to purchase two new drones to be assigned to the Drone Unit. They will be deployed with various teams executing search warrants, community events, and training. Examples include Crime Scene Documentation (photo and video), Tactical Support (softening the backyard during a standoff), Search Operations (missing/endangered children/adults, wanted subjects), Training Operations (with other HPPD units for exposure and capability), Public/Community Relations (Torch Run, Community Day, etc.) This list is not exhaustive. The equipment will be operated following GO 4.19 sUAS (Drone)- attached.

We request to purchase two DJI Mavic 3 Thermal packages, including a DJI care 1-year plan. This package includes four batteries, a DJI Smart controller lanyard, San Disk Extreme Pro lens cleaning pen, and a quick-pack charger. Quote attached. In addition, the vendor will provide initial training for staff on how to utilize the equipment properly. Finally, the Drone Unit members will adopt



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Approvals and Certifications

As the Agency Head approving this agency's request:

- ☒ I certify that if the request is approved, our agency will follow all requirements as outlined by Executive Order 14074, dated May 25, 2022, as well as the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and any subsequent guidance issued by MLARS. For more information, please refer to Section 12 in the *Federal Register*, linked above.
- ☒ I certify that our agency will implement policies and procedures regarding the training, inventorying, record retention, and use of controlled equipment in accordance with the Executive Order 14074. In addition, our agency will consult with MLARS/TEOAF prior to disposing the purchased Controlled Equipment.
- ☒ I certify that our agency, in accordance with Executive Order 14074, Section 12(c)(iii), has notified the local community of this request, in English and any other appropriate languages to inform individuals with limited English proficiency.
- ☒ I certify that our agency is not currently under investigation for engagement in a pattern or practice of civil rights violations. Should DOJ determine or a Federal, State, Tribal, local or territorial court enter a final judgment finding that our agency has engaged in a pattern or practice of civil rights violations, our agency will be required, at a minimum, to reimburse its equitable sharing account for funds expended for this request.
- ☒ I certify that, as a participant in the Equitable Sharing Program, our agency agrees to abide by federal Equitable Sharing policy and guidance and violations of such may result in sanctions, up to and including permanent exclusion from the Program, as set forth in the *Guide*.

This form must be signed by the Agency Head and Governing Body Head approving this request. An electronic or wet signature is permitted.

Agency Head

Name: Jonathan Travis Stroud

Title: Chief of Police

Signature: _____ Date: 12/27/2022

Governing Body Head

Name: Tasha Logan Ford

Title: City Manager

Signature: _____ Date: _____



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Email completed form or questions to the Department of Justice Equitable Sharing Program at **MLARS.ESProgram@usdoj.gov** or the Department of the Treasury Equitable Sharing Program at **TREAS.ACA@treasury.gov**.

FOR INTERNAL USE ONLY: Check the appropriate box to approve or deny the controlled equipment request.

☐

Approve

☐

Deny

Signature: _____



Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

https://www.uvt.us

Invoicing Address:

High Point Police
1730 Westchester Drive
High Point NC 27260
United States
☎ +1 336-883-3224

High Point Police, David Inthisane
1730 Westchester Drive
High Point NC 27260
United States

Shipping Address:

High Point Police, David Inthisane
1730 Westchester Drive
High Point NC 27260
United States
☎ +1 336-887-7889

Quotation # S0206783

Quotation Date:

09/27/2022

Expiration:

04/16/2023

Salesperson:

Robert Marley

DESCRIPTION	QUANTITY	UNIT		DISC.%	TAXES	AMOUNT
		PRICE				
DJI Mavic 3 Thermal QuickTac Bundle						
[101-144-1026] DJI Mavic 3 Thermal w/Care Enterprise Basic The Mavic 3 Enterprise Series from DJI redefines industry standards for small commercial drones. With a 640x512 radiometric thermal sensor, a 12MP 56x hybrid zoom camera, and a wide camera capable of capturing up to 48MP images, the Mavic 3T is built to serve both public safety and enterprise. This Combo includes a DJI Care Enterprise Basic 1-Year Plan.	2.000 Units	5,498.00		5.00	Sales Tax	\$ 10,446.20
[101-135-1011] DJI Mavic 3 Intelligent Flight Battery This is the battery that powers the Mavic 3 drone from DJI. This is a 4-cell (4S) LiPo battery with a maximum capacity of 5000 mAh or 77 Wh. This battery will provide up to 46 minutes of flight time with your DJI Mavic 3.	8.000 Units	209.00		5.00	Sales Tax	\$ 1,588.40
[122-101-1008] DJI Mavic 3 PRCS Elite	2.000 Units	795.00		5.00	Sales Tax	\$ 1,510.50

1722 N College Avenue
Suite D
Fayetteville AR 72703
United States

Thank you for choosing
UVT!

1



UVT

Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

<https://www.uvt.us>

[118-101-1002] Hoodman Drone Launch Pad 3ft If there's one brand that resonates with drone pilots, it's Hoodman. This Hoodman drone launch pad is their 3-foot diameter landing pad designed to keep your small drone safe during takeoff and landing. This is the recommended landing pad for drones such as the DJI Mavic Air 2, Phantom 4 Series, or Mavic 2 Series.	2.000 Units	69.99	5.00	Sales Tax	\$ 132.98
[115-101-1046] Go Professional Cases DJI Smart Controller Lanyard Bracket	2.000 Units	29.95	5.00	Sales Tax	\$ 56.91
[CON-SD-102] SanDisk Extreme PRO microSDXC UHS-I Memory Card (64GB)	4.000 Units	20.99	5.00	Sales Tax	\$ 79.76
[115-999-1002] Go Professional Cases microSD Card Holder	2.000 Units	7.95	5.00	Sales Tax	\$ 15.11
[100-130-1001] UVT ProCare Lens Cleaning Pen	2.000 Units	14.95	5.00	Sales Tax	\$ 28.41
Subtotal					\$ 13,858.27

UVT ProLine Services

[SRV-PL-101] UVT ProLine Pre-Flight Service Our ProLine Pre-Flight Service ensures you receive a turnkey system on day one. This service includes the activation of the hardware and any included service plans (ex. DJI Care Enterprise) and the updating and testing of all critical flight components. All ProLine services are performed in-house by our factory-trained technicians.	2.000 Units	499.00	100.00	0%	\$ 0.00
[SRV-PLS-103] UVT ProLine Support Premium UVT ProLine Support offers you direct access to our technical and operational support teams. With ProLine Support Premium, this access is provided 24x7x365 to ensure you always have the support you need.	2.000 Units	1,999.00	100.00	0%	\$ 0.00

1722 N College Avenue
Suite D
Fayetteville AR 72703
United States

Thank you for choosing
UVT!



UVT

Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

https://www.uvt.us

UPS Ground	1.000	0.00	0.00	0%	\$ 0.00
Free Shipping	Units				

Subtotal \$ 0.00

Untaxed Amount	\$ 13,858.27
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Taxes	\$ 935.44
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Total	\$ 14,793.71
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The completion of this transaction via payment, Purchase Order, or electronic signature indicates your acceptance of our Terms & Conditions available online at www.uvt.us/terms. Thank you for choosing UVT!

Payment terms: Net 30



UNMANNED VEHICLE TECHNOLOGIES, LLC

Unique Entity ID HWK7CQ21NMT3	CAGE / NCAGE 7WDW4	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date May 5, 2023	
Physical Address 1722 N College AVE STE D Fayetteville, Arkansas 72703-2640 United States	Mailing Address 1722 N College AVE Suite C-243 Fayetteville, Arkansas 72703 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Arkansas 03	State / Country of Incorporation Florida / United States	URL www.uvt.us

Registration Dates

Activation Date May 17, 2022	Submission Date May 5, 2022	Initial Registration Date Apr 30, 2017
--	---------------------------------------	--

Entity Dates

Entity Start Date May 1, 2014	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Partnership or Limited Liability Partnership	Entity Type Business or Organization	Organization Factors Limited Liability Company
Profit Structure For Profit Organization		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments Yes	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 7WDW4

Points of Contact

Electronic Business

 Christopher Fink	1722 N. College AVE. Suite D Fayetteville, Arkansas 72703 United States
--	--

Government Business

 Christopher Fink	1722 N. College AVE. Suite D Fayetteville, Arkansas 72703 United States
--	--

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	441228	Motorcycle, Atv, And All Other Motor Vehicle Dealers
	334310	Audio And Video Equipment Manufacturing
	334511	Search, Detection, Navigation, Guidance, Aeronautical, And Nautical System And Instrument Manufacturing
	336411	Aircraft Manufacturing

Product and Service Codes

PSC	PSC Name
1550	Unmanned Aircraft
6710	Cameras, Motion Picture
6720	Cameras, Still Picture

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States	Counties	Metropolitan Statistical Areas
Arkansas	AR: Washington, Crawford, Benton	AR: Fort Smith, AR-OK, Fayetteville-Springdale-Rogers



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-129

File ID: 2023-129

Type: Contract

Status: Public Hearing

Version: 1

Reference:

In Control: City Council

File Created: 03/13/2023

File Name:

Final Action:

Title: Public Hearing - Performance Based Incentives - Eichholtz - The Bedrock 275 N. Elm

City Council is requested to recommend performance-based incentives for Eichholtz for an office project at The Bedrock (275 N. Elm St.) in the amount of \$169,832 and recommend the City Manager to execute a performance agreement with the company containing benchmarks for the company to achieve and a schedule for the payment of such financial incentives.

Notes:

Sponsors:

Enactment Date:

Attachments: 4. Public Hearing – Performance Based Incentives – Eichholtz – The Bedrock 275 N. Elm

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: amy.myers@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Committee	03/16/2023	Committee Recommended Approval	City Council	03/20/2023		

Text of Legislative File 2023-129

CITY OF HIGH POINT

AGENDA ITEM



Title: Public hearing for Eichholtz
From: Sandy Dunbeck, Director
High Point Economic Development

Meeting Date: March 20, 2023

Public hearing: Yes

Advertising Date: March 9, 2023

Attachments: Legal Notice

Advertised by: High Point Enterprise

PURPOSE:

The High Point City Council is asked to consider a request from Eichholtz, to authorize performance-based incentives for an office project at The Bedrock (275 N. Elm St., 27262) in the amount of \$169,832.

PROJECT & BACKGROUND:

Eichholtz is Europe's number one luxury furniture brand with 30 years selling to 105 countries around the world. The company offers a whole home buying experience to retail, designer and architectural customers. Eichholtz entered the US market 3 years ago with their showroom located at 129 S. Hamilton St. and now is looking to establish their U.S. Headquarters.

The company would create (10) ten new jobs and relocate 5 jobs from the Netherlands, New York, and Tennessee with an average wage of \$71,666. The company would lease 3,266 square feet of office space for five years with options to renew at The Bedrock, the first building of The Outfields, in High Point at 275 N. Elm Street.

BUDGET IMPACT:

The source of those monies would be the City's Economic Development Incentive Fund, which is funded by general and electric revenues.

RECOMMENDATION / ACTION REQUESTED:

The High Point Economic Development staff recommends that City Council authorize performance-based incentives for the project in the amount of \$169,832 and authorize the City Manager to execute a performance agreement with the company containing benchmarks for the company to achieve and a schedule for the payment of such financial incentives.

Pursuant to N.C. General Statute 158-7.1, notice is hereby given that a public hearing will be held by the High Point City Council on Monday, March 20, 2023, at 5:30 p.m. in the Council Chambers, High Point Municipal Building, 211 S. Hamilton Street, High Point, NC, for the purpose of receiving public input on a funding request for local incentives. A company proposes to lease 3,266 sf of space at The Bedrock building in The Outfields (275 N. Elm St.) in High Point, NC. High Point City Council will consider rental assistance incentives of up to \$169,832 over a four-year period for the project. The High Point source of funding would be the Economic Development Incentive Fund, which is funded by general and electric revenues. The City would be authorized to provide this financial assistance pursuant to an incentive performance agreement containing benchmarks and a schedule for the payment of such financial assistance. For further information, please call 336-883-3030.

Mar. 9, 2023



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-071

File ID: 2023-071

Type: Miscellaneous Item

Status: Approved

Version: 1

Reference:

In Control: City Council

File Created: 02/03/2023

File Name:

Final Action:

Title: City Sponsored Special Events Updated List

City Council is requested to approve the City Sponsored Special Events List.

Notes:

Sponsors:

Enactment Date:

Attachments: Special Events

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Prosperity and Livability Committee	03/08/2023	recommended for approval, consent agenda		03/20/2023		Pass

Text of Legislative File 2023-071

CITY OF HIGH POINT

AGENDA ITEM



Title: Special Events Updated List

From: Eric Olmedo, Assistant City Manager

Public Hearing: None

Attachments: Special Events list

Meeting Date: March 8, 2023

Advertising Date / N/A

Advertised By:

PURPOSE:

Update Prosperity and Livability Committee on city sponsored special events.

BACKGROUND:

The City of High Point City Council approves a list of city sponsored special events on an annual basis. The attached list shows the active events that the city has historically sponsored.

Also attached is a list of events that Visit High Point has submitted for consideration of city sponsorship. The list includes five events that the city does not currently sponsor, and two that are on the list for sponsorship.

BUDGET IMPACT:

The list of city sponsored events do not have a direct budget impact, the support is provided by in kind services.

RECOMMENDATION / ACTIONS REQUESTED:

Staff recommends and asks the Prosperity and Livability Committee to approve and recommend the list and funding request to City Council to approve.

City of High Point

2023 Recommended City Sponsored Special Events

1. Hi Fest
2. Uncle Sam Jam
3. Arts Splash
4. Art in the Park
5. Coltrane Festival
6. Furniture Market – Spring and Fall
7. Go Far 5k – Spring
8. Keep High Point Beautiful – four annual clean up events
9. Greater High Point Torch Run
10. Greensboro Merchants Association Holiday Parade
11. MLK Holiday Parade
12. PSA Soccer Tournament (3 day event)
13. Veterans Day parade
14. Unity Festival
15. Truist Point Christmas Tree Lighting
16. Carl Chavis YMCA Juneteenth Festival
17. Day in the Park

Visit High Point Events to Consider

1. Military Appreciation Jeep Rally
2. High Point Arts Festival
3. Oktoberfest – NC Beer Pride Festival
4. Black Luxe Expo
5. Uptown Holiday Stroll



March 2, 2023

Eric Olmedo, Assist. City Manager
City of High Point
211 S. Hamilton Street
High Point, NC 27260

Dear Eric,

Visit High Point continues to work with area community partners to activate an impactful events calendar for our city. The events listed below fit the investment metrics for Visit High Point where our organization will be supporting these events through sponsorship. We have determined from past history or estimates that each event will merit 1500+ attendees or have promised to do so as a first-time event. The recommendation below is to grandfather these events into the City's sponsored events line item. Please know that this request to the city is not being taken lightly as we value our partnership and understand the limitations of staffing and funding. We have cultivated many event opportunities that are turnkey without city services.

New Events

Date	Event	Description	Projected Attendance
Saturday, May 13 th	Military Appreciation Jeep Rally	A jeep rally organized by the High Point Veterans Initiative (Heroes Center of High Point, Business High Point Chamber and Visit High Point). The procession will start on Main Street and end at Truist Point Stadium with live music, food trucks, veteran service organizations and vet owned businesses. This is a first-time event that highlights the downtown area and social district.	500+
Saturday, July 15 th	High Point Arts Festival	An art festival in the heart of the Market district, spanning High Ave including 150+ art vendors, live performances, and food. Visit High Point would like for this first-time event to develop into a signature festival highlighting the potential of The Pit to future investors, the Train Depot and cool architecture in downtown.	1500 +
Saturday, October 28 th	Oktoberfest – NC Beer Pride Festival	A festival in partnership with NC Beer Pride bringing in approx. 40+ NC craft beers and vendors downtown at Truist Point Stadium and general vicinity. This is a first-time event highlighting the new downtown area and social district.	1500 +



Returning Events

Date	Event	Description	Projected Attendance
Saturday, September 2 nd and Sunday, September 3 rd	John Coltrane International Jazz & Blues Festival	An annual festival that takes place every Labor Day weekend at Oak Hollow Festival Park bringing in attendees from 23 states and is ranked in the top 10 festivals nationwide. This will be the 12 th year.	6,000 +
Saturday, September 9 th	Black Luxe Expo	A tradeshow that takes place at Mendenhall Transportation Terminal that showcases black owned businesses with music and food. This will be the 4 th year of the event.	1,500+
Saturday, November (TBD)	Tree Lighting Ceremony at Truist Point	A celebration that takes place near Truist Point Stadium that kicks off the holiday shopping season with food, entertainment, tree lighting, craft vendors and more. This will be the third year and highlights the new downtown area and social district.	1,200
Saturday, December 2 nd	Uptowne Holiday Stroll	A linear festival that highlights the area small businesses in Uptowne that now has grown to Truist Point Stadium, Children's Museum, and Gallery on Main. This is the 12 th year of the event where two trolleys were added last year.	5,000

Please let us know if the City would like to be recognized with logoed branding through event marketing and promotion. Regretfully, Melody Burnett and I will be out of town at the state's tourism conference next week, however please feel free to reach out to us if you have any questions that we may be able to answer prior to the P&L Committee Meeting or upcoming Council meetings.

Dana East - deast@visithighpoint.com or 336-491-2996,

Melody Burnett - mburnett@visithighpoint.com or 336-880-7118

Best regards,

Dana L. East

Dana L. East
Events Planning Manager
Visit High Point

Cc: Melody Burnett, President



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-120

File ID: 2023-120

Type: Miscellaneous Item

Status: Approved

Version: 1

Reference:

In Control: City Council

File Created: 03/06/2023

File Name:

Final Action:

Title: **Proposed Human Relations Commission's January 2023 Six-Month Work Plan**

Council is requested to approve the Proposed Human Relations Commission's January 2023 Six-Month Work Plan for the following two initiatives:

1. Study where the Human Relations Commission fits within High Point and can be most effective among the City's other Boards and Commissions and among other Human Relations Commissions in North Carolina.
2. Study or identify mental health resources and gaps in High Point for greater sharing with the community or for possible further action.

Notes:

Sponsors:

Enactment Date:

Attachments: Human Relations Commission's WorkPlan January 2023

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: mary.brooks@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Prosperity and Livability Committee	03/08/2023	recommended for approval, consent agenda		03/20/2023		Pass

Text of Legislative File 2023-120

CITY OF HIGH POINT

AGENDA ITEM



Title: Human Relations Commission's January 2023 Six-Month Work Plan

From: Rase McCray, Human Relations Manager

Meeting Date: March 20, 2023

Public Hearing: N/A

**Advertising Date /
Advertised By:** N/A

Attachments: A: Selected Summary of the HRC's January 2023 Retreat Discussion
B: Human Relations Ordinance Citation
C: 2023 Work Plan Initiative Development Worksheets

PURPOSE: CPE staff will present the HRC's 2023 bi-annual report, containing a six-month work plan for the Commission's two desired initiatives.

BACKGROUND: The Commission held a biannual retreat on January 12, 2023, with the purpose of electing new officers, reviewing 2022 accomplishments and ongoing projects, and developing a proposed 2023 six-month work plan.

After discussion (summarized in Attachment A), the Commission voted to adopt two new initiatives for the next six months:

1. Study where the Human Relations Commission fits within High Point and can be most effective among the City's other Boards and Commissions and among other Human Relations Commissions in North Carolina.
2. Study or identify mental health resources and gaps in High Point for greater sharing with the community or for possible further action.

BUDGET IMPACT: None

RECOMMENDATION / ACTION REQUESTED: Staff requests that Council approve the proposed HRC January 2023 six-month work plan.

Attachment A:
Selected Summary of the HRC's January 2023 Retreat Discussion

This document provides a selected summary of the Human Relations Commission's January 12, 2022, retreat discussion that informed the Commission's proposed January 2023 six-month work plan. Each discussion topic is treated separately.

- **Study where the HRC fits within High Point**

During the January retreat, Chair McGregor began the discussion by stating that the HRC must collectively understand the needs of the community to establish a comprehensive work plan. She also asked staff and Councilman Johnson how the HRC work plan was distinct from the Resolution for the One High Point Commission.

Commissioner Jones stated that understanding what other City of High Point Boards and Commissions are doing might inform the HRC's work plan. Commissioner Davis also suggested inviting representatives from other North Carolina cities to present their current work at a High Point HRC meeting.

Growing from this discussion, the Commission decided to adopt "Study where the Human Relations Commission fits within High Point and can be most effective among the City's other Boards and Commissions and among other Human Relations Commissions in North Carolina" as a 2023 work plan initiative.

- **Study or identify mental health resources and gaps in High Point**

Staff were asked what concerns typically need to be addressed for customers who enter the Human Relations office. Mr. McCray shared that customers face a number of concerns related to housing insecurity, food insecurity, employment, discrimination, and access to healthcare.

From these concerns, Councilman Johnson asked how staff assisted customers experiencing a mental health crisis.

From the subsequent discussion, the Commission decided to adopt "Study or identify mental health resources and gaps in High Point for greater sharing with the community or for possible further action" as a 2023 work plan initiative.

Attachment B:
Human Relations Ordinance Citation

This proposed six-month work plan is being recommended for City Council approval under municipal code section 2-3-9, which states that the Commission “may provide biannual reports to City Council that contain a six-month work plan for desired programs and goals.”

**Attachment C:
2023 Work Plan Initiative Development Worksheets**

<i>1. Refine the identified highest priority initiatives into specific statements to be achieved.</i>	<u>RECOMMENDED INITIATIVE:</u> Study where the Human Relations Commission fits within High Point and can be most effective among the City’s other Boards and Commissions and among other Human Relations Commissions in North Carolina
<i>2. Identify when progress toward or successful completion of the initiative will be measured.</i>	<u>RECOMMENDED TIMELINE:</u> <u>Spring 2023</u> Staff will overview the City’s Boards & Commissions <u>Spring 2023</u> Commissioners will contact other North Carolina HRCs to inquire about current projects, common community concerns, frequent collaborators, and how work plan items are developed <u>Summer 2023</u> Collect information into an HRC Orientation Manual
<i>3. Identify the results or evidence to document successful completion of the initiative.</i> <i>ID meaningful milestones to measure progress when initiative completion is beyond the Work Plan cycle.</i>	<u>RECOMMENDED SUCCESS INDICATORS:</u> • Develop an HRC Orientation Manual that will help future Commissioners: • Identify areas of community need • Efficiently develop effective work plan items • Establish areas of synergy for possible collaborations • Create a pamphlet about the HRC that can be shared with the community
<i>4. Identify the resources needed for this initiative to be successful.</i>	<u>RESOURCES:</u> No additional resources are needed
<i>5. What else does the Commission need to move forward successfully?</i>	<u>OTHERS:</u> The Commissioners will reach out to internal and external partners to gather information on this topic

1. Refine the identified highest priority initiatives into specific statements to be achieved.	<u>RECOMMENDED INITIATIVE:</u> Study or identify mental health resources and gaps in High Point for greater sharing with the community or for possible further action
2. Identify <i>when</i> progress toward or successful completion of the initiative will be measured.	<u>RECOMMENDED TIMELINE:</u> <u>Spring 2023</u> Invite representatives from local agencies that offer mental health resources, including the Family Justice Center, Family Service of the Piedmont, Mental Health Associates of the Triad, and RHA Health Services.
3. Identify the results or evidence to document successful completion of the initiative. ID meaningful milestones to measure progress when initiative completion is beyond the Work Plan cycle.	<u>RECOMMENDED SUCCESS INDICATORS:</u> • Develop an informational pamphlet about the mental health landscape to be shared with the community, including through the Human Relations office • Report to City Council on any potential mental health gaps that can be addressed by the City
4. Identify the resources needed for this initiative to be successful.	<u>RESOURCES:</u> No additional resources are needed
5. What else does the Commission need to move forward successfully?	<u>OTHERS:</u> The Commissioners will reach out to internal and external partners to gather information on this topic



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-116

File ID: 2023-116

Type: Ordinance

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/03/2023

File Name:

Final Action:

Title: **Ordinance-Demolition of Dwelling-120 Peachtree Drive**

Adoption of an ordinance ordering the building inspector to effectuate the demolition of a dwelling at 120 Peachtree Drive.

Notes:

Sponsors:

Enactment Date:

Attachments: 120 Peachtree

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: mary.brooks@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Committee	03/07/2023	Committee Recommended Approval	City Council	03/20/2023		Pass

Notes: *Lori Loosemore, Code Enforcement Officer, provided the staff report for this item.*

Chairman Williams asked if there were anyone present that would like to speak for or against this item.

No one was present.

Text of Legislative File 2023-116

CITY OF HIGH POINT

AGENDA ITEM



Title: Order to Demolish – 120 Peachtree Dr.

From: Thanena S. Wilson, Director
Community Development & Housing

Meeting Date: March 20, 2023

Public Hearing: N/A

Advertising Date:
Advertised By: N/A

Attachments

- A. Staff report
- B. Ordinance to Demolish
- C. Photos
- D. Maps

PURPOSE:

A request by Community Development and Housing, Local Codes Division, to adopt an ordinance ordering the inspector to demolish the dwelling at 120 Peachtree Drive.

BACKGROUND:

After a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on 9/29/2022. No action occurred by the compliance date of 11/10/2022. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

BUDGET IMPACT:

There are sufficient funds in the FY22-23 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 and all outbuildings on the property.

PENDING ACTION:

The Ordinance to Demolish 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 will place a lien on the property.

**COMMUNITY DEVELOPMENT AND HOUSING
CODE ENFORCEMENT
HOUSING ENFORCEMENT DIVISION**

**ORDINANCE
REQUEST:**

Ordinance to Demolish

**PROPERTY
ADDRESS:**

120 Peachtree Dr.

OWNER:

Heirs of Robert Wayne Simpson

**REASON FOR
INSPECTION:**

Inspector observed condition of the property

**FIRST
INSPECTION:
9/12/2022**

Summary of Major Violations
1. Repair or replace roof
2. Repair or replace foundation cracks
3. Repair or replace damaged siding
4. Repair or replace damaged ceiling in bathroom
5. Provide required plumbing fixtures

**HEARING
RESULTS:
9/26/2022**

Ms. Susan Yuson (sister-in-law of Mr. Simpson) appeared for the Hearing. She stated she started the probate process and has hired a contractor and plans to complete repairs. 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 65% of the value of the structure.

**ORDER(S)
ISSUED:
9/29/2022**

Order to Repair or Demolish
Date of Compliance 11/10/2022

APPEALS:

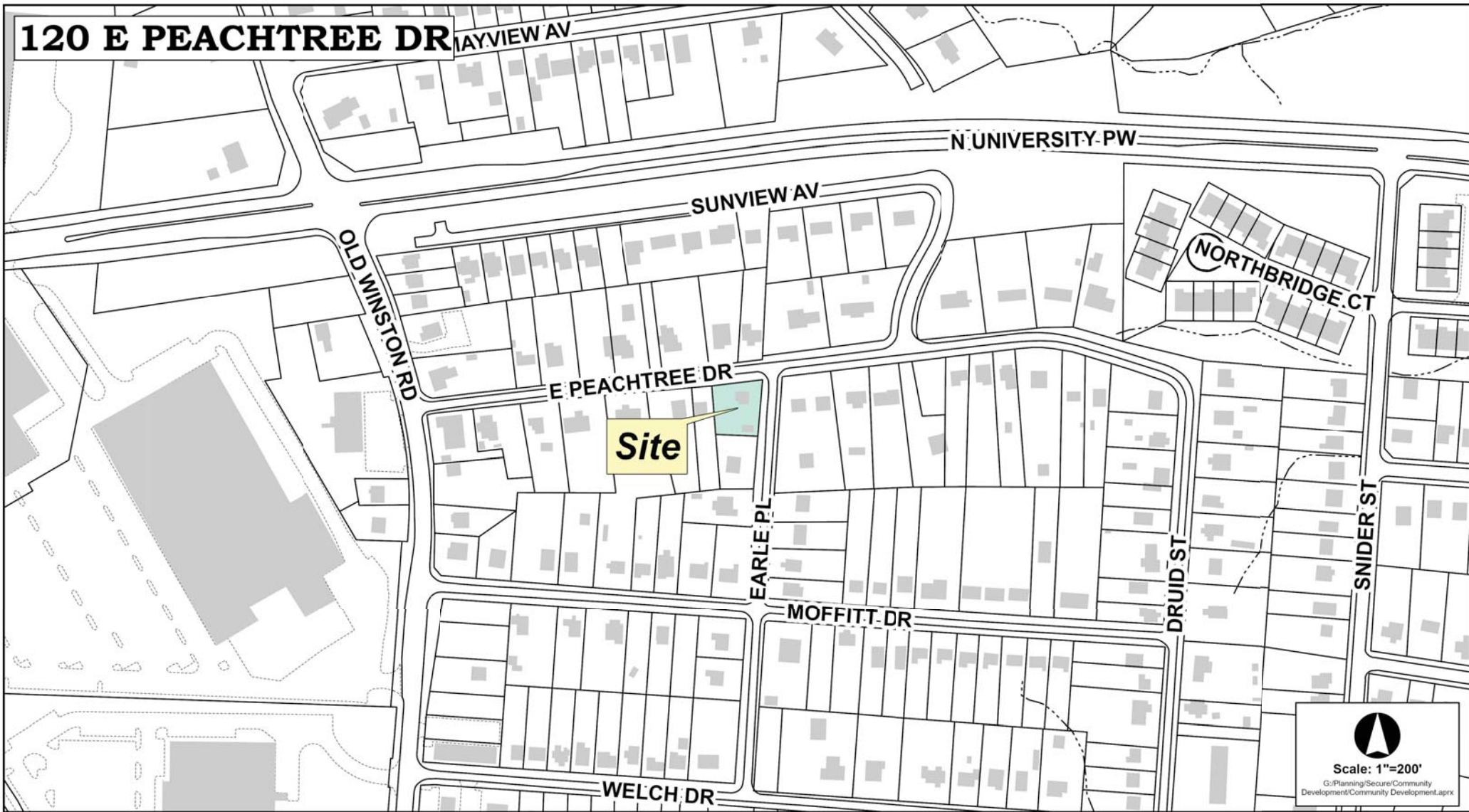
None

**OWNER
ACTIONS:**

None

ADDITIONAL:

Ms. Yuson called the inspector on 9/21/2022 and stated the renovations would cost more than the house is worth. Therefore, she plans to acquire the property and demolish it.



ORDINANCE

AN ORDINANCE REQUIRING THE BUILDING INSPECTOR OF THE CITY OF HIGH POINT TO DEMOLISH CERTAIN PROPERTY PURSUANT TO ARTICLE 19 OF THE GENERAL STATUTES OF NORTH CAROLINA; AND, TITLE 9, CHAPTER 11, ARTICLE E, OF THE MINIMUM HOUSING CODE OF THE CITY OF HIGH POINT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1: That the City Council of the City of High Point finds as a fact that the following described property has been ordered to be demolished, and it further finds as a fact that the owner has been ordered to demolish said building at his expense and said Owner has failed to comply with said order.

SECTION 2: That the Inspector of the City of High Point is hereby authorized and directed to proceed with the demolition of the following described building in accordance with code of Ordinances: and, Article 19 of Chapter 160A of the General Statutes of North Carolina.

PROPERTY LOCATION

OWNER (S)

120 Peachtree Dr.

Heirs of Robert Wayne Simpson
120 E. Peachtree Dr.
High Point, NC 27265

SECTION 3: That all ordinances or parts of ordinances in conflict with the provisions of this ordinance, are hereby repealed.

SECTION 4: That this ordinance shall become effective from and after its passage as by Law provided.

Adopted by City Council,
This the 20th day of March, 2023

Sandra Keeney, City Clerk



28 Feb 2023



28 Feb 2023



28 Feb 2023



28 Feb 2023



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-117

File ID: 2023-117

Type: Ordinance

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/03/2023

File Name:

Final Action:

Title: **Ordinance-Demolition of Dwelling-122 Kendall Avenue**

Adoption of an ordinance ordering the building inspector to effectuate the demolition of a dwelling at 122 Kendall Avenue.

Notes:

Sponsors:

Enactment Date:

Attachments: 122 Kendall Ave

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: mary.brooks@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Committee	03/07/2023	Committee Recommended Approval	City Council	03/20/2023		Pass
Notes: <i>Lori Loosemore, Code Enforcement Officer, provided the staff report for this item.</i> <i>Chairman Williams asked if there were anyone present that would like to speak for or against this item.</i> <i>No one was present.</i>							

Text of Legislative File 2023-117

CITY OF HIGH POINT

AGENDA ITEM



Title: Order to Demolish – 122 Kendall Ave.

From: Thanena S. Wilson, Director
Community Development & Housing

Meeting Date: March 20, 2023

Public Hearing: N/A

Advertising Date:
Advertised By: N/A

Attachments

- A. Staff report
- B. Ordinance to Demolish
- C. Photos
- D. Maps

PURPOSE:

A request by Community Development and Housing, Local Codes Division, to adopt an ordinance ordering the inspector to demolish the dwelling at 122 Kendall Avenue.

BACKGROUND:

After a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on 8/22/2022. No action occurred by the compliance date of 9/22/2022. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

BUDGET IMPACT:

There are sufficient funds in the FY22-23 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 and all outbuildings on the property.

PENDING ACTION:

The Ordinance to Demolish 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 will place a lien on the property.

**COMMUNITY DEVELOPMENT AND HOUSING
CODE ENFORCEMENT
HOUSING ENFORCEMENT DIVISION**

**ORDINANCE
REQUEST:**

Ordinance to Demolish

**PROPERTY
ADDRESS:**

122 Kendall Ave.

OWNER:

John Russell Briles

**REASON FOR
INSPECTION:**

Inspector observed condition of the property

**FIRST
INSPECTION:
5/16/2022**

Summary of Major Violations
1. Repair or replace roof
2. Repair or replace wall & ceiling material throughout
3. Paint or treat exterior with protective coating
4. Repair or replace foundation
5. Repair or replace weak flooring in living room and kitchen

**HEARING
RESULTS:
8/22/2022**

No one appeared for 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 65% of the value of the structure.

**ORDER(S)
ISSUED:
8/22/2022**

Order to Repair or Demolish
Date of Compliance 9/22/2022

APPEALS:

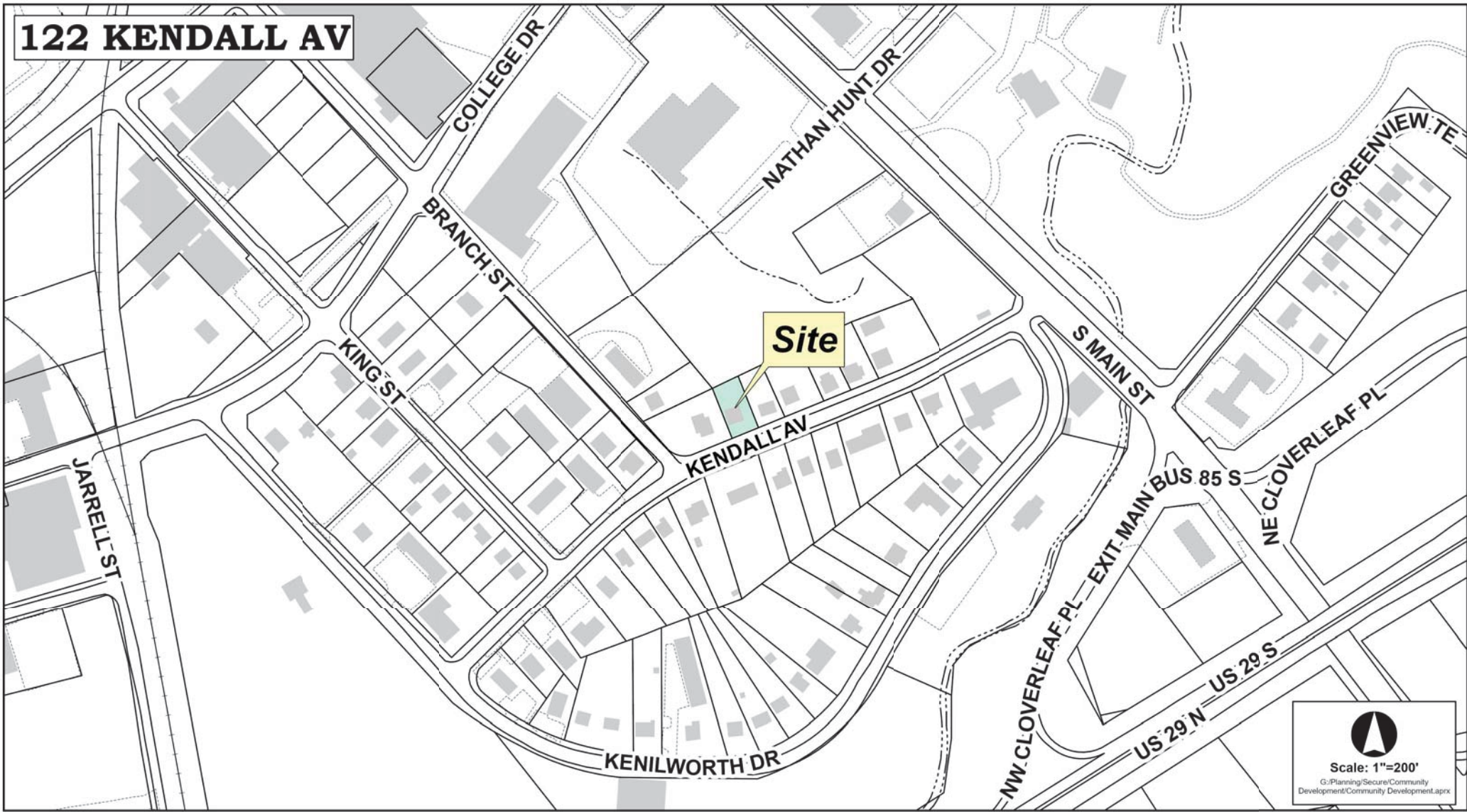
None

**OWNER
ACTIONS:**

None

ADDITIONAL:

Guilford County property taxes are delinquent for 2017 through 2022 in the amount of \$7,312.87.



ORDINANCE

AN ORDINANCE REQUIRING THE BUILDING INSPECTOR OF THE CITY OF HIGH POINT TO DEMOLISH CERTAIN PROPERTY PURSUANT TO ARTICLE 19 OF THE GENERAL STATUTES OF NORTH CAROLINA; AND, TITLE 9, CHAPTER 11, ARTICLE E, OF THE MINIMUM HOUSING CODE OF THE CITY OF HIGH POINT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1: That the City Council of the City of High Point finds as a fact that the following described property has been ordered to be demolished, and it further finds as a fact that the owner has been ordered to demolish said building at his expense and said Owner has failed to comply with said order.

SECTION 2: That the Inspector of the City of High Point is hereby authorized and directed to proceed with the demolition of the following described building in accordance with code of Ordinances: and, Article 19 of Chapter 160A of the General Statutes of North Carolina.

PROPERTY LOCATION

OWNER (S)

122 Kendall Ave.

John Russell Briles
4374 Jerry St.
Trinity, NC 27370

SECTION 3: That all ordinances or parts of ordinances in conflict with the provisions of this ordinance, are hereby repealed.

SECTION 4: That this ordinance shall become effective from and after its passage as by Law provided.

Adopted by City Council,
This the 20th day of March, 2023

Sandra Keeney, City Clerk



01 Mar 2023







01 Mar 2023



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-115

File ID: 2023-115

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/03/2023

File Name:

Final Action:

Title: **Public Hearing-HOME-American Rescue Plan (HOME-ARP)**

City Council is requested to set a public hearing on March 20, 2023, at 5:30 p.m. regarding the draft HOME-ARP (Plan); and approve the Plan for submission to HUD.

Notes:

Sponsors:

Enactment Date:

Attachments: CD Committee HOME-ARP Draft Plan, HOME ARP
Presentation CD Committee 3.7.2023

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: mary.brooks@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Committee	03/07/2023	Committee Recommended Approval	City Council	03/20/2023		Pass

Notes: *Thanena S. Wilson, Community Development & Housing Director, provided the staff report for this item. She provided a HOME- American Rescue Plan (HOME-ARP) overview noting the City of High Point received an allocation of \$1,988,359. \$1,690,105 can be used for programs/projects and \$298,254 can be used for administration and planning activities.*

The purpose of the funds is to primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. Eligible activities include: development and support of affordable housing, tenant-based rental assistance, provision of supportive services, and acquisition and development of non-congregate shelter units. Participating jurisdiction must submit a Substantial Amendment to the Fiscal Year 2021 Annual Action Plan.

Ms. Wilson reviewed the consultation and citizen participation process emphasizing in October a meeting was conducted with community and neighborhood leaders and a draft plan review meeting with the Citizen Advisory Council was conducted in February. She stated the plan has been on the website and is available at various locations throughout the city for public review and comment since March 3rd and will remain for 15 days. She spoke to the consultation results which included provision of supportive services (specifically rental assistance and rental counseling) and production and preservation of affordable housing. She stated the proposed use of HOME-ARP Funding would be utilize in the following way: supportive services \$250,00, development of affordable rental housing \$1,539,525, and administration and planning \$198,835. Staff is requesting a public hearing be set for March 20, 2023 and approval of the HOME-ARP Plan submission to HUD.

Text of Legislative File 2023-115

CITY OF HIGH POINT

AGENDA ITEM



Title: HOME-American Rescue Plan (HOME-ARP)

From: Thanena S. Wilson, Director
Community Development & Housing

Meeting Date: March 20, 2023

Public Hearing: March 20, 2023

Advertising Date: March 2, 2023

Advertised By: *High Point Enterprise*

Attachments Public Notice

PURPOSE:

Community Development & Housing staff has prepared a draft HOME-ARP Plan that will be made available to the public for review and comment beginning March 3, 2023 through March 20, 2023. Staff will provide an overview of the draft plan and present proposed uses for the City of High Point's HOME-ARP allocation.

BACKGROUND:

To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in ARP funds to be administered through the HOME Program to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. These activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services; and (4) acquisition and development of non-congregate shelter units. The program for the use of the \$5 billion in ARP funds is the HOME-American Rescue Plan or "HOME-ARP."

As a HOME Participating Jurisdiction (PJ) the City of High Point receives an annual allocation of HOME funds through the U.S. Department of Housing and Urban Development (HUD). Therefore, we have been awarded \$1,988,359 in HOME-ARP funding.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

Community Development & Housing staff is requesting a public hearing be held on March 20, 2023. At such time, staff is also requesting that Council approve the plan for submission to HUD.

Public Notice

City of High Point Community Development & Housing

HOME American Rescue Plan (ARP) Public Review & Comment Period March 3- March 20, 2023

The City of High Point is making available the draft HOME American Rescue Plan (ARP) for a fifteen-day public review and comment period. The purpose of the draft HOME-ARP plan is to allow the public an opportunity to review, comment and participate in the creation of a plan for the allocation of federal HOME-ARP funds in the City of High Point.

The City of High Point has been a designated Entitlement Community since the passage of the Housing and Community Development Act of 1974, and HOME Participating Jurisdiction (PJ) since 2006. As a HOME PJ, the City of High Point will receive \$1,988,359 in **HOME-ARP funds**. The funding is earmarked to provide affordable housing opportunities for low to moderately low-income individuals and families.

To encourage public participation and input in this review process, the HOME-ARP Allocation Plan will be available for public review March 3- March 20, 2023. A community meeting has been scheduled to facilitate public input and comments:

Community Development Committee
City Hall (City Council Chambers)
March 7, 2023
4:00 p.m.

After the review period, the HOME-ARP plan will be finalized and submitted to HUD on or about March 24, 2023.

Please be advised that a public hearing will be held at the regularly scheduled City of High Point City Council meeting on March 20, 2023 at 5:30 p.m. at 211 South Hamilton Street, High Point, NC in Council Chambers. Comments can be submitted in writing to Candace Edwards at candace.edwards@highpointnc.gov until 4:00 pm on March 20, 2023 or made in-person at the meeting during the public hearing.

A draft of the HOME-ARP Allocation Plan will be available on our website at: <https://www.highpointnc.gov/cd>. A hard copy can be requested through the City's Public Records Request portal: <https://www.highpointnc.gov/1813/Public-Records-Request> or viewed in-person at:

- The High Point Central Library, 901 North Main Street, High Point, NC
- Community Development Center, 201 Fourth Street, High Point, NC.
- YWCA/Latino Family Center, 155 W. Westwood Avenue, High Point, NC.
- Macedonia Family Resources Center, 401 Lake Avenue, High Point, NC.
- West End Ministries, 903 W. English Road, High Point, NC.

Written comments or questions may be submitted to the Community Development and Housing Department, PO Box 230, High Point, NC, 27261, or email candace.edwards@highpointnc.gov. For more information, call Candace Edwards at (336) 883-6007.

Persons with disabilities or who otherwise need assistance should contact Candace Edwards at (336) 883-6007 or call Relay NC 711 for further assistance.

Esta información está disponible en español o cualquier otro idioma bajo petición. Por favor, póngase en contacto (336) 883-3349 o al Community Development & Housing Department, 211 S. Hamilton Street, Room 312 para alojamiento para esta solicitud.

Translation: This information is available in Spanish or any other language upon request. Please contact 336-883-3349 or at Community Development & Housing Department, Room 312, Hamilton Street, High Point, for accommodations for this request. For those who are hard of hearing, please call NC Relay 711 for more information.

The City of High Point

HOME-American Rescue Plan Draft (HOME-ARP)



COMMUNITY
DEVELOPMENT
AND HOUSING

CITY OF HIGH POINT

HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP)

Executive Summary

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (P.L. 117-2) (“ARP”) into law, which provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses.

To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in ARP funds to be administered through HOME to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. These activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services; and (4) acquisition and development of non-congregate shelter units. The program for the use of the \$5 billion in ARP funds is the HOME-American Rescue Plan or “HOME-ARP.”

As a HOME Participating Jurisdiction (PJ) the City of High Point receives an annual allocation of HOME funds through the U.S. Department of Housing and Urban Development (HUD). Therefore, we have been awarded \$1,988,359 in HOME-ARP funding.

Consultation

To receive its HOME-ARP funds, a PJ must engage in consultation and public participation processes and develop a HOME-ARP allocation plan that meets the requirements for the HOME-ARP funding and submit it to HUD as a substantial amendment to its Fiscal Year 2021 annual action plan. The City of High Point invited community service providers, community residents, public safety/law enforcement and other community stakeholders for round table discussions about needs, service gaps and how to leverage funding to make the greatest impact in our community. Quickly understanding that one comprehensive funding source to address all service needs for our homeless neighbors or those at-risk of becoming homeless is not readily available, the City aimed to identify where the community sees the greatest need in the eligible funding areas. Four separate sessions were held during typical working hours and outside of normal operating hours to ensure that times were convenient for professionals and others in the community to attend. Email invitations and list serves amongst service providers were used, as well as posts on the City’s web page to be seen by the public.

Organizations consulted:

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
Guilford County Department of Health and Human Services	Social services agency, energy assistance, youth aging out of foster care	In-person roundtable discussion	See summary below.
Youth Focus	Housing for homeless youth	In-person roundtable discussion	See summary below.
ACTS Ministries	Faith-based outreach	In-person roundtable discussion	See summary below.
Open Door Ministries	Homeless shelter	In-person roundtable discussion	See summary below.
Guilford County Veterans Services	Veterans assistance	In-person roundtable discussion	See summary below.
High Point Police Department	Law enforcement	In-person roundtable discussion	See summary below.
Senior Resources of Guilford	Independent living for older adults	In-person roundtable discussion	See summary below.
Department of Health and Human Services- CoC	CoC collaborative applicant	In-person roundtable discussion	See summary below..
The Salvation Army of High Point & Center of Hope	Family shelter	In-person roundtable discussion	See summary below.
Guilford County Continuum of Care	Local CoC	In-person roundtable discussion	See summary below.
Family Service of the Piedmont	Domestic violence services and shelter	In-person roundtable discussion	See summary below.
Triad Health Project	Shelter for HIV+	In-person roundtable discussion	See summary below.

Heroes Center	Veterans services	In-person roundtable discussion	See summary below.
Citizen Advisory Council	Citizen/Public representation	In-person monthly meeting	See summary below.
Neighborhood Leaders Alliance	Citizen/Public representation	In-person monthly meeting	See summary below.

Summary of feedback received and results of upfront consultation with these entities:

After consulting with community services organizations and stakeholders, we conclude that development and support of affordable housing, provision of supportive services, and acquisition and development of non-congregate shelter units are what the community is expressing as the priority and immediate needs. Rental assistance would be most impactful. Production or preservation of affordable housing is the top priority along with supportive services. Ideas about how to add additional units, for example, reuse of hotels in the area that are no longer in service were also mentioned as options. The consensus amongst those that work closest with our homeless, those at risk of homelessness, and other vulnerable populations is that we have a significant need for more decent, safe, sanitary, and affordable units and supportive services; thereby the HOME-ARP resources should be directed to meeting those needs.

Public Participation

- *Community Advisory Council: 2/23/2023*
- *Date of public notice: 3/2/2023*
- *Public comment period: start date - 3/3/2023 end date - 3/20/2023*
- *Community Development Committee: 3/7/2023*
- *Date of public hearing: 3/20/2023*

Describe the public participation process:

All activities in the Public Participation process will be accomplished in accordance with The City of High Point's Citizen Participation Plan and HOME-ARP Allocation Plan requirements. The City will hold a public hearing on March 20, 2023, at the City of High Point City Council's regularly scheduled meeting. This will provide residents, agencies, and organizations with the opportunity to provide recommendations for HOME priorities and activities. The City will email the agencies, organizations, and stakeholders that were consulted as part of the required consultation informing them that the Allocation Plan is available for public review. Additionally, the draft plan will be displayed for review by the public, agencies, organizations, and stakeholders in the community on the City of High Point's website at <https://www.highpointnc.gov/cd>, and hardcopies are available by request in accordance with the Freedom of Information Act. Hard copies will also be displayed at the High Point Public Library, the City of High Point Community Resource Center, YWCA/Latino Family Center, Macedonia Family Resource Center, and West End Ministries.

Efforts to broaden public participation:

Efforts taken to broaden public participation include making the Draft HOME-ARP Plan available at various sites in the City, as well as making it available on the City's website. Locations include City Hall, High Point Public Library, the City's Community Services and Neighborhood Development Office, YWCA and Latino Family Center, Macedonia Family Resource Center, and West End Ministries. Each of these locations is within High Point's Core City, which embodies our most racially and economically concentrated areas of poverty and homeless populations; whereby capturing the targeted populations of the HOME-ARP funding.

Summarize the comments and recommendations received through the public participation process either in writing, or orally at a public hearing:

The public review and comment period will be from 3/3/2023-3/20/2023. All comments and suggestions received will be accepted and considered as the final HOME-ARP plan is developed.

Summarize any comments or recommendations not accepted and state the reasons why:

All comments and recommendations will be accepted.

Needs Assessment and Gaps Analysis

Table 1: Homeless Needs Inventory and Gap Analysis (High Point)

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	47	7	71	0	0								
Transitional Housing	0	0	12	0	26								
Permanent Supportive Housing	0	0	24	0	0								
Safe Haven	0	0	6	0	0								
Sheltered Homeless						11	87	22	8				
*Unsheltered Homeless						1	75	1	18				
Current Gap										#	#	#	#

Data Sources: 1. 2022 Point in Time Count (PIT) (*Unsheltered numbers only; county-wide) 2. Continuum of Care Consultation

Table 2: Housing Needs Inventory and Gap Analysis (High Point)

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	18,705		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	unk		
Rental Units Affordable to HH at 50% AMI (Other Populations)	unk		
0%-30% AMI Renter HH w/ 1 or more housing problems (At-Risk of Homelessness)		3,080	
30%-50% AMI Renter HH w/ 1 or more housing problems (Other Populations)		3,520	
0%-30% AMI Renter HH cost burdened (>30%)		2,975	
30%-50% AMI Renter HH cost burdened (>30%)		3,480	
0%-30% AMI Renter HH severely cost burdened (>50%)		2,355	
30%-50% AMI Renter HH severely cost burdened (>50%)		1,330	
Current Gaps			unk

Data Source: 2015-2019 CHAS data

1. The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30%. 2. The four severe housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1.5 persons per room, and cost burden greater than 50%. 3. Cost burden is the ratio of housing costs to household income. For renters, housing cost is gross rent (contract rent plus utilities).

The City of High Point is a member of the Guilford County Continuum of Care on Homelessness. Therefore, some data provided is on a county-wide basis from our most recent draft Guilford County Continuum of Care Needs and Gaps Analysis.

Description of the size and demographic composition of qualifying populations within the PJ's boundaries:

Homeless as defined in 24 CFR 91.5

Of all clients, 39.21% belonged to family households and 35.2 % belonged to families with children. Most families with children are Black, African American, or African (85%). Black, African American, and African people are overrepresented amongst people experiencing homelessness compared to the overall (housed) population. Specifically, Black, African American, and African people make up approximately 71% of people that accessed homeless programs and services in Guilford County but represent only an estimated 36% of the overall (housed) population in Guilford County.

In terms of known outcomes [i.e., emergency shelter, permanent housing (RRH and PSH), safe have, and transitional housing program], Black, African American, and African clients exited programs to permanent housing at a higher rate (59%) compared to White clients (45%). White clients exited to an institutional setting at three times the rate (15%) of Black, African American, or African clients (5%). Though, Black, African American, or African clients returned to homelessness from permanent housing at a higher rate (6%) vs. White clients (4%).

At Risk of Homelessness as defined in 24 CFR 91.5

Of clients experiencing homelessness or at-risk of homelessness, 2933 were younger than 25 years old and 28 % (825) of these clients belonged to a single-person household.

Furthermore, Black, African American, or African youth are overrepresented compared to older age groups. Specifically, Black, African American, or African clients made up 79% of youth experiencing or at-risk of homelessness. Multiracial youth were also overrepresented compared to older clients (i.e., aged 25 and older). Of youth aged 18-24, 23% had a disability of some kind and 1% identified as transgender.

Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice

Based on the City of High Point's 2019 Housing Needs Assessment, Family Service of the Piedmont serves victims of domestic violence, dating violence, sexual assault, and stalking in High Point. The number of victims of domestic violence experiencing homelessness has been decreasing in Guilford County over the last decade, from 77 in 2009 to 24 in 2019.

Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability, as defined by HUD in the Notice

Veterans: Most veterans experiencing homelessness (55%) were over the age of 55 years old. Veterans experienced positive outcomes at a higher rate than non-veterans while accessing homelessness assistance. Specifically, veterans exited into permanent housing at a slightly higher rate than non-veterans and exited into temporary housing or homelessness at a slightly lower rate than non-veterans. However, veterans made up a notable portion (17%) of clients returning to homelessness from permanent housing and had a very high rate of disability compared to non-veterans (60%).

Clients with Disabilities: People experiencing homelessness have a disabling condition (physical, mental health disorder, developmental, etc.) at a higher rate than the overall (housed) population in Guilford County. While many homeless service providers mentioned mental health and drug use disorders as major contributors to homelessness in the area, data collected in HMIS suggests that the prevalence of disabling conditions was approximately evenly distributed across types of disabling conditions. Over the past three years, the

prevalence of drug use disorders has been skewed toward older age groups compared to youth (i.e., 24 or younger).

HMIS data from the past three years indicates that outcomes for people with a HUD-defined disability were worse than for clients without a HUD-defined disability. Specifically, clients that had a disability remained in the homeless system approximately twice as long as clients that did not have a disability (i.e., 1082 days compared to 577 days) and exited at a higher rate into unsheltered homelessness (i.e., places not meant for human habitation).

Current resources available to assist qualifying population:

Guilford County Continuum of Care oversees the allocation of HUD funding received for homeless programs. These funds are awarded each year and are the county's primary resource for ending homelessness. Since 2018, the total amount of CoC funding awarded to Guilford County has increased each year.

Service providers can also access funding through the City of High Point's federal block grant programs, the City of Greensboro's Emergency Solutions Grant (ESG) funding and federal block grant programs, funding through Veterans Affairs, the State ESG program and local general fund dollars. The Cities of High Point and Greensboro also received additional funding through the Cares Act and American Rescue Plan as entitlement communities/participating jurisdictions. Because of the proximity of High Point to Greensboro, homeless individuals and families seek services and assistance across jurisdictional boundaries. Therefore, our recent efforts have been to work collaboratively in developing solutions to meeting the needs of the homeless and those that are at-risk of homelessness.

There is also a PHA in High Point that provides housing and other supportive services to their tenants. Resources are made available through Public Housing and Housing Choice Vouchers. The City of High Point has partnered with the Housing Authority of the City of High Point in a landlord incentive program to bring more affordable rental units online in our community.

Describe the unmet housing and service needs of qualifying populations:

Homeless as defined in 24 CFR 91.5

Housing issues have been exacerbated by a rapid rise in rental prices in Guilford County. As of June 2022, the Zillow Observed Rent Index for Guilford County was \$1,505 per month, averaged across unit sizes. HUD data on Fair Market Rent (FMR) and 50th percentile (median rent) for 2022, which sets payment limits for housing assistance programs administered by the county, put allowed rental costs well below this amount. This negatively impacts housing availability for people exiting homelessness, as many subsidy programs are limited to FMR.

These conditions have led to homelessness being a persistent issue in Guilford County. According to local point-in-time (PIT) count data, unsheltered homelessness rose sharply in

2020, while fewer households were in a shelter; thought to be the result of mandates to shelter in place. Like many communities across the country, Guilford County did not conduct an unsheltered PIT count in 2021 due to COVID-19, though reports from service providers indicate that need in the community has continued to increase.

At Risk of Homelessness as defined in 24 CFR 91.5

Overall, homeless services in Guilford County have fewer housing resources available when compared to areas with a similar number of people experiencing homelessness and funding available. Within the comparison areas in the chart below, Guilford County has the fewest PSH units, and few RRH units when compared to cities in Virginia and Tennessee. These permanent housing resources are crucial to be able to effectively move people through shelter and into stable housing.

Guilford currently has 1,139 total beds in all categories (i.e., emergency shelter, permanent supportive housing, and rapid rehousing) and needs to add 786 total beds to reach the current average number of beds per 1,000 residents present in other large NC counties/CoCs. The specific types of beds added should be reflective of Guilford CoC's specific needs, but based on the average it would include 169 emergency shelter beds, 220 permanent supportive housing beds, and 397 rapid rehousing beds.

Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice

Unlike most communities, High Point has a comprehensive network of resources available to those seeking asylum, fleeing persecution from other nations and persons fleeing human trafficking. Permanent housing remains a challenge for the organizations that provide the resources, however support from municipalities and agency partnerships allow them to make measurable impact in the city.

Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability as defined by HUD in the Notice

According to the 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) data as shown in Table 2, there are 18,705 rental units in High Point. Of those rental households, a total of 9,760 (52%) households have at least 1 of 4 defined housing problems, and 5,055 (27%) households have at least 1 of 4 defined severe housing problems. Based on these numbers, over half of the rental households in High Point are at risk of homelessness.

Renters in extremely low ($\leq 30\%$ AMI) to low-income (30%-50% AMI) households are the most vulnerable, financially unstable, and at-risk of homelessness. There are 2,975 households with incomes less than or equal to 30% AMI that are cost burdened, paying more than 30% of their household income on housing costs. There are 2,355 households with incomes less than or equal to 30% AMI that are severely cost burdened, paying more than 50% of their household income on housing costs.

There are 3,480 renter households with incomes between 30%-50% AMI that are cost burdened, paying more than 30% of their household income on housing costs. There are 1,330 households with incomes between 30%-50% AMI that are severely cost burdened, paying more than 50% of their household income on housing costs.

These figures indicate that 8,110 (43.4%) of all renter households in High Point are cost burdened and at risk of homelessness.

Identify any gaps within the current shelter and housing inventory as well as the service delivery system:

Based on analysis, the key gaps in the current service delivery system are as follows (including recommendations to close the gaps):

- **Access to a crisis response system:** Providers and clients both expressed difficulties accessing the "front door" of homeless services. Suggestions include coordinating outreach programs, establishing consistent policies of prioritization through coordinated entry (CE), and tracking shelter beds.
- **Data-informed decision-making:** Planning and other strategic decisions in the CoC should be informed by data on the needs of clients. Suggestions include increasing overall HMIS participation, developing and regularly reviewing reports, and improving data quality.
- **Lived experience of homelessness:** Authentically engaging people experiencing homelessness can improve the CoC's homeless response system. Suggestions include creating a compensation plan for people experiencing homelessness that participate in the CoC, creating a support structure for that work, and ensuring that they have decision-making power.
- **Partnerships for supportive services:** Many people experiencing homelessness in Guilford County have health conditions or have experienced trauma. Suggestions include drawing on health agencies, providing mental health crisis training, and including service partners in CoC meetings or workgroups.

Identify priority needs for qualifying populations:

Taking into consideration feedback from consultation with the community, service providers, shelter providers, and data gathered from the draft Gaps Analysis, CHAS data, and PIT counts, the highest and priority needs in High Point are decent, safe, sanitary, and affordable housing; as well as the wrap around/supportive services needed by those who are homeless and the most vulnerable in our community.

Explain how the PJ determined the level of need and gaps in the PJ's shelter and housing inventory and service delivery systems based on the data presented in the plan:

The level of need and gaps were established using comparison data of peer communities and CoC's in NC, housing inventory counts, agency and community surveys, and through the consultation process with key stakeholders and agencies.

HOME-ARP Activities

Describe the method(s) that will be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors:

As required in the use of federal funding, the City of High Point will follow the appropriate federal, State, or local procurement processes and procedures, which may include RFPs, RFQs, bid solicitations, open application processes, etc.

Describe whether the PJ will administer eligible activities directly:

The PJ does not anticipate administering any eligible activities directly. We will partner with nonprofit agencies, developers, contractors, etc. to carry out the activities identified for use of HOME-ARP funds.

If any portion of the PJ's HOME-ARP administrative funds are provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ's HOME-ARP program:

No portion of the PJ's HOME-ARP administrative funds will be provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan

In accordance with Section V.C.2. of the Notice (page 4), PJs must indicate the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type and demonstrate that any planned funding for nonprofit organization operating assistance, nonprofit capacity building, and administrative costs is within HOME-ARP limits.

Use of HOME-ARP Funding

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 250,000		
Acquisition and Development of Non-Congregate Shelters	\$ #		
Tenant Based Rental Assistance (TBRA)	\$ #		
Development of Affordable Rental Housing	\$ 1,539,524		
Non-Profit Operating	\$ #	# %	5%
Non-Profit Capacity Building	\$ #	# %	5%
Administration and Planning	\$ 198,835	10 %	15%
Total HOME ARP Allocation	\$ 1,988,359		

Describe how the PJ will distribute HOME-ARP funds in accordance with its priority needs identified in its needs assessment and gap analysis:

HOME-ARP funds will be distributed based on housing data indicating a significant number of renter households experiencing at least 1 of the 4 housing problems, which includes over 8,000 cost burdened extremely low income households. Taking into consideration households that have

other housing problems (i.e., incomplete kitchen or bathroom facilities), the number of extremely low- and low-income renter households tops 10,000 decent, safe, sanitary, and affordable housing units needed.

Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:

Supportive services around rental assistance and rental counseling are needed based on comparison data of peer localities. Guilford is in need of more permanent supportive housing and rapid rehousing units, thereby supporting the need for HOME-ARP funded supportive services.

HOME-ARP Production Housing Goals

Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:

With the allocation of roughly \$1.5 million for affordable rental housing development, the PJ proposes to produce approximately 20 units. Our goal would be to leverage the HOME-ARP dollars through participation in a larger affordable housing development project. However, the ability to do so will ultimately depend on proposed eligible projects.

Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how the production goal will address the PJ's priority needs:

The production of at least 20 affordable rental units, targeting extremely low-income households, will provide decent, safe, sanitary and affordable housing to those in need of housing security and stability. While the need is so much greater, our hope will be to use these funds to leverage production of many more units than the projected number of 20.

Preference

The PJ will follow prioritization in context of the coordinated entry process.

Guilford County has limited resources; therefore, prioritization is critical to ensure that available resources go to individuals or families least likely to be able to self-resolve and that have the most acute needs. Prioritization of services will consider the VI-SPDAT scores, as well as the length of time the individual and/or family has been homeless and if they are unsheltered at the time. The Coordinated Assessment Work Group will meet weekly to review all VI-SPDATs and will prioritize those individuals and families for housing and services based on the criteria detailed below. The Coordinated Assessment Work Group has the decision-making authority to identify referrals, based on prioritization, to available transitional, rapid rehousing and permanent supportive housing. The Lead Agency will be responsible for coordinating the meetings and maintaining the list of VI-SPDATs and tracking prioritization. The VI-SPDAT scores will determine the type of housing and housing services targeted for each individual or family eligible for housing assistance. The Coordinated Assessment Workgroup will follow the privacy standards outlined in the HMIS Data Standards and 2016 N.C. HMIS Operating Policies and Procedures. In addition, each agency must agree to abide by the Health Insurance Portability and Accountability Act of 1996 and shall follow the HIPAA standards of sharing Protected Health Information (PHI) within and outside of the group.

INDIVIDUALS

VI-SPDAT Scores	Non-Chronic	Chronic (<i>priority</i>)
0-3	No Housing	No Housing
4-7	Transitional/Rapid Rehousing	Rapid Rehousing
8+	Transitional/Rapid Rehousing	Permanent Supportive Housing

FAMILIES

VI-SPDAT Scores	Non-Chronic	Chronic (<i>priority</i>)
0-3	No Housing	No Housing
4-8	Transitional/Rapid Rehousing	Rapid Rehousing
9+	Transitional/Rapid Rehousing	Permanent Supportive Housing

After determining the type of housing needed by each individual and/or family, additional points will be added to the VI-SPDAT score based on the length of time homeless, as well as if they are unsheltered at the time (see chart below). This new score, called the Total Assessment Score, will determine their place in line for available resources.

Unsheltered	2 Points
Homeless < a Year	1 Point
Homeless 1-3 Years	2 Points
Homeless > 3 Years	3 Points

The Prioritization System detailed above prioritizes those who are chronic and unsheltered and those who have been homeless for longer periods of time through point allocations. However, there may be occasions where there is a tie in the Total Assessment Score. If that occurs, the following criteria should be used in this precise order to prioritize housing resources:

1. Chronic
2. Unsheltered
3. Length of Time Homeless
4. Disabled

Given that each individual and family experiencing homelessness have unique needs and that resources are limited in our community, the Coordinated Assessment Work Group will have the authority to consider mitigating factors when making decisions on prioritizing services. To deviate from the established process, the committee must have a unanimous vote of those in attendance at the meeting and the reasons for the deviation must be clearly described in the minutes from that meeting. A copy of the minutes must be provided to the Chair of the Coordinated Entry Committee within 5 business days of meeting.

Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:

The PJ will comply with the CoC coordinated entry prioritization process as applicable to any eligible activity or project undertaken with HOME-ARP funds.

If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:

The method of CoC CE prioritization was developed according to HUD standards and requirements, while considering prioritization of homeless individuals and families, and those most vulnerable in the community.

Referral Methods

It is the responsibility of the CE Assessors to make referrals to the appropriate TH, PSH or RR housing program for clients prioritized by the Coordinated Assessment Work Group. All COC and ESG funded agencies are required to get referrals through Coordinated Entry. Referrals will be processed through Guilford County's HMIS system. Before the referral, the CE Assessor will verify homelessness and if the client is chronic – they will record/attach this documentation in HMIS. If they cannot verify homelessness or chronic status (this should be the exception, not the

rule), the individual/family can be designated as homeless and/or chronic based on self-declaration. Once that individual is referred to a housing program, that program is then responsible for verifying status based on HUD program requirements. Refer to Homeless Verification Requirements in the COC Written Standards for additional information.

CE Assessors will pull the waitlist daily and compare to the units/beds available in HMIS. If there is availability, the CE Assessor will create a reservation in HMIS to remove the unit from the program's inventory. The CE Assessor will contact the client and the outreach worker, if applicable, regarding availability at which time the client must immediately accept or reject the unit. The Assessor will provide the client information about the program they are being referred to including program rules and benefits and client expectations. A client always has the right to refuse housing or service options. If the client cannot be contacted within 7 days, the CE Assessor will move on to the next client on the list. If the client accepts the unit, the CE Assessor will connect the client and Receiving Program for admission.

PSH Stand Alone Units: If the client declines the unit, the next client on the waitlist is contacted by the CE Assessor and the client that refused will maintain his/her place on the priority waitlist based on their Total Assessment Score.

PSH and RR: If the client declines a unit offered, the housing provider will work with them to find the best fit for the client. However, if the client denies 3 units, the next client on the waitlist will be contacted and the client that refused will maintain his/her place on the priority waitlist based on their Total Assessment Score.

The Receiving Program that receives the referral has 1 business day to acknowledge the referral and must enroll or deny the referral in HMIS within 7 days. Receiving programs can only deny referrals under the following limited circumstances:

- There is not a vacancy available
- The individual/family does not meet the program's eligibility criteria
- The individual/family missed two intake appointments
- The Receiving program has been unable to contact the individual/family for 7 consecutive business days. If the client shows up after the 7 days have expired, the Receiving Program will assist the client in re-entering the Coordinated Entry System
- The family presents with more people than referred by the CE Assessor and the Receiving Program cannot accommodate the increase
- The individual/family was denied by an independent property owner/landlord due to criminal behavior
- The individual/family would be a danger to others or themselves if allowed to stay at this particular program
- The individual/family has previously caused serious conflicts within the program and was banned (must have been for a serious offense)

All Permanent Supportive Housing programs are required to post discharges in HMIS within 2 business days – this information will be evaluated via HMIS and regular meetings. Rapid Rehousing providers will share their availability at the weekly Coordinated Assessment Workgroup meetings.

Definitions (24 CFR Part 91.5)

At risk of homelessness.

(1) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;

(ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan:

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and

Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Homeless.

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Written comments or questions may be submitted to the Community Development and Housing Department, PO Box 230, High Point, NC, 27261, or email candace.edwards@highpointnc.gov. For more information, call Candace Edwards at (336) 883-6007.

Public Notice

City of High Point Community Development & Housing

HOME American Rescue Plan (ARP) Public Review & Comment Period March 3- March 20, 2023

The City of High Point is making available the draft HOME American Rescue Plan (ARP) for a fifteen-day public review and comment period. The purpose of the draft HOME-ARP plan is to allow the public an opportunity to review, comment and participate in the creation of a plan for the allocation of federal HOME-ARP funds in the City of High Point.

The City of High Point has been a designated Entitlement Community since the passage of the Housing and Community Development Act of 1974, and HOME Participating Jurisdiction (PJ) since 2006. As a HOME PJ, the City of High Point will receive \$1,988,359 in **HOME-ARP funds**. The funding is earmarked to provide affordable housing opportunities for low to moderately low-income individuals and families.

To encourage public participation and input in this review process, the HOME-ARP Allocation Plan will be available for public review March 3- March 20, 2023. A community meeting has been scheduled to facilitate public input and comments:

Community Development Committee
City Hall (City Council Chambers)
March 7, 2023
4:00 p.m.

After the review period, the HOME-ARP plan will be finalized and submitted to HUD on or about March 24, 2023.

Please be advised that a public hearing will be held at the regularly scheduled City of High Point City Council meeting on March 20, 2023 at 5:30 p.m. at 211 South Hamilton Street, High Point, NC in Council Chambers. Comments can be submitted in writing to Candace Edwards at candace.edwards@highpointnc.gov until 4:00 pm on March 20, 2023 or made in-person at the meeting during the public hearing.

A draft of the HOME-ARP Allocation Plan will be available on our website at: <https://www.highpointnc.gov/cd>. A hard copy can be requested through the City's Public Records Request portal: <https://www.highpointnc.gov/1813/Public-Records-Request> or viewed in-person at:

- The High Point Central Library, 901 North Main Street, High Point, NC
- Community Development Center, 201 Fourth Street, High Point, NC.
- YWCA/Latino Family Center, 155 W. Westwood Avenue, High Point, NC.
- Macedonia Family Resources Center, 401 Lake Avenue, High Point, NC.
- West End Ministries, 903 W. English Road, High Point, NC.

Written comments or questions may be submitted to the Community Development and Housing Department, PO Box 230, High Point, NC, 27261, or email candace.edwards@highpointnc.gov. For more information, call Candace Edwards at (336) 883-6007.

Persons with disabilities or who otherwise need assistance should contact Candace Edwards at (336) 883-6007 or call Relay NC 711 for further assistance.

Esta información está disponible en español o cualquier otro idioma bajo petición. Por favor, póngase en contacto (336) 883-3349 o al Community Development & Housing Department, 211 S. Hamilton Street, Room 312 para alojamiento para esta solicitud.

Translation: This information is available in Spanish or any other language upon request. Please contact 336-883-3349 or at Community Development & Housing Department, Room 312, Hamilton Street, High Point, for accommodations for this request. For those who are hard of h
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please call NC Relay 711 for more information.

Community Development & Housing Department

HOME-American Rescue Plan (HOME-ARP) City Council Community Development Committee March 7, 2023



HOME-ARP Overview

- ❖ March 11, 2021, President Biden signed ARP into law providing over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic
- ❖ \$5 billion in ARP funds to be administered through the HOME Program as a participating jurisdiction (PJ)
- ❖ City of High Point received an allocation of \$1,988,359
 - \$1,690,105 for programs/projects
 - \$298,254 for administration and planning

HOME-ARP Overview

Purpose of funds: Primarily to benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations (i.e. veterans, <30% AMI)

Eligible activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services; and (4) acquisition and development of non-congregate shelter units.

Substantial Amendment: PJs must submit a Substantial Amendment to the Fiscal Year 2021 Annual Action Plan

Consultation and Citizen Participation Process

Date	Participants
October 18, 2022	Agency and stakeholder meeting
October 24, 2022	Community & Neighborhood Leaders meeting
October 27, 2022	Citizens Advisory Council
February 23, 2023	Citizens Advisory Council (draft plan review)
March 7, 2023	CD Committee Presentation
March 3-20, 2023	15-day Public review and comment period
March 20, 2023	Public Hearing before City Council/Approval
March 31, 2023	Submission to HUD

The City of High Point

**HOME-American Rescue Plan Draft
(HOME-ARP)**

COMMUNITY
DEVELOPMENT
AND HOUSING



Consultation Results

- ✓ Provision of Supportive Services (specifically rental assistance and rental counseling)
- ✓ Production and preservation of affordable housing

<https://www.highpointnc.gov/DocumentCenter/View/21406/HOME-ARP-Allocation-Plan-Draft>

Proposed Use of HOME-ARP Funding

Activity	Funding Amount	% of the Grant	Statutory Limit
Supportive Services	\$250,000		
Development of Affordable Rental Housing	\$1,539,524		
Administration and Planning	<u>\$198,835</u>	10%	15%
TOTAL	\$1,988,359		

Thank You

Thanena S. Wilson, Director

Community Development & Housing Department

336-883-3351

thanena.wilson@highpointnc.gov



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-080

File ID: 2023-080

Type: Ordinance

Status: Pending in
Committee

Version: 1

Reference:

In Control: City Council

File Created: 02/10/2023

File Name:

Final Action:

Title: **Carolina Income Properties XV, LLC, Annexation 22-07**

A request by Carolina Income Properties XV, LLC to consider a voluntary noncontiguous annexation of approximately 11.14 acres. The proposed annexation site is generally located northeast of intersection of NC 66 and the westbound I-74 exit ramp (approximately 430 feet north of the westbound I-74 exit ramp and approximately 700 feet east of NC 66). The site is addressed as 2815 and 2817 Highway 66 South and also known as Forsyth County Tax Parcels 6883-81-3002.00 and 6883-81-4068.00.
[Enter body here.]

Notes:

Sponsors:

Enactment Date:

Attachments: Staff Report AN-22-07 REVISED

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: gina.lindsey@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	02/20/2023	continued		03/20/2023		Pass

Text of Legislative File 2023-080

CITY OF HIGH POINT

AGENDA ITEM



Title: **Annexation 22-07**
 (Carolina Income Properties XV, LLC)

From: Sushil Nepal, AICP
 Planning & Development Director

Meeting Date: February 20, 2023

Public Hearing: Yes

Advertising Date: January 31, 2023

Attachments: A. Staff Report
 B. Map
 C. Annexation Ordinance

Advertised By: Planning & Development

PURPOSE:

A request by Carolina Income Properties XV, LLC to consider a voluntary noncontiguous annexation of approximately 11.13 acres. The proposed annexation site is generally located northeast of intersection of NC 66 and the westbound I-74 exit ramp (approximately 430 feet north of the westbound I-74 exit ramp and approximately 700 feet east of NC 66). The site is addressed as 2815 and 2817 Highway 66 South and also known as Forsyth County Tax Parcels 6883-81-3002.00 and 6883-81-4068.00.

BACKGROUND:

The staff report and recommendation are enclosed.

BUDGET IMPACT:

Except for water and sewer, municipal services will be available upon the effective date of annexation. Water and sewer will be available in accordance with City policy.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends *approval* of Annexation 22-07.

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

**STAFF REPORT
ANNEXATION 22-07
February 20, 2023**

Request	
Applicant: Carolina Income Properties XV, LLC	Owner: Carolina Income Properties XV, LLC
Proposal: Voluntary non-contiguous annexation	Effective Date: Upon adoption
	Associated Zoning Case: Zoning Map Amendment 22-29

Site Information	
Location:	The annexation site is generally located northeast of intersection of NC 66 and the westbound I-74 exit ramp (approximately 430 feet north of the westbound I-74 exit ramp and approximately 700 feet east of NC 66).
Tax Parcel Number:	Forsyth County Tax Parcels 6883-81-3002.00 and 6883-81-4068.00
Site Acreage:	Approximately 11.13 acres
Current Land Use:	Two single family dwellings and multiple accessory structures.
Current Fire District:	The site is within the Horneytown Special Fire District.
Proposed Development:	The property owner is preparing the site for future sale to support minor industrial , minor manufacturing or office park uses. The annexation site is proposed to be combined with abutting parcel within the City limits and Based upon preliminary concept plans, a 360,000 square foot building could potentially be developed.
Proposed Unit Type, Number and Average Value:	No information as to estimated development value has been provided by the applicant.
Proposed Build-out Schedule:	No information as to estimated build-out schedule has been provided.
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 western two-thirds (the NC 66 frontage) of the site has a relatively flat to moderate sloping terrain with no noteworthy physical features. The eastern third of the site is wooded and impacted by an intermittent stream, with moderate to severely sloping topography along the stream corridor.
Water and Sewer Proximity:	A 12-inch City water line lies adjacent to the site along NC 66. A 12-inch City sewer line lies west of the site along the stream corridor.
General Drainage and Watershed:	The site drains in an easterly direction and is within the Yadkin Pee-Dee (non-water supply) watershed. As the proposed area of development will exceed one acre, primary stormwater control measures will be required.
Overlay District:	None

Adjacent Property Zoning and Current Land Use			
North	CZ-LI	Conditional Zoning Light Industrial District	Warehouse and distribution facility
South	RS-20	Residential Single Family-20 District (Forsyth County)	Single family dwellings
East	RS-20	Residential Single Family-20 District (Forsyth County)	Undeveloped parcel
West	AG	Agricultural District (Forsyth County)	Single family dwelling and undeveloped parcels

Transportation Information			
Adjacent Streets:	Name	Classification	Approx. Frontage
	NC 66	Major Throughfare	915 feet
Vehicular Access:	Via driveway access (two points of access) from NC 66.		

City Department Comment Summary

Comments were not requested for this proposed annexation due to the fact the site abuts the City's corporate limits. Annexation petitions for uses within proximity to existing service areas do not warrant individual department comment.

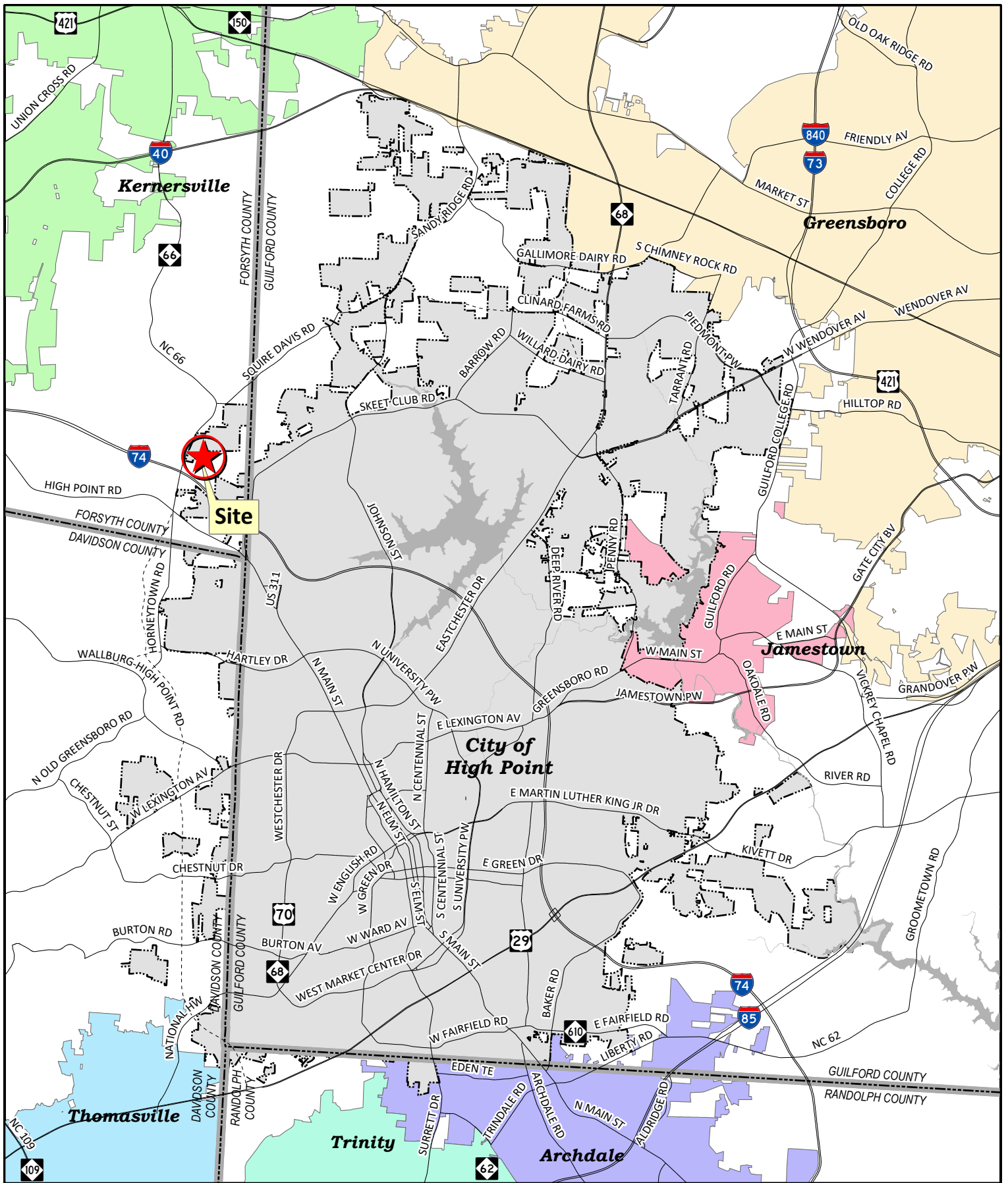
Details of Proposal

The applicant is requesting annexation to have access to City utilities to facilitate development of an industrial/office park use. This property is situated in the western portion of the City's planning area and is designated on the adopted land use plan map for Restricted Industrial uses. A similar annexation approval was approved on the abutting 130 acres north of this current request.

The site abuts the City's corporate limits to the north. Land south of the I-73/NC 66 interchange have also been annexed into the High Point corporate limits. Thus, this annexation petition represents a logical progression of the City's annexation policy for this area as the proposed annexation site is adjacent to the City's corporate limits and City services and service vehicles are already present in this area. The annexation of this parcel will not negatively impact the City's ability to provide services in this area.

Report Preparation

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner and reviewed by Christopher Andrews AICP, Development Administrator, and Sushil Nepal AICP, Planning and Development Director.



ANNEXATION REQUEST: AN-22-07

**Applicant: Carolina Income Properties XV
LLC Area: 11.13 acres (approximate)**

**Planning & Development
Department**

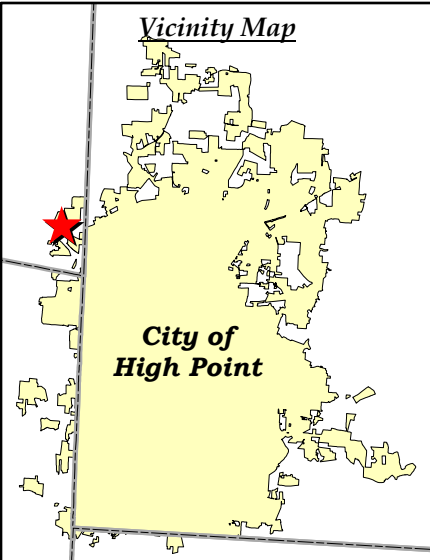
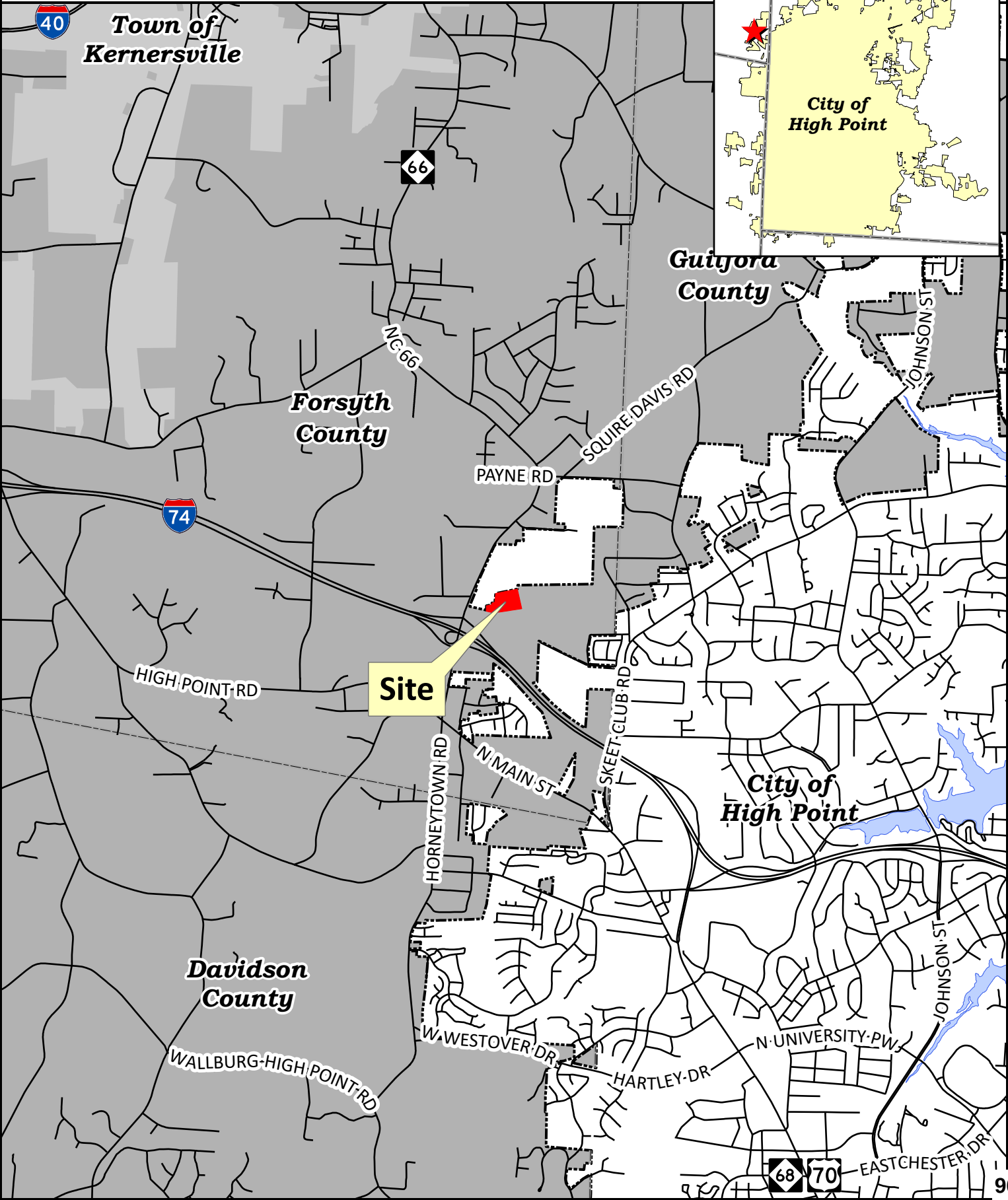
City of High Point

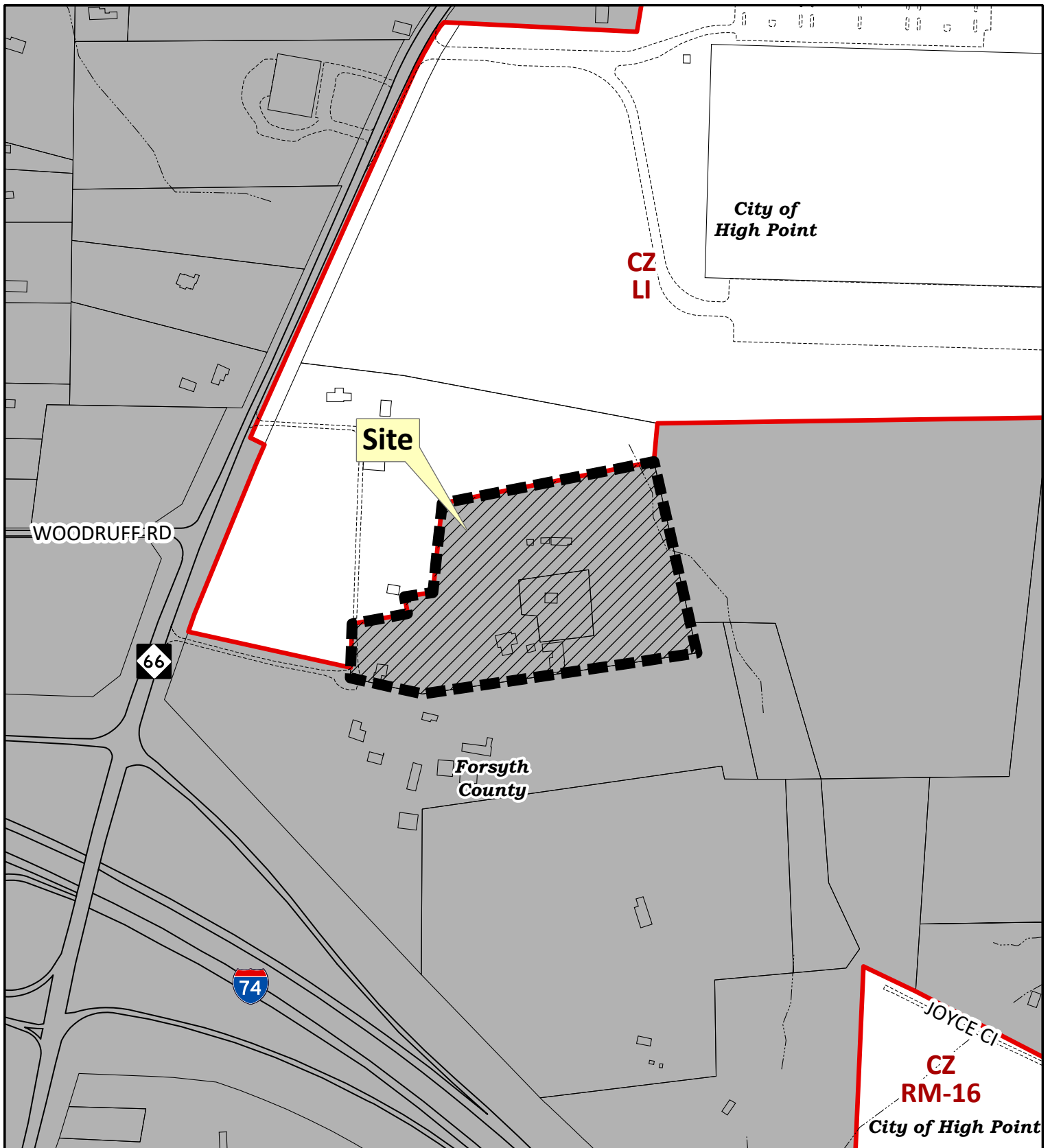


Scale: 1" = 8,500'

LOCATION MAP

ANNEXATION REQUEST: AN-22-07
Applicant: Carolina Income Properties XV LLC





ANNEXATION REQUEST: AN-22-07

Applicant: Carolina Income Properties XV
LLC Area: 11.13 acres (approximate)



Planning & Development Department



Scale: 1" = 400'

Existing Zoning Boundary
Subject Property Boundary



Return to: Meghan Maguire
Assistant City Attorney
City of High Point
P.O. Box 230
High Point, NC 27261
Ordinance No. xxxx / xx-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-58.1, 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 Municipal Building at 5:30 p.m. on the 20th day of March, 2023; and,

WHEREAS, the City of High Point does hereby find as a fact that said petition meets the requirements of G.S. 160A-58.1 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-58.1 as amended, the following described territory is hereby annexed, and made a part of the City of High Point as of March 20, 2023.

**A map showing the annexed area can be found in Plat Book: _____ Page: _____
in the Guilford County Register of Deeds Office.**

ANNEXATION DESCRIPTION

Carolina Income Properties XV, LLC

Annexation Case 22-07

The annexation site is generally located northeast of intersection of NC 66 and the westbound I-74 exit ramp (approximately 430 feet north of the westbound I-74 exit ramp and approximately 700 feet east of NC 66). The site is addressed as 2815 and 2817 Highway 66 South and also

known as Forsyth County Tax Parcels 6883-81-3002.00 and 6883-81-4068.00, **containing a total of 11.135 acres**. The annexation site is more specifically described as follows:

Forsyth County Tax Parcel 6883-81-4068:

That certain parcel of land, lying and being in Abbots Creek Township, Forsyth County, North Carolina, and being more particularly described as follows:

COMENCING at a 1" iron pipe, with NC Grid NAD83 coordinates N: 831,128.12 E: 1,688,097.94 found at a northwesterly corner of Carolina Income Properties XV, LLC parcel as recorded in Deed Book 3321, Page 4155, Forsyth County Registry; Thence along a new line, in and across said Carolina Income parcel, N 81°35'37" E, a distance of 263.10 feet to a 1-1/4" iron pipe found for the Point of Beginning;

Thence along the interior boundary lines of said Carolina Income parcel the following eight (8) courses: 1) N 81°41'02" E, a distance of 149.97 feet to a 1" iron pipe found; 2) N 81°38'51" E, a distance of 64.52 feet to a 3/4" iron pipe found; 3) S 04°29'11" E, a distance of 200.81 feet to a 1" iron pipe found; 4) S 82°18'43" W, a distance of 43.80 feet to a 1" iron pipe set; 5) S 83°18'27" W, a distance of 119.87 feet to a 1" iron pipe found; 6) N 06°44'43" W, a distance of 80.08 feet to a 1" iron pipe set; 7) N 84°42'58" W, a distance of 46.93 feet to a 1" iron pipe found; and 8) N 05°04'30" W, a distance of 105.22 feet to the Point of Beginning, **containing 0.878 acres**.

Forsyth County Tax Parcel 6883-81-3002:

That certain parcel of land, lying and being in Abbots Creek Township, Forsyth County, North Carolina, and being more particularly described as follows:

BEGINNING at a 1" iron pipe, with NC Grid NAD83 coordinates N: 831,128.12 E: 1,688,097.94, found at a southeasterly corner of Carolina Income Properties XV, LLC parcel as recorded in Deed Book 3175, Page 2602 and described as Tract 2 in Plat Book 62, Page 80, Forsyth County Registry; Thence along the easterly and southerly boundary lines of said Carolina Income parcel the following two (2) courses: 1) N 05°56'52" E, a distance of 272.20 feet to a 1-1/2" iron pipe found; and 2) N 78°51'07" E, a distance of 655.40 feet to a stone found with a chiseled "X" thereon in the westerly boundary line of Barbara S. Moore parcel as recorded in Deed Book 1138, Page 735, Forsyth County Registry; Thence along the westerly boundary lines of said Moore parcel and Weldon Clay Idol parcel as recorded in Deed Book 3499, Page 4265, Forsyth County Registry, S 12°38'25" E, a distance of 595.44 feet to a 1" iron pipe found; Thence along the northerly and easterly boundary lines of said Idol parcel the following four (4) courses: 1) S 81°24'24" W, a distance of 372.21 feet to a 1" iron pipe found; 2) S 81°37'36" W, a distance of 470.18 feet to a 1" iron pipe found; 3) N 77°27'51" W, a distance of 224.16 feet to a 1" iron pipe found; and 4) N 01°51'34" E, a distance of 30.72 feet to a nail found at a southeasterly corner of said Carolina Income parcel; Thence along the easterly and southerly boundary lines of said Carolina Income parcel the following four (4) courses: 1) N 01°51'34" E, a distance of 132.98 feet to a 5/8" iron pipe found; 2) N 79°23'41" E, a distance of 170.77 feet to an axle found; 3) N 09°45'38" W, a distance of 51.97 feet to a 1" iron pipe found; and 4) N 81°35'45" E, a distance of 87.05 feet to the Point of Beginning, containing 11.135

acres, save and except the encompassed 0.878 parcel previously described herein as Parcel 6883-81-4068, for a remaining **net area of 10.257 acres** for Parcel 6883-81-3002.

Total area of annexation is 11.135 acres.

SECTION 2. Upon and after **March 20, 2023** the foregoing property 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-58.3.

SECTION 3. The Mayor of the City of High Point shall cause to be recorded in the Office of the Register of Deeds for **Forsyth 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, thereof, 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 the City Council
City of High Point, North Carolina
The **20th** day of **March, 2023**.

By: _____

Jay W. Wagner, Mayor

ATTEST:

Sandra R. Keeney, City Clerk



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-081

File ID: 2023-081

Type: Zoning Map Amendment

Status: Pending in
Committee

Version: 1

Reference:

In Control: City Council

File Created: 02/10/2023

File Name:

Final Action:

Title: **Carolina Income Properties XV, LLC, Zoning Map Amendment 22-29**

A request by Carolina Income Properties XV, LLC to consider a voluntary noncontiguous annexation of approximately 11.14 acres. The proposed annexation site is generally located northeast of intersection of NC 66 and the westbound I-74 exit ramp (approximately 430 feet north of the westbound I-74 exit ramp and approximately 700 feet east of NC 66). The site is addressed as 2815 and 2817 Highway 66 South and also known as Forsyth County Tax Parcels 6883-81-3002.00 and 6883-81-4068.00.
[Enter body here.]

Notes:

Sponsors:

Enactment Date:

Attachments: Continuation Memo ZA-22-29.pdf

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: gina.lindsey@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	02/20/2023	continued		03/20/2023		Pass

Text of Legislative File 2023-081

CITY OF HIGH POINT

AGENDA ITEM



Title: **Zoning Map Amendment 22-29**
(*Carolina Income Properties XV, LLC*)

From: Sushil Nepal, AICP
Planning & Development Director

Meeting Date: February 20, 2023

Public Hearing: Yes

Advertising Date: February 8, 2023, and
February 15, 2023

Attachments: A. Staff Report
B. Zoning Ordinance

Advertised By: Planning & Development

PURPOSE:

A request by Carolina Income Properties XV, LLC to rezone approximately 25.8 acres from a Conditional Zoning Light Industrial (CZ-LI) District and the Residential Single Family - 20 (RS-20) District, within Forsyth County Jurisdiction, to a Conditional Zoning Employment Center (CZ-EC) District. The site is located along the east side of NC Highway 66, approximately 430 feet north of the westbound I-74 exit ramp (2775, 2815 and 2817 S. NC Highway 66). Approval of this rezoning request is contingent upon City Council approval of a voluntary annexation request.

BACKGROUND:

This zoning application is associated with Annexation Case 22-09, which is being continued. Zoning cannot be established until the associated annexation request is approved. Thus, this application will need to be continued until Annexation Case 22-09 is ready for public hearing review.

BUDGET IMPACT:

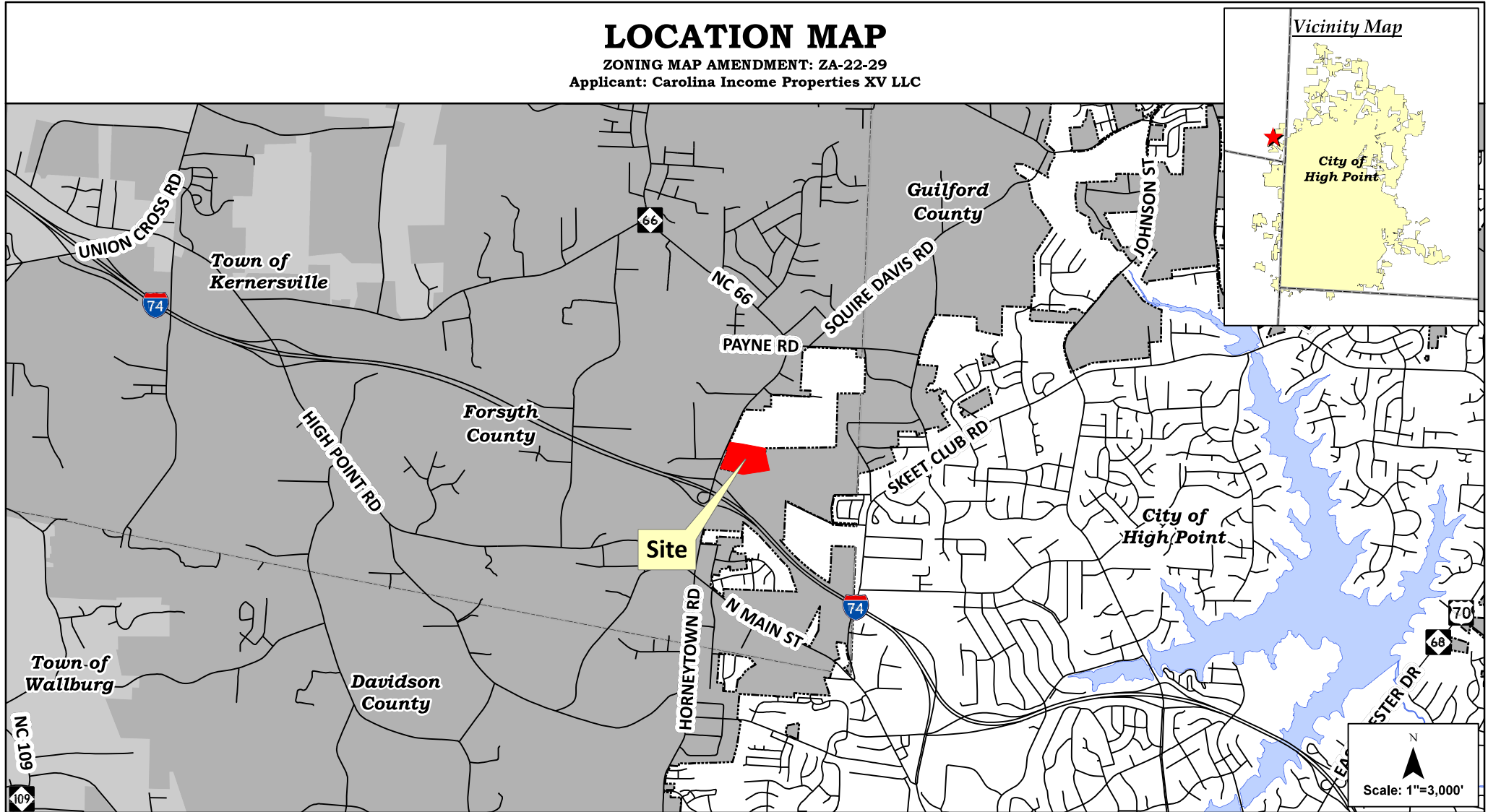
There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

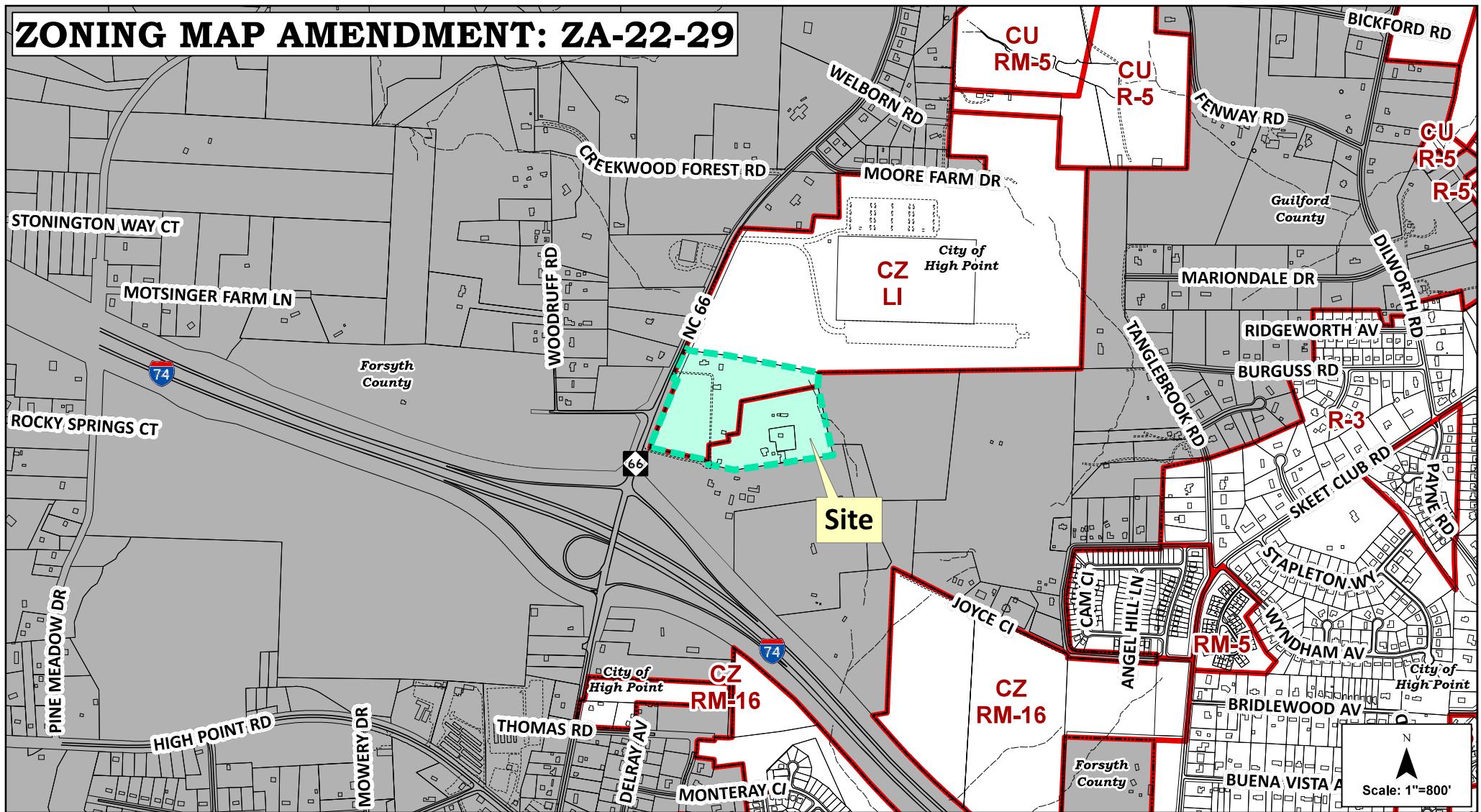
Zoning Map Amendment Case 22-29 must be continued to a future public hearing date. Staff recommends this item be *continued to the March 20, 2023 public hearing*.

LOCATION MAP

ZONING MAP AMENDMENT: ZA-22-29
Applicant: Carolina Income Properties XV LLC



ZONING MAP AMENDMENT: ZA-22-29





City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-084

File ID: 2023-084

Type: Ordinance

Status: Pending in
Committee

Version: 1

Reference:

In Control: City Council

File Created: 02/10/2023

File Name:

Final Action:

Title: City of High Point, Text Amendment 22-05

To amend the City of High Point Development Ordinance to update and revise the Sign Ordinance and various other sections of the Development Ordinance that pertain to signs.

[Enter body here.]

Notes:

Sponsors:

Enactment Date:

Attachments: Staff Report TA-22-05.pdf

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: gina.lindsey@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	02/20/2023	continued		03/20/2023		Pass

Text of Legislative File 2023-084

CITY OF HIGH POINT

AGENDA ITEM



Title: Text Amendment 22-05
(City of High Point)

From: Sushil Nepal,
Planning and Development Director

Meeting Date: February 20, 2023

Public Hearing: Yes

Advertising Date: February 8, 2023, and
February 15, 2023

Attachments: A. Staff Report
B. Text Amendment Ordinance

Advertised By: Planning and Development

PURPOSE:

To amend the City of High Point Development Ordinance to update and revise the Sign Ordinance and various other sections of the Development Ordinance that pertain to signs.

BACKGROUND:

Although the sign regulations have been amended over time, they have not been completely rewritten since 1992. The current Development Ordinance, which was rewritten and adopted in 2016, did not include a rewrite of the sign regulations, they were only reformatted to match the rest of the Development Ordinance.

The sign ordinance project started in 2018 with the Cooper Consulting Company team conducting a review and assessment of the current regulations, holding stakeholder group interviews with targeted interest groups, and soliciting public input through mailed and online surveys. Public meetings were held for the consultants to share their initial observations and ideas and provide an opportunity for public feedback prior to drafting the sign regulations.

On May 2, 2022, the public review draft of the amended sign regulations was made available on the City's website for review and comment. A public drop-in session was held on June 14, 2022, to give an overview of the draft and answer questions. The comment period was held open until June 30, 2022, at which time staff started to prepare the public hearing draft. On October 13, 2022, the public hearing draft was made available for public review.

Speaking on the request:

Joan Campbell, Fast Signs, 1305 N. Main Street, High Point

Ms. Campbell spoke regarding the size of some proposed permitted sign area standards. She mentioned considering increasing the size of light-pole banner signs.

Judy Stalder, TREBIC, 115 South Westgate Drive, Greensboro

Ms. Stalder spoke and noted that staff had responded to previous concerns raised in TREBIC's review of the proposed sign ordinance. She also provided two additional comments related to roof signs and electronic changeable copy signs. She noted that roof signs should be considered as a permitted sign type as they can add to the diversity and creativity of future development. Additionally, she recommended that electronic

changeable copy signage be permitted within Corridor Overlay Districts (including the Eastchester Gateway Corridor Overlay District), as they are another tool to promote modern, successful business growth in High Point.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

A. Staff Recommendation

Staff recommended approval of this request as outlined in the attached staff report.

B. Planning and Zoning Commission Action

1. The Planning and Zoning Commission recommended approval of this request, as recommended by staff, by a vote of 8-0.

2. Consistency and Reasonableness Statements

The Planning and Zoning Commission voted 8-0 to approve the following statement:

That Text Amendment 22-05 is consistent with the City's adopted policy guidance because the proposed amendments are generally technical and legal in nature, and they are supported by adopted policy guidance from the Community Growth Vision Statement, which includes goals and objectives related to enhancing the aesthetic quality and safety of the city's corridors, as well as the City's Land Use Plan, which recognizes that signage is an integral part of aesthetics and civic design.

Furthermore, the proposed amendments are reasonable and in the public interest in that the proposed amendments provide modern and up-to-date sign regulations that are in keeping with both the state and federal constitutions and applicable state and federal laws.

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

**STAFF REPORT
TEXT AMENDMENT CASE TA-22-05
January 24, 2023**

Request	
Applicant: City of High Point	Affected Ordinance Sections: Section 2.5.13., <i>Sign Permit</i> Section 3.7.3., <i>Planned Development Districts</i> Section 3.8.7., <i>Gateway Corridor Overlay</i> Section 4.3., <i>Use Standards</i> Section 4.4., <i>Accessory Structures</i> Section 4.5., <i>Temporary Uses</i> Section 5.7., <i>Signs</i> Section 5.10.3., <i>Exterior Lighting Exemptions</i> Section 5.10.4., <i>Prohibited Lighting</i> Section 5.14.3., <i>Corner Retail</i> Section 8.5., <i>Nonconforming Signs</i> Section 9.7.5., <i>Revocation of Permits</i> Section 10.2.10., <i>Rules of Measurement</i> Section 10.4., <i>Definitions</i>
Proposal: To amend the City of High Point Development Ordinance to update and revise the Sign Ordinance and various other sections of the Development Ordinance that pertain to signs.	

Background

Although the sign regulations have been amended over time, they have not been completely rewritten since 1992. The current Development Ordinance, which was rewritten and adopted in 2016, did not include a rewrite of the sign regulations, they were only reformatted to match the rest of the Development Ordinance.

The sign ordinance project started in 2018 with the Cooper Consulting Company team conducting a review and assessment of the current regulations, holding stakeholder group interviews with targeted interest groups, and soliciting public input through mailed and online surveys. Public meetings were held for the consultants to share their initial observations and ideas and provide an opportunity for public feedback prior to drafting the sign regulations.

On May 2, 2022, the public review draft of the amended sign regulations was made available on the City's website for review and comment. A public drop-in session was held on June 14, 2022, to give an overview of the draft and answer questions. The comment period was held open until June 30, 2022, at which time staff started to prepare the public hearing draft. On October 13, 2022, the public hearing draft was made available for public review.

Details of Proposal

The proposed text amendment rewrites the entirety of Section 5.7., *Signs*, and amends various other sections of the Development Ordinance as listed above.

Analysis

The goal of this text amendment is to update and modernize the City's sign regulations to create user-friendly regulations through simplified language, photos, and graphics to illustrate the regulations wherever possible. Overall, signage regulations been updated, simplified, clarified, and reorganized to be more user-friendly using more tables, graphics, and photos. Additionally, the sign regulations have been modified to ensure they conform with the state and federal constitutions and applicable state and federal laws.

Most of the sign regulations are contained in Section 5.7, *Signs* (the "Sign Ordinance"). This section has been rewritten in its entirety. The following is not meant to be an exhaustive list of changes, but is instead intended to highlight some of the more significant changes that have been proposed. This list also contains some of the proposed changes to sign regulations located in other sections of the Development Ordinance, such as Section 10.2.10, *Rules of Measurement*, Section 10.4, *Definitions*, Section 4.4, *Accessory Uses*, and Section 4.5, *Temporary Uses*.

- **Prohibited Signs** [Section 5.7.3]: – Updated to include modern sign types – e.g., air blown signs/devices (air puppets).
- **General Standards** [Section 5.7.4]: Clarified the removal of freestanding signs when buildings are demolished.
- **Illumination Standards** [Section 5.7.6]: Consolidated general illumination standards into a separate section to reduce repetitive text and to clarify standards. There are still some illumination standards in other subsections that are only applicable within those specific sections.
- **Signs Allowed Without a Permit** [Section 5.7.7]:
 - Condensed and clarified signs allowed without a permit;
 - Moved exempt signs to signs allowed without a permit; and
 - Allowed announcement signs for all types of events.
- **Specialty Signs** [Sections 5.7.8.E and Section 5.7.9.E]: Created a new category of signs for both freestanding and attached signs:
 - Freestanding Specialty Signs - (development entrance signs, institutional banner, light-pole banner).
 - Attached Specialty Signs - (blade, crown, freestanding canopy, and supergraphic).
 - Supergraphic signs were created for the Central Business (CB) district to accommodate the unique needs of the furniture market.
 - All these signs are allowed in addition to the maximum allowed signage.
- **Freestanding Signs** [Section 5.7.8]:
 - Individual freestanding signs were reduced in height and size.

- Development identification signs were converted to Freestanding Multi-tenant Development signs. This clarified and increased the allocation of what qualifies as a multi-tenant sign.
- **Attached Signs** [Section 5.7.9]:
 - No longer limit the number of attached signs, just limit the total combined sign area allowed.
 - Changed the way we measure attached signs to more accurately calculate the total sign area by placing the smallest box possible around each individual sign (no longer one large box around all signs).
 - Changed calculation method for attached signs from percentage of building wall to square feet per linear foot of building frontage, which is easier to measure.
 - Variety of new attached sign types have been added that were not previously allowed (e.g., projecting sign, building canopy sign, building banner signs).
- **Electronic Signs** [Section 5.7.10]: Created a new section for electronic sign types (electronic changeable copy and video signs). Because this is such a specific sign type that has multiple technical standards, creating a new section for just these types was necessary for clarity and ease of use.
- **Signs in Institutional Districts** [Section 5.7.11]: Created new section due to the unique needs of institutional campus uses (e.g., hospital and university).
- **Limited Duration Signs** [Section 5.7.12]: A new section for this sign type (formerly Special Promotion Sign) was created for clarity and ease of use.
- **Vintage Sign** (historic signs) [Section 5.7.13]: Changed the name and clarified the regulations.
- **Common Sign Plan** [Section 5.7.14]: Revised and modernized the regulations.
- **Sign Images by Sign Type** [Section 5.7.16]: This is a new section that provides photos for all sign types as an illustration for the reader.
- **Eastchester Gateway Corridor Overlay** [Section 5.7.8]: Sign requirements were moved from zoning district standards to Section 5.7.8.
- **Rules of Measurement** [Section 10.2.10]: Enhanced Rules of Measurement to include graphics to show how to measure signs based on the regulations.
- **Definitions** [Section 10.4]: Definitions related to signs were consolidated to be in one place under “Signs.”
 - Added definitions for signs not currently defined.
 - Added definitions for new sign types that were added.
- **Accessory and Temporary Uses** [Sections 4.4 and 4.5]: Moved sign regulations for accessory and temporary uses into the accessory and temporary use sections located outside of the Sign Ordinance. These types of uses are unique and all the standards for them are now in one place.

Consistency with Adopted Policy Guidance:

Whether and the extent to which the proposed text amendment is consistent with applicable City adopted policy guidance.

The proposed amendments are generally technical and legal in nature, and they are supported by adopted policy guidance from the Community Growth Vision Statement, which includes goals and objectives related to enhancing the aesthetic quality and safety of the city's corridors, as well as the City's Land Use Plan, which recognizes that signage is an integral part of aesthetics and civic design.

Reasonableness/Public Interest:

Why a decision to approve, or to deny, the proposed text amendment is reasonable and in the public interest.

The proposed amendments provide modern and up-to-date sign regulations that are in keeping with both the state and federal constitutions and applicable state and federal laws.

Recommendation

Staff recommends approval.

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 Heidi H. Galanti, AICP, Planning Services Administrator and reviewed by Christopher Andrews, AICP, Development Administrator and Sushil Nepal, AICP, Planning and Development Director.

Attachments:

Text Amendment in ordinance form

AN ORDINANCE AMENDING THE CITY OF HIGH POINT DEVELOPMENT ORDINANCE

WHEREAS, 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; and

WHEREAS, public hearings were held before the Planning and Zoning Commission on January 24, 2023 and before the City Council on February 20, 2023 regarding Text Amendment 22-05; and

WHEREAS, notice of the public hearings was published in the High Point Enterprise on January 10, 2023 for the Planning and Zoning Commission public hearing, and on February 8, 2023 and February 15, 2023 for the City Council public hearing pursuant to Chapter 160D-601 of the General Statutes of North Carolina.

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

SECTION 1.

That Section 5.7 *Signage*, is repealed and replaced with Section 5.7 Signs as follows:

5.7. - Signs

5.7.1. - Purpose and Intent

The purpose of this Section 5.7 (this "Section") is to support and complement the City of High Point's long-range goals of enhancing the City's aesthetic appearance and improving traffic safety along its roadway corridors and streets, while balancing the communication and wayfinding needs of its citizens.

Regulation of signs within the City promotes the health, safety, welfare, convenience, enjoyment and aesthetic values of the community through regulation of sign placement, number, location, size, type, characteristics, appearance, illumination, animation, and maintenance.

This Section is specifically intended to:

- A. Promote the reasonable, orderly, and effective display of permitted signs, displays, and devices;
- B. Promote the economic well-being and appearance of the City by creating a favorable physical image;
- C. Allow and encourage signs to facilitate way-finding through the community;

- D. Protect the public welfare as well as land values by preserving the aesthetic and historic qualities of the City;
- E. Protect the City from excessive and obtrusive signs;
- F. Minimize distractions and view obstructions that contribute to traffic hazards and endanger public safety; and
- G. Promote the efficient identification of information to maintain a viable economy, and a vital cultural and social community served by a variety of organizations.

5.7.2. - Applicability

The provisions of this Section shall apply to all signs erected, affixed, placed, painted or otherwise established within the City of High Point or its ETJ, except as otherwise provided herein.

- A. Signs are allowed only as an accessory use or structure to a principal use. The selling or leasing space on a sign is not an accessory use of the property.
- B. This Section applies only to signs that are legible from a street or from private or public property other than the lot on which the sign is located. (See Section 10.4, Definitions, for the definition of “Legible”)
- C. Any sign that is not expressly allowed under this Section, or under a specific state law, is prohibited. (See Section 5.7.3, Prohibited Signs)
- D. Some signs are allowed without a permit but are still regulated under this Section. (See Section 5.7.7, Signs Allowed Without a Sign Permit)
- E. Many signs are expressly allowed, require a permit, and are subject to specific standards of this Section.
- F. For some signs, the State of North Carolina has preempted or limited the City’s regulatory authority. Thus, any applicable state law in effect that conflicts with this Section prevails over this Section.
- G. To the extent allowed by federal or state law, this Section shall apply to the City and any other governmental entities with land or facilities in the City.

5.7.3. - Prohibited Signs

Unless otherwise allowed under this Section, the following signs are prohibited (See Section 5.7.16, Sign Images by Sign Type for visual illustration of these signs):

- A. Air-blown signs/devices;
- B. Animated signs, except video signs as allowed in Section 5.7.10, Electronic Sign Standards;
- C. Flashing signs;
- D. Mechanically moving signs;
- E. Roof signs;

- F. Trailer signs;
- G. Vehicle signs;
- H. Windblown signs, except pennants as allowed in Section 5.7.12, Limited Duration Signs;
- I. Signs projecting over a public right-of-way, except as allowed in Subsection 5.7.5.D, Projections into the Right-of-Way and Travel Way, or through an encroachment agreement with the City or NCDOT;
- J. Signs that imitate a traffic control device;
- K. Signs located within the public right-of-way that are painted, pasted, stapled, taped, or otherwise affixed to any bench, bus stop shelter, planter, utility pole, curb, sidewalk, hydrant, bridge, tree, fence, fixture, utility box or pedestal, or refuse container, except those signs erected by or on behalf of a utility or governmental entity.
- L. Signs projected onto a surface by use of lights.

5.7.4. - General Standards

The standards in Section 5.7.4, General Standards, are applicable to all signs.

- A. **Rules of Interpretation, Measurement and Definitions.** These provisions shall be construed in accordance with the rules of interpretation, measurement and definitions set forth in Chapter 10: Measurement and Definitions of the Development Ordinance.
- B. **Compliance with Codes.** All signs shall comply with applicable provisions of the State Building Code.
- C. **Permits.** All signs, except signs subject to Section 5.7.7, Signs Allowed Without a Sign Permit, are required to have a sign permit. In all sign permit applications where a matter of interpretation under this Section arises, the most restrictive interpretation shall prevail in order to carry out the purpose of this Section.
- D. **Electrical Service.** A sign that operates through the use of electrical service shall be subject to all necessary approvals and permits.
- E. **Sign Variance.** Only standards pertaining to sign height and location may be modified by approval of a variance in accordance with Section 2.4.16, Variance. No other standards may be modified through a variance.
- F. **Nonconforming Signs and Uses**
 - 1. Nonconforming signs shall be subject to the requirements in Section 8.5, Nonconforming Signs.
 - 2. New signs for a nonconforming use shall be permitted provided the signs comply with the standards in this Section.
- G. **Removal or Modification of Signs**

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1. **Temporary Cover.** Due to a change in ownership or use of the property, or for any other reasonable purpose, one sturdy, opaque, weather-proof cover sign may be placed over an existing sign for a period of 90 days, by the end of which an updated permanent sign must be in place.
2. **Temporary Uses.** Signs for temporary uses permitted in accordance with Section 4.5, Temporary Uses, shall be removed at the expiration of the permitted time limit indicated on the zoning compliance permit.
3. **Cessation of Use**
 - a) A nonconforming sign for a use that has ceased shall be removed in accordance with Section 8.5, Nonconforming Signs.
 - b) A conforming sign for a use that has ceased shall be removed or covered within 30 days of the use's cessation in the following manner:
 - (i) It shall be covered by a sturdy, weather-proof, blank opaque cover, tightly secured and well-maintained until the building is reoccupied; or
 - (ii) It shall be covered by a blank opaque panel that fits within the existing sign frame.
 - c) If the use remains ceased after the expiration of a 180-day period, any cloth-like sign cover shall be replaced with a blank opaque panel described in Subsection 5.7.4G.3.(b)(ii) above, until the building is reoccupied.
4. **Demolished Buildings.** The following shall apply to signs on a property pending demolition of buildings or demolished buildings:
 - a) When a permit is issued for demolition or removal of a building or structure, any freestanding sign associated with the building or structure and its supporting structure shall be removed concurrently with the demolition or removal of the buildings and structures, unless there is a valid approved site plan for a new use prior to the building demolition or removal and the existing sign is a conforming sign. Conforming signs shall be maintained in accordance with Subsection 5.7.4.G.3, Cessation of Use.
 - b) After the effective date of this Section, any sign that remains on a property after a building has been demolished or removed thereon, and there is no valid site plan, shall be considered illegal and shall be subject to removal in accordance with Chapter 9: Enforcement of the Development Ordinance.
 - c) Subsection 5.7.4.G.4, Demolished Buildings, shall not apply to Outdoor Advertising signs as defined in Section 9-2-2(k)(29) of the previous version of the High Point Development Ordinance, dated December 31, 2016.
5. **Removal of Unsafe Signs.** Signs determined by the City to be unsafe to the public shall be removed or remedied in accordance with Chapter 9: Enforcement of the Development Ordinance. If a sign poses an immediate danger, as determined by the

City, the sign, or the parts of it posing a danger shall be remedied or removed in accordance with Chapter 9: Enforcement of the Development Ordinance.

H. Poorly Maintained Signs

1. A sign shall be maintained in good structural condition, in compliance with the State Building Code, and in conformance with this Section.
2. A sign which is not properly maintained, including but not limited to: cleaning, painting surfaces and letters, removal of rust and rotted wood and replacement of damaged parts and non-working illumination, shall be remedied in accordance with Chapter 9: Enforcement of the Development Ordinance.

I. Historic Properties. No freestanding or attached sign shall be located outside of the right-of-way and on the premises of a Guilford County Landmark Property or within a Local Historic Overlay district without a certificate of appropriateness prior to issuance of a sign permit.

J. Signs on Public Land or in Right-of-Way. A sign installed or placed on public land or right-of-way, except those installed or placed in compliance with this Section and state law, or under an encroachment agreement with NCDOT or the City, or in accordance with the City's Historic Roadside Marker Policy, shall be deemed to be abandoned to the public and shall be subject to removal and disposal by the City in accordance with Chapter 9: Enforcement of the Development Ordinance.

K. Violation of Building Codes. A sign which is installed in violation of the State Building Code or in violation of this Section is an illegal sign and subject to enforcement action by the City in accordance with Chapter 9: Enforcement of the Development Ordinance.

5.7.5. - Installation and Design

A sign shall be designed, constructed, and maintained in accordance with the following standards:

A. Consent of Owner. A sign may not be placed on private property without the consent of the landowner or occupant.

B. Obstructions

1. No sign shall be erected or maintained in a manner that obstructs visibility for motorists at any street intersection in accordance with the standards in Title 6, Chapter 1, Streets and Sidewalks, of the City's Code of Ordinances.
2. No sign shall interfere with or obstruct pedestrian traffic.
3. A sign shall not obstruct a fire escape, required exit, window, door opening, or wall opening intended as a means of ingress or egress.
4. Placement of a sign and its supporting structure shall not interfere with natural or artificial drainageways.
5. No sign shall be erected or maintained that covers a doorway or window, other than a window sign permitted in accordance with this Section.

- C. **Permanence.** All signs, except A-frame signs, announcement signs, construction signs, flags, inflatable signs, pennants, real estate signs, temporary banner signs, weekend signs, and window signs, shall be constructed of permanent materials and shall be permanently attached to the ground or building.
- D. **Projections into the Right-of-Way and Travel Way**
1. Signs shall be located at least 9 feet above sidewalks and other pedestrian ways and 15 feet above vehicular drives and parking spaces.
 2. No part of a sign may be closer than 3 feet to a curb or street pavement as measured horizontally from the curb to the sign. (See Section 10.2.10, Signs, for rules of measurement)
- E. **Utility Clearance**
1. A sign shall be located in such a way that it maintains horizontal and vertical clearance from all existing or planned electrical power lines and communication lines in accordance with the applicable provisions of the National Electrical Safety Code (NESC) and the *Development Guide*.
 2. A sign and its supporting structure shall maintain clearance from surface and underground utilities, conduits or equipment or lines for water, sewage, gas, electricity, or communication equipment. Signs or supports located within utility easements shall receive written authorization from the easement holder. The City shall not be responsible for damage to, or the repair or replacement of, signs or supports that must be removed to access such easements.
- F. **Ventilation Interference.** A sign shall not be erected so as to interfere with an opening required for ventilation.
- G. **Warning Interference.** A sign shall not be erected so as to interfere with any existing sign warning of a hazardous or potentially hazardous condition, such as a buried gas line or power cable.
- H. **Wind Loads.** All signs, except A-frame signs, announcement signs, construction signs, flags, inflatable signs, pennants, real estate signs, temporary banner signs, weekend signs, and window signs, shall be constructed to withstand minimum wind loads in accordance with the State Building Code.

5.7.6. - Illumination Standards

The following illumination standards are additional applicable standards to other standards found in this Section. The more restrictive standards between Section 5.7.6, Illumination Standards, and other illumination standards found in this Section shall control.

A. **General Illumination Standards**

1. Externally illuminated freestanding signs requiring a permit are allowed in all residential districts.

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2. Internally illuminated signs are prohibited in all residential districts.
 3. In any nonresidential district, all signs may be externally or internally illuminated, subject to specific standards by district or sign type.
 4. Light sources to illuminate signs shall be located, angled, shielded, and limited in intensity so as not to cast substantial light (spillover) upon an adjacent property or create a visual safety hazard to vehicles and pedestrians.
 5. Illumination of signs shall be by a steady stationary light source.
 6. Lights used to externally illuminate signs shall only produce a white light.
 7. Support structures shall not be internally illuminated or have light reflecting panels.
- B. **Illuminated Wall Signs that Abut Residential Uses.** If a wall sign faces an abutting single-family detached, single-family attached, or duplex use, then the sign shall only be externally illuminated.

5.7.7. - Signs Allowed Without a Sign Permit

Certain signs are allowed without a permit in accordance with this Section and the following specific standards. (See Section 5.7.16, Sign Images by Sign Type, for a visual illustration of these signs)

- A. **Table of Requirements.** Signs subject to the standards in Section 5.7.7, Signs Allowed Without a Sign Permit, shall comply with the applicable provisions in Table 5.7.7.A: Signs Allowed Without a Sign Permit and any additional applicable standards provided in Subsection 5.7.7.C, Specific Standards.

Table 5.7.7.A: SIGNS ALLOWED WITHOUT A SIGN PERMIT								
Sign Type		Zoning Districts	Use Type	Max No.	Max Area SF	Max Height FT	Illumination Allowed	Additional Standards
A-Frame	Freestanding	RM-26, TO, CB, MS, MX	n/a	1/bldg. entrance	6	3	None	5.7.7.C.1
Announcement	Freestanding	All Districts	n/a	3/ street frontage	6	4	None	
	Attached			1/bldg.[1]		n/a		
Building Marker	Attached	All Districts	n/a	1/bldg.	4	n/a	None	
Directional and Safety	Freestanding	All Districts	n/a	n/a	4	4	External	
	Attached					n/a		
Flags	Freestanding and Attached	All Districts	Household Living, not including Live/work and Multi-family dwellings	1 pole/lot 3 flags/pole	60/pole	See Add'l. Stnds.	External	5.7.7.C.2
			All Other Use Types, including	3 poles/street frontage 3 flags/pole	60/pole			

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			Live/work and Multi-family dwellings					
Historical or Memorial	Freestanding	All Districts	n/a	1/lot	10	10	External	
Menu Boards	Freestanding and Attached	Nonresidential Districts	n/a	1/drive-through or drive-up aisle	24	8	Internal	5.7.7.C.3
Real Estate / Construction	Freestanding	All Districts	Household Living, not including Live/work and Multi-family dwellings	1/ street frontage	6	4	None	Shall be removed within 7 days of sale, lease, or issuance of a certificate of occupancy or certificate of compliance, or otherwise is completed
	Freestanding		All Other Use Types, including Live/work and Multi-family dwellings	1/ street frontage	32	8		
	Attached			1/bldg. [2]		n/a		
Vending	Attached	Nonresidential Districts	n/a	1/side	See Add'l. Stnds.	n/a	None	Shall not be legible from any location other than the property on which the sign is located and shall consist of letters not exceeding 8 inches in height
Weekend	Freestanding	All Districts	n/a	See Add'l. Stnds.	6	4	None	5.7.7.C.4
Window	Attached	Nonresidential Districts	n/a	Window signs shall not exceed 25% of any individual window or door, or 25% of all windows combined, including doors.		n/a	None	
Other Signs Not Requiring a Sign Permit		See Subsection 5.7.7.B, Other Signs Allowed Without a Sign Permit						
Accessory Structures and Uses		See Section 4.4, Accessory Structures and Uses						
Temporary Uses		See Section 4.5, Temporary Uses						
NOTES: [1] In the case of a multi-tenant building, one sign per tenant is allowed.								

B. Other Signs Allowed Without a Sign Permit

1. Lights and decorations that are temporarily displayed on dates around holidays;
2. Hand carried signs;

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3. Signs affixed to a vehicle where the vehicle is used on a regular basis for the normal transport of goods or persons;
 4. Signs not legible from a street or another zone lot;
 5. Signs painted on an active public water tower, with permission of the tower operator;
 6. Signs on the interior of a building, courtyard, athletic field, or other building or structure which are not designed or oriented in a manner to be legible from the exterior of the building or structure;
 7. Signs erected by or on behalf of the City of High Point, Guilford County, the State of North Carolina, or the United States federal government; and
 8. Signs applied to an umbrella.
- C. **Specific Standards.** The following are specific standards for signs allowed without a sign permit in accordance with Table 5.7.7.A, Signs Allowed Without a Sign Permit.
1. **A-Frame Sign.** An A-Frame sign shall comply with the following standards:
 - a) It may be placed on the public sidewalk and must only be placed directly in front of the use;
 - b) It shall be displayed only during operational hours of the use and must be removed each day at the close of business;
 - c) It shall not include any loose, windblown or moving elements;
 - d) It shall provide a minimum of 5 feet of clear passage on the sidewalk between the street and the Sign; and
 - e) It shall not be anchored to the sidewalk or affixed to a pole, vending box, or other structure or appurtenance.
 2. **Flag.** All flags shall comply with the following standards:
 - a) The installation of a flagpole may be subject to a permit, in accordance with the State Building Code;
 - b) The maximum height of a freestanding flagpole is 40 feet;
 - c) Flagpoles attached to buildings shall be mounted on the facade of the building using a flagpole bracket. The flagpole shall not extend above the roof eave or building parapet of the building on which the flagpole is attached; and
 - d) Flagpoles attached to a building may project into the street right-of-way in accordance with Subsection 5.7.5.D, Projections into the Right-of-Way and Travel Way.
 3. **Menu Board Sign.** A menu board sign at a drive-through or drive-up facility shall comply with the following standards:
 - a) It shall be located in proximity to the drive-through or drive-up speaker or service window from which an order is placed;

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- b) It shall not be legible from any location other than the property on which the menu board is located and shall consist of letters not exceeding 8 inches in height; and
 - c) The back of the menu board shall be blank and have no content displayed.
4. **Weekend Sign.** A weekend sign shall comply with the following standards:
- a) It shall be displayed only from 12:00 p.m. (noon) on a Friday to 12:00 p.m. (noon) the following Monday;
 - b) It shall be located at least 6 feet from the back of curb or edge of pavement where no curb exists;
 - c) It shall be located at least 600 feet from all other such signs unless the sign is placed at a street intersection where the public must make a turn to travel to the lot or zone lot with the event;
 - d) Only 1 weekend sign may be placed at a street intersection where the public must turn to travel to the lot or zone lot upon which the event is located;
 - e) It shall not be placed on City-owned property or on private property without the consent of the landowner or occupant;
 - f) It shall not be placed in medians, traffic islands or any other land within the public right-of-way that is surrounded by the road surface;
 - g) It shall not interfere with or obstruct pedestrian or vehicular traffic, or obstruct safe sight distances at intersections;
 - h) It shall not be anchored to the sidewalk or affixed to a pole, traffic control box, or other structure or appurtenance in the public right-of-way; and
 - i) It shall not include any loose, windblown, or moving elements.

5.7.8. - Freestanding Signs Requiring a Sign Permit

A. Freestanding Signs Generally

1. Freestanding signs requiring a sign permit in accordance with Section 2.5.13, Sign Permit, shall comply with the general and specific standards of Section 5.7.8, Freestanding Signs Requiring a Sign Permit. Freestanding signs within the Institutional District shall comply with Section 5.7.11, Signs in Institutional Districts. (See Section 5.7.16, Sign Images by Sign Type, for visual illustration of freestanding signs)
2. A summary of the applicable tables and specific provisions regulating freestanding signs requiring a permit, in addition to general standards and illumination provisions, is provided below.
 - a) Table 5.7.8.D: Freestanding Signs - Maximum Permitted Sign Number, Area, and Height establishes within each zoning district the maximum number of permitted freestanding signs, square feet of sign area, and height permitted per lot frontage within each zoning district.

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- b) Table 5.7.8.E: Freestanding Specialty Signs - Maximum Permitted Sign Area and Height establishes sign standards for specialty signs, specifically development entrance signs, institutional banner signs, and light-pole banner signs. Freestanding specialty signs do not count towards the maximum sign allowances described in Table 5.7.8.D: Freestanding Signs - Maximum Permitted Sign Number, Area, and Height and Table 5.7.8.F: Freestanding Multi-Tenant Development Sign Area Height and Setback. Freestanding specialty signs are allowed in addition to other allowable freestanding signs.
- c) Table 5.7.8.F: Freestanding Multi-Tenant Development Sign Area, Height and Setback establishes sign standards for freestanding signs permitted on a lot(s) with a multi-tenant building (3 or more tenants), a group development, or multiple lot development.
- d) Subsection 5.7.8.G: Specific Standards for Freestanding Signs establishes additional standards for specific sign types as noted within the tables in Section 5.7.8, Freestanding Signs Requiring a Sign Permit.

B. General Standards for Freestanding Signs

- 1. Freestanding signs shall be allowed only on a lot with an existing principal use.
- 2. Freestanding signs greater than 6 feet in height shall not be located within 100 feet of a residential district.
- 3. Freestanding signs shall be surrounded by a bed of landscaping. In the CB, MS and MX districts, moveable planters can be used to satisfy this standard.

C. Illumination By District

- 1. Freestanding signs in all residential and AGR districts are limited to external illumination; in all other districts, signs may be internally or externally illuminated.
- 2. In the TO, OI, EC, PNR and GCO districts, internal illumination is limited to cut-out letter/graphic or silhouette lighted signs.
- 3. Specific illumination standards are provided by sign type in Subsection 5.7.8.G, Specific Standards for Freestanding Signs.
- 4. All signs must also comply with the illumination requirements in Section 5.7.6, Illumination Standards.

- D. **Freestanding Signs.** Signs subject to the standards in Section 5.7.8, Freestanding Signs Requiring a Sign Permit, shall comply with the applicable standards in Table 5.7.8.D: Freestanding Signs – Maximum Permitted Sign Number, Area and Height.

TABLE 5.7.8.D: FREESTANDING SIGNS – MAXIMUM PERMITTED SIGN NUMBER, AREA AND HEIGHT						
DISTRICT	MAXIMUM NUMBER PER LOT FRONTAGE [1]	AREA MULTIPLIER PER LINEAR FOOT OF LOT FRONTAGE	AREA (SQUARE FEET)		MAXIMUM HEIGHT (FEET)	ADDITIONAL STANDARDS
			MIN	MAX		

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All Residential Districts - Nonresidential uses only	1	n/a	n/a	40	6	
AGR, TO, CB, MX	1	n/a	n/a	40	6	
PNR	1	n/a	n/a	40	6	5.7.8.G.1
GCO	1	n/a	n/a	40	6	5.7.8.G.2
OI, LB, EC, MS	1	0.75	25	60	12	
GB, LI, HI	1	0.75	50	80	20	
Applicable Districts - Lease and fee simple lots within a multi-tenant development	1	n/a	n/a	40	6	
NOTE: [1] Lots having frontage on two intersecting streets (corner), may have a sign on each lot frontage or on the corner. If the sign is placed on the corner, then a second sign may be a maximum of 40 sq. ft. and 6 feet in height. In no case shall there be more than one sign per street frontage. (See Section 10.2.10, Signs, for rules of measurement)						

- E. Freestanding Specialty Signs.** The sign allowances for freestanding specialty signs shall comply with the applicable provisions of Table 5.7.8.E: Freestanding Specialty Signs – Maximum Permitted Sign Area and Height. Freestanding specialty signs do not count towards the maximum sign allowances described in Table 5.7.8.D: Freestanding Signs - Maximum Permitted Sign Number, Area, and Height and Table 5.7.8.F: Freestanding Multi-Tenant Development Sign Area, Height and Setback. Freestanding specialty signs are allowed in addition to other allowable freestanding signs.

Table 5.7.8.E: FREESTANDING SPECIALTY SIGNS – MAXIMUM PERMITTED SIGN AREA AND HEIGHT				
SPECIALTY SIGN TYPES	ZONING DISTRICTS	MAX SF	MAX HEIGHT	ADDITIONAL STANDARDS
Development Entrance Sign	All Districts	50	6	5.7.8.G.3
Institutional Banner Sign	All Districts	32	6	5.7.8.G.4
Light-Pole Banner Sign	All Districts	6	n/a	5.7.8.G.5

- F. Freestanding Multi-Tenant Development Signs.** Freestanding multi-tenant development signs may be placed on a lot with a multi-tenant building with 3 or more tenants, a group development, or multiple lot development and shall comply with the applicable provisions in Table 5.7.8.F: Freestanding Multi-Tenant Development Sign Area, Height and Setback; and Section 5.7.14, Common Sign Plan.

TABLE 5.7.8.F: FREESTANDING MULTI-TENANT DEVELOPMENT SIGN AREA, HEIGHT AND SETBACK						
ZONING DISTRICT	MAXIMUM NUMBER PER DEVELOPMENT FRONTAGE	MAXIMUM AREA PER MULTI-TENANT DEVELOPMENT [1]		MAXIMUM HEIGHT (FEET)	SETBACK	ADDITIONAL STANDARDS
		<25,000 (SQUARE FEET)	≥25,000 (SQUARE FEET)			
OI, LB, EC, MS	1	75	100	15	10	
GCO	1	75	100	15	10	5.7.8.G.2
GB, RC, LI, HI	1	100	150	25	10	
NOTE:						

[1] Based on the total building gross floor area.

G. Specific Standards for Freestanding Signs

1. **Signs within the PNR District.** Signs within the PNR District along thoroughfare streets may be increased to 60 square feet and may be up to 12 feet in height.
2. **Signs within the Eastchester GCO District.** Signs within the Eastchester Gateway Corridor Overlay shall comply with the following standards:
 - a) Only monument signs are allowed; and
 - b) Only changeable copy signs are allowed, but not electronic changeable copy signs.
3. **Development Entrance Sign.** Development entrance signs shall comply with the following standards:
 - a) Only permitted in subdivisions with more than 8 lots, group developments with more than 8 dwelling units or over 50,000 square feet of nonresidential gross square feet, and in Institutional Districts;
 - b) Each public access point to the development shall be permitted to have 2 signs at no more than two major entrances into the development. All other entrances shall be limited to 1 sign at each entrance;
 - c) Enhancement of a development entrance sign with masonry or stone shall not exceed the permitted sign height; and
 - d) Development entrance signs may be externally illuminated.
4. **Institutional Banner Sign.** Institutional banner signs shall comply with the following standards:
 - a) Institutional banner signs shall only be allowed on lots or zone lots being used for uses within the civic, education, and religious institution use categories;
 - b) Upon approval of a sign permit, posts to which an institutional banner sign will be attached may be installed at a height not exceeding 6 feet nor be more than 10 feet apart;
 - c) One institutional banner sign shall be allowed on each street frontage;
 - d) Institutional banner signs shall not be illuminated; and
 - e) No additional sign permit is required to change an institutional banner sign after the initial sign permit is issued and the posts are approved, provided the approved posts are not changed.
5. **Light-Pole Banner Sign.** A light-pole banner sign shall comply with the following standards:
 - a) It shall be attached on at least two ends;
 - b) It shall not have separate illumination;

- c) It shall be limited to two light-pole banner signs per pole; and
- d) No additional sign permit is required to change a light-pole banner sign after the initial sign permit is issued and the pole mounts are approved, provided the approved pole mounts are not changed.

5.7.9. - Attached Signs Requiring a Sign Permit

A. Attached Signs Generally

1. Attached signs requiring a sign permit in accordance with Section 2.5.13, Sign Permit, shall comply with the standards of Section 5.7.9, Attached Signs Requiring a Sign Permit. Attached signs within the Institutional District shall comply with Section 5.7.11, Signs in Institutional Districts. (See Section 5.7.16, Sign Images by Sign Type, for visual illustration of attached signs)
2. A summary of the applicable tables and specific provisions regulating attached signs requiring a permit, in addition to illumination provisions, is provided below.
 - a) Table 5.7.9.C: Attached Signs - Maximum Permitted Sign Area Per Principal Building Facade establishes within each zoning district the maximum square feet of sign area permitted on a principal building's facade based on the linear feet of the building's facade (width of the building).
 - b) Table 5.7.9.D: Attached Signs - Maximum Permitted Sign Area by Sign Type establishes the number of permitted signs and size limits by each sign type listed in the table; however, the maximum sign area permitted on the building facade is regulated by Table 5.7.9.C: Attached Signs - Maximum Permitted Sign Area Per Principal Building Facade.
 - c) Table 5.7.9.E: Attached Specialty Signs - Maximum Permitted Sign Area by Sign Type establishes sign standards for attached specialty signs. Attached specialty signs do not count towards the maximum sign allowances in Table 5.7.9.C: Attached Signs - Maximum Permitted Sign Area Per Principal Building Facade and Table 5.7.9.D: Attached Signs – Maximum Permitted Sign Area by Sign Type. Attached Specialty Signs are allowed in addition to other allowable attached signs.
 - d) Subsection 5.7.9.F, Attached Signs on Multi-Tenant Buildings, establishes how standards for signs on multi-tenant buildings are applied on shared building facades.
 - e) Subsection 5.7.9.G, Specific Standards for Attached Signs, establishes additional standards for specific sign types as noted within the tables in Section 5.7.9, Attached Signs Requiring a Sign Permit.

B. Illumination Standards for Attached Signs

1. Illuminated attached signs are prohibited in residential districts.
2. In all other districts, signs may be internally or externally illuminated, except that in the AGR, TO, OI, EC, PNR and GCO districts, internal illumination is limited to cut-out letter/graphic or silhouette lighted signs.

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3. Specific illumination standards are also provided by sign type in Subsection 5.7.9.G, Specific Standards for Attached Signs.
4. All signs must also comply with the illumination requirements in Section 5.7.6, Illumination Standards.

- C. Attached Signs – Maximum Permitted Sign Area Per Principal Building Facade.** The maximum sign area permitted per principal building facade shall comply with the provisions in Table 5.7.9.C: Attached Signs –Maximum Permitted Sign Area Per Principal Building Facade.

TABLE 5.7.9.C: ATTACHED SIGNS – MAXIMUM PERMITTED SIGN AREA PER PRINCIPAL BUILDING FACADE		
DISTRICT	AREA MULTIPLIER PER LINEAR FOOT OF PRINCIPAL BUILDING FACADE	MAXIMUM SIGN AREA FOR ATTACHED SIGNS ON PRINCIPAL BUILDING FACADE [1] (SF)
All Residential Districts - Nonresidential uses only	0.5	50
AGR, TO, PNR	1	50
OI, LB, EC, LI, HI, MS, MX	1	100
CB	2	300
GB, RC	2	400
GCO	n/a [2]	200 [3]
NOTES:		
[1] Applies to the maximum square footage for all signs on the principal building facade only; all other facades may have 50% of the allowable square footage of the principal building facade.		
[2] The GCO is an overlay district and therefore the base district determines the square foot multiplier.		
[3] The maximum sign area for signs within the GCO is limited to 200 sf or the lesser sign area of the underlying zoning district.		

- D. Attached Signs – Maximum Permitted Sign Area by Sign Type.** The permitted number and area by sign type shall comply with the provisions in Table 5.7.9.D: Attached Signs - Maximum Permitted Sign Area by Sign Type.

TABLE 5.7.9.D: ATTACHED SIGNS – MAXIMUM PERMITTED SIGN AREA BY SIGN TYPE			
SIGN TYPE/DISTRICTS	NUMBER	MAXIMUM AREA PER SIGN TYPE [1] (SF)	ADDITIONAL STANDARDS
WALL SIGN			
All Residential Districts - Nonresidential uses only	1	50	
AGR, TO, OI, LB, EC, LI, HI, MS, MX, PNR	n/a	50	
CB	n/a	200	
GB, RC	n/a	300	
GCO	n/a	100 [2]	
AWNING SIGN			
All Nonresidential Districts	n/a	25% of Awning	5.7.9.G.1
BUILDING BANNER SIGN			
MS, MX	n/a	16	5.7.9.G.3
CB, RC		20	
BUILDING CANOPY SIGN			

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All Nonresidential Districts	1/canopy face	See Additional Standards	5.7.9.G.4
MARQUEE SIGN			
MS, MX GB, RC, CB	n/a	See Additional Standards	5.7.9.G.7 & 5.7.10
PROJECTING SIGN			
RC	1	32	5.7.9.G.8
MS, MX	1	48	
CB	1	64	
NOTES:			
[1] The cumulative sign area shall not exceed the maximum shown in Table 5.7.9.C: Attached Signs - Maximum Permitted Sign Area Per Principal Building Facade.			
[2] The maximum sign area for wall signs within the GCO is limited to 100 sf or the lesser sign area of the underlying zoning district.			

- E. Attached Specialty Signs.** The sign allowances for attached specialty signs, shall comply with the provisions in Table 5.7.9.E: Attached Specialty Signs – Maximum Permitted Sign Area by Sign Type. Attached specialty signs do not count towards the maximum sign allowances in Table 5.7.9.C: Attached Signs - Maximum Permitted Sign Area Per Principal Building Facade and Table 5.7.9.D: Attached Signs – Maximum Permitted Sign Area by Sign Type. Attached specialty signs are allowed in addition to other allowable attached signs.

TABLE 5.7.9.E: ATTACHED SPECIALTY SIGNS – MAXIMUM PERMITTED SIGN AREA BY SIGN TYPE				
SPECIALTY SIGN TYPE	ZONING DISTRICTS	NUMBER	MAX SF	ADDITIONAL STANDARDS
Blade Sign	All Nonresidential Districts	1/entrance	6	5.7.9.G.2
Crown Sign	OI, LB, GB, RC, CB, MS, MX, EC, LI, HI	1/facade, max. 2/bldg.	200	5.7.9.G.5
Freestanding Canopy Sign	All Nonresidential Districts	1/canopy face	10% of canopy face	5.7.9.G.6
Supergraphic Sign	CB	n/a	n/a	5.7.9.G.9
Wall-Painted Sign	All Nonresidential Districts	1/facade, max. 2/bldg.	n/a	5.7.9.G.10

- F. Attached Signs on Multi-Tenant Buildings.** Signs on multi-tenant buildings, with 3 or more tenants and with separate tenant entrances, shall comply with the following standards:
1. The maximum sign area for each tenant shall be based on its proportionate share of building linear frontage in accordance with Table 5.7.9.C: Attached Signs - Maximum Permitted Sign Area Per Principal Building Facade;
 2. Each attached tenant sign shall comply with all other applicable provisions in Table 5.7.9.D: Attached Signs - Maximum Permitted Sign Area by Sign Type; and
 3. A common sign plan shall be submitted in accordance with Section 5.7.14, Common Sign Plan.

- G. **Specific Standards for Attached Signs.** The following standards apply to attached signs in additional to all other applicable standards.
1. **Awning Sign.** An awning sign shall comply with the following standards:
 - a) It shall include only the vertical face of the awning structure to determine the allowable sign size; (See Section 10.2.10, Signs, for rules of measurement)
 - b) All awnings shall be of opaque material that does not transmit light through the awning; and
 - c) External lighting may be placed above the awning.
 2. **Blade Sign.** A Blade sign shall comply with the following standards:
 - a) It shall be located on the building facade a minimum of 9 feet and a maximum of 15 feet above sidewalks and other pedestrian ways; and
 - b) It may be internally or externally illuminated provided that cabinet signs are prohibited.
 3. **Building Banner Sign.** A building banner sign shall comply with the following standards:
 - a) It shall be oriented perpendicular to the building facade and shall be attached to a permanent structure on at least two ends;
 - b) It shall not be illuminated; and
 - c) No additional sign permit is required to change a building banner sign after the initial sign permit is issued and the pole mounts are approved, provided the approved pole mounts are not changed.
 4. **Building Canopy Sign.** A building canopy sign shall comply with the following standards:
 - a) It shall not exceed the vertical edge of the building canopy;
 - b) It may extend beyond the top or bottom horizontal edges of the building canopy, or be within the face of the building canopy;
 - c) If extended above the top horizontal edge, or on top of the building canopy, the maximum permitted height of the sign copy shall be 2 feet; and
 - d) It may have internal illumination that is limited to cut-out letter/graphic or silhouette lighted signs.
 5. **Crown Sign.** A crown sign shall comply with the following standards:
 - a) It shall only be allowed on buildings 60 feet or greater in height;
 - b) Only one crown sign shall be located on any one side of a building;
 - c) No more than 2 crown signs shall be allowed per building;
 - d) It shall not cover windows or architectural details;

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- e) It shall not extend above the top of the roofline, or vertical edge of the building facade;
 - f) It shall not be placed below the floor of the top floor of the building;
 - g) It shall not exceed 75% of the width of the building facade; and
 - h) It may have internal or external illumination, but internal illumination is limited to cut-out letter/graphic or silhouette lighted signs.
6. **Freestanding Canopy Sign.** A freestanding canopy sign shall comply with the following standards:
- a) It shall be located on the face of the canopy, or be suspended under the canopy;
 - b) In no case shall it extend beyond the top horizontal or vertical edge of the canopy to which it is attached;
 - c) It shall not be located on top of the canopy; and
 - d) It may have internal illumination.
7. **Marquee Sign.** A marquee sign shall comply with the following standards:
- a) It may be internally or externally illuminated;
 - b) It may have electronic changeable copy in accordance with the standards in Section 5.7.10, Electronic Sign Standards, up to a maximum height of 5 feet; and
 - c) It may be located on top of the marquee with up to a maximum height of 3 feet and a maximum width of 75% of the marquee structure. When located on top of the marquee, it may have internal illumination that is limited to cut-out letter/graphic or silhouette lighted signs.
8. **Projecting Sign.** A projecting sign shall comply with the following standards:
- a) It shall be located on the building facade facing a street, drive, or pedestrian way;
 - b) It shall be located a minimum of 15 feet above sidewalks and other pedestrian ways, and vehicular drives and parking spaces;
 - c) It shall not include any loose, windblown or moving elements;
 - d) It shall not extend horizontally more than 4 feet from the building facade;
 - e) It shall not extend vertically above the roof line;
 - f) It shall be separated from other projecting signs by a distance of at least 25 feet;
 - g) Sign supports must be an integral part of the sign; and
 - h) It may be internally or externally illuminated provided that cabinet signs are prohibited.

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9. **Supergraphic Sign.** Supergraphic signs are intended to recognize the unique characteristics and needs of the High Point Market in the Central Business District. A supergraphic sign shall comply with the following standards:
 - a) It shall not extend above the top of the roofline, or vertical edge of the building facade;
 - b) It shall not cover windows or doors;
 - c) It shall be securely anchored in accordance with a licensed engineer's or sign manufacturer's specifications; and
 - d) It shall not be illuminated.
10. **Wall-painted Sign.** A wall-painted sign shall comply with the following standards:
 - a) It shall be permitted on only two facades of a structure;
 - b) It shall be maintained in good condition and repaired in case of vandalism or accidental destruction or be painted over to match the building;
 - c) It shall be applied using weather-resistant paint;
 - d) It shall not be painted on or obscure windows or doors;
 - e) It shall not be externally illuminated; and
 - f) Nothing in this section shall prevent someone who installs a wall-painted sign from incorporating their name or other identifying information as part of the wall-painted sign.

5.7.10. - Electronic Sign Standards

- A. **General Standards for Electronic Changeable Copy (Alphanumeric Non-Pictorial) and Video Signs**
 1. Where permitted, an existing sign may be replaced with a sign that incorporates electronic changeable copy or is a video sign; however, no existing sign shall be modified to add an electronic changeable copy or a video sign. If an existing sign is replaced by a sign having electronic changeable copy or a video sign, the replacement sign may use the existing structure. (See Section 5.7.16, Sign Images by Sign Type, for visual illustration of electronic changeable copy signs and video signs)
 2. The area of the electronic changeable copy or video sign shall be counted toward the applicable maximum allowable sign area.
 3. **Illumination**
 - a) Maximum illumination levels for electronic changeable copy signs shall not exceed 5,000 Nits.
 - b) Maximum illumination levels for video signs shall not exceed 2,500 nits.

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- c) The maximum illumination between sunset and sunrise of an electronic changeable copy sign or a video sign shall not exceed 500 nits.
 - d) Illumination levels for signs using LED technology shall provide a minimum LED density of 19/19 mm (bulb cluster spacing on center).
 - e) Prior to the issuance of a sign permit, the following shall be required:
 - (i) A written certification from the sign manufacturer that confirms the light intensity has been factory pre-set not to exceed the maximum illumination levels specified by Subsection 5.7.10.A.3, Illumination; and
 - (ii) The sign shall have a light sensing device, either by photocell (hardwired) or software settings, that will adjust the illumination in real-time as ambient light conditions change, so that the sign does not exceed the maximum illumination levels allowed by this Subsection 5.7.10.A.3, Illumination.
 - f) All electronic changeable copy signs and video signs must also comply with the illumination requirements in Section 5.7.6, Illumination Standards.
4. **Historic Properties.** No attached electronic changeable copy sign or video sign shall be placed on a structure that has a National Register designation, is located on a Guilford County Landmark property, or is within a Local Historic Overlay district.

B. Electronic Changeable Copy Signs

- 1. Freestanding electronic changeable copy signs are only allowed in the LB, GB, MS, CB, and RC Districts.
- 2. Only one freestanding electronic changeable copy sign shall be allowed per lot, which does count towards the allowable freestanding sign per lot frontage.
- 3. Freestanding electronic changeable copy signs shall not exceed 33% of the permitted sign area and shall be integrated into the sign face (not a separate sign).
- 4. Attached electronic changeable copy signs are only allowed as a marquee sign within the permitted sign area.
- 5. An electronic changeable copy sign shall only display non-pictorial text information using alphanumeric characters.
- 6. **Message**
 - a) Messages shall be static and complete within itself, with no continuation of content to the next image or message.
 - b) Messages shall be limited to 4 lines of information and/or 10 items of information, to allow passing motorists to read the entire copy with minimal distraction.
 - c) Changes to messages displayed must be as instantaneous as is technologically feasible, with no flashing, zooming, scrolling, fading, twinkling/sparkling, or other operating mode that imitates movement.

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- d) The entire text of a message shall be a maximum of two colors and shall not vary in intensity during its display frame.
- e) The rate of message change for an electronic changeable copy sign shall be no faster than one time each 16 seconds.

C. Video Signs

- 1. Video signs are only allowed in the CB District.

2. Freestanding Video Signs

- a) Freestanding video signs shall be a maximum of 32 square feet and 6 feet in height and shall be positioned generally parallel to the street to minimize direct view from approaching vehicular traffic.
- b) A zone lot having a freestanding video sign shall not be permitted to have any other non-video freestanding sign.
- c) The number of freestanding video signs shall be limited as follows:
 - (i) One freestanding video sign shall be permitted per street front on a zone lot having a street frontage of 100 feet or greater; and
 - (ii) One additional freestanding video sign shall be permitted per street front for a zone lot having a street frontage of 200 feet or greater.
- d) No part of a freestanding video sign shall be located within 25 feet of the intersecting street rights-of-way, or closer than 50 feet to another freestanding video sign.

3. Attached Video Wall Sign

- a) An attached video wall sign shall not exceed 60 square feet and is considered in the maximum sign area per building facade.
- b) The number of attached video wall signs shall be limited as follows:
 - (i) One video wall sign shall be permitted per street front on a building having a minimum linear building width of 100 feet or greater; and
 - (ii) One additional video wall sign shall be permitted per street front on a building having a minimum building width of 200 feet or greater.
- c) Location/Orientation.
 - (i) A video wall sign shall be positioned on a wall generally parallel to the street to minimize direct view from approaching vehicular traffic.
 - (ii) A video wall sign shall not extend more than 18 inches from the wall to which it is attached.
 - (iii) A video wall sign shall not be positioned on a wall where the top portion of the sign is higher than 40 feet above ground level.

- (iv) No part of a video wall sign shall be located within 25 feet of the intersecting street right-of-way, or closer than 50 feet to another video wall sign.

5.7.11. - Signs in Institutional Districts

A. Applicability

Section 5.7.11, Signs in Institutional Districts applies to signs located within the Institutional District.

B. Common Sign Plan

1. A common sign plan shall be required for all development with new signs requiring a sign permit within the Institutional District in accordance with Section 5.7.14, Common Sign Plan.
2. Upon the effective date of this Section, existing signs within the Institutional District may change sign copy provided the sign copy area is not increased.

C. General Standards for Signs in Institutional Districts

1. Illumination

- a) Illumination standards for the Institutional District are as follows:
 - (i) Signs may be externally illuminated; and
 - (ii) Internal illumination is limited to cut-out letter graphics or silhouette lighted signs.
- b) All signs must also comply with the illumination requirements in Section 5.7.6, Illumination Standards.

2. **Freestanding Signs.** Within a zone lot located in an Institutional District, 1 freestanding sign is allowed per street frontage of up to 100 square feet and 6 feet in height.

3. **Attached Signs.** Each building facade may have a maximum of 100 square feet of attached signs. The following sign types are permitted:

- a) Wall sign;
- b) Awning sign, in accordance with Subsection 5.7.9.D, Attached Signs – Maximum Permitted Sign Area by Sign Type; and
- c) Building canopy sign, in accordance with Subsection 5.7.9.D, Attached Signs – Maximum Permitted Sign Area by Sign Type.

4. **Freestanding Specialty Signs.** The following freestanding specialty signs may be located in Institutional Districts in accordance with Subsection 5.7.8.E, Freestanding Specialty Signs:

- a) Development entrance signs. Institutional Districts that are divided by a public street shall be considered a separate development in determining the number of allowed development entrance signs;

- b) Institutional banner signs; and
 - c) Light-pole banner signs.
5. **Attached Specialty Signs.** The following attached specialty signs may be located in Institutional Districts in accordance with Subsection 5.7.9.E, Attached Specialty Signs:
- a) Blade signs;
 - b) Crown signs; and
 - c) Wall-painted signs.
6. **Institutional Directional Signs.** Institutional directional signs shall meet the following standards: (See Section 5.7.16, Sign Images by Sign Type, for visual illustration of institutional directional signs)
- a) Institutional directional signs may be located at street intersections, private drives and pedestrian connections to the street; and
 - b) An institutional directional sign shall not exceed 32 square feet or 8 feet in height.

D. Alternate Plan

1. The Planning and Development Director may approve an alternate common sign plan that allows modifications to the standards of Section 5.7.11, Signs in Institutional Districts, based on the following conditions:
 - a) Physical conditions of the property;
 - b) Block and/or lot configuration;
 - c) Impractical situations resulting from the application of the sign standards; or
 - d) The need to provide a better coordinated and designed campus sign system than the standards of this Section allow.
2. The following sign standards may be modified by an alternate common sign plan, provided the maximum square footage of all proposed freestanding and development entrance signs do not exceed the maximum square footage of all allowed signs, as provided in this Section, for a street frontage:
 - a) The number of freestanding and development entrance signs may be increased up to a maximum of 2 additional signs per street frontage;
 - b) The height of freestanding signs may be increased up to a maximum of 12 feet; and
 - c) The maximum size of freestanding signs may be increased up to a maximum of 25 percent.

5.7.12. – Limited Duration Signs

Limited duration signs requiring approval of a sign permit in accordance with Section 2.5.13, Sign Permit, shall comply with the following standards:

- A. Only inflatable signs, pennants, and temporary banner signs are allowed as limited duration signs. (See Section 5.7.16, Sign Images by Sign Type, for visual illustration of these signs)
- B. Limited duration signs are allowed in all nonresidential districts for nonresidential uses and in residential districts for outdoor seasonal sales as provided for in Section 4.5.4.D, Outdoor Seasonal Sales, up to a maximum of 30 days, two times per year. The 30-day maximum duration is allowed to run consecutively.
- C. Illumination is not allowed.
- D. Pennants must be contained within the lot or zone lot and shall not be anchored to the sidewalk or affixed to a pole, traffic control box, or other structure or appurtenance in the public right-of-way.
- E. One freestanding temporary banner sign per lot or zone lot is allowed up to a maximum of 32 square feet and up to 6 feet in height.
- F. One attached temporary banner sign per business is allowed up to a maximum 32 square feet.
- G. Inflatable signs shall comply with the following standards:
 - 1. One inflatable sign shall be permitted per lot or zone lot not exceeding 15 feet in height or 10 feet at its widest horizontal dimension;
 - 2. An inflatable sign shall be securely anchored in accordance with a licensed engineer's or sign manufacturer's specifications and tethered in a manner that does not create a hazard; and
 - 3. An inflatable sign shall not include any loose, windblown or moving elements.

5.7.13. - Vintage Signs

A sign may be designated a vintage sign and reconstructed, restored, or replicated in accordance with the following standards of Section 5.7.13 Vintage Signs. (See Section 5.7.16, Sign Images by Sign Type, for visual illustration of vintage signs)

- A. **Qualifications.** A sign proposed to be reconstructed, restored, or replicated as a vintage sign shall:
 - 1. Have no outstanding violations or proposed changes to the property, or structure that would cause the property, or structure to lose its historic designation; and
 - 2. A vintage sign may be any sign type and may be located in any zoning district as long as it complies with Section 5.7.13, Vintage Signs.
- B. **Application.** A sign permit application to reconstruct, restore, or replicate a sign as a vintage sign shall include the following:
 - 1. Evidence of the existence (past or present) of the sign, and its location on the structure or property;

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2. Evidence that the sign was associated with the original or other early use of the structure or grounds, or that such sign itself has historic significance;
3. If the sign exceeds the permitted height, setback, or sign area, evidence shall be provided that the proposed sign will not exceed the extent of nonconformity of the original sign;
4. If a sign is proposed to be located somewhere other than where the original sign was located, evidence shall be provided that the sign will be located on grounds or structures that are historically relevant or individually listed on the National Register of Historic Places, or designated as a Guilford County Landmark property;
5. Evidence that the sign will not pose a hazard to pedestrian or vehicular movements, and that the erection of such sign meets the applicable provisions of the State Building Code and the National Electrical Safety Code (NESC);and
6. If the sign is being replicated, evidence shall be provided showing how the new sign will imitate the former sign in at least 5 of the following elements: size, shape, materials, coloration, lettering style, graphic art style, illumination, and type of sign (overhanging, roof mounted, wall, freestanding, etc.).

C. Limitations

1. If a vintage sign is not permitted in the zoning district where it is proposed, it may be approved if only one such sign is proposed, and it is in place of an otherwise permitted freestanding or attached sign.
2. Approval for the reconstructing, restoring, or replicating a vintage sign shall not modify the number of permitted signs allowed under this Section.

5.7.14. - Common Sign Plan

- A. **Applicability.** Common sign plans shall apply to site plans with multiple buildings, multiple lot developments, group developments, planned developments, preliminary subdivision plans, and the Institutional District.
- B. **Procedure**
 1. A common sign plan shall be approved prior to the issuance of any sign permit(s).
 2. Any new common sign plan shall include a schedule that requires bringing all permanent signs not conforming to the proposed plan into compliance within 90 days.
- C. **Standards.** A common sign plan may be more restrictive than the requirements of this Section and shall provide for coordination among the following sign elements:
 1. General locations of proposed signs within the development, for both freestanding and attached signs;
 2. Shape of signs, including proposed maximum sign height and sign area;

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3. Unifying colors and/or lettering, including specific sign or font colors, fonts or script types and any specification or variation in font or script type size and/or color;
 4. Consistent type of sign illumination;
 5. Types of freestanding and attached signs allowed;
 6. Characteristics of sign faces (translucent, partially translucent, silhouette, cut-out letters, etc.);
 7. Allowable materials and colors for signs and sign support structures, including mounting details for attached signs;
 8. Provisions for shared usage of freestanding multi-tenant development signs;
 9. Incorporation and consideration of any overlay district sign requirements; and
 10. Any additional sign elements elected by the applicant to unify the development.
- D. **Conflict.** In case of any conflict between the provisions of such a common sign plan and any other provision of this Section, the more restrictive standards shall control.
- E. **Effect.** After approval of a common sign plan, no signs shall be erected, affixed, placed, painted or otherwise established except in conformance with the approved plan. The common sign plan may be enforced in the same way as any other provision of this Section.
- F. **Amendment**
1. **Minor Changes.** Unless expressly prohibited by a condition of approval or an approved common sign plan, the following minor changes may be requested by an applicant and approved by the Planning and Development Director:
 - a) Changes to the location of freestanding or attached signs; and
 - b) Changes to the provisions for shared usage of freestanding multi-tenant development signs.
 2. **Amendment.** Changes that are beyond the scope of a minor change are considered amendments and shall comply with the standards provided for in Subsection 5.7.14.C, Standards, and be approved by the Planning and Development Director.
 3. **Appeal.**
 - a) Upon receipt of the proposed amended common sign plan, the Planning and Development Director shall give notice to all owners and leaseholders of the lot or zone lot included within the proposed amended sign plan and shall either provide them with copies of the proposed amended common sign plan or shall specify how such persons may obtain or review a copy. The notice shall give those persons receiving the notice a period of 10 calendar days to consent or file a protest to the proposed amended common sign plan. Silence in response to such notice shall be deemed consent.

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- b) If any party receiving notice files a protest, it shall be considered an appeal from the decision of the Planning and Development Director (see Section 2.4.3, Appeal).

5.7.15. - Savings Clause

Subject to the property owner's consent, a noncommercial message of any type may be substituted in whole or in part for the message displayed on any sign for which the sign structure or mounting device is legal. Any change to the structure or mounting device, or the refacing of a sign shall be subject to the requirements of this Section, a common sign plan, and permitting, as may be applicable.

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A-Frame Signs	Accessory Use Signs	Air-Blown Signs	Animated Signs	Announcement Signs	Attached Signs
Awning Signs	Banner Signs	Blade Signs	Building Banner Signs	Building Canopy Signs	Building Marker Signs
Cabinet Signs	Changeable Copy Signs	Construction Signs	Crown Signs	Cut-Out Letter/Graphic Signs	Development Entrance Signs
Demolished Building Signs	Directional/Safety Signs	Electronic Changeable Copy Signs	Externally Illuminated Signs	Flashing Signs	Freestanding Canopy Signs

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Freestanding Multi-Tenant Dev. Signs	Freestanding Signs	Historical or Memorial Signs	Inflatable Signs	Institutional Banner Signs	Institutional Directional Signs
					
Internally Illuminated Signs	Light-Pole Banner Signs	Marquee Signs	Mechanically Moving Signs	Menu Board Signs	Monument Signs
					
Pennants	Projecting Signs	Real Estate Signs	Roof Signs	Silhouette Lighted Signs	Supergraphic Signs
					
Temporary Banner Signs	Trailer Signs	Vehicle Signs	Vending Signs	Video Signs	Vintage Signs

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SECTION 2.

That Section 10.2.10., *Signage*, is repealed and replaced with Section 10.2.10., *Signs* as follows:

10.2.10. Signs

- A. **Purpose** This section provides rules of measurement for sign area, height, and number. Graphics are provided to illustrate how the rules of measurement are applied to enable users to better understand sign measurement standards. These graphics are provided as a convenience and do not replace the written rules of measurement.
- B. **Applicability** All signs regulated by this Ordinance shall comply with these rules of measurement.
- C. **Use of Terms** Where the rules of measurement reference terms such as “legibility”, “sign area”, “sign copy”, “sign face”, these terms shall be based on the definitions as provided in Section 10.4 Definitions.
- D. **Computation of Sign Height** Sign height shall be computed as follows:
 - 1. The distance from the elevation of the finished grade to the top of the highest component of the sign including supporting or decorative features above the sign copy. Finished grade shall be the grade after construction.
 - 2. The finished grade elevation of a freestanding monument sign shall be measured at the midpoint of the freestanding sign’s base.
 - 3. Filling, berming, or mounding for the sole purpose of elevating the sign’s finished grade will be counted toward the sign height.
- E. **Determination of Numerical Sign Limits** The lot or site to which numerical limits for the permitted number of freestanding signs is applicable under this Ordinance shall be as

follows:

1. If a common sign plan has been approved for an area that includes the land on which a freestanding sign will be located, then the common sign plan's numerical limits for permitted freestanding signs shall be applied to the entire area encompassed by the common sign plan; and
 2. In all other cases, the numerical limits for permitted freestanding signs shall be the platted lot or other separately owned or leased parcel on which the signs will be located.
- F. **Computation of Sign Number and Sign Area for Multiple Frontages** The number and sign area permitted for lots having two or more street frontages shall be computed as follows:
1. For multiple frontage lots, the total number of freestanding signs shall not exceed the total number of freestanding signs allowed per street frontage. When a freestanding sign is placed at the corner of a lot, it shall be counted as one of the lot frontage's allowed freestanding signs. Placement of a sign at the corner shall limit the sign area and height of a freestanding sign permitted on another lot frontage based on the standards in Table 5.7.8.D Freestanding Signs – Maximum Permitted Sign Number, Area and Height (Footnote 1).
 2. For multiple frontage lots, the total sign area for attached signs shall be determined by the linear frontage of the principal building facade. For building facades having a primary entrance located at the intersection of two building facades, either building facade may be designated as the principal building facade upon which permitted sign area is computed.
- G. **Computation of Sign Area for Single-Faced Signs** The sign area of a single-faced sign shall be computed as follows:
1. Measuring the smallest square, circle, rectangle, triangle, or combination thereof which encompasses the extreme limits of the writing, representation, emblem, or other display;
 2. Including in the measurement any material or color forming an integral part of the background of the sign copy or used to differentiate the sign copy from the structure against which it is placed; however this does not include a color used predominantly on the building facade that is not intended solely to call attention to the sign; and,
 3. Including any part of the sign structure that is determined to impact the permitted sign area as outlined in Subsection I. Impact of Sign Structure on Permitted Sign Area below.
- H. **Computation of Sign Area for Multi-faced Signs** The sign area of a multi-faced sign shall be computed as follows:

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1. The sign area shall be computed in the same manner as computing sign area for a single-faced sign for all sign faces visible from any one point.
 2. When sign faces on the same structure are placed back-to-back no more than 2 feet apart, and no portion of either sign face is visible from any point at the same time, the sign area shall be computed by measuring the sign area of only one of the sign faces. If the sign faces of a multi-faced sign are of unequal sign area, computation of sign area shall be based on the sign face with the largest sign area.
 3. If the sign face on a multi-face sign does not meet the above conditions, all sign area of the sign faces shall be added together to compute the total sign area.
- I. **Impact of Sign Structure on Computation of Permitted Sign Area** In computing sign area, the following elements shall be considered part of the sign area and included in the sign area measurement:
1. Any portion of the sign structure that is internally lighted or includes neon, LED or other lighting;
 2. Any portion of a wall upon which color or visual features are added to the wall structure that calls attention to the sign. This does not include the supporting wall structure, framework, bracing, or wall area that is clearly incidental to the message itself.
- J. **Computation of Linear Feet of Principal Building Facade** For the purposes of computing linear feet of principal building facade, the following shall be used:
1. The linear distance along the principal building facade shall be counted as one building facade, except where the principal building facade is a multiple tenant non-residential building, then the linear feet of each tenant's principal building facade shall be computed separately.
 2. The length of the building facade shall be measured from one corner of the building facade to the other corner without regard to building offsets, angled walls or indentations.
 3. For multiple tenant buildings, the principal building facade shall be measured from one point of the tenant's principal building facade to the other without regard to building offsets, angled walls or indentations.
- K. **Computation of Sign Measurements for Specialty Signs**
1. **Address** For use types other than household living uses, a maximum of 5 square feet of sign area may be devoted to a site's street address exclusive of the permitted sign area computation.

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2. **Awning Sign** The sign area permitted on an awning shall be computed based on the total height and width of the viewable portions of the awning face.
3. **Electronic Changeable Copy and Video Signs** The sign area of electronic changeable copy and video signs shall be computed by measuring the height and width of the operating box in which the electronic changeable copy or video sign is situated.
4. **Freestanding Canopy Sign** The sign area permitted on a freestanding canopy sign shall be computed based on the total square footage of the vertical surface of the canopy upon which the sign is placed.

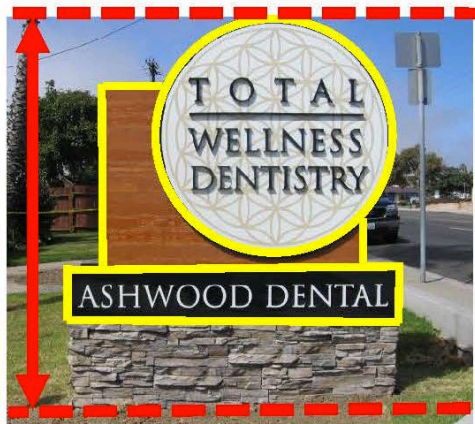
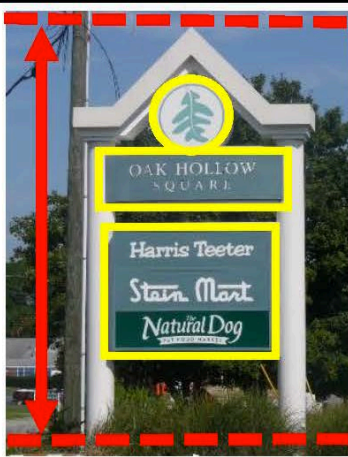
Graphics of Rules of Measurement on Next Page

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Sign Height (RED) & Sign Area (Yellow)

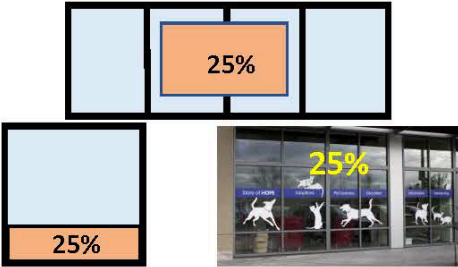


Sign Height (RED) & Sign Area (Yellow)	
	
	
	

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Measurement of Building Facade	Measurement of Sign Area
	
	 Example: GB District: 450 LF of bldg. facade, permits 2 sf of attached sign area / LF of bldg. facade (2 x 450' = 900 sf); max sign are permitted = 400 sf
	
	 Window signs shall not exceed 25% of any individual window or door, or 25% of all windows & doors

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Additional Examples of Rules of Measurements



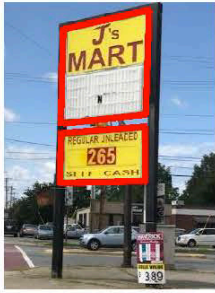
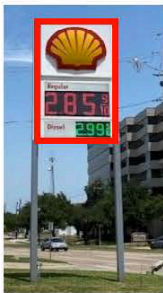
Electronic sign shall be integrated into the sign face



Electronic sign shall be ≤ 33% of total sign area



Multi-Faced Signs – Sign area computed on sign faces visible from any one point



White background color or blank sign face included in sign area computation



Building color not used to solely call attention to the sign



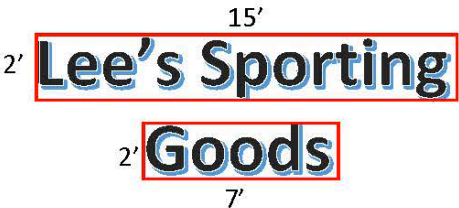
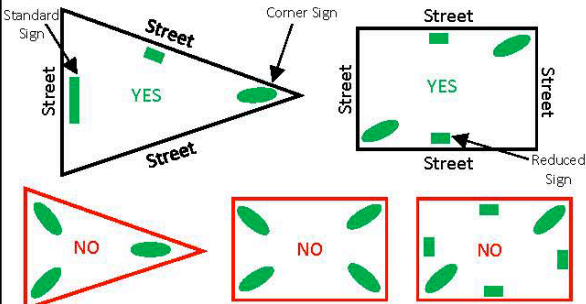
Background color used to call attention to sign



Awning sign area is computed based on total height and width of viewable portions of the awning face



Awning sign area is computed based on total height and width of viewable portions of the awning face

Additional Examples of Rules of Measurements	
 Finished grade elevation of freestanding sign measured at midpoint of sign base	 No part of sign may be closer than 3 feet to a curb or street pavement measured horizontally from curb to sign
 Freestanding Canopy Sign – Limited to 10% of Sign Face and Not Extending Above or Below Horizontal Canopy Edge	 Building Canopy Sign – Sign Height Limited to ≤ 2' Above/Below Vertical Edge of Canopy
 Square Feet of Building Sign without Background $(2' \times 15') + (2' \times 7') = 44$ square feet	 Square Feet of Building Sign with Background $8' \times 17' = 136$ square feet
 Multiple Frontage Lots May Have Signs at Corner but Reduces Sign Size of Another Frontage	 Sign Area – Any portion of sign structure internally lighted

SECTION 3.

That Section 10.4 *Definitions*, is hereby amended to modify some exiting definitions, delete definitions that are no longer relevant, and to group together definitions related to signs as follows:

10.4. DEFINITIONS

GENERAL DEFINITIONS	
AWNING	<u>An attached, framed structure typically covered by plastic, canvas, metal or other material that projects from a building to provide protection from the weather. This definition does not include a “canopy” which is defined elsewhere.</u> A plastic, canvas, or metal porch or shade supported by a frame and often foldable that is placed over a storefront, doorway, or window.
BANNER	A temporary sign of lightweight fabric or similar material which is rigidly mounted to a pole or a building by a rigid frame at two or more opposite sides. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banners.
Commercial Message	A sign wording, logo, graphics or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.
<u>CANDELA</u>	<u>The candela is the base unit of luminous intensity in the International System of Units; it is luminous power per unit solid angle emitted by a point light source in a particular direction.</u>
CANOPY	<u>A rigid permanent structure attached to a building (building canopy) or freestanding (freestanding canopy) for the purpose of providing shelter or as a decorative feature on a building wall. A canopy is not an enclosed structure and the definition does not include an “awning” which is defined elsewhere.</u> A permanent structure other than an awning made of cloth, metal or other material attached or unattached to a building for the purpose of providing shelter to patrons or automobiles, or as a decorative feature on a building wall. A canopy is not a completely enclosed structure.
<u>CESSATION</u>	<u>Ending of the use of land, structure, operation, or activity, permanently or for a period of time, as defined by this Ordinance.</u>
<u>FLAG</u>	<u>A sign mounted to a pole made of non-rigid cloth or canvas or other material with no enclosing or supporting framework.</u>

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MARQUEE	<u>A permanent roof-like structure projecting beyond the facade of a building, such as a theater, generally located at the building's primary entrance designed to provide protection from the weather upon which messages are placed.</u> A permanent roof-like structure projecting beyond a building or building wall generally designed and constructed to provide protection from the weather.
NIT	<u>A unit of luminance equal to 1 candela per square meter (cd/m2), measured perpendicular to the rays of the source.</u> A measurement of a sign's luminance measured in the number of candela per square meter (cd/m2).
PLAYBILL	A sign announcing entertainment offered or to be offered at a business location on the site where the sign is displayed.
SIGNS	The following definitions relate to Signs: (See Section 5.7.16, Sign Images by Sign Type to view images of the different sign types.) !!LINK!!
	a) A-Frame Sign <u>A temporary sign constructed in such a manner as to form an "A" or tent-like shape, hinged or not hinged at the top. Also known as a "sandwich board sign."</u> A sign not permanently attached to the ground or other permanent structure, that is displayed for a limited period of time, and is constructed in such a manner as to form an "A" or tent-like shape, hinged or not hinged at the top; each angular face held at an appropriate distance by a supporting member. Also known as a "menu board" or "sandwich board sign."
	b) <u>Air-Blown Sign/Device</u> <u>Any sign of which all or part is set in motion by mechanically forced air such as signs or devices referred to commercially as "air puppets" and "air dancers."</u>
	c) Animated Sign <u>Any type of sign where all or part of the sign copy visibly moves in any fashion whatsoever using illumination of any type to show movement, motion, action, special effects, scenery, or change.</u> A sign which flashes, revolves, rotates, or swings by mechanical means or which uses a change of lighting to depict action or to create a special effect or scene.
	d) <u>Announcement Sign</u> <u>A sign that meets the area and height requirements for an announcement sign in Section 5.7.7, Signs Allowed Without a Sign Permit.</u>

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e) Attached Sign	<u>A sign that is affixed to, painted, or drawn on a building or structure.</u> A sign that is affixed directly or indirectly to the exterior of any surface of any building, to a projecting structure of a building, or to any outdoor structure.
f) <u>Attached Specialty Sign</u>	<u>A blade, crown, freestanding canopy, or supergraphic sign.</u>
g) Awning Sign	<u>An attached sign applied to an awning.</u> Any sign which is a part of a fabric or other nonstructural awning.
h) <u>Blade Sign</u>	<u>An attached specialty sign located between 9 and 12 feet above grade on the building facade and projecting from that facade.</u>
i) <u>Building Banner Sign</u>	<u>An attached specialty sign constructed of mesh, vinyl, fabric, or similar material attached to a building facade in a perpendicular manner.</u>
j) <u>Building Canopy Sign</u>	<u>An attached sign structurally part of or located on a building canopy.</u> A sign which is a part of or attached to an awning, canopy or other fabric-like or plastic protective structure which is extended over a door, window, or entranceway.
k) Building Marker <u>Sign</u>	<u>A sign attached to a building inscribed onto a masonry surface or metal plaque or other permanent material.</u> A sign indicating the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.
l) <u>Cabinet Sign</u>	<u>A sign structure which contains a removable sign face panel and/or background constructed of plastic or similar translucent materials and which has an internal light source.</u>
m) Changeable Copy Sign	<u>A sign or portion thereof that displays nonelectronic messages in which the copy is arranged or rearranged manually or mechanically.</u> A sign which displays messages in which the copy may be arranged or rearranged by hand.

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n) Construction Sign	<u>A sign temporarily placed on the property where site work, building construction and/or a tenant improvement is in progress.</u> A sign which identifies the architects, engineers, contractors, and other individuals or firms involved with construction of development, the name of the building or development, the intended purpose of the building or development under construction, and/or the expected completion date.
o) <u>Crown Sign</u>	<u>An attached specialty sign located on the facade of the topmost story of a multi-story building and not projecting above the roofline of the building.</u>
p) Cut-Out Letter /Lighting <u>Graphic Sign</u>	<u>A sign designed in a manner that only the outlines of the letters, numerals, graphics, or symbols are illuminated from an internal lighting source while the remainder of the sign is covered with opaque materials that prevent illumination. Neon or tube lighting is not considered cut-out lettering.</u> Lighting so arranged that only the outlines of letters, numerals, or symbols are illuminated from an internal lighting source while the remainder of the Sign is covered with nontransparent materials that prevent illumination.
q) <u>Development Entrance Sign</u>	<u>A freestanding specialty sign located at a principal entrance to the development.</u>
r) <u>Directional and Safety Sign</u>	<u>A sign that has a purpose of guiding traffic and pedestrians, or identifying hazards on public or private property, that is secondary to the primary use of the property on which it is located, such as "no parking," "entrance," "exit," "loading only," and similar signs of warning and/or directives, such as "high voltage" or "no trespassing."</u>
s) Electronic Changeable Copy Sign	<u>A sign or portion thereof that changes sign copy electronically or displays electronic, non-pictorial information using alphanumeric characters employing light emitting diodes, fiber optics, light bulbs, or other illumination devices.</u> A sign or portion thereof that displays electronic, non-pictorial text information in which each alphanumeric character, graphic or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes (LED's), fiber optics, light bulbs, or other illumination devices within the display area. Electronic changeable copy signs include computer programmable, microprocessor controlled electronic displays, and also include projected images or messages with these characteristics onto buildings or other objects. Electronic changeable copy signs do not include traffic control or other official signage.

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	t) Externally Illuminated Sign Illumination, Indirect	<u>A sign where the light source is not contained within the sign, but is external and projected onto the sign.</u> Illumination from a light source that is not contained within the sign, where the light source is external and projected onto the sign.
	u) Flashing Sign	<u>A sign that projects or displays (or has the illusion of) an intermittent, blinking, scintillating, or flashing light source.</u> A type of animated sign which contains an intermittent, blinking, scintillating, or flashing light source, or which includes the illusion of intermittent or flashing light, or an externally mounted intermittent light source.
	v) Freestanding Sign	<u>A sign that is affixed to the ground with one or more supports, or on a fence, or other non-building wall, but not on any portion of a building.</u> A sign which is placed on or anchored in the ground with one or more supports that are not part of a building or other structure.
	w) Freestanding Canopy Sign	<u>An attached specialty sign structurally part of or located on a freestanding canopy.</u>
	Governmental Sign	A sign erected by or on behalf of a governmental body to post a legal notice, identify public property, convey public information of significant importance, or direct or regulate pedestrian or vehicular traffic.
	x) Freestanding Multi-Tenant Development Sign	<u>A sign located on a lot with a multi-tenant building with 3 or more tenants, a group development, or a multiple lot development.</u>
	y) Freestanding Specialty Sign	<u>A development entrance sign, institutional banner sign, or light-pole banner sign.</u>
	z) Historical or Memorial Sign	<u>A freestanding sign located on property that is individually listed on the National Register of Historic Places, designated a Guilford County Landmark property, within a Local Historic Overlay district, or on similar historic properties.</u> A sign which commemorates a historical person, structure, place, or event or which denotes, honors, celebrates, or acknowledges an historical person, structure, place, or event.

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	SIGN, IDENTIFICATION	A sign used to display the name, address, logo or other identifying symbol of an individual, family, business, institution, service, or organization occupying the premises; the profession of the occupant; the name of the building on which the sign is attached; or directory information in group developments or buildings with multiple tenants.
	SIGN, INSTRUCTIONAL	A sign that provides assistance, with respect to the premises on which it is maintained, for the direction, safety, or convenience of the public such as "entrance," "exit," "one way," "telephone," "parking," "no parking," and similar instructions.
	aa) <u>Inflatable Sign</u>	<u>A limited duration sign which is multi-dimensional and filled with air or gas. This definition does not include balloons without messages.</u>
	bb) <u>Institutional Banner Sign</u>	<u>A specialty freestanding sign constructed of mesh, vinyl, fabric, or similar material attached on opposite ends to permanent ground-mounted posts.</u>
	cc) <u>Institutional Directional Sign</u>	<u>A sign that has a purpose of guiding traffic and pedestrians within the Institutional District and meets the standards of Section 5.7.11, Signs in Institutional Districts.</u>
	dd) <u>Internally Illuminated Sign</u> Direct Illumination	<u>A sign where the light source is concealed or contained within the sign itself and becomes visible by shining through a translucent surface or is shielded silhouette lighting that illuminates or backlights an image or lettering.</u> Illumination from a light source that is contained within the sign, where the light source is internal to the sign.
	ee) <u>Item of Information</u>	<u>A word, single number, logo or other image. The following shall also be considered single items of information: a telephone number; an address number; a street name, including a designation as "street," "avenue" or other street type.</u>
	ff) <u>Legible</u>	<u>A message that is clear enough to read or view from a particular location (such as a street) if a person, who is between five feet and six feet tall and has eyesight (corrected or natural) adequate to pass the North Carolina driver's license criteria, can discern the meaning of the message. A message or image viewable from any street or residential use other than the lot on which the sign is located is presumed to be legible if the letter height exceeds eight inches.</u>
	gg) <u>Light-Pole Banner Sign</u>	<u>A specialty freestanding sign constructed of mesh, vinyl, fabric, or similar material attached to a light-pole.</u>

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	hh) <u>Limited Duration Sign</u> Temporary Sign	<u>A sign that meets the standards of Section 5.7.12, Limited Duration Signs, and is displayed for a limited period of time that is not permanently mounted to the ground, on a building, or structure. Limited duration signs shall only include inflatable signs, pennants, and temporary banner signs.</u> A sign that is displayed for a limited period of time and/or is not permanently mounted.
	ii) Marquee Sign	A sign attached to, in any manner, or made a part of a marquee.
	jj) <u>Mechanically Moving Sign</u>	<u>A sign that revolves, rotates, spins, oscillates, or swings.</u>
	kk) <u>Menu Board Sign</u>	<u>A sign located in proximity to a drive-through or drive-up speaker or service window from which an order is placed.</u>
	ll) Monument Sign	A monolithic <u>freestanding ground-mounted</u> sign in which the bottom of the sign is base <u>is a solid structure flush or nearly</u> flush with the ground.
	mm) <u>Noncommercial Message</u>	<u>Messages, emblems, or images that do not function to direct attention to or promote a business, product, or service.</u>
	nn) Nonconforming Sign	<u>A sign that was lawfully erected, constructed, or placed that does not conform to current size, height, location, design, construction, or other requirements of this Ordinance. (See Section 8.5, Nonconforming Signs)</u> Any sign that was lawful at the date on which it was established, but does not meet the standards of this Ordinance.
	SIGN OWNER	A person holding legal title or legal right to occupy or carry on business in a structure or any facility and shall include each and every person who shall have title to or benefit of a sign, or for whose benefit any type sign is erected or maintained. Where there is more than 1 landowner, as defined, their duties and obligations under this Ordinance are joint and several, and shall include the responsibility for such sign.
	oo) Pennant	A <u>limited duration sign, which is a windblown device, made of</u> lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.
	pp) Projecting Sign	<u>An attached sign that extends from the building facade over 12 feet above grade. This term does not include an awning, blade, or canopy sign.</u> A sign end-mounted or otherwise attached to an exterior wall of a building which forms an angle with the wall.

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	qq) Real Estate Sign	<u>A sign temporarily placed on the premises where the land, building spaces, or other appurtenances are for sale or rent.</u> A sign displayed for the purpose of offering for sale, lease, or rent the land on which the sign is erected, affixed, or otherwise established.
	rr) Roof Sign	<u>An attached sign located on a building roof or on a wall that extends above any portion of the roof line or parapet.</u> A sign erected and constructed wholly on and over the roof on a building, supported by the roof structure, and extending vertically above the highest portion of the roof.
	ss) Sign	<u>Any temporary or permanent device, form, graphic, illumination, illustration, symbol, design, pattern, wording, logo, representation, trademark, trademark color, changeable image or message that is legible and intended or designed to call attention to something or someone, or communicate information or a message to the public. This definition shall not apply to any architectural building feature directly integrated into or supporting a building, nor shall it apply to any displays located inside buildings, courts, lobbies, stadiums, or other structures that are not positioned in such a manner so as to be intended to be seen from the exterior of the building or structure.</u> An object, device, display, or structure, or part thereof, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including but not limited to words, letters, pennants, banners, emblems, trademarks, trade names, insignias, numerals, figures, design, symbols, fixtures, colors, illumination, or projected images or any other attention directing device.
	tt) <u>Sign Area</u>	<u>Area of the sign structure upon which the limits of the sign square footage is computed. (See Section 10.2.10, Signs for rules of measurement)!!!LINK!!</u>
	uu) <u>Sign Copy</u>	<u>Wording or graphics on a sign surface either in permanent or removable form. (See Section 10.2.10, Signs for rules of measurement)!!!LINK!!</u>
	vv) <u>Sign Face</u>	<u>That portion of a sign on which the message of the sign is displayed, and includes all those areas within a continuous perimeter enclosing the extreme limits of all the writing, display, or presentation together with any other display material forming an integral part of such sign or used to differentiate the background against which such sign is placed, but does not include any structural element used solely for supporting the said sign.</u> <u>(See Section 10.2.10, Signs for rules of measurement)!!!LINK!!</u>

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	ww) <u>Sign Structure</u>	The structure surrounding and or supporting the sign face. ((See Section 10.2.10, Signs for rules of measurement))<u>!!LINK!!</u>
	xx) <u>Silhouette Lighted Sign</u> SHIELDED SILHOUETTE LIGHTING	<u>A sign where light is directed against and reflected off the surface behind the letters or image thereby producing a glowing effect around the letters or image. Commonly referred to as back-lit lighting.</u> Lighting achieved by an illumination source located behind individual letters or parts of a sign but not visible directly through such letters or parts of the sign to the viewer.
	yy) <u>Supergraphic Sign</u>	<u>An attached specialty sign, generally oversized, constructed of a mesh, vinyl, fabric, or similar material with a temporary message that meets the standards of Section 5.7.9., Attached Signs Requiring a Permit.</u>
	zz) <u>Temporary Banner Sign</u>	<u>A limited duration sign constructed of mesh, vinyl, fabric, or similar material attached on opposite ends to ground-mounted posts or secured to a building facade. A flag shall not be considered a temporary banner sign.</u>
	<u>Special Promotion Sign</u>	An advertising activity or circumstance of a business which is not part of its daily activities or normal routine and in which the display and/or sale of merchandise, ware, or other tangible items is the sole purpose for the promotion.
	Suspended Sign	A sign which is suspended from the underside of a horizontal plan surface and is supported by the surface
	aaa) <u>Portable Sign</u> <u>Trailer Sign</u>	A sign, <u>with or without wheels, on a supporting frame that is</u> not permanently attached to the ground or other permanent structure, <u>and is</u> designed to be transported., including but not limited to Signs: designed to be transported by means of wheels; converted to A- or T- frames; menu and sandwich board signs; gas or hot-air filled balloons; umbrellas used for advertising; signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operation of the business.
	bbb) <u>Vehicle Sign</u>	<u>A sign attached to, painted onto, or otherwise positioned in or on a vehicle or trailer that is parked for a period of time or driven in a manner that indicates that a principal use of the vehicle or trailer is for displaying the sign.</u>
	ccc) <u>Vending Sign</u>	<u>A sign on a machine that dispenses or provides access to products for public consumption or use. This term does not include drive-up accessory structures which are covered in Section 4.4.4 Standards for Accessory Structures.</u>

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	ddd) Video Sign	<u>An electronic sign or a portion thereof that displays moving images (animated) in monochrome or in color.</u> A sign consisting of a single computer monitor, video projector or television set, or multiple computer monitors, video projectors, or television sets tiled together contiguously or overlapped in order to form one large screen. Typical display technologies include, but are not limited to, LCD panels, LED arrays, DLP tiles and rear projection screens. Such signs may display static text, animation, images or photos, electronic changeable copy including the use of changing light to depict action or create special effects, video, or any combination thereof.
	eee) <u>Vintage Sign</u>	<u>A sign that is located on grounds or structures that are historically relevant or individually listed on the National Register of Historic Places or designated as a Guilford County Landmark property.</u>
	fff) <u>Wall-Painted Sign</u>	<u>A sign displaying only a noncommercial message that is painted or drawn on a building wall.</u>
	ggg) Wall Sign	<u>An attached sign that is located on a building or structure wall. This definition excludes wall-painted-signs.</u> A sign attached parallel to, painted on the wall surface of, or erected and confined within the limits of the outside wall, mansard roof structure, penthouse, or parapet of any building or structure, which is supported by a wall, building, or structure, but does not extend vertically above the highest portion of the roof, and which displays only 1 sign surface.
	SIGN, WARNING	A sign with no commercial message that displays information pertinent to the safety or legal responsibilities of the public such as signs warning of high voltage, "no trespassing," and similar directives.
	hhh) <u>Weekend Sign</u>	<u>A temporary sign displayed on a weekend that meets the standards of Section 5.7.7, Signs Allowed Without a Sign Permit.</u>
	iii) <u>Windblown Sign</u>	<u>A sign, or any part of a sign, all or part of which is set in motion by wind. Such signs or devices include, feather flags, pennants, streamers, ribbons, balloons, or long narrow strips of fabric, plastic, or other material designed to move in the wind. This definition does not include "flag" as defined within this Ordinance. See also "Air-blown sign/device," which is defined separately.</u>
	jjj) Window Sign	<u>A sign which is placed or painted on a window, or designed to be legible through a window, excluding displays of actual merchandise.</u> A sign which is painted on, affixed to, or designed to be visible through a window, excluding displays of merchandise.

SECTION 4.

(Regarding changes to all other parts of the ordinance that pertain to signs)

PART A.

That Section 2.5.13., *Sign Permit*, is hereby amended as follows:

- A. **Applicability** All signs, ~~unless exempted in accordance with Section 5.7, Signage,~~ shall obtain a sign permit in accordance with this section before being erected, replaced, relocated, or altered, **except signs allowed without a permit in accordance with Section 5.7.7, Signs Allowed Without a Permit.**
- B. **Sign Permit Procedure**
 1. (unchanged)
 2. **Application Submittal and Acceptance**
 - (a) Applicable (see Section 2.3.4, Application Submittal and Acceptance).
 - (b) **When a sign permit application is submitted for attached signs on a building that has existing sign(s) that will remain and they are not part of a common sign plan, the applicant shall submit the total square footage of existing attached signs that will remain, and the additional square footage of attached sign(s) that is being requested.**
 3. (unchanged)
- C. **Sign Permit Review Standards** A sign permit shall be approved on a decision the application complies with:
 1. The standards in Section 5.7, ~~Signsage~~;

(Remainder of section unchanged)

PART B.

That Section 3.7.3., *Planned Development Districts*, is hereby amended as follows:

- A. (unchanged)
- B. **Statement of Intent and Development Standards** The statement of intent and development standards document shall incorporate by reference or include, but not be limited to:
 1. through 8. (unchanged)
 - (insert new 9 and renumber the remainder of the list)

9. Sign standards for the different use types within the development along with unifying features such as type, illumination, materials, and color schemes;

(Paragraphs C-H unchanged)

I. Signs

1. (unchanged)
2. ~~A common signage plan, prepared in accordance with Section 5.7.12, Common Signage Plan, and the Development Guide shall be submitted and approved by the Planning and Development Director prior to issuance of the first building permit within the planned development.~~ **A common sign plan shall be approved in accordance with Section 5.7.15, Common Sign Plan.**
3. In preparing the common signage plan, sign specifications shall be as restrictive or more **no less** restrictive than the regulations of **in** Table 3.7.3.I, Planned Development Signage Standards.

TABLE 3.7.3.I: PLANNED DEVELOPMENT SIGNAGE STANDARDS	
PREDOMINANT USE TYPE	SIGNAGE STANDARDS NO LESS RESTRICTIVE THAN THOSE IN:
Agricultural and Residential (other than live/work)	RM-16 <u>Residential</u> districts
Live/Work	TO district
Office <u>Institutional</u>	OI district
Commercial	RC <u>LB</u> district
Industrial	LI <u>EC</u> district

4. ~~Within a PD district, Table 5.7.8.B, Requirements For A Sign Not Requiring A Sign Permit, shall be interpreted to mean "use" where the word "district" is noted.~~

5. ~~Directional signs pointing the way to specific named sections of a planned development may be permitted along interior streets, provided:~~

- ~~(a) Signs shall be not more than 12 square feet in area and 6 feet in height;~~
- ~~(b) The number of signs and their location shall be shown and approved with the PD common signage plan; and~~

- ~~————— (c) Illumination shall be by indirect methods only.~~
~~6. All indirect lighting of signs shall be concealed from view and oriented away from adjacent properties and roadways.~~

PART C.

That Section 3.8.7., *Gateway Corridor Overlay (GCO)*, is hereby amended as follows:

Paragraphs A- E (unchanged)

F. **Eastchester GCO District Standards** The Eastchester GCO district is hereby established, and shall be subject to the following standards:

Paragraphs 1- 5 (unchanged)

6. **Signs Signs shall be in accordance with Section 5.7 Signs.**

~~Signage Signage shall be in accordance with Table 3.8.7.F.6, Eastchester GCO Signage Standards, Section 5.7, Signage, and the following requirements. In case of conflict, the stricter standard shall apply.~~

~~(a) In addition to signage prohibited by Section 5.7.6, Prohibited Signs, the following signs shall be prohibited in the Eastchester GCO district:~~

~~(1) Changeable copy signs (message boards), except for fuel pricing and religious institution identification signs as allowed in subsection 3.8.7 F.6.b & d.3 below;~~

~~(2) Animated signs, including electronic changeable copy signs, except for time and temperature signs which do not exceed 15 square feet of copy area;~~

~~(b) Religious institution identification signs shall display only the institution name, service hours, and related events.~~

~~(c) In the business districts, illumination of all signage, except wall signage, shall be limited to cut out letters and indirect lighting. Back lit wall signage shall be permitted; however, the background of the sign face shall be opaque and light shall only come through the lettering of the sign.~~

~~(d) Freestanding signs shall meet the following requirements:~~

~~(1) Be monument style only;~~

~~(2) Display only the name, trademark, and a registered logo;~~

~~(3) Fuel pricing signs shall display only the name, trademark, registered logo, and the vehicular fuel product and prices.~~

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Applicant: City of High Point**TABLE 3.8.7.F.6: EASTCHESTER GCO SIGNAGE STANDARDS**

REQUIREMENT	NORTH MAIN ST. TO JOHNSON ST.	JOHNSON ST. NORTH TO PENNY RD.	PENNY RD NORTH TO GALLIMORE DAIRY RD.
ATTACHED (WALL)			
Number permitted	1/wall		
Maximum area (signs may be grouped on the same wall) [1]	7.5 percent of wall area not to exceed 100 sq. ft. [2]	7.5 percent of wall area not to exceed 100 sq. ft.	
Maximum height	top of wall		
FREESTANDING			
Number permitted	1/frontage		
Setback	Same as right-of-way setback		
Maximum area (square feet)	50 for single businesses; 90 for group developments less than 25,000 square feet in floor area; 135 for group developments of 25,000 square feet or more		
Maximum height (feet)	6 for lots with less than 200 feet of street frontage; for lots with 200 feet or more of street frontage, the height shall be permitted in the underlying district in accordance with Table 5.7.9.B, Requirements for a Freestanding Sign Requiring a Sign Permit, up to a maximum of 20 feet in height		
NOTES:			
[1] For multiple franchised businesses, the number of signs per wall and the maximum sign area may be increased in accordance with Section 5.7.10 B.4, Multiple Franchised Businesses in a Single Building,			

TABLE 3.8.7.F.6: EASTCHESTER GCO SIGNAGE STANDARDS

REQUIREMENT	NORTH MAIN ST. TO JOHNSON ST.	JOHNSON ST. NORTH TO PENNY RD.	PENNY RD NORTH TO GALLIMORE DAIRY RD.
[2] Shopping centers of over 190,000 sq. ft. of floor area whose storefront is at least 300 feet from the facing right-of-way shall be allowed the following attached (wall) signage:			
-a) stores of over 150 feet of width shall be allowed 7.5 percent of the wall area, with no maximum limit;			
-b) stores of less than 150 feet of width shall be allowed 10 percent of the wall area, with no maximum limit;			
-c) no letter on a sign shall exceed 6 feet in height.			

7. **Building Standards** The following standards are applied to all multi-family residential and nonresidential buildings, except for locally or nationally designated individual historic structures and contributing structures within a locally or nationally designated historic district, provided such structures comply with the Secretary of Interior's Standards for Rehabilitation or are issued a Certificate of Appropriateness, as applicable.

Paragraphs (a) – (c) (unchanged)

(d) **Statement of Design Guidelines**

Paragraph (1) General (unchanged)

- (i) **Common sign standards, such as, type, illumination, materials, and color schemes.**

Common signage plan requirements and criteria, including locations, area, copy, illumination proposed, height, material, proposed color schemes, and provisions for shared use of signage.

- (ii) – (v) (unchanged)

Paragraph (2) and the remainder of section (unchanged)

PART D.

That Use Standards Section 4.3.2.B.3, *Live/Work Dwelling*, is hereby amended as follows:

3. **Live/Work Dwelling** A live/work dwelling shall comply with the following standards:
 - (a) through (c) (unchanged)
 - (d) ~~Signage~~ **Signs** for the nonresidential portion of the building is **are** allowed in accordance with the **nonresidential uses in residential districts** standards in **Table 5.7.9.D, Attached Signs – Maximum Permitted Sign Area by Sign Type** Section 5.7, Signage. ~~In the RM-16 and RM-26 districts wall signs shall be allowed in accordance with the TO district, except that the size shall be limited to a 25-square-foot minimum and maximum of 5 percent of the wall area of the first floor facade. The sign height shall be limited to the top of the first floor facade. Freestanding signs are prohibited in RM-16 and RM-26.~~

PART E.

That Use Standards Section 4.3.3.B.1, *Day Care Center*, is hereby amended as follows:

1. **Day Care Center** A day care center shall comply with the following standards:
 - (a) through (e) (unchanged)
 - ~~(f) If located in a residential district, signage is limited to 1 monument sign with a maximum area of 24 square feet and a maximum height of 6 feet.~~

PART F.

That Use Standards Section 4.3.4.H.1, *Bed and Breakfast*, is hereby amended as follows:

1. **Bed and Breakfast** A bed and Breakfast shall Comply with the following standards:
 - (a) through (d) (unchanged)
 - (e) If in a residential district, **1 sign up to a maximum are of 4 square feet and 6 feet in height is allowed.** ~~ensure signage complies with the identification sign requirements of Table 5.7.8.B, Requirements for a Sign not Requiring a Sign Permit.~~

PART G.

That Accessory Structures and Uses Section 4.4.3, *General Standards*, is hereby amended as follows:

Paragraphs A through C (unchanged)
(insert new paragraph D)

D. Signs The standards for any allowed signs for accessory uses and structures are established in Section 4.4.4., Standards for Accessory Structures, and Section 4.4.5., Standards for Specific Accessory Uses.

PART H.

That Accessory Structures and Uses Section 4.4.4, *Standards for Accessory Structures*, is hereby amended as follows:

Paragraphs A and B (unchanged)

C. **Drive-up Accessory Structures** Drive-up accessory structures, such as automated teller machines, ice vending, coffee stands, and similar accessory structures that provide drive-up or walk-up service and which are located within a surface parking area shall meet the following standards:

(1 through 4 remain unchanged)

(insert new 5)

5. All signs must be wall signs and may cover up to a maximum of 50% of the primary facade of the accessory structure, or be a maximum of 25 square feet, whichever is less. All other facades of the accessory structure may cover up to 50% of the allowed maximum coverage area for the primary facade. Signs on accessory structures may be illuminated in accordance with the illumination standards in Section 5.7, Signs.

PART I.

That Accessory Structures and Uses Section 4.4.5.H, *Home Occupation*, is hereby amended as follows:

Paragraphs 1 through 10 (unchanged)

11. ~~There shall be no advertising on the property or other signs of the home occupation, which are visible from outside the dwelling, except for 1 sign that complies with the standards in Section 5.7.8, Signs not Requiring a Sign Permit.~~ **The home occupation is allowed 1 wall sign up to a maximum of 4 square feet. Such wall signs may not be illuminated.**

PART J.

That Accessory Structures and Uses Section 4.4.5.U, *Yard Sales*, is hereby amended as follows:

Paragraphs 1 through 2 (unchanged)

3. ~~The location of signs advertising the yard sale is restricted to the lot or site where the yard sale is conducted.~~ **One announcement sign is allowed in compliance with the requirements of Section 5.7.7, Signs Allowed Without a Sign Permit.**

PART K.

That Temporary Uses Section 4.5.3.A., *General Standards*, is hereby amended as follows:

Paragraphs 1 through 2 (unchanged)

3. **No signs are permitted, other than as specified in Section 4.5.4 Standards for Specific Temporary Uses;** ~~Comply with the requirements for temporary signs in Section 5.7, Signage~~

Paragraphs 4 through 10 (unchanged)

PART L.

That Temporary Uses Section 4.5.4.A., *Construction-Related Uses*, is hereby amended as follows:

Paragraphs 1 through 2 (unchanged)

(insert new 3)

3. **Real estate and construction signs are allowed in accordance with Section 5.7.7, Signs Allowed Without a Sign Permit.**

(Renumber the remainder of the section)

PART M.

That Temporary Uses Section 4.5.4.C., *Mobile Food Vendors*, is hereby amended as follows:

Paragraph 1 (unchanged)

2. **Subject to this Ordinance** Mobile food vendors that are not exempted are permitted on a lot in a business, special, or planned development district, subject to the following standards:
 - (a) through (c) (unchanged)
 - (d) **One A-Frame sign in accordance with Section 5.7.7, Signs**

Allowed Without a Sign Permit, and any ~~No signage is permitted other than signage that is affixed to the vehicle, trailer, cart, or stand,~~ **is allowed.**

(e) through (g) (unchanged)

PART N.

That Temporary Uses Section 4.5.4.D., *Outdoor Seasonal Sales*, is hereby amended as follows:

Paragraphs 1 through 4 (unchanged)

(insert new 5)

5. **One limited duration sign per lot frontage is allowed. The sign shall comply with Section 5.7.12, Limited Duration Signs.**

Renumber the remainder of the section 6 through 8

PART O.

That Temporary Uses Section 4.5.4.E., *Special Events*, is hereby amended as follows:

Paragraph 1 (unchanged)

2. **Subject to this Ordinance** A special event not exempted from the standards in this section is permitted on a lot in a business, special, or planned development district, subject to the following standards:

(a) an (b) (unchanged)

(insert new c)

(c) **Signs located on the lot where a special event is held are allowed in accordance with Section 5.7.12., Limited Duration Signs.**

Renumber the remainder of the section (d)

PART P.

That Temporary Uses Section 4.5.4.H., *Temporary LCID landfill*, is hereby amended as follows:

Paragraphs 1 through 3 (unchanged)

(insert new paragraph 4)

4. **One freestanding sign per lot frontage is allowed. The sign shall be a maximum of 32 square feet, 6 feet in height and may be externally illuminated.**

PART Q.

That Temporary Uses Section 4.5.4.I., *Temporary Real Estate Office*, is hereby amended as follows:

Paragraphs 1 (unchanged)

2. **Real estate and construction signs are allowed in accordance with Section 5.7.7, Signs Allowed Without a Sign Permit.** ~~Signage complies with the standards of Section 5.7, Signage.~~

Paragraphs 3 through 4 (unchanged)

PART R.

That Exterior Lighting Section 5.10.3., *Exemptions*, is hereby amended as follows:

The following are exempted from the standards of this section:

- A. ~~Special events, special promotion signage, and holiday displays;~~

Paragraphs B through H (unchanged)

PART S.

That Exterior Lighting Section 5.10.4., *Prohibited Lighting*, is hereby amended as follows:

The following forms of exterior lighting shall be prohibited:

Paragraph A (unchanged)

- B. **Flashing or Revolving** Flashing, revolving, or intermittent exterior lighting visible from any lot line or public street, ~~except for permitted freestanding or wall signs in accordance with Section 5.7, Signage; and~~
- C. **High Intensity Lighting** High intensity light beams, such as searchlights, laser, or strobe lights, except when used by federal, state, or local authorities, ~~or for special events.~~

PART T.

That Section 5.14.3., *Corner Retail*, is amended as follows:

Paragraphs A through B (unchanged)

C. Standards

1 through 4 (unchanged)

5. Site Standards

(a) through (e) (unchanged)

(f) Signage Signs

- (1) Signs shall comply with the signage standards in Section 5.7, Signage Signs, for the Transitional Office (TO) district.
- (2) ~~Free-standing shall comply with the following:~~
 - ~~(i) Free-standing signs may only be used if the street setback is more than 5 feet;~~
 - ~~(ii) The sign shall be a monument type sign;~~
 - ~~(iii) The sign shall be limited to a maximum area of 75 square feet; and~~
 - ~~(iv) The sign shall be limited to a maximum height of 6 feet.~~

A-Frame signs are allowed in accordance with Section 5.7.7., Signs Allowed Without a Sign Permit.
- (3) **Limited Duration Signs are allowed in accordance with Section 5.7.12, Limited Duration Signs.**

PART U.

That Section 8.5., *Nonconforming Signs*, is hereby amended as follows:

8.5.1. - Applicability

Signs made nonconforming by reason of annexation, expansion of the ETJ, or by amendment of the Development Ordinance or Official Zoning Map Nonconforming signs shall be subject to the standards in this section.

8.5.2. - Prohibited Actions

The following actions associated with a nonconforming sign shall be prohibited:

- A. **Enlargement or Alteration** Enlargement or structural alteration of a nonconforming sign or sign structure;
- B. ~~**Type of Lighting Illumination**~~ Changes to the type of sign lighting **illumination**; and
- C. **Relocation** Relocation of a nonconforming sign upon the premises; **and**
- D. **Conversion Conversion to a different sign type, including but not limited to the addition of electronic changeable copy sign or video sign features (see Section 5.7.16., Sign Images by Sign Type, for visual illustrations of sign types).**

8.5.3. - ~~Signs Rendered Nonconforming~~

~~Signs made nonconforming by reason of annexation, expansion of the ETJ, or by amendment of the Official Zoning Map shall be removed within 365 days of the date they were rendered nonconforming.~~

8.5.34. - Maintenance of Nonconforming Signage Signs Allowed

A nonconforming sign may remain in place and be maintained indefinitely as a legal nonconforming sign, subject to the following standards:

(Paragraphs A through B unchanged)

8.5.54. - Replacement of Nonconforming Signage Signs

(Paragraphs A through B unchanged)

C. **Renovation** Nonconforming signs shall be removed or replaced with conforming signage- **signs** if any of the following occur:

(Paragraph 1 unchanged)

2. Structural or nonstructural alterations (excluding routine maintenance and repair of the façade of the principal building) that exceed 50 percent of the façade's area, which is calculated from the area of the façade or wall used in calculating the maximum allowable sign area.

8.5.5 6. – Cessation ~~Discontinuance of Business Activity~~

A. **Cessation** ~~Discontinued for Less than 90 Days~~ If the business activity on the premises where a nonconforming sign is located is **has ceased** ~~discontinued~~ for a continuous period of less than 90 days, then the nonconforming sign shall be allowed to remain.

B. **Cessation** ~~Discontinued for 90 Days or More~~ If the business activity on the premises where a nonconforming sign is located is **has ceased** ~~discontinued~~ for a continuous period of 90 days or more, then the nonconforming sign must be removed or replaced by a sign conforming to the standards of this Ordinance.

8.5.6 7. - Change in Use

Nonconforming signage- **signs** shall be removed or replaced with conforming signage- **signs** if there is a change in use **type**.

8.5.7 8. - Additional Sign Permit Application

Nonconforming signage- **signs** shall be removed or replaced with conforming signage **signs** if an application for a sign permit to add new or additional signage **signs** to the premises is approved.

PART V.

That Section 9.7.5., *Revocation of Permits*, is hereby amended as follows:

9.7.5. - Revocation or Modification of Permits

A. General As appropriate, any of the directors listed in Section 9.5.1, **Responsibilities** may revoke and require the return of a permit by notifying the permit holder in writing, stating the reason for the revocation. Permits or certificates may be revoked for any substantial departure from the approved

application, plans, or specifications; refusal or failure to comply with the requirements of state or local laws; or for false statements or misrepresentations made in securing the permit or certificate. Any permit or certificate mistakenly issued in violation of an applicable State or City law may also be revoked.

B. Sign Permit In a case in which an electronic sign is operated in violation of the standards of Section. 5.7.10, Electronic Sign Standards there shall be a system of progressive administrative penalties, as follows:

- 1. If the violation is corrected within 2 business days of the first notice, there shall be no penalty;**
- 2. If the violation is not corrected within 2 business days of the first notice, or in case of a second notice within a 12-month period for the same sign, the sign shall be turned off for 10 calendar days; if the Planning & Development Director deems it reasonably necessary to do so, may suspend the sign permit for that period and may have the electric meter removed for that period;**
- 3. If the sign is turned on or operated during the period of suspension, the period of suspension shall be extended by an additional 20 days;**
- 4. In case of a third notice within a 12-month period for the same sign, the sign shall be turned off for 30 calendar days; if the Planning & Development Director deems it reasonably necessary to do so, may suspend the sign permit for that period and may have the electric meter removed for that period;**
- 5. In case of a fourth notice within a 24 -month period for the same sign, the sign permit for the sign shall be permanently revoked, with no right to apply for a new permit for an electronic sign of any kind on that site for 5 years.**
- 6. Appeal Applicable (See Section 2.4.3, Appeal).**

SECTION 5.

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 6.

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

SECTION 7.

This ordinance shall become effective upon adoption.

TEXT AMENDMENT 22-05

Ordinance #XXXX/XX-XX

Applicant: City of High Point

Adopted by the City Council

City of High Point, North Carolina
The **20th** day of **February, 2023**
Sandra Keeney, City Clerk

By: _____

Jay W. Wagner, Mayor

ATTEST:

Sandra R. Keeney, City Clerk



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-123

File ID: 2023-123

Type: Ordinance

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/09/2023

File Name:

Final Action:

Title: Debora and Jesse Saunt, Street Abandonment 22-02

A request by Debora and Jesse Saunt to abandon the southern 35+/- feet of the Motes Court right-of-way (ROW). This southern portion of Motes Court (SR 1188) is an improved ROW located within the City of High Point's extraterritorial jurisdiction (ETJ) Area, east of the intersection of Baker Road and Cox Avenue. The portion of Motes Court to be abandoned is located approximately 725 feet south of the intersection of Cox Avenue and Motes Court, between 1436 and 1433 Motes Court (Guilford County Tax Parcels 157963 and 157944).

Notes:

Sponsors:

Enactment Date:

Attachments: Staff Report SA-22-02.pdf, Staff Report SA-22-02 REVISED.pdf

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: genine.solis@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 2023-123

CITY OF HIGH POINT

AGENDA ITEM



Title: Street Abandonment 22-02
(Debora and Jesse Saunt)

From: Sushil Nepal, AICP
Planning & Development Director

Meeting Date: March 20, 2023

Public Hearing: Yes

Advertising Date: February 7, 14 & 28, 2023,
and March 7, 2023

Attachments: A. Staff Report
B. Resolution of Abandonment

Advertised By: Planning & Development

PURPOSE:

A request by Debora and Jesse Saunt to abandon the southern 35± feet of the Motes Court right-of-way (ROW). This southern portion of Motes Court (SR 1188) is an improved ROW located within the City of High Point's extraterritorial jurisdiction (ETJ) Area, east of the intersection of Baker Road and Cox Avenue. The portion of Motes Court to be abandoned is located approximately 725 feet south of the intersection of Cox Avenue and Motes Court, between 1436 and 1433 Motes Court (Guilford County Tax Parcels 157963 and 157944).

BACKGROUND:

The Planning and Zoning Commission reviewed this request at their February 28, 2023 public hearing. All members of the Commission were present except for Angela Jiménez (*excused absence*). Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking on the request:

Speaking in favor of the request was the applicant, Mr. Jesse Saunt, 1436 Motes Court, High Point. Mr. Saunt noted that this request was prompted by ongoing security issues they have been having with public access at the terminus of Motes Court next to their home. He and his wife own all the land at the end of the right-of-way so no other property owner will be impacted. Abandonment of this small portion of the right-of-way will allow him to install a fence to secure access to the 2.7 acres of land that they own at the terminus of this right-of-way.

There were no speakers in opposition to this request.

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 February 28, 2023, a public hearing was held before the Planning and Zoning Commission regarding Street Abandonment 22-02. 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.

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

**STAFF REPORT
STREET ABANDONMENT CASE 22-02
February 28, 2023**

Request	
Applicant: Debora and Jesse Saunt	Proposal: To abandon the southern portion of the Motes Court right-of-way <i>(that portion of the right-of-way lying between Guilford County Tax Parcels 157963 and 157944).</i>

Adjacent Streets		
Name:	Classification:	Right-of-Way and Pavement Width:
Motes Court	Local street	50-foot wide right-of-way; 16 – 18 foot wide ribbon paved street with side drainage swales

Adjacent Property Zoning and Current Land Use		
North	Residential Single Family – 5 (R-5) District	Motes Court right-of-way
East	Residential Single Family – 5 (R-5) District	Undeveloped parcel <i>(parcel owed by the applicant)</i>
South	Residential Single Family – 5 (R-5) District	Undeveloped parcel and a single family dwelling <i>(these two parcels are owed by the applicant)</i>
West	Residential Single Family – 5 (R-5) District	Single family dwelling <i>(parcel owed by the applicant)</i>

Background Information

The applicant is requesting to abandon the southern portion of the Motes Court right-of-way as they own all lands at the southern terminus of this public street. Motes Court, also known as SR 1188, is an NCDOT maintained right-of-way located within the City of High Point's Extraterritorial Jurisdiction (ETJ), east of the intersection of Baker Road and Cox Avenue.

Lands lying along Cox Avenue, between Baker Road and Jackson Lake Road, are within the City of High Point's ETJ. The ETJ is a designation for lands adjacent to the City limits where Guilford County has granted the City of High Point zoning and building permit authority. State statutes dictate that the City is responsible for street abandonments within its ETJ Area.

Analysis

Motes Courts is a public right-of-way that provides access to approximately nine single family homes. Based upon current deeds and a survey provided by the applicant, Motes Court runs from Cox Avenue southward and ends approximately 35 feet south of the applicant's northern property line. The applicant's single family home is located at the southern terminus of Motes Court with paving of this street ending at the driveway entrance to their home.

This proposed abandonment of the public's interest and conveyance of the right-of-way will not negatively impact the ingress and egress of other property owners because:

1. Only the southern 35-feet of the Motes Court right-of-way is to be closed. All other parcels gain access from points north on Motes Court that will remain as an open public right-of-way; and
2. The applicant owns all abutting parcels at the southern terminus of the right-of-way to be abandoned.

Regular mail notice for the public hearing was sent to abutting property owners, notice placed in the High Point Enterprise and the posting of signs at the right-of-way to be abandoned were also performed per requirements.

Findings & Recommendations

The Technical Review Committee (TRC) reviewed this request and identified no concerns related to the abandonment of this portion of the Motes Court right-of-way. Notices were also forwarded to public/private utility providers and no objections were noted.

This abandonment of the public's interest and conveyance of the right-of-way to the abutting property owners, 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 and Development Department recommends approval of the request to abandon the southern portion of the Motes Court right-of-way.

Report Preparation

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner, and reviewed by Christopher Andrews AICP, Development Administrator, and Sushil Nepal AICP, Planning and Development Director.

Attachments: Photographs (February 2023)
Looking south towards the southern terminus of Motes Court.



Looking north towards the northern portion of Motes Court

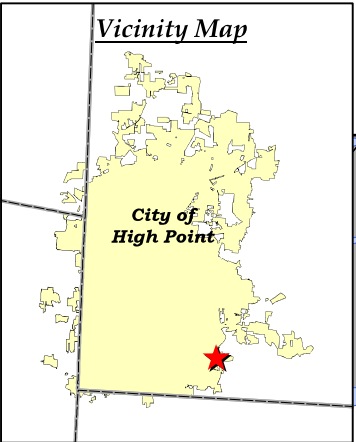
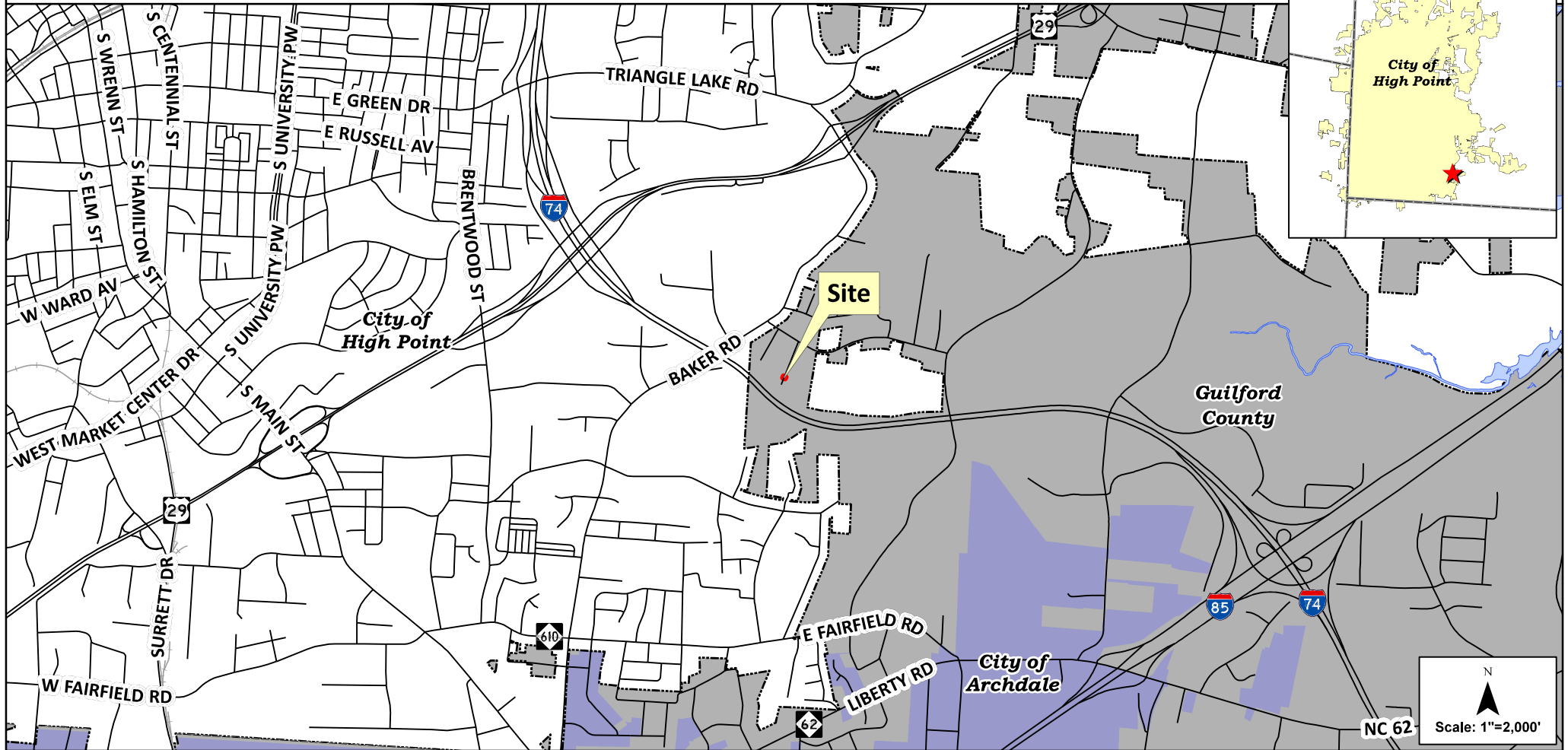


Area of Street Abandonment (35ft x 50 ft)



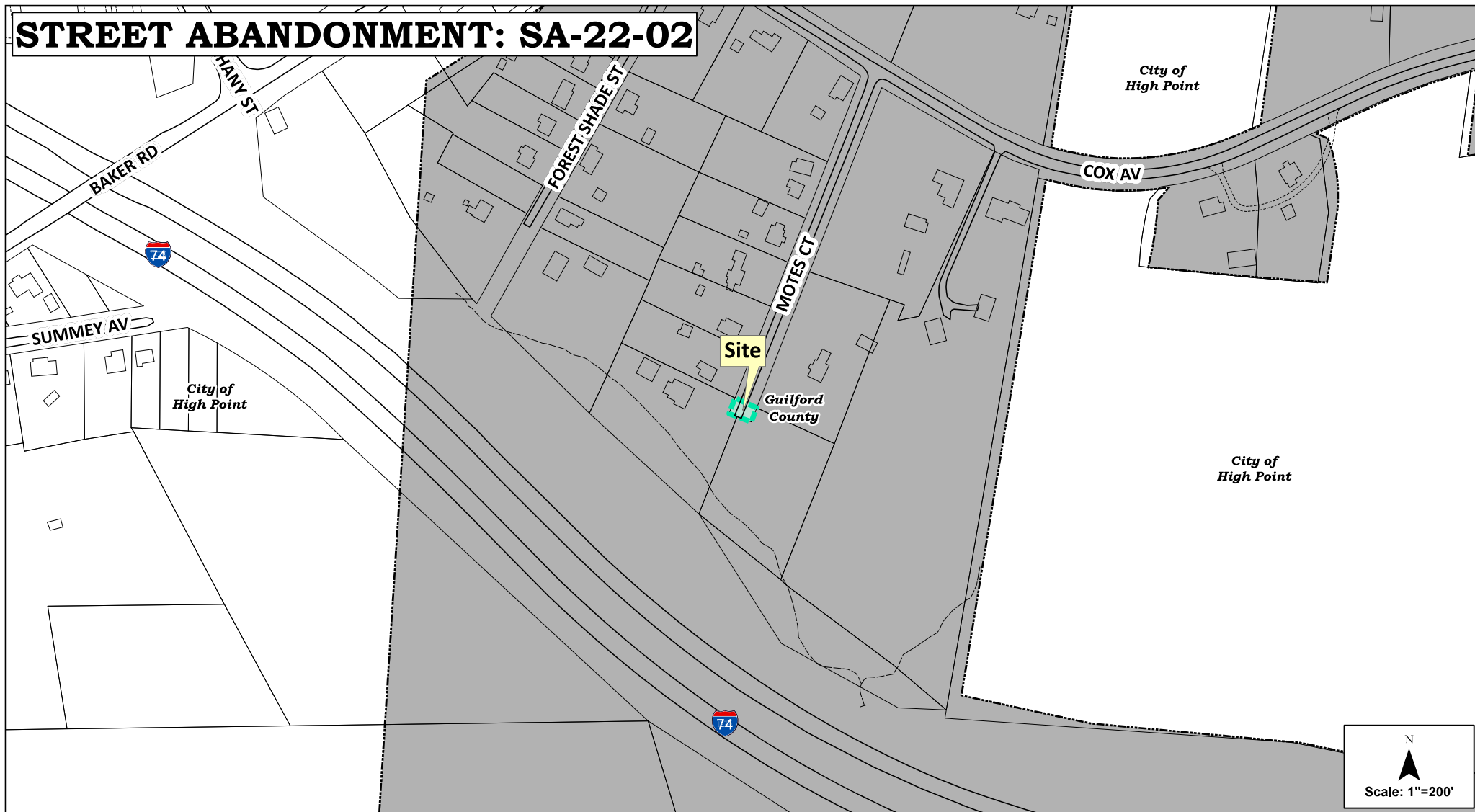
LOCATION MAP

ZONING MAP AMENDMENT: SA-22-02
Applicant: Jesse and Debora Saunt



G:\Planning\Source\Board Action Cases\2023\Street Abandonment_2023.aprx

STREET ABANDONMENT: SA-22-02



STREET ABANDONMENT: SA-22-02



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157975
WILLIAM L. BROWN
DB 4225 PG 451
1421 FOREST SHADE STREET
ZONED - R-5

157967
CHARLES EMORY GRAHAM
AND SPOUSE TAMMY GRAHAM
DB 7761 PG 1412
1430 MOTES COURT
ZONED - R-5

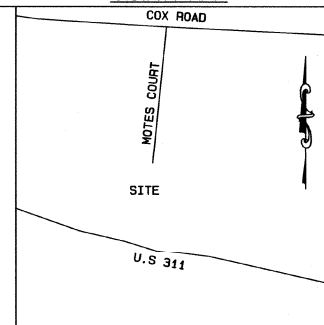
157963
JESSE D SAUNT AND
WIFE DEBORA J WILEY-SAUNT
DB 7697 PG 2416
1436 MOTES COURT
ZONED - R-5

157925
TERRY D CHAPMAN, JR.
DB 8604 PG 1944
1431 MOTES COURT
ZONED - R-5

157944
JESSE D SAUNT AND
WIFE DEBORA J WILEY-SAUNT
DB 8576 PG 1520
1433 MOTES COURT
ZONED - R-5

157924
KATHERINE ELIZABETH CAUDLE
DB 8590 PG 959
1308 COX AVENUE
ZONED - R-5

VICINITY MAP



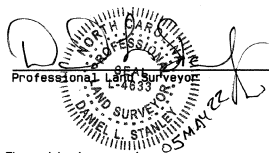
VICINITY MAP

N.T.S.

DEED NORTH - SEE NOTE 4

SURVEYOR'S CERTIFICATION
I, Daniel L. Stanley (L-4633), certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 7969, page 2416 and Book 8576, page 1520); that the boundaries not surveyed are clearly indicated as drawn from information found in Book N/A, page N/A; that this map meets the ratio of precision or positional accuracy is 1/20000; and that this map meets the requirements of The Standard of Practice for Land Surveying in North Carolina (21 NCAC 56.1600).

Witness my original signature, license number, and seal this 05 day of MAY, A.D. 2022



FLOOD CERTIFICATION: The subject property is not located in a special flood hazard area as determined by State of NC and FEMA, per Flood Insurance Rate Map No. 3710771900K, effective date 01 FEB 2008.

Notes:

- 1) This Survey is subject to any easements, agreements of rights-of-way of record prior to the date of this plat, which was not visible at the time of my inspection.
- 2) This survey is subject to any facts that may be disclosed by a full and accurate title search.
- 3) All distances are horizontal ground distances unless otherwise noted.
- 4) North is based on Deed Book 7761, Page 1412 as recorded in the Guilford County Register of Deeds Office, there are no Grid Monuments within 2000 feet of this site.
- 5) Current Zoning - R 5
- 6) All areas are calculated by coordinate computation.
- 7) Survey was conducted on 03 MAY 2022

LEGEND

EDGE OF PAVEMENT	---	RCP
EDGE OF GRAVEL	---	DTP
OVERHEAD POWER	---	VCP
RIGHT OF WAY	---	
ADJOINERS	---	
CENTERLINE CREEK	---	
FENCE LINE	---	
SANITARY LINE	---	
STORM LINE	---	
NIP	3/4" NEW IRON PIPE	
EIP	EXISTING IRON PIPE AS NOTED	
MNS	MAG NAIL SET	
PP	POWER POLE	

REINFORCED CONCRETE PIPE
DUCTILE IRON PIPE
VITRIFIED CLAY PIPE

CURRENT OWNER

JESSE AND DEBORA SAUNT
1436 / 1433 MOTES COURT
Parcel ID - 157963, 157944
DEED BOOK 7697 PAGE 2416
DEED BOOK 8576 PAGE 1520

U.S. INTERSTATE 74
H.B. R/W HIGHWAY 311
PAGES 29-32
208 PG 4

AREA TABLE -

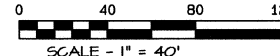
1.367 AC. +/- DB 7697 PG 2416
1.293 AC. +/- DB 8576 PG 1520

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Surveyor

Daniel L. Stanley,
PLS L-4633
99 Bellwood Court,
Jamestown, NC. 27282
336-944-3668

FINAL SURVEY
for
JESSE AND DEBORA SAUNT
PARCEL ID - 157963 AND 157944
1460 AND 1433 MOTES COURT
HIGH POINT, NC. 27263
SCALE - 1" = 40' - 03 MAY 2022
HIGH POINT TOWNSHIP - GUILFORD COUNTY, NC



Return to: Meghan Maguire, Deputy City Attorney
City of High Point
P.O. Box 230
High Point, NC 27261
Resolution No. 2023 / xx-xx

RESOLUTION

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HIGH POINT, NORTH CAROLINA CLOSING (ABANDONMENT) OF THE SOUTHERN PORTION OF THE MOTES COURT (SR 1188) RIGHT-OF-WAY. BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, IN A REGULAR MEETING ASSEMBLED ON THE 20th DAY OF MARCH, 2023, AT 5:30 P.M. IN THE COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING, HIGH POINT, NORTH CAROLINA:

Street Abandonment (Closure) Case 22-02

Petitioner: Debora and Jesse Saunt

Abutting Property Owner(s): Debora and Jesse Saunt

To abandon the southern 35± feet of the Motes Court right-of-way, between 1436 and 1433/1435 Motes Court, a 50-foot wide improved right-of-way abutting Guilford County Tax Parcels 157963 and 157944.

WHEREAS, Debora and Jesse Saunt have petitioned the City Council of the City of High Point to permanently abandon (close) the southern portion of Motes Court, between, 1436 and 1433/1435 Motes Court. This is an improved right-of-way that runs in a general north-south direction, abutting , between 1436 and 1433/1435 Motes Court and more specifically described as follows:

Beginning at a 3/4” Iron pipe, set in the northeast corner of Jesse D. Saunt and wife Debora J. Wiley-Saunt as recorded in Deed Book 7697, Page 2416, said pipe being located South 62°00’00” East, a distance of 265.41 feet from the northern most corner of Saunt, and the southwest

corner of Charles Emory Graham and spouse Tammy Graham as recorded in Deed Book 7761, Page 1412, in the Guilford County Register of Deeds, said pipe being in the western right of way of Motes Court, a 50' public right of way described in Deed Book 3913, Page 2064 of said register of deeds; Thence along the western line of said right of way, and the southern line of Graham, South 62°00'00" East, a distance of 3.96 feet to an existing 3/4" iron pipe marking the southeast corner of Graham; Thence crossing said right of way of Motes Court, South 63°39'41" East, a distance of 46.14 feet to an existing 3/4" iron pipe in the eastern right of way line of Motes Court, said pipe also being the northern most corner of Jesse D Saunt and wife Debora J Wiley-Saunt as recorded in Deed Book 8576, Page 1520, and the southwest corner of Terry D Chapman, Jr., as recorded in Deed Book 8604, Page 1944 of said register of deeds; Thence along the eastern line of said right of way, South 22°59'14" West, a distance of 31.41 feet to an existing 3/4" iron pipe marking the southeastern most corner of Motes Court; Thence along the southern line of said right of way, North 68°00'48" West, a distance of 50.00 feet to an existing iron pipe in the southwestern most corner of Motes Court; Thence along the western line of said right of way, North 22°59'14" East, 35.32 feet to the principle point of beginning. Containing an area of 0.382 acres +/-.

- WHEREAS, the petition has been duly filed with this Council in a Regular meeting assembled on the 6th day of February 2023, at 5:30 p.m. setting the 20th day of March, 2023 at 5:30 p.m., in the Council Chambers of the Municipal Building, as the time and place for a public hearing before said Council on said petition, and public notice of said time and place was ordered given, all pursuant to North Carolina G.S. 160A-299; and
- WHEREAS, due and proper notice of said hearing to be heard on the petition at this meeting of City Council was made by publication in the High Point Enterprise for four (4) consecutive weeks, beginning February 14, 21 & 28 2023 and March 7, 2023; and,
- WHEREAS, the above-entitled matter, pursuant to said resolution and notice was called for hearing before said Council at which time there was no objection or opposition offered on the part of any firm or corporation to abandon (closure) of the above-described unimproved right-of-way; and
- WHEREAS, it appearing to the satisfaction of this Council and the Council finds as a fact that the said right-of-way as herein described is not necessary for ingress and egress to any land adjoining said street; that the closing of said street is not contrary to the public interest and that no other individual, firm or corporation owning property in the vicinity of said street, or in the subdivision in which said street is located, will be deprived of reasonable means of ingress or egress to their property.

NOW THEREFORE BE IT RESOLVED:

1. That all of the southern portion of the Motes Court right-of-way (a 50-foot-wide right-of-way) abutting and lying between Guilford County Tax Parcels 157963 and 157944 be closed (abandoned). This right-of-way is depicted on a “Final Survey for Jesse and Debora Saunt” prepared by Daniel L. Stanley, Professional Land Surveyor (L-4633) May 3, 2023. The right-of-way to be closed (abandoned) is described above and is to be closed pursuant to North Carolina G.S. 160A-299;
2. That a copy of this resolution be filed in the Office of the Register of Deeds for Guilford County, North Carolina.

By order of the City Council,
this the 20th day of March, 2023

Sandra R. Keeney, City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: Street Abandonment 22-02
(Debora and Jesse Saunt)

From: Sushil Nepal, AICP
Planning & Development Director

Meeting Date: March 20, 2023

Public Hearing: Yes

Advertising Date: February 7, 14 & 28, 2023,
and March 7, 2023

Attachments: A. Staff Report
B. Resolution of Abandonment

Advertised By: Planning & Development

PURPOSE:

A request by Debora and Jesse Saunt to abandon the southern 35± feet of the Motes Court right-of-way (ROW). This southern portion of Motes Court (SR 1188) is an improved ROW located within the City of High Point's extraterritorial jurisdiction (ETJ) Area, east of the intersection of Baker Road and Cox Avenue. The portion of Motes Court to be abandoned is located approximately 725 feet south of the intersection of Cox Avenue and Motes Court, between 1436 and 1433 Motes Court (Guilford County Tax Parcels 157963 and 157944).

BACKGROUND:

The Planning and Zoning Commission reviewed this request at their February 28, 2023 public hearing. All members of the Commission were present except for Angela Jiménez (*excused absence*). Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking on the request:

Speaking in favor of the request was the applicant, Mr. Jesse Saunt, 1436 Motes Court, High Point. Mr. Saunt noted that this request was prompted by ongoing security issues they have been having with public access at the terminus of Motes Court next to their home. He and his wife own all the land at the end of the right-of-way so no other property owner will be impacted. Abandonment of this small portion of the right-of-way will allow him to install a fence to secure access to the 2.7 acres of land that they own at the terminus of this right-of-way.

There were no speakers in opposition to this request.

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 February 28, 2023, a public hearing was held before the Planning and Zoning Commission regarding Street Abandonment 22-02. 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.

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

**STAFF REPORT
STREET ABANDONMENT CASE 22-02
February 28, 2023**

Request	
Applicant: Debora and Jesse Saunt	Proposal: To abandon the southern portion of the Motes Court right-of-way <i>(that portion of the right-of-way lying between Guilford County Tax Parcels 157963 and 157944).</i>

Adjacent Streets		
Name:	Classification:	Right-of-Way and Pavement Width:
Motes Court	Local street	50-foot wide right-of-way; 16 – 18 foot wide ribbon paved street with side drainage swales

Adjacent Property Zoning and Current Land Use		
North	Residential Single Family – 5 (R-5) District	Motes Court right-of-way
East	Residential Single Family – 5 (R-5) District	Undeveloped parcel <i>(parcel owed by the applicant)</i>
South	Residential Single Family – 5 (R-5) District	Undeveloped parcel and a single family dwelling <i>(these two parcels are owed by the applicant)</i>
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Background Information

The applicant is requesting to abandon the southern portion of the Motes Court right-of-way as they own all lands at the southern terminus of this public street. Motes Court, also known as SR 1188, is an NCDOT maintained right-of-way located within the City of High Point's Extraterritorial Jurisdiction (ETJ), east of the intersection of Baker Road and Cox Avenue.

Lands lying along Cox Avenue, between Baker Road and Jackson Lake Road, are within the City of High Point's ETJ. The ETJ is a designation for lands adjacent to the City limits where Guilford County has granted the City of High Point zoning and building permit authority. State statutes dictate that the City is responsible for street abandonments within its ETJ Area.

Analysis

Motes Courts is a public right-of-way that provides access to approximately nine single family homes. Based upon current deeds and a survey provided by the applicant, Motes Court runs from Cox Avenue southward and ends approximately 35 feet south of the applicant's northern property line. The applicant's single family home is located at the southern terminus of Motes Court with paving of this street ending at the driveway entrance to their home.

This proposed abandonment of the public's interest and conveyance of the right-of-way will not negatively impact the ingress and egress of other property owners because:

1. Only the southern 35-feet of the Motes Court right-of-way is to be closed. All other parcels gain access from points north on Motes Court that will remain as an open public right-of-way; and
2. The applicant owns all abutting parcels at the southern terminus of the right-of-way to be abandoned.

Regular mail notice for the public hearing was sent to abutting property owners, notice placed in the High Point Enterprise and the posting of signs at the right-of-way to be abandoned were also performed per requirements.

Findings & Recommendations

The Technical Review Committee (TRC) reviewed this request and identified no concerns related to the abandonment of this portion of the Motes Court right-of-way. Notices were also forwarded to public/private utility providers and no objections were noted.

This abandonment of the public's interest and conveyance of the right-of-way to the abutting property owners, 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 and Development Department recommends approval of the request to abandon the southern portion of the Motes Court right-of-way.

Report Preparation

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner, and reviewed by Christopher Andrews AICP, Development Administrator, and Sushil Nepal AICP, Planning and Development Director.

Attachments: Photographs (February 2023)
Looking south towards the southern terminus of Motes Court.



Looking north towards the northern portion of Motes Court

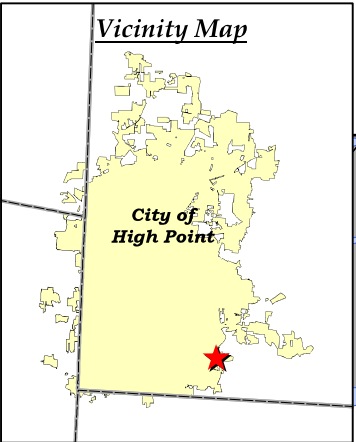
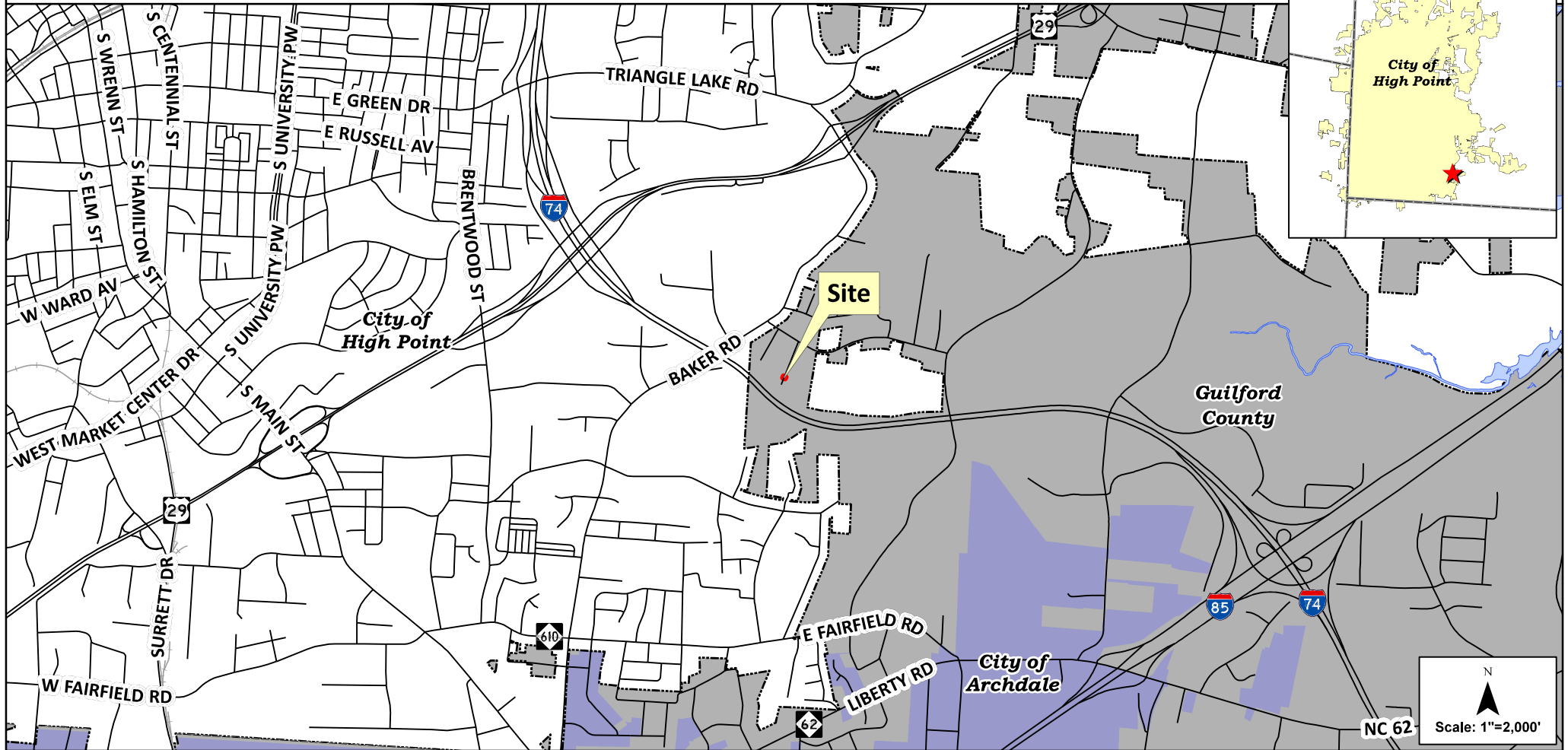


Area of Street Abandonment (35ft x 50 ft)



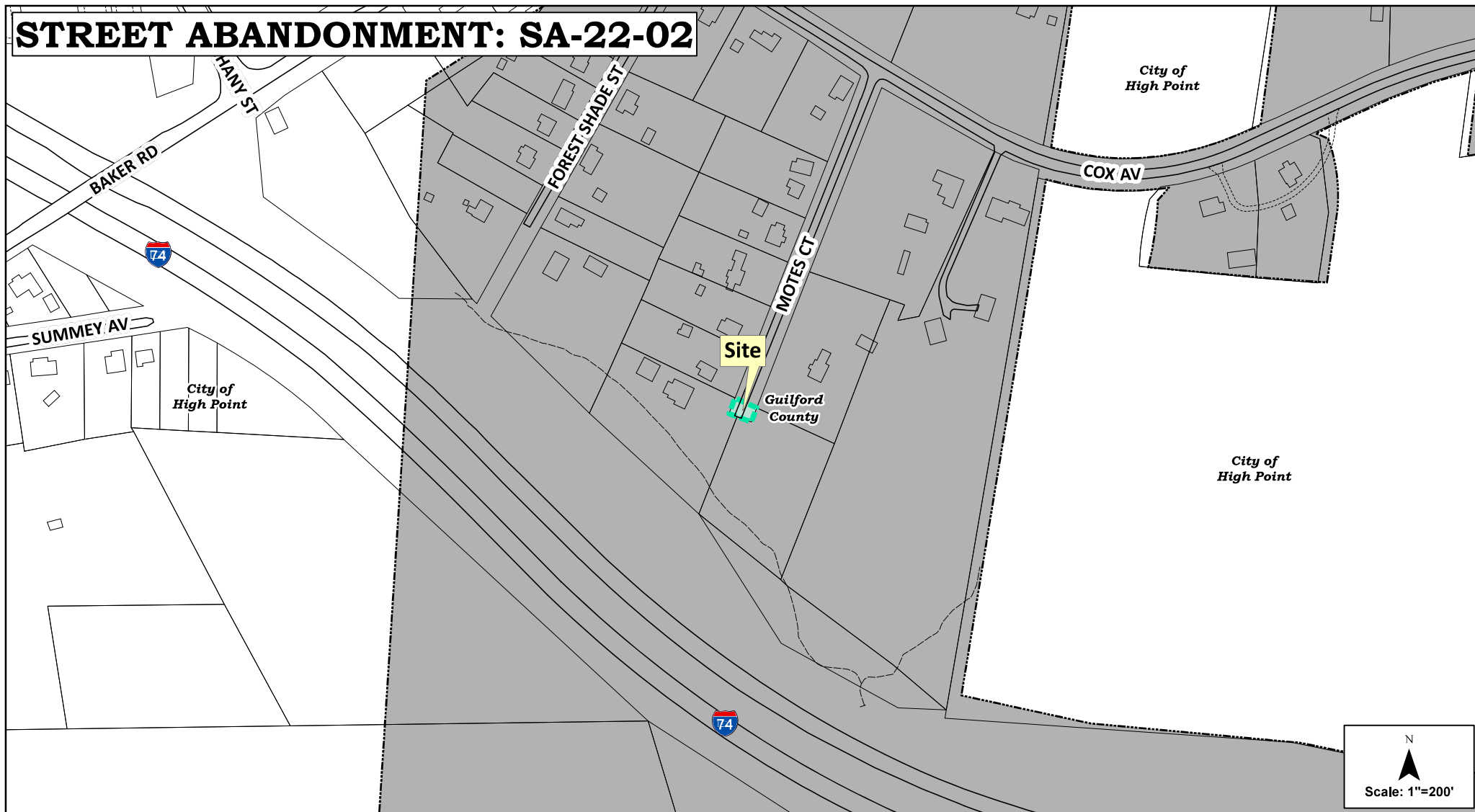
LOCATION MAP

ZONING MAP AMENDMENT: SA-22-02
Applicant: Jesse and Debora Saunt



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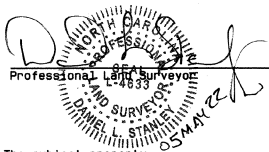
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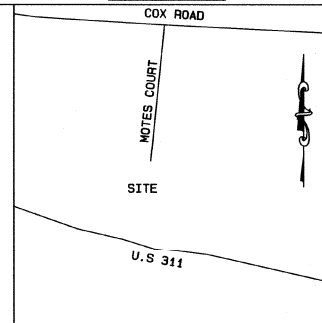
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CURRENT OWNER

JESSE AND DEBORA SAUNT
1436 / 1433 MOTES COURT
Parcel ID - 157963, 157944
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U.S. INTERSTATE 74
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VICINITY MAP



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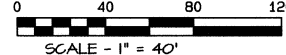
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Surveyor

Daniel L. Stanley,
PLS L-4633
99 Bellwood Court,
Jamestown, NC. 27282
336-944-3668

FINAL SURVEY
for
JESSE AND DEBORA SAUNT
PARCEL ID - 157963 AND 157944
1460 AND 1433 MOTES COURT
HIGH POINT, NC. 27263

SCALE - 1" = 40' - 03 MAY 2022
HIGH POINT TOWNSHIP - GUILFORD COUNTY, NC



RESOLUTION

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HIGH POINT, NORTH CAROLINA SUPPORTING THE REMOVAL (ABANDONMENT) OF THE SOUTHERN PORTION OF MOTES COURT (SR 1189) FROM THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) STATE MAINTENANCE SYSTEM.

WHEREAS, Debora and Jesse Saunt have petitioned the North Carolina Department of Transportation (NCDOT) to remove (abandon) the southern 35± foot portion of Motes Court (SR 1189) from the NCDOT State Maintained System. This is an improved right-of way that runs in a general north-south direction, lying between 1436 and 1433/1435 Motes Court (abutting Guilford County Tax Parcels 157963 and 157944). The portion of Motes Court (SR 1189) that is being petitioned to be removed from the State Maintained System is an approximate 35 foot long by 50 foot wide area lying at the southern terminus of Motes Court (SR 1189) as file under Co. File Number G-59-22 in the NCDOT Division of Highways Secondary Road Abandonment Investigation Report.

WHEREAS, This request was filed in conjunction with City of High Point Street Abandonment Case 22-02, which has been scheduled for public hearing by the High Point City Council at its Regular meeting assembled on the 20th day of March 2023, at 5:30 p.m., in the Council Chambers of the Municipal Building, as the time and place for a public hearing before said Council on said petition,

WHEREAS, The High Point City Council finds that this southern 35± feet of Motes Court (SR 1189), is not necessary for ingress and egress to any land adjoining said street; that abandonment from the State Maintained System is not contrary to the public interest and that no other individual, firm or corporation owning property in the vicinity of said street, or in the subdivision in which said street is located, will be deprived of reasonable means of ingress or egress to their property.

NOW THEREFORE BE IT RESOLVED:

That the City Council of the City of High Point, in a regular meeting assembled on the 20th day of March, 2023, at 5:30 pm in the Council Chambers of the Municipal Building, High Point North Carolina. That the High Point City Council does not object and supports the abandonment (removal) of the southern 35± foot portion of the Motes Court (SR 1189) from the State Maintained System.

By order of the City Council,
this the 20th day of March, 2023

Sandra R. Keeney, City Clerk

Return to: Meghan Maguire, Deputy City
Attorney
City of High Point
P.O. Box 230
High Point, NC 27261
Resolution No. 2023 / xx-xx

RESOLUTION

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HIGH POINT, NORTH CAROLINA CLOSING (ABANDONMENT) OF THE SOUTHERN PORTION OF THE MOTES COURT (SR 1188) RIGHT-OF-WAY. BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, IN A REGULAR MEETING ASSEMBLED ON THE 20th DAY OF MARCH, 2023, AT 5:30 P.M. IN THE COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING, HIGH POINT, NORTH CAROLINA:

Street Abandonment (Closure) Case 22-02

Petitioner: Debora and Jesse Saunt

Abutting Property Owner(s): Debora and Jesse Saunt

To abandon the southern 35± feet of the Motes Court right-of-way, between 1436 and 1433/1435 Motes Court, a 50-foot wide improved right-of-way abutting Guilford County Tax Parcels 157963 and 157944.

WHEREAS, Debora and Jesse Saunt have petitioned the City Council of the City of High Point to permanently abandon (close) the southern portion of Motes Court, between, 1436 and 1433/1435 Motes Court. This is an improved right-of-way that runs in a general north-south direction, abutting , between 1436 and 1433/1435 Motes Court and more specifically described as follows:

Beginning at a 3/4" Iron pipe, set in the northeast corner of Jesse D. Saunt and wife Debora J. Wiley-Saunt as recorded in Deed Book 7697, Page 2416, said pipe being located South 62°00'00" East, a distance of 265.41 feet from the northern most corner of Saunt, and the southwest

corner of Charles Emory Graham and spouse Tammy Graham as recorded in Deed Book 7761, Page 1412, in the Guilford County Register of Deeds, said pipe being in the western right of way of Motes Court, a 50' public right of way described in Deed Book 3913, Page 2064 of said register of deeds; Thence along the western line of said right of way, and the southern line of Graham, South 62°00'00" East, a distance of 3.96 feet to an existing 3/4" iron pipe marking the southeast corner of Graham; Thence crossing said right of way of Motes Court, South 63°39'41" East, a distance of 46.14 feet to an existing 3/4" iron pipe in the eastern right of way line of Motes Court, said pipe also being the northern most corner of Jesse D Saunt and wife Debora J Wiley-Saunt as recorded in Deed Book 8576, Page 1520, and the southwest corner of Terry D Chapman, Jr., as recorded in Deed Book 8604, Page 1944 of said register of deeds; Thence along the eastern line of said right of way, South 22°59'14" West, a distance of 31.41 feet to an existing 3/4" iron pipe marking the southeastern most corner of Motes Court; Thence along the southern line of said right of way, North 68°00'48" West, a distance of 50.00 feet to an existing iron pipe in the southwestern most corner of Motes Court; Thence along the western line of said right of way, North 22°59'14" East, 35.32 feet to the principle point of beginning. Containing an area of 0.382 acres +/-.

- WHEREAS, the petition has been duly filed with this Council in a Regular meeting assembled on the 6th day of February 2023, at 5:30 p.m. setting the 20th day of March, 2023 at 5:30 p.m., in the Council Chambers of the Municipal Building, as the time and place for a public hearing before said Council on said petition, and public notice of said time and place was ordered given, all pursuant to North Carolina G.S. 160A-299; and
- WHEREAS, due and proper notice of said hearing to be heard on the petition at this meeting of City Council was made by publication in the High Point Enterprise for four (4) consecutive weeks, beginning February 14, 21 & 28 2023 and March 7, 2023; and,
- WHEREAS, the above-entitled matter, pursuant to said resolution and notice was called for hearing before said Council at which time there was no objection or opposition offered on the part of any firm or corporation to abandon (closure) of the above-described unimproved right-of-way; and
- WHEREAS, it appearing to the satisfaction of this Council and the Council finds as a fact that the said right-of-way as herein described is not necessary for ingress and egress to any land adjoining said street; that the closing of said street is not contrary to the public interest and that no other individual, firm or corporation owning property in the vicinity of said street, or in the subdivision in which said street is located, will be deprived of reasonable means of ingress or egress to their property.

NOW THEREFORE BE IT RESOLVED:

1. That all of the southern portion of the Motes Court right-of-way (a 50-foot-wide right-of-way) abutting and lying between Guilford County Tax Parcels 157963 and 157944 be closed (abandoned). This right-of-way is depicted on a “Final Survey for Jesse and Debora Saunt” prepared by Daniel L. Stanley, Professional Land Surveyor (L-4633) May 3, 2023. The right-of-way to be closed (abandoned) is described above and is to be closed pursuant to North Carolina G.S. 160A-299;
2. That a copy of this resolution be filed in the Office of the Register of Deeds for Guilford County, North Carolina.

By order of the City Council,
this the 20th day of March, 2023

Sandra R. Keeney, City Clerk



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-124

File ID: 2023-124

Type: Rezoning Case

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/09/2023

File Name:

Final Action:

Title: City of High Point, Zoning Map Amendment 23-04

A request by the City of High Point to rezone approximately 1.2 acres from the Residential Single Family - 5 (R-5) District to the Transitional Office (TO) District. The site is located along Underhill Street and Eccles Place, approximately 195 feet north of Washington Street (116, 118, 119, & 121 Underhill Street and 108, 110, 112, & 114 Eccles Place).

Notes:

Sponsors:

Enactment Date:

Attachments: Staff Report ZA-23-04.pdf, Staff Report ZA-23-04 REVISED.pdf

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: genine.solis@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 2023-124

CITY OF HIGH POINT

AGENDA ITEM



Title: **Zoning Map Amendment 23-02**
(City of High Point)

From: Sushil Nepal, AICP
Planning & Development Director

Meeting Date: March 20, 2023

Public Hearing: Yes

Advertising Date: March 8, 2023, and
March 15, 2023

Attachments: A. Staff Report
B. Zoning Ordinance

Advertised By: Planning & Development

PURPOSE:

A request by the City of High Point to rezone approximately 1.2 acres from the Residential Single Family – 5 (R-5) District to the Transitional Office (TO) District. The site is located along Underhill Street and Eccles Place, approximately 195 feet north of Washington Street (116, 118, 119, and 121 Underhill Street and 108, 110, 112, and 114 Eccles Place).

BACKGROUND:

The Planning and Zoning Commission reviewed this request at their February 28, 2023 public hearing. All members of the Commission were present except for Angela Jiménez (*excused absence*). Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking on the request:

There were no speakers in favor or in opposition to the request.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

A. Staff Recommendation

Staff recommended **approval** of this request as outlined in the attached staff report.

B. Planning and Zoning Commission Action

1. The Planning and Zoning Commission recommended **approval** of this request, as recommended by staff, by a vote of 8-0.

2. Consistency and Reasonableness Statements

The Planning and Zoning Commission voted 8-0 to **approve** the following statement:

That Zoning Map Amendment 23-04 is consistent with the City's adopted policy guidance because the establishment of the requested TO District zoning at this location supports the recommendations of several adopted policy guidance documents, including the Land Use Plan, the

Core City Plan and the Washington Drive District Plan. Furthermore, the request is reasonable and in the public interest because the zoning site is situated at the outer edge of this residential neighborhood next to the Washington Street corridor and institutional uses (a church and the Penn-Griffin Middle/High School campus). Expansion of the existing TO District zoning along Washington Street to include the abutting zoning site continues the gradual transition of zoning districts to permit some non-residential development.

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

**STAFF REPORT
ZONING MAP AMENDMENT ZA-23-04
February 28, 2023**

Request	
Applicant: City of High Point	Owners: City of High Point, Betty Phillips, Glenn Chavis, Isabel Cecilia Diaz Rijos, Alvin & Lanaya Wilson, Larry Donnell Barr Revocable Living
Zoning Proposal: To rezone approximately 1.2 acres	From: R-5 Residential Single Family – 5 District
	To: TO Transitional Office District
Notices: As required by Section 2.3.6 (Notification) of the Development Ordinance, the Planning and Development Department provided published, mailed and posted notice of this public hearing.	

Site Information	
Location:	The site is located along Underhill Street and Eccles Place, approximately 195 feet north of Washington Street (<i>116, 118, 119 & 121 Underhill Street and 108, 110, 112 & 114 Eccles Place</i>).
Tax Parcel Number:	Guilford County Tax Parcels 190893, 190894, 190685 (portion), 190684, 190692, 190686, 190690 and 190689
Site Acreage:	Approximately 1.2 acres
Current Land Use:	Three single family structures and undeveloped parcels
Physical Characteristics:	The site has no noteworthy physical features.
Water and Sewer Proximity:	A 6-inch City water line and an 8-inch City sewer line lie adjacent to the site along Underhill Street and Eccles Place.
General Drainage and Watershed:	The site drains in a northwesterly direction, and development is subject to the City Lake General Watershed Area requirements. Primary stormwater control measures are required for 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 or Other Designations:	• Watershed Overlay (General Watershed Area) • Washington Street National Register Historic District (southern portion of site) • 118 Underhill Street (Blair-Coltrane House) is designated as a Guilford County Landmark

Adjacent Property Zoning and Current Land Use			
North:	R-5	Residential Single Family -5 District	Single family dwellings
South:	TO	Transitional Office District	Vacant building and undeveloped parcels
East:	R-5	Residential Single Family -5 District	Single family dwellings
West:	I	Institutional District	Penn-Griffin School for the Arts

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement:	The following goals and objectives of the Community Growth Vision Statement are relevant to this request: Goal 1: Preserve and enhance High Point's most important natural and cultural resources. Obj. 1D: Preserve and revitalize key historic landmarks and unique areas in High Point. Obj. 1E: Explore a variety of regulatory tools to preserve both commercial and residential historic areas meriting such protection.
Land Use Plan Map Classification:	The site has a Low-Density Residential and Office land use classification. These classifications are described below: • Low-Density Residential: 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. • Office: This classification includes professional, personal and business service uses.
Land Use Plan Goals, Objectives & Policies:	The following goal and objectives of the Land Use Plan are relevant to this request: Goal #2: Encourage development that enhances and preserves established neighborhoods. Obj.#4. Protect the City's older, established neighborhoods, and promote their revitalization through needed infrastructure improvements and new residential investment. Obj. #9. Where feasible and appropriate, provide a transition in land uses between more and less intensive land uses. Obj.#10. Target appropriate established neighborhoods and areas adjoining the central business district and industrial locations for conservation and revitalization activities including public and private investment.
Relevant Area Plans:	<u>Core City Plan</u> Approved in 2007, this plan makes recommendations for improving the 11-sq. mi. area in the central area of the city. With world-famous jazz musician John Coltrane's childhood home in the area, one of those recommendations was to explore the possibility of leveraging his legacy to revitalize the Washington Street area as a mixed-use center. One idea was for the home to be refurbished and turned into a museum or cultural center. This led to a subsequent planning effort to more closely study this subarea and perform further market testing and analysis of the museum concept, as described below.

	<u>Washington Drive District Plan</u> This plan approved in 2008, focuses on the historic commercial area centered on what is now Washington Street, and also includes the surrounding neighborhood as part of its study area. One aspect the plan addressed was the feasibility of a museum based on the legacy of John Coltrane. While the plan recommended a new museum be built in the commercial area located further to the west down Washington Street, it also envisioned Coltrane’s childhood home being rehabilitated and included as part of a multi-site museum experience and provides renderings of how portions of the area, that is the subject of this zoning request, could be developed to support this concept, including parking and streetscaping.
Zoning History:	<u>Zoning Map Amendment 21-28:</u> In December 2021, as part of the multi-year Comprehensive Zoning Map Amendment project, parcels along Washington Street were rezoned from single family, multifamily and Office-Institutional Districts to the Transitional Office District.

Transportation Information			
Adjacent Streets:	Name		Approx. Frontage
	Washington Street		N/A
	Underhill Street		180 ft.
	Eccles Place		300 ft.
Vehicular Access:	Via driveway access from Underhill Street and Eccles Place		
Traffic Counts: (Average Daily Trips)	Washington Street—3,300 ADT (NCDOT 2021 traffic count) Underhill Street & Eccles Place —None; traffic counts are not typically conducted along local streets.		
Estimated Trip Generation:	The proposed minor cultural facility use type is limited to a building size of 15,000 square feet in the proposed TO District.		
Traffic Impact Analysis (TIA):	Required		TIA Comments
	<u>Yes</u>	<u>No</u> X	This analysis is only required for developments that generate more than 150 trips within the AM or PM peak hours.

School District Comment
Not applicable to this zoning case.

Details of Proposal

The High Point Preservation Society has received a grant to restore the boyhood home of the legendary jazz saxophonist John Coltrane, at 118 Underhill Street. The request to rezone the Blair-Coltrane House to the Transitional Office (TO) District would support plans to renovate the house and operate it as a minor cultural facility use. Adjacent parcels, some not owned by the City, have been included in this zoning request to further develop/expand the minor cultural facility (museum and meeting space), near the historic home.

The proposed zoning site is situated at the outer edge of this neighborhood near the Washington Street corridor where the TO District zoning has already been established, and next to the Penn Griffin School of the Arts campus. Rezoning would not negatively impact parcels not owned by the City as the

proposed TO District would still permit development of a single family home in the event a landowner does not desire to be part of a future museum project.

The TO District and its district standards were designed to provide a transition between residential neighborhoods and higher intensity uses. The district and its allowable land uses was designed to accommodate low-intensity nonresidential uses in small buildings that are generally similar to the character of residential development. Based on the zoning site's size, location and adjacent uses, rezoning to the TO District will be compatible with this area and does not conflict with the goals and objectives of the Land Use Plan.

Staff Analysis

Section 2.4.20.C. of the Development Ordinance states that the advisability of a zoning map amendment is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. In determining whether to adopt or deny a proposed zoning map amendment, the City Council shall weigh the relevance of and consider the following:

Consistency with Adopted Policy Guidance

Whether and the extent to which the proposed zoning map amendment is appropriate for its proposed location, and is consistent with the City's adopted policy guidance.

The establishment of the requested TO District zoning, at this location, supports the recommendations of several adopted policy guidance documents, including the Land Use Plan, Core City Plan and Washington Drive District Plan.

Reasonableness/Public Interest:

Why a decision to approve, or to deny, the proposed zoning map amendment would be reasonable and in the public interest.

The zoning site is situated at the outer edge of this residential neighborhood next to the Washington Street corridor and institutional uses (a church and the Penn-Griffin Middle/High School campus). Expansion of the existing TO District zoning along Washington Street to include the abutting zoning site continues the gradual transition of zoning districts to permit some non-residential development.

Recommendation

Staff Recommends Approval:

The Planning and Development Department recommends approval of the request to rezone these parcels, totaling approximately 1.2 acres, to the TO District.

Required Action

Planning and Zoning Commission:

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

City Council:

The NC General Statutes require that the City Council also place in the official record a statement of consistency with the City's adopted plans, and explain why the action taken is considered to be reasonable and in the public interest when rendering its decision in this case. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

Report Preparation

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner and reviewed by Christopher Andrews AICP, Development Administrator, and Sushil Nepal AICP, Planning and Development Director.

LOCATION MAP

ZONING MAP AMENDMENT: ZA-23-04

Applicant: City of High Point

Vicinity Map

City of
High Point

Gulford
County

KIVETT DR

BAKER RD

TRIANGLE LAKE RD

29

74

BRENTWOOD ST

E GREEN DR

E MARTIN LUTHER KING JR DR

Site

City of
High Point

S UNIVERSITY PW

S CENTENNIAL ST

N CENTENNIAL ST

N LINDSAY ST

N HAMILTON ST

W WARD AV

W GREEN DR

W ENGLISH RD

WESTCHESTER DR

HARTLEY DR

BURTON AV

BURTON RD

CHESTNUT DR

W LEXINGTON AV

WALBURG-HIGH POINT RD

Davidson
County

N MAIN ST

EASTCHESTER DR

JOHNSON ST

GREENSBORO RD

MONTLIEU AV

N UNIVERSITY PW

70

W MAIN ST

JAMESTOWN PW

JAM

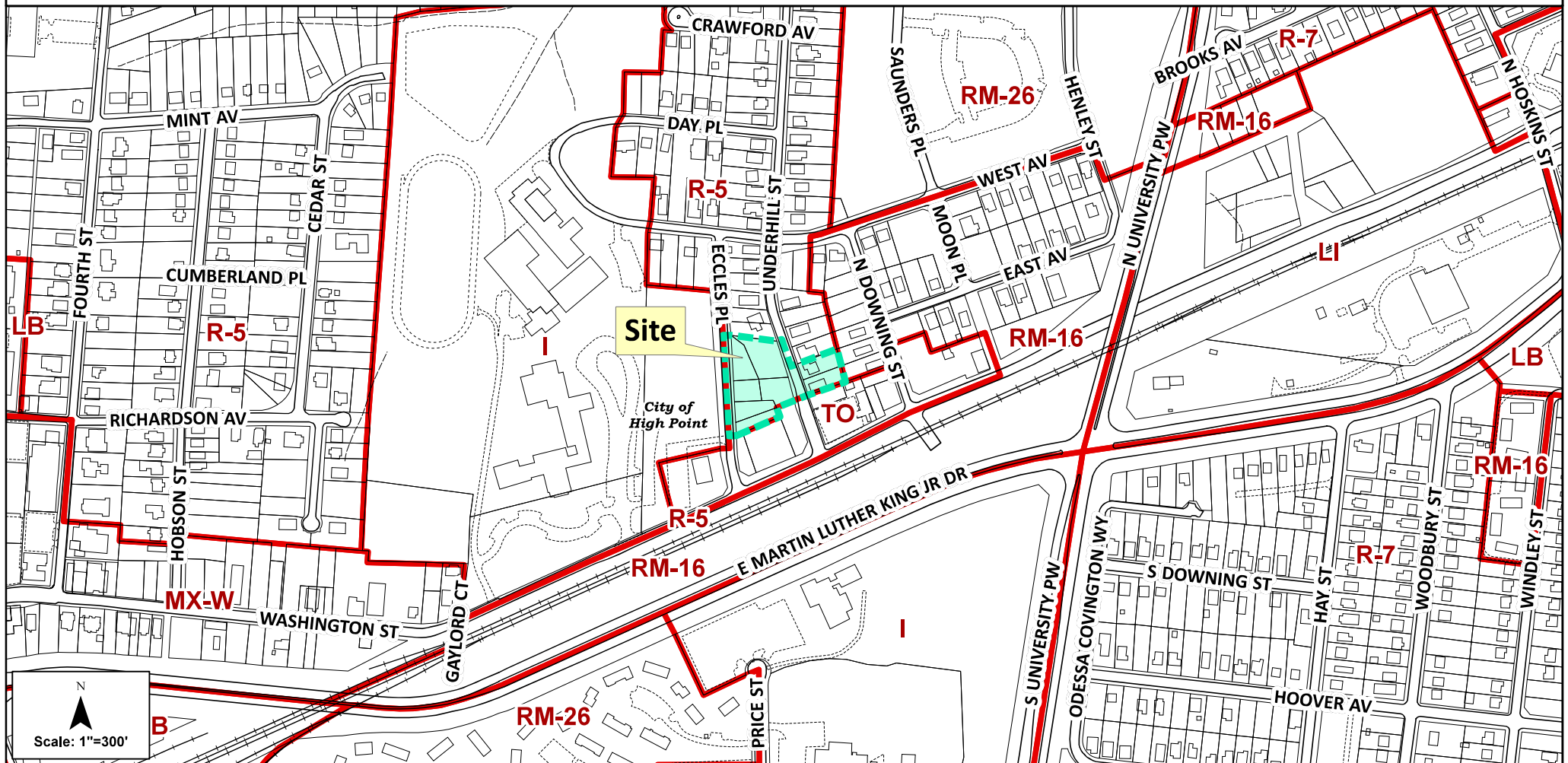


Scale: 1"=3,000'

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ZONING MAP AMENDMENT: ZA-23-04

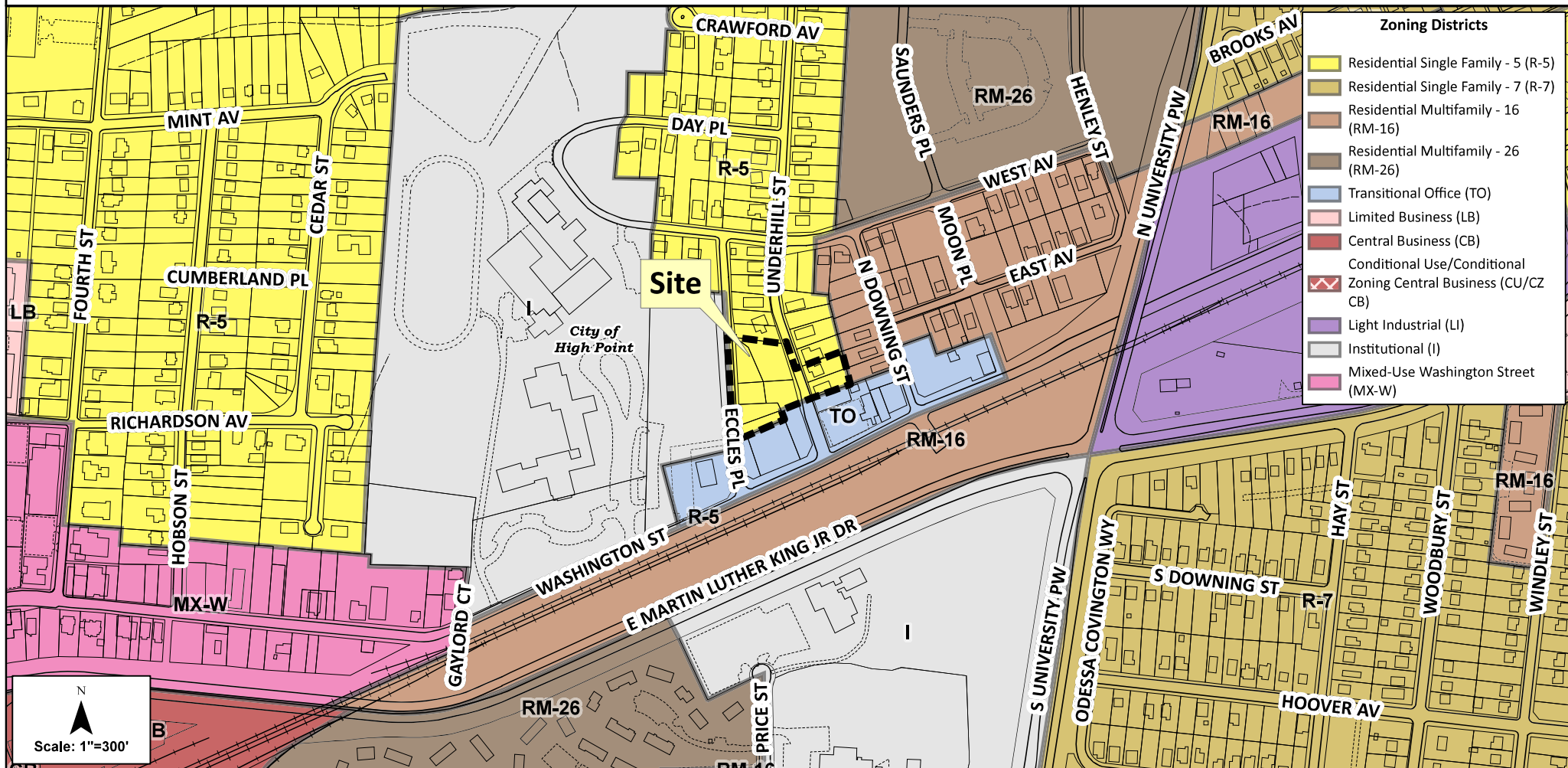
ZONING MAP



City of High Point Planning Board Action Case 23-04 Zoning Map Amendment 2023 April

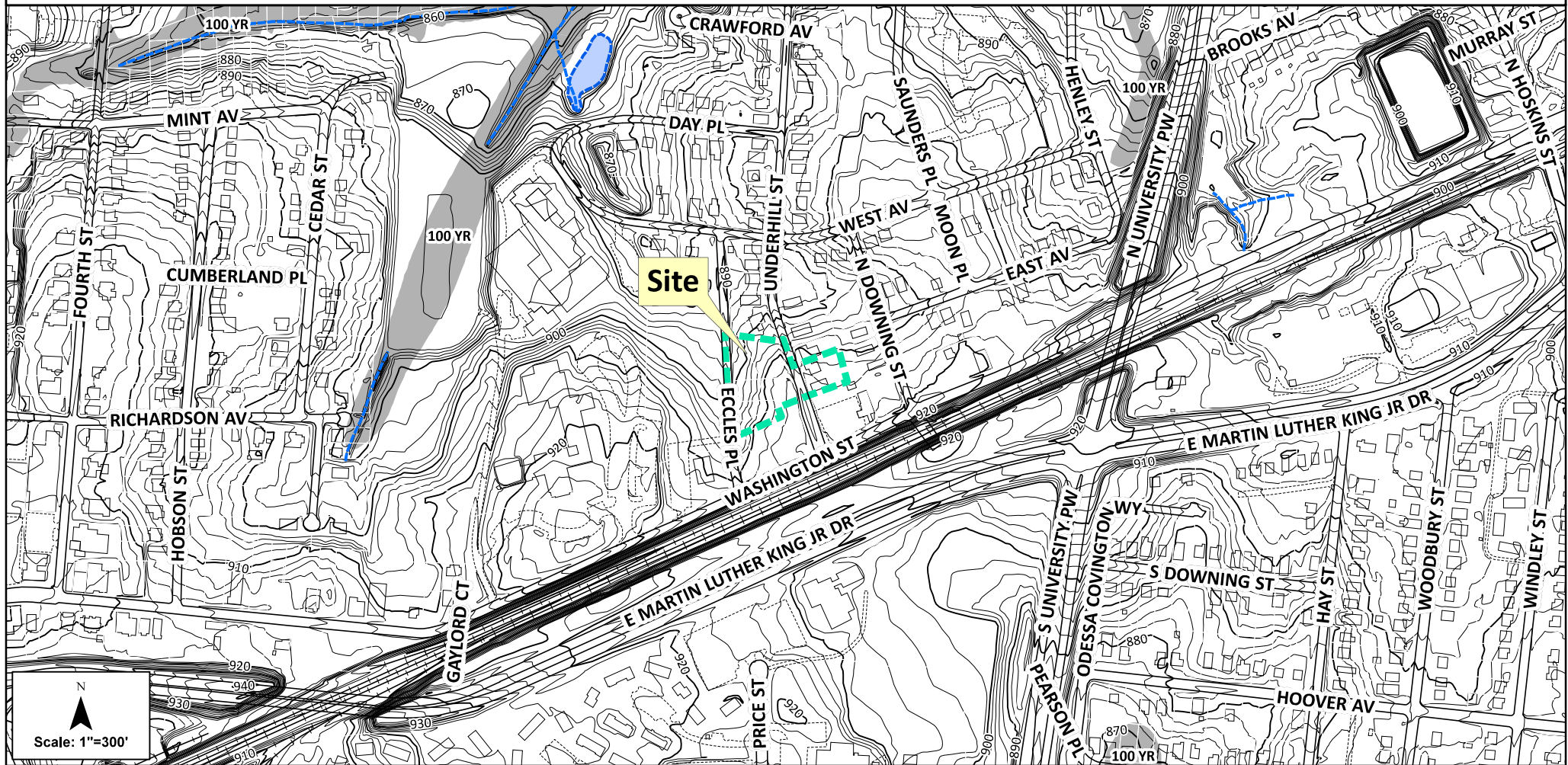
ZONING MAP AMENDMENT: ZA-23-04

COLOR-CODED ZONING MAP



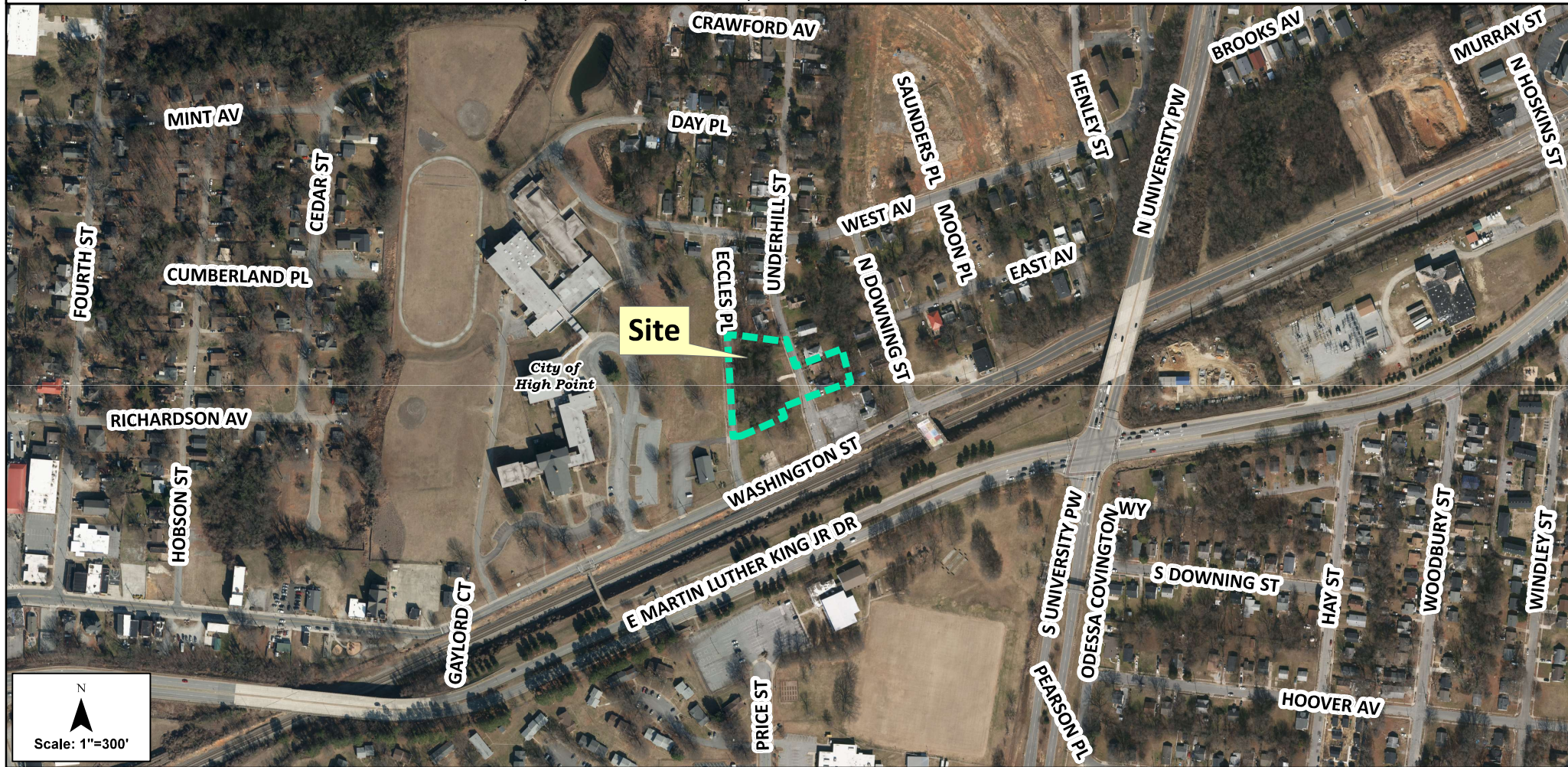
ZONING MAP AMENDMENT: ZA-23-04

TOPOGRAPHY



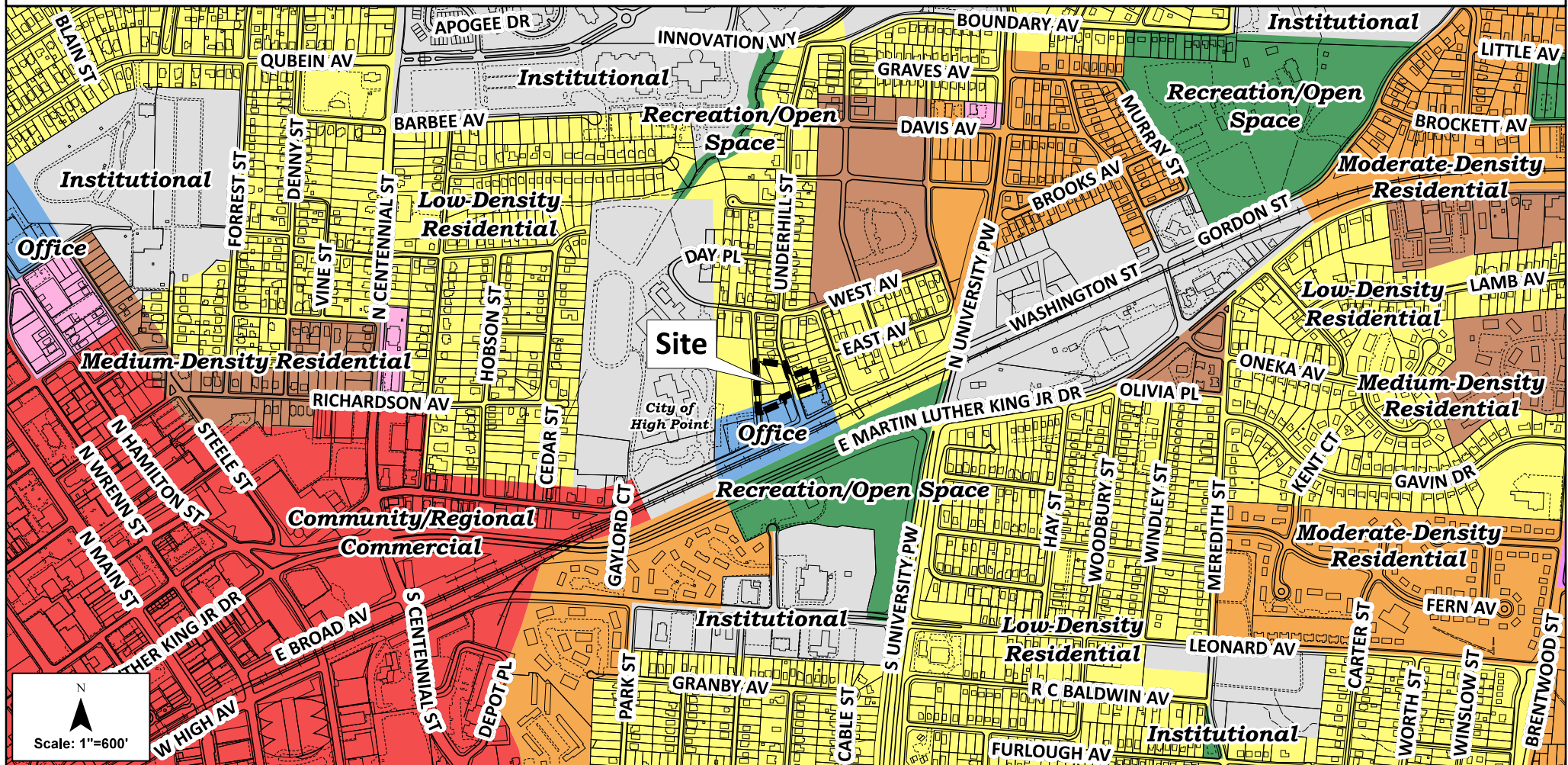
ZONING MAP AMENDMENT: ZA-23-04

AERIAL PHOTOGRAPHY (FEB. 2022)



ZONING MAP AMENDMENT: ZA-23-04

LAND USE PLAN MAP



AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.20, 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 February 28, 2023 and before the City Council of the City of High Point on March 20, 2023 regarding **Zoning Map Amendment Case ZA-23-04 (ZA-23-04)** 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 February 21, 2023, for the Planning and Zoning Commission public hearing and on March 8, 2023 and March 15, 2023, for the City Council public hearing pursuant to Chapter 160D-602 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 **March 20, 2023**.

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: **Transitional Office (TO) District**. The property is approximately 1.2 acres, located along Underhill Street and Eccles Place, approximately 195 feet north of Washington Street (*116, 118, 119 & 121 Underhill Street and 108, 110, 112 & 114 Eccles Place*). The property is also known as Guilford County Tax Parcel 190893, 190894, 190685 (southern portion), 190684, 190692, 190686, 190690 and 190689.

SECTION 2

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

SECTION 3

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

SECTION 4.

This ordinance shall become effective upon the date of adoption.

Adopted by the City Council
City of High Point, North Carolina
The 20th day of March, 2023

By: _____

Jay W. Wagner, Mayor

ATTEST:

Sandra R. Keeney, City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: **Zoning Map Amendment 23-04**
(City of High Point)

From: Sushil Nepal, AICP
Planning & Development Director

Meeting Date: March 20, 2023

Public Hearing: Yes

Advertising Date: March 8, 2023, and
March 15, 2023

Attachments: A. Staff Report
B. Zoning Ordinance

Advertised By: Planning & Development

PURPOSE:

A request by the City of High Point to rezone approximately 1.2 acres from the Residential Single Family – 5 (R-5) District to the Transitional Office (TO) District. The site is located along Underhill Street and Eccles Place, approximately 195 feet north of Washington Street (116, 118, 119, and 121 Underhill Street and 108, 110, 112, and 114 Eccles Place).

BACKGROUND:

The Planning and Zoning Commission reviewed this request at their February 28, 2023 public hearing. All members of the Commission were present except for Angela Jiménez (*excused absence*). Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking on the request:

There were no speakers in favor or in opposition to the request.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

A. Staff Recommendation

Staff recommended **approval** of this request as outlined in the attached staff report.

B. Planning and Zoning Commission Action

1. The Planning and Zoning Commission recommended **approval** of this request, as recommended by staff, by a vote of 8-0.

2. Consistency and Reasonableness Statements

The Planning and Zoning Commission voted 8-0 to **approve** the following statement:

That Zoning Map Amendment 23-04 is consistent with the City's adopted policy guidance because the establishment of the requested TO District zoning at this location supports the recommendations of several adopted policy guidance documents, including the Land Use Plan, the

Core City Plan and the Washington Drive District Plan. Furthermore, the request is reasonable and in the public interest because the zoning site is situated at the outer edge of this residential neighborhood next to the Washington Street corridor and institutional uses (a church and the Penn-Griffin Middle/High School campus). Expansion of the existing TO District zoning along Washington Street to include the abutting zoning site continues the gradual transition of zoning districts to permit some non-residential development.

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

**STAFF REPORT
ZONING MAP AMENDMENT ZA-23-04
February 28, 2023**

Request	
Applicant: City of High Point	Owners: City of High Point, Betty Phillips, Glenn Chavis, Isabel Cecilia Diaz Rijos, Alvin & Lanaya Wilson, Larry Donnell Barr Revocable Living
Zoning Proposal: To rezone approximately 1.2 acres	From: R-5 Residential Single Family – 5 District
	To: TO Transitional Office District
Notices: As required by Section 2.3.6 (Notification) of the Development Ordinance, the Planning and Development Department provided published, mailed and posted notice of this public hearing.	

Site Information	
Location:	The site is located along Underhill Street and Eccles Place, approximately 195 feet north of Washington Street (<i>116, 118, 119 & 121 Underhill Street and 108, 110, 112 & 114 Eccles Place</i>).
Tax Parcel Number:	Guilford County Tax Parcels 190893, 190894, 190685 (portion), 190684, 190692, 190686, 190690 and 190689
Site Acreage:	Approximately 1.2 acres
Current Land Use:	Three single family structures and undeveloped parcels
Physical Characteristics:	The site has no noteworthy physical features.
Water and Sewer Proximity:	A 6-inch City water line and an 8-inch City sewer line lie adjacent to the site along Underhill Street and Eccles Place.
General Drainage and Watershed:	The site drains in a northwesterly direction, and development is subject to the City Lake General Watershed Area requirements. Primary stormwater control measures are required for 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 or Other Designations:	• Watershed Overlay (General Watershed Area) • Washington Street National Register Historic District (southern portion of site) • 118 Underhill Street (Blair-Coltrane House) is designated as a Guilford County Landmark

Adjacent Property Zoning and Current Land Use			
North:	R-5	Residential Single Family -5 District	Single family dwellings
South:	TO	Transitional Office District	Vacant building and undeveloped parcels
East:	R-5	Residential Single Family -5 District	Single family dwellings
West:	I	Institutional District	Penn-Griffin School for the Arts

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement:	The following goals and objectives of the Community Growth Vision Statement are relevant to this request: Goal 1: Preserve and enhance High Point's most important natural and cultural resources. Obj. 1D: Preserve and revitalize key historic landmarks and unique areas in High Point. Obj. 1E: Explore a variety of regulatory tools to preserve both commercial and residential historic areas meriting such protection.
Land Use Plan Map Classification:	The site has a Low-Density Residential and Office land use classification. These classifications are described below: • Low-Density Residential: 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. • Office: This classification includes professional, personal and business service uses.
Land Use Plan Goals, Objectives & Policies:	The following goal and objectives of the Land Use Plan are relevant to this request: Goal #2: Encourage development that enhances and preserves established neighborhoods. Obj.#4. Protect the City's older, established neighborhoods, and promote their revitalization through needed infrastructure improvements and new residential investment. Obj. #9. Where feasible and appropriate, provide a transition in land uses between more and less intensive land uses. Obj.#10. Target appropriate established neighborhoods and areas adjoining the central business district and industrial locations for conservation and revitalization activities including public and private investment.
Relevant Area Plans:	<u>Core City Plan</u> Approved in 2007, this plan makes recommendations for improving the 11-sq. mi. area in the central area of the city. With world-famous jazz musician John Coltrane's childhood home in the area, one of those recommendations was to explore the possibility of leveraging his legacy to revitalize the Washington Street area as a mixed-use center. One idea was for the home to be refurbished and turned into a museum or cultural center. This led to a subsequent planning effort to more closely study this subarea and perform further market testing and analysis of the museum concept, as described below.

	<u>Washington Drive District Plan</u> This plan approved in 2008, focuses on the historic commercial area centered on what is now Washington Street, and also includes the surrounding neighborhood as part of its study area. One aspect the plan addressed was the feasibility of a museum based on the legacy of John Coltrane. While the plan recommended a new museum be built in the commercial area located further to the west down Washington Street, it also envisioned Coltrane’s childhood home being rehabilitated and included as part of a multi-site museum experience and provides renderings of how portions of the area, that is the subject of this zoning request, could be developed to support this concept, including parking and streetscaping.
Zoning History:	<u>Zoning Map Amendment 21-28:</u> In December 2021, as part of the multi-year Comprehensive Zoning Map Amendment project, parcels along Washington Street were rezoned from single family, multifamily and Office-Institutional Districts to the Transitional Office District.

Transportation Information			
Adjacent Streets:	Name		Approx. Frontage
	Washington Street		N/A
	Underhill Street		180 ft.
	Eccles Place		300 ft.
Vehicular Access:	Via driveway access from Underhill Street and Eccles Place		
Traffic Counts: (Average Daily Trips)	Washington Street—3,300 ADT (NCDOT 2021 traffic count) Underhill Street & Eccles Place —None; traffic counts are not typically conducted along local streets.		
Estimated Trip Generation:	The proposed minor cultural facility use type is limited to a building size of 15,000 square feet in the proposed TO District.		
Traffic Impact Analysis (TIA):	Required		TIA Comments
	<u>Yes</u>	<u>No</u> X	This analysis is only required for developments that generate more than 150 trips within the AM or PM peak hours.

School District Comment
Not applicable to this zoning case.

Details of Proposal

The High Point Preservation Society has received a grant to restore the boyhood home of the legendary jazz saxophonist John Coltrane, at 118 Underhill Street. The request to rezone the Blair-Coltrane House to the Transitional Office (TO) District would support plans to renovate the house and operate it as a minor cultural facility use. Adjacent parcels, some not owned by the City, have been included in this zoning request to further develop/expand the minor cultural facility (museum and meeting space), near the historic home.

The proposed zoning site is situated at the outer edge of this neighborhood near the Washington Street corridor where the TO District zoning has already been established, and next to the Penn Griffin School of the Arts campus. Rezoning would not negatively impact parcels not owned by the City as the

proposed TO District would still permit development of a single family home in the event a landowner does not desire to be part of a future museum project.

The TO District and its district standards were designed to provide a transition between residential neighborhoods and higher intensity uses. The district and its allowable land uses was designed to accommodate low-intensity nonresidential uses in small buildings that are generally similar to the character of residential development. Based on the zoning site's size, location and adjacent uses, rezoning to the TO District will be compatible with this area and does not conflict with the goals and objectives of the Land Use Plan.

Staff Analysis

Section 2.4.20.C. of the Development Ordinance states that the advisability of a zoning map amendment is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. In determining whether to adopt or deny a proposed zoning map amendment, the City Council shall weigh the relevance of and consider the following:

Consistency with Adopted Policy Guidance

Whether and the extent to which the proposed zoning map amendment is appropriate for its proposed location, and is consistent with the City's adopted policy guidance.

The establishment of the requested TO District zoning, at this location, supports the recommendations of several adopted policy guidance documents, including the Land Use Plan, Core City Plan and Washington Drive District Plan.

Reasonableness/Public Interest:

Why a decision to approve, or to deny, the proposed zoning map amendment would be reasonable and in the public interest.

The zoning site is situated at the outer edge of this residential neighborhood next to the Washington Street corridor and institutional uses (a church and the Penn-Griffin Middle/High School campus). Expansion of the existing TO District zoning along Washington Street to include the abutting zoning site continues the gradual transition of zoning districts to permit some non-residential development.

Recommendation

Staff Recommends Approval:

The Planning and Development Department recommends approval of the request to rezone these parcels, totaling approximately 1.2 acres, to the TO District.

Required Action

Planning and Zoning Commission:

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

City Council:

The NC General Statutes require that the City Council also place in the official record a statement of consistency with the City's adopted plans, and explain why the action taken is considered to be reasonable and in the public interest when rendering its decision in this case. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

Report Preparation

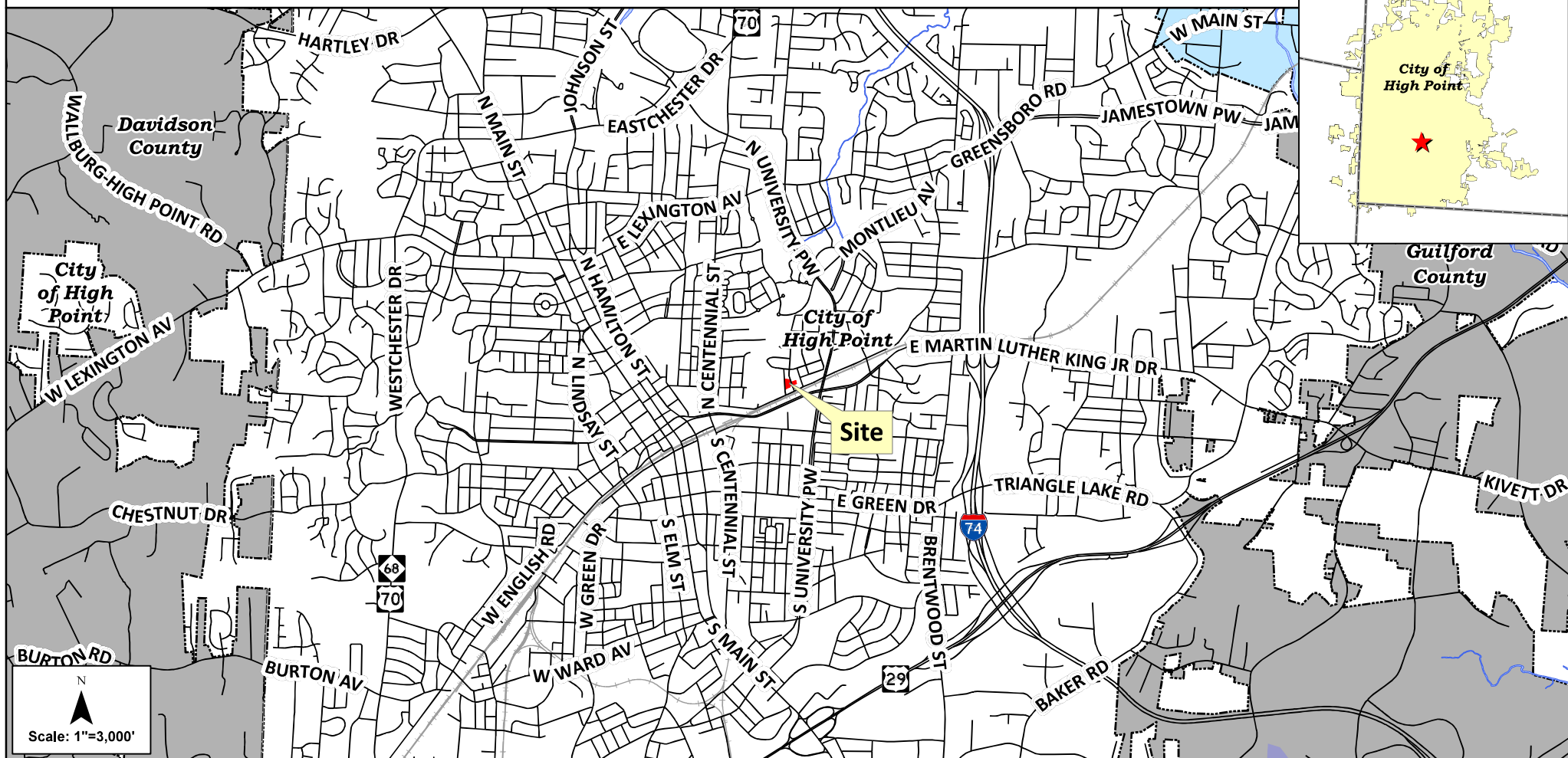
This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner and reviewed by Christopher Andrews AICP, Development Administrator, and Sushil Nepal AICP, Planning and Development Director.

Applicant: City of High Point

**City of
High Point**

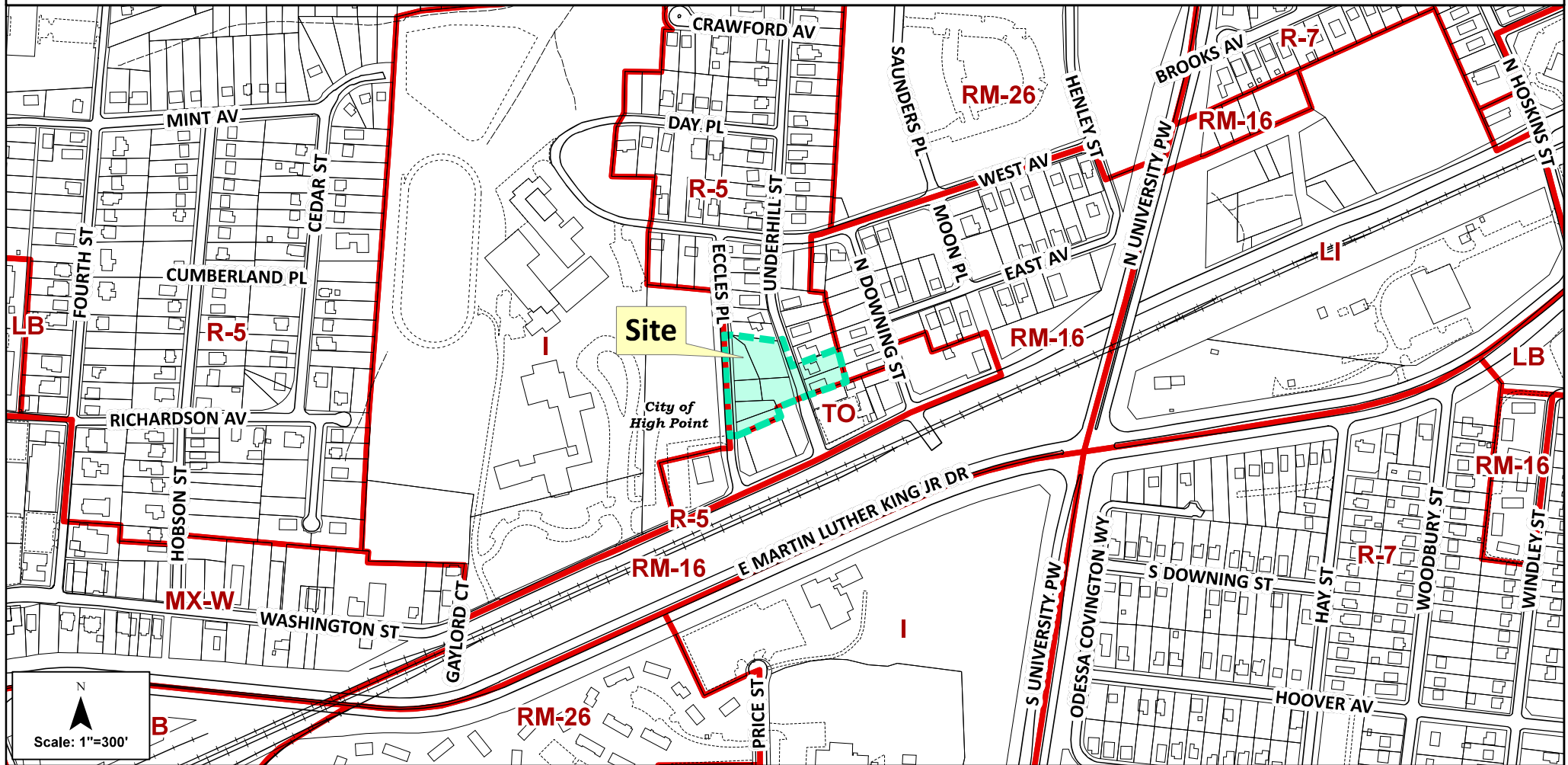


**Guilford
County**



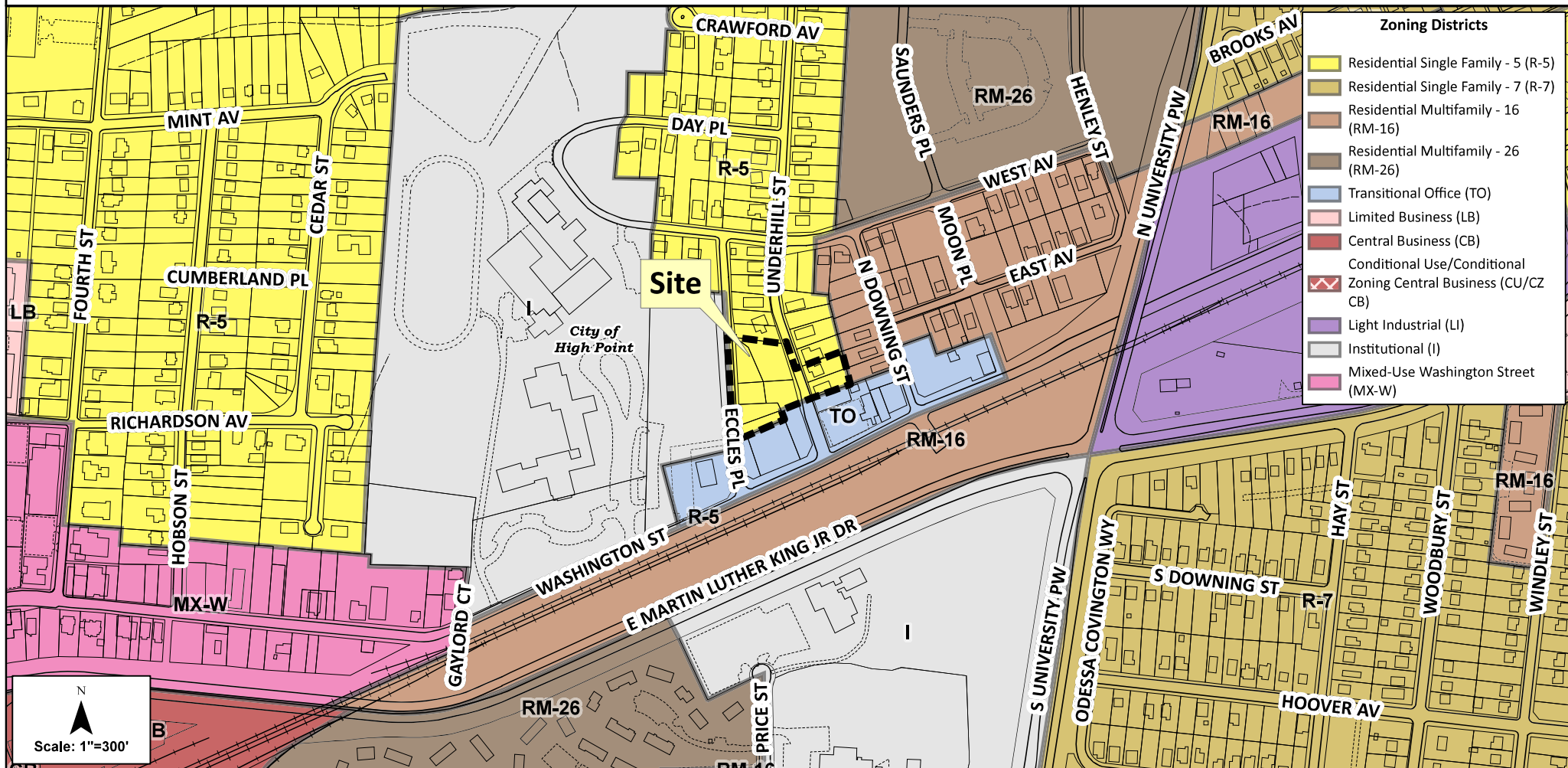
ZONING MAP AMENDMENT: ZA-23-04

ZONING MAP



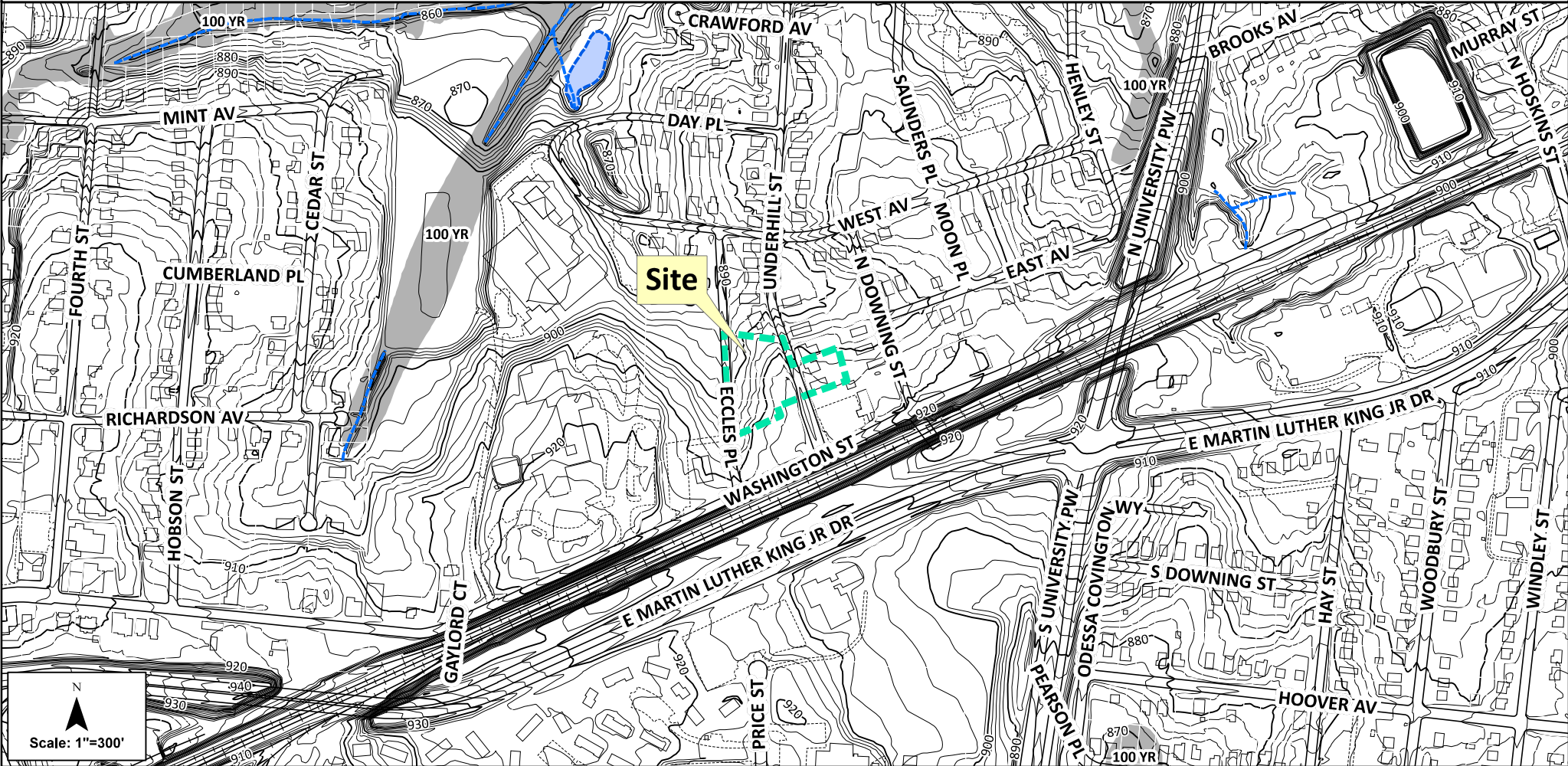
ZONING MAP AMENDMENT: ZA-23-04

COLOR-CODED ZONING MAP



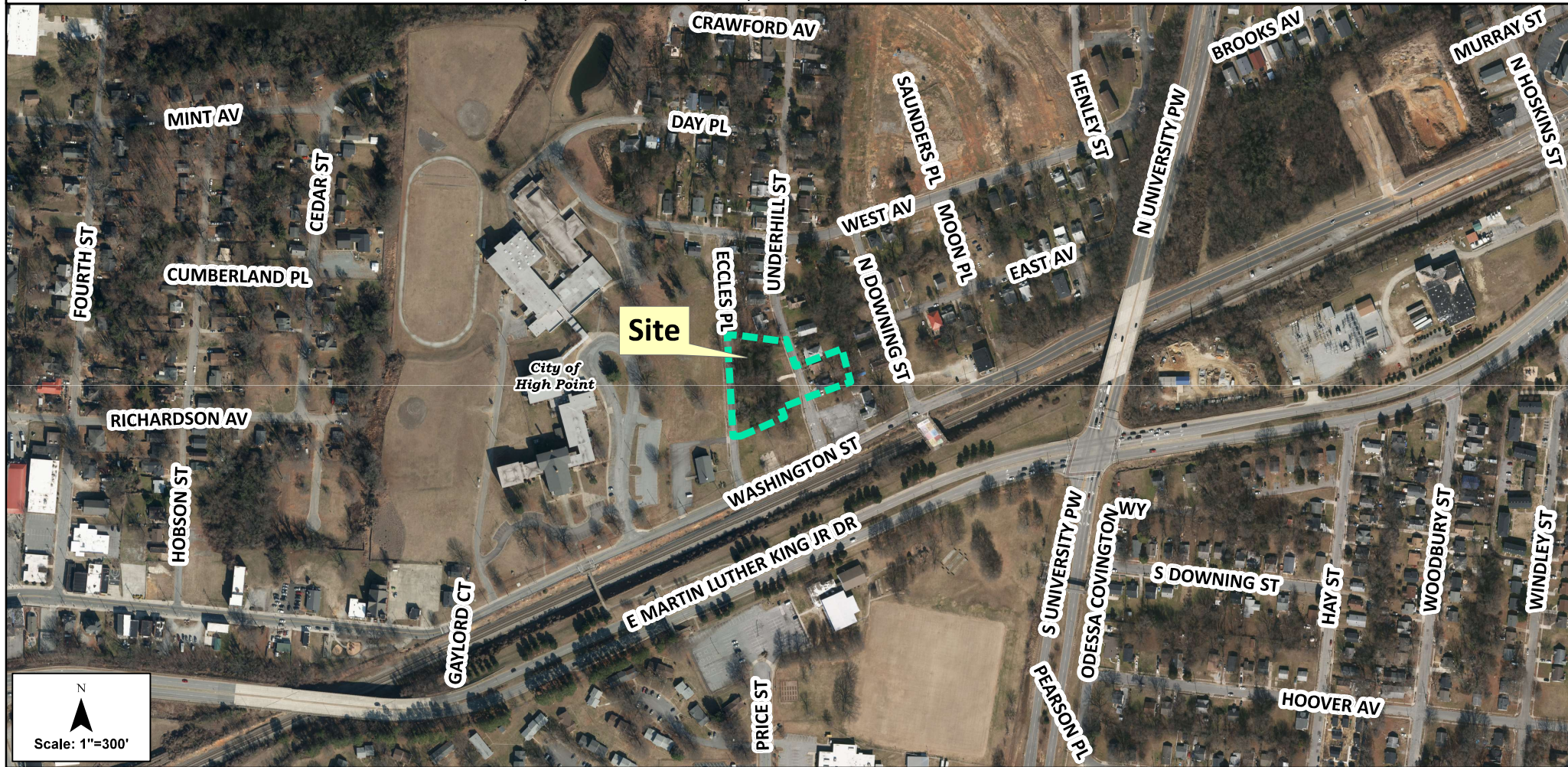
ZONING MAP AMENDMENT: ZA-23-04

TOPOGRAPHY



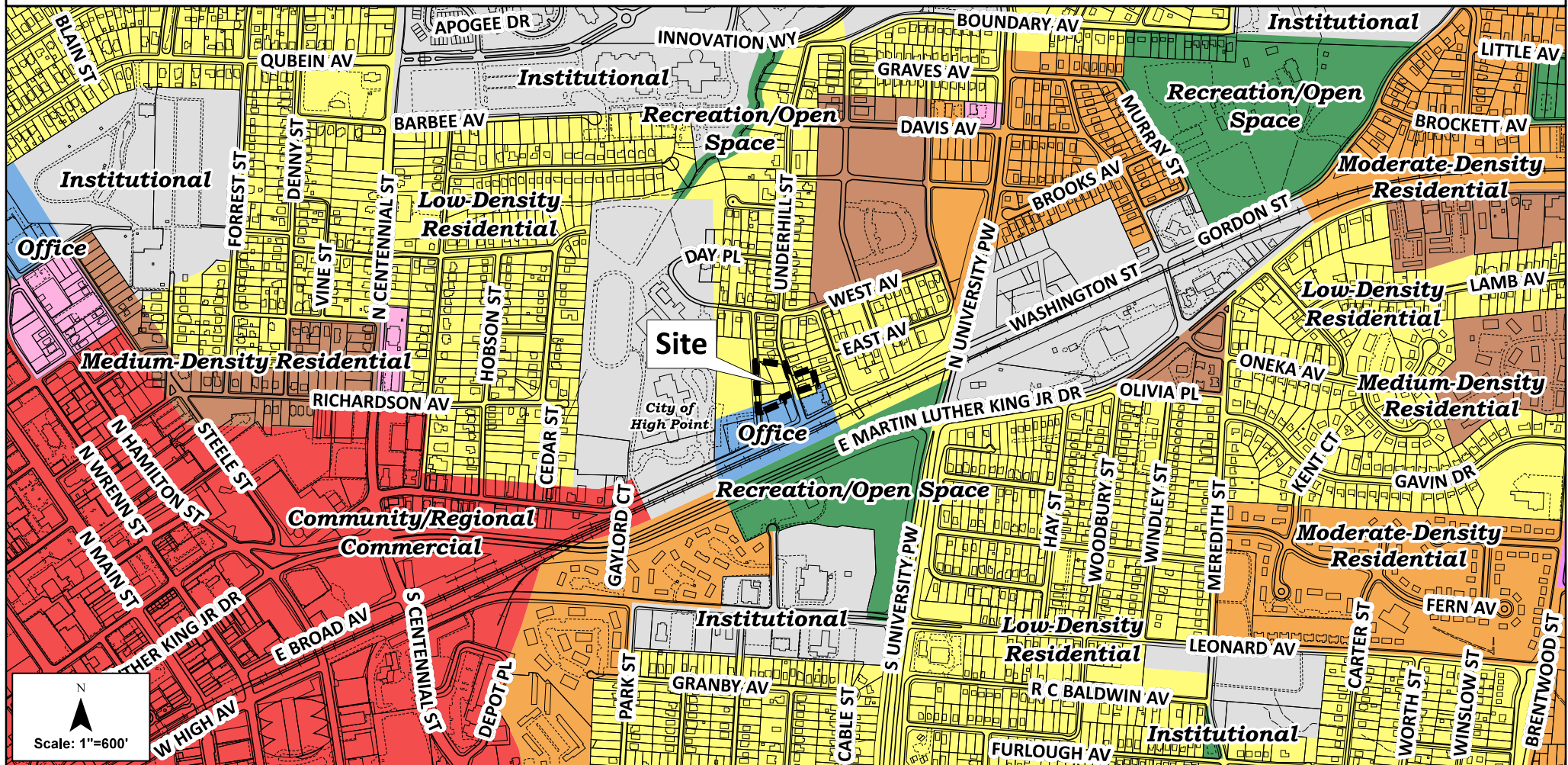
ZONING MAP AMENDMENT: ZA-23-04

AERIAL PHOTOGRAPHY (FEB. 2022)



ZONING MAP AMENDMENT: ZA-23-04

LAND USE PLAN MAP



AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.20, 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 February 28, 2023 and before the City Council of the City of High Point on March 20, 2023 regarding **Zoning Map Amendment Case ZA-23-04 (ZA-23-04)** 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 February 21, 2023, for the Planning and Zoning Commission public hearing and on March 8, 2023 and March 15, 2023, for the City Council public hearing pursuant to Chapter 160D-602 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 **March 20, 2023**.

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: **Transitional Office (TO) District**. The property is approximately 1.2 acres, located along Underhill Street and Eccles Place, approximately 195 feet north of Washington Street (*116, 118, 119 & 121 Underhill Street and 108, 110, 112 & 114 Eccles Place*). The property is also known as Guilford County Tax Parcel 190893, 190894, 190685 (southern portion), 190684, 190692, 190686, 190690 and 190689.

SECTION 2

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

SECTION 3

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

SECTION 4.

This ordinance shall become effective upon the date of adoption.

Adopted by the City Council
City of High Point, North Carolina
The 20th day of March, 2023

By: _____

Jay W. Wagner, Mayor

ATTEST:

Sandra R. Keeney, City Clerk



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-130

File ID: 2023-130

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/13/2023

File Name:

Final Action:

Title: Public Transportation Agency Safety Plan (PTASP) 2023

City Council is requested to approve the updated Public Transportation Agency Safety Plan (PTASP) as submitted and authorize the Mayor to sign the document.

Notes:

Sponsors:

Enactment Date:

Attachments: Public Transportation Agency Safety Plan (PTASP)
2023

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: amy.myers@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 2023-130

CITY OF HIGH POINT

AGENDA ITEM



Title: Public Transportation Agency Safety Plan

From: Angela W Wynes

Meeting Date: March 20, 2023

Public Hearing: N/A

Advertising Date / N/A

Advertised By:

Attachments: 1. Public Transportation Agency Safety Plan

PURPOSE:

As a recipient of Federal Transit Administration (FTA) funds, the City is required to comply with 49 CFR Part 643, Public Transportation Safety Plan. One of the requirements is an annual review of the plan and if necessary, update information based on current procedures and practices. Each year recipients must certify annually that they have a compliant safety plan as a condition of receiving ongoing federal funds.

BACKGROUND:

The Transit Safety Officer has reviewed the current PTASP that was approved in March 2022, and made minor changes to reflect changes in staff.

BUDGET IMPACT:

There is no budgetary impact.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends that City Council approve the updated PTASP as submitted and authorize the Mayor to sign the document.



2023



High Point Transit System

City of High Point, North Carolina

Public Transportation AGENCY SAFETY PLAN

ORIGINAL VERSION 2.0
TRANSIT-031220-R-0010 PHASE 2
JANUARY 1, 2023

Prepared By:
K&J Safety and Security Consulting Services, Inc.
3257 Elcano Lane
Cantonment, FL 32533



Approvals

The SMS Implementation Plan has been reviewed and authorized by the following individuals:

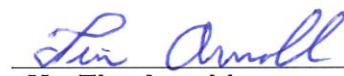

Ms. Angela Wynes
 Transit Manager / Accountable Executive

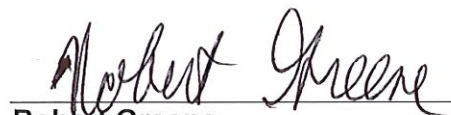

Brandon Parker
 Chief Safety Officer / SMS Manager


Mr. Keith Craven
 Assistant Transit Manager / Assistant SMS Manager


Lateyfa Reed
 Transit Supervisor

VACANT
 Paratransit Supervisor


Mr. Tim Arnold
 Transit Maintenance Supervisor


Robert Greene
 Frontline Representative

Transit Agency Information

High Point Transit System
 716 W Martin Luther King Jr. Drive
 High Point, North Carolina 27262
 (336) 8889-7433

City Council	Hon. Jay W. Wagner	<i>Mayor</i>
Accountable Executive	Angela Wynes	<i>Transit Manager</i>
SMS Manager	Brandon Parker	<i>Transit Safety Officer</i>
Assistant SMS Manager	Keith Craven	<i>Assistant Transit Manager</i>
Modes	Bus and Paratransit	<i>Fixed-Route, Bus Paratransit</i>
FTA Funding Types	5303, 5307, 5309, 5337, and 5339	<i>Urban Area and Advanced Mobility Capital Investments State of Good Repair Bus and Bus Facility Program</i>

Document Control

No.	Modification / Edit	Page	Section	Name	Initials	Date
1	Original Public Transportation Agency Safety Plan Document			Angela Wynes, Transit Manager		
2	Annual Review. Updated. Reference Word Document "SMS Annual Review and Updates 2022"			Brandon Parker		2/21/22
3	Annual Review. Updated Org Charts			Brandon Parker		1/23
4						
5						
6						
7						
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PTASP Certification

This Agency Safety Plan (PTASP) was drafted by the High Point Transit System through collaboration with K&J Safety and Security Consulting Services, Inc.

The following signatures provide certification that this Agency Safety Plan (PTASP) complies with 49 CFR Part 673, for a Small Bus Agency.

1. Signature by the Accountable Executive			
	Angela Wynes Transit Manager / Accountable Executive		Date of Signature
2. Approval by the High Point City Council			
	Honorable Jay W. Wagner Mayor		Date of Approval
3. Certification of Compliance with 49 CFR Part 673			
	Brandon Parker Transit Manager / SMS Manager		Date of Certification

The following documents are “incorporated by reference” and available for review by authorized parties at the High Point Transit System’s Headquarters:

- 1) City of High Point Continuity of Operations / Broad Avenue Terminal – December 1, 2016
- 2) City of High Point Safety Program Book – January 2011

HIGH POINT TRANSIT SYSTEM SAFETY MANAGEMENT POLICY STATEMENT

The mission of the High Point Transit System (HPTS) is to provide a safe and reliable transportation service for the public, healthful and safe working conditions for all HPTS employees, and to comply with all applicable Federal, State, and local laws and regulations.

HPTS is fully committed to SMS and to providing its customers with a safe transportation service, maintaining a strong safety culture, and providing a working environment that ensures the safety and health of its employees and protects the environment. HPTS is further committed to developing, implementing, maintaining, and continuously improving its processes to ensure that all transit service delivery activities occur under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting the established standards. As such, HPTS is placing the management of safety as one of the core business functions of the organization, across all modes of transportation.

It shall be the responsibility of management at all levels of the organization, as well as employees in each division to be accountable for delivery of the highest level of safety performance, beginning with the Transit Manager (TM). Therefore, HPTS is committed to achieving the following objectives:

1. **Supporting** the SMS and the management of safety by providing appropriate resources to support an organizational culture that fosters safe operational practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as that given to the other management systems of the Agency;
2. **Integrating** the management of safety as part of the primary responsibilities of all HPTS managers and employees.
3. **Clearly Defining** accountabilities and responsibilities of all employees and managers alike to uphold the organization's safety performance goals and performance of the Safety Management System (SMS).
4. **Establishing and Operating** a Safety Risk Management process allowing for hazard identification, analysis, and risk evaluation utilizing an employee reporting program as a principal source for information gathering.
5. **Prioritizing** the elimination or mitigation of calculated identified safety risks created by operating conditions or activities, to a level consistent with the Agency's acceptable level of safety performance.
6. **Ensuring** that no action will be taken against any employee who discloses a safety concern through an employee safety reporting program unless disclosure indicates through the investigative process and beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures was committed.
7. **Complying** with, or exceeding when possible, legislative, and regulatory requirements and standards.
8. **Ensuring** sufficiently trained and knowledgeable human capital is available to implement the various SMS processes, including as part of service delivery operations.
9. **Ensuring** all employees are provided with adequate and appropriate safety-related information and training, competent in safety management processes and subject, and allocated only tasks commensurate with their skills.
10. **Establishing and Measuring** safety performance against data-driven safety performance indicators and targets.

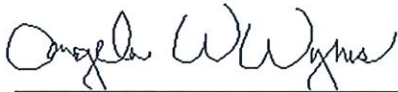
HIGH POINT TRANSIT SYSTEM SAFETY MANAGEMENT POLICY STATEMENT

11. **Continuous Improvement** of safety performance and the SMS through management processes that ensure appropriate safety risk management, assurance, and promotion activities are identified, implemented, and effective.
12. **Ensuring** externally supplied systems and services to support HPTS operations are delivered in a manner to meet safety performance standards
13. **Defining** processes to address conditions when disciplinary actions will be exempt based on the actions of an employee, in support of promoting a positive safety culture.

To implement this Agency Safety Plan (PTASP), HPTS's employees and contractors must focus on the following Safety Management System components:

- **Safety Management Policies** to guide the development, implementation, and maintenance of the SMS processes.
- **Safety Risk Management** process for identifying hazards and analyzing, assessing, and mitigating safety risk to the lowest reasonable level.
- **Safety Assurance** to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Authority meets or exceeds its safety objectives through the collection, analysis, assessment, and trending of information.
- **Safety Promotion** to support SMS, including safety communications and training.

This policy statement will be reviewed and updated to align SMS processes with ongoing and evolving safety performance goals and objectives.



Angela Wynes

Transit Manager

High Point Transit System

August 2020

Acronyms

AAR	After-Action Reports
ACSE	American Society of Safety Engineers
ADA	Americans with Disabilities Act
AE	Accountable Executive
ANSI	American National Standards institute
APTA	American Public Transit Association
ASTM	American Society for Testing and Materials
AVL	Automatic Vehicle Locator
BMP	Bus Maintenance Plan
CAP	Corrective Action Plan(s)
CCB	Change Control Board
CCR	Configuration Change Request
CFR	Code of Federal Regulations
COOP	Continuity of Operations Plan
DBE	Disadvantaged Business Enterprise
DHS	Department of Homeland Security
DoD	United States Department of Defense
EMA	Emergency Management Agency
EMP	Emergency Management Program
EPA	Environmental Protection Agency
ERP	Emergency Response Plan
ESRP	Employee Safety Reporting Program
EX	Emergency Exercise
FAMP	Facilities Management Plan
FLSC	Fire Life Safety and Security Working Group
FSE	Full-Scale Exercise
FTA	Federal Transit Administration
GPS	Global Positioning Satellite
HPMPO	High Point Metropolitan Planning Organization
HPTS	High Point Transit System
HSEEP	Homeland Security Exercise and Evaluation Program
IAPP	Internal Audit Program Plan
ICS	Incident Command System
ID	Identification
ISA	Internal Safety Audit
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITP	Individual Training Program
KPI	Key Performance Indicators
MAP-21	Moving Ahead for Progress in the 21 st Century
MBE	Minority Business Enterprise
MIL-STD	Military Standard
MPO	Metropolitan Planning Organization
MSDS	Material Safety Data Sheets
MSF	Maintenance and Storage Facility
MTM	Manager of Streetcar Maintenance

N/A	Not Applicable
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
NPTSP	National Public Transportation Safety Plan
NSC	National Safety Council
NSP	National Safety Plan <i>also see NPTSP</i>
NTD	National Transit Database
NTI	National Transportation Institute
NTSB	National Transportation Safety Board
O&M	Operation and Maintenance
OEM	Original Equipment Manufacturer
OMP	Operations and Maintenance Plan
OSHA	Occupational Safety and Health Administration
PHA	Preliminary Hazard Analysis
PM	Preventative Maintenance
PMI	Preventative Maintenance Inspection
PMMS	Preventative Maintenance Management System
PPE	Personal Protective Equipment
PRO	Pre-Revenue Operations
PTASP	Public Transportation Agency Safety Plan
PTSCTP	Public Transportation Safety Certification Training Program
QA	Quality Assurance
QC	World Safety Organization
SA	Safety Assurance
SDS	Safety Data Sheet <i>also see MSDS</i>
SGR	State of Good Repair
SIT	System integration testing
SME	Subject Matter Expert
SMS	Safety Management System
SOP	Standard Operating Procedures
SPC	Safety Performance Criteria
SPI	Safety Performance Indicators
SPT	Safety Performance Targets
SRA	Safety Risk Analysis
SRCP	Safety Rules Compliance Program
SRL	Safety Risk Log
SRM	Safety Risk Management
SSC	Safety and Security Certification
SSCP	Safety and Security Certification Plan(s)
SSEPP	System Security and Emergency Preparedness Plan
SO	Safety Officer
SSPP	System Safety Program plan
TAM	Transit Asset Management Plan
TSA	Transportation Security Administration
TSO	Transit Safety Officer
TTX	Tabletop Exercise
TVA	Threat and Vulnerability Analysis

U.S.C.	United State Code
UASI	Urban Area Security Initiative
UC	Unified Command
VRM	Vehicle Revenue Miles
WBE	Woman Business Enterprise
WSO	World Safety Organization

Definitions¹

Accident: An event that involves any of the following:

1. A loss of life.
2. Report of a serious injury to a person.
3. A collision of public transportation vehicles.
4. A runaway train (N/A to HPTS).
5. An evacuation for life safety reasons; (N/A to HPTS) or
6. Any derailment of a rail transit vehicle (N/A to HPTS).

Accountable Executive: A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Administrator: The Federal Transit Administrator or the Administrator's designee.

Collision: All collisions between a rail transit vehicle and another rail transit vehicle; all collisions resulting in substantial property damage, serious injury, or fatality.

Configuration Management: A process to assure that all documentation that describes a system and its various components is current and reflects the actual functional and physical characteristics of the system throughout its life cycle.

Contractor: An entity that performs tasks required on behalf of the oversight or rail transit agency. The rail transit agency may not be a contractor for the oversight agency.

Corrective Action Plan (CAP): A plan prepared by an RTA that describes the actions it will take to correct, eliminate, mitigate, or control hazardous conditions.

Derailment: A non-collision event in which one or more wheels of a rail transit vehicle unintentionally leaves the rails. Two-Hour Accident notification is required anytime there is the derailment of a rail transit vehicle at any location, at any time, whatever the cause.

Emergency: A situation, which is life threatening or which causes damage on or in any RTA facility, right-of-way or vehicle.

Equivalent Authority: An entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Evacuation: A condition that occurs when persons depart from transit vehicles or facilities for life safety reasons, including self-evacuation.

Event: Any Accident, Incident, or Occurrence

Fatality: A death or suicide occurring at the scene or within 30 days following the accident; excludes deaths resulting from illness or other natural causes and criminal homicides that are not related to collisions with a rail transit vehicle.

¹ Definitions are referenced from 49 CFR Part 673

Findings of Non-Compliance: Those instances where the RTA's SSPP, SSP/SEPP or supporting documents and manuals do not meet state or federal requirements, or in cases where internal practices do not follow the RTA's own plans or procedures.

Findings with Recommendation: identify conditions, practices, or procedures that are undocumented, inconsistently applied, or are non-existent despite being important to safety and security of the transit system. Industry best practices and gaps or deficiencies in the RTA's policies, procedures, or in the implementation of policies and procedures may also be accounted for.

FTA: The Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Hazard Analysis: A systematic analysis performed to identify hazards and establish requirements for their elimination or control.

Hazardous Condition: A condition that may endanger human life or property (formally called "unacceptable hazardous condition")

Hazardous Material: Any commodity or product identified or regulated by the United States Department of Transportation in title 49 CFR Parts 171 -179 which may be transported under restricted conditions.

Incident: An event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Individual: A passenger; employee; contractor; other rail transit facility worker; pedestrian; trespasser; or any person on rail transit-controlled property.

Injury: A human condition of the magnitude requiring medical treatment or transport to a health care facility for medical treatment.

Investigation: The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Life Safety Reasons: A situation such as a fire; the presence of smoke or noxious fumes; a fuel leak; a vehicle fuel leak; an electrical hazard; a bomb threat; a suspicious item or other hazard that constitutes a real or potential danger to any person.

Life Cycle: The course of developmental change, which a transit system passes through from its inception to its retirement and disposal

National Public Transportation Safety Plan: The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

New Start Project: Any rail fixed guideway system funded under FTA's 49 U.S.C. 5309 discretionary construction program.

NTSB: The National Transportation Safety Board is an independent Federal agency that conducts accidents investigations across several transit disciplines.

Observations: Consist of concerns that do not warrant a formal Finding. Observations may include site-specific or non-systemic deficiencies found. Alternately, Observations may highlight the RTA's practices deemed commendable by FDOT.

Occurrence: An Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Office of Transit Safety and Oversight (TSO): The FTA office that administers a national transit safety program and program compliance oversight process through adherence with legislative, policy and regulatory requirements as established by FTA.

On-Site Safety Audit: a formal, comprehensive, on-site examination by the Oversight Agency of a transit agency's safety practices to determine whether they comply with the policies and procedures required under the transit agency's SSPP.

Operator of a Public Transportation System: A provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger Operations: The period of time when any aspect of the transit agency's operations are initiated with the intent to carry passengers.

Performance Measure: An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Person: A passenger, employee, contractor, pedestrian, trespasser, or any individual on the property of a rail fixed guideway public transportation system.

Public Transportation Agency Safety Plan: The documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Reportable Accidents: accidents which exceed the thresholds which are associated with the operation and maintenance of transit vehicles.

Risk: The composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: A method or methods to eliminate or reduce the effects of hazards.

Rolling Stock: A wheeled vehicle operating on roadways.

Safety: Freedom from harm resulting from unintentional acts or circumstances.

Safety Assurance: Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy: a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management System (SMS): The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Manager: HPTS Transit Manager, Transit Safety Officer or an equivalent.

Safety Performance Target: A Performance Target related to safety management activities.

Safety Promotion: A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety and Security Audit: A formal, comprehensive, internal on-site examination by the transit agency of all or part of a systems safety and security practices conducted annually to determine whether they comply with the policies and procedures required under the system's SSPP and SEPP.

Safety Related Activities: An activity that performed in a prescribed manner to assure that the transit agency meets its stated safety goals and objectives. Typical examples include designing, acquiring, constructing, inspecting, testing, operating, maintaining, repairing, modifying or extending those elements of the public transit agency that are important to preventing or mitigating accidents.

Safety Risk Assessment: The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management: A process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Security: freedom from harm resulting from intentional acts or circumstances.

Security and Emergency Preparedness Plan (SEPP): a document developed and adopted by the agency describing its security policies, objectives, responsibilities, and procedures of HPTS.

Serious Injury: any injury which:

1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received.
2. Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
3. Causes severe hemorrhages, nerve, muscle, or tendon damage.
4. Involves any internal organ; or
5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: A recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: A State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: The condition in which a capital asset is able to operate at a full level of performance.

Substantial Damage: Any physical damage to transit or non-transit property including vehicles, facilities, equipment, rolling stock, or infrastructure. Substantial damage includes damage which adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure requiring towing, rescue, onsite maintenance, or immediate removal prior to safe operation. Substantial damage excludes damage such as cracked windows, dented, bent or small punctured holes in the body, broken lights, mirrors, or removal from service for minor repair or maintenance, testing, or video and event recorder download.

System Safety Program Plan (SSPP): A document developed and adopted by the transit agency, describing its safety policies, objectives, responsibilities, and procedures. Until one year after the issuance of 49 CFR Part 673 (July 2020) as a final rule, the SSPP shall take the place of the PTASP required under 49 CFR 674.

System Security and Emergency Preparedness Plan (SEPP): a document, similar to the SEPP, developed and adopted describing its security policies, objectives, responsibilities, and procedures of fixed-route and paratransit systems.

Transit Agency: An operator of a public transportation system.

Transit Asset Management Plan: The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit Safety Officer: An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Transit Safety Officer should not serve in other operational or maintenance capacities, unless the Transit Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Vehicle: Any rolling stock of a public transportation system, including but not limited to passenger and maintenance vehicles.

Referenced Documents

	Document Name	Version
1.	Transit Operators Handbook	2018
2.	Paratransit Operators Rules and Regulations	2018
3.	Drug and Alcohol Policy	2020
4.	City of High Point (CHP) Safety Manual	2011
5.	Facility Maintenance Plan	2019
6.	Vehicle Maintenance Plan	2019
7.	Hazard Communications	2011
8.	Transit Asset Management Plan	2020

Part A: Program Overview

1.0 Introduction

Modern safety management practices that systematically and proactively identify factors contributing to unsafe events and prevent or minimize the likelihood of their occurrence have proven effective in addressing similar concerns in other transportation industries. Such practices call for setting safety goals and objectives, defining clear levels of accountability and responsibility for safety, establishing proactive approaches to managing risks and hazards in the day-to-day activities, risk-based resource allocation, monitoring and evaluating performance towards goals, and continuous learning and improvement. Safety management is based upon the idea that safety is not an absolute condition; there will always be hazards and risks in public transportation. However, the traditional approach of primarily reacting to accidents by prescribing measures to prevent recurrence alone will not contribute to sustaining and improving public transportation safety. The need for a new approach to addressing public transportation safety has become especially urgent considering high-profile transit (primarily rail) accidents.

To advance a comprehensive approach to safety decision-making and progress modern safety principles, the Federal Transit Administration (FTA) adopted a Safety Management System (SMS) model to developing and implementing the National Safety Program initially established by the Moving Ahead for Progress in the 21st Century Act (MAP-21). The requirements to implement an SMS were first introduced by the FTA in 2016 through the publication of the National Public Transportation Safety Plan (NPTSP) defined in 49 Code of Federal Regulation (CFR) 670. Two (2) years following the release of 670, the FTA published 49 CFR 673, which states that “any State, local governmental authority, and any other operator of a public transportation system that receives Federal financial assistance under 49 U.S.C. Chapter 53” shall develop a Public Transportation Agency Safety Plan (PTASP).² This includes recipients or sub-recipients of financial assistance under 49 U.S.C. § 5307 that operate a public transportation system.

The NPTSP now serves as the basis for establishing a safety program that includes safety performance standards, SMS guidelines, best practices, and technical assistance.

The High Point Transit System’s (HPTS) Public Transportation Agency Safety Plan (PTASP) is thus developed to meet the following requirements:

- FTA required practices pursuant to 49 CFR 673
- FTA requirement to set safety performance targets based on the performance measures in the National Safety Plan (NSP) pursuant to 49 CFR 670

These publications establish the minimum content and required elements detailed in this PTASP, including but not limited to SMS principles and methodology, and the components of Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion, as well as the various sub-components of an SMS.

² 49 CFR 673.1(a)

2.0 Purpose and Scope

This PTASP has been developed to encompass the following modes of transportation at HPTS:

1. Fixed-Route Bus
2. ACCESS Paratransit.

Per the National Safety Plan (49 CFR 670), and 49 CFR 673, the HPTS is formally adopting the processes and standards of SMS. The SMS is appropriately scaled to the size, scope, and complexity of the agency based on the SMS assessment and implementation strategy identified in the SMS Assessment / Analysis Report and SMS Implementation Plan. Copies of these documents can be available upon request to HPTS's Transit Manager / Accountable Executive.

SMS is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards. The process offers a means to reduce the potential for public transportation accidents by integrating safety into all aspects of a transit system's activities, including planning, design, construction, operations, and maintenance.

SMS builds on the public transportation industry's three (3) decades of experience with system safety by bringing management processes, integrated data analysis, and organizational culture more squarely into the industry's overall risk management framework. SMS is a management approach that provides processes that ensure each public transportation agency, no matter its size or service environment, has the necessary organizational structures, accountabilities, and policies and procedures in place to direct and control resources to manage safety optimally. When systematically applied, the SMS approach provides a set of decision-making tools that allow transit agencies to prioritize safety and establish sound transit asset management when making informed operating and capital investment decisions.

SMS combines established system safety engineering principles with advanced organizational management techniques, and supports continuous improvement in safety performance through a positive safety culture founded on four (4) key components and 11 sub-components:

Safety Management Policy

- 1.1. Safety Management Policy Statement
- 1.2. Safety Accountabilities and Responsibilities
- 1.3. Integration with Public Safety and Emergency Management
- 1.4. SMS Documentation and Records

Safety Risk Management

- 1.1. Hazard Identification and Analysis
- 1.2. Safety Risk Evaluation

Safety Assurance

- 1.1. Safety Performance Monitoring and Measurement
- 1.2. Management of Change
- 1.3. Continuous Improvement

Safety Promotion

- 1.1. Safety Communications
- 1.2. Competencies and Training

Requirements for an agency to adopt an SMS were effective on July 19, 2019, when the prior regulations, 49 CFR 659, were superseded by 49 CFR 673: Public Transportation Agency Safety Plan. The new rule requires public transit agencies to develop and implement a PTASP using the four (4) components of SMS. Through 49 CFR 673 and section 5329(d)(1) of title 49, U.S.C., requires each transit agency that receives certain FTA funding to certify that it has established a comprehensive PTASP.

3.0 Program Administration

The following section will describe how HPTS will maintain SMS documentation and ensure all SMS documentation will be maintained for no less than three (3) years after this PTASP has been approved. Other critical processes supporting the SMS, but not specific to the PTASP are included within those process specific documents.

3.1 PTASP Schedule

The following schedule will be used to ensure the PTASP is implemented, reviewed, and maintained in accordance with federal requirements.

Table 1: PTASP Management Schedule

Milestone	Schedule
PTASP Initial Certification	<i>November 18, 2020</i>
Annual Revisions	<i>February 28</i>
Ongoing Revisions	<i>30 Days prior to effective date</i>
Pre-Revenue, Capital Projects	<i>180 Days Prior to Revenue Service</i>

3.2 Document Control and Updates

Based on the requirements of 49 CFR Parts 673, HPTS is required to submit upon request its PTASP to the FTA. All operating rules, procedures, and materials referenced in the PTASP should also be submitted along with the PTASP to ensure an efficient and complete review of the safety program.

The TSO³ will develop and manage the review processes of the PTASP in coordination with other key staff members. It will be the TSO's responsibility to ensure proposed changes from the findings and recommendations of internal safety audits, incident, accident and hazard investigations, corrective action plans, changes in regulations, system modifications and expansions, transit industry advancements, technology advancements and changes in operating conditions are incorporated, as needed.

3.2.1 Annual Revisions

Per the FTAs requirements, HPTS will review the PTASP at least annually and make any modifications as needed to ensure that the plan is current and accurate. HPTS will retain a current PTASP version and provide upon FTA request. Each updated draft PTASP should include a

³ The TSO role and functions will be accomplished by the AE/Transit Manager and Assistant Transit Manager until the TSO position is filled.

summary identifying and explaining the changes. No changes to the PTASP should also be indicated in the review and approval process.

This PTASP will be updated as relevant organizational or process changes occur and at a minimum annually.⁴ In addition, HPTS will maintain its PTASP in accordance with recordkeeping requirements⁵ and will maintain its relevant SMS documents and those referenced herein for a minimum of three (3) years after they are created.

3.2.2 Ongoing Revisions

The PTASP is a living document that governs safety compliance for HPTS Fixed-Route Bus, and Paratransit systems including meeting all internal and external requirements. As such, changes to the operating system may require changes to the PTASP. Changes may also be required from external audit findings, internal reviews, investigations, or changing trends in safety and security data and information analysis.

Revisions to the PTASP initiated by HPTS will be retained in compliance with the recordkeeping requirements.

3.3 Authority

HPTS is the public transportation provider for the City of High Point. As a public transit provider in the state of North Carolina, HPTS transports customers within the City limits of the City of High Point, within Guilford County, on fixed-route buses and paratransit vehicles. The system is governed by the High Point City Council.

3.3.1 Federal Transit Act

In response to congressional concern regarding the potential for catastrophic accidents and security incidents on rail transit systems, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) added Section 28 to the Federal Transit Act (codified at 49 U.S.C. Section 5330). This section requires the FTA to issue a rule creating the state-managed oversight program for rail transit safety and security.

The FTA published the revised Rail Fixed Guideway Systems: State Safety Oversight Rule on April 29, 2005, codified as 49 CFR Part 659, subsequently referred to as State Safety Oversight Rule. Only those states with RFGPTS meeting the definition specified in Part 659 was required to comply with the FTA's State Oversight Rule revisions. On March 16, 2016, the FTA published a new State Safety Oversight Rule, 49 CFR 674, which went into effect on April 15, 2016. Three (3) years after this date, on April 15, 2019, Part 674 went into effect, superseding 49 CFR 659.

Public transportation safety requirements are defined in 49 CFR 673, requiring HPTS to develop a PTASP by July 20, 2020, with FTA enforcement activity *extended until July 21, 2021* (due to the COVID-19 pandemic). which further requires the Rail Transit Agency (RTA) to establish and implement an SMS. The PTASP and any subsequent updates are to be signed by the Accountable Executive and approved by the High Point City Council, and subsequently certified annually by the HPTS. Further requirements of part 673 require compliance with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C).

⁴ 49 CFR 673.11(a)(5)

⁵ 49 CFR 673.11(c)

3.3.2 Accountable Executive

The Accountable Executive for HPTS is the Transit Manager. The Accountable Executive is the single identifiable person who:⁶

- Has ultimate responsibility for carrying out the PTASP of a public transportation agency.
- Responsibility for carrying out the agency's Transit Asset Management Plan; and
- Control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP and Transit Asset Management (TAM) Plan.

In addition to these responsibilities, the Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented. Additionally, the Accountable Executive must ensure action is taken, when necessary, to address substandard safety performance of the agency. The TM/Accountable Executive may delegate specific safety responsibilities; however, they are ultimately accountable for the agency's safety performance.

3.3.3 Transit Safety Officer

HPTS's Transit Safety Officer (TSO) is designated by the Accountable Executive as the SMS Executive, and holds a direct line of reporting to the TM/Accountable Executive.⁷ Overall, the TSO/SMS Manager has the authority and responsibility for the day-to-day implementation and operations of the SMS program. Due to the size of the organization, the SMS Manager does maintain oversight of HPTS's security functions as well, as authorized by FTA guidance.

4.0 System Overview

The HPTS Transit System (HPTS) is a municipal transit service established in 1975. It provides transit service within the city limits of High Point, North Carolina. A division of the City's Transportation Department, the transit system is governed by the Mayor and City Council of High Point. The day-to-day operation of the transit system is the responsibility of the Transit Manager who reports to the Transportation Director. Until July 1, 2015, the City passed operating assistance funding through to Davidson County and Guilford County, NC for demand-responsive and deviated fixed-route services. The population of the HPTS service area is approximately 114,227.

HPTS directly operates fixed-route and paratransit service. HPTS operates a network of twelve (12) fixed bus routes with a timed-transfer network oriented at HPTS's Broad Avenue Terminal. Bus service is provided weekdays from 5:45 a.m. to 6:35 p.m. Saturday service is operated from 8:45 a.m. to 5:15 p.m. There is no service on Sundays. HPTS's ADA complementary paratransit service, known as ACCESS, is operated during the same days and hours of service as the fixed-route service.

The base adult fare is \$1.25. A reduced fare of \$0.60 is offered to senior citizens (60 years or older), persons with disabilities, and Medicare cardholders during all hours. The fare for ADA paratransit service is \$2.50.

HPTS operates a fleet of 17 buses for fixed-route service. HPTS also has a fleet of six light transit vehicles that are operated for ACCESS service. The Operations Center is located at 716 West

⁶ 49 CFR 673.23(d)(1)

⁷ 49 CFR 673.23(d)(2)

Martin Luther King, Jr. Drive in High Point. Service is oriented around the Broad Avenue Terminal located in downtown High Point. Both of these facilities were constructed with FTA assistance.

In addition to directly operating HPTS, the City provides funding for the Piedmont Authority for Regional Transportation (PART) regional express bus service for people traveling between High Point, Greensboro, and Winston-Salem. PART Express travels between each city's downtown transit center to the PART Regional Hub. From the regional Hub, PART shuttles provide a link for passengers to get to work or other destinations in and around the airport area and Piedmont Center. These complimentary shuttles are provided Monday through Friday.

The City's National Transit Database Report for fiscal year (FY) 2022 provided the following financial and operating statistics for its fixed-route and ADA complementary paratransit service:

Table 2: Agency Profile

Operating Statistic	Fixed-Route Service	ADA Complementary Paratransit Service
Unlinked Passengers	592,683	13,821
Revenue Hours	27,023	7,723
Operating Expenses	\$3,913,387	\$657,927

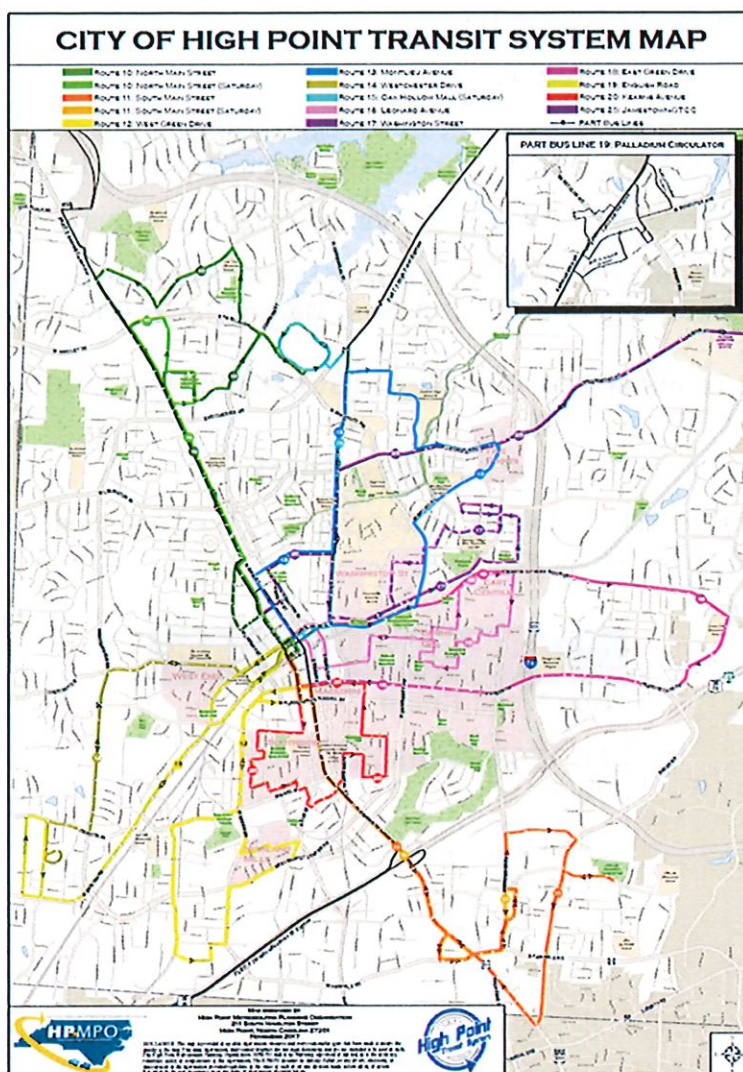


Image 1: HPTS System Map

4.1 Vehicle and Facilities

High Point Transit utilizes four (4) facilities to support its operations.

Administrative offices, employees' lounge, training/conference room, money counting room, vehicle maintenance bays and mechanical work areas, and parts storage rooms occupy the largest of the three main facilities, the Administration Building. Detached from it is a vehicle wash bay that is located near the Administration Building and at the back of the property, adjacent to the bus parking lot. A third building has 6,000 square feet of space (3,000 square feet of offices and 3,000 square feet of open space for warehousing) and is used by HPTS for the paratransit operations offices and has a small meeting room/employee lounge, file storage, and a fitness center and shower room. The warehouse spaces house larger spare parts items, tires, and miscellaneous equipment.

The fourth facility is the Broad Avenue Terminal.

All of the facilities are brick construction.

A chain-link fence surrounds the premises of the Administration Building and the Wash Bay. Automated gates were installed in Spring 2020 allowing only authorized vehicles access.

HPTS currently has three (3) physical locations for providing operations and service:

1. **Administrative Building – 716 West Martin Luther King Drive, High Point, NC**
2. **Paratransit Operations Center – 718 West Martin Luther King Jr Drive, High Point, NC**
3. **Broad Street Terminal – 201 West Broad Street, High Point, NC**

4.2 Rolling Stock

HPTS has a total of 30 vehicles within its asset inventory. The fleet count is in the table below, and is inclusive of out-of-service vehicles:

Table 3: HPTS Fleet Count

Vehicle Type	Count
Bus Fixed-Route	17
ACCESS Paratransit Vehicles	6
Service Vehicles, Non-Revenue	7

Part B: Safety Performance

MAP-21 transformed the means by which transit agencies monitor and improve their overall performance by establishing safety management structures and asset management program. Through the establishment of goals, measures, targets and plans, performance management refocuses the attention of agency leadership on accountability and transparency, which improves decision-making capabilities through performance-based planning. By defining attainable Safety Performance Targets (SPT), HPTS will increase its capacity to monitor and evaluate its safety performance, which will facilitate more effective resource investments.

5.0 Safety Performance Targets

HPTS's SPT are based on the Safety Performance Criteria (SPC) defined by the NSP as required in 49 CFR 670, Subpart D.⁸ In addition to the requirements set forth in the NSP, the safety performance targets for System Reliability correlate to the requisites identified in 49 CFR 625 for the agency TAM, which is further referenced in the NSP. In accordance with 49 CFR 670, the following Performance Criteria are measured:

1. **Fatalities**
2. **Injuries**
3. **Safety Events**
4. **Security Incidents** (*Additional HPTS Performance Target*)
5. **System Reliability**

To define SPT rates, HPTS must first identify its Safety Performance Indicators (SPI). SPIs are specific data points that must be monitored to track the agency's overall safety performance. SPIs illustrate the ability for HPTS to fulfil its SPTs. Data sets that support performance metrics include, but are not limited to:

⁸ 49 CFR 673.11(3)

Table 4: Safety Performance Indicators⁹

Safety Performance Target Criteria	Safety Performance Indicators	SPI Examples (rates)
1. Fatalities Total number of reportable fatalities and rate per total vehicle revenue miles, by mode.	A. Bus Fatalities B. Paratransit Fatalities C. Employee Fatalities	a) <i>Suicides</i> b) <i>Workplace Accidents</i> c) <i>Collisions</i>
2. Injuries Total number of reportable injuries and rate per total vehicle revenue miles, by mode.	A. Bus Passenger Injuries B. Paratransit Passenger Injuries C. Employee Injuries	a) <i>Onboard vehicles</i> b) <i>Within a facility/station</i>
3. Safety Events Total number of reportable safety events and rate per total vehicle revenue miles, by mode.	A. Fixed-Route Events B. Paratransit Events	a) <i>Collisions</i> b) <i>Fire/Smoke</i> c) <i>Evacuations</i>
4. Security Incidents Total number of reportable security incidents and rate per total vehicle revenue miles, by mode.	A. Fixed-Route Incidents B. Paratransit Incidents	a) <i>Assaults</i> b) <i>Larceny</i> c) <i>Robbery</i>
5. System Reliability Mean distance between major mechanical failures, by mode.	A. Fixed-Route Failures B. Paratransit Failures	a) <i>Vehicle failure</i> b) <i>Other System Failures</i>

For all SPT rates, the total number of events will be multiplied by 100,000 Vehicle Revenue Miles (VRM), then divided by the total number of VRMs traveled in the previous year. Therefore, the equations to determine the event rate is as follows, unless otherwise specified below:

Figure 1: "Current" Rate Equation

$$\text{MODE EVENT RATE} = \frac{\text{EVENT COUNT} \times 100,000 \text{ VRM}}{\text{TOTAL NUMBER OF (MODE) REVENUE MILES}}$$

Once the actual event rate is established, HPTS will use any of the following strategies to establish the initial SPT per the NSP:

1. Five -Year Trends
2. Number and Rate Reduction
3. Benchmarking

⁹ The thresholds for *reportable* fatalities, injuries, and events are defined in the NTD Safety and Security Reporting Manual

Due to past system practice of data collection at the HPTS, the development of historical statistical SPTs for HPTS vehicles will not provide meaningful data trends because the system has not tracked data in this manner previously. As such, HPTS will begin benchmarking their data on a quarterly basis and begin annual comparison of their data points to the same quarter previous year. Data recording, tracking, and monitoring would continue until HPTS establishes two (2) complete years of data. For Bus and Paratransit services, a number and rate reduction will be used to establish an SPT per event type. In other terms, HPTS may establish a percentage threshold for event reduction, determined through organizational goals and objectives.

SPTs will be made available to state agencies upon request to assist in planning processes. This includes members of the Metropolitan Planning Organization (MPO). The Accountable Executive and SMS Manager will coordinate, to the greatest extent possible, with the MPO staff to review HPTS's SPTs in support of transit improvement efforts.

5.1 Fatality Rate

A reportable fatality is a death due to a:

1. Collision, including suicides
2. Fire
3. Hazardous Materials Spill
4. Act of God (i.e. hurricane, earthquake)
5. Other safety events

Fatalities that occur because of illnesses or other natural causes - including individuals who are found deceased, are not reportable and are thus are not required to be measured as part of the Safety Performance criteria.

Table 5: Fatality Rate by Mode

Fatality Rate	Count <i>(Total)</i>	Total VRM 2022	Current <i>(See equation above)</i>	Target 2023 <i>(See equation above)</i>	Variance <i>$\frac{\text{Target Rate}}{\text{Current Rate}}$</i>
Bus Fixed Route	0	421,091	0	0	0
ACCESS Paratransit	0	67,039	0	0	0

5.2 Injury Rate

An Injury is defined as harm to a person, requiring that person to be transported from the scene of an incident to a hospital or medical facility for treatment. This includes any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event must be reported as an injury. Reportable events further require monitoring of serious injuries as well as injuries where an individual seeks medical care several hours after an event, or in the days following an event. The Injury Rate is thus based on NTD Reporting Criteria.

Table 6: Injury Rate by Mode

Injury Rate	Count (Total)	Total VRM 2022	Current (See equation above)	Target 2023 (See equation above)	Variance $= \frac{\text{Target Rate}}{\text{Current Rate}}$
Bus Fixed Route	0	421,091	0	.67	0
ACCESS Paratransit	0	67,039	0	0	0

5.3 Safety Event Rate

A Safety Event, also referred to as an Event, is defined as any Accident, Incident, or Occurrence that is NTD reportable. The *Safety Event Rate* by mode is calculated using the following equation:

Table 7: Safety Events Rate by Mode

Safety Events	Count (Total)	Total VRM 2022	Current (See equation above)	Target 2023 (See equation above)	Variance $= \frac{\text{Target Rate}}{\text{Current Rate}}$
Bus Fixed Route	0	421,091	0	.67	0
ACCESS Paratransit	0	67,039	0	1.27	0

5.4 Security Incident Rate

A Security Incident is defined as any incident of intentionally causing harm, injury, or death of another person and/or causing physical harm to property. The *Safety Event Rate* by mode is calculated using the following equation:

Table 8: Security Incidents Rate by Mode

Security Incidents	Count (Total)	Total VRM 2022	Current (See equation above)	Target 2023 (See equation above)	Variance $= \frac{\text{Target Rate}}{\text{Current Rate}}$
Bus Fixed Route	0	421,091	0	.67	0
ACCESS Paratransit	0	67,039	0	0	0

Note: Although not specifically required by 49CFR670 and 673 the HPTS is including the Security Incident Rate Table as a Safety Performance Measure, as a significant and important measure to monitor.

5.5 System Reliability

Safety and performance of the HPTS are collectively dependent, in part, on the condition of its assets. When transit assets are in a state of disrepair, the likelihood of consequential event occurring increases, as well as the likely impact against the system. Therefore, system reliability metrics illustrates the relationship between safety and the asset condition. The data collected for system reliability should support and provide input into HPTS's TAM.

System Reliability is thus calculated through the following equation:

$$\text{SYSTEM RELIABILITY (BY MODE)} = \frac{\text{REVENUE MILES OPERATED (BY MODE)}}{\text{NUMBER OF MAJOR MECHANICAL FAILURES}}$$

Table 9: System Reliability Rate by Mode

System Reliability	Count (Total)	Total VRM 2022	Current (See equation above)	Target 2023 (See equation above)	Variance $= \frac{\text{Target}}{\text{Current}}$
Bus Fixed Route	8	421,091	21,521	112,695	2.14
ACCESS Paratransit	0	67,039	0	39,416	0

6.0 Metropolitan Planning Organization

HPTS will coordinate with the High Point Urban Area Metropolitan Planning Organization (HPMPO) by making its safety performance targets available to aid in the planning process.¹⁰

6.1 HPMPO History

The first thoroughfare plan for the High Point area was adopted in 1962. It was based on a 1960 origin and destination study and included High Point, Jamestown, Archdale, and part of Guilford County.

In 1965, comprehensive planning was formalized by a Memorandum of Understanding between High Point, Jamestown, Guilford County, and the North Carolina State Highway Commission, in cooperation with the United States Department of Commerce Bureau of Public Roads, which established a Technical Coordinating Committee.

The High Point Urban Area Thoroughfare Plan was updated in 1968 and revised in 1977, based on a 1973 origin and destination study. A Thomasville Thoroughfare Plan was developed in 1969.

In the 1970's, Archdale, Thomasville, Davidson County and Randolph County were formally added to the High Point Urban Area MPO, the City of High Point was designated as the lead planning agency, and a Transportation Advisory Committee was established.

¹⁰ 49 CFR 673.15

The High Point Urban Area Thoroughfare Plan was updated in 1980, revised in 1982 and updated again in 1989. Since that time, the City of Trinity was added to the MPO in 1999 and Forsyth County was added in 2003.¹¹¹²

6.2 HPMPO Responsibility

The High Point Urban Area Metropolitan Planning Organization (HPMPO) is responsible for an on-going, cooperative effort by local, state, and federal governments to do the following:

- Identify transportation needs by analyzing existing conditions and trends and make projections of future changes.
- Provide a factual basis for public policies and goals to meet the needs of people and their organizations.
- Prepare a plan in which streets, public transit, highways and other means of moving people and goods are properly related to plans and programs for the physical, social, economic and environmental development of the High Point urban area.
- Maintain a continuing, cooperative and comprehensive planning process that will enable plans to be kept up-to-date to meet changing conditions and enable the region to qualify for federal transportation funds¹³.

MEMBER JURISDICTIONS

- Archdale
- Denton
- High Point
- Jamestown
- Lexington
- Thomasville
- Trinity
- Wallburg
- Davidson County
- Forsyth County
- Guilford County
- Randolph County
- NCDOT Divisions 7,8,9

¹¹<https://www.highpointnc.gov/268/HPMPO-History>

¹² 49 CFR 673.15(b)

¹³<https://www.highpointnc.gov/261/HPMPO>

Part C: Safety Management Policy

Component 1 of the SMS structure is the Safety Management Policy.¹⁴ The Safety Management Policy is the keystone of HPTS's SMS and provides direction for effective Safety Risk Management, Safety Assurance, and Safety Promotion. Per 49 CFR 673, HPTS must establish the following sub-components of the Safety Management Policy:

- 673.23(a) Safety Management Policy Statement.
- 673.23(a) Organizational Accountabilities and Responsibilities.
- 673.23(b) Employee Reporting Program
- 673.11(6)(b) Integration with Public Safety and Emergency Management
- 673.23(d) Accountabilities and Responsibilities
- 673.31 Documentation and Recordkeeping

The Safety Management Policy thus assists in assuring management's involvement and commitment to the SMS and agency-wide safety improvement, by laying out the policies and procedures required to carry out the SMS. This is only accomplished through a clearly defined statement that defines the organizational structures, effectively identifies accountabilities, and SMS planning efforts.

HPTS's Safety Management policy will be communicated throughout the organization.

7.0 Safety Management Policy Statement

The mission of the High Point Transit System (HPTS) is to provide a safe and reliable transportation service for the public, healthful and safe working conditions for all HPTS employees, and to comply with all applicable Federal, State, and local laws and regulations.

HPTS is fully committed to SMS and to providing its customers with a safe transportation service, maintaining a strong safety culture, and providing a working environment that ensures the safety and health of its employees and protects the environment. HPTS is further committed to developing, implementing, maintaining, and continuously improving its processes to ensure that all transit service delivery activities occur under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting the established standards. As such, HPTS is placing the management of safety as one of the core business functions of the organization, across all modes of transportation.

It shall be the responsibility of management at all levels of the organization, as well as employees in each division to be accountable for delivery of the highest level of safety performance, beginning with the Transit Manager (TM). Therefore, HPTS is committed to achieving the following objectives:

1. **Supporting** the SMS and the management of safety by providing appropriate resources to support an organizational culture that fosters safe operational practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as that given to the other management systems of the Agency;
2. **Integrating** the management of safety as part of the primary responsibilities of all HPTS managers and employees.

¹⁴ 49 CFR 673.23

3. **Clearly Defining** accountabilities and responsibilities of all employees and managers alike to uphold the organization's safety performance goals and performance of the Safety Management System (SMS).
4. **Establishing and Operating** a Safety Risk Management process allowing for hazard identification, analysis, and risk evaluation utilizing an employee reporting program as a principal source for information gathering.
5. **Prioritizing** the elimination or mitigation of calculated identified safety risks created by operating conditions or activities, to a level consistent with the Agency's acceptable level of safety performance.
6. **Ensuring** that no action will be taken against any employee who discloses a safety concern through an employee safety reporting program unless disclosure indicates through the investigative process and beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures was committed.
7. **Complying** with, or exceeding when possible, legislative, and regulatory requirements and standards.
8. **Ensuring** sufficiently trained and knowledgeable human capital is available to implement the various SMS processes, including as part of service delivery operations.
9. **Ensuring** all employees are provided with adequate and appropriate safety-related information and training, competent in safety management processes and subject, and allocated only tasks commensurate with their skills.
10. **Establishing and Measuring** safety performance against data-driven safety performance indicators and targets.
11. **Continuous Improvement** of safety performance and the SMS through management processes that ensure appropriate safety risk management, assurance, and promotion activities are identified, implemented, and effective.
12. **Ensuring** externally supplied systems and services to support HPTS operations are delivered in a manner to meet safety performance standards
13. **Defining** processes to address conditions when disciplinary actions will be exempt based on the actions of an employee, in support of promoting a positive safety culture.

To implement this Agency Safety Plan (PTASP), HPTS's employees and contractors must focus on the following Safety Management System components:

- **Safety Management Policies** to guide the development, implementation, and maintenance of the SMS processes.
- **Safety Risk Management** process for identifying hazards and analyzing, assessing, and mitigating safety risk to the lowest reasonable level.
- **Safety Assurance** to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Authority meets or exceeds its safety objectives through the collection, analysis, assessment, and trending of information.
- **Safety Promotion** to support SMS, including safety communications and training.

The signed Safety Management Policy Statement can be found on Pages ix and x of this PTASP.

7.1 Safety Goals

The goal of this PTASP is to establish processes and procedures of the SMS that will support the efforts of the organization to provide reliable service. The processes defined in the PTASP will ensure programs effectively address, manage, and monitor safety performance efforts throughout the four (4) components of SMS.

HPTS has established three (3) goals to optimize the SMS and manage its safety risks across all two (2) modes of transportation. These goals aim to certify compliance with the Safety Performance Targets. As the SMS programs matures, the goals and objectives of the Agency may change to accommodate the changing environment.

Table 10: SMS Program Goals

No.	Goal	Responsibility
1.	Establish and maintain a strong SMS across each mode of transportation operated by HPTS that will sustain a safety culture permissive of effective communications, continuous improvement, and risk reduction.	-TM -TSO -Key Staff
2.	Integrate Safety Risk Management processes into organizational efforts, programs, and procedures in an effort to identify, analyze, evaluate, and mitigate hazards to the lowest practical level in an effort to meet Safety Performance Targets.	-TM -Key Staff -Managers / Supervisors -Front Line Staff -Contractors
3.	Establish and maintain a high level of safety for Bus and Paratransit services, consistent with industry practices and all applicable requirements.	-TM -TSO -Key Staff -Managers / Supervisors

7.2 Safety Objectives

HPTS's safety objectives provide greater insight to the safety goals defined above. The objectives will further support HPTS's ability to achieve the SPTs. The objectives will be reviewed and updated annually or as needed.

Table 11: SMS Program Objectives

No.	Objective
A.	Support the SMS and the management of safety by providing appropriate resources to support an organizational culture that fosters safe operational practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as that given to the other management systems of the Agency
B.	Integrate the management of safety as part of the primary responsibilities of all HPTS managers, supervisors, and employees
C.	Define accountabilities and responsibilities of all employees and managers alike, to uphold the organization's safety performance goals and performance of the SMS

D.	Establish and operate a Safety Risk Management process that allows for hazard identification, analysis, and risk evaluation utilizing an employee reporting program as a principal source for information gathering
E.	Prioritize the elimination or mitigation of calculated, identified safety risks created by operating conditions or activities to a level consistent with the agency's acceptable level of safety performance
F.	Ensure that no action will be taken against any employee who discloses a safety concern through an employee safety reporting program, unless disclosure indicates through the investigative process and beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures was committed
G.	Comply with, or exceed when possible, legislative, and regulatory requirements and standards
H.	Ensure sufficiently trained and knowledgeable human capital is available to implement the various SMS processes, including as part of service delivery operations
I.	Ensuring all employees are provided with adequate and appropriate safety-related information and training, competent in safety management processes and subject, and allocated only tasks commensurate with their skills;
J.	Establishing and Measuring safety performance against data-driven safety performance indicators and targets;
K.	Continuous Improvement of safety performance and the SMS through management processes that ensure appropriate safety risk management, assurance, and promotion activities are identified, implemented, and effective
L.	Ensure externally supplied systems and services to support HPTS operations are delivered in a manner to meet safety performance standards
M.	Define processes to address conditions when disciplinary actions will be exempted based on the actions of an employee, in support of promoting a positive safety culture.

8.0 Accountabilities and Responsibilities

This section describes the integration of safety throughout the HPTS's two (2) modes of transportation: Fixed-Route Bus, and Paratransit. It will describe the accountabilities and responsibilities of the Accountable Executive, the TSO, the Leadership Team, and key staff, for their respective departments. Ultimately, the management of safety is an agency-wide function that encompasses all departments and is supported by all departments. All employees play a part in safety, including management and front-line employees.

The organizational charts are located in Appendix A.

8.1 Accountable Executive¹⁵

The Accountable Executive for HPTS is the Transit Manager and is the single identifiable person who:

- Has ultimate responsibility for carrying out the PTASP of the HPTS
- Communicating the Safety Management Policy to all employees and contractors
- Responsibility for carrying out the agency's Transit Asset Management Plan; and
- Control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP and TAM
- Ensuring adequate resources are available to support the SMS Program
- Continuous monitoring of the SMS program
- Supporting the Employee Safety Reporting Program

In addition to these responsibilities, the Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented. Additionally, the Accountable Executive must ensure action is taken, when necessary, to address substandard safety performance of the agency. The TM/Accountable Executive may delegate specific safety responsibilities; however, they are ultimately accountability for the agency's safety performance.

8.2 SMS Manager

HPTS has designated the Transit Safety Officer as the SMS Manager and the Assistant Transit Manager as the Assistant SMS Manager for the Agency. The SMS Manager will be responsible for oversight of the transit agency's safety function, including, but not limited to:

- Overseeing hazard management practices
- Overseeing transit agency accident investigations
- Coordinating with the CHP Health and Safety Department
- Communicating with leadership and the City Council
- Overseeing the transit agency's safety certification
- Managing internal safety audit programs
- Overseeing the development, implementation, and continuous improvement of SMS processes and activities
- Communicating SMS implementation progress and challenges to the Transportation Director

As part of the SMS implementation process, HPTS SMS Manager, with assistance of the Assistant SMS Manager, will also act in the capacity of the SMS Project Manager to oversee the implementation process. In this role, the SMS Manager will provide leadership of cross-functional groups and support the Accountable Executive's goals and objectives. Responsibilities include the daily management of the transit agency's SMS function during SMS implementation, including, but not limited to:

- Serving as the agency's SMS Subject Matter Expert
- Coordinating Key Staff to support SMS implementation

¹⁵ 49 CFR 673.23(d)(1)

- Procuring technical resources for SMS implementation
- Socializing SMS activities with agency executives and staff as necessary
- Communicating SMS implementation progress and challenges to the management team
- Facilitating the development, implementation, and continuous improvement of SMS processes and activities

8.2.1 Transit Safety Officer

HPTS's Transit Safety Officer¹⁶ is designated by the Accountable Executive as the SMS Manager, and holds a direct line of reporting to the TM/Accountable Executive.¹⁷ Overall, the SMS Manager has the authority and responsibility for the day-to-day implementation and operations of the SMS program and generally does not serve in other operational or maintenance capacities. Due to the size of the organization, the SMS Manager does maintain oversight of HPTS's security functions as well, as authorized by FTA guidance.

Roles and responsibilities of the TSO for Safety and Security include:

- Overseeing the safety risk management process
- Overseeing accident/incident investigations
- Ensuring coordination with other High Point Departments during all applicable program processes, including, but not limited to triennial audits, annual plan certification, CAP
- Communicate and coordinate with other HPTS Leaders and City Departments to ensure continuous safety improvement
- Overseeing safety and security certifications
- Exercise the authority to suspend unsafe operations, as necessary
- Advising the TM, the Safety Committee and other managers, and staff as appropriate, concerning safety and regulatory compliance analyses SMS
- Implement policies and programs that ensure all aspects of the agency are effectively and successfully operating under the overarching umbrella of SMS, and supports the goals, objectives and mission of the System
- Coordinate safety activities and develops programs to support Safety Assurance practices
- Advise and coordinate with all divisions to ensure that all safety and environmental related activities conducted by the divisions are performed in accordance with the PTASP and in compliance with applicable codes and regulations to include implementing the requirements detailed in MAP-21 regulation and 49 CFR Part 673
- Provide analyses of key issues and policy decisions
- Provide direction for Safety Risk Management efforts, safety and environmental policy development, comprehensive accident investigations, compliance reviews, engineering, industrial hygiene studies, and comprehensive occupational safety and environmental management programs
- Establish and maintain effective communication, liaison, and cooperative relationships with federal, state, and local governmental agencies
- Provide oversight of compliance with the standards and regulations
- Assist in the development of effective safety and environmental training and education programs for employees, and as required, for the general public, and contractors.

¹⁶ Pending filling of the Transit Safety Officer position, current vacant and held by the Transit Manager

¹⁷ 49 CFR 673.23(d)(2)

- Supporting the develop and management of HPTS's SMS, by providing technical assistance to identify trends in implementation success and program monitoring
- Supporting the development and monitoring of HPTS's Safety Assurance function, including identification, and updating of safety performance measure thresholds required in the NSP.
- Conducting comprehensive analyses to determine if safety risk mitigations are implemented, adhered to, appropriate, effective, and sufficient in addressing the potential consequences of identified hazards and vulnerabilities
- Working collaboratively with HPTS personnel, including managers, supervisors, and frontline staff to identify, analyze, mitigate, and track hazards for rail, bus, and paratransit services
- Working closely with the SSOR and SSOB to identify, analyze, track, and mitigate safety/security issues
- Preparing safety risk analyses to identify trends in safety data that will inform management on means of improving safety strategies of the organization
- Collaborating with HPTS personnel to provide data that will inform the Agency's TAM and State of Good Repair (SGR) objectives
- Supporting the compilation and reporting of safety critical data to oversight authorities including, but not limited to FTA, and the NTD
- Coordinating with all operating departments of HPTS, encompassing Fixed-Route, and Paratransit, to document and track safety events.
- Actively monitor and participate in workplace safety observations, inspections, audits, and other activities designed to support safety oversight and safety performance monitoring of the transit agency's operations and maintenance activities
- Preparing presentations, technical reports, and analyses to department leadership and safety committees illustrating trends in safety and security data as well as the maturity of the SMS
- Producing safety metrics on a monthly basis, or as needed/requested by HPTS management staff and the SMS Steering Committee
- Participating as a member of the Safety Audit team in the administration and execution of the Internal Safety Audit program to ensure adherence to the PTASP, Security and Emergency Preparedness Plan (SEPP), and System Security and Emergency Preparedness Plan (SSEPP), federal, state and local regulations, industry standards and HPTS policies and procedures
- Performing field observations to ensure compliance with safety policies and procedures
- Developing, updating, and maintaining databases relating to SMS programs
- Documenting and monitoring lessons learned from past projects, accidents, incidents, and other relevant safety events to ensure mitigations remain effective and similar scenarios do not repeat
- Managing the tracking and disposition of all HPTS CAPs
- Coordinate with maintenance supervisory personnel to develop and implement a quality assurance (QA)/quality control (QC) program for routine maintenance and Preventative Maintenance Inspection (PMI) activities
- Ensuring adequate response to all incidents, including implementation of the COOP

During the implementation of the SMS, the TSO/SMS Manager will hold the following responsibilities:

- Coordinate with Key Staff to support SMS implementation

- Facilitate the development, implementation, and continuous improvement of SMS processes and activities
- Procure technical and personnel resources for SMS implementation
- Socialize SMS activities with agency managers and staff as necessary
- Communicate SMS implementation progress and challenges

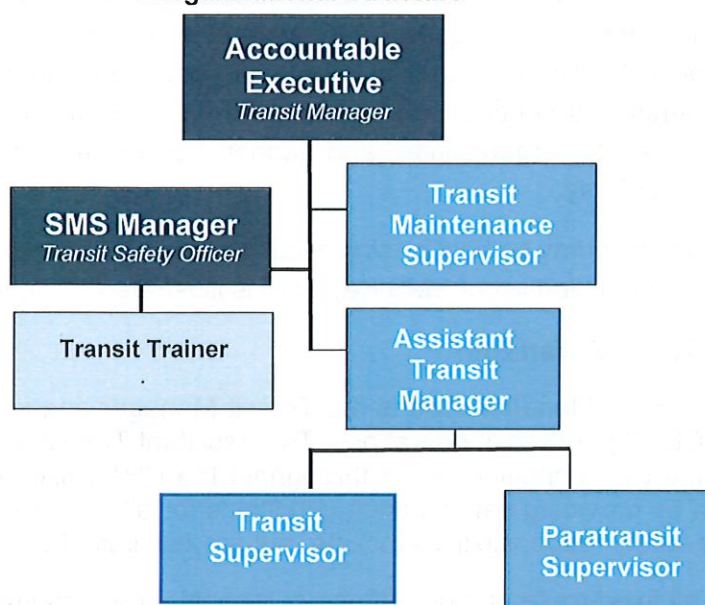
The TSO will rely on the Subject Matter Experts (SME) of each unit to support the development and integration of SMS into the agency that is appropriately scaled and sized to meet the needs of the organization.

8.3 HPTS Management Team

HPTS's Management Team is comprised of the following individuals:

- Transit Manager
- Assistant Transit Manager
- SMS Manager / Transit Safety Officer
- Transit Supervisor
- Transit Maintenance Supervisor
- Paratransit Supervisor

Organizational Structure



The Management Team will support the TSO/ SMS Manager by ensuring safety management practices are incorporated into the agency's operational areas. This includes maintaining accountability for safety performance of their divisions as well as establishing and maintaining clear lines of safety communication to front line staff by means of the SMS Key Staff identified below. Responsibility of the Management Team further includes reasonably designating representatives from operations, maintenance, and other revenue service support functions to serve as SMS Key Staff. Doing so depicts management's oversight of the safety management process, which will entice greater support and training opportunities for staff.

8.4 SMS Key Staff

SMS implementation requires a multi-disciplinary approach involving representatives from the various divisions of HPTS that are familiar with their department's process and practices. SMS Key Staff, including managers, supervisors, and specialists will serve as the subject matter experts representing their department's during the SMS implementation. Their responsibilities include providing insight on how to adapt existing departmental practices to work in concert with the SMS. This will include identifying departmental data and information resources to support the SMS Steering Committee's objectives, as well as ongoing SMS decision making processes. Ultimately, their responsibility will be to identify and provide concerns and solutions for SMS implementation that ensures the program works in tandem with the departmental practices and duties. SMS Key Staff will include, but is not limited to, the following job functions:

Operations

Maintenance

Marketing and Public Outreach

Information Technology

Planning and Scheduling

Human Resources

Finance, Grants, and Procurement

Data Analyst

Safety and Security

Included in the key staff framework are members whose functions include finance, procurement, and budget. SMS implementation requires management's commitment to the proper allocation of resources that support the SMS. Therefore, members from finance and procurement, as well as other key departments, will continuously monitor the needs of the program, assess potential impacts of the SMS to the organization, and support budget monitoring activities throughout implementation and maturity.

The roles identified above may be held by single individuals at HPTS under their normal job duties and responsibilities. A detailed list of SMS Key Staff is illustrated in Figure 2 below.

8.4.1 Assistant Transit Manager

HPTS's Assistant Transit Manager reports the Transit Manager and is responsible for all fixed-route bus and ACCESS paratransit operations. The Assistant Transit Manager is responsible for ensuring proper and safe conditions exist throughout the HPTS fixed-route bus and ACCESS paratransit system by providing safe working conditions for all transit employees. The Assistant Transit Manager's safety responsibilities include, but are not limited to the following:

- Managing all fixed-route bus operations personnel, including supervisors, operators, run dispatchers, and specialists
- Managing all ACCESS paratransit operations personnel, including supervisors, operators, run dispatchers, and specialists
- Developing and implementing SOP for fixed-route bus operations
- Developing and implementing SOP for ACCESS paratransit operations
- Ensuring personnel are fully trained in and comply with HPTS fixed-route bus and ACCESS paratransit rules, procedures, bulletins, and other directives
- Ensuring adequate capital and personnel resources are allocated to accomplish safety and security goals and objectives of operations activities
- Supporting internal safety audits and other Safety Assurance functions
- Coordinating with the TM and TSO to ensure that all personnel fully document safety, security, and emergency management activities, events, occurrences, and tasks, and that reports on these activities are properly delivered to the TSO
- Ensuring the compliance and cooperation of all management staff with all HPTS fixed-route bus requirements
- Track and maintain data that supports Safety Risk Management and Safety Assurance components of the SMS
- Reviewing, revising, and updating fixed-route bus and ACCESS paratransit rulebooks and SOPs to ensure compliance with current operating conditions, in coordination with the SMS Steering Committee
- Developing, reviewing, and maintaining the operational rules compliance program
- Support, develop, and maintain employee reporting programs for operations employees to report safety events, hazards, and other safety concerns

8.4.2 Transit Maintenance Supervisor

HPTS's Transit Maintenance Supervisor reports to the Transit Manager and is responsible for all facility and vehicle maintenance. The Transit Maintenance Supervisor performs difficult skilled mechanical and technical work in supervising the servicing and maintenance of a variety of

automotive, heavy and specialized equipment; does related work as required. Work is performed under general supervision. Supervision is exercised over all automotive shop personnel.

The Transit Maintenance Supervisor's safety responsibilities include, but are not limited to the following:

- Plans, assigns and supervises the work of mechanics and other workers based on priority of work and available resources
- Monitors preventive maintenance reports and prepares service/repair orders
- Maintaining accurate records of all inspections, maintenance work, work orders, special maintenance activities, and responses to emergencies and accidents/incidents
- Assisting in developing Preventive Maintenance Inspection procedures and ensuring that introduction of new equipment or policies conform to configuration management standards and meet all safety and security requirements
- Gives technical advice and assistance to mechanics and attendants and supervises work on difficult jobs and inspects jobs for adherence to standards
- Answers incoming telephone calls and complaints
- Maintains individual vehicle/equipment records, files copies of completed service/repair orders and stores requisitions, etc., in appropriate files
- Inspects work in process and upon completion
- Manages the ordering of parts and maintains inventory of garage supplies
- Supervises and often performs facility maintenance tasks
- Oversees special projects such as vehicle and maintenance purchases, facility renovations and major repairs
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline
- Maintains the computerized maintenance system and promotes the full use of all of the functionality available within the system
- Monitors radio communications during route times and ensures that all operator inquiries related to the mechanical operation of the vehicle are responded to immediately
- Ensures that all work is performed in accordance with OSHA and City Safety Standards and Policies
- Ensuring the physical security is maintained of all facilities
- Ensuring maintenance facilities are properly equipped for emergency response
- Ensuring maintenance activities for HPTS fixed-route bus and paratransit feed into the Safety Risk Management and Safety Assurance components of the SMS by coordinating with management, staff, supervisors, and operators
- Tracking and identifying KPIs to monitor safety performance and address State of Good Repair requirements as defined in the TAM
- Ensuring all maintenance personnel know and implement all safety, security and emergency management programs, plans and procedures
- Ensuring adequate resources are available to respond to all safety events, including implementation of the COOP for operations and maintenance personnel
- Continuous monitoring of the SMS program
- Supporting the Employee Safety Reporting Program

8.4.3 Transit Supervisor

The HPTS's Transit Supervisor reports to the Assistant Transit Manager and oversees and supervises daily fixed-route transit operations; provides responsible staff assistance to the Assistant Transit Manager; Work is performed under the regular supervision of the Assistant Transit Manager. Supervision is exercised over assistant transit supervisors, transit operators and transit customer service specialists.

The Transit Supervisor's safety responsibilities include, but are not limited to the following:

- Oversee and supervise daily fixed-route employees; lead and participate in the more complex and difficult work of staff including ensuring transit operations are in compliance with the federal Americans with Disabilities Act (ADA)
- Participate in the selection of assigned staff; train assigned employees in their areas of work including methods, procedures and techniques of safe transportation operations
- Maintain attendance, discipline and other personnel records on employees; conduct employee evaluations; investigate, prepare, and conduct counseling and initiate disciplinary as required
- Schedule assigned employees for regularly scheduled and special service
- Ensure customer service specialists maintain facility cleanliness, manage passes and monies, and provide timely and accurate information to the public
- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; Inspect operator uniforms
- Assist with the preparation, distribution and collection of fare boxes
- Participate in the development of policies and procedures; monitor work activities to ensure compliance with established federal and state laws and regulations, and city policies and procedures; make recommendations for changes and improvements to existing standards and procedures
- Respond to and investigate complaints from the general public regarding fixed-route operations; resolve problems in a timely and efficient manner
- Investigate accidents and review accident reports for employee' responsibility
- Coordinate the maintenance, repair and installation of bus route signs, fixtures, benches, and shelters at bus stops
- Develop and distribute announcements and brochures to promote transit services
- Supervise operators and ensure compliance with schedules
- Inspect buses for damages and required maintenance
- Assist with travel training and orientation to riding the bus for new riders
- Oversee route changes or additions due to inclement weather conditions, road closings, or occurrences
- Prepares and maintains various reports
- Assists with other related transit duties as assigned
- Ensures that all work is performed in accordance with OSHA and City Safety Standards and Policies
- Continuous monitoring of the SMS program
- Supporting the Employee Safety Reporting Program
- Assist with ensuring the physical security is maintained of all facilities
- Assist with ensuring all HPTS facilities are properly equipped for emergency response

- Ensuring operations activities for HPTS fixed-route bus feed into the Safety Risk Management and Safety Assurance components of the SMS by coordinating with management, staff, supervisors, and operators

8.4.4 Paratransit Supervisor

The HPTS's Paratransit Supervisor reports to the Assistant Transit Manager and performs responsible technical and clerical work in planning, organizing, coordinating, monitoring and managing the direct operation of the Paratransit operations while ensuring full compliance with Americans with Disabilities Act (ADA) and paratransit rules and regulations. Paratransit operations includes both complimentary ADA service as well as general demand response service for the elderly and services outside the ADA area; does related work as required.

The Paratransit Supervisor's safety responsibilities include, but are not limited to the following:

- Supervises staff including prioritizing and assigning work, conducting performance appraisals, enforcing policies and procedures, making hiring decisions, conducting training, and making disciplinary decisions and recommendations
- Manages the paratransit reservations, scheduling, and dispatching. Troubleshoots issues and concerns with staff. Ensures service compliance with local, state and federal rules and regulations including the Americans with Disabilities Act
- Responsible for the eligibility process to include reviewing applications and conducting in-person and functional assessments as necessary
- Establish policies and procedures for Paratransit operations
- Manage and foster the Paratransit operation's safety efforts and programs; Investigate, prepare reports, and follow up regarding paratransit accidents; Perform post-accident and post-incident risk management activities
- Prepare monthly reports to include ridership, operating statistics for inclusion in local, state, and federal reports
- Participates in the preparation of the annual operating budget, including conducting analysis and forecasting operating revenue
- Manages customer service for paratransit responding to service inquiries and customer complaints. Ensures appropriate investigation and response to issues and problems. Documents resolutions within customer comment software
- Mediates sensitive issues involving paratransit clients using application of pertinent local, State and Federal rules, regulations and laws governing paratransit services
- Coordinate paratransit vehicle maintenance with the Maintenance Supervisor
- Fills in for paratransit services coordinator as necessary to include taking reservations, scheduling, and dispatching trips, recording, and posting operating data including trips, time, mileage, and ridership
- Develops recommendations relating to transportation services
- Coordinates special service activities and requirements with outside agencies; Determines community needs for special services
- Develops marketing programs and strategies for paratransit services
- Drives paratransit trips as needed
- Assists with fixed-route operations as needed
- Other duties as assigned

- Ensures that all work is performed in accordance with OSHA and City Safety Standards and Policies.
- Developing and implementing SOPs consistent with safety standards and SMS principles
- Ensuring personnel are fully trained in and comply with HPTS's paratransit rules, procedures, bulletins, and other directives
- Ensuring adequate capital and personnel resources are allocated to accomplish safety and security goals and objectives of operations activities
- Overseeing HPTS scheduling efforts to ensure maximum safety is achieved for operators and patrons
- Supporting internal safety audits and other Safety Assurance functions
- Coordinating with the TSO to ensure that all personnel fully document safety, security, and emergency management activities, events, occurrences, and tasks, and that reports on these activities are properly delivered to the TSO
- Tracking and maintaining data that supports Safety Risk Management and Safety Assurance components of the SMS
- Reviewing, revising, and updating paratransit rulebooks and SOPs to ensure compliance with current operating conditions, in coordination with the SSRC
- Developing, reviewing, and maintaining the operational rules compliance program
- Support, develop, and maintain employee reporting programs for operations employees to report safety events, hazards, and other safety concerns

8.4.5 Other SMS Related Key Functions

Other Key Functions required to successfully support the HPTS SMS Program include:

- Human Resources
- Information Technology
- Procurement
- City Safety and Health (General and Construction Occupational Safety and Health)

These above SMS support functions although included in the duties of the High Point Transit System staff are generally supported and resourced by other City of High Point departments.

8.5 Transit Safety Officer

The Accountable Executive has delegated authority to the TSO to develop, implement, and maintain the PTASP in accordance with applicable federal and state regulations and guidelines. Under this direction, policies, procedures, and plans are developed in direct support of the PTASP. This responsibility is shared across HPTS under the authority of the TSO. The TSO will support the efforts of each division, who are independently responsible for supporting the SMS initiatives and implementing cohesive safety and security processes.

8.6 Operations and Maintenance Personnel

Operations and maintenance personnel are responsible in the course of their normal duties for complying with and implementing all HPTS rules and procedures as follows:

- Reporting any safety condition to the on-duty supervisor and/or the safety department
- Contributing ideas and suggestions for improving the safety of conditions or procedures to their immediate supervisor, who will follow up with the Safety and Security Department
- Using individual knowledge and influence to improve safety performance

- Attending safety training and safety meetings
- Reporting accidents and injuries to supervisory and management staff immediately
- Reporting any suspicious activity, persons, or objects observed
- Abiding by the safety rules and regulations
- Having regard for the safety of fellow workers and clients at all times

It is the responsibility of each employee to abide by all rules and regulations and to comply with all laws pertaining to safety and health in the workplace. Safety becomes a shared responsibility between management and the employee and working safely is a condition of employment.

8.7 Contractors

HPTS may retain the services of outside contractors to assist with various aspects of the system's operations and maintenance. All contractors are subject to the requirements of this PTASP and all applicable requirements. The TSO, or their designee will conduct periodic reviews of contractor onsite work practices to ensure compliance with the HPTS's PTASP.

HPTS will require each contractor to assign safety and quality assurance functions to its personnel working on the HPTS property. Based upon the scope of the project the TSO may recommend the assignment of a dedicated contract employee to carry out these tasks. Contractor personnel will work in cooperation with the TSO and conduct a variety of activities in support of this plan, including:

- Reviewing the Original Equipment Manufacturer (OEM) submittals and specifications
- Developing a safety training program for their contractor personnel
- Maintaining compliance with occupational safety standards and guidelines
- Reporting on any and all activities as required by the TSO or HPTS personnel
- Conducting any required safety or security activity deemed necessary by the TSO or HPTS personnel
- Maintaining records consistent with Safety Risk Management and Safety Assurance components

9.0 Employee Safety Reporting Program

HPTS has established a process that allows all employees, including relevant contract employees, to report safety conditions to senior management.¹⁸ This program is intended to help the Accountable Executive, TSO, and key staff obtain important safety information throughout the agency. The defined Employee Safety Reporting Program (ESRP) is aimed at building a greater level of trust, which will improve HPTS's ability to learn about safety conditions and make meaningful change in collaboration with frontline staff. Therefore, HPTS is committed to ensuring that no action is taken against an employee who discloses a safety concern through an employee safety reporting program, unless disclosure indicates through the investigative process and beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures was committed.

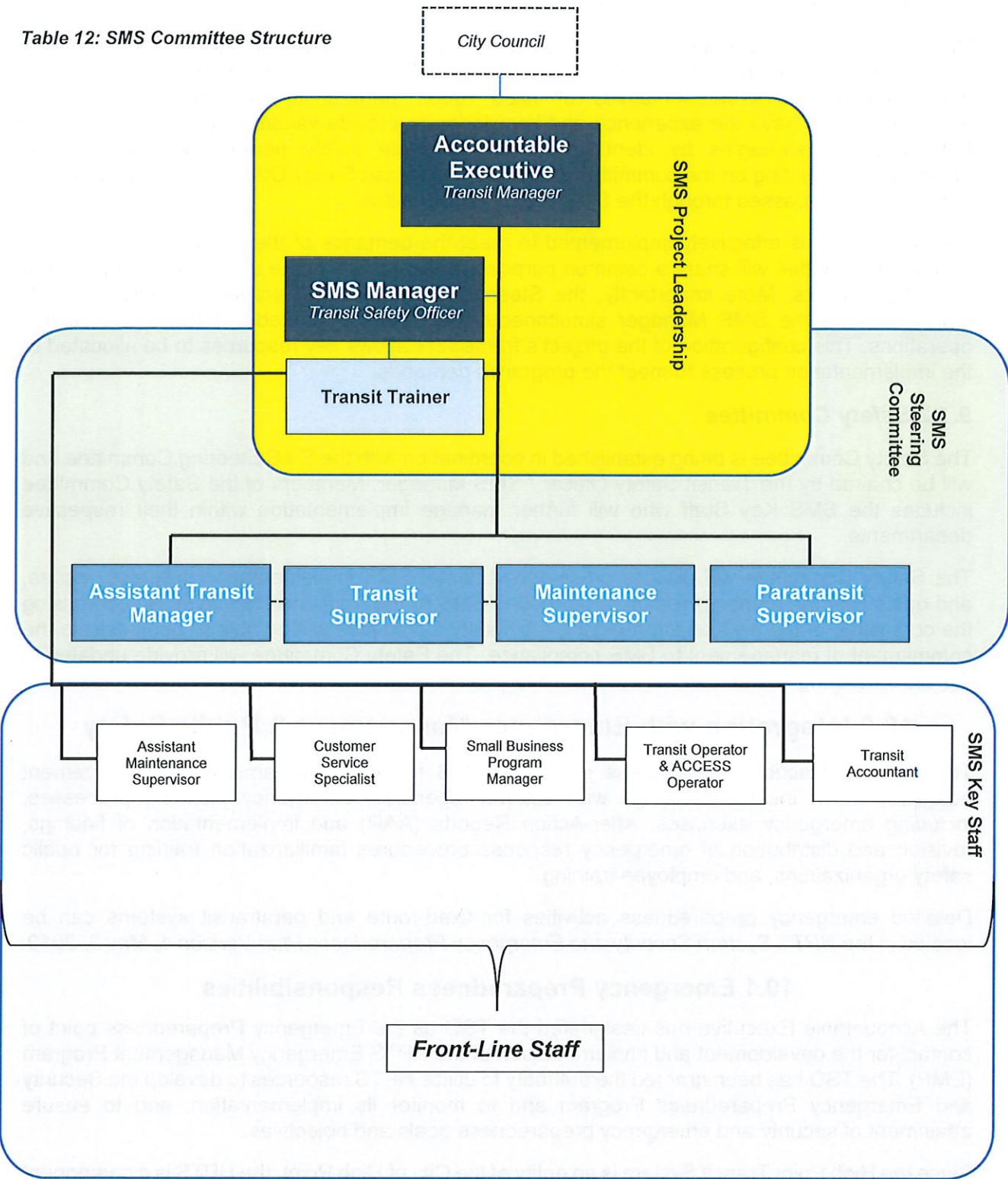
HPTS uses its safety committee structure and electronic safety suggestion reporting to allow employees to report safety concerns and suggestions.

¹⁸ 49 CFR 673.23(b)

9.1 Committee Structure

HPTS's SMS committee structure provides an open forum for safety concerns to be communicated, or reported, from the frontline staff through to managers and up towards the Accountable Executive. Similarly, this structure allows management to more uniformly communicate safety and security topics through the organization. The figure below provides the hierarchy of the committee structure, which provides a mechanism for employees to report safety and security concerns.

Table 12: SMS Committee Structure



9.1.1 HPTS SMS Steering Committee

HPTS has started up the SMS Steering Committee working in concert with the Transit Manager's Leadership Team meetings. The committee will be comprised of the six (6) managers/supervisors/representatives of fixed route, paratransit, and maintenance. The members should have the experience and knowledge to provide valuable input to directing the HPTS's safety strategies by identifying the appropriate safety performance metrics and objectives. Also sitting on the committee should be the Transit Safety Officer to ensure continuity of information is passed through the SMS Steering Committee.

To ensure SMS is effectively implemented to meet the demands of the organization, the SMS Steering Committee will share a common purpose, while managing the unique needs of each of their departments. More importantly, the Steering Committee will actively support the SMS Manager while the SMS Manager simultaneously supports the needs of the organization's operations. This configuration of the project's framework allows key resources to be allocated to the implementation process to meet the program's demands.

9.1.2 Safety Committee

The Safety Committee is being established in coordination with the SMS Steering Committee and will be chaired by the Transit Safety Officer / SMS Manager. Members of the Safety Committee includes the SMS Key Staff who will further manage implementation within their respective departments.

The Safety Committee will discuss cross-departmental SMS implementation progress, issues, and goals with the primary mission of promoting SMS to the front-line staff level. By comprising the committee of the divisional managers, the Safety Committee will be able to demonstrate the commitment of management to SMS compliance. The Safety Committee will provide updates to the SMS Steering Committee, at least monthly or as needed.

10.0 Integration with Emergency Management & Public Safety

This section describes the process used by HPTS to coordinate emergency management activities, which include meetings with external agencies, emergency planning processes, including emergency exercises, After-Action Reports (AAR) and implementation of findings, revision and distribution of emergency response procedures familiarization training for public safety organizations, and employee training.

Detailed emergency preparedness activities for fixed-route and paratransit systems can be located in the *HPTS System Security and Emergency Preparedness Plan Version 1, May 3, 2019*.

10.1 Emergency Preparedness Responsibilities

The Accountable Executive has designated the TSO as the Emergency Preparedness point of contact for the development and implementation of the HPTS Emergency Management Program (EMP). The TSO has been granted the authority to utilize HPTS resources to develop the Security and Emergency Preparedness Program and to monitor its implementation, and to ensure attainment of security and emergency preparedness goals and objectives.

Since the High Point Transit System is an entity of the City of High Point, the HPTS is a component of the City Plan. The City of High Point, High Point Transit System Safety and Health Manual Subject: Emergency Action (January 2011) is hereby incorporated by reference and available for review by authorized parties.

Tasks have been identified to provide direction in implementation of the SSEPP. These tasks are on-going and are considered minimum requirements. Tasks are identified in the matrices below. Also identified are the organizational / participant responsibilities for each task. The table follows the roles and responsibilities found in section 3.3.2 of the SSEPP. The organizational/participant responsibilities for each task, as designated by the following code:

- P** Primary Task Responsibility
- S** Secondary or Support Responsibility
- R** Review/Comment Responsibility
- A** Approval Responsibility

Table 13: Emergency Preparedness Matrix

Task	TM	TSO	Steering Comm	CHP	Frequency
Conduct Emergency Preparedness Training		P	S	S	As Required
Attend UASI/EMA Meetings		S		P	Monthly
Develop Emergency Response Plans	A	P	R	P	As Required
Review Emergency SOPs		S/R	S/R	R	As Required
Review Emergency Management Trends		P			Daily
Develop Emergency Operations Plans	A	P	S	S	As Required
Review Current Incidents	R	P	S		Daily
Ensuring Integration in the City/County's ERP		P		P	Yearly
Conduct Internal Training Audits	R/A	P	P/S/R		Monthly
External Audits	R	P	S	S	As Required
Emergency Exercises	S	P	S	S	Annually
Liaison with Public Safety Agencies	S	P			Daily

10.2 Evaluation of Emergency Management

HPTS, in cooperation with the CHP, will evaluate its emergency management function by implementing a comprehensive drill and exercise program in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The program will organize various emergency response agencies to critique emergency preparedness activities by simulating scenarios involving HPTS various system components, including infrastructure, vehicles, facilities, and equipment. Drills and exercises HPTS will incorporate include, but are not limited to, the following:

1. **Tabletop Exercise (TTX):** A TTX is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.
2. **Drills:** A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills. For example, drills may be appropriate for establishing a community-designated disaster receiving center or shelter. Drills can also be used to determine if plans can be executed as designed, to assess whether more training is required, or to reinforce best practices. A drill is useful as a stand-alone tool, but a series of drills can be used to prepare several organizations to collaborate in a Full-Scale Exercise (FSE).
3. **Full-Scale Exercise (FSE):** FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command (UC). In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level.

HPTS will conduct one of the above types of emergency preparedness activities at least once annually. The Agency may also implement other drills and exercises defined in the HSEEP framework and will utilize the exercise methodology illustrated below.

Figure 2: HSEEP Exercise Cycle



Exercise program should be based on a set of strategic, high-level priorities selected by HPTS's SMS Steering Committee. These priorities guide the development of exercise objectives, ensuring that individual exercises build and sustain preparedness in a progressive and coordinated fashion. Exercise program priorities are developed at the Training and Exercise Planning Workshop (TEPW).

10.2.1 After Action Reports

An evaluation will be completed after each exercise to provide HPTS personnel the opportunity to assess the capabilities needed to accomplish a mission, function, or objective. This will be completed through the AAR, which will document key information related to evaluation. The length, format, and development timeframe of the AAR depend on the exercise type and scope. The focus of the AAR is the analysis of core capabilities and will include the following sections:

- Exercise name
- Type of exercise
- Date of the exercise
- Location(s) of the exercise
- Participating organizations
- Mission area(s)
- Specific threat or hazard
- A brief scenario description
- The name of the exercise sponsor and Point of Contact.
- Analysis of Core Capabilities
- Corrective Action Plan(s), as necessary

CAPs will be developed and monitored in accordance with Section 22.

10.3 Meetings with External Agencies

In addition to the SMS Steering and Safety Committee, the TSO will participate in a variety of committees and groups, within the CHP and external agencies to maintain open lines of communication with Public Safety agencies

10.4 Emergency Procedures

HPTS's Emergency Procedures are contained in the bus, and paratransit SOPs, and the various rulebooks. Initial documents will be reviewed as indicated in the proceeding sections and will be evaluated at least annually per HPTS procedures. Emergency procedures will also be evaluated after any event and after the Drills and Exercise program. The TSO will distribute updated documents to the appropriate divisions, personnel, and if necessary, external public safety agencies.

10.5 Emergency Training

Emergency training is the responsibility of the HPTS TSO. The SOPs and operating rules have been developed to provide a basis for training of all employees in their security related responsibilities. All operations and maintenance personnel are required to undergo emergency response training to ensure they have a thorough understanding of their roles and responsibilities during an emergency. At a minimum, training is provided to HPTS employees based on job description and function. HPTS personal are also trained for specific threats such as workplace violence and active shooter situations.

Ad-hoc training for internal or external personnel may be performed at the discretion of the TSO, should the need arise, depending on local or international events of a security or emergency response nature, response to a specific credible threat to the system, required corrective action, program enhancement or any other appropriate reason at any time.

10.5.1 Familiarization Training

Periodic, but at least biennially, familiarization and refresher training is provided by HPTS to local emergency response personnel. This training, which is in addition to scheduled tabletop exercises and drills, has included some printed takeaways, covering vehicle access, vehicle emergency equipment, and communications.

11.0 Safety Management Policy Communication

In accordance with 673.29(b), HPTS will ensure that all employees are aware of any policies, activities, and procedures that are related to their safety-related roles and responsibilities. Safety communications may include information on hazards and safety risks that are relevant to the employee's role and responsibilities; explain reasons that HPTS introduces or changes policies, activities, or procedures; and explain to an employee when actions are taken in response to reports submitted by the employee through the employee safety reporting program.

Part D: Safety Risk Management

The FTA's 673 rule requires HPTS to develop and document in its PTASP, a process to identify and resolve hazards for new starts projects, extensions, or modifications of existing systems, operational or environmental changes, or from hazards discovered from employee reports, public complaints, reviews, audits, inspections, and investigations

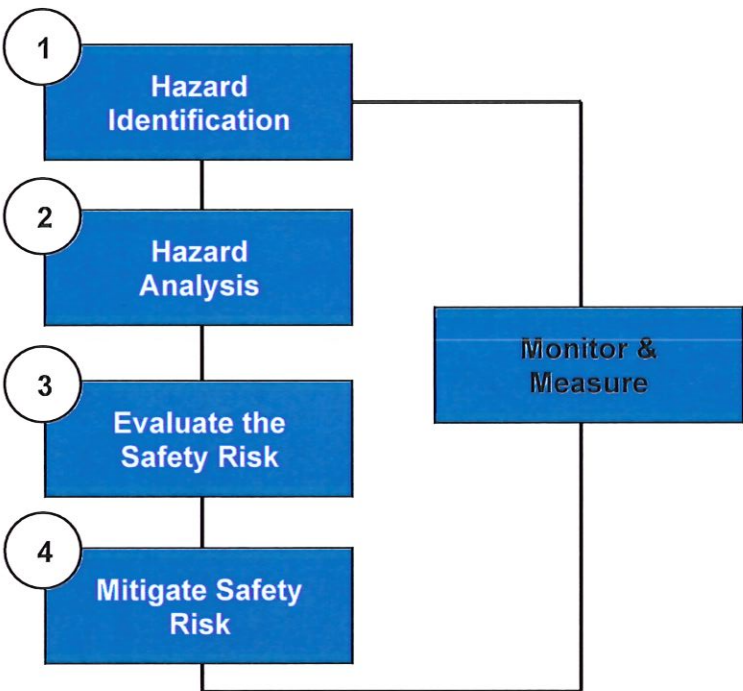
Safety Risk Management (SRM) is an essential process within HPTS's SMS for identifying hazards and analyzing, assessing, and mitigating safety risk. The SRM component has two (2) major sub-components

1. Hazard Identification and Analysis, and
2. Safety Risk Evaluation and Mitigation

The SRM process and its sub-components provides a formal process to systematically identify, evaluate, and mitigate potential hazards associated with the construction, maintenance, and operation of HPTS operating systems for patrons, employees, and the general public. Known hazards are categorized as to their potential severity and probability, analyzed for potential impact, and resolved by design, procedure, warning device, or other methods so they fall within a level of risk acceptable to the HPTS. This process provides HPTS's management team and the necessary information to prioritize decision making efforts.

The following figure provides an illustration of steps used in Safety Risk Management process:

Figure 3: SRM 4-Step Process



The proceeding sections document the risk management process and HPTS's approach to hazard investigations, including the notification and investigation requirements.

12.0 Safety Hazard Identification

49 CFR Part 673 requires transit agencies to establish methods or processes to identify hazards and consequences of hazards. A hazard will inform the agency of what is wrong, while a consequence identifies what could happen. When the HPTS properly identifies and clearly defines hazards, the organization can more easily identify potential consequences that will help management allocate safety resources based on safety risk.

HPTS must include data and information provided by the FTA (e.g., Safety Bulletin, General Directives, Special Directives or Notices). HPTS will also consider outputs of Safety Assurance (SA) activities, such as employee safety reporting programs, event investigations, monitoring of operations and maintenance procedures, or system changes, as sources for hazard and consequence information. HPTS will also consolidate consequence and hazard information in one location for easier sorting and analysis to share information and enable analysis.

HPTS uses a variety of methodologies in identifying hazards on the system, including, but not limited to:

- Employee or patron reports
- Near miss/close call events
- Special/Capital projects/construction activity
- Drills and exercises
- New systems testing
- Safety data trend analysis
- Event investigations
- Discussions and deliberations from safety committee meetings
- Reports from operations and maintenance personnel
- Results from rules compliance checks and evaluations
- Analysis of maintenance data
- Results from facilities and vehicles inspections
- Findings from internal safety and security audits

13.0 Safety Risk Analysis & Evaluation

Hazards which are not resolved at the operating, maintenance, or other front-line department level are appropriately investigated by the TSO, assisted by the responsible operations and maintenance department. Investigation findings are documented and reported to the safety committee. Those issues that the safety committee are unable to resolve are escalated to the SMS Steering Committee through the TSO for resolution.

13.1 Hazard Categorization

This involves categorizing identified hazards in terms of each one's severity or consequence and its probability of occurrence. The United States Department of Defense (DoD) Standard Practice for System Safety, Military Standard (MIL-STD) 882 Version E, establishes system safety criteria guidelines for determining hazard severity and probability and is the standard relied on by the HPTS in its hazard identification and resolution process.

The hazard severity categories listed below provide the qualitative indication of the relative severity of the possible consequences of the hazardous conditions. HPTS assigns hazard categories based on the "worst-case" event.

Table 14: Severity Categories

Description	Score	Mishap Result Criteria
Catastrophic	1	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$2 Million.
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1 Million but less than \$2 Million.
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$250,000 but less than \$1 Million.
Negligible	4	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$250,000.

Once a hazard's severity has been determined, the analysis will consider the probability, or likelihood the consequences will exist if the hazard is not corrected or controlled. The susceptibility of a location to a hazard occurring is measured using the following table.

Table 15: Probability Categories

Description	Score	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced
Probable	B	Will occur several times in the life of an item.	Will occur frequently
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

Together, the hazard severity and probability properties measure the Safety Risk Score and the priority for applying control measures. Using this scale, the TSO, with approval of the Transit Manager, will examine, quantify, and resolve the hazards based on the severity of a potential outcome and the likelihood that such an outcome will occur.

Figure 4: Safety Risk Matrix

Severity Probability	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A - Frequent	1A	2A	3A	4A
B - Probable	1B	2B	3B	4B
C - Occasional	1C	2C	3C	4C
D - Remote	1D	2D	3D	4D
E - Improbable	1E	2E	3E	4E
F - Eliminated	Eliminated			

1A, 1B, 1C, 2A, 2B	High	Unacceptable
1D, 2C, 3A, 3B	Serious	Undesirable, management's decision is required
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B	Medium	Acceptable, with review by the SSRC
4C, 4D, 4E	Low	Acceptable, without review by the SSRC
F	Eliminated	Eliminated

The results from using the Safety Risk Matrix will then be used to determine whether a hazardous condition should be eliminated, controlled, or accepted. Hazards rated as or "High" must be addressed to control or eliminate the risk to the lowest practical level through the processes defined in section 14.0. Hazards classified as "Serious may be tolerable if it can be demonstrated that its occurrence is highly improbable.

High/Unacceptable: The risk cannot remain and must be mitigated through the HSSRC. The Safety Risk Analysis (SRA) and subsequent analyses will present options for elimination or reductions of high risks.

Serious/Undesirable: The risk should be reduced if at all practical to do so with support from the SSRC. The Safety Risk Analysis (SRA) and subsequent hazard analyses will provide options, where possible, to reduce risks.

Medium/Acceptable, With Review: The risk is can be acceptable after review by management and the SSRC. The Safety Risk Analysis will recommend either that the hazard be left as is or be acted upon to further reduce risk. The OSSRC makes final determination.

Low/Acceptable: The risk is acceptable as is and does not require further review. The Safety Risk Analysis will not recommend any action be taken to address a low risk. Final determination is made by the TSO.

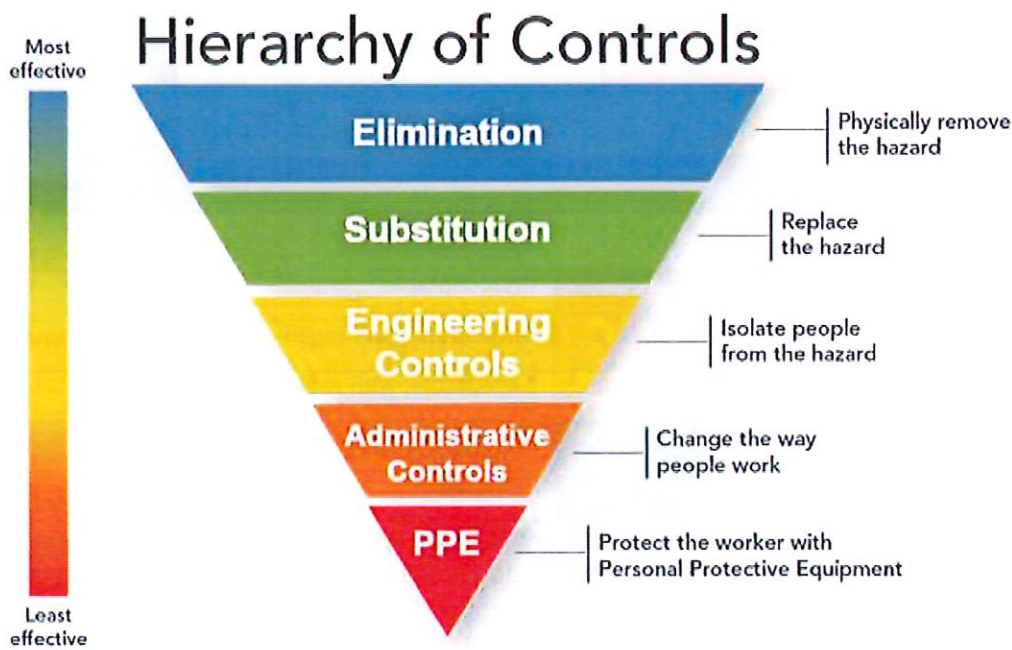
Eliminated: The risk no longer exists.

14.0 Safety Risk Mitigation

49 CFR 673 requires transit agencies to establish methods or processes to identify mitigations or strategies necessary, as a result of agencies' safety risk assessment, to reduce the likelihood and/or severity of the consequences. The goal of risk mitigation is to reduce the assessed risk rating to an acceptable level; however, mitigations do not typically eliminate the risk entirely. HPTS will consider input from SMEs from different departments to ensure that the selected safety risk mitigation is appropriate. Input from multiple sources can help prevent unintended effects, including new hazards.

Hazard control process will follow the Hierarchy of Controls as defined by the National Institute for Occupational Safety and Health (NIOSH).

Figure 5: NIOSH Hierarchy of Controls



A combination of controls may be used when no single method fully protects the system or components of the system.

Elimination or Substitution: While most effective at reducing hazards, these methods tend to be the most difficult to implement in an existing process. The core methodology between elimination and substitution is the separation of the hazard from the system or sub-system either by means of removal or modification/replacement. These steps are most effectively implemented at the early stages of a process, and if the process is still at the design or development stage, elimination and substitution of hazards may be inexpensive and simple to implement.

Where some hazards are inherent and cannot be eliminated completely through design, they should be substituted, if possible, to reduce the risk to the lowest acceptable level. This can be accomplished by incorporating, as necessary, fail-safe devices and principles in design, incorporating high-reliability system components, and using redundant or backup hardware and software devices.

Engineering Controls: This methodology is designed to remove the hazard at the source, before it comes in contact with the worker. Well-designed engineering controls can be highly effective in protecting workers and will typically be independent of worker interactions to provide this high level of protection. The initial cost of engineering controls can be higher than the cost of administrative controls or Personal Protective Equipment (PPE), but over the longer term, operating costs are frequently lower, and in some instances, can provide a cost savings in other areas of the process. Examples include reducing exposure to noise through redesigning equipment or infrastructure or increasing air circulation to eliminate heat related stress of workers and patrons.

Administrative Controls and PPE: Administrative controls and PPE are frequently used with existing processes where hazards are not particularly well controlled. Administrative controls and PPE programs may be relatively inexpensive to establish but, over the long term, can be very costly to sustain. Administrative controls essentially change the way people work. This method limits exposure to the hazard rather than removing it. Similarly, PPE does not eliminate hazards and may result in workers being exposed if the equipment fails.

Therefore, these methods for protecting workers have also proven to be less effective than other measures, requiring significant effort by the affected workers. As such, Administrative Controls and PPE should be used as a last resort if the other methodologies are not feasible

15.0 Safety Risk Management Tracking

When a potential hazard is identified, it will be added to HPTS's Safety Risk Log (SRL). The SRL will contain, at a minimum:

- Safety risk description
- Immediate mitigation (if needed)
- Origin of safety risk
- Date safety risk was identified
- Responsible investigator or committee leader
- Safety risk analysis results
- Proposed CAP(s) including all relevant information
- Date safety risk closed

15.1 Hazard Prioritization

All hazards will be prioritized based on the Safety Risk Score calculated during the Analysis and Evaluation process. The score is achieved by combining the Severity rating with its Probability. The greater the score, the higher the hazard's prioritization. Hazard ranked as High/Unacceptable or Serious/Undesirable should be mitigated first, with High/Unacceptable ranking as the greatest. Prioritizing risks will support management in the decision-making process by elevating the hazards and vulnerabilities that need immediate attention to the forefront for action.

15.2 Hazard Acceptance

If it is not possible to reduce a hazard by any means, a decision must be made to accept the hazard or to dispose of the system. This decision is made by the TM, as the AE. The TM has final signatory authority for hazard acceptance. As in all other hazard management activities, full documentation of hazard acceptance will be maintained by HPTS's TSO.

16.0 Hazard Notification

Unacceptable, or High, hazardous conditions must be reported to the TSO and TM/AE. Additional hazards identified by HPTS may also be reportable to the TSO.

16.1 Notification of Unacceptable Hazards

Unacceptable hazardous conditions must also be reported to the TM/AE immediately upon discovery.

16.2 Fatalities & Serious Injuries

The HPTS TSO, TM/AE, and Assistant Transit Manager will be notified immediately of any accidents, incidents, and/or events that involve any HPTS employee / vehicle / and/or occur on HPTS property.

17.0 Cooperation / Coordination with CHP

HPTS employees are expected to cooperate and coordinate, as necessary, with the City of High Point agencies, including police, fire, medical and other city, state, and federal entities investigating an Accident / Incident / Event / Injury within their respective jurisdiction.

Incident / Accident / Event / Injury reports will be completed and submitted, by all involved and witnessing employees to the appropriate supervisor immediately following such Incident / Accident / Event / Injury, provided the employee is physically able to complete the report. If the employee is unable to complete the Incident / Accident / Event/ Injury report immediately following the Incident / Accident / Event / Injury, the report must be filed as soon as possible.

Reports should be inputted in the HPTS TrackIt System.

18.0 Hazardous Materials Program

HPTS will minimize and control the generation of hazardous waste and pollutants to protect the environment. All HPTS activities must comply with applicable federal, state, and city environmental protection laws.

HPTS must follow the City of High Point's Safety Program Manual. The Hazard Communication Policy is included in the CHP Safety Program Manual (January 2011). All employees complete the training programs within the CHP Manual upon employment and annually. These training programs are completed by computer-based training.

Part E: Safety Assurance

Safety Assurance is Component 3 of the SMS framework. It is the process within HPTS's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the HPTS meets or exceeds its safety objectives through the collection, analysis, and assessment of information. This section will describe the activities HPTS will use to monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance. Furthermore, during these processes HPTS will review system functions to identify safety risk mitigations that may require further improvements or are functioning as intended.

19.0 Safety Performance Monitoring & Measuring

Safety Performance Monitoring and Measuring activities are aimed at the quantification of HPTS's safety effectiveness and efficiency during service delivery operations. This is accomplished through a combination defining and tracking SPI to measure HPTS's ability to meet its SPTs. This is a continuous process that aims to provide feedback to the SMS on how well safety performance targets are being met. The data used to monitor and measure the SPT will be supplemented by information collected from SMEs and data input from this process will be reviewed, monitored, and analyzed for trends through various lenses of HPTS's operations (i.e. by mode, department, location, line, day of the week, time of day, employee, etc.). Reports will be then developed, as necessary and provided to HPTS's management staff for review and identification of mitigation if required. Specific SPTs are defined in Part B, Section 6 of this PTASP.

19.1 Safety Data Acquisition and Analysis

It is critical to safety assurance at HPTS that safety-related data is acquired from various sources. Furthermore, analysis and distribution of that data to HPTS management and staff is also critical to ensuring safe operation and performance. Trend analysis is performed on the acquired data as a means of identifying trends in accidents and occupational injuries in order to develop and implement corrective action to predict and prevent further occurrences.

Safety data is collected from numerous sources by HPTS. Sources include but are not limited to the following:

Accident Statistics	Maintenance Records
Accident/Incident Reports	NTSB Reports
Claims Reports	Occupational Injury Reports
Customer Feedback	Public Comment / Concerns
Daily Activity Logs	Inspection Reports
Drills and Exercises	Rules Compliance Program
Drug & Alcohol Testing	Safety Meetings and Committees
Employee Reporting Program	Security Reports
First Responders	Supervisor Logs
Internal Audits	

Safety data analysis also involves obtaining technical information from external sources for use in identifying trends and developing and implementing corrective actions. Sources for such data include but are not limited to the following:

- Peer agencies
- American National Standards Institute (ANSI)

- American Public Transportation Association (APTA)
- American Society for Testing and Materials (ASTM)
- Department of Homeland Security (DHS)
- Environmental Protection Agency (EPA)
- Federal Transit Administration (FTA)
- Municipal Statutes and Public Laws
- Safety Data Sheets ("SDS")
- National Fire Protection Association (NFPA)
- National Transportation Institute (NTI)
- Occupational Safety and Health Administration (OSHA)
- Transportation Security Administration (TSA)
- Other transit systems

Other data sources, standards and guidelines will be identified, as they are applicable to the analysis being conducted. The TSO is responsible for ensuring that appropriate and adequate safety data collection is maintained for the operations and maintenance activities and adequate analysis is performed on the data, shared appropriate system-wide and acted upon to predict and prevent adverse events for safety assurance purposes.

19.1.1 Access to Data

All departments are charged with providing analysis of internal data as requested by the TSO. The data is indicated in the table above. Please note this is not an exhaustive list, but simply a basic guideline. The TSO will ensure that each department is aware of the data that it is required to collect, analyze and subsequently provide to the TSO for review, further analysis, and corrective action. Data from individual departments will be made available to the TSO upon request and similarly, the TSO will distribute any data analysis as appropriate to the applicable division(s).

19.1.2 Data Analysis

The TSO will delegate to the Safety Data Analyst the responsibility to track safety-related data to identify trends, including those related to hazards. The data analysis process will involve collaborating with SMEs and the Safety and Security Officers. Identified trends for all data are then analyzed and/or investigated by the TSO or their designee with the cooperation of the appropriate department(s) to determine causal factors.

19.1.3 Safety Performance Indicators

SPI are quantifiable parameters used for monitoring and assessing safety performance and SPT. SPIs should be clearly defined with input on what the indicators are based on data and information provided by the SMEs. More importantly, SPIs should be quantifiable, and measured by using the data provided in Section 5.0. There are two (2) common types of indicators:

Lagging Indicators: Data related to things that have already happened. HPTS will define lagging SPIs using historical data of negative outcomes, such as accidents, incidents, and occurrences.

Leading Indicators: Measure conditions that have the potential to become or contribute to a negative outcome before the outcome occurs. Leading indicators can be very valuable because will allow HPTS to monitor precursors to events and offer the opportunity to act before something bad happens.

HPTS will use both lagging and leading indicators to measure and monitor its safety performance and feed the SPTs.

19.2 Investigations of Safety Events

The investigation process is a critical component of the SA function of the SMS and is one (1) indicator to measure safety performance success.

HPTS shall investigate any reportable Accident or Unacceptable hazardous condition, as well as any other safety events as deemed necessary by the agency. The investigation will be documented in a final report that includes a description of investigation activities, findings, identified causal factors, and CAP(s) as necessary. At the discretion of the HPTS management, the final investigation report will be separated in two parts as follows:

- Description of investigation activities, investigation findings, and determination of the most probable cause and additional contributing causes
- Recommendations to prevent recurrence and a corrective action plan, if required

HPTS will investigate Safety Events as summarized below:

1. Each Transit Agency investigation shall be documented in a final report that includes a description of investigation activities, findings, identified causal factors, and CAP(s) as warranted.
2. The investigation report shall be submitted to the TM and TSO within three (3) calendar days following completion of the investigation.
3. HPTS shall provide quarterly status reports to the SMS Steering Committee that document investigation activities and findings.

19.2.1 Investigation Procedure

At a minimum, an investigation must determine the facts relative to the cause of the event, including the identification of causal factors. The investigation must document specific actions that should be taken to prevent or reduce the likelihood further occurrences.

The on-scene investigation will focus on the following tasks:

1. Evaluate the accident scene to determine what occurred, document the final uncontrolled position of employee, type and severity of injury, position of vehicles and equipment involved, and any other relevant situational data
2. Evaluate the accident scene to determine any mechanical, physical, and environmental conditions that may have contributed to the accident/incident
3. Conduct interviews of persons essential to the investigation of the incident, such as the vehicle Operator, witnesses, injured persons, Supervisors, and dispatchers
4. Evaluate what job the employee was performing or assigned to, and whether or not the employee was properly trained and qualified to perform the duty assigned at the time of the accident and incident
5. Make a preliminary assessment whether an unsafe action or unsafe condition contributed to the accident and incident
6. Determine what personal protective equipment was required for the job being performed, whether it was being worn, and whether it was in good condition and proper for hazard protection

The investigator is responsible for the initial investigation of all non-criminal incidents, unless directed otherwise by the TM / ATM / TSO. This includes obtaining information required for the preparation of the Preliminary Investigation Report. In situations where a serious crime has occurred or where HPPD has selected to assume jurisdiction, the investigator will work closely with HPPD personnel to ensure the scene is secured and information is exchanged appropriately. The investigator shall focus on, at a minimum:

- Interviewing employees, witnesses, and passengers.
- Focusing on conditions and hazards that caused accident.
- Collecting and protecting or directing the collection and protection of all physical evidence. This might include the presence, absence and description of skid marks, condition of the road, and other road defects, traffic control signals and devices, area speed limit signs, and other warning or control signs or devices for vehicular traffic;
- Examining the operating compartments, working environments, and other environmental conditions involved with the operation of the system leading to the event's occurrence.
- Ensuring that a description of the event is recorded. Required documentation includes photographs, measurements, and sketches at a minimum. Other documentation should be obtained to the greatest extent possible.

At an accident/incident scene, upon being briefed by personnel already on the scene, the TSO may assume command of HPTS activities, working closely with the Incident Commander and other HPTS responders and response personnel from High Point or area emergency response agencies. Depending on the severity of the accident or incident, the TSO may remain in command of the situation until the scene is cleared.

Based on the above information, the investigator will complete and submit the initial investigation report within twenty-four (24) hours to the TSO or their designee, as necessary for review. The investigator shall assist, as directed by the TSO, in completing any follow-up investigation, as necessary.

19.2.2 Investigator Qualifications

The TSO is trained on basic investigation processes and procedures for both modes of transportation. Under conditions where TSO functions change, training for personnel will include review and understanding of existing procedures, as well as other industry courses relevant to incident investigations, including those required under 49 CFR 672 as defined in Part F of this PTASP.

19.2.3 Investigation Reports

The final report includes the following information, at a minimum:

1. **Investigation Report General Outline**
 - a. Event description
 - b. Notification, Incident Response, and Incident Command
 - c. Initiating Event
 - d. Immediate Corrective Actions
 - e. Operator Information – Fatigue Evaluation and Training
 - f. Investigation
 - g. Operator event report
 - h. Field supervision report
 - i. Employee record/history

2. Post-Accident Safety Inspection

- a. Video analysis
- b. Communications analysis
- c. Findings, Potential Causal Factors, and Recommendations (CAPs)
- d. Investigator
- e. Date of Report
- f. Distribution

19.2.4 Internal Notifications

HPTS employees are required to make a verbal report to Dispatch immediately of all events, followed as soon as practical by written reports. HPPD covers accident response in detail.

Since each accident and incident may be different, the process and task detailed in this document will not necessarily be applied to, nor required for, every investigation. That decision is based upon experience and good judgment of Management.

19.3 Safety Rules Compliance

Operational rules and procedures are contained in the HPTS Transit Operator Handbook – 2018 and Paratransit Operator Rules and Regulations Manual - 2018. Additional procedures (i.e. SOPs, and plans, programs, and other documentation) are developed to support all operations as needed. These procedures are generally developed and maintained by the respective department. Other safety rules, processes, and practices may be contained in these procedures.

19.3.1 Review of Rules and Procedures

Operational rules and procedures are contained in the HPTS Transit Operator Handbook – 2018 and Paratransit Operator Rules and Regulations Manual - 2018. Additional procedures have been or are being developed in support of transit operations. Rulebooks and procedures are maintained by the departments to which they apply.

The following table provides a schedule for when rules and procedures, by mode, are reviewed and revised, if needed, and with whom the responsibility lies. Other rules and procedures may be reviewed but are not listed below.

Table 16: Fixed-Route Rules and Procedures Review Schedule

Procedure(s)	Freq.	Responsibility
Vehicle PMIs	Triennially	Maintenance Supervisor
Operating Rulebook	Annually	Transit Supervisor
Supervisor SOPs	Annually	Assistant Transit Manager

Table 17: Paratransit Rules and Procedures Review Schedule

Procedure(s)	Freq.	Responsibility
Vehicle PMIs	Triennially	Maintenance Supervisor
Operating Rulebook	Annually	Paratransit Supervisor
Dispatchers SOPs	Annually	Assistant Transit Manager
Supervisors SOPs	Annually	Assistant Transit Manager

Responsibilities may be delegated by the responsible party, as appropriate.

Any changes to operating procedures, rulebooks, or maintenance plans with safety implications will be reviewed by the TSO for approval. Upon approval, changes are made, and the rulebook is signed and distributed by the Assistant Transit Manager. Individuals receiving a new or revised Rulebook are required to sign, date, and return a form indicating receipt.

All HPTS employees and contractors are responsible for knowing and abiding by the rules and procedures of the agency and for its appropriate implementation at all times while on duty. HPTS employees must know and follow the rules when on HPTS property.

19.3.2 Safety Rules Compliance Program

The Safety Rules Compliance Program (SRCP) is the process used by HPTS to develop, maintain, and ensure compliance with rules and procedures having a safety impact, including identification of operating and maintenance rules and procedures subject to review; techniques used to assess the implementation of operating and maintenance rules and procedures by employees. There are three (3) fundamental outputs for the SRCP:

1. Measure the effectiveness of supervision relating to implementation of operating and maintenance rules
2. Documentation of results
3. Incorporation of findings into the SRM

Supervisory and management personnel will be required to make periodic checks of employees to ensure compliance with the Rulebook and relevant procedures. Management personnel are also expected to observe inspections during daily operations and on-the-job training for all employees.

The following techniques will be used to monitor compliance for operations and maintenance personnel.

A. Assessment of Operations Personnel: Periodic operational checks are made in the field by Supervisors including but are not limited to the following:

- Speed Checks
- Observation of safety vehicle operations
- Proper use of safety devices
- Observation on the use of safety devices
- Wheelchair securement practices
- Wheelchair ramp operations

Periodic spot checks are made when requested or deemed necessary by management. The TSO may conduct random safety checks that include but are not limited to the following:

- General vehicle operations
- Attention to duty
- Signal compliance
- Door operations

B. Assessment of Maintenance Personnel: The Maintenance Supervisor enforces rules and procedures by observing and monitoring employee and contractor performance in shops and yard. Rules and procedures monitored and observed for compliance include but are not limited to the following:

- General safety
- Proper use of tools, equipment, and machinery
- Proper use of personal protective equipment
- Fire Life safety
- Materials handling and storage
- Quality Assurance activities

The Maintenance Supervisor also conducts follow-up activities following any non-compliance as a technique to ensure reinstruction of employees has resulted in compliance with maintenance rules.

C. Supervisory Personnel: Periodic reviews of Leads are performed by their respective supervisor and shall include required supervisory activities defined in the Rulebook and procedures, as well as the individual's job description and the safety and security requirements outlined in this plan.

Follows-ups will occur periodically following a finding of rules/procedure non-compliance.

19.3.3 Documentation

Supervisory personnel are primarily responsible for formally documenting procedures and rules observed for compliance. Violation(s) are to be documented and brought to the attention of managers and the TSO who will ensure that appropriate documentation is maintained. Records of rules and procedures violations are maintained by each department and copies will be submitted to the TSO for continued review and monitoring.

Formal ride checks are documented on the appropriate forms or means (tablets) and copies are provided to the ATM and TSO. Formal weekly and monthly reports, as appropriate, on rules and procedure compliance will also be provided by supervisors to the TSO.

19.4 Inspection and Maintenance Program

HPTS facilities, vehicles, and terminals, are inspected at regular intervals per procedures provided in maintenance plans. Maintenance records are maintained by the Maintenance Supervisor and Transit Parts Specialist.

Critical items/conditions disclosed during inspection are repaired immediately or taken out of service until work can be performed. Non-critical items/conditions are cycled through the work order process. Inspection notes recorded on checklists are given to the Maintenance Supervisor for review and filing. When reports of defects or problems are reported from other sources, they

are responded to, inspected, and followed up via immediate repair, work order, or out-of-service status per criticality and crew availability.

19.4.1 Facility Inspections

An essential element of the HPTS SMS is regular inspection of facilities to ensure safe and effective operation. The TSO will work closely with the Maintenance Supervisor to ensure that appropriate checklists and procedures are in place to monitor fire/life safety, industrial, and occupational safety requirements are met.

19.4.2 Equipment Inspections

Equipment inspections are performed according to OEM requirements and recommendations, statutory requirements, industry best practices, equipment conditions and use and other applicable requirements.

Table 18: Equipment Inspections

Equipment	Typical Items Inspected/Tested
Non-Revenue Vehicles	Cars and light trucks, emergency generators, and forklifts
Revenue Vehicles	Wheelchair ramps, interior lighting, communication equipment, ADA equipment, exterior lighting, gauges

19.4.2.1 Vehicle Maintenance Inspections, Bus

HPTS maintains and inspects its vehicles in accordance with the Vehicle Maintenance Plan (VMP). The VMP is designed to guide for actions within the Maintenance Department. As new technologies are phased into HPTS, it may become necessary to institute new personnel training, and changes to this plan. The plan will serve as the primary policy for the Maintenance Department and will be used to guide Vehicle Maintenance employees in safe and efficient maintenance practices and provide a high level of customer service. The plan will be utilized as a guide in making decisions on a daily basis and may be updated as required.

All fleet vehicles, both revenue and non-revenue, are incorporated into the preventative maintenance inspection interval. Inspection tasks and intervals will be structured around the manufacturer's published recommendations and updates. The Maintenance Supervisor may approve additional tasks and increased intervals based upon trend analysis, information from OEM providers and other transit maintenance professionals, and experience of maintenance mechanics / technicians. The Maintenance Supervisor manages the preventative maintenance inspection program, assigns mechanics to PM inspections and ensures all PM services are completed and all mechanical repairs possible are completed during the inspection shift.

19.4.3 Inspection Checklists

The TSO will work closely with maintenance department to ensure that appropriate checklists and procedures are in conformance with fire/life safety, industrial safety, and occupational safety requirements. The Maintenance Plans describes all inspection and maintenance programs that are currently in effect. Inspection checklists pertaining to specific system elements are contained in relevant maintenance plan.

19.4.4 Corrective Actions

Findings identified during maintenance audits/inspections are recorded and monitored until resolved and closed in accordance with the SRM and CAP processes. Hazards that require coordination across departments or additional resources are addressed by the TSO. In addition, the managers / supervisors will formally notify the TSO upon identification of a hazardous condition. Unresolved hazardous conditions may be submitted to the TSO / TM for review, analysis, and resolution.

19.5 Training and Certification Reviews

Compliance with training requirements is assessed by the TSO on an on-going basis. Assessments of compliance are based on student course evaluations, instructor course evaluations, and an annual management review of courses for content and relevance. All recommendations for changes in course content or delivery mechanism will be approved of the TSO and appropriate manager as appropriate prior to any substantial changes.

20.0 Corrective Action Plans

HPTS will identify whether a CAP is needed under two (2) conditions:

1. During the investigation of an Accident/Incident to avoid or minimize the reoccurrence of the investigated event or address a related, systemic problem
2. To correct safety risks

HPTS will develop a formal CAP to correct those elements or activities identified as deficient. Within the CAP, HPTS will include the following information:

- The hazard or programmatic deficiency.
- Action taken to correct the hazard
- An implementation schedules
- The individual(s) and department(s) responsible for the implementation
- Interim/short-term steps taken while awaiting implementations of long-term mitigations

20.1 Monitoring and Tracking

HPTS maintains a CAP tracking log that provides pertinent information on specific CAPs. The log contains the following information:

- Identify noted deficiency/finding/hazard
- Date corrective action plan was opened
- Process, plan, or mechanism to address and resolve deficiency
- Timeframe for implementation of each part of the plan
- Department(s) and person(s) who will be responsible for implementation
- Source of the CAP
- CAP tracking ID
- Line for TSO approval and date of approval
- Proposed implementation date, including interim milestone date(s) as appropriate
- Actual implementation date (once approved and completed)
- Issues preventing resolution
- TSO verification that CAP was implemented
- Other critical information, as appropriate

The TSO will submit the CAP log to the SMS Steering Committee monthly and shall provide information of monthly updates progressing towards closure.

20.2 Verification and Closure of CAPs

The respective HPTS supervisor will submit verification to the TSO for any CAP proposed for closure. Information regarding the closure must be included in the CAP Log and include any additional actions that were implemented to complete the CAP. Verification documentation may include:

- Photographs
- Receipt of new or revised document
- Work order or similar document showing full completion

21.0 Drug and Alcohol Program

HPTS is dedicated to providing safe, dependable, and economical transportation services to its customers. HPTS employees are a valuable resource and it is also our goal to provide a safe, healthy, and satisfying working environment for our employees. In meeting these goals, it is our policy to:

- Ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner.
- Create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse.
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances.
- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

In accordance with 49 CFR 655, *Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations*, and 49 CFR Part 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Programs* the City of High Point maintains a written policy that documents its substance awareness programs which are compliant with 49 CFR 40 and 655 to ensure employee fitness for duty, and to protect our employees, passengers, and the general public from the risks posed by the use of alcohol and prohibited drugs. The City of High Point Drug and Alcohol Policy is also intended to comply with and incorporate 49 CFR Part 32, The Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA, including the reporting of employees convicted of criminal drug offenses that occur in the workplace.

HPTS's Drug and Alcohol Policy applies to all safety-sensitive transit system employees as identified and described below as well as paid part-time employees and contractors, when performing safety-sensitive duties.

Safety-Sensitive Employees and Applicants for Safety-Sensitive Positions covered by this Policy include those who:

1. Operate a revenue service vehicle, including when not in revenue service
2. Operate a non-revenue service vehicle when such is required to be operated by a holder of a commercial driver's license
3. Control the movement/dispatch of a revenue service vehicle
4. Perform maintenance on a revenue service vehicle or equipment used in revenue service
5. Carry a firearm for security purposes

21.1 Program Monitoring

HPTS's Drug and Alcohol Testing Program is administered by the City of High Point. Implementation details are contained in CHP Drug and Alcohol Policy. The TSO will monitor the implementation of this program for compliance and will conduct a formal internal audit of the program at least once on a 3-year cycle. The TSO will review all updates to HPTS's Drug and Alcohol Policy.

22.0 Procurement

HPTS must ensure that its designated purchasing agent obtains supplies, materials and equipment that meet or exceed required standards. Purchasing procedures for both formal and informal bidding will be documented based on the City of High Point's requirements. Procurements of new equipment, materials and supplies are first reviewed by the user department in conjunction with the TSO to ensure safety within the HPTS system.

For the procurement of outside contract work, all contracts must stipulate that all work, materials and equipment used in the project are subject to adequate inspection and testing in accordance with accepted standards and that the contractor must provide the necessary testing and inspection services required by the manufacturer and the contract.

To ensure inclusion of the HPTS safety program, HPTS will provide a copy of this PTASP to all contractors and/or subcontractors, who are obligated to adhere to its provisions during all stages of their work assignments. HPTS will also require safety plans of its contractors, which will be reviewed and approved by the TSO prior to award of any contract.

It is also the policy of HPTS to obtain Safety Data Sheets (SDS) for all samples and products for prior approval before samples or products are accepted for review and/or use. The designated purchasing agent is required to make every possible effort to preclude the introduction of unauthorized, hazardous materials and supplies, as well as defective or deficient equipment into a project.

Part F: Safety Promotion

Part F of this PTASP outlines the processes in which HPTS will promote both SMS practices and safety throughout a transit agency. As part of 49 CFR Part 673, this section will discuss the following two (2) sub-components of Safety Promotion:

- Competencies and training
- Safety communication

23.0 Competencies and Training

HPTS provides training in safety, operations, and maintenance to ensure that employees are qualified to perform their tasks safely. Safety training is also integrated into operations and maintenance training as a means of informing employees about hazards associated with their jobs and the appropriate methods for controlling these hazards. HPTS's training programs are based on industry requirements, standards, and recommendations. Training methods include classroom lecture, written materials, video presentation, hands-on training, and assessment of knowledge and skills. There are training programs for operators and maintainers. Training programs include classroom instruction, with lesson plans and manuals. Testing is conducted as necessary to ensure training effectiveness.

23.1 Designated Personnel

HPTS encourages participation and completion of the prescribed courses in 49 CFR Part 672. Although not required by 49 CFR 672 for agencies that do not operate a transit rail mode, this training is encouraged. Completion of these courses afford an individual the opportunity to complete the Individual Training Program (ITP), also referred to as the Public Transportation Safety Certification Training Program (PTSCTP). HPTS personnel that may consider this course of study include employees and contractors whose job function is directly responsible for safety oversight of HPTS. More specifically, this includes personnel whose primary job function includes the development, implementation and review of this PTASP. These individuals include:

- Transit Safety Officer
- Safety contractors

Additional designated personnel may be identified as the SMS continues to mature. Courses for designated personnel include:

Table 19: PTSCTP Required Curriculum

Course Name	Methodology	Duration
SMS Awareness	e-Learning	1 Hour
Safety Assurance	Virtual Classroom	2 Hours
SMS Principals for Transit	Virtual Classroom	20 Hours
Bus System Safety	Classroom	36 Hours
Effectively Managing Transit Emergencies	Classroom	32 Hours
Fundamentals of Bus Collision Investigation	Classroom	36 Hours

23.2 HPTS Personnel

HPTS uses safety training programs that are integrated into operations and maintenance training as a means of informing employees about hazards associated with their jobs and the appropriate methods for controlling these hazards. As such, safety training is incorporated into three (3) types of curriculums:

1. Initial Training
2. Periodic Training
3. Retraining

Training mechanisms may involve classrooms, field exercises, and drills. HPTS is currently reviewing other means for providing training, including more virtual programs.

23.2.1 HPTS Fixed Route and Paratransit

Operations and maintenance personnel performing safety-related work are trained, qualified, and certified in accordance with all regulatory requirements and industry standards. The following are some of the areas of focus:

- **Safety and Security Training:** Training is consistent with the employee's responsibilities to includes safety and security overviews, incident/accident investigation, report requirements, emergency preparedness, and hazard identification.
- **Operator Training:** The Assistant Transit Manager and Transit / Paratransit Supervisor is responsible for operator training that Includes standard bus operating procedures, defensive driving, common bus emergencies, passenger relations, workplace violence, active shooter response, and emergency communication
- **Maintenance Training:** The Maintenance Supervisor is responsible for the training of maintenance personnel. Training for bus maintenance personnel consists of instruction in maintenance best practices/industry standards, maintenance policy/procedures, and hazard materials control.

23.3 Contractors

All HPTS contractors doing work at HPTS facilities are required to be knowledgeable of, instructed in, and follow the necessary rules and procedures to ensure safety. It is HPTS's policy that all contractors must comply with all of the requirements of the PTASP and all relevant regulations pertaining to workplace safety.

In the event that a contractor or contractor employee is required to work on HPTS property under operating conditions, training requirements will be defined in the contract. HPTS rules and procedures will be applied without exception to all members of the contractor's work force affected. Contractors will be provided HPTS procedures and are expected to follow these procedures.

23.4 Training Record Keeping

HPTS training records will be recorded and maintained in the user's department as well as Human Resources.

24.0 Safety Communication

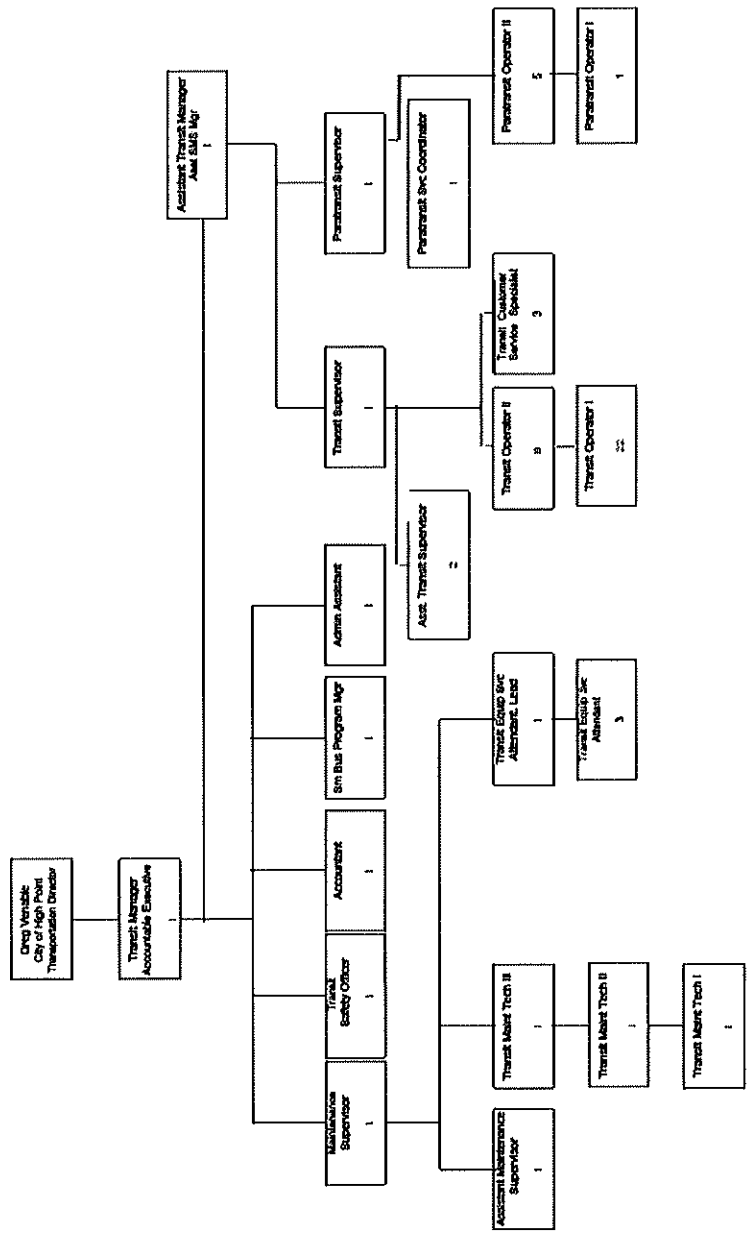
Communicating with frontline employees about safety and security is crucial in establishing a positive safety culture. Effective safety communication makes personnel aware of safety priorities and initiatives and ensures that feedback is captured and acted upon as appropriate. HPTS will focus on relaying safety-related information on a regular basis, focusing on raising awareness of potential safety risks and progress of the agency's safety programs. Accomplishing this will encourage employees to report concerns and demonstrates management commitment to both the employees and the agency's safety performance objectives. In accordance with 673.29(b), HPTS also will ensure that all employees are aware of any policies, activities, and procedures that are related to their safety-related roles and responsibilities.

Communication of safety programs, including SMS initiatives and achievement of SPTs, Goals and Objectives will be led by the TSO in coordination with managers and supervisors. Mechanisms for communication include, but are not limited to:

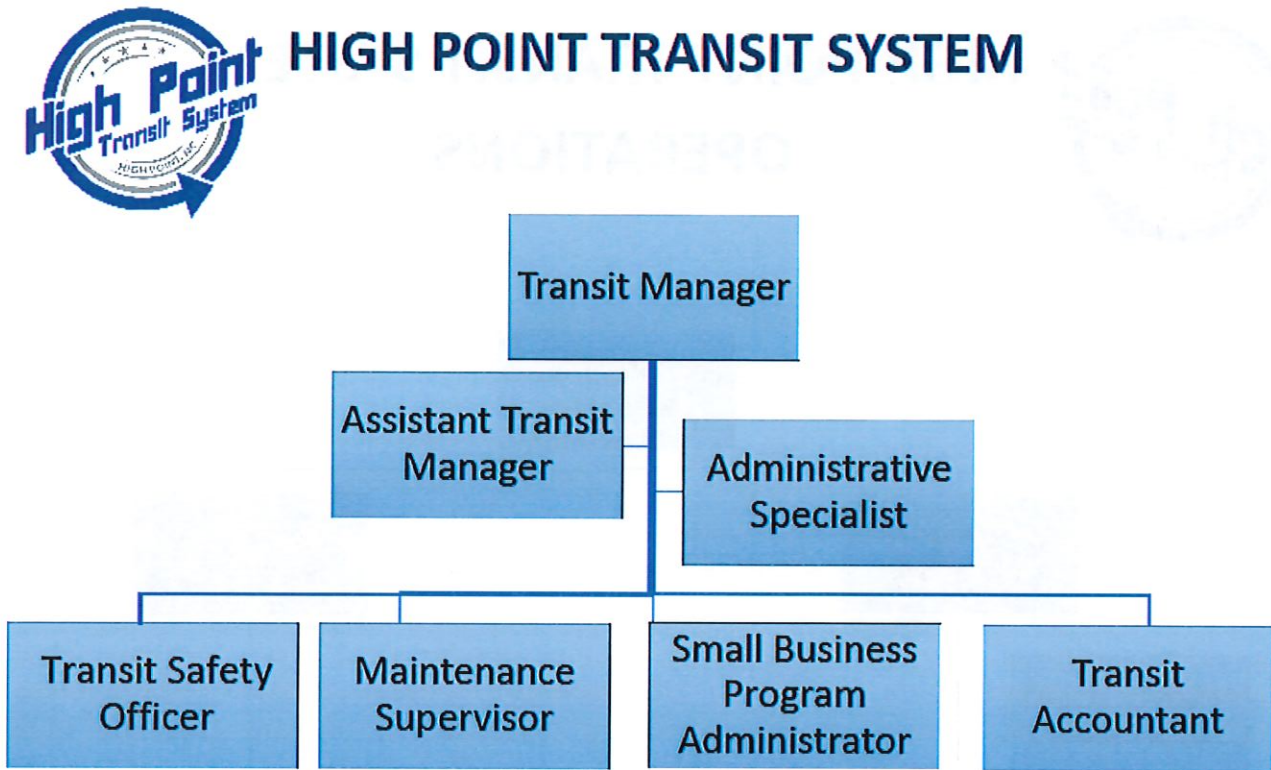
- Employee Reporting Program
- Safety Committee
- Training
- HPTS Policies and Procedures
- CHP Safety Program (i.e. Right to Know, HAZCOM)

Safety communications will include information on safety risks that are relevant to the employee's role and responsibilities, explain reasons that a transit agency introduces or changes policies, activities, or procedures, and explain to an employee when actions are taken in response to reports submitted by the employee through the employee safety reporting program.

Appendix A: HPTS Organizational Chart



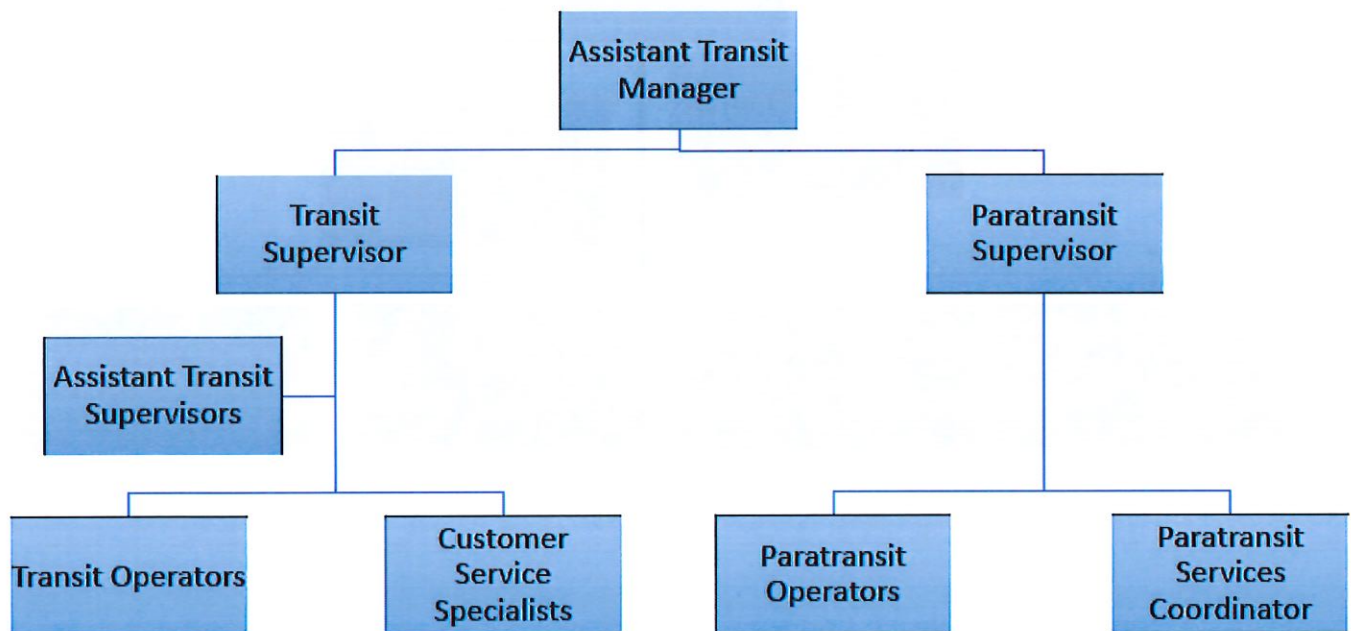
Appendix A.1 HPTS Management Structure



Appendix A.2 HPTS Operations Structure



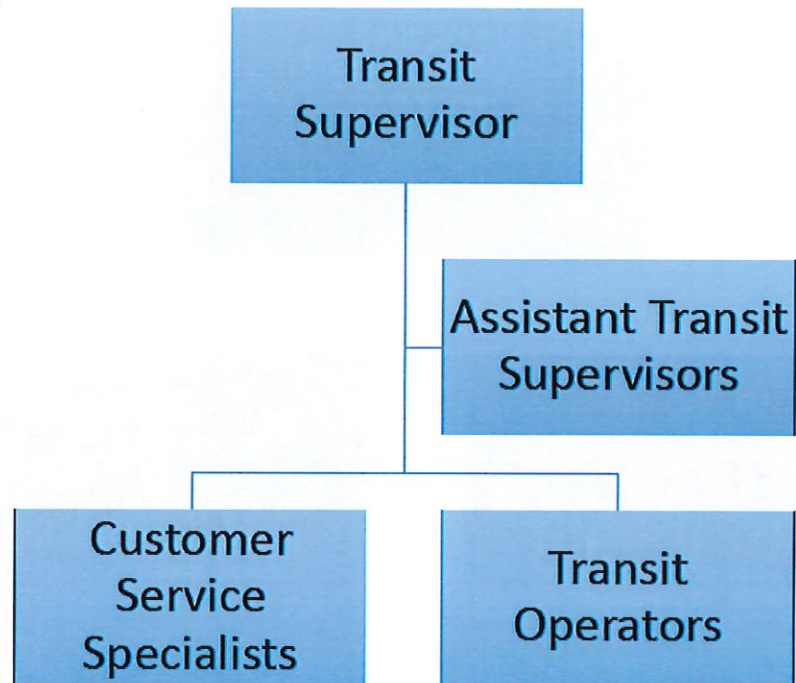
HIGH POINT TRANSIT SYSTEM OPERATIONS



Appendix A.3 HPTS Fixed Route Structure



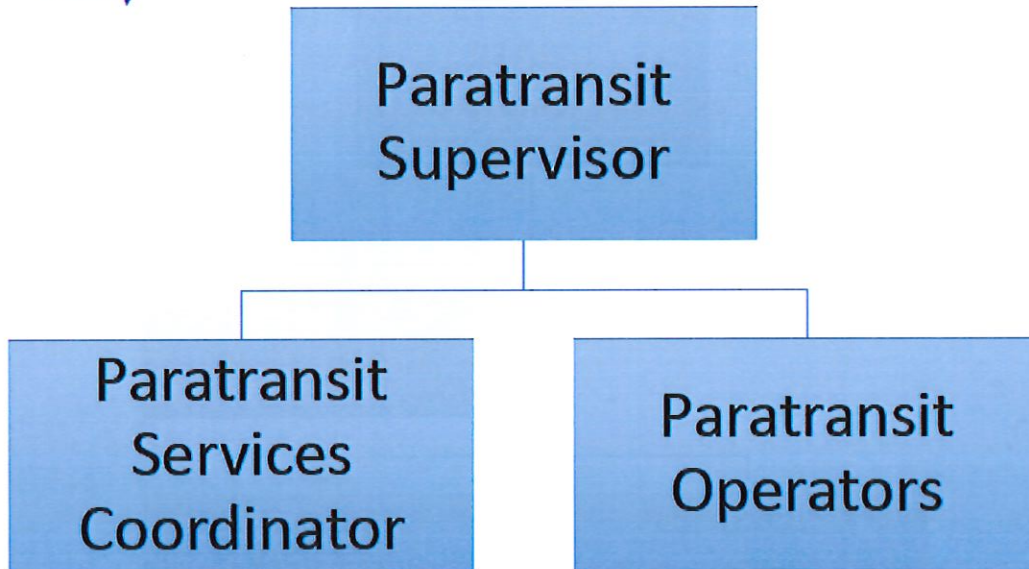
HIGH POINT TRANSIT SYSTEM FIXED ROUTE



Appendix A.4 HPTS Paratransit Structure



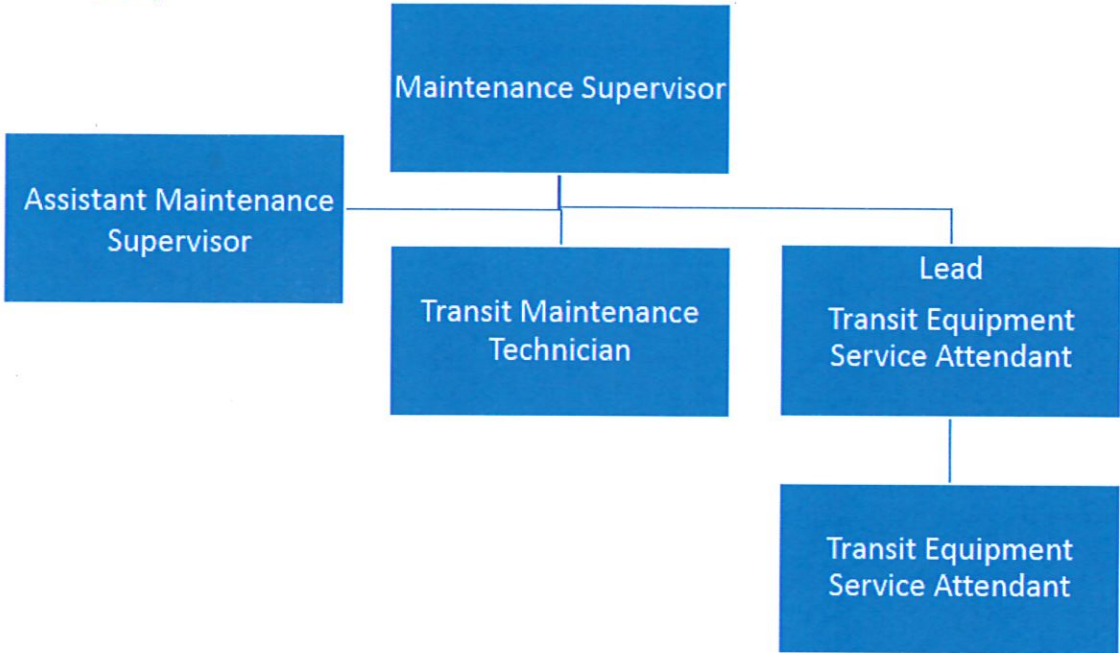
HIGH POINT TRANSIT SYSTEM PARATRANSIT



Appendix A.5 HPTS Maintenance Department Structure



**HIGH POINT TRANSIT SYSTEM
MAINTENANCE DEPARTMENT**





City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-125

File ID: 2023-125

Type: Resolution

Status: To Be Introduced

Version: 2

Reference:

In Control: City Council

File Created: 03/13/2023

File Name:

Final Action:

Title: Voting Delegate - North Carolina League of Municipalities 2023 City Vision Conference

Council is requested to designate a voting delegate for the North Carolina League Municipalities 2023 City Vision Conference.

Notes:

Sponsors:

Enactment Date:

Attachments: Memo - Voting Delegate for the NCLM - 2023 City Vision Conference

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 2023-125

CITY OF HIGH POINT

AGENDA ITEM



Title: North Carolina League of Municipalities Voting Delegate – City Vision

From: City Clerk's Office

Meeting Date: March 20, 2023

Public Hearing: No

Advertising Date N/A

Advertised By:

Attachments: None

PURPOSE: Designate a voting delegate for the City Vision Conference.

BACKGROUND: The North Carolina League of Municipalities 2023 City Vision Annual Conference will be held in Concord, North Carolina on April 25-27, 2023. The League has advised municipalities to designate a voting delegate for the conference.

BUDGET IMPACT: None

RECOMMENDATION / ACTIONS REQUESTED: Council is requested to designate a voting delegate for the North Carolina League Municipalities 2023 City Vision Conference.



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2023-132

File ID: 2023-132

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 03/15/2023

File Name:

Final Action:

Title: Minutes to be Approved

Special Meeting Minutes, October 19, 2022 @ 3:00 p.m.

Finance Committee Minutes, March 2, 2023 @ 4:00 p.m.

Special Meeting Minutes, March 6, 2023 @ 3:30 p.m.

Regular Meeting Minutes, March 6, 2023 @ 5:30 p.m.

Community Development Committee Minutes, March 7, 2023

Special Meeting Minutes, March 7, 2023

Prosperity & Livability Committee Minutes, March 8, 2023 @ 9:00 a.m.

Notes:

Sponsors:

Enactment Date:

Attachments: Memo - Minutes to be Approved, Finance Committee Minutes - March 2, 2023, October 19 2022 Special Meeting Minutes, Special Meeting High Point City Council Minutes - March 6, 2023, High Point City Council Regular Meeting Minutes - March 6, 2023, Community Development Committee Minutes - March 7, 2023, Special Meeting High Point City Council Minutes - March 7, 2023, March 8 2023 Prosperity Livability Committee Minutes

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2023	approved				Pass

Text of Legislative File 2023-132

CITY OF HIGH POINT

AGENDA ITEM



Title: Approval of Minutes

From: City Clerk's Office

Public Hearing: No

Attachments: Yes

Meeting Date: March 6, 2023

Advertising Date N/A

Advertised By:

PURPOSE: Minutes to be approved.

BACKGROUND: N/A

BUDGET IMPACT: N/A

RECOMMENDATION / ACTIONS REQUESTED:

Approval of the following minutes:

Finance Committee Minutes, March 2, 2023 @ 4:00 p.m.

Special Meeting Minutes, March 6, 2023 @ 3:30 p.m.

Regular Meeting Minutes, March 6, 2023 @ 5:30 p.m.

Community Development Committee Minutes, March 7, 2023

Special Meeting Minutes, March 7, 2023

FINANCE COMMITTEE
Chaired by Council Member Moore
Committee Members: Moore, Holmes, Jones, and Peters
March 2, 2023 – 4:00 P.M.
COUNCIL CHAMBERS – MUNICIPAL BUILDING

MINUTES

CALL TO ORDER

Present: Chairman Britt Moore, Committee Member Monica Peters, Committee Member Michael Holmes, and Committee Member Victor Jones

Chairman Moore called the meeting to order at 4:00 p.m. and recognized Damon Dequenne, Assistant City Manager.

Mr. Dequenne introduced Ashley Grigg, Vice President of Strategic Growth/Partnership for High Point Market Authority. He noted Ms. Grigg is participating in Leadership High Point and will be observing the Finance Committee.

PRESENTATION OF ITEMS

2023-092 Contract - Stantec Consulting Services Inc. - Eastside Wastewater Treatment Plant (WWTP) Incinerator Pre-Heat Burner Replacement

City Council is requested to award a professional engineering services contract to Stantec Consulting Services Inc. in the amount of \$300,000 to provide engineering services for the replacement of the preheat burner system for the Incinerator at the Eastside Wastewater Treatment Plant (WWTP).

Robby Stone, Public Service Director, provided a staff report for this item. He stated this is a contract to Stantec Consulting Services Inc. to provide engineering services for the replacement of the preheat burner system for the incinerator at the Eastside WWTP. The incinerator was upgraded in 2014, however, the preheat burner was not apart of that upgrade. The preheat burner was installed in the 1990's and is need of replacement. He noted there are funds in the current Fiscal Year 2022-2023 budget and asked approval to award the professional engineering services to Stantec Consulting Services, Inc. for the amount of \$300,000.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2023-092.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-093 Contract - Sharpe Brothers, A Division of Vecellio & Grogan, Inc. - Resurfacing & Paving HP City Maintained Streets

City Council is requested to 1. Award a contract to Sharpe Brothers, A Division of Vecellio & Grogan, Inc. in the amount of \$5,993,228.67 for the resurfacing and paving of City of High Point maintained streets and that the appropriate City official and/or employee be authorized to execute all necessary documents and 2. Approve a budget ordinance amendment for the annual street resurfacing contract.

Robby Stone, Public Service Director, provided a staff report for this item. He stated this is an annual street resurfacing contract. There were a total of four bidders for the advertised project and the bids received were lower than expected. Because of the low bids, more streets were added to be resurfaced. Sharp Brothers, A Division of Vecellio & Grogan, Inc. was the low bidder. He noted the Public Service Department is requesting approval of the contract in the amount of \$5,993,228.67 and approval of the budget ordinance amendment for the annual street resurfacing contract.

Committee Member Holmes made a motion, seconded by Committee Member Peters, for approval of 2023-093.

Chairman Moore read the motion into the record. Motion to approve a contract with Sharpe Brothers, A Division of Vecellio & Grogan, Inc. in the amount of \$5,993,228.67 and approve the budget ordinance amendment for the annual street resurfacing contract.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-094 Contract - Summit Design & Engineering Services - City of High Point Streets Resurfacing

City Council is requested to award a contract to Summit Design & Engineering Services in the amount of \$129,200.00 for Material Testing and Supplemental Construction Inspection services for the annual City of High Point Streets Resurfacing Project.

Robby Stone, Public Service Director, provided a staff report for this item. Material testing and supplemental construction inspection services are required for the annual street resurfacing project and Summit Design and Engineering Services perform these duties. Staff recommends approval of an On-Call Master Agreement with Summit Design and Engineering Services in the amount of \$129,200.00.

A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-094.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-095 Contract - Master Professional Service Agreements - Engineering & Consulting

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for engineering and consulting

services with Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech, Timmons, Wooten, Volkert, Whetherill, WithersRavenel, and WK Dickson.

Eric Olmedo, Assistant City Manager, provided the staff report for this item. Proposals were received from forty-one (41) qualified Firms/Consultants. A selection committee comprised of staff from Public Services, Engineering, Electric, and Fire reviewed all the proposals and determined that twenty-three (23) Firms/Consultants were qualified to perform the required services. The firms have a varying range of disciplines to include new construction build, fire department projects, landscape projects, consulting etc. Based on the reviews and recommendations from the committee members, it is recommended that Master Agreements be entered into with all the following Firms/Consultants:

Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech, Timmons, Wooten, Volkert, Whetherill, WithersRavenel, and WK Dickson.

Mr. Olmedo stated funds are budgeted annually as well as in capital project ordinances.

A motion was made by Chairman Moore, seconded by Council Member Holmes, to approve agenda item 2023-095. Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-096 Contract - Capital Project Budget Ordinance - Harper General Contractors - Westside Wastewater Treatment Plant (WWTP) Sludge Dewatering System Improvements

City Council is requested to 1. Award a contract to Harper General Contractors in the amount of \$5,946,266 and that the appropriate City official and/or employee be authorized to execute all necessary documents and 2. Approve a Capital Project Ordinance for construction of the Westside Wastewater Treatment Plant (WWTP) Sludge Dewatering System Improvements.

Robby Stone, Public Service Director, provided the staff report for this item. The current dewatering equipment at the Westside WWTP was last renovated in the mid-1990's. The existing system failed in January and a temporary watering press is in place. Revenue bonds associated with this ordinance are estimated to be issued in FY 2023-24 in accordance with our financing plan. Debt service payments will be paid from water and sewer revenues. Staff recommends approval of the contract to Harper General Contractors in the amount of \$5,946,266 and approve the capital project ordinance for the Westside Centrifuge Upgrade and associated issuance costs.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve a contract to Harper General Contractors in the amount of \$5,946,266 and approve the capital project ordinance for the Westside Centrifuge Upgrade project.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-097 Contract - SBI Rents Inc. - Emergency Mobile Screw Press Rental - Westside Wastewater Treatment Plant (WWTP)

City Council is requested to approve a purchase order increase with SBI Rents, Inc. in the amount of \$200,000 for the continued use of the emergency rental of a mobile screw press at the Westside Wastewater Treatment Plant as a stop gap until the centrifuge replacement project is complete.

Robby Stone, Public Service Director, provided the staff report for this item. The control system on the centrifuge at the Westside Waste Water Treatment Plant (WWTP) failed in early January 2023 and the Public Services Department has been unable to find replacement parts/equipment due to the age of the centrifuge (mid-1990s). To continue the necessary de-watering of biosolids at the Westside WWTP, the Public Services Department entered into a lease agreement with SBI Rents Inc. for a mobile screw press that is being operated by the Residuals Management Division. The monthly rental rate is \$25,000 per month. He noted other options were reviewed and it was determined increasing the purchase order to SBI Rents, Inc. for the additional months until a replacement centrifuge can be installed at the Westside WWTP was the best option. Funding for this project for the remainder of fiscal year (\$150,00) will come from the Water and Sewer Fund contingency budget. The Public Service Department is requesting approval of the emergency purchase order for SBI Rents Inc be increased from \$83,940 to the amount of \$283,940 to cover up to an additional eight months of rental.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2023-097.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-098 Sale of City Owned Property - 519 Roy Avenue

City Council is requested to adopt a resolution accepting an offer of \$6,000 and authorize the sale of City owned property located at 519 Roy Avenue through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Kim Thore, Right-of-Way Coordinator, provided the staff report for this item. She stated staff is requesting approval of a resolution accepting the offer of \$6,000.00 for the

property located at 519 Roy Avenue and authorize the sale of the property through the upset bid procedure.

A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-098.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-099 Sale of City Owned Property - 3106 Central Avenue

City Council is requested to adopt a resolution accepting an offer of \$17,000 and authorize the sale of City owned property located at 3106 Central Avenue through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Kim Thore, Right-of-Way Coordinator, provided the staff report for this item. She stated staff is requesting approval of a resolution accepting the offer of \$17,000.00 for the property located at 3106 Central Avenue and authorize the sale of the property through the upset bid procedure.

A motion was made by Chairman Moore, seconded by Committee Member Michael Holmes, to approve agenda item 2023-099.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-100 Contract - Koons Ford Annapolis MD - Ford F-550 - High Point Fire Department

City Council is requested to approve a contract in the amount of \$97,416.00 for the purchase of a 2022 Ford F-550 from Koons Ford, Annapolis MD and that the appropriate City official and/or employee be authorized to execute all necessary documents and declare the old apparatus as surplus and dispose of through the online auction process.

Tommy Reid, Fire Chief, provided the staff report for this item. The Fire Department has a need to replace a 2003 Ford F-450 based on hours and overall condition. Staff is requesting approval to purchase a 2022 Ford F-550 from Koons Ford, in Annapolis MD for the purchase price of \$97,416.00 and declare the old 2003 Ford F-450 surplus and dispose through the online auction process. He noted funding for this purchase is available in the 2022-2023 budget.

A motion was made by Chairman Moore, seconded by Committee Members Peters, to approve agenda item 2023-100.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-101 Set Public Hearing - Controlled Equipment Purchase with Equitable Sharing Funds - High Point Police Department

City Council is requested to set a public hearing on March 20, 2023 at 5:30pm to receive public comment for consideration of the High Point Police Department's use of Equitable Sharing Funds to purchase two drones from Unmanned Vehicle Technologies for \$14,794.

Travis Stroud, Chief of Police, provided the staff report for this item. Staff is requesting Council to establish a public hearing date of March 20, 2023 at 5:30 p.m. for the purpose of receiving public comments on the High Point Police Department's use of Equitable Sharing Funds to purchase two drones from Unmanned Vehicle Technologies.

In response to Committee Holmes, Chief Stroud stated drones are used for tactical support and missing persons. Further information will be provided at the public hearing.

Chairman Moore requested information regarding where the drones are manufactured.

A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-101 to set the public hearing.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-102 Contract - Demolition of 1009 Leonard Street - Former High Point Police Headquarters

City Council is requested to award a contract to Timmy Causey Grading & Demolition amount not to exceed \$150,000 for the demo and removal of debris at the former Police headquarters building at 1009 Leonard Street.

Eric Olmedo, Assistant City Manager, provided the staff report for this item. Staff is requesting awarding a contract with Timmy Causey Grading & Demolition in the amount not to exceed \$150,000 for demolition and removal of debris at the former Police Headquarters building located at 1009 Leonard Street. A facility assessment was performed on the building and it was determined the capital investment needed to repair the facility is \$4.8 million dollars. He noted because of this cost, the City Council voted to demolish the building on February 20, 2022. He stated estimated cost of demolition is \$95,000 and an additional \$55,000.00 is estimated to remediate any asbestos on site. The total contract amount is \$150,000 and these funds are available in the fiscal year 2022-2023 budget.

In response to Chairman Moore, Mr. Olmedo noted the process should be less than 30 days from the time of start which is estimated to be mid March.

A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-102.

Motion carried with the following vote:

Aye: Chair Moore, Mayor Pro Tem Peters, Holmes, and Jones

2023-103 U.S. Department of Federal Transit Administration - Title VI Program

City 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.

Angela Wynes, Transit Manager, provided the staff report for this item. Every three years the Federal Transit Authority (FTA) requires the City to submit an updated Title VI program. Title VI program prohibits discrimination based on race, color, and national origin in programs and activities receiving ongoing federal funds. She explained there have been some updates regarding languages used in the city, noting that Spanish will be on the website and brochures etc. Staff is requesting approval of the Title VI Program for submittal to FTA.

A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-103.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

2023-104 Contract - Remix Technologies, LLC - Transit Planning & Scheduling Software

City Council is requested to award a five (5) year contract with Remix Technologies, LLC in the amount of \$180,000 for the purchase of transit planning and scheduling software.

Angela Wynes, Transit Manager provided the staff report for this item. She stated this software has been used since January 1, 2018 and helps staff to plan routes, stops, and drivers weekly schedules. Staff recommends awarding a five-year contract to Remix Technologies, LLC, in the amount of \$180,000. The cost share for this project is Federal - \$144,000, State - \$18,000 and City \$18,000 which is budgeted in the transit fund.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2023-104.

Motion carried with the following vote:

Aye: Chair Moore, Committee Member Peters, Committee Member Holmes, and Committee Member Jones

ADJOURNMENT

Chairman Moore congratulated Committee Member Holmes for his company investing in High Point and wished Ms. Grigg success in her endeavors.

There being no further business to come before the Committee, the meeting adjourned at 4:23 p.m.

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
OCTOBER 19, 2022 – 3:00 P.M.
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

MINUTES

CALL TO ORDER and ROLL CALL

Note: There was not a quorum of council for this meeting; therefore, the meeting started at 3:00 p.m. Mayor Wagner called the meeting to order at 3 p.m.

The following Council Members were Present (4):

Mayor Jay W. Wagner; Council Member Wesley Hudson, Ward 4; Council Member Victor Jones, Ward 5; and Council Member Michael Holmes, Ward 6

Absent (5):

Mayor Pro Tem Monica L. Peters, Ward 3 [joined virtual]; Council Member Britt W. Moore, At Large; Council Member Tyrone Johnson, At Large; Council Member Christopher Williams, Ward 2; Council Member Cyril Jefferson, Ward 1

Staff Present:

Tasha Logan Ford, City Manager; Greg Ferguson, Deputy City Manager; Eric Olmedo, Assistant City Manager; Damon Dequenne, Assistant City Manager; Meghan Maguire, Deputy City Attorney; Bobby Fitzjohn, Financial Services Director; Heidi Galanti, Planning Administrator; Chris Andrews, Planning Administrator; Jeron Hollis, Managing Director; Sushil Nepal, Planning and Development Director; and Mary S. Brooks, Interim City Clerk

PRESENTATION OF ITEMS

2022-493 Update-Airport Overlay

Staff will be giving an update on the Airport Overlay.

Heidi Galanti, Planning Administrator-Planning and Development Department provided a brief summary from the September 19th council meeting regarding proposed amendments for the Airport Overlay (ARO) district land use policy; in July 2021, the City of High Point Planning and Development Department conducted a land use policy evaluation of the recommended changes to the Airport Overlay (ARO) district to look at the potential need for changes to land use policy for the impacted area; said that the study area included the current ARO District, which contained approximately 11,835 acres; the area is split 50%-50% inside the city and outside the city, with approximately 5,916 acres inside and approximately 5,919 outside of city limits; the ARO is only applicable to properties inside city limits; and said that staff alternately looked to the noise model for the 2040 Comprehensive Master Plan, recommended the reduction of the

ARO which would allow the increase area of residential development closer to the airport than regularly allowed. A request was received from a developer (Barry Siegal) requesting amendments to the policy to allow multifamily zoning; the developer purchased the properties located at zone 1 and zone 2 even though the residential development zone was not permitted; staff looked at the City of Greensboro and Guilford County's regulations; Greensboro was using the same metric to only allow certain residential development on certain sized lots; noted that High Point received the majority of the airport noise; and recognized the Piedmont Airport Authority Board in attendance to speak on this matter pending any questions.

Mayor Wagner asked Ms. Galanti to explain the City of Greensboro's metrics for the ARO. Ms. Galanti responded that Greensboro's metrics extended over High Point's jurisdiction; explained how the metrics were used, and how it would impact High Point which was much heavily impacted than Greensboro.

Council Member Hudson asked if the DNL-noise measurement was industry standard. Ms. Galanti responded that question would be for the airport to answer.

Tom Terrel extended greetings; spoke to the quick approach to reaching the high tide for the ARO; said that the land use policy should reflect a direction for economic growth; mentioned conversations regarding this matter held with the developer, staff, and council; said that the property was purchased at risk for residential development by the developer; spoke to the studies that were protecting the airport north of High Point and protecting the airport land uses which could impact the growth of the airport; provided an handout regarding the PTIA vs the High Point Furniture Market which showed a chart for the annual economic impact according to a study conducted by the NCDOT in 2021 resulting in the PTIA having \$8.6 billion more than the Market; went over the Q&A regarding aircraft noise contours and land use conflicts for basic facts; provided the property deed that showed that the property was indeed purchased at risk by the developer; shared experience regarding lawsuits that challenged the airport; and introduced Kevin Baker, Executive Director of the Piedmont Airport Authority Board to speak.

Mr. Baker voiced support for the development community; spoke to protecting the approach to runways; said that there was an average of 100 complaints a year over a five year period from citizens; some complaints were regarding the noise, and requests to relocate runways; said that there were 30,000 jobs supported by the airport with an average salary of \$75,000 annually; spoke to the environmental impact statement; and requested council to consider staff's recommendations for this matter.

Barry Siegal, Developer spoke to alternative options for development when the property was purchased; said that he felt that residential development was an appropriate use for said property; that residential development would be more appropriate rather than surrounded by industrial development on the northern and southern side for current home owners; mentioned developing the property regardless; said the current plan was impacting the city's ability to expand; voiced appreciation for the work that the Piedmont

Airport Authority was doing, and for the complaints received; he wanted council to give considerations as to what the city could do with the property that was being purchased by individual home owners for 1 and 2 acre lots; and wanted to assure that council understood all of the information provided for this matter.

Mayor Wagner asked if anyone would like to speak on this matter.

Council Member Jones spoke to other cities whose residential areas are regularly exposed to noise, such as trains; and to residential development in the ARO.

Mayor Wagner spoke to the proposed changes to the policy; to future developments; to understanding the best use for industrial areas; housing needs; and to the challenges of annexing properties (buyer purchasing acre lots for homes).

Tasha Logan Ford, City Manager noted the importance of understanding the land use development code in regards to annexing.

Ms. Galanti spoke to the private property rights for buyers who purchase acre lots for their homes; and to uses for industrial areas.

Council Member Holmes inquired about the legal challenges that private owners could have toward the airport as a developer could. Mr. Terrel responded that noise concerns were very subjective in how one may respond to it.

Mayor Wagner advised that this matter was to come before council at the November 7, 2022, regular meeting.

2022-494 Update-American Rescue Plan Act (ARPA) Funding

Staff will be giving an update regarding the American Rescue Plan Act (ARPA) Funding.

Stephen Hawryluk; made a PPP regarding the American Rescue Plan (ARPA) funding; said that the allocation for the city was \$22,699,511; committed/spent: \$8,862,085, and remaining balance was \$13,837,426; outlined how much funds went toward Government Services, Police services, and funds that were unassigned; mentioned the two community input sessions held in November of 2021 that provided feedback regarding employment, housing, community programs/nonprofits, and infrastructure; spoke to council priority projects: homeless shelter local match of \$1 million, targeted neighborhood improvements of \$2.5 million, Foxwood Meadows alternate access of \$1.1 million, 300 Oak St. Project of \$3 million with a subtotal of \$7.6 million; spoke to the outside request that included different agencies with a subtotal of \$7.173,000; and reminded council that the funds had to be allocated by December 31, 2024; and spent by December 31, 2026; concluded and entertained questions.

Council Member Hudson asked why the 300 Oak St. Project was listed twice under the

council priority projects, and under the committed/spent sections. Mr. Hawryluk responded that the funding was additional for the Project; and that \$3 million had already been earmarked for said Project.

Ms. Logan Ford spoke to a potential process for council to consider for an application process for agencies to request ARPA funding; said that council could make the distinctions for the criteria required for applications; advised that the funds would need to be committed by December 31, 2024; noted that staff would also need to know council's request to allow time to deliberate and determine how the funding would be allocated; and asked council to provide staff with any additional question so that staff could respond at a future meeting.

Discussion took place regarding funding options for agencies with specific application criteria as a requirement; being mindful for the building capital projects; and assuring agencies are able to operate in the future if awarded any funding.

ADJOURNMENT

Note: A quorum of council was not present for this meeting; therefore, the meeting ended at 3:48 p.m.

Respectfully Submitted,

Jay W. Wagner, Mayor

Attest:

Mary S. Brooks, CMC
Interim City Clerk

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
March 6, 2023
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

ROLL CALL, CALL TO ORDER

Present: *Mayor Wagner called the Special Meeting to order at 3:30 p.m. He noted the following Council Members were not present at the call to order: Council Member Michael Holmes, Council Member Victor Jones, and Council Member Tyrone Johnson.*

Council Member Britt Moore, Council Member Cyril Jefferson, Mayor Jay Wagner, Council Member Michael Holmes(arrived at 3:48 p.m.), Council Member Monica Peters, Council Member Victor Jones (arrived at 3:32), Mayor Pro Tem Wesley Hudson, and Council Member Christopher Williams

Absent: *Council Member Tyrone Johnson*

PRESENTATION OF ITEMS

2023-114 Discussion-Proposed City of High Point, Text Amendment 22-05

Staff will be discussing the proposed ordinance regarding the City of High Point, Text Amendment 22-05 presented to City Council on February 20, 2023.

Tasha Logan Ford, Assistant City Manager, provided the Mayor and City Council information regarding the timeline of discussions and actions regarding the sign ordinance as well as a synopsis concerning public review and input opportunities.

Council Member Jones arrived at 3:32 p.m.

Ms. Logan Ford explained a project website was created and information was posted on the website regarding the sign ordinance which contained documents and public meeting announcements. She introduced Chris Andrews to provide a presentation.

Chris Andrews, Development Administrator Planning Department, provided a presentation regarding feedback received from the Mayor and City Council which included questions about roof signs, creativity, standards related to electronic changeable copy signs, and public engagement process. He provided details regarding what is considered a roof sign and shared examples of what is and what is not considered a roof sign.

In response to Mayor Wagner, Mr. Andrews explained his thoughts on why roof top signs were limited or not allowed in some municipalities.

In response to Council Member Moore, Mr. Andrews explained requested changes to the ordinance would follow the text amendment process which could take three or four months and would need to go through the Planning and Zoning Commission.

Council Member Michael Holmes arrived at 3:48 p.m.

Mr. Andrews explained electronic changeable copy signs, and which districts they are permitted. There are no changes in districts with the proposed ordinance noting they are currently allowed in districts CB, GB, MS, LB, and RC.

A thorough discussion took place regarding murals, permit process, maintenance and code enforcement, art, sculptures, mechanically moving signs, and logos placed on a vertical portion of an awning.

Mayor Wagner stated the city wants to be embrace art and not be too restrictive. He asked staff to be more specific in clarifying art verses signs, review the language in the section regarding logo or wording placement on awnings specifically as it relates to vertical placement, review electronic change signs verses manual change signs to allow in the Eastchester corridor and mixed-use districts, consider roof top signs especially in the mixed use district and would like staff to recommend standards regarding size.

2023-112 Discussion-Zoning Decision Delegation

Staff will be discussing the delegation of zoning decision authority to the Planning and Zoning Commission.

Chris Andrews, Development Administrator with the Planning Services Department, provided a presentation regarding Zoning Approval Delegation to the Planning and Zoning Commission. He stated House Bill 263 passed in 2022 that authorizes the City Council, by ordinance, to delegate or assign the authority to change the zoning classification of property to the Planning and Zoning Commission with certain rights of appeal and review before the City Council. Decisions that may be designated to the Planning and Zoning Commission include conditional zonings, planned developments, and zoning map amendments. He noted other jurisdictions with similar delegation, in particular local jurisdictions, such as Guilford County, Greensboro, and Davidson County.

He explained the process to formalize the delegation of the proposed zoning decisions to the Planning and Zoning Commission which would require a text amendment to the City's Development Ordinance, changes to processes, procedures and when public notices will be sent, and amendments to the Planning and Zoning Rules of Procedure, application documents etc.

Mr. Andrews stated staff has reviewed Guilford County as the main comparison due to comparable ordinances and provided what the process is currently verses what the process would be if Council decided to delegate to the Planning and Zoning Commission.

A thorough discussion ensued regarding the appeal process, appeal fees, and who would be eligible to file for an appeal.

Mayor Wagner stated the creation of zoning districts and/or overlays need to remain under Council's authority. He suggested that a person or developer that would need to file an appeal, would need to obtain a predetermined number of Council members support to filing the appeal. He requested staff provide a proposed ordinance.

Council Member Moore requested information regarding the logistics of how other jurisdictions who have implemented this delegation handle the appeal process.

Council Member Hudson requested staff investigate what happens after a decision has been denied and the appeal has been denied.

2023-111 Update-Water Quality/Environmental Protection Agency (EPA)

Staff will be providing an update of the Environmental Protection Agency (EPA) regarding water quality limits on unregulated contaminants.

Damon Dequenne, Assistant City Manager, provided a presentation for this item. He stated this presentation is regarding an announcement from the Environmental Protection Agency (EPA) related to water quality. He reviewed what defines water contaminants and stated the EPA sets standards for the nation's drinking water. In February of 2021 the EPA started a process for regulating two contaminants Perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS). PFOA and PFOS are members of the perfluoroalkyl substance family of thousands of manmade chemical compounds.

Mr. Dequenne reviewed the health effects PFOA and PFOS and noted the US phased out production of the chemical causing agents in the mid 2000's but because of decades of pollution and imported consumer goods the contaminants remain in drinking water.

He stated there is an expected announcement from EPA in March 2023 that the EPA will propose maximum contaminant levels, propose maximum contaminant level goals, start public comment and scientific analysis, and establish effective date of new rules. He explained the current levels for the City of High Point and stated staff is working to be proactive in monitoring the contaminant levels and comply with the anticipated new rule. He said this process will involve thousands of water systems and results will be public and provided in the annual water quality report which is located on the city's website.

He stated a service called Issue Wire has provided some misinformation regarding environmental issues for the City of High Point and other local jurisdictions. He noted that not all the information provided by Issue Wire was incorrect noting the city has had some violations with a discharge of bleach for example, which went into the wastewater stream and then into the river and an air quality issue regarding the incinerator both incidents were reported. He stated he would be happy to discuss any violations with organizations, citizens, or companies that have questions regarding violations by the City of High Point.

In response to Council Member Peters, Mr. Dequenne provided an update for the Richland Water Shed.

2023-113 Closed Session-Attorney Client Privilege and Economic Development

Council is requested to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(3) for Attorney-Client Privilege; and into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(4) for Economic Development.

A motion was made by Council Member Moore, seconded by Council Member Hudson to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(3) for Attorney-Client Privilege and §143-318.11(a)(4) for Economic Development.

Motion carried with the following vote:

Aye: Council Member Britt Moore, Council Member Cyril Jefferson, Mayor Jay Wagner, Council Member Michael Holmes, Council Member Monica Peters, Council Member Victor Jones, Mayor Pro Tem Wesley Hudson, and Council Member Christopher Williams

Absent: Council Member Tyrone Johnson

Closed Session began at 5:07 p.m.

Council Member Jefferson made a motion, seconded by Council Member Holmes to end Closed Session and resume Regular Session.

Motion carried with the following vote:

Aye: Council Member Moore, Council Member Jefferson, Mayor Wagner, Council Member Holmes, Council Member Peters, Council Member Jones, Mayor Pro Tem Hudson, and Council Member Williams

Absent: Council Member Johnson

Closed Session ended at 5:22 p.m.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 5:22p.m.

Respectfully Submitted,

Jay W. Wagner

Attest:

Sandra Keeney
City Clerk

**HIGH POINT CITY COUNCIL
REGULAR MEETING
MARCH 6, 2023 – 5:30 P.M.
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

ROLL CALL, MOMENT OF SILENCE, AND PLEDGE OF ALLEGIANCE

Mayor Wagner called the meeting to order at 5:31 p.m.

Present: Mayor Jay W. Wagner; Mayor Pro Tem S. Wesley Hudson, Ward 4; Council Member Britt W. Moore, At Large; Council Member Tyrone E. Johnson, At Large; Council Member Cyril A. Jefferson, Ward 1; Council Member Christopher Williams, Ward 2; Council Member Council Member Monica Peters, Ward 3; Victor A. Jones, Ward 5; and Council Member Michael A. Holmes, Ward 6.

Mayor Wagner called for a Moment of Silence; the Pledge of allegiance followed.

RECOGNITIONS AND PRESENTATIONS

2023-105 Proclamation - Tree City USA Award - Arbor Day March 2023

Andy Piper with the Planning & Development Dept. will present the City's 19th Tree City USA award, and Mayor Wagner will read a proclamation declaring March 17, 2023 as Arbor Day in the City of High Point.

Mayor Wagner read the Proclamation into the record and introduced Andy Piper.

Andy Piper, Senior Planner with Planning Development Department, provided information regarding the Tree City USA award which High Point has received for the 19 years in a row. He provided criteria regarding the award and thanked the Mayor and City Council for their support.

STRATEGIC PLAN UPDATE- Blight Reduction and Marketing & Branding Initiative

2023-106 Strategic Plan Update

Council Member Chris Williams, Chairman of the Community Development Committee, will recognize staff to provide an update on the Strategic Plan regarding Blight Reduction.

Council Member Williams provided an update regarding the local code enforcement activities for the month of February and Lori Loosemore, Code Enforcement Manager, provided updates and photos of a properties that have been brought into compliance.

Council Member Holmes stated it is indeed an exciting time to be in High Point noting the Marketing and Branding Taskforce met last week and introduced Ryan Ferguson to provide an update.

Ryan Ferguson, Marketing Manager, provided updates regarding the Marketing and Branding Task Force. He stated the Task Force was impressed and very excited with the final product, noting that branding is how we tell our story and be creative and inclusive as a city. He stated the process should be finished in April and then will be provided to the Mayor and City Council.

PUBLIC COMMENT PERIOD**2023-107 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.

Mayor Wagner opened the Public Comment Period.

Ridvan Tatargil, Business Owner, spoke to his business investments in the City of High Point noting Pandora Manor is the best bed and breakfast. He stated his support for the Furniture Market and explained that the diverse ownership within the city makes High Point the best place in the world for home furnishing businesses.

Council Member Peters asked staff to show before and after pictures of renovations made to Mr. Tatargil's properties and thanked Mr. Tatargil for his investment and support of the City of High Point.

Stuart Gans, Business Owner, spoke to his recent renovations and investments which includes manufacturing in the city and stated his excitement regarding High Point being the Furniture Capitol of the world.

Council Member Peters asked staff to show before and after pictures of renovations of Mr. Gans property noting the importance of renovating old buildings. She thanked Mr. Gans for his investment and support of the City of High Point.

Council Member Moore thanked the businesses owners for their support of the City of High Point and how exciting that manufacturing is on the rise in High Point.

Allie Arpajian, Executive Director of High Point Arts Council, thanked the Mayor, City Council, and the City Manager for their support of the Arts Council. She introduced Jada

Weathers the new Education, Inclusion, and Community Engagement Manager noting her role would be to ensure diverse programming. Ms. Weathers stated she is very excited to be in the role. Ms. Arpajian provided updates regarding projects and events of the Arts Council.

Ken Orms, 3525 Saintsbury Ln. Greensboro, spoke to past actions considered by the High Point City Council and offered expectations for those that are considering running for Elected Office. His comments are provided in length as a permanent part of these proceedings.

Rudi Nijssen, Business Owner, spoke to his business investments in High Point and explained his plans regarding a recent real estate purchase on W. Green St. and his plans to redevelop. He thanked the City of High Point for the support.

Council Member Peters asked staff to share photos of the projects by Mr. Nijssen.

Reverend Frank Thomas, Pastor of Mt. Zion Baptist Church, spoke to the need of an affordable housing ordinance.

Council Member Jefferson thanked all the public comment participates and noted he was excited to see manufacturing return to High Point.

FINANCE COMMITTEE - Britt Moore, Chair

CONSENT AGENDA ITEMS

Council Member Moore, Chairman of the Finance Committee, made a motion, seconded by Council Member Hudson, to approve the Finance Committee Consent Agenda.

Motion carried with the following vote:

Aye: Council Member Moore, Council Member Williams, Council Member Jefferson, Mayor Wagner, Council Member Holmes, Council Member Peters, Council Member Johnson, Council Member Jones, and Mayor Pro Tem Hudson

2023-092 Contract - Stantec Consulting Services Inc. - Eastside Wastewater Treatment Plant (WWTP) Incinerator Pre-Heat Burner Replacement

City Council is requested to award a professional engineering services contract to Stantec Consulting Services Inc. in the amount of \$300,000 to provide engineering services for the replacement of the preheat burner system for the Incinerator at the Eastside Wastewater Treatment Plant (WWTP).

Approved by the Consent Vote.

2023-093 Contract - Sharpe Brothers, A Division of Vecellio & Grogan, Inc. - Resurfacing & Paving HP City Maintained Streets

City Council is requested to 1. Award a contract to Sharpe Brothers, A Division of Vecellio & Grogan, Inc. in the amount of \$5,993,228.67 for the resurfacing and paving of City of High Point maintained streets and that the appropriate City official and/or

employee be authorized to execute all necessary documents and 2. Approve a budget ordinance amendment for the annual street resurfacing contract.

Approved by the Consent Vote.

2023-094 Contract - Summit Design & Engineering Services - City of High Point Streets Resurfacing

City Council is requested to award a contract to Summit Design & Engineering Services in the amount of \$129,200.00 for Material Testing and Supplemental Construction Inspection services for the annual City of High Point Streets Resurfacing Project.

Approved by the Consent Vote.

2023-095 Contract - Master Professional Service Agreements - Engineering & Consulting

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for engineering and consulting services with Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech, Timmons, Wooten, Volkert, Whetherill, WithersRavenel, and WK Dickson.

Approved by the Consent Vote.

2023-096 Contract - Capital Project Budget Ordinance - Harper General Contractors - Westside Wastewater Treatment Plant (WWTP) Sludge Dewatering System Improvements

City Council is requested to 1. Award a contract to Harper General Contractors in the amount of \$5,946,266 and that the appropriate City official and/or employee be authorized to execute all necessary documents and 2. Approve a Capital Project Ordinance for construction of the Westside

Wastewater Treatment Plant (WWTP) Sludge Dewatering System Improvements.

Approved by the Consent Vote.

2023-097 Contract - SBI Rents Inc. - Emergency Mobile Screw Press Rental - Westside Wastewater Treatment Plant (WWTP)

City Council is requested to approve a purchase order increase with SBI Rents, Inc. in the amount of \$200,000 for the continued use of the emergency rental of a mobile screw press at the Westside Wastewater Treatment Plant as a stop gap until the centrifuge replacement project is complete.

Approved by the Consent Vote.

2023-098 Sale of City Owned Property - 519 Roy Avenue

City Council is requested to adopt a resolution accepting an offer of \$6,000 and authorize the sale of City owned property located at 519 Roy Avenue through the upset bid

procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Approved by the Consent Vote.

2023-099 Sale of City Owned Property - 3106 Central Avenue

City Council is requested to adopt a resolution accepting an offer of \$17,000 and authorize the sale of City owned property located at 3106 Central Avenue through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Approved by the Consent Vote.

2023-100 Contract - Koons Ford Annapolis MD - Ford F-550 - High Point Fire Department

City Council is requested to approve a contract in the amount of \$97,416.00 for the purchase of a 2022 Ford F-550 from Koons Ford, Annapolis MD and that the appropriate City official and/or employee be authorized to execute all necessary documents and declare the old apparatus as surplus and dispose of through the online auction process.

Approved by the Consent Vote.

2023-101 Set Public Hearing - Controlled Equipment Purchase with Equitable Sharing Funds - High Point Police Department

City Council is requested to set a public hearing on March 20, 2023 at 5:30pm to receive public comment for consideration of the High Point Police Department's use of Equitable Sharing Funds to purchase two drones from Unmanned Vehicle Technologies for \$14,794.

Approved by the Consent Vote.

2023-102 Contract - Demolition of 1009 Leonard Street - Former High Point Police Headquarters

City Council is requested to award a contract to Timmy Causey Grading & Demolition amount not to exceed \$150,000 for the demo and removal of debris at the former Police headquarters building at 1009 Leonard Street.

Approved by the Consent Vote.

2023-103 U.S. Department of Federal Transit Administration - Title VI Program

City 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 by the Consent Vote.

2023-104 Contract - Remix Technologies, LLC - Transit Planning & Scheduling Software

City Council is requested to award a five (5) year contract with Remix Technologies, LLC in the amount of \$180,000 for the purchase of transit planning and scheduling software.

Approved by the Consent Vote.

GENERAL BUSINESS AGENDA

2023-108 Public Hearing - Resolution of the City Council of the City of High Point Adopting Electoral Ward Boundaries (Option A2)

City Council will hold a public hearing regarding the High Point City Council Redistricting Plan Map option A2.

Mayor Wagner opened the Public Hearing.

Reverend Frank K. Thomas, Pastor at Mt. Zion Baptist Church, spoke in favor of the proposed resolution regarding electoral ward boundaries.

Mayor Wagner asked if there were anyone else that wished to speak for or against this item. Seeing none, he closed the public hearing.

Council Member Jefferson made a motion, seconded by Council Member Jones, to approve agenda item 2023-108.

Motion carried with the following vote:

Aye: Council Member Moore, Council Member Williams, Council Member Jefferson, Mayor Wagner, Council Member Holmes, Council Member Peters, Council Member Johnson, Council Member Jones, and Mayor Pro Tem Hudson

Mayor Wagner thanked Poyner and Spruill, LLC and City Staff for all the hard work regarding the redistricting process.

2023-110 Minutes to be Approved

Special Meeting Minutes, October 17, 2022, @ 4:00 p.m.

Regular Meeting Minutes, October 17, 2022, @ 5:30 p.m.

Public Safety Committee Meeting Minutes, February 15, 2023, @ 4:00 p.m.

Finance Committee Meeting Minutes, February 16, 2023, @ 4:00 p.m.

Special Meeting Minutes, February 20, 2023, @ 4:00 p.m.

Regular Meeting Minutes, February 20, 2023, @ 5:30 p.m.

Council Member Moore made a motion, seconded by Council Member Holmes, to approve agenda item 2023-110.

Motion carried with the following vote:

Aye: Council Member Moore, Council Member Williams, Council Member Jefferson, Mayor Wagner, Council Member Holmes, Council Member Peters, Council Member Johnson, Council Member Jones, and Mayor Pro Tem Hudson

ADJOURNMENT

There being no further business to come before the City Council, the meeting adjourned at 6:22 p.m.

Respectfully Submitted,

Jay W. Wagner, Mayor

Attest:

Sandra Keeney
City Clerk

COMMUNITY DEVELOPMENT COMMITTEE
Chaired by Council Member Williams
Committee Members: Williams, Hudson, Jefferson, and Johnson
March 7, 2023 – 4:00 P.M.
COUNCIL CHAMBERS – MUNICIPAL BUILDING

MINUTES

Community Development Committee - Council Member Williams, Chair

CALL TO ORDER

Chairman Williams called the meeting to order at 4:01 p.m.

Present: Chairman Christopher Williams, Committee Member Tyrone Johnson, Committee Member Wesley Hudson, and Committee Member Cyril Jefferson

PRESENTATION OF ITEMS

2023-115 Public Hearing-HOME-American Rescue Plan (HOME-ARP)

City Council is requested to set a public hearing on March 20, 2023, at 5:30 p.m. regarding the draft HOME-ARP (Plan); and approve the Plan for submission to HUD.

Thanena S. Wilson, Community Development & Housing Director, provided the staff report for this item. She provided a HOME- American Rescue Plan (HOME-ARP) overview noting the City of High Point received an allocation of \$1,988,359.

The purpose of the funds is to primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. Eligible activities include development and support of affordable housing, tenant-based rental assistance, provision of supportive services, and acquisition and development of non-congregate shelter units. Participating jurisdiction must submit a Substantial Amendment to the Fiscal Year 2021 Annual Action Plan.

Ms. Wilson reviewed the consultation and citizen participation process emphasizing in October a meeting was conducted with community and neighborhood leaders and a draft plan review meeting with the Citizen Advisory Council was conducted in February. She stated the plan has been on the website and is available at various locations throughout the city for public review and comment since March 3rd and will remain for 15 days. She spoke to the consultation results which included provision of supportive services (specifically rental assistance and rental counseling) and production and preservation of affordable housing. She stated the proposed use of HOME-ARP Funding would be utilize in the following way: supportive services \$250,00, development of affordable rental housing \$1,539,525, and administration and planning \$198,835. Staff is requesting a public hearing be set for March 20, 2023, and approval of the HOME-ARP Plan submission to HUD.

A motion was made by Chairman Williams, seconded by Council Member Hudson, to approve agenda item 2023-115.

Motion carried with the following vote:

Aye: Chairman Williams, Committee Member Johnson, Committee Member Hudson, and Committee Member Jefferson

2023-116 Ordinance-Demolition of Dwelling-120 Peachtree Drive

Adoption of an ordinance ordering the building inspector to effectuate the demolition of a dwelling at 120 Peachtree Drive.

Lori Loosemore, Code Enforcement Officer, provided the staff report for this item, noting after a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on 9/29/2022. No action occurred by the compliance date of 11/10/2022. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

Chairman Williams asked if there were anyone present that would like to speak for or against this item.

No one was present.

A motion was made by Committee Member Hudson, seconded by Committee Member Johnson, to approve agenda item 2023-116.

Motion carried with the following vote:

Aye: Chairman Williams, Committee Member Johnson, Committee Member Hudson, and Committee Member Jefferson

2023-117 Ordinance-Demolition of Dwelling-122 Kendall Avenue

Adoption of an ordinance ordering the building inspector to effectuate the demolition of a dwelling at 122 Kendall Avenue.

Lori Loosemore, Code Enforcement Officer, provided the staff report for this item, noting after a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on 8/22/2022. No action occurred by the compliance date of 9/22/2022. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

Chairman Williams asked if there were anyone present that would like to speak for or against this item.

No one was present.

A motion was made by Chairman Williams, seconded by Committee Member Jefferson, to approve agenda item 2023-117.

Motion carried with following vote:

Aye: Chairman Williams, Committee Member Johnson, Committee Member Hudson, and Committee Member Jefferson

ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 4:16 p.m.

Respectfully Submitted,

Chris Williams, Chairman
Community Development Committee

Attest:

Sandra Keeney
City Clerk

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
MARCH 7, 2023 – 5:00 P.M.
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

CALL TO ORDER, ROLL CALL

Mayor Wagner called the Special Meeting to order at 5:04 p.m. and introduced Heidi Galanti, Planning Administrator.

Present Mayor Jay W. Wagner; Council Member Britt W. Moore, At Large; Council Member Cyril A. Jefferson, Ward 1; Council Member Christopher Williams, Ward 2; Council Member Council Member Monica Peters, Ward 3; Victor A. Jones, Ward 5; and Council Member Michael A. Holmes, Ward 6.

Absent Mayor Pro Tem S. Wesley Hudson Ward 4; and Council Member Tyrone E. Johnson, At Large;

PRESENTATION OF ITEMS

2023-121 High Point 2045 Comprehensive Plan

A discussion with consultant will be provided regarding the High Point 2045 Comprehensive Plan.

Ms. Galanti welcomed CZB Consultants and stated this meeting is regarding the 2045 Comprehensive Plan. She stated the purpose of the meeting is to receive feedback from the Mayor and City Council regarding their goals and expectations.

Council Member Johnson arrived at 5:08 p.m.

Mr. Matt Ingalls, Director of Urban Planning and Design for CZB, introduced his staff and provided a background of the company. He stated this is a 15-month process with a goal of presenting to Council next March. He provided information regarding public engagement and what those sessions would look like and reviewed some earlier concerns heard during a previous meeting.

A thorough discussion took place regarding goals and expectations for 2045 comprehensive plan which included such as things as walk ability, addressing food, medical, and transportation deserts, and density. Some examples of expectations were an above ground tram line from Greensboro to High Point, supporting the furniture market, manufacturing, uplift of Jamestown bypass, continue to connect with High Point University, utilize water features, creativity, more art to include a large structure that can be seen from the major highway.

Mr. Ingalls thanked the Mayor and City Council for their feedback and stated he is excited for this process.

Mayor Wagner thanked everyone for their participation.

ADJOURNMENT

There being no further business to come before the City Council, the meeting adjourned at 6:01 p.m.

Respectfully Submitted,

Jay W. Wagner, Mayor

Attest:

Sandra Keeney
City Clerk

PROSPERITY & LIVABILITY COMMITTEE
Chaired by Council Member Hudson
Committee Members: Hudson, Holmes, Jefferson, and Peters
MARCH 8, 2023 – 9:00 A.M.
COUNCIL CHAMBERS – MUNICIPAL BUILDING

MINUTES

CALL TO ORDER

Note: No Quorum of the Committee was present when the meeting began at 9:03 a.m.

The following Committee Members were **Present (4)**:

Chairman Wesley Hudson, Committee Member Monica Peters [arrived at 9:09 a.m.], Committee Member Cyril Jefferson [arrived at 9:16 a.m.], and Committee Member Michael Holmes

Staff Present:

Tasha Logan Ford, City Manager; Greg Ferguson, Deputy City Manager; Eric Olmedo, Assistant City Manager; Damon Dequenne, Assistant City Manager; Rase McCray Human Relations Manager; Sandra Keeney, City Clerk; Meghan Maguire, Interim City Attorney; Bobby Fitzjohn, Financial Services Director; and Mary S. Brooks, Deputy City Clerk

The following documents associated with the presentations, are hereby attached as a permanent part of these proceedings:

1. *PPP-Update-Blair Coltrane Project*
2. *PPP-Permanent and Temporary Street Closures*

PRESENTATION OF ITEMS

2023-119 Update-Blair-Coltrane House Project

Staff will be providing an update/presentation regarding the Blair-Coltrane Project.

Anik Oliver Brewer, Project Manager for the Blair Coltrane Project extended greetings; made a PPP regarding the High Point Coltrane Project Programing Proposal; shared that the Project would be ADA friendly; having community partnerships; outlined the Youth Programming; said that the implementation for this Program was proposed to roll out in four phases extending into the Fall of 2024; provided the next steps to include items of consideration as followed:

- *Organizing Community Talks events within the next 1-2 months*
- *What entity will own the continued development and operations arm of programming?*
- *Agreements/Contracts between FOJC & HPAC clarity of roles*

- *Additional partners locally, nationally and globally and how to engage them*
- *Who fundraises for what? Clear agreements of how funding for programming is held and distributed*

Ms. Brewer concluded; thanked everyone; and entertained questions.

Committee Member Peters arrived at 9:09 a.m.

Committee Member Holmes voiced appreciation for Ms. Brewer's efforts; inquired on community events and tours in regard to the Project; and summer concerts in specified communities. Ms. Brewer responded that tours would be self-guided using an app; tours for larger groups would be available; and that large events or concerts would be held at the Arts Council facilities due to potential disturbance in neighborhoods.

Committee Member Jefferson arrived at 9:16 a.m.

Committee Member Jefferson thanked Ms. Brewer for her work and efforts; to the history regarding the Project; said that this was an incredible opportunity; and requested staff to look at the crosswalks for safety concerns.

Mr. Dequenne said that would look into the safety concerns regarding crosswalks.

2023-071 City Sponsored Special Events Updated List

City Council is requested to approve the City Sponsored Special Events List.

Eric Olmedo, Assistant City Manager reported that the city council approves a list of city sponsored special events on an annual basis; the list of city sponsored events do not have a direct budget impact, the support is provided by in kind services; said that there were a couple of changes made from the previous year; Visit High Point provided a list of events that were not on the list for approval; and that staff is recommending and ask the Prosperity and Livability Committee to approve and recommend the list and funding request to City Council for approval.

Chairman Hudson moved to forward this matter to the City Council with a favorable recommendation and place it on the March 20, 2022, City Council Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Hudson, the motion carried by the following 4-0 unanimous vote:

Aye (4): Chairman Hudson, Committee Member Peters, Committee Member Holmes, and Committee Member Jefferson

2023-070 Update Regarding the Street Closure Policy

Staff will be providing and update regarding permanent and temporary street closures.

Damon Dequenne, Assistant City Manager noted that he was filling in for Greg Venable, Transportation Director; made a PPP regarding an update for permanent and temporary street closures; said that permanent street closures are controlled by NCGS 160A-299; outlined the process regarding permanent street closures to include the adoption of a resolution declaring intent to close a street or ally and calling a public hearing; spoke to the pros and cons for permanent street closures as followed:

Pros:

- *Pedestrian safety*
- *New public space*
- *Freeing up real estate*
- *Improved quality of life and increased pedestrian mobility-more walkable*

Cons:

- *Unintentional harm to businesses*
- *Impact to adjacent roads*
- *Reduced on-street parking*
- *Emergency access*
- *Increased speed on adjacent roads*
- *Reduced connectivity*

Mr. Dequenne continued discussion regarding the temporary street closure process; explained the approval steps in regards to city initiated, and public initiated request as followed:

City Initiated:

- *Council requested (parades/events)*
- *City department requested (construction/maintenance projects, furniture market)*
- *All applicable city departments notified and reviewed*
- *Can be longer if property owners agree*

Public Initiated:

- *Special event permit*
- *Request 90 days prior to event*
- *Can include street closure*
- *All applicable city departments must approve permit*
- *Application submitted through Accela Citizen Access*

Mr. Dequenne shared examples for permanent and temporary street closures; said that this update was for informational purposes only; and entertained questions.

Committee Member Jefferson spoke to opportunities regarding street closures.

Committee Member Peters thanked staff for their work and efforts; and recommended collaborating with Visit High Point in regard to their upcoming events to be added to the city's calendar of events.

Chairman Hudson mentioned that the Arts Council had collaborated with Visit High Point in regard to sharing upcoming events.

Mr. Dequenne said that staff would be more proactive.

2023-120 Proposed Human Relations Commission's January 2023 Six-Month Work Plan

Council is requested to approve the Proposed Human Relations Commission's January 2023 Six-Month Work Plan for the following two initiatives:

1. Study where the Human Relations Commission fits within High Point and can be most effective among the City's other Boards and Commissions and among other Human Relations Commissions in North Carolina.
2. Study or identify mental health resources and gaps in High Point for greater sharing with the community or for possible further action.

Rase McCray, Human Relations Manager reported that staff will be presenting the Human Relations Committee's (HRC's) 2023 bi-annual report, continuing a six-month work plan for the Commission's two desired initiatives as followed:

1. *Study where the Human Relations Commission fits within High Point and can be most effective among the City's other Boards and Commissions and among other Human Relations Commissions in North Carolina.*
2. *Study or identify mental health resources and gaps in High Point for greater sharing with the community or for possible further action.*

Mr. McCray continued discussion regarding the recommence of the HRC's subcommittees (Social Justice, Interfaith, and International) and their upcoming activities; to the needs of the community; to establishing a comprehensive work plan; adopting a language access plan; establishing a Human Relations Youth Council; outreach; spoke to the need for mental health resources; and recommended approval for said item.

Chairman Hudson inquired on including schools with the language access plan. Mr. McCray responded and explained that the schools had a specific set of policies.

Committee Member Jefferson thanked staff for their efforts; maximizing resources to the community; and to having good momentum.

Committee Member Peters echoed appreciation for staff's work and efforts.

Committee Member Holmes spoke to the impact that the HRC's subcommittee had on the community; and thanked Mr. McCray for his hard work and efforts.

Chairman Hudson thanked Mr. McCray for his efforts; asked for a calendar of events; spoke to the challenges faced due to mental health needs with first responders; to Minority and Women Businesses; and requested staff to bring information to the committee at a future meeting regarding a Disparity Study.

Eric Olmedo, Assistant City Manager said that staff could provide that information at a future meeting.

Committee Member Peters recommended a consensus from council before acting on the Disparity Study.

Discussion took place regarding progress for the M/WBE Coordinator position for the city.

Chairman Hudson moved to forward this matter to the City Council with a favorable recommendation and place it on the March 20, 2022, City Council Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Hudson, the motion carried by the following 4-0 unanimous vote:

Aye (4): Chairman Hudson, Committee Member Peters, Committee Member Holmes, and Committee Member Jefferson

ADJOURNMENT

There being nothing further to come before the Prosperity & Livability Committee, there were no objections to adjourn. The meeting was adjourned at 10:21 a.m.

Respectfully Submitted,

Wesley Hudson, Chairman
Prosperity & Livability Committee

Attest:

Mary S. Brooks, CMC
Deputy City Clerk