

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
Monday, October 20, 2025 - 4:00 PM
Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260**

CALL TO ORDER

Mayor Jefferson called the Special Meeting of the High Point City Council to order at 4:00 p.m. He noted that Mayor Pro Tem Moore, and Council Members Johnson and Peters were not present but should be arriving soon, and Council Member McKiver, along with City Attorney Meghan Maguire were participating virtually.

Present: *Mayor Cyril Jefferson, Mayor Pro Tempore Britt Moore, At-Large (arrived at 4:19 p.m.), Council Member; Amanda Cook, At-Large; Council Member Vickie McKiver, Ward 1 (virtual); Council Member Tyrone Johnson, Ward 2 (arrived at 4:09); Council Member Monica Peters, Ward 3 (arrived at 4:12 p.m.); Council Member Patrick Harman, Ward 4; Council Member Tim Andrew, Ward 5, and Council Member Michael Holmes, Ward 6.*

ADOPTION OF AGENDA

A motion was made by Council Member Holmes, seconded by Council Member Andrew, to adopt the agenda as presented.

Motion passed with the following vote:

Aye: Mayor Jefferson, Council Member Cook, Council Member Harman, Council Member Andrew, and Council Member Holmes

Nay: None

Absent: Mayor Pro Tem Moore and Council Members: Johnson and Peters

Council Member McKiver did not vote as she participated virtually.

PRESENTATION OF ITEMS

2025-429	<u>Information Regarding Municipal Service Districts</u> Staff will present follow-up information on Municipal Service Districts.
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Stephen Hawryluk, Budget and Performance Director, provided follow-up information regarding municipal service districts, referencing questions raised during the September 22nd presentation. He reported that district boundaries must be contiguous and that expanding an existing district requires a process similar to original creation,

including a report, notice requirements, a public hearing, and adoption by ordinance. He added that contiguous areas must require the services provided by the district.

Council Member Johnson arrived at 4:09 p.m.

Council Member Peters arrived at 4:12 p.m.

Mr. Hawryluk stated that no specific research identifies an ideal time for establishing a municipal service district relative to downtown development, noting that timing is highly context-specific and influenced by factors such as property tax rates, revenue usage, and local conditions. He shared comparative information on North Carolina's fifteen largest municipalities, including whether they operate a municipal service district, current tax rates, and year of establishment.

In response to Council questions, Mr. Hawryluk explained options for exempting properties, including boundary design and petition-based exclusion. He noted that some municipalities adjust district tax rates annually and that Council may reduce a rate to zero in future budgets. He also provided context from Asheville, where recent district approval followed engagement driven by downtown stakeholders. Staff confirmed they are not aware of any municipal service district being dissolved in North Carolina.

Council Members discussed timing considerations and stakeholder input. City Manager Tasha Logan Ford addressed prior timeline projections, noting the need for sufficient time to bid services if Council elects to proceed. She recommended working with Downtown High Point, Inc. and Business High Point to gather feedback from downtown property and business owners before advancing to the next decision point. She stated staff will coordinate with those organizations to determine appropriate outreach and scheduling.

Council expressed interest in receiving stakeholder feedback through community-style listening sessions before potential formal action.

2025-430 **Information Regarding Permitting and Plan Review Processes for Land Development and Construction Projects**
Staff will provide insights into the permitting and plan review processes for land development and construction projects.

City Manager Tasha Logan Ford introduced the item and noted that the presentation would provide Council with an overview of permitting and plan review timelines, the departments involved, and how current performance aligns with established benchmarks. She explained that the City continuously reviews processes for improvement, has implemented strategies to reduce repeated plan reviews, and conducts early coordination meetings on large-scale development projects to identify issues prior to submittal.

Mayor Pro Tem Moore arrived at 4:19 p.m.

Inspection Services Director Chris Whaley presented an overview of the two categories of development review: land development (site plans and subdivisions governed primarily by zoning ordinances) and construction permitting (vertical construction governed primarily by state building and fire codes). Mr. Whaley described the standard process, including application intake, technical plan review, iterative revisions when necessary, and final permit issuance. He highlighted the multiple departments that may participate in land development review, including Planning and Development, Engineering, Public Services, Transportation, Fire, Electric, and Inspection Services.

For land development, the City's goal is review completion within ten business days. Year-to-date through September 30, twenty-six land development permits have been issued with an average review time of three business days, and approximately 95 percent have met the City's ten-day benchmark. For construction permitting, the goal is five business days, and year-to-date performance averages two business days across 655 residential and commercial permits issued. Approximately 96 percent have been completed within the five-day benchmark.

Mr. Whaley stated that live comment functionality within the Accela platform increases transparency by allowing applicants to see whether delays are attributable to City review, missing documentation, or design revisions. He also noted that staff proactively contacts applicants when submissions become dormant and phases permits when appropriate to keep projects moving.

Council members expressed appreciation for improved turnaround times and staff responsiveness. Positive feedback received publicly from recent development ribbon-cuttings was shared. City Manager Logan Ford reported that based on prior legislative analysis, the City is already exceeding proposed state performance standards related to mandated review timelines.

City Manager Logan Ford recommended including this information in the annual development snapshot report published each January and suggested updates be provided to Council twice per year.

Council agreed that regular updates support strategic goals related to housing and economic development.

2025-438

Closed Session - Attorney-Client Privilege

Council is requested to go into Closed Session pursuant to N.C.G.S. §143-318.11(a)(3) for Attorney-Client privilege.

A motion was made by Council Peters, seconded by Council Member Andrew, to go into closed session.

The motion passed with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Moore, Council Member Cook, Council Member Johnson, Council Member Peters, Council Member Harman, Council Member Andrew, and Council Member Holmes

Nay: None

Council Member McKiver did not vote as she participated virtually.

Closed Session began at 4:44 p.m.

A motion was made by Council Member Harman, seconded by Council Member Andrew, to end closed session and resume regular session.

The motion passed with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Moore, Council Member Cook, Council Member Johnson, Council Member Peters, Council Member Harman, Council Member Andrew, and Council Member Holmes

Nay: None

Council Member McKiver did not vote as she participated virtually.

Closed session ended at 5:25 p.m.

ADJOURNMENT

There being no further business to come before the Special Meeting of the High Point City Council, the meeting adjourned at 5:25 p.m.

Respectfully Submitted,

Cyril Jefferson, Mayor

Attest:

Sandra Keeney, City Clerk