City of High Point

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

Meeting Agenda

Monday, June 21, 2010

4:45:00 PM

Council Chambers

Committee of the Whole

Rebecca R. Smothers, Mayor
M. Christopher Whitley, Mayor Pro Tem
Latimer B. Alexander, IV, William S.Bencini,
Mary Lou Blakeney, Foster Douglas, John Faircloth,
Michael D. Pugh, Bernita Sims

ROLL CALL, PRAYER, PLEDGE OF ALLEGIANCE

PRESENTATION OF ITEMS

FINANCE COMMITTEE - Council Member Whitley, Chair

Committee Members - Bencini, Douglas, Alexander

100163 **Adoption of City of High Point Annual Budget and Related Ordinances and Resolutions for FY 2010-2011 and Adoption of Revised Fee Schedules**
Council is requested to adopt the 2010-2011 Budget Ordinance for the City of High Point and related ordinances and resolutions and adopt the revised fee schedules for Water & Sewer Rates.

100164 **Resolution - Amending Solid Waste Fees**

Adoption of a resolution amending the Solid Waste Fees to add the following:
$6.00 per month for non-residential customers
$25.00 per month for customers receiving enhances services in the Downtown District.

100165 **Revised Fee Schedule - Parks and Recreation Department**

Council is requested to adopt the High Point Parks and Recreation Department revised fees and charges effective July 1, 2010.

100186 **2010-2011 Annual Budget - High Point Convention & Visitors Bureau**

Council is requested to approve the annual budget for the High Point Convention & Visitors Bureau (CVB) for FY 2010-2011 and authorize the City Manager to execute the contract agreement as presented by the CVB Board of Directors.
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100187 **2010-2011 Annual Budget - International Home Furnishings Market Authority**
Council is requested to approve the FY 2010-2011 Budget for the International Home Furnishings Authority (Market Authority).

100166 **Contract - Bid No. 33 - Charlotte Avenue/Delk Drive Storm Water Improvements**
Approval of contract awarding Bid No. 33 for the Charlotte Avenue/Delk Drive Storm Water Improvements. Purchasing and the Public Services Department recommends that contract be awarded to Breece Enterprises, Inc., in the amount of $1,180,824.67, which is the lowest responsible and responsive bidder meeting specifications.

100183 **Tax Collection Agreement - Randolph County/Guilford County**

Council is requested to approve a tax collection agreement with Randolph County and modification of the tax collection agreement with Guilford County.

100184 **Supplemental Agreement - NCDOT - Railroad Crossings Closures & Street Improvements**

Approval of a Supplemental Agreement with the North Carolina Department of Transportation (NCDOT) for railroad at-grade crossing closures and street improvements. This work involves the closure of at-grade railroad crossings on W. Grimes Avenue and Taylor Avenue, reestablishing the Taylor Avenue connection to W. Green Drive, reworking the at-grade crossing on Prospect Street, and making road and street drainage improvements on Ward Avenue at the railroad overpass between English Road and Wrightenberry Street.

100185 **Convey City Property to Habitat for Humanity of High Point, Archdale, Trinity**

Council is requested to authorize the City Attorney's office to execute documents conveying the following city-owned lots to Habitat for Humanity of High Point, Archdale and Trinity:
216 N. Hoskins Street
217 N. Hoskins Street
219 N. Hoskins Street

Pending Items

090050 **Revised Economic Incentive Policy**

Council is requested to adopt a revised economic incentive policy redirecting incentive dollars to the Core City and south High Point.

3/5/2009	**Committee of the Whole**	**referred**	**Committee of the Whole**

PUBLIC SAFETY COMMITTEE - Council Member Faircloth, Chair

Committee Members - Douglas, Pugh, Alexander

100167 **Ordinance - Vacate/Close Dwelling - 1020 Montlieu Avenue**

Adoption of an ordinance ordering the inspector to effectuate the vacating and closing of a dwelling located at 1020 Montlieu Avenue belonging to Norman Bennett.

100168 **Ordinance - Vacate/Close Dwelling - 2209-A Chambers Street**

Adoption of an ordinance ordering the inspector to effectuate the vacating and closing of a dwelling located at 2209-A Chambers Street belonging to LSB Properties, Inc.

100169 **Ordinance - Vacate/Close Dwelling - 507-D Meredith Street**

Adoption of an ordinance ordering the inspector to effectuate the vacating and closing of a dwelling located at 507-D Meredith Street belonging to Schwarz Properties, LLC.

100171 **Ordinance - Vacate/Close Dwelling - 1002 Tabor Street**

Adoption of an ordinance ordering the inspector to effectuate the vacating and closing of a dwelling located at 1002 Tabor Street belonging to Michael Dunigan and John Bracia.

100172 **Ordinance - Vacate/Close Dwelling - 906 Carter Street**

Adoption of an ordinance ordering the inspector to effectuate the vacating and closing of a dwelling located at 906 Carter Street belonging to Schwarz Properties, LLC.

PUBLIC SERVICES COMMITTEE - Council Member Sims, Chair

Committee Members - Douglas, Pugh, Alexander

PLANNING & DEVELOPMENT COMMITTEE - Council Member Bencini, Chair

Committee Members - Blakeney, Pugh, Sims, Faircloth

100173 **Minor Amendment to Conditional Use Permit 05-10 - Shadybrook Partners**

A request by Shadybrook Partners for minor amendment to delete Condition II.3.b of Conditional Use Permit 05-10 (CUP 05-10), pertaining to front yard setbacks for townhome units. The deletion of this condition would allow the applicant to use the townhome setback standards of the City's Development Ordinance.

100174 **Appeal of Technical Review Committee (TRC) Decision**

Consideration of an appeal of the Technical Review Committee's decision to require dedication of right-of-way for a proposed subdivision located at the southeast corner of Greensboro Road and Enterprise Drive.

100175 **Appeal of Urban Forestry Committee Decision**

Consideration of an appeal of the Urban Forestry Committee's decision to remove two trees located on city controlled right-of-way in front of 348 N. Wrenn St.

100182 **Request to Initiate Rezoning of Graves Avenue/Murray Street Area**

City Council is requested to initiate a zoning map amendment for a designated portion of the Graves Avenue/Murray Street area adjacent to Washington Terrace Park to assist the redevelopment activities in this neighborhood.

MISCELLANEOUS

100188 **Appointments/Reappointments - Boards & Commissions**

Council is requested to make appointments/reappointments to Boards and Commissions per the attached list.

PUBLIC HEARINGS ON ITEMS - 5:30 p.m.

Planning & Development Committee - Council Member Bencini, Chair

100176 **Ordinance - Rezoning Case 10-07 - High Point Unviersity and Wesleyan Education Center**

A request by High Point University and Wesleyan Education Center to rezone approximately 18 acres from the Conditional Use General Office-High Intensity (CU GO-H) District and General Office-Moderate Intensity (GO-M) District to a Public & Institutional (PI) District. The site is lying along the north side of N. College Drive, between Eastchester Drive and N. Centennial Street.

100177 **Land Use Plan Amendment Case 10-02 - Dunbar & Smith, Inc. - Brentwood Street**

A request by Dunbar & Smith, Inc. to amend the City of High Point Land Use Map to change the classification for approximately 1.05 acres from Light Industrial to Local/Convenience Commercial designation. The site is lying at the northeast corner of Brentwood Street and Wade Place (417 Brentwood Street).

100178 **Ordinance - Rezoning Case 10-05 - Dunbar & Smith, Inc. - Brentwood Street**

a. Conditional Use Limited Business (CU-LB) District

A request by Dunbar & Smith, Inc. to rezone a 1.05 acre parcel from the Light Industrial (LI) District to a Conditional Use Limited Business (CU-LB) District. The site is lying at the northeast corner of Brentwood Street and Wade Place (417 Brentwood Street).

b. Conditional Use Permit 10-05

A request by Dunbar & Smith, Inc. for approval of an accompanying Conditional Use Permit with conditions pertaining to permitted uses, architectural design standards and vehicular access.

100179 **Ordinance - Text Amendment 10-02 - YMCA of High Point re Fence Height**

A request by YMCA of High Point to amend Section 9-4-14(f) of the Development Ordinance pertaining to fence height for nonresidential uses.

100180 **Resolution - Street Abandonment 10-10 - City of High Point**

A request by the Technical Review Committee to abandon an unimproved right-of-way (identified as “Willow-wood Circle” on a map titled, “Riverside Park” as recorded in Plat Book 5 Page 320) lying north of Greensboro Road between Willowood Drive and N. Manor Drive.

100181 **Resolution - Street Abandonment 10-11 - City of High Point**

A request by the Technical Review Committee to abandon several unimproved right-of-ways (identified as “Fairview St.”, “Boling Ave.”, “North St.” and a portion of “Spencer Avenue” on a map titled, “Spencer Heights” as recorded in Plat Book 11 Page 7 as well as “Brown Drive” and a portion of “Westdale Drive” on a map titled, “Lindale - Section Two” as recorded in Plat Book 14 Page 74 and “High Point Ins. & Real Est. Co.” as recorded in Plat Book 5 Page 319) lying north of Greensboro Road between Hampton Drive and U.S. Hwy 311.

ADJOURNMENT

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2010-2011 Budget Ordinance

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

Section 1. The following amounts are hereby appropriated for the operation and maintenance of the City's various governmental departments and divisions for the Fiscal Year beginning July 1, 2010 and ending June 30, 2011:

(1) That for said fiscal year there is hereby appropriated out of the GENERAL FUND for general governmental operations the sum of:

$ 100,312,040

(2) That for said fiscal year there is hereby appropriated out of the SPECIAL GRANTS FUND for purposes outlined within the various grant provisions, the sum of:

$ 4,640,749

(3) That for said fiscal year there is hereby appropriated out of the COMMUNITY DEVELOPMENT FUND for purposes outlined within the grant, the sum of:

$ 5,594,411

(4) That for said fiscal year there is hereby appropriated out of the ECONOMIC DEVELOPMENT FUND, the sum of:

$ 720,000

(5) That for said fiscal year there is hereby appropriated out of the GENERAL DEBT SERVICE FUND for the payment of debt service charges on general obligation debt, the sum of:

$ 11,184,919

(6) That for said fiscal year there is hereby appropriated out of the GENERAL CAPITAL PROJECTS FUND for the purpose of construction and/or acquisition of certain long-lived assets, the sum of:

Capital Projects	$ 26,670
Transfer to General Debt Service	914,256
	$ 940,926

(7) That for said fiscal year there is hereby appropriated out of the CENTRAL SERVICES FUND the following:

Fleet Services	$ 8,636,721
Radio Repair Shop	936,015
Maintenance Operations	1,901,583
Computer Replacement	681,918
	$ 12,156,237

(8) That for said fiscal year there is hereby appropriated out of the WATER and SEWER FUND the following:

Operations	$ 23,542,165
Debt Service	15,724,871
Transfer to Capital Projects Fund	2,900,000
TOTAL WATER and SEWER FUND	$ 42,167,036

(9) That for said fiscal year there is hereby appropriated out of the WATER and SEWER CAPITAL PROJECTS FUND the following:

Water Sewer Capital Projects	$ 2,900,000

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(10) That for said fiscal year there is hereby appropriated out of the ELECTRIC FUND the following:

Operations	$ 105,968,445
Capital Projects	5,411,084
TOTAL ELECTRIC FUND	$ 111,379,529

(11) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT FUND for the purpose of operating High Point's Transit System, the sum of:

$ 3,889,447

(12) That for said fiscal year there is hereby appropriated out of the PARKING FACILITIES FUND for the purpose of operating City parking facilities, the sum of:

$ 403,385

(13) That for said fiscal year there is hereby appropriated out of the LANDFILL FACILITIES FUND the following:

Landfill Facility Operating	$ 5,084,324
Recycling Facility Operating	1,653,670
Capital Projects	-
TOTAL LANDFILL FACILITIES FUND	$ 6,737,994

(14) That for said fiscal year there is hereby appropriated out of the STORM WATER FUND the following:

Operations	$ 1,991,421
Debt Service	986,857
Capital Projects	350,000
TOTAL STORM WATER FUND	$ 3,328,278

(15) That for said fiscal year there is hereby appropriated out of the MARKET AUTHORITY FUND, the sum of:

$ 2,775,000

Section 2. It is estimated that the following revenues will be available during fiscal year beginning July 1, 2010 and ending June 30, 2011:

General Fund	
Ad Valorem Taxes	$ 55,037,750
Sales & Use Taxes	14,280,780
Intergovernmental Revenues	12,833,570
Licenses & Permits	1,634,000
Charges for Services	3,282,687
Miscellaneous	1,866,800
Administrative Reimbursements	8,437,869
Fund Balance Appropriated	2,938,584
Total Revenues and Other Financing Sources	$ 100,312,040
Grants Fund	
Intergovernmental Revenues	$ 4,640,749
Community Development Fund	
Intergovernmental Revenues	$ 5,594,411

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Economic Development Fund		
Transfer From General Fund	$	75,000
Transfer From Electric Fund		400,000
Fund Balance Appropriated		245,000
Total Revenues and Other Financing Sources	$	720,000
General Debt Service Fund		
Ad Valorem Taxes	$	3,048,223
Interest on Investments		145,000
Miscellaneous		271,965
Transfer from Other Funds		7,209,959
Fund Balance Appropriated		509,772
Total Revenues and Other Financing Sources	$	11,184,919
General Capital Projects Fund		
Intergovernmental Revenues		26,670
Fund Balance Appropriated		914,256
Total Revenues and Other Financing Sources	$	940,926
Central Services Fund		
Sales and Services		6,730,867
Miscellaneous Revenues		5,425,370
Total Revenues and Other Financing Sources	$	12,156,237
Water and Sewer Fund		
Charges for Services	$	40,515,880
Non-operating Revenues		269,000
Retained Earnings Appropriated		1,382,156
Total Revenues and Other Financing Sources	$	42,167,036
Water and Sewer Capital Projects Fund		
Transfer from Water and Sewer Fund	$	2,900,000
Electric Fund		
Charges for Services	$	108,380,823
Non-operating Revenues		203,336
Administrative Reimbursements		1,795,370
Retained Earnings Appropriated		1,000,000
Total Revenues and Other Financing Sources	$	111,379,529
Mass Transit Fund		
Charges for Services	$	2,088,058
Intergovernmental Revenues		1,310,421
Transfer From Other Funds		490,968
Total Revenues and Other Financing Sources	$	3,889,447
Parking Facilities Fund		
Charges for Services	$	296,000
Miscellaneous		700
Transfer From Other Funds		106,685
Total Revenues and Other Financing Sources	$	403,385

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Landfill Facilities Fund		
Landfill Tipping Fee Taxes	$	65,000
Charges for Services		6,495,000
Miscellaneous		82,000
Transfer from Landfill Maintenance Reserve Fund		-
Retained Earnings Appropriated		95,994
Total Revenues and Other Financing Sources	$	6,737,994
Storm Water Fund		
Charges for Services	$	2,301,897
Miscellaneous		61,200
Transfer from General Debt Service		965,181
Total Revenues and Other Financing Sources	$	3,328,278
Market Authority Fund		
Room Occupancy Taxes	$	275,000
Licenses & Permits		1,500,000
Transfer from General Fund		240,000
Transfer from Water-Sewer Fund		50,000
Transfer from Electric Fund		710,000
Total Revenues and Other Financing Sources	$	2,775,000

Section 3. There is hereby levied the following rates of tax on each one hundred dollars ($100) valuation of taxable property, as listed for taxes as of January 1, 2010, for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimates of revenue, and in order to finance the foregoing appropriations.

Rate per $100 Valuation
General Fund $.633

Such rates of tax are based on an estimated total valuation of property for purpose of taxation of **$9,203,798,735** and an estimated rate of collections of **99.0%** during the current year.

Section 4. That the reserve for encumbrances at June 30, 2010, representing the unearned portion of contracts as of that date, shall be re-appropriated and distributed as it applied in order to properly account for the payment against which the fiscal year in which it is paid.

Section 5. That the unencumbered balances as of June 30, 2010 of those capital projects and operating encumbrances which were not completed in Fiscal Year 2009-2010 be reappropriated into the Fiscal Year 2010-2011 budget in order to allow completion.

Section 6. That the unencumbered balances in Grant funds which remain as of June 30, 2010 be re-appropriated into the Fiscal Year 2010-2011 budget for the completion of their original purposes.

Section 7. The number of persons to be employed and the salaries and wages to be paid shall be those which are included in the detailed operation budgets; unless provision is made by the City Manager or City Council for employing additional persons.

Section 8. The City Manager is hereby authorized to approve transfers of appropriations within any fund, provided transfers between funds, and authorization for making expenditures from excess revenue shall be made by the City Council.

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Section 9. There is hereby levied a tax of five dollars ($5.00) per year upon any vehicle resident within the City, pursuant to G.S. 20-97 (c).

Section 10. Copies of this ordinance shall be furnished to the City Clerk and the Director of Financial Services to be kept on file by him for his direction in the collection and disbursement of City funds.

Section 11. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Adopted this 21st day of June, 2010.

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Attest: Lisa B. Vierling, CMC
City Clerk

LISA VIERLING

From: STRIB BOYNTON
Sent: Monday, June 21, 2010 9:44 AM
To: BECKY SMOTHERS; Bernita Sims; Bill Bencini; FOSTER DOUGLAS; Latimer Alexander; John Faircloth; mchrisw@aol.com; Michael Pugh; MARY BLAKENEY
Cc: PAT PATE; RANDY McCASLIN; LOU HEDRICK; KEM ELLIS; LISA VIERLING; CINDY DUNCAN-SMITH
Subject: library budget amendment
Attachments: library budget amendment.pdf

Good Morning,

As requested, Kem Ellis has reassessed his original recommendation to close the library on Monday's. Attached is a letter from Kay Anderson, Library Board Chair, recommending that their weekly hours be reduced rather than closed on Mondays.

On the bottom line, I concur in the recommendation to reduce the hours as reducing the hours will save the same dollars as closing on Mondays.

If you have any questions or if you desire any additional information, please call me before this afternoon's Finance and City Council meetings.

Thanks,

Strib

Public Library
Board of Trustees

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

June 18, 2010

The Honorable Rebecca R. Smothers
Mayor of High Point
P. O. Box 230
High Point, NC 27261

Dear Mayor Smothers,

At its meeting on June 16, 2010, the Library Board of Trustees reviewed a recommendation from Library Director Kem Ellis for reducing the hours of operation at the library. Mr. Ellis explained the need to reduce the library's current operating schedule by twelve hours per week beginning July 1.

We prefer the schedule below, proposed by Mr. Ellis, to closing the library for a full day every Monday. We understand the necessity for cost-savings during the current economic climate and believe this will be the least disruptive to customer service.

We recommend the following schedule to you and the City Council for the library, to take effect beginning the week of July 4:

Monday – Thursday	10:00 – 8:00	(8 fewer hours per week)
Friday	10:00 – 6:00	(1 fewer hours per week)
Saturday	12:00 – 6:00	(3 fewer hours per week)
Sunday	1:30 – 5:30	(no change)

Please contact me if you have questions that I may answer.

Sincerely,

Kay Anderson

Kay Anderson, Chairman
Library Board of Trustees

Phone:
336.883.3631

P.O. Box 2530, 901 North Main Street, High Point, NC 27261 USA
Fax: 336.883.3636 TDD: 336.883.3675

PLANNING AND ZONING COMMISSION RECOMMENDATION

On May 25, 2010, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present except Mr. Carson Lomax.

Dunbar & Smith, Inc. Land Use Plan Amendment Case 10-02

A request by Dunbar & Smith, Inc. to amend the City of High Point Land Use Map to change the classification for approximately 1.05 acres from Light Industrial to Local/Convenience Commercial designation. The site is lying at the northeast corner of Brentwood Street and Wade Place *(417 Brentwood Street).*

AND

Dunbar & Smith, Inc. Zoning Case 10-05

a. Conditional Use Limited Business (CU-LB) District

A request by Dunbar & Smith, Inc. to rezone a 1.05 acre parcel from the Light Industrial (LI) District to a Conditional Use Limited Business (CU-LB) District**.** The site is lying at the northeast corner of Brentwood Street and Wade Place *(417 Brentwood Street).*

b. Conditional Use Permit 10-05

A request by Dunbar & Smith, Inc. for approval of an accompanying Conditional Use Permit with conditions pertaining to permitted uses, architectural design standards and vehicular access.

Ms. Galanti presented the Land Use Plan Amendment request (LUPA 10-02) and Mr. Shannon presented the zoning request (Z10-05 & CUP10-05) to the Commission. Staff recommended denial of both requests as outlined in the staff report.

Speaking in favor of the request was the applicant, Scott Dunbar of 628 Greensboro Road in High Point. He mentioned several advantages of approving the proposal including placing a business in what is now a vacant and boarded up property, providing temporary construction jobs and permanent retail jobs, increase the city's tax base, possibly attracting more development in this area and providing a local place for numerous households to do their shopping. He also presented to the Commission several letters from neighboring property owners voicing their approval of the Family Dollar store use. Mr. Dunbar stated that he strongly disagreed that developing one acre would have a negative impact on the surrounding area and a pedestrian crossing could be installed to mitigate the effects of their mid-block location.

No one spoke in opposition of either case and after the public hearing was closed the Commission members had a lengthy discussion on the merits of land use plan amendment and zoning request.

The Planning & Zoning Commission recommended ***approval*** of Land Use Plan Amendment Case 10-02 by a vote of 7-0.

The Planning & Zoning Commission recommended approval of Zoning Case 10-05 and Conditional Use Permit 10-05, by a vote of 7-0. The Commission adopted the following statement of consistency. The Land Use Plan adopted by the City Council is based on staff's expertise, research and perception of how particular areas of the city should be developed.

However, sometimes, as with this case, the actual uses of an area do not fully conform to the development pattern as intended upon the Land Use Map. While the Commission members respects the City's adopted Land Use Plan, under this circumstance when you look at the actual uses of the area, that developing the property in the manner proposed by the applicant under this application, makes sense and is reasonable.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

COMBINED STAFF REPORT
LAND USE PLAN AMENDMENT CASE 10-02
AND
ZONING CASE 10-05

June 21, 20210
(Revised)

Requests	
Applicant: Scott W. Dunbar (Dunbar & Smith, Inc.)	**Owner(s):** Nan S. Jon and Kyong S. Park
LUPA Proposal: To change the land use designation upon a 1.05 acre parcel.	**From:** Light Industrial Land Use Classification **To:** Local/Convenience Commercial Land Use Classification.
Zoning Proposal: To rezone a 1.05 acre parcel.	**From:** **LI** Light Industrial District. **To:** **CU-LB** Conditional Use Limited Business District.

Site Information		
Location:	Lying at the northeast corner of Brentwood Street and Wade Place *(417 Brentwood Street).*	
Tax Parcel Numbers:	**LUPA Request**	**Zoning Request**
	0184128	Same
Site Acreage:	**LUPA Request**	**Zoning Request**
	Approximately 1.05 acres.	Same
Current Land Use:	**LUPA Request**	**Zoning Request**
	Two vacant buildings.	Same
Physical Characteristics:	The site has a relatively flat terrain.	
Water and Sewer Proximity:	An 8-inch City water line and 8-inch City sewer line is adjacent to the site along Brentwood Street and Wade Place.	
General Drainage and Watershed:	The site drains in a general southeastern direction and development is subject to the Randleman Lake General Watershed Area (GWA) requirements. Engineered stormwater measures are required for non-residential development with an impervious surface area that exceeds 6% or more of the site.	
Overlay District(s):	None	

Transportation Information			
Adjacent Streets:	**Name**	**Classification**	**Approx. Frontage**
	Brentwood Street Wade Place	Major Thoroughfare Local Street	260 ft. 130 ft.
Vehicular Access:	This development will have one access point each on Brentwood Street and Wade Place.		

Traffic Counts:	Brentwood Street	2,300 (2007, 12 hour intersection count)
	Intersection of E. Kivett Drive & Brentwood Street	9,922 (2007, 12 hour intersection count)
	Intersection of E. Green Drive & Brentwood Street	10,701 (2009, 12 hour intersection count)
Estimated Trip Generation:	Using the development data provided by the applicant, the development will generate approximately 550 total trips per day.	

Traffic Impact Analysis:	**Required**				**Comment**
		Yes		**No** X	This industrially zoned area abuts and is visible from the US 311-Bypass, and there are two interchanges with the bypass, at E. Kivett Drive and E. Green Drive, that serve this area. This segment of the US 311-Bypass was opened in October 2004, the upcoming opening of the US 311-Bypass extension southward to Interstate-85 (I-85) is proposed for late 2010.
Pedestrian Access:	This development will be required to meet the sidewalk requirements in the Development Ordinance.				

School District Comment
Not applicable to this zoning case.

Adjacent Property Zoning and Current Land Use			
North:	LI	Light Industrial District	One single family dwelling.
South:	LI	Light Industrial District	Convenience store and undeveloped parcel.
East:	LI	Light Industrial District	Undeveloped parcel.
West:	RS-7	Residential Single Family-7 District	Multifamily development consisting of single family, twinhome & multifamily structures

Adjacent Land Use Designations	
North:	Light Industrial
South:	Light Industrial
East:	Light Industrial
West:	Medium Density Residential

Relevant Land Use Policies and Related Zoning & LUPA History	
Community Growth Vision Statement:	Obj. #2E: Provide retail, service and dining opportunities within walkable distance to most residents.
Land Use Plan Goals, Objectives and Policies:	Goal #5: Promote an urban growth pattern that occurs in an orderly fashion and conserves the land resources of the city and its planning area. Obj. #9. Where feasible and appropriate, provide a transition in land uses between more and less intensive land uses;
Relevant Area Plan(s):	*US 311-Bypass Interchange Study (2002)* – The plan states that the area between the US 311-Bypass and Brentwood Street, and E. Kivett Drive and E. Green Drive interchanges could be a location for industrial redevelopment due to the potential benefit of visibility

	from the bypass. The plan also states a need for neighborhood services, such as a grocery store, a drug store, and restaurants that could be clustered along E. Kivett Drive. The plan also suggests that the E. Green Drive interchange area could support a clustering of neighborhood services in the vicinity of Brentwood Park.
Zoning History:	1. There is a 4.5 acre parcel to the northwest of the zoning site, upon the opposite side of Brentwood Street, at the intersection Brentwood Street and Gavin Drive which has a Local Convenience/Commercial Land Use Map designation and LB District zoning. The commercial land use and zoning does not reflect existing use upon this property. This site was developed with multi-tenant retail commercial use in the mid 1970's. In 1994 the site was purchased by a church and has been used as a church for the past 16 years. 2. Zoning Case 90-04 (approved) - A request to rezone a 0.61 acre parcel, approximately ½ mile south of current zoning request, from RM-8 District to CU-LO District at the southeast corner of E. Green Drive and Brentwood Street.
LUPA History:	This area has been designated light industrial since 1983.

Purpose of Existing and Proposed Land Use Designations	
Existing Designation:	**Light Industrial:** Light industrial uses include general manufacturing, wholesaling, warehousing, and research and development uses.
Proposed Designation:	**Local/Convenience Commercial:** This classification includes moderate-intensity convenience retail or service uses, generally serving small, local neighborhoods.

Details of Proposals

The applicant desires to develop a department/variety/general merchandise store upon this one-acre parcel. The property and surrounding area, from E. Kivett Drive southward to near E. Green Drive, has a Land Use Map designation of Light Industrial and is zoned Light Industrial (LI) District and Heavy Industrial (HI) District. The industrial land use and zoning designation for this area is intended for general manufacturing, wholesaling, warehousing, and research & development uses. The LI and HI Districts allow a wide variety of business/professional services and retail uses which are intended to serve the adjacent industrial employment base. Examples of service related uses permitted in the LI District are dry cleaners, automotive repair, restaurants & drive-thru restaurants, convenience stores with & without gas pumps and service stations. The zoning site's current industrial land use designation and LI District zoning is not intended for purely neighborhood retail uses such as a department/variety/general merchandise store use. Therefore, the applicant is requesting a rezoning from the LI District to a CU-LB District and a change in the site's land use map designation from Industrial to Local/Convenience Commercial, in conjunction with the rezoning application.

Along with the zoning application, the applicant has submitted a conditional use permit in which they have offered conditions limiting LB District uses. Except for department/variety/general merchandise store use, only those land uses allowed in the LB District that are also allowed in

the LI District shall be permitted. Thus, the only new use proposed would be department/variety/general merchandise store use, all other LB District uses would be those currently allowed in the LI District. Since proposed uses must be allowed in both LB and LI Districts, many of currently permitted LI District use would no longer be permitted. In conclusion, the applicant has also offered architectural design conditions requiring the façade of the building facing abutting streets to consist of brick or decorative split face masonry materials.

Identified Issues

Major Issues:

❖ Request is in conflict with the adopted land use policy for area.

- The Land Use Plan has designated approximately 50 acres along the east side of Brentwood Street, between E. Kivett Drive and near E. Green Drive, for industrial uses since 1983. The Land Use Plan was reevaluated in 2000 with no changes in this areas industrial designation. In addition, a US 311-Bypass Interchange Study was presented to City Council in 2002 which also recommended this area for industrial redevelopment. There has been no other policy direction from City Council to change this area from industrial to commercial.
- The Land Use Plan and other land use related decisions from Council guide staff in formulating land use philosophy for the City of High Point. Staff uses these decisions from Council in formulating its recommendation for zoning and land use plan amendment requests. There have not been any land use plan decisions, adopted area/study plans or zoning decisions by Council to support the requested change of land use policy for this area.

❖ Appropriateness of establishing commercial activity as the primary land use at this location.

- Department/variety/general merchandise store use or other purely retail commercial land uses are more appropriately placed in established commercial corridors or within mid-size commercial nodes and not in a piece-meal fashion upon small parcels. The low traffic counts on this segment of Brentwood Street suggest that this is not a major traffic or destination corridor. Traffic counts are significantly higher at the intersection of E. Green Drive and E. Kivett Drive where the US 311-Bypass Interchange Study supports a clustering of commercial uses.
- The request to treat this one specific small parcel differently with the requested Local/Convenience Commercial Land Use designation and LB District zoning is not in conformance with the overall land use policy adopted by City for this segment of the eastern side of Brentwood Street. If Council desires to change the Land Use Map and zoning upon the east side of this segment of Brentwood Street to establish a commercial node, a larger area should be considered, which provides a long range policy direction as to how that area should develop.

Minor Issues:

❖ None

Zoning Request – Findings

Section 9-3-13 of the Development Ordinance requires that certain findings be made before a zoning map amendment and Conditional Use Permit may be approved. Based on the applicant's

submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments relative to these required findings.

That the development of the property in accordance with the proposed conditions will not materially endanger the public health or safety; staff finds	
Compliance	❖ The applicant has offered to limit the site to one access point to Brentwood Street and one access point to Wade Place. The driveway access point to Brentwood Street will align with Drew Avenue to eliminate turn movement conflicts. ❖ There are three service related uses in this area that are currently established and permitted in the LI District along this side of Brentwood Street (two convenience stores without gas pumps and a barber shop). These uses are very small and cater to both industrial and residential users in this area. However, their location encourages residents to walk across this 4-lane major thoroughfare roadway mid-block at non-signalized locations. Permitting additional retail uses that cater to these residential neighborhoods would further encourage the mid-block crossing of this major thoroughfare.

That the development of the property in accordance with the proposed conditions will not substantially injure the value of the adjoining or abutting property; or that the development is a public necessity; staff finds	
Compliance	❖ Staff has not discovered any evidence that the requested CU-LB District use, as restricted by the applicant, would substantially injure the value of adjacent property owners.

That the location and character of the development, in accordance with the proposed conditions, will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the City of High Point and its environs; staff finds	
Non-Compliance	❖ The Land Use Plan designates the site and the larger surrounding area along the east side of Brentwood Street for Light Industrial uses. The request to treat this small single parcel differently with the requested Local/Convenience Commercial Land Use designation and LB District zoning is not in conformance with the overall land use pattern envisioned along this portion of the eastern side of Brentwood Street. Although there is 4.5 acre tract of LB District zoning upon the opposite side of Brentwood Street, to the northwest of the applicant's request; that parcel is not being used as a commercial use and has been used as a church since 1994. ❖ The applicant has submitted a corresponding request for a Land Use Map Amendment (LUPA) to change to the land use map designation for this one parcel to a Local/Convenience Commercial designation. Unless the LUPA is approved, the request LB District zoning will not be in compliance with the Land Use Plan for this area.

Recommendations

Land Use Plan Amendment Request (LUPA 10-02):

The request to amend the Land Use Plan to Local/Convenience Commercial for this site is not supported by the City's land use policies. The area is currently designated as Light Industrial and due to its proximity and access to the US 311-Bypass, which will soon be extended southward to I-85, this area should remain designed as Light Industrial to allow for future expansion of industrial uses in this area. The insertion of a small commercial parcel in this mid-block area is not supported by current land use policy. If a policy change is made it should be made for a larger area that would ideally be placed at the intersection of Kivett or Green Drives. Staff recommends denial of this Land Use Plan Amendment request.

Zoning Request (Z10-05):

Staff recommends denial of the request to change the zoning of this 1.05 acre parcel from the LI District to a CU-LB District. The site is part of a larger 50 acre area intended for industrial uses. The insertion of a relatively small lot with an entirely different zoning classification and development purpose is 1) not consistent with the land use pattern of the area and 2) not consistent with the adopted Land Use Map.

Zoning Request - Required Action

Planning and Zoning Commission:

Upon making its recommendation, the Planning and Zoning Commission must place in the official record a statement of consistency with the City's Land Use Plan, and any other officially adopted plan that may be applicable. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Commission, or, if the Commission is in disagreement with staff's findings, by adoption of its own statement.

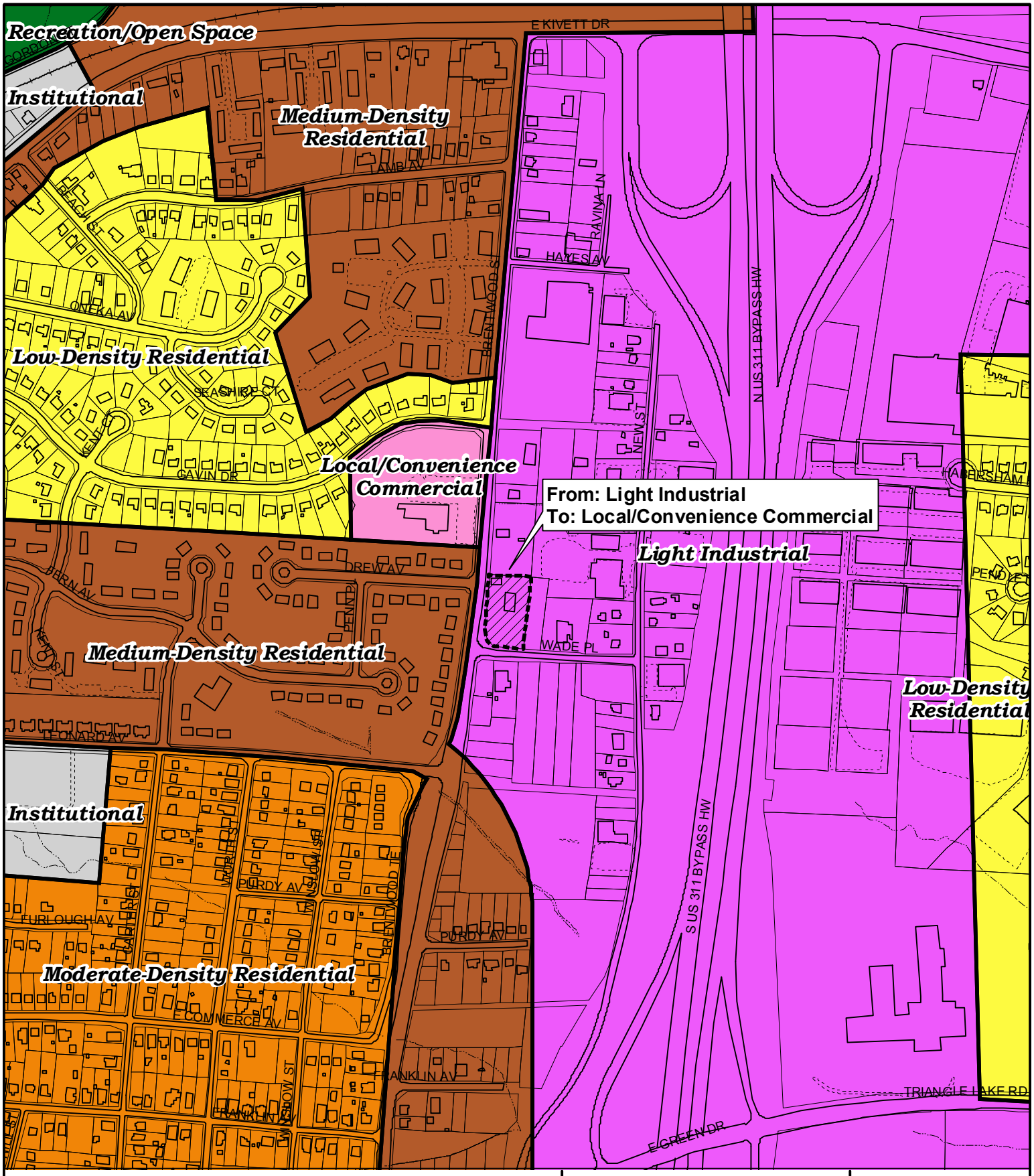
City Council:

Upon rendering its decision in this case, the High Point City Council also must place in the official record a statement of consistency with the City's Land Use Plan. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Council, or, if the Council is in disagreement with staff's findings, by adoption of its own statement.

In addition, the City Council must, prior to adopting or rejecting any zoning amendment, explain why it considers the action taken to be reasonable and in the public interest. In this case, staff suggests that the denial of the applicant's request is reasonable and in the public interest because: 1) the request LB District is not consistent with the Light Industrial Land Use Map designation for this area; 2) The request to rezone this small parcel differently from this larger overall stabled industrial zoned area is not in harmony with the land use plan; and 3) A change of this one-acre parcel from LI District to a commercial district to serve the adjacent residential area upon the other side of this major thoroughfare does not fit into the clearly defined industrial designated area noted on the Land Use Map for the east side of Brentwood Street. The City Council may adopt this statement, it may add to or change this statement, or, if the Council is in disagreement with the above statement it will need to formulate its own reasonableness / public interest statement.

Report Preparation

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



LAND USE PLAN AMENDMENT 10-02

Request: From: Light Industrial
To: Local Convenience Commercial

Existing Land Use Plan
Subject Property Boundary

Planning & Development Department

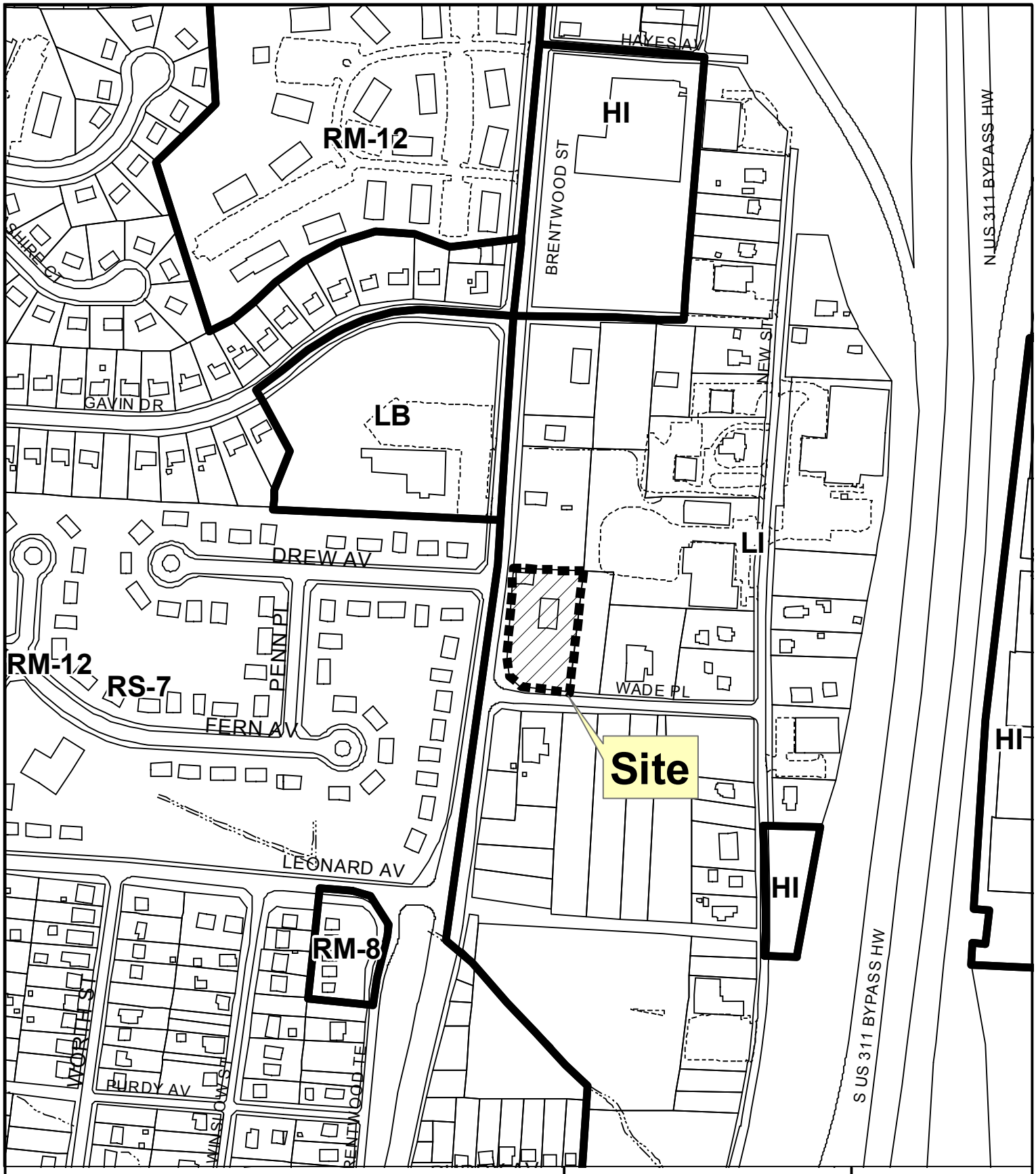
City of High Point

Date: May 14, 2010

N

Scale: 1'=500'

y:/ba-pz/2010/pz/lupa10-02.mxd



REZONING CASE 10-05

From: Light Industrial
To: Conditional Use Limited Business

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

Planning & Development Department

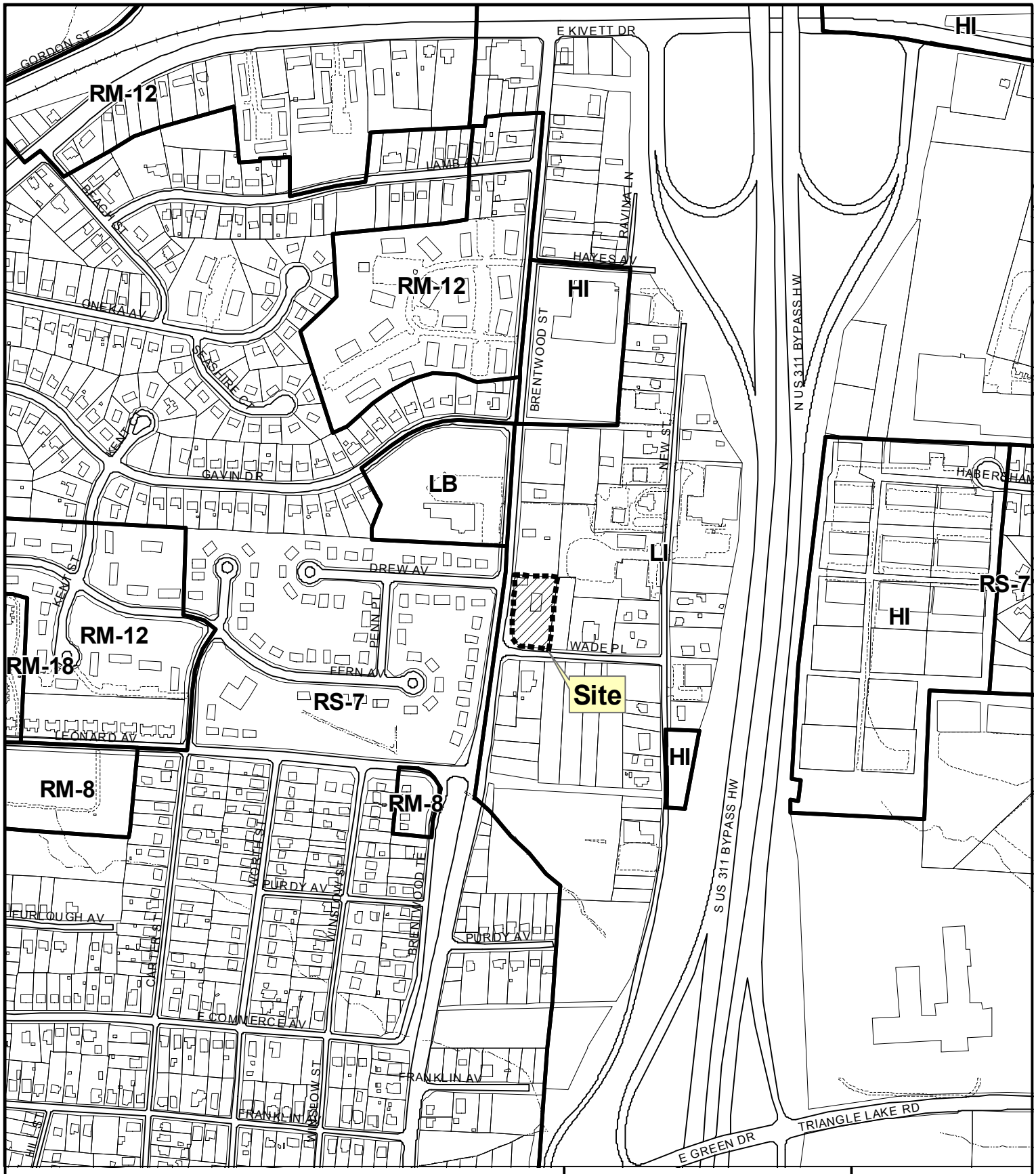
City of High Point

Date: May 10, 2010

N

Scale: 1'=300'

y:/ba-pz/2010/pz/z10-05notice.mxd



REZONING CASE 10-05

From: Light Industrial
To: Conditional Use Limited Business

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

Planning & Development Department

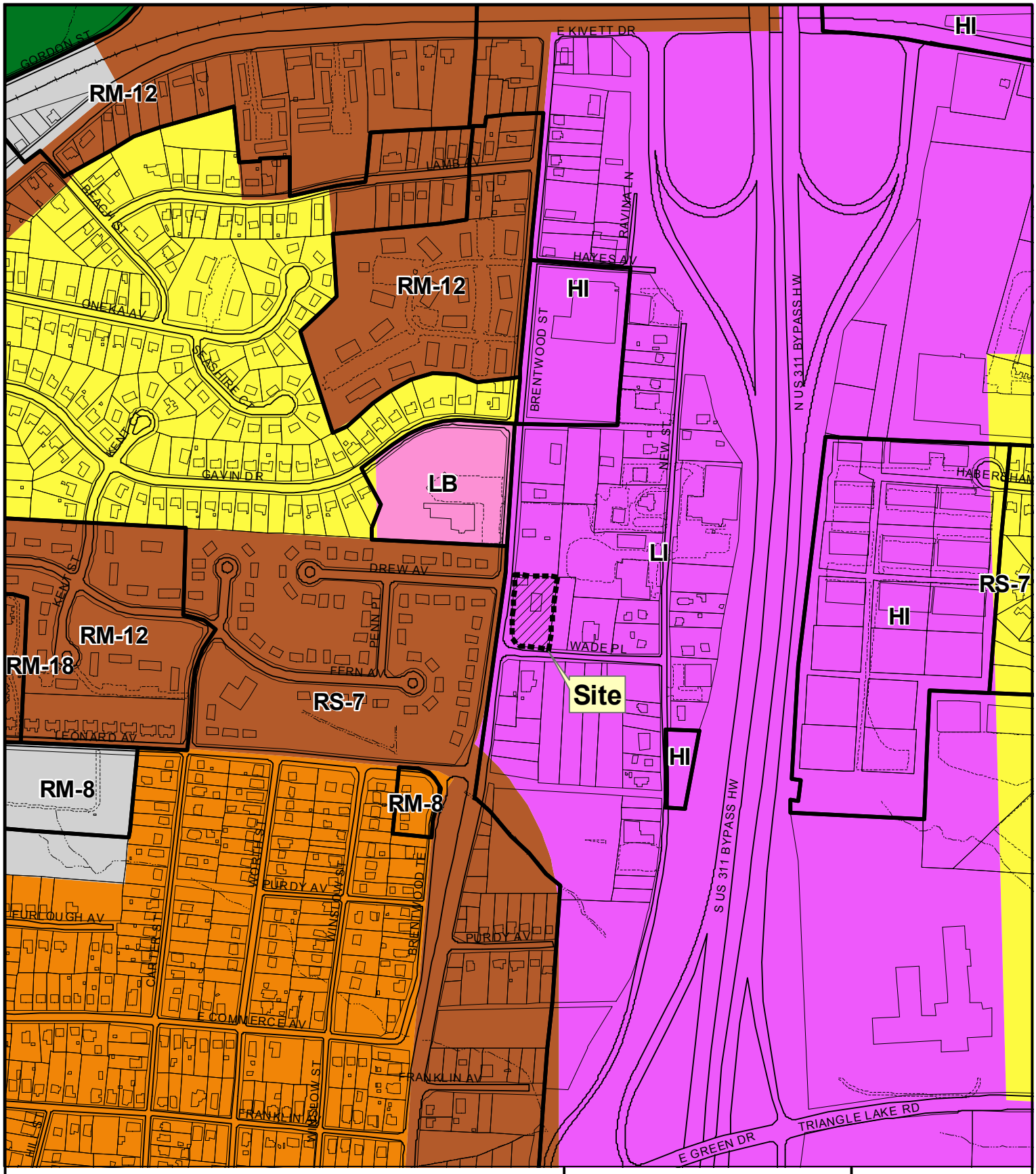
City of High Point

Date: May 14, 2010

N

Scale: 1'=500'

y:/ba-pz/2010/pz/z10-05.mxd



REZONING CASE 10-05

Land Use Plan

- Low-Density Residential
- Moderate-Density Residential
- Medium-Density Residential
- Local/Convenience Commercial
- Institutional
- Recreation/Open Space
- Light Industrial

Planning & Development Department

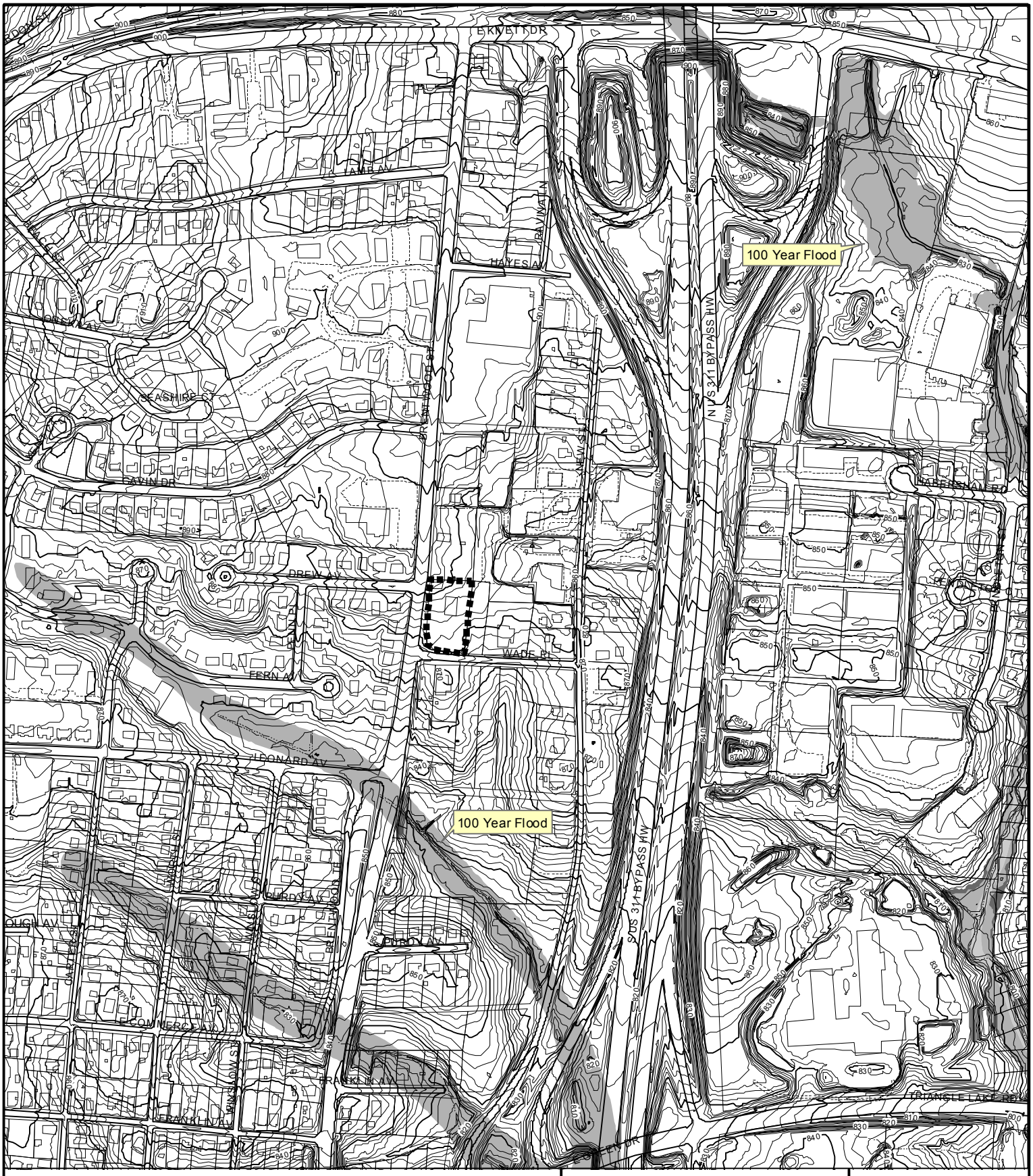
City of High Point

Date: May 14, 2010

N

Scale: 1'=500'

y:/ba-pz/2010/pz/z10-05clu.mxd



REZONING CASE 10-05

Topography

Subject Property Boundary - - - - - - - - - -

Planning & Development Department

City of High Point

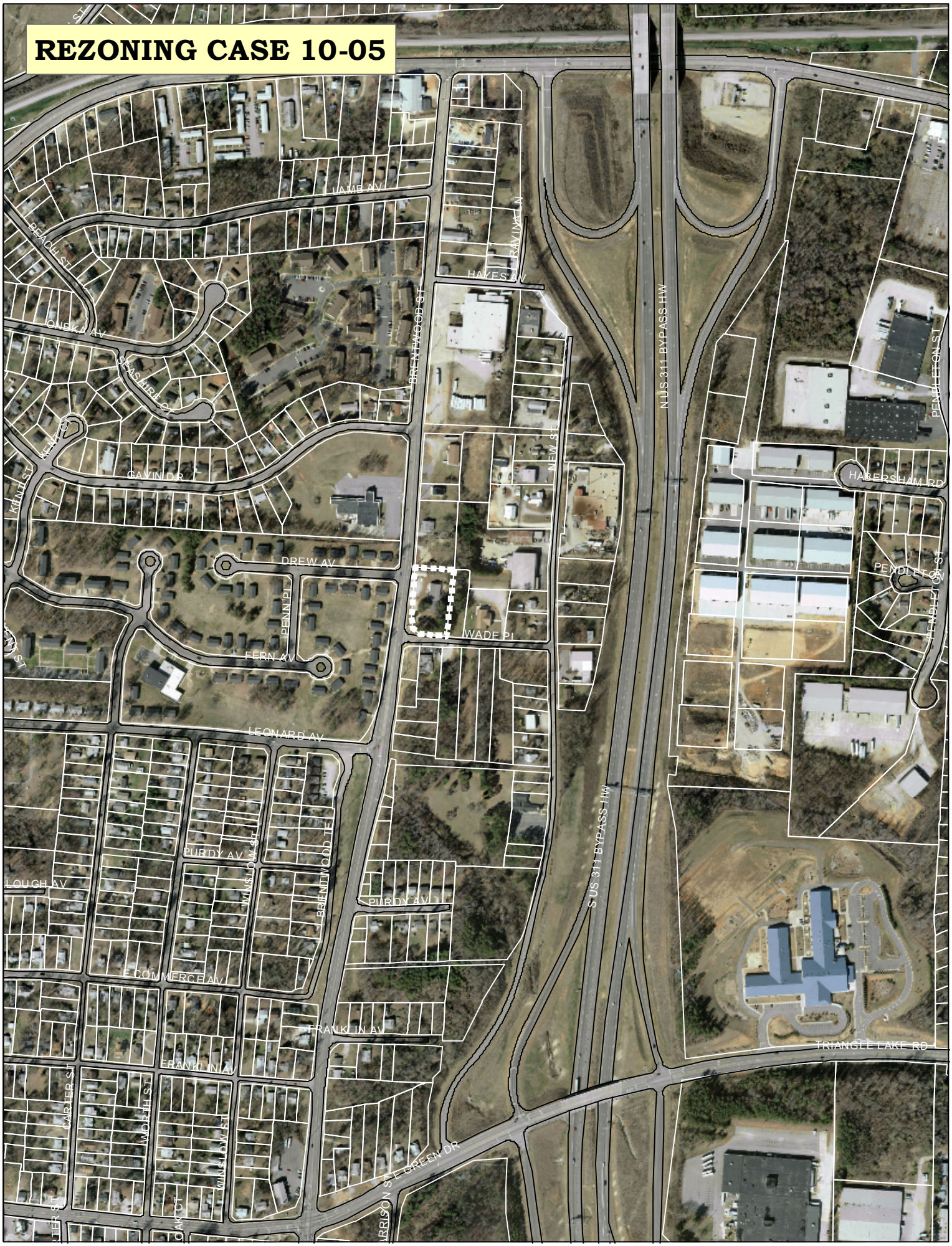
Date: May 14, 2010

N

Scale: 1'=500'

y:/ba-pz/2010/pz/z10-05topo.mxd

REZONING CASE 10-05



APPLICATION FOR A CONDITIONAL USE PERMIT

CITY OF HIGH POINT, NORTH CAROLINA
Conditional Use Limited Business (CU-LB) District

May 5, 2010
(Submitted)

TO THE CITY COUNCIL OF THE CITY OF HIGH POINT:

The undersigned hereby respectfully request that the High Point City Council, pursuant to Title 9, Chapter 3 of the City Code, grant a Conditional Use Permit for the following use(s), subject to the following conditions:

I. USES:

A. Except for Department, Variety or General Merchandise Stores (SIC 5300), only those land uses allowed in the Limited Business (LB) District that are also allowed in the Light Industrial (LI) District shall be permitted.

B. Development shall be permitted subject to the development and dimensional requirements of the Limited Business (LB) District of the Development Ordinance and subject to the specific conditions of this Permit.

II. CONDITIONS:

A. Architectural Design Standards: Building façades facing Brentwood Street and Wade Place shall consist of brick or decorative split face masonry materials. The masonry facades shall consist of darker earth tone colors

B. Transportation

1. Right-of-Way: Only one (1) point of access shall be allowed to Brentwood Street and to Wade Place. The access point on Brentwood Street must be opposite to Drew Avenue.

2. The Director of Transportation shall approve all construction and improvements.

DESCRIPTION OF PROPERTY: An approximately 1.05 acre parcel lying at the northeast corner of Brentwood Street and Wade Place *(417 Brentwood Street).* The property is also known as Guilford County Tax Parcel 0184128 (old number 167-1-25).

An application has been duly filed requesting that the property involved in this application be rezoned from the Light Industrial (LI) District to a Conditional Use Limited Business (CU-LB) District. It is understood and acknowledged that if the property is rezoned as requested and the Conditional Use Permit authorized, the property described in this request will be perpetually

bound by the use(s) authorized and the conditions imposed, unless subsequently changed or amended as provided for a Title 9, Chapter 3, of the City Code.

The City Council may add additional conditions to make the necessary findings of fact required for approval of a Conditional Use Permit.

It is further understood and acknowledged that plans for any development to be made pursuant to any such Conditional Use Permit so authorized shall be submitted to the Technical Review Committee and/or other such approval authorities for review in the same manner as other such plans now required to be approved by the City of High Point.

Transportation

March 23, 2010

To: Lee Burnette, Director of Planning and Development

From: Mark McDonald, P.E., Transportation Director

Subject: **CU Permit #10-05,** Dunbar & Smith, Inc. Property located northeast corner of the intersection of Brentwood Street and Wade Place.

My staff and I have reviewed the rezoning request and have the following comments**:**

A traffic impact analysis was not required for this development. To require a traffic study the proposed development must be expected to produce at least one hundred and fifty (150) trips in the AM or PM peak hour. In order to mitigate the development's impact on the surrounding roadway network the following improvements will be required on Brentwood Street:

Access:
One (1) point of access shall be allowed to Brentwood Street and to Wade Place. The access point on Brentwood Street must be opposite to Drew Avenue.

The City of High Point Transportation Director shall approve all construction and improvements.

If you have any questions or would like to further discuss this case, please advise.

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA
Office: 336.883.3225 Fax: 336.883.8568 TDD: 336.883.8517

Citizens Information Meeting Report
Zoning Case 10-05

Submitted by: Scott Dunbar on behalf of
Nan S. Jon & Kyong S. Park

Dunbar & Smith, Inc.
628 Greensboro Road
High Point, NC
Telephone (336) 841-3497
Fax (336) 841-8852

Meeting Agenda for 417 Brentwood Street rezoning request

- Discuss proposed project

  Dunbar & Smith, Inc is representing Nan John (property owner). We are filling an application with the City of High Point for a rezoning and a minor land use plan amendment. We are requesting a change from Light Industrial to Limited business. The property is approximately 1.05 acres and on the corner of Brentwood Street and Wade Place.

- Show City Land use plan

- Rezone from Light Industrial to Limited business

- Proposed Building

  Family Dollar Store approximately 8,200 square feet.
  Show Building elevations
  Show Site plan

- Summary

  Benefit for entire neighborhood
  Jobs, vacant building, place to shop for household needs

- Questions

NEIGHBORHOOD MEETING MINUTES

FOR
417 BRENTWOOD STREET PROJECT

April 26, 2010

Neighborhood Meeting held at 6:00 p.m., 628 Greensboro Road, High Point, North Carolina.

Those present were: H. Windley Dunbar, President of Dunbar & Smith, Inc.; Scott Dunbar, Vice President of Dunbar & Smith, Inc.; Martin A. Senell, Architect; Dave Picha, Classic Dyestuffs; Jack Threatt; Nan Jon; Roy Tobias; Von Gore, High Point Housing Authority.

Scott Dunbar — Stated that rezoning was required. A letter was sent to all property owners within 300 yards. Rezoning proposal is from LI to L.Bus. on Wade and Brentwood Streets.

Building size is 8,200 sq. ft., Site Plan. Project should be beneficial for Neighborhood.

The proposed Building Plan and Site Plan were shown and reviewed.

Martin A. Senell — Said that all requirements will be met. (i.e. setback, landscaping – Buffer Zone, Parking 1 space/250 sq. ft. for total of 30 spaces, Dumpster, off street loading space [1], paved parking)

Questions:

Dave Picha (Property Owner):
- Does it go to New Street?
  - Response was no and Martin Senell said Entrance is from Brentwood Street and Wade Street

Von Gore (High Point Housing Authority):
- Is alcohol sold in proposed building?
  - Response was no
- What is on the property presently?
  - Barber Shop
  - Vacant Building

Jack Threatt (Property Owner):
- Said he was in favor the rezoning

Dave Picha:
- Said he approved the rezoning

Von Gore:
- Says a cross walk and light would be good for crossing Brentwood, otherwise they have no problem with rezoning.

Meeting ended at approximately 6:30 p.m.

PROPOSED SITE PLAN

SCALE: 1" = 30'-0"

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

PROJECT: 417 Brentwood **MEETING DATE:** 4-26-2010 @ 6:00

PLEASE PRINT LEGIBLY!

NAME	MAILING ADDRESS & E-MAIL ADDRESS	CITY, STATE	ZIP CODE	PHONE #
JACK THREATT	GSOJACK@Aol.Com	GSO	27407	402-2899
Dave Picha	david.picha@classicdye.com	HP	27261	841-2345
[illegible]	msenell@triad.rr.com	J'tn. NC	27282	887-7200
[illegible]	P.O BOX 2246 JAMESTOWN	JAMESTOWN	27282	991-0451
Reg Tobias	~~[illegible]~~ RETOBIAS4@hotmail.com	HP	27265	848-9114
H Willy Dunbar	w dunbar@northstate.net	HP	27261	841-3497
VON GORE	High Point Housing Authority 500 E. Russell Avenue	HP	27260	878-2313
Scott Dunbar				

April 21, 2010

A & E Properties
P.O. Box 1455
High Point, NC 27261

RE: NEIGHBORHOOD REVIEW MEETING
PROPOSED DEVELOPMENT

Dear A & E Properties:

Dunbar & Smith, Inc. is representing the owner of the property located at 417 Brentwood Street in the LI District, more specifically shown by the attached map. We are considering a proposal to construct an 8,200 sq. ft. building for the Family Dollar Stores. Prior to applying to the City of High Point Planning and Development Department we would like to take the opportunity to discuss the proposal in more detail with you.

The purpose of this meeting is to provide a forum for the applicant and surrounding property owners/residents to review the proposal and to identify issues so that such issues may be considered before the formal application is turned in to the City. This meeting gives you the opportunity to share with us any special information you know about the property involved. We will attempt to answer questions which may be relevant to meeting development standards consistent with the City of High Point Development Ordinance.

Pursuant to the City of High Point Development Ordinance requirements for rezoning, you are invited to attend a meeting on:

April 26, 2010 at 6:00 p.m.
628 Greensboro Road
High Point, NC 27262

Please note this meeting will be an informational meeting on preliminary development plans. These plans may be altered prior to submittal of the application to the City. Depending upon the type of land use action required, you may receive official notice from the City of High Point for you to either participate with written comments and/or an opportunity to attend a public hearing.

We look forward to more specifically discussing the proposal with you. Please feel free to call us at 336-841-3497 or fax us at 336-841-8852 if you have questions.

Sincerely,

Scott Dunbar

Scott Dunbar, Vice President
Dunbar & Smith, Inc.

Attachments
- City of High Point Land Use Map

A & E PROPERTIES
PO BOX 1455
HIGH POINT NC 27261

BARLEY HURLEY A & CORA W
1701 BRISTOL PL
HIGH POINT NC 27262

CLASSIC DYESTUFFS INC
PO BOX 2368
HIGH POINT NC 27261

CRAFT TWANNA
324 NEW ST
HIGH POINT NC 27260

DANTZLER WILLIAM A & DONNA S
1714 GENTRY CT
HIGH POINT NC 27265

DICKERSON, RICHARD E & CAROL M
8836 W MARKET ST
COLFAX NC 27235

FURNITURE CITY BPOE LODGE 282
1326 CEDROW DR
HIGH POINT NC 27260

HOUSING AUTHORITY OF H P
500 E RUSSELL AVE
HIGH POINT NC 27260

JEMM LLC
330 S GREENE ST STE 300
GREENSBORO NC 27401

JON, NAN S ; PARK, KYONG S
PO BOX 2246
JAMESTOWN NC 27282

KELUBIA, SMART
4131 BIRCHGARDEN DR
HIGH POINT NC 27265

LONG LUCY F
4604 EDEN ROCK RD
GREENSBORO NC 27406

MITCHELL VIOLET
112 JEFFERSON ST NW
WASHINGTON DC 20011

PARK KYONG SOON & JONG KOO
112 THORA DR
JAMESTOWN NC 27282

PARK, JONG K ; PARK, KYONG S
112 THORA DR
JAMESTOWN NC 27282

WALLACE OTIS
714 W WILLIS AVE
HIGH POINT NC 27260

WILLIAMSON JOAN
409 BRENTWOOD ST
HIGH POINT NC 27260

WORD OF RECONCILIATION MINISTRIES INC
2103 WICKHAM AVE
HIGH POINT NC 27265

ZIEMA CORPORATION
3408 CENTRAL AVE
HIGH POINT NC 27260

APPOINTMENTS TO BOARDS & COMMISSIONS

CITIZENS ADVISORY COUNCIL

Mayor Smothers is recommending reappointment of Jerry Mingo to the Citizens Advisory Council as the Mayor's At-Large appointment. Appointment to be effective immediately and will expire May 31, 2012.

Mayor Pro Tem Whitley is recommending the appointment of Stephanie Coggins to the Citizens Advisory Council as the Ward 5 representative. Appointment effective immediately and will expire May 31, 2012.

HISTORIC PRERVATION COMMISSION

Council Member Sims is recommending the appointment of Dr. Mary Burdell Knight (Ward 1) to the Historic Preservation Commission to fill the unexpired term of Holly Barker who has resigned. Appointment to be effective immediately and will expire July 1, 2012.

PLANNING & ZONING COMMISSION

Council Member Pugh has submitted the name of Cynthia Davis (Ward 3) for appointment to the Planning & Zoning Commission. Appointment to be effective immediately and will expire July 1, 2012.

THEATRE ADVISORY BOARD

Council Member Sims has submitted the name of Barbara Taylor for consideration of appointment to the Theatre Advisory Board. Appointment to be effective immediately and will expire June 1, 2012.

Mayor Pro Tem Whitley has submitted the name of Stephanie Coggins for consideration of appointment to the Theatre Advisory Board. Appointment to be effective immediately and will expire June 1, 2013.

PARKS & RECREATION COMMISSION

There is a vacancy on the Parks & Recreation Commission (Ward 3) due to the resignation of Philip Ginsberg.

RECEIVED
MAY 24 2010
Ward 5

HIGH POINT
NORTH CAROLINA'S FURNITURE CITY

Application for Appointment To Boards and Commissions

Please TYPE or PRINT the information requested on this application. You may attach additional pages and / or your resume if you wish. All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.

Name Stephanie Motsinger Coggins

Street Address 1512 Birkdale Court

City, State, Zip High Point, NC 27265

Employer Formerly Pharmaceutical Sales Representative

Business Address

Phone: home 259-1861 work _____ fax 887-1431

Email Stephcoggins@gmail.com

Do you live inside the corporate limits of High Point? YES If not, do you live within High Point's extraterritorial zoning jurisdiction? _____

Please list (*in order of preference*) the boards and commissions on which you would be willing to serve.

1. Historic Preservation Commission
2. Parks and Recreation Commission
3. High Point Public Library Board of Trustees
4. Theatre Advisory & Citizens Advisory Council

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application. Please feel free to attach a resume or biographical information.

Have you participated in the City Government 101 Course? _____ Year _____

Have you participated in Leadership High Point? _____ Year _____

RETURN TO:

City Clerk, City of High Point, P. O. Box 230, High Point, NC 27261 • 211 S. Hamilton Street
Phone: 336-883-3536 • Fax: 336-883-3852

Applications will be retained and active for a two-year period

Stephanie Coggins
1512 Birkdale Court
High Point, NC 27265
(336) 259-1861
stephcoggins@gmail.com

EXPERIENCE:

2008-Current

UCB Pharmaceutical Company-Winston-Salem, NC
Professional Sales Representative II

Specialty Sales Representative targeting Ear Nose & Throat, Allergists, Dermatologists and Pediatricians with allergy and asthma products in the greater Winston-Salem area. Also, experience selling in the CNS market with an epilepsy product and Neurology market with an anti-depressant. I have been recognized each month for my growth in market share since hire date. Finished last year over 100% to goal.

2005- 2008

KV Pharmaceutical Company –Winston-Salem, NC
Specialty Sales Representative

Specialty Sales Representative for Women's Healthcare Division of the Ther-Rx Corporation. Territory included a large part of NC and VA. Proven track record and continually grew market share to meet/exceeded quotas.
Received recognition and was awarded for being above 100% to goal for all products promoted simultaneously. Awarded quarterly for being "Ahead of the Curve" –growing market share faster than the national average.

2004-2005

Uni-Worth Glass Company, Inc.-Greensboro, NC
Outside Sales Representative

Outside sales representative for Western and Central North Carolina. Called on insurance agencies in a performance based- commission based environment. Rebuilt territory and doubled sales percentages while maintaining existing accounts with already established customer base.

2002-2004

Universal Furniture International, Inc. –High Point, NC
Outside Sales Support/ National Account Manager

Support for outside sales representatives for 11 national buying accounts. Communicated daily with Far East manufacturers to ensure accuracy of contractual deadlines. Prepared weekly reports presented to each national account reflecting total sales and forecasted budget. Twice yearly, buyers from each national account would attend High Point's International Home Furnishings Market. Job duties included processing sales agreements for each buyer during these markets -upwards of $8 million

1998-2002

Conference Planners, LLC- San Francisco, CA
Project Manager/ Sales and Marketing

Planned events and conferences for a leading event management company. Clients consisted predominately of global high-tech software companies. Core competencies included managing large customer facing events in areas of logistics, technology and registration. Assisted in the design of web-based registration web-sites for each event. Provided to the client weekly status reports that captured critical event data. Managed multiple events simultaneously while interacting with technical services and IT Project Managers to ensure database, registration web-site, and web reporting sites were operable at all times. This position required worldwide travel two and a half weeks of every month that provided me with the opportunity to familiarize myself with other cultures and their business practices.

1997-1998

Boyles Distinctive Furniture-High Point, NC
Sales/Design

Responsible for meeting monthly sales quota/budgets, completed 12 week 'Integrity Sales' training program, and maintained knowledgeable information of current and upcoming lines, which allowed accurate assistance with buyers.

EDUCATION:

1993-1997

East Carolina University-Greenville, NC
Bachelor of Science, Political Science

REFERENCES:

Available upon request

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

RECEIVED
JUN 15 2010
Ward 1

Application for Appointment To Boards and Commissions

Please TYPE *or* PRINT *the information requested on this application.* ***You may attach additional pages and / or your resume if you wish.*** *All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.*

Name Mary Burdell Knight

Street Address 1206 Crawford Ave

City, State, Zip High Point, NC 27260

Employer Retired

Business Address N/A

Phone: home 336 885-8216 work _____ fax —

Email None

Do you live inside the corporate limits of High Point? yes If not, do you live within High Point's extraterritorial zoning jurisdiction? _____

Please list (*in order of preference*) the boards and commissions on which you would be willing to serve.

1. Historic Preservation Commission
2. Library Board of Trustees
3. _____

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application. Please feel free to attach a resume or biographical information.

See attached sheet for #1 above

#2 PhD. in Library Science and Information Services
Worked in public, private and school libraries
Taught graduate courses in Lib Science Masters' Program

Have you participated in the City Government 101 Course? yes Year 2010

Have you participated in Leadership High Point? No Year _____

---------- RETURN TO: ----------

City Clerk, City of High Point, P. O. Box 230, High Point, NC 27261 • 211 S. Hamilton Street
Phone: 336-883-3536 • Fax: 336-822-7067

Applications will be retained and active for a two-year period

Mary Burdell Knight - Bio
Attachment to Application for Appointment to
Boards and Commissions
Historic Preservation Commission

My former home was located within a designated historic district. The brownstone in which I lived was built in 1875 and was refurbished in 1983-84 - maintaing most of its original structure. All changes met the guidelines of the NY Historic Preservation Society.

The area in which I now reside is one of the oldest in the city of High Point and it was featured in the High Point Enterprise, January 11, 2001, in an article written by Benjamin Briggs, a High Point preservationist. It is my desire to see this area restored, along with Washington St, to some of its original beauty while maintaining its historical significance.

I've had a long time interest in architecture and that led me to take two courses in that field.

The history of High Point has always fascinated me.. The catalysts for that interest was (1) the fact that my aunt was featured in one of the books written about High Point. (2) I've worked extensively, volunteering, within my community and needed to know its history. (3) I served on the committee to get my church designated as a historic landmark. (4) I volunteered at the High Point Museum for (2) two years and saw/read many artifacts pertaining to High Point. (5) I am on the Board of Commissioners of the High Point Housing Authority.

per MP put on 6/21 agenda (P+Z)

RECEIVED
JUN 10 2010
Ward 3

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY

Application for Appointment To Boards and Commissions

Please TYPE *or* PRINT *the information requested on this application.* ***You may attach additional pages and / or your resume if you wish.*** *All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.*

Name Cynthia L. Davis

Street Address 413 Evergreen Ave.

City, State, Zip High Point, NC 27262

Employer N/A

Business Address N/A

Phone: home N/A work N/A fax N/A Cell: (336) 906-7477

Email Cynthiaydavis@yahoo.com

Do you live inside the corporate limits of High Point? Yes If not, do you live within High Point's extraterritorial zoning jurisdiction? _____

Please list (*in order of preference*) the boards and commissions on which you would be willing to serve.

1. Planning & Zoning Commission (1ST)
2. Parks & Recreation Commission (2ND)
3. _____

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application. Please feel free to attach a resume or biographical information.

Please see my attached detailed Resume for your convance.

Have you participated in the City Government 101 Course? No Year I am willing to.
Have you participated in Leadership High Point? NO Year I am willing to

---------- RETURN TO: ----------

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Phone: 336-883-3536 • Fax: 336-822-7067

Applications will be retained and active for a two-year period

Cynthia Y. Davis
413 Evergreen Avenue
High Point, NC 27262
(336) 906-7477
cynthiaydavis@yahoo.com

****

Dear Future Employer:

If you are interested in someone who has high ethical values, a willingness to travel, excellent organizational skills, and an eye for details look no further! I have a wide variety of skills to offer, but most importantly, I am willing to obtain new skills and knowledge to meet your immediate needs.

I have enclosed an overview or an extended copy of my resume, so that you may see my willingness to continue to be engaged in the world around me through continuing education and volunteer work. I am sure you will quickly see that I am interested in making a difference in the lives around me on a daily bases. You will, also, notice that I am a hands on individual, who does not let life just happen, but I meet it head on.

If you are willing to invest in me as your employee, I am determined to do whatever it takes to become part of your team. I am confident that I have the determination and perseverance it will take to get the job done! By choosing me as your employee and taking advantage of my ability to learn quickly, you and your company will not be disappointed!

Thank you for your time and consideration. I look forward to becoming an irreplaceable part of your team.

Sincerely yours,

Cynthia Y. Davis

Cynthia Y. Davis
Dedicated Future Employee

Enclosures

Cynthia Y. Davis
413 Evergreen Avenue
High Point, NC 27262
(336) 906-7477
cynthiaydavis@yahoo.com

****

OBJECTIVE

My objective is to re-enter the work force, obtain a challenging position with a growing company that is seeking an employee with ***high ethical values,*** views family as an ***irreplaceable*** part of life, and is willing to give ***100%*** to your business and those I serve. I am willing to travel, obtain knowledge, obtain hands on training, and grow within a company of high ethical values.

EDUCATION & TRAINING

September 2008
Winston-Salem State University: Center for Community Safety — Winston-Salem, NC
Division of Lifelong Learning
Project Safe Neighborhoods: America's Network Against Gun Violence
Statewide Training Conference

- Successful Reentry Programs
- PSN 101
- Impacting Public Safety
- US Probation & DOWD
- NC Child Response Initiative

(09/24 – 26/2008) CEU Awarded 0.8

July 2008
FAAST: Faith Alliance Against Slavery and Trafficking
Hands That Heal an International Curriculum to Train Caregivers of Trafficking Survivors

- Train the Trainers

June 2008
CCTI: Crisis Care Training International
Offering Healing and Hope for Children in Crisis:

- A Crisis Care Curriculum

April 2008
Duke University Health System Education Services Department
A Service of Duke University Health System
Domestic Violence & Sexual Assault:

- Providing Competent Medical & Spiritual Care

(04/12/2008) CEU Awarded 0.7

November 2007

Winston-Salem State University: Center for Community Safety — Winston-Salem, NC

Project Safe Neighborhoods: America's Network Against Gun Violence

- Building Partnerships and Sustaining Impact

(11/08/2007)

October 2007

GTCC: Guilford Technical Community College — Jamestown, NC

Continuing Education Department: Quick Jobs

- Direct Care Worker Training Program

(10/1/2007) 80 Hours

September 2007

GTCC: Guilford Technical Community College — Jamestown, NC

A Curriculum of the NC Division of Mental Health, Development Disabilities And Substance Abuse Services

- North Carolina Interventions: Core Training Part A & B

(Exp. 09/19/2008)

August 2007

GTCC: Guilford Technical Community College — Jamestown, NC

Continuing Education Department

Community Support Services Training

- Clinical Service Documentation

(08/02/2007) 6 Hours

July 2007

GTCC: Guilford Technical Community College — Jamestown, NC

Continuing Education Department

Community Support Services Training

- Community Support Services: Service Definition Training

(07/10/2007) 6 Hours

- Person Centered Thinking

(07/12/2007) 6 Hours

- Effective Crisis Prevention, Planning & Response

(07/16/2007) 3 Hours

- Symptom Management & Skill Building in Mental Health

(07/17/2007) 3 Hours

January 1992

Cecil Community College — Elkton, MD

Division of Continuing Education & Community Services

Bookkeeping

- Letter of Recognition in Bookkeeping

(02/05/92) 194 Hours

June 1987

Richlands High School — Richlands, VA

High School Diploma

- Cooperative Office Education: Business Administration

ORGANIZATIONS & VOLUNTEER WORK

2008 – Present	CCTI: Crisis Care Training International Volunteer and Writer
2008 – Present	FAAST: Faith Alliance Against Slavery and Trafficking Trainer
2006 – 2009	Oak Hill Neighborhood Watch: President/Facilitator Volunteer
2004 – 2008	High Point Community Against Violence (HPCAV): Community Volunteer
2005 – 2007	Disproportionate Minority Contact (DMC): Community Volunteer
2005	High Point Community Against Violence (HPCAV): School Chairman
2005	High Point Police Department (HPPD): Community Volunteer
1997 – 2003	Furniture Market/Commerce Building: Coatroom Clerk Volunteer
2003 – 2004	High Point Central High School: Parent Volunteer
2003 – 2004	PTA Student Advocacy Chairman: Parent Volunteer
2002 – 2003	Parents Supporting Parents: Creator
2001 – 2003	Ferndale Middle School: Parent Volunteer
2000	Oak Hill Year-Round Elementary School: Parent Volunteer
1997 – 2000	American Business Women's Association (ABWA) Executive Board Member, Corresponding Secretary, Newsletter Chairman, Community Day Chairman, Publicity Chairman and Merit Award Recipient.

BUSINESS EXPERIENCE

December 2001 – Present

Homemaker & Community Volunteer **High Point, NC**

- **My primary focus has been to meet my family's needs during the adolescent years, simply to be readily available.**
- I have 6+ extensive years in dealing with **At-Risk Youth** ***(gangs, drugs, underage drinking, cutting, involuntary petitions, runaways, and the like)***, personal hands on experience. I have worked with the Department of Juvenile Justice and Delinquency Prevention (DJJDP), The Guilford Center: Mental Health Services, Majors Program for Substance Abuse, Child Protective Services, Magistrates Office, Moses Cone Hospital, John Umstead Hospital: (AW) and (PRTF), Family Services of the Piedmont, Youth Focus, Guilford County Schools, High Point Police Department and other various community resources.
- **FAAST: Faith Alliance Against Slavery and Trafficking Trainer.** I am available to train and or inform the community or businesses on the realness of human trafficking in today's world. Training may be extensive or an overview depending on the needs of the party or parties.
- **CCTI: Crisis Care Training International Volunteer and Writer.** I have written a section in an upcoming training textbook on Spiritual Needs of Children with Disabilities, based on my own personal experiences and observations.
- Please see the Education & Training section, as well as the Organizations & Volunteer Work section for training and volunteer work of personal interest.

May 2008 – Present

Guilford County Board of Elections **High Point, NC**

Election Day Specialist **Civil Service**

- Attend all training sessions on the functions of the laptop, voting machines, set-up procedures, closing procedures, etc.
- Pleasantly greet each voter that needs assistance at the Voter Assistance Table.
- Complete required paperwork involving voters whose name and/or address is incorrect or does not appear on the registration list.
- Complete required paperwork for all Election Day Transfers, which would be sections 2 and 3 of the AtV form.
- Verify names and addresses of new voters coming into your assigned precinct on Election Day.
- Assist at the voting machines and/or Registration Table, as needed.

April 2002 – October 2007

Guilford County Schools Greensboro, NC

Substitute Teacher & Parent Volunteer **Education**

- Substituted for grades K-12 on an as needed bases. I subbed as a Teacher and Teacher's Assistant.
- Created daily lesson plans and implemented those plans.
- Provided daily instruction and supervision.
- Evaluated student's daily progress, as needed or required, for end of semester reports, etc.
- Supplemented the activities of the lead teacher.

- Assisted students with activities initiated by the teacher.
- Reinforced learning in small groups.
- Provided one on one assistance, during class time, after school, as needed.
- Planed activities for children with special needs.
- Assisted students with independent projects; listened to students; read stories.
- Constantly monitored the behavior of students; rewarded good behavior; responded to inappropriate behavior.
- Supervised unscheduled activities, last minute changes to our regular daily schedule.
- Performed various clerical duties as needed; made copies; assisted teacher in developing classroom display(s) and instructional materials; maintained and operated audiovisual equipment; ordered supplies; performed general housekeeping duties; maintained class files; etc…
- Worked with special programs in the school, accompanied classes on field trips, assisted with physical education class, assisted with the instruction of emergency procedures, performed lunch, bus, hall duty, etc…
- Gave approved medications; assisted sick or hurt children; contacted parents when necessary.
- Assisted students with special needs with a wide range of tasks, from basic motor skills to basic personal hygiene.
- Participated in staff development workshops.
- Distributed information on various programs and activities offered at the school and in the community.
- Attended PTA functions and regular staff meetings.
- Performed miscellaneous work related tasks for grades K-12.
- ***I did not renew my Substitute position, as I was engaging in other interests and volunteer opportunities within the community.***

April 2004

Tim Small Automotive — Jamestown, NC

Secretary — **Public Service**

- Invoiced customers for services rendered by using Quick Books Pro.
- Received in customer payments: cash, check or credit card.
- Entered customer data into the system for marketing purposes.
- Miscellaneous clerical duties: answering telephone lines, filing, etc.
- My main focus upon beginning to work for Tim Small Automotive was to reorganize the office and make it more functional for owners, employees, and their accountant. This was an in depth assignment which lead to my job offer as the office secretary. *I had originally been asked to come in and organize the company due to my previous experience and my exceptional organizational skills, as a favor to the Small's.*
- ***I was not terminated or fired from this position. I was needed at home and took a leave of absence due to a family emergency.***

July 2001 - December 2001

Fidelity Bank — High Point, NC

Vault Teller — **Banking Industry**

- Managed the branch vault worth over $225k.
- Ordered and received currency from the Federal Reserve.

April 1988 – September 1988

Hecht's Department Store — Bel Air, MD

Fine Jewelry Salesperson — **Sales**

- Assisted customers with their selection of products.
- Assisted customers with merchandise purchases, returns or complaints.
- Responsible for opening and closing of register, vendor returns of damaged merchandise, and customer satisfaction.
- ***I left this position due to relocating.***

September 1987 - February 1988

Aldino Sod Farms — Churchville, MD

Sales Secretary — **Sales**

- Demonstrated skillful communication and negotiation skills when dealing with customers and builders.
- Designed and prepared price sheets and quote sheets.
- Developed and implemented filing system for invoices and client files.
- Took shorthand dictation and transcribed letters for association meetings and collections.
- Managed the bookkeeping system.
- ***I was a seasonal employee and relocated after being laid off until the season for sod came back in.***

August 1986 – August 1987

Jobs Training Partnerships Act — Tazewell, VA

Business Administration Trainee — **High School Training Program**

- ***The Tazewell County Development Corporation*** provided hands on training.

  I trained at the following locations:

1. ***Southwest Virginia Community College***

   I trained under the supervision of Bob Chambers, Hazel Wilson and Robert Sutherland, Director of Learning Resources.

2. ***U S Department of Labor/ Mine Safety and Health Administration***

   I trained under the supervision of Charles McGraw, Sub-District Manager

   I was able to apply my skills in typing, filing and data entry.

   I learned how to operate a 1048 Xerox, dispatch mail and how to enter data on a Honeywell computer terminal.

   These were training positions during high school.

References: Available upon request

Note: Positions that allowed an employee/employer trial basis may or may not be listed.

DEPARTMENT OF PLANNING AND DEVELOPMENT
INSPECTION SERVICES
HOUSING ENFORCEMENT DIVISION

ORDINANCE REQUEST:	Ordinance to Vacate
PROPERTY ADDRESS:	906 Carter Street
OWNER:	Schwarz Properties, LLC
FIRST INSPECTION: 3-7-2010	Number of Violations: Unsafe 4 Minor 30 1) Major roof damage 2) Portion of ceiling has collapsed 3) No smoke detectors 4) No operable heat system
HEARING RESULTS: 4-6-2010	The owner did not appear for the hearing. During the hearing, the following findings of fact were established. There are numerous violations of the Minimum Housing Code. Dwelling was vacant at time of inspection. All utilities have been placed on hold. The ordinance is requested to allow the inspector to close and placard the dwelling as required by state statute.
ORDER(S) ISSUED: 4-6-2010	Order to Repair with a compliance date of 4-26-2010
APPEALS:	No appeals to date.
OWNER ACTIONS:	The required building permits were issued on 5-26-2009 and 10-28-2009, however, there have been no requests for inspections. Required plumbing and electrical permits also have not been submitted. The owner has not started any repairs to the dwelling.
EXTENSIONS:	None requested
CURRENT STATUS: 6-14-2010	Conditions exist. Dwelling is vacant and secure.

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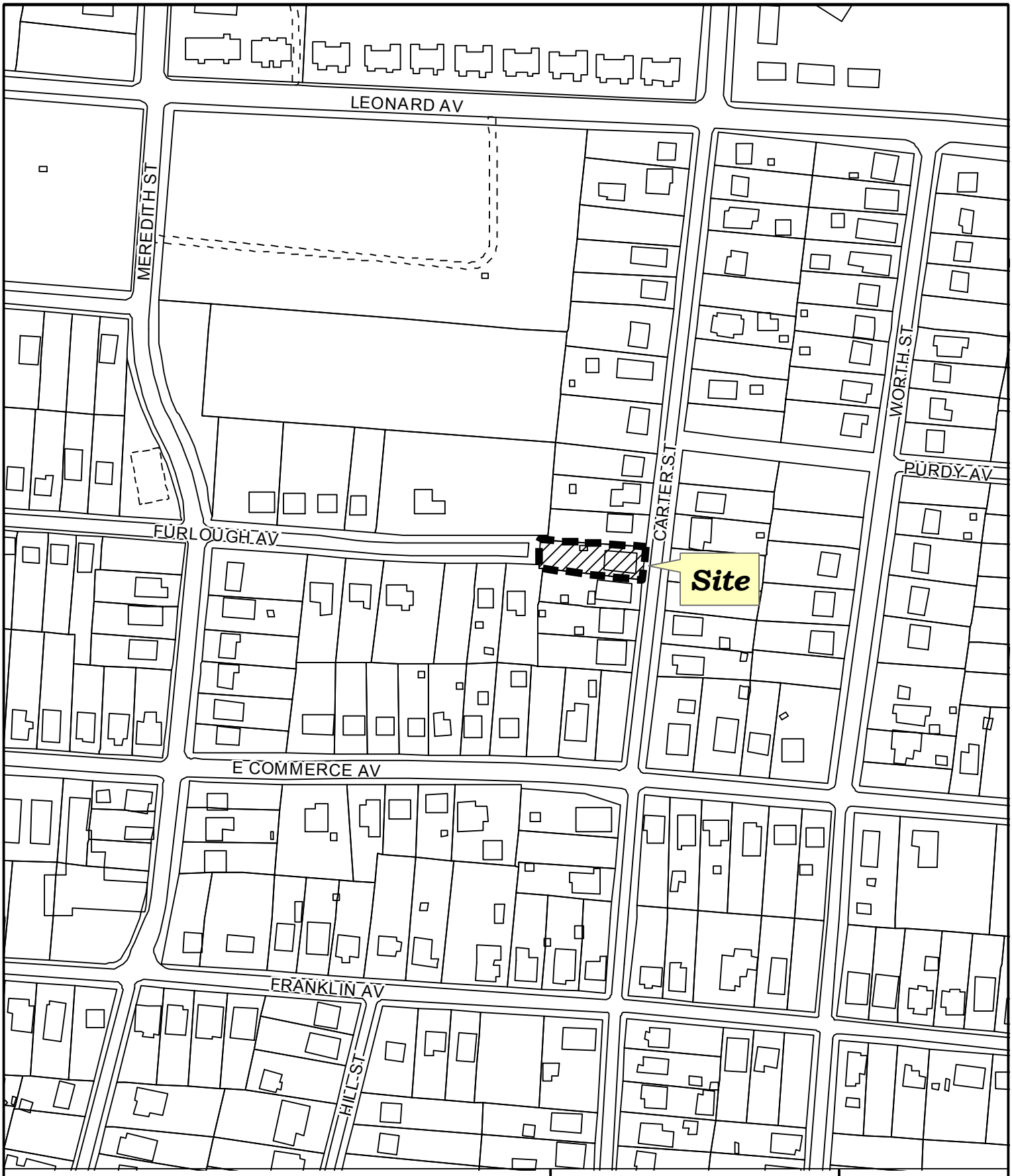


906 Carter Street

Ordinance to Vacate/Close

Location of subject property

Department of Planning and Development

City of High Point

Date: June 14, 2010

N

Scale: 1'=200'

y:/ba-pz/Inspection/vacate

906 Carter Street

PLANNING AND ZONING COMMISSION RECOMMENDATION

On May 25, 2010, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present except Mr. Carson Lomax. Mr. Jay Wagner and Mr. White recused themselves due to a potential conflict of interest.

YMCA of High Point Text Amendment Case 10-02

A request by YMCA of High Point to amend Section 9-4-14(f) of the Development Ordinance pertaining to fence height for nonresidential uses.

Mr. Robbins presented the request to the Commission and recommended approval of Text Amendment Case 10-02 as outlined in the staff report.

Mr. Ron Austin, the representative for the YMCA of High Point, was available to answer any questions.

No one spoke in opposition.

The Planning & Zoning Commission recommended ***approval*** of Text Amendment 10-02 by a vote of 5-0.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

STAFF REPORT
TEXT AMENDMENT CASE 10-02
May 25, 2010

Request	
Applicant: Young Men's Christian Association of High Point, Inc.	**Affected Ordinance Sections:** Section 9-4-14(f), entitled *Height*
Proposal: A request from YMCA of High Point to amend Section 9-4-14(f) of the Development Ordinance pertaining to fence height for nonresidential uses.	

Background

The applicant in this request is the YMCA, which has a facility located on West Hartley Drive. This facility, classified as a physical fitness center by the Development Ordinance, has several athletic fields located adjacent to W. Hartley Drive, and the applicant wishes to construct a fence between these fields and the street right-of-way that would be in excess of the eight foot maximum fence height that is currently permitted. The applicant is therefore requesting an amendment that would allow it to locate a fence up to 15-feet in height between the athletic fields and recreation areas and the right-of-way of West Hartley Drive.

Details of Proposal

The Development Ordinance presently prohibits a fence exceeding 12-feet in height for recreational and agricultural uses regardless of the location on the site. The Ordinance also requires that fences for all nonresidential uses, including recreational and agricultural uses, in excess of 8 feet in height either meet principal building setbacks or be located at least 15 feet from any property line.

The proposed amendment would allow for a fence with a maximum height of 15-feet to be constructed along a street right-of-way where there are athletic fields, courts, playgrounds or other active recreation areas that abut the right-of-way. Such a fence would be required to be non-opaque (such as a chain link fence) and would be required to be located outside of any required planting yards. Such a fence could only be located along a right-of-way where the athletic fields abut a street right-of-way - elsewhere on the site (such as where parking abuts a street right-of-way) any fence exceeding 8-feet in height would be have to be located at least 15-feet from the right-of-way.

This amendment would also combine two existing subsections, merging the requirements for *Recreational and Agricultural Uses* with the requirements for *Commercial, Industrial, Institution, Office or Other Nonresidential Uses* into one Nonresidential Uses subsection. The two existing subsections have the same requirements, except for the requirement limiting Recreation and Agricultural uses to a 12-foot fence height (which would be removed by this amendment).

Analysis

The proposed amendment would better enable uses with active recreation areas, such as ball fields and playgrounds, to keep balls and others sporting gear from going over the top of the enclosing fence and into a roadway. Allowing a maximum 15-foot fence height adjacent to active recreation areas would therefore increase the functionality and convenience of active recreation areas, as well as increasing the safety of motorists and pedestrians.

This amendment would also allow for those principal uses that are classified by the Development Ordinance as Recreational uses, which include physical fitness centers (such as the Y.M.C.A.) or public parks, to erect fences that are taller than 12 feet (which is currently not permitted anywhere on the site), and would therefore allow them the same size of fencing that uses such as churches and schools are presently permitted to utilize to enclose their recreation areas.

It is important that such a fence constructed using this provision be mostly transparent (non-opaque), such as a chain link, so as to prevent the creation of a stockade effect along roadway, which is undesirable. A stockade effect would be especially prominent in those instances where a fence could be placed directly along the right-of-way line due to the absence of a required planting yard.

There are many sites in the city that currently have fences which enclose active recreation areas that are both adjacent to a street right-of-way and that exceed the current eight-foot maximum height. While these fences help create functional and safe recreational areas, and have not created any known problems, they are currently non-conforming. This amendment would make such fences conforming, as the majority of such fences, if not all, are chain link.

Recommendation

Staff recommends approval.

This amendment would allow any nonresidential use that has an active recreation area adjacent to a street to place a 15-foot tall fence between such a recreation and the street, which would improve the functionality of the playing field and the safety of those using the street. This amendment would also increase the maximum fence height for recreational uses from 12-feet to 15-feet, which is the maximum height allowed for all other nonresidential uses.

Required Action

Planning and Zoning Commission:

Upon making its recommendation, the Planning and Zoning Commission must place in the official record a statement of consistency with the City's Land Use Plan, and any other officially adopted plan that may be applicable. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Commission, or, if the Commission is in disagreement with staff's findings, by adoption of its own statement. After review, staff suggests in this case, that there is insufficient direction from the Land Use Plan or other adopted policies with regard to maximum fence heights, and therefore it may be stated that the amendment is not inconsistent therewith.

City Council:

Upon rendering its decision in this case, the High Point City Council also must place in the official record a statement of consistency with the City's Land Use Plan and other adopted policies. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Council, or, if the Council is in disagreement with staff's findings, by adoption of its own statement. After review, staff suggests in this case, that there is insufficient direction from the Land Use Plan or other adopted policies with regard to maximum fence heights, and therefore it may be stated that the amendment is not inconsistent therewith.

In addition, the City Council must, prior to adopting or rejecting any zoning amendment, explain why it considers the action taken to be reasonable and in the public interest. In this case, staff suggests that the approval of the applicant's request may be deemed reasonable and in the public interest because: 1) it would increase the functionality and convenience of the playing fields and recreation areas as well as increasing the safety of pedestrians and motorists; and 2) it would permit recreational uses (such as physical fitness centers and public parks) to construct fences of the same height as permitted for all other nonresidential uses. The City Council may adopt this statement, it may add to or change this statement, or, if the Council is in disagreement with the above statement it will need to formulate its own reasonableness / public interest statement.

Report Preparation

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

TEXT AMENDMENT 10-02
PROPOSED AMENDMENTS TO THE CITY OF HIGH POINT DEVELOPMENT ORDINANCE

(Changes to Section 9-4-14(f) pertaining to fence height for nonresidential uses.)

Section 1.

Section 9-4-14(f) of the City of High Point Development Ordinance, entitled *Height*, shall be amended as follows:

~~(2) Recreational and Agricultural Uses: No fence shall exceed eight (8) feet in height unless the fence observes the required principal building setbacks or is at least fifteen (15) feet from all property lines. Otherwise, no fence shall exceed twelve (12) feet in height.~~

~~(3)~~**(2)** ~~Commercial, Industrial, Institutional, Office, or Other Nonresidential Uses:~~ **Nonresidential Uses:** No fence shall exceed eight (8) feet in height unless the fence observes the required principal building setbacks or is at least fifteen (15) feet from all property lines. **For uses where athletic fields, tennis courts, playgrounds or similar active recreational uses abut a public street, a non-opaque fence with a maximum height of fifteen (15) feet may be located along the street adjacent to such fields or recreation areas provided that such a fence is not located in a required planting yard.**

Renumber the remaining sections accordingly.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

STAFF REPORT
MINOR AMENDMENT TO CONDITIONAL USE PERMIT 05-10
June 21, 2010

Request	
Applicant: Shadybrook Partners	**Owner(s):** Shadybrook Partners Whitestone Master Homeowners Association Whitestone Townhome Homeowners Association
Proposal: To amend the front yard (street) setback standard for Tract "B" (townhome tract) of the Whitestone subdivision. The applicant is requesting to delete Condition II.A.3.d of CUP 05-10, pertaining to front yard setbacks for townhome units. The deletion of this condition would allow the applicant to use the townhome setback standards of the City's Development Ordinance.	

Site Information	
Location:	Lying at the northeast corner of Deep River Road and Willard Road.
Tax Parcel Numbers:	Guilford County Tax Parcels 0216474 through 0216505.
Site Acreage:	Approximately 33.3± acres.
Current Land Use:	Tract B - Townhome dwellings and undeveloped lots.

Details of Proposal

In August 2004 an application was submitted to amend the City of High Point's Development Ordinance to reduce setback standards for townhome dwellings fronting a public street. This text amendment generated a lot of discussion and various revisions; it was not approved until nine months later in May 2005. During the middle of the deliberation over this text amendment, Kananaugh & Associates, Inc. submitted the zoning application for the Whitestone Subdivision (Zoning Case 05-10 & Conditional Use Permit 05-10). This request was to allow a Conditional Use Planned Unit Development Residential (CU-PDR) District consisting of single family detached dwellings, townhome units and multifamily units each within a specific development tract.

Because the zoning request was for a Planned Unit Development District, the applicant was allowed to propose alternate dimensional standards subject to documenting that the overall development would produce higher quality than otherwise required by the ordinance, and that the development would encourage the innovative arrangement of buildings and open space to provide efficient, attractive and environmentally sensitive design.

Due to the deliberation of the text amendment occurring at the same time the zoning application was submitted, the setback standards requested by the applicant for the townhouse tract in their conditional use permit was similar to what was eventually approved by Council, but with minor differences.

CUP 05-10 setback standards for Tract B (Condition II.A.3.d.)
Front yard setback may be reduced to 15 feet, as measured from the property line, subject to all units having driveways a minimum length of twenty (20) feet as measured from the front property line.

Development Ordinance setback standards for townhomes (adopted May 2005)

- Along local, subcollector & collector streets, a 15 foot setback from the front property line, or 40 feet from the street centerline (whichever is greater). The distance from the front property line to the garage of a dwelling unit shall be at least 20 feet where the unit abuts a public street with a sidewalk.
- Units shall be located within a new development that includes the dedication and construction of public streets.

Approximately 1/3 of the allowable townhome units have already been constructed, Shadybrook Partners is proposing a different building design and building footprint for the remaining townhome units to be built. In order to allow additional flexibility in placement of structures, they are requesting to delete Condition II.A.3.d of the Conditional Use Permit, pertaining to front yard setbacks for townhome units. The deletion of this condition would allow the use of the townhome setback standards in the City's Development Ordinance. The layout proposed by the applicant has sidewalks upon one side of the townhome tract cul-de-sac's and they are proposing a minimum 20 foot building setback at those locations. Upon the opposite side of these cul-de-sacs's, where there will be no sidewalks, the applicant desires the flexibility of the 15 foot setback as allowed by the Development Ordinance.

Analysis

The Development Ordinance states that amendments to the conditions of a Conditional Use Permit which will result in equal or better performance and which do not alter the objectives and purposes of the requirements and conditions of the Conditional Use Permit shall be considered minor amendments. The City Council may approve minor amendments without a recommendation from the Planning and Zoning Commission and without a public hearing. In granting minor amendments, the City Council may require such conditions as will secure the objectives of those requirements or conditions amended.

The purpose, both of the townhome setback standards of the Development Ordinance and of the condition of the permit, was to provide sufficient area upon townhome lots so that a vehicle would not hang out into the right-of-way or upon sidewalks thus leaving a clear area for pedestrians.

The Planning & Development Department staff has reviewed the applicant's request and has determined it meet the criteria to be considered as a minor amendment. The request to use the townhome setback standards of the Development Ordinance is not a significant difference in

performance as compared to the intent of the initial condition. Although a 15 foot setback will be permitted at certain locations, a 20 foot front yard townhome setback will still be required where there are sidewalks in front of a dwelling unit. Thus vehicles will not be overhanging into sidewalks and blocking pedestrian access. Staff has identified no issues with this request.

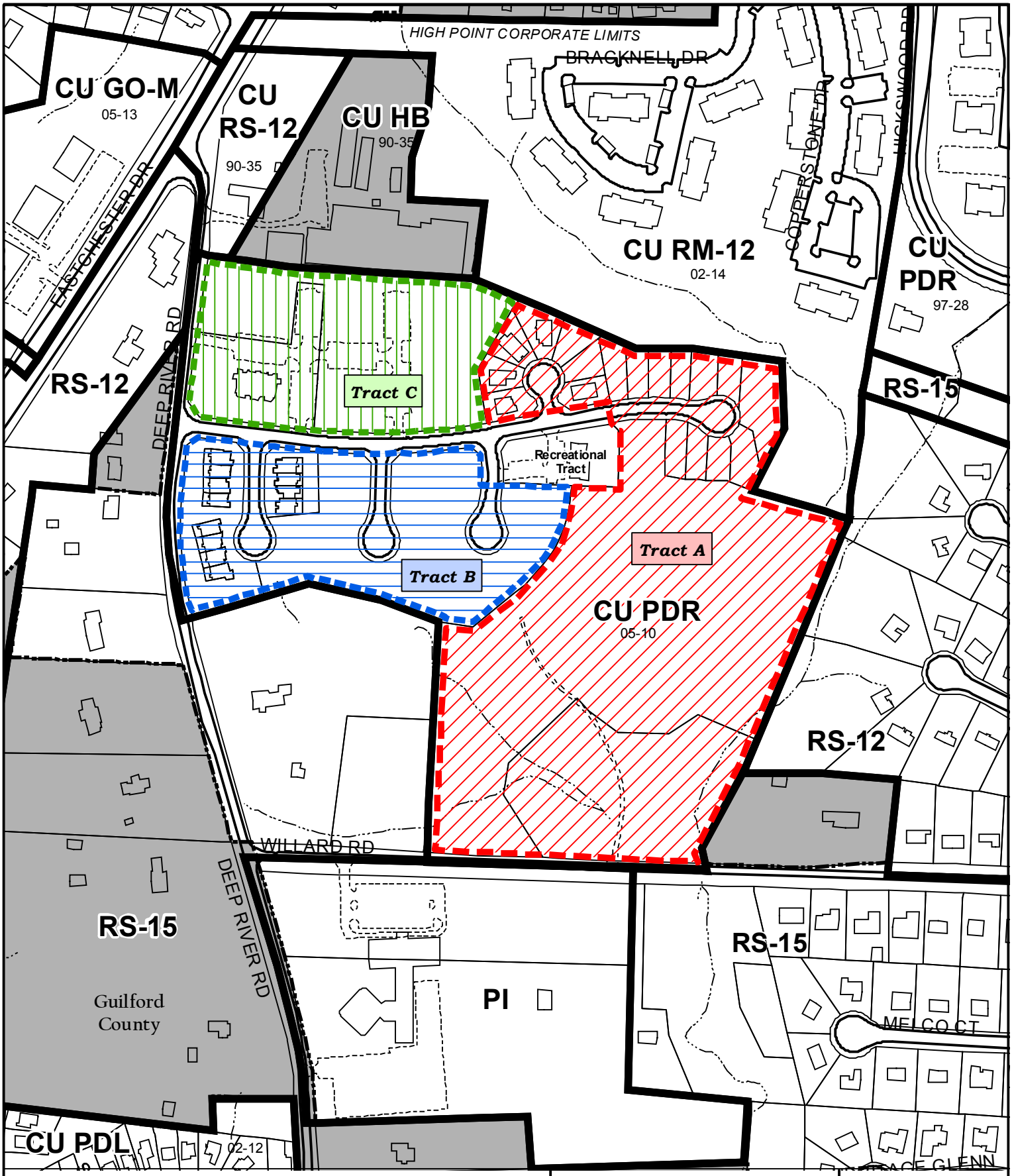
Recommendation

Staff Recommends Approval

Staff recommends approval to delete Condition II.A.3.d. of the permit and allow front yard setback for Tract B of the Whitestone subdivision to fall under the standards of the Development Ordinance.

Report Preparation

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



MINOR AMENDMENT CUP05-10

Request: To amend setback standards for Tract B (Townhome tract)

Existing Zoning Boundary ———

Subject Property Boundary - - - - - - - -

Department of Planning and Development

City of High Point

Date: June 9, 2010

N

Scale: 1'=400'

y:/ba-pz/2010/pz/ma05-10.mxd

APPLICATION FOR A CONDITIONAL USE PERMIT

CITY OF HIGH POINT, NORTH CAROLINA
(Conditional Use Planned Unit Development-Residential (CU-PDR) District)

May 19, 2005. (Adopted)	January 19, 2010 (Major Amendment)
September 15, 2008 (Minor Amendment)	**June 21, 2010** **(Minor Amendment)**

TO THE CITY COUNCIL OF THE CITY OF HIGH POINT:

The undersigned hereby respectfully request that the High Point City Council, pursuant to Title 9, Chapter 3 of the City Code, grant a Conditional Use Permit for the following use(s), subject to the following conditions:

I. USES:

A. Tract A: Only single family detached dwelling units and their customary accessory uses shall be permitted, subject to the specific conditions listed in this Permit.

B. Tract B: Only twin homes and townhomes as allowed in the Residential Multifamily – 5 (RM-5) District and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the Development Ordinance, and the specific conditions listed in this Permit.

C. Tract C: Any of the residential uses permitted in the Residential Multifamily – 5 (RM-5) District and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the Development Ordinance, and the specific conditions listed in this Permit.

II. CONDITIONS:

A. Development, Dimensional & Density Standards:

1. No more than 90 dwelling units may be constructed and have Certificates of Occupancy issued until the construction contract for realignment of Deep River Road is let by City Council.

2. Tract A:
   a. A maximum of fifty-four (54) detached single-family residential dwelling units shall be permitted.
   b. Lot #1, as depicted on the sketch plan, along the Willard Road frontage of the site, shall be subject to the development and dimensional requirements of the RS-12 District.

c. All other lots in this Tract shall be subject to the following development and dimensional requirements:

Minimum lot size	5,000 square feet
Minimum lot width Interior lot Corner lot	 42 feet 50 feet
Minimum lot width at building line	42 feet
Minimum street frontage	30 feet
Minimum Street Setbacks	
Willard Road	25 feet from the right of way line or 50 feet from the centerline of the right-of-way, whichever is more restrictive
Minimum front yard setback (internal public street)	40 feet from the centerline ROW or 20 feet from the property line, whichever is greater
Side street setback for corner lots internal subdivision streets (internal public street)	35 feet from the centerline ROW or 10 feet from the property line, whichever is greater
Minimum internal side yard setback	5
Minimum rear yard setback	10 feet
Maximum building height	50 feet
Maximum Building Coverage (percentage of lot)	45%
No detached accessory buildings shall be permitted. Decks, patios and other accessory structures shall be permitted in accordance with the Section 9-4-13 "Accessory Use, Building and Structures Requirements" of the Development Ordinance.	

3. Tract B:
   a. A maximum of fifty (50) twin homes or townhome residential dwelling units shall be permitted subject to the development and dimensional requirements of the Residential Multifamily – 5 (RM-5) District Residential District.
   b. Structures shall be limited to a maximum of six (6) dwelling units per building.
   c. Minimum building separation shall be 20 feet.
   ~~**d. Front yard setback may be reduced to 15 feet, as measured from the property line, subject to all units having driveways a minimum length of twenty (20) feet as measured from the front the property line.**~~

PLANNING AND ZONING COMMISSION RECOMMENDATION

On May 25, 2010, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present except Mr. Carson Lomax.

City of High Point Street Abandonment Case 10-10

A request by the Technical Review Committee to abandon an unimproved right-of-way (identified as "Willow-wood Circle" on a map titled, "Riverside Park" as recorded in Plat Book 5 Page 320) lying north of Greensboro Road between Willowood Drive and N. Manor Drive.

Mr. Schroeder presented the request to the Commission and recommended approval of Street Abandonment Case 10-10 as outlined in the staff report.

No one spoke in favor or in opposition.

The Planning & Zoning Commission recommended ***approval*** of Street Abandonment Case 10-10 with the retention of a 20-foot sanitary sewer easement by a vote of 7-0.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

STAFF REPORT
STREET ABANDONMENT CASE 10-10
May 25, 2010

Request	
Applicant: City of High Point Technical Review Committee	**Proposal:** Abandonment of an unimproved right-of-way (identified as "Willow-wood Circle" on a map titled, "Riverside Park" as recorded in Plat Book 5 Page 320) lying north of Greensboro Road between Willowood Drive and N. Manor Drive.

Adjacent Streets		
Name:	**Classification:**	**Right-of-Way and Pavement Width:**
N. Manor Drive	Local Street	40 ft. right-of-way – 17.4 ft. ribbon pavement
Willowood Drive	Local Street	40 ft. right-of-way – 16 ft. ribbon pavement

Adjacent Property Zoning and Current Land Use		
North	Residential Single Family – 9 (RS-9)	Single family residence
East	Residential Single Family – 9 (RS-9)	N. Manor Drive
South	Residential Single Family – 9 (RS-9)	Vacant
West	Residential Single Family – 9 (RS-9)	Willowood Drive

Analysis

The right-of-way being considered for abandonment is approximately 0.225 acres in area approximately 40 feet in width by 245 feet in length. The right-of-way contains an 8-inch and 10-inch sanitary sewer line. The area is mostly void of woody vegetation due to the existence of the sanitary sewer lines. The topography drops noticeably from N. Manor Drive and the terminus of Willowood Drive to a ravine located near the rear of the lots fronting on N. Manor Drive. All property abutting the portion of the right-of-way proposed for abandonment has access to N. Manor Drive or is in contiguous ownership of Maryfield, Inc.

Findings

The Technical Review Committee (TRC) reviewed this request on November 11, 2009 and identified no issues that would prevent its abandonment. An early notice was sent to abutting property owners on April 16, 2010.

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 found not to deprive owners in the vicinity of the right-of-way or in the subdivision reasonable means of ingress and egress to their property.

Recommendation

The Planning and Development Department recommends approval of the requested street right-of-way abandonment with the retention of a 20-foot sanitary sewer easement centered on the existing lines based on preliminary findings that it is not contrary to the public interest, and that no property in the vicinity of the street abandonment would be deprived of reasonable means of ingress or egress.

Report Preparation

This report was prepared by Planning and Development Department staff member Mark Schroeder, AICP, Senior Planner and reviewed by Bob Robbins, AICP, Development Administrator, and Lee Burnette, AICP, Director.

STREET ABANDONMENT REQUEST SA10-10

Applicant: Technical Review Committee
Area: 0.26 acres (approximate)

Location of requested street abandonment

Previously abandoned right-of-ways

Department of Planning and Development

City of High Point

Date: May 7, 2010

N

Scale: 1'=200'

y:/ba-pz/2010/pz/sa10-10.mxd

Attachments: Photographs (May, 2010) and Aerial (February, 2008)

Looking west from N. Manor Drive. Fallen tree and camper are within the existing r/w.

Looking east from the terminus of Willowood Drive. The existing r/w shall remain for approximately 100’ beyond the mailbox on the right.

Attachments: Photographs (May, 2010) and Aerial (February, 2008)

Aerial with the abandonment area highlighted.

RECEIVED
MAY 19 2010
PLANNING & DEVELOPMENT

High Point City Council
City of High Point
C/O Planning Department
P.O. Box 230
High Pont, NC 27261
May 21, 2010

Re: 417 Brentwood Street
High Point, North Carolina

To City Council and Planning members:

I own property located behind 417 Brentwood Street. Please vote to make this project work for the parties involved.

The new business that would locate here would be a very good asset for the area. It should help bring more business to this area and be a great source for area residents to shop.

I will be unable to attend the planning meeting scheduled for May 25th. Please consider this letter a strong voice in favor of locating this new business at 417 Brentwood Street.

David R. Wilson

David R. Wilson

May 14, 2010

High Point City Council
City of High Point
c/o EAA-Planning Dept.
P.O. Box 230
High Point, NC 27261

RECEIVED
MAY 19 2010
PLANNING & DEVELOPMENT

Re: 417 Brentwood Street
High Point, NC 27260

To Whom It May Concern:

I am writing you to express my approval of the project under consideration by Dunbar & Smith, Inc. at 417 Brentwood Street. It is my belief that this project would be beneficial to the entire neighborhood. It not only would enhance the neighborhood, but, would be a means perhaps of more jobs for those that are unemployed. It would mean more tax revenue for city, state, and county governments. I am in favor of any Corporation seeking for expansion and growth in this recessive economy we are in.

Sincerely,

Hurley Barley
Mrs. Hurley Barley

Hurley Barley
1701 Bristol Place
High Point, NC 27262

GORDON LAW OFFICES

FOUNDATION PLACE, SUITE 300
330 S. GREENE ST.
GREENSBORO, NORTH CAROLINA 27401

HARRY G. GORDON

Also admitted in New York and Virginia

TELEPHONE (336) 275-9910
FACSIMILE (336) 275-8797
EMAIL gordonhg@bellsouth.net

May 14, 2010

RECEIVED

MAY 17 2010

PLANNING & DEVELOPMENT

High Point City Council
City of High Point
c/o EAA-Planning Department
P. O. Box 230
High Point, NC 27261

Re: Rezoning Request: 417 Brentwood Street
High Point, North Carolina

Dear Sir/Madam:

My family owns property on Wade Avenue and New Street that is close to the property at 417 Brentwood that is to be rezoned to be a Family Dollar Store. We own 400 New Street, 402 New Street, and a lot just south of 402 New Street. Our property borders Wade Street, very close to the rear of the subject property.

We very much support the zoning change. That area is in great need of industry, it needs a "general store" to serve a population that does not always have access to vehicles, and it needs a responsible corporate citizen to help keep Wade Avenue free of wine bottles, beer cans, and related trash. I have visited a number of Family Dollar Stores, and I believe what that chain offers would meet a very real need in a low-income community.

With best regards, I am

Very truly yours,

GORDON LAW OFFICES

Harry G. Gordon

Harry G. Gordon

HGG:jsg

CLASSIC DYESTUFFS, INC.

P.O. Box 2368
High Point, N.C. 27261
336/841-2346

Toll Free: 1-800-289-3345
Fax: 336 / 841-5463
Email: info@classicdye.com
Web Site: http://www.classicdye.com

Delivery Address:
301 Brentwood Street
High Point, N.C. 27260

High Point City Council
City of High Point
C/O EAA-Planning Department
PO Box 230
High Point, NC 27261

18 May 2010

To Whom it May Concern:

This letter is submitted in support of the possible construction of a Family Dollar location at 417 Brentwood Street in High Point.

As a business owner in High Point for over 30 years, I have enjoyed the chance to watch our city as it continues to grow and change. I believe that at this time, it would be to the city's benefit to allow the proposed construction to take place. Those who live and work on Brentwood Street would enjoy having a convenient place to purchase a wide variety of food, clothing, and other household items and consumables. Additionally, the city would benefit from the tax payments that every business brings. Please consider these advantages as you arrive at a decision.

Thank you for your consideration on this matter.

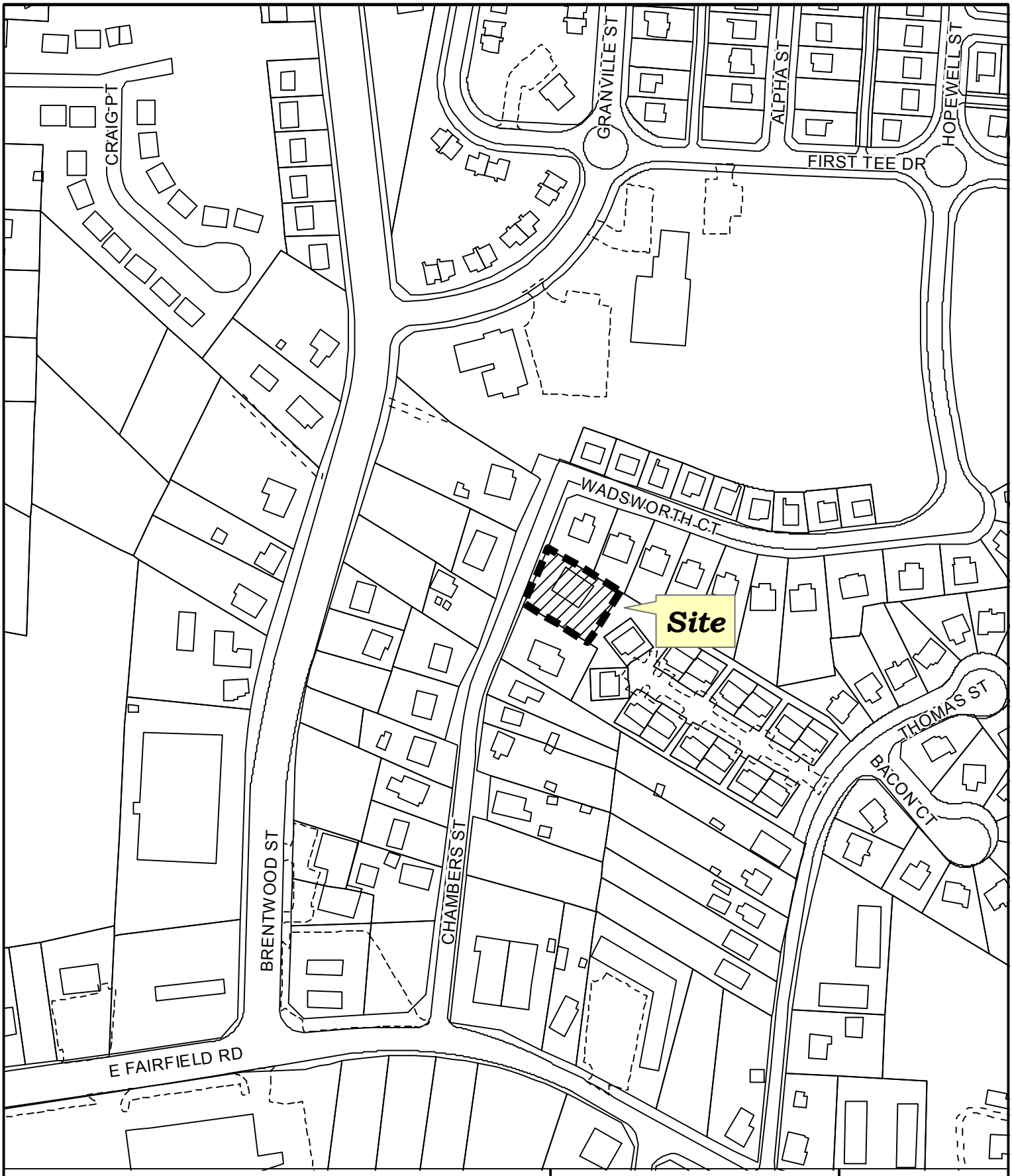
Best regards,

David W. Picha
Classic Dyestuffs, Inc.
301 Brentwood Street
High Point, NC 27260

RECEIVED
MAY 20 2010
PLANNING & DEVELOPMENT

DEPARTMENT OF PLANNING AND DEVELOPMENT
INSPECTION SERVICES
HOUSING ENFORCEMENT DIVISION

ORDINANCE REQUEST:	Ordinance to Vacate
PROPERTY ADDRESS:	2209- A Chambers Street
OWNER:	LSB Properties, Inc.
FIRST INSPECTION: 4-29-2010	Number of Violations: Major 5 Minor 9 1) Hand/guard railings are not proper height at rear porch 2) plumbing – kitchen sink cabinet needs replacement 3) rotten bathroom flooring 4) improperly vented dryer exhaust 5) loose flooring covering in living room
HEARING RESULTS: 5-10-2010	The owner did not appear for the hearing. During the hearing the following findings of fact were established. There are numerous violations of the Minimum Housing Code. The dwelling was occupied by two adults at the time of the inspection and is still occupied. The ordinance is requested to allow the inspector to close and placard the dwelling as required by state statute.
ORDER(S) ISSUED:	Order to Repair 5-10-2010 with a compliance date of 6-1-2010
APPEALS:	No appeals to date.
OWNER ACTIONS:	The owner has not made any repairs.
EXTENSIONS:	None requested by owner.
CURRENT STATUS: 6-14-2010	Conditions still exist. Dwelling is occupied.



2209-A Chambers Street

Ordinance to Vacate/Close

Location of subject property

Department of Planning and Development

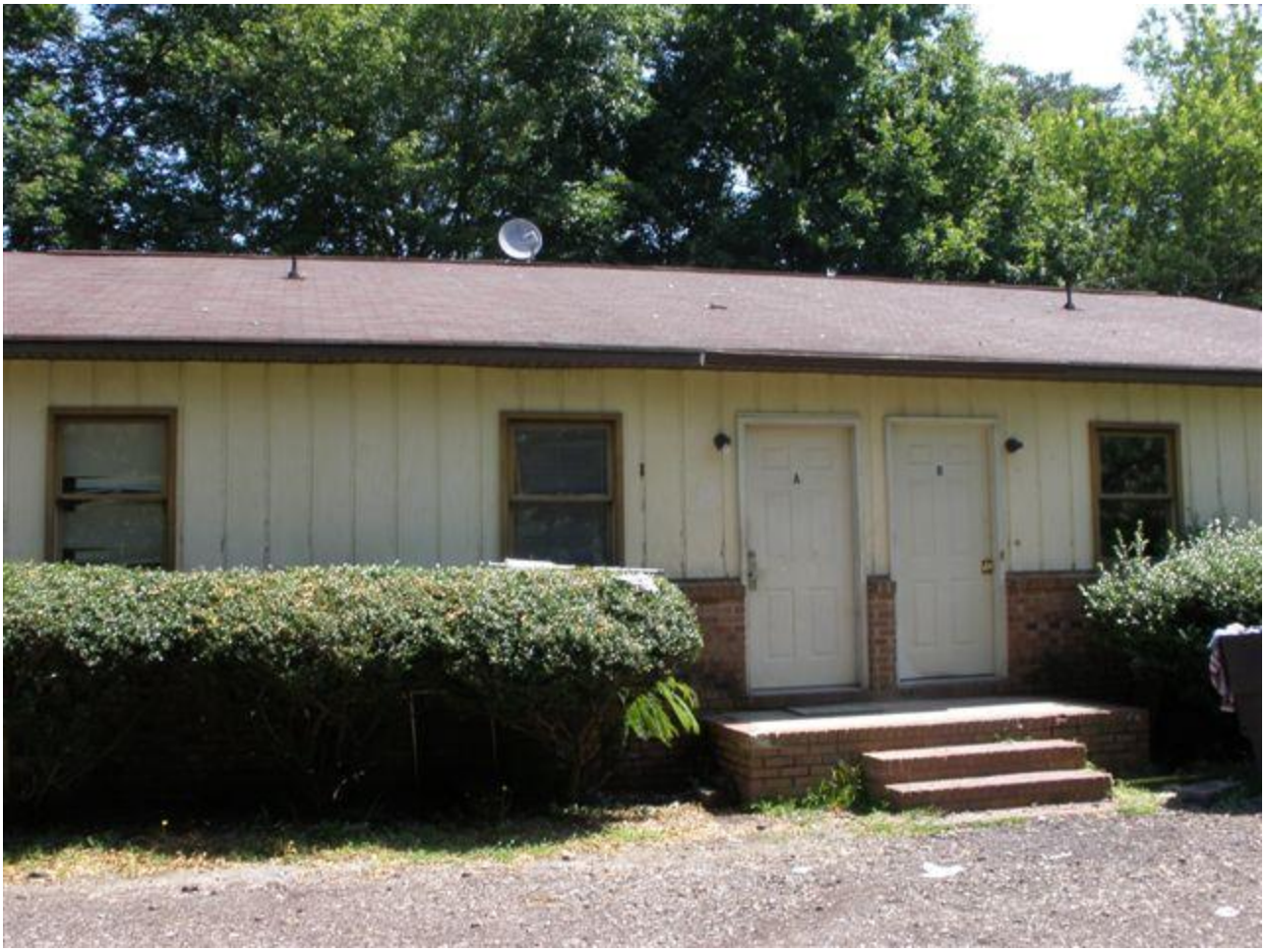
City of High Point

Date: June 14, 2010

N

Scale: 1'=200'

y:/ba-pz/Inspection/vacate



2209-A Chamber Street

City of High Point Water and Sewer Rate Schedule Effective October 1, 2010

Water Rates:

Commodity Charges (Residential)	Inside Rate	Outside Rate
All units	$ 2.42	$ 4.84

Commodity Charges (Commercial and Industrial)	Inside Rate	Outside Rate
First 35 units	$ 2.42	$ 4.84
Next 765 units	2.19	4.38
Next 2200 units	1.95	3.90
Over 3000 units	1.69	3.38

Commodity Charges (Intergovernmental)	
All units	$ 1.69

Commodity Charges (Irrigation)	Inside Rate	Outside Rate
All units	$ 3.62	$ 7.24

Fixed Charges:

Meter Code	Meter Size	Inside Rate	Outside Rate
WT1	5/8" & 3/4"	$ 7.31	$ 14.62
WT2	1"	18.27	36.54
WT3	1-1/2"	36.53	73.06
WT4	2"	58.43	116.86
WT5	3"	116.90	233.80
WT6	4"	182.65	365.30
WT7	6"	365.29	730.58
WT8	8"	583.90	1,167.80
WT10	10"	1,059.03	
WT12	12"	1,570.23	

1 Unit = 750 gallons

Sewer Rates:

Commodity Charges	Inside Rate	Outside Rate
All units	$ 4.21	$ 8.42

Fixed Charges:

Meter Code	Meter Size	Inside Rate	Outside Rate
WT1	5/8" & 3/4"	$ 11.32	$ 22.64
WT2	1"	28.37	56.74
WT3	1-1/2"	56.75	113.50
WT4	2"	90.76	181.52
WT5	3"	181.55	363.10
WT6	4"	283.67	567.34
WT7	6"	567.34	1,134.68
WT8	8"	907.76	1,815.52

Industrial Surcharge	BOD	SS
Inside Rate	$ 54.39	$ 48.34
Outside Rate	$ 108.78	$ 96.68

Residential Flat Rate Sewer	
Inside Rate	$ 40.89
Outside Rate	$ 81.78

Septage Tickets	
(1 ticket per truck up to 3000 gallons)	$ 108.59

PLANNING AND ZONING COMMISSION RECOMMENDATION

On April 27 and May 25, 2010, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present except Mr. Carson Lomax.

High Point University and Wesleyan Education Center Zoning Case 10-07
Public & Institutional (PI) District.
A request by High Point University and Wesleyan Education Center to rezone approximately 18 acres from the Conditional Use General Office-High Intensity (CU GO-H) District and General Office-Moderate Intensity (GO-M) District to a Public & Institutional (PI) District**.** The site is lying along the north side of N. College Drive, between Eastchester Drive and N. Centennial Street.

Mr. Robbins presented the request to the Commission and recommended approval of Zoning Case 10-07 as outlined in the staff report.

Speaking in favor of the request was the applicant, Mr. Ron Guerra of 833 Montlieu Avenue, representative for High Point University.

No one spoke in opposition.

The Commission members questioned if sufficient parking is being provided and if pedestrian access/crossings at the intersection of N. Centennial Street and N. College Drive would be provided.

Mr. Guerra noted that parking above the minimum required by the City's Development Ordinance will be provided at this location. He noted that approximately 179 parking spaces are required and approximately 333 spaces will be available at this specific location. In regards to pedestrian access and safety, Mr. Guerra noted that the University will work with the City Transportation Department in regards to future installation of a sidewalk and three pedestrian crossings upgrade at the intersection of N. Centennial Street and N. College Drive.

The Planning & Zoning Commission recommended ***approval*** of Zoning Case 10-07 by a vote of 7-0.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

STAFF REPORT
ZONING CASE 10-07
April 27, 2010

Request	
Applicant: High Point University and Wesleyan Education Center	**Owner(s):** High Point University and Wesleyan Education Center
Zoning Proposal: To rezone approximately 18 acres.	**From:** **CU GO-H** Conditional Use General Office-High Intensity District **GO-M** General Office-Moderate Intensity District **To:** **PI** Public & Institutional District

Site Information	
Location:	Lying along the north side of N. College Drive, between Eastchester Drive and N. Centennial Street.
Tax Parcel Numbers:	Guilford County Tax Parcels 0199613, 0199614, 0199615 *(portion)*, 0199621, 0199622, 0199626, 0199628, 0199630.
Site Acreage:	Approximately 18 acres.
Current Land Use:	The site is currently developed; it was previously used as a continuing care retirement facility and structures upon the site consists of the following: • A 3-story, 84-unit multifamily building *(fronting Eastchester Dr)* • Three single story townhome buildings with 56 units *(middle of site)* • A 33,634 sq. ft. nursing home building *(fronting N. Centennial St)* • Two story 16,694 office building *(fronting N. Centennial St)*
Physical Characteristics:	The site has a moderately sloping terrain; it is fully developed with no distinguishing or unique land features.
Water and Sewer Proximity:	There are 8-inch City sewer lines adjacent to the site within Eastchester Drive, N. College Drive and N. Centennial Street. Within these same public streets there is a combination of 6-inch, 8-inch, 12-inch, 16-inch and 24-inch City water lines.
General Drainage and Watershed:	The site drains in a general southwestern direction towards the intersection of Eastchester Drive and N. College Drive. The site is subject to the Oak Hollow Lake GWA requirement; engineered storm water treatment measures are required for development with a total impervious surface area greater than 24% of the site.

Overlay District(s):	Eastchester Scenic Corridor Overlay District Oak Hollow Lake General Watershed Area (GWA)

Adjacent Property Zoning and Current Land Use			
North:	**PI**	Public & Institutional District	School and church.
South:	**LO** **RS-7**	Limited Office District Residential Single Family-7 District	Vacant parcels fronting N. College Drive, there is a single family subdivision beyond these vacant lots.
East:	**RS-9**	Residential Single Family-9 District	Single family dwellings.
West:	**CU-SC**	Conditional Use Shopping Center District	Commercial retail uses.

Relevant Land Use Policies and Related Zoning History	
Land Use Plan Map Classification:	**Institutional:** Public, quasi-public and institutional uses on large tracts are included in this classification.
Land Use Plan Goals, Objectives and Policies:	Obj. #8. Stimulate more efficient use of the City's land resources by encouraging in-fill, mixed-use, cluster development and higher residential densities at appropriate locations.
Relevant Area Plan(s):	None.
Community Growth Vision Statement:	None.

Zoning History:	• The various buildings upon the zoning site were constructed between 1972 and 1986. From the 1970's to the 1990's the site had a combination of single family residential, office and institutional zoning.
	• From 1992 to 2006 the site had a PI District zoning.
	• In 2006, Wesleyan Arms, Inc. was granted zoning approval to rezone the area associated with this current zoning request to a CU GO-H District in order to allow the office building along N. Centennial Street to be leased to non-institutional users.
	
	<u>Adjacent Property</u>
	• Zoning in this area has generally remained the same except for land area to the west and southeast.
	  ➢ Area to the west (Oak Hollow Mall) was rezoned in 1993 to Conditional Use Shopping Center (CU-SC) District to allow construction of the regional mall and other commercial uses.
	  ➢ Area to the southeast along both sides of N. College Drive from N. Centennial Street to W. Lexington Avenue was rezoned in 2007 by High Point University to permit student housing. This included townhome units formally owned by the Wesleyan Arms, Inc. and construction of new student dormitory buildings.

Transportation Information			
Adjacent Streets:	**Name**	**Classification**	**Approx. Frontage**
	N. Centennial Street	Minor Thoroughfare	785 ft.
	N. College Drive	Major Thoroughfare	1,600 ft.
	Eastchester Drive	Major Thoroughfare	515 ft.
Vehicular Access:	This development will take access from the existing access points on Centennial Street and N. College Drive.		
Traffic Counts: *(Average Daily Trips)*	N. Centennial St & College Dr.	15,000 ADT (2005, 12-hour intersection count)	
	Eastchester Dr & College Dr.	28,200 ADT (2008, 12-hour intersection count)	
Estimated Trip Generation:	None		
Traffic Impact Analysis:	**Required**	**Comment**	
	Yes: ☐ No: X	None	
Pedestrian Access:	New development will be required to meet the sidewalk requirements in the Development Ordinance.		

School District Comment
Not applicable to this zoning case.

Details of Proposal

This zoning application consists of approximately 17.5 acres lying along the north side of N. College Drive, between Eastchester Drive and N. Centennial Street and a separate 0.5 acre parcel fronting along Eastchester Drive, approximately 620 feet north of N. College Drive. High Point University has recently purchased the 17.5 acre area and is proposing to use the existing buildings for student housing and administrative office uses. The current zoning would permit some but not all activities associated with a university use. Therefore, they are requesting rezoning to a PI District to allow all activities of a university use. The separate 0.5 acre parcel fronting along Eastchester Drive is owned by the Wesleyan Education Center. This parcel is currently vacant, it was formally the location of a thrift store which has been relocated and the building was demolished. Wesleyan Education Center joined with High Point University in this application to place a PI District upon this 0.5 acre parcel so it may be zoned in the same manner as the rest of their educational campus.

High Point University estimates that the current 140 dwelling units upon the 17.5 acre area will house approximately 370 students. The primary uses upon this city block, have been institutional in nature and this area has had an Institutional classification upon the City's Land Use Map since 1983. The requested PI District is consistent with the Institutional Land Use

classification. In addition, this is not the first time PI zoning has been associated with this area. From 1992 to 2006 this site had a PI District zoning. It was changed in 2006 at the request of Wesleyan Arms, Inc. to allow leasing of office space to businesses not associated with the retirement facility. This request replaces the former PI District back upon the site as it existed prior to 2006.

Except for along its northern property line, the zoning site abuts multi-lane thoroughfares with signalized intersections and dedicated turn lanes. The applicant has stated their intent to work with the City of High Point Transportation Department to monitor pedestrian circulation *(see attached April 14, 2010 letter from High Point University).*

Identified Issues

Major Issues:

- None.

Minor Issues:

- None.

Recommendation

Staff Recommends Approval:

Based upon the Institutional Land Use Map designation upon this block along with the existing zoning and development pattern within this block, staff recommends approval of the requested PI District.

Required Action

Planning and Zoning Commission:

Upon making its recommendation, the Planning and Zoning Commission must place in the official record a statement of consistency with the City's Land Use Plan, and any other officially adopted plan that may be applicable. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Commission, or, if the Commission is in disagreement with staff's findings, by adoption of its own statement.

City Council:

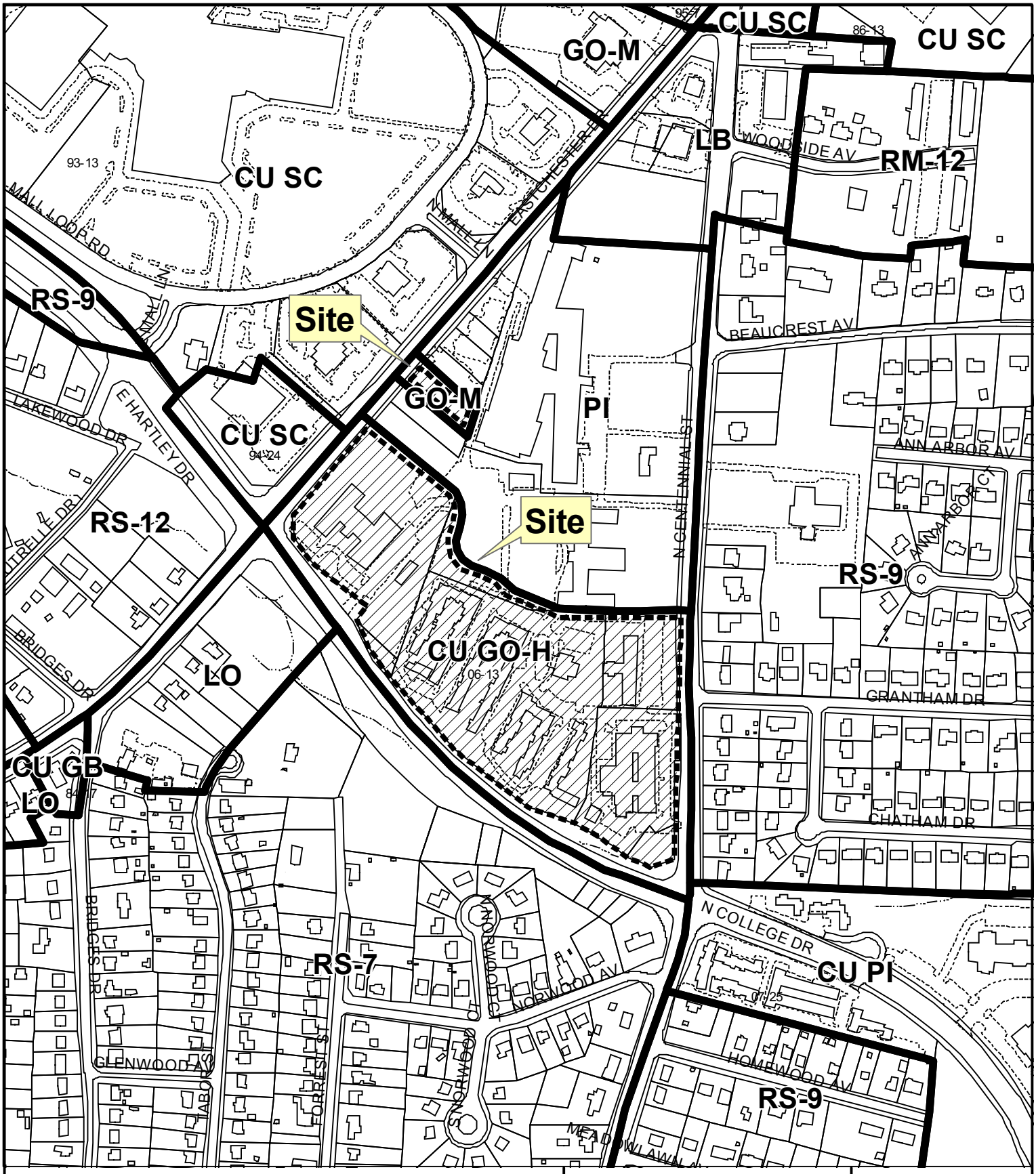
Upon rendering its decision in this case, the High Point City Council also must place in the official record a statement of consistency with the City's Land Use Plan. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Council, or, if the Council is in disagreement with staff's findings, by adoption of its own statement.

In addition, the City Council must, prior to adopting or rejecting any zoning amendment, explain why it considers the action taken to be reasonable and in the public interest. In this case, staff suggests that the approval of the applicant's request is reasonable and in the public interest

because: 1) the site has an Institutional designation upon the City's Land Use Map and the requested PI District is consistent with this land use classification; 2) the zoning site has been used for institutional type uses (retirement facility/nursing center) for over 45 years, this request represents a reuse of the property from one form of institutional use to a different type of institutional use; and 3) except for the separate 0.5 acre parcel, the request replaces the former PI District back upon the site as it existed prior to 2006. The City Council may adopt this statement, it may add to or change this statement, or, if the Council is in disagreement with the above statement it will need to formulate its own reasonableness / public interest statement.

Report Preparation

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



REZONING CASE 10-07

From: General Office-Moderate Intensity and Conditional Use General Office-High Intensity

To: Public Institutional

Existing Zoning Boundary ———

Subject Property Boundary - - - - - - - -

Planning & Development Department

City of High Point

Date: April 8, 2010

N

Scale: 1'=400'

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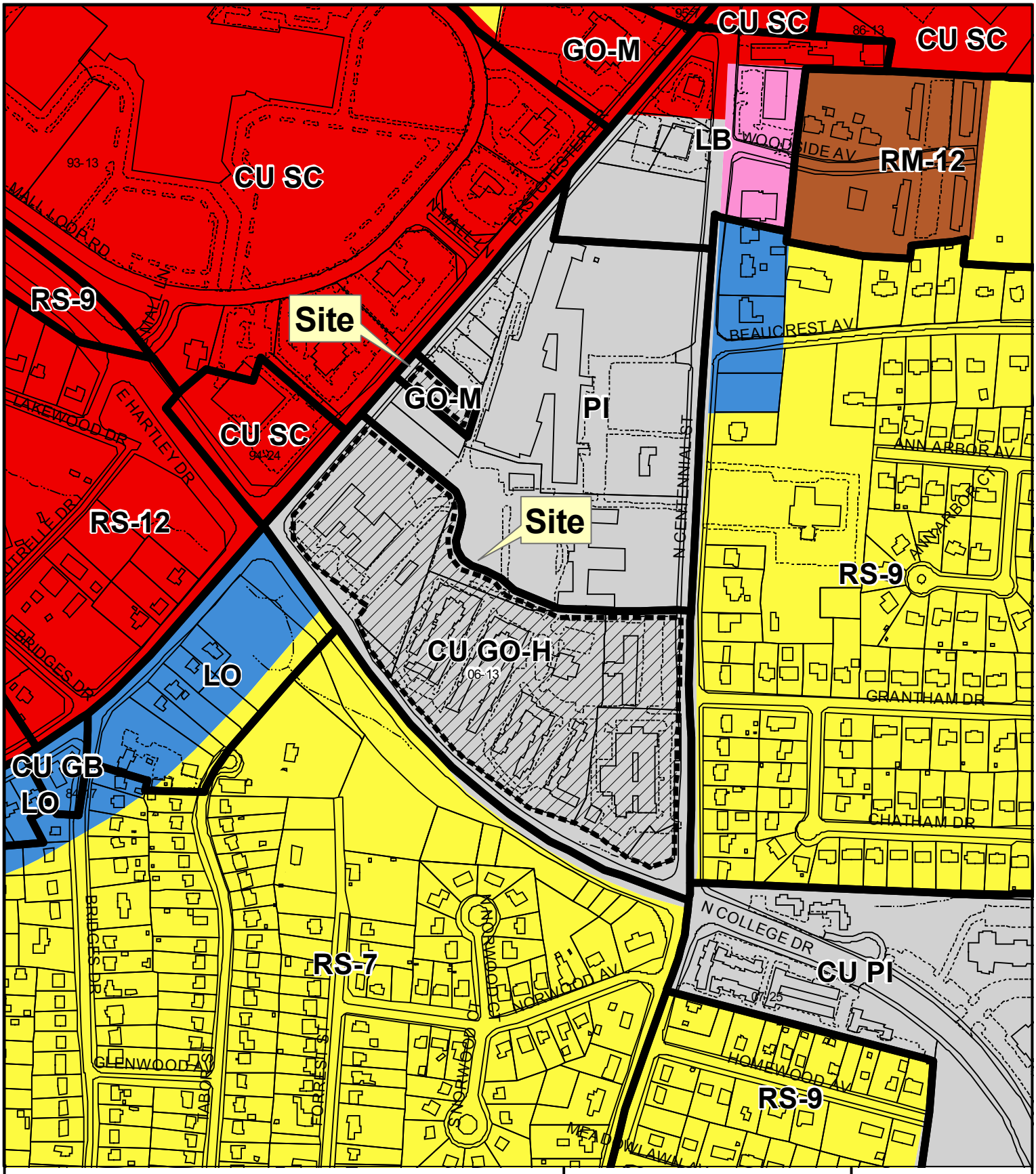

REZONING CASE 10-07

Land Use Plan

- Low-Density Residential
- Medium-Density Residential
- Institutional
- Office
- Local/Convenience Commercial
- Community/Regional Commercial

Planning & Development Department

City of High Point

Date: April 14, 2010

N

Scale: 1'=400'

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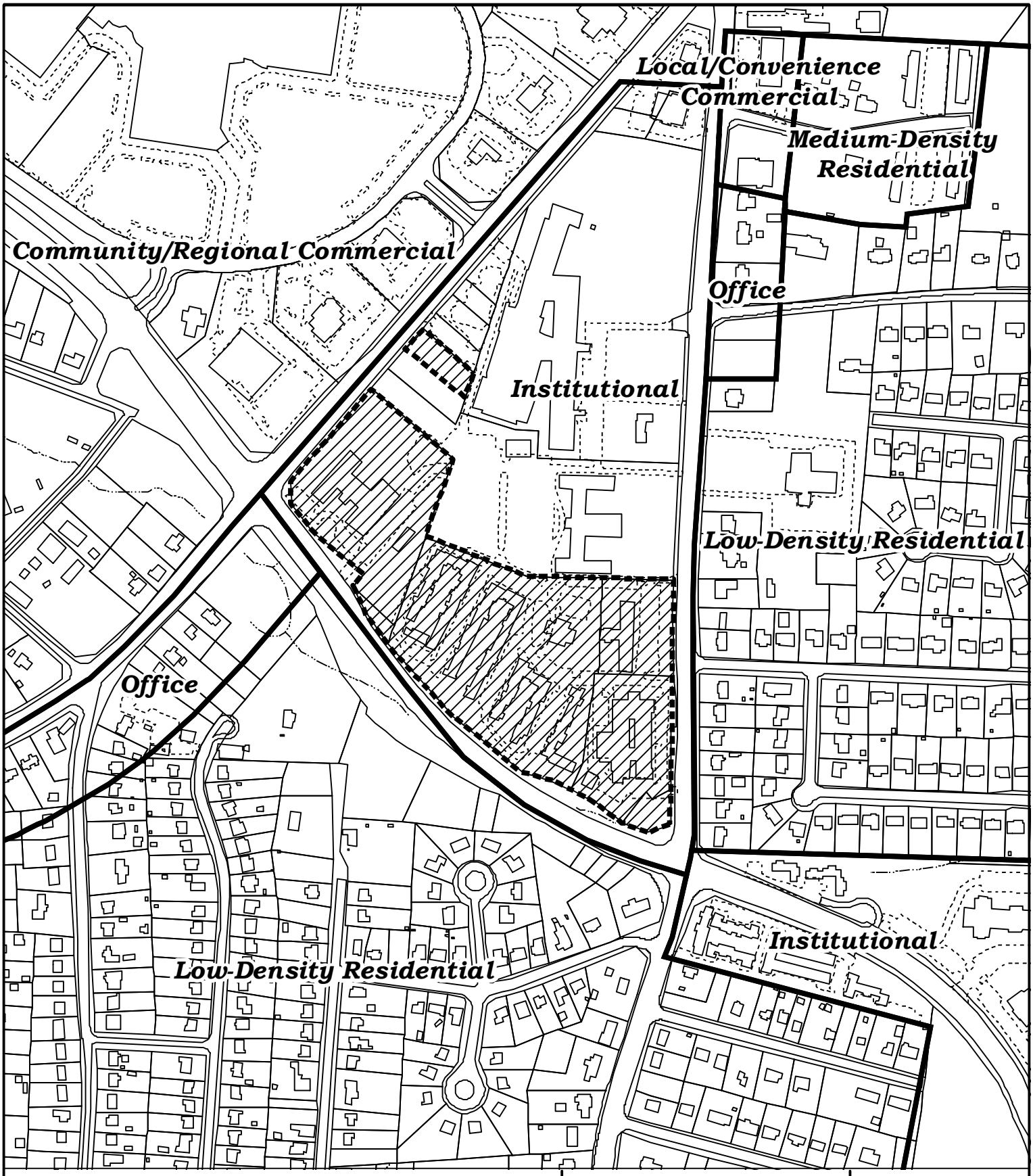

REZONING CASE 10-07

Land Use Plan

Existing Land Use Plan
Subject Property Boundary

Planning & Development Department

City of High Point

Date: April 14, 2010

N

Scale: 1'=400'

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REZONING CASE 10-07

Topography

Subject Property Boundary - - - - - - - - - -

Planning & Development Department

City of High Point

Date: April 14, 2010

N

Scale: 1'=400'

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REZONING CASE 10-07

Transportation

NORTH CAROLINA'S INTERNATIONAL CITY™

March 23, 2010

To: Lee Burnette, Director of Planning and Development

From: Mark McDonald, P.E., Transportation Director

Subject: **Rezoning Case #10-07,** High Point University. Property located on the north side of College Drive between Eastchester Drive and Centennial Street.

My staff and I have reviewed the rezoning request and have the following comments:

A traffic impact analysis was not required for this development. To require a traffic study the proposed development must be expected to produce at least one hundred and fifty (150) trips in the AM or PM peak hour. In order to mitigate the development's impact on the surrounding roadway network the following improvements will be required on Centennial Street:

Pedestrian Access

In order to provide for pedestrian safety in compliance with the High Point University Area Plan pedestrian facilities should be provided as follows:

- Install sidewalk along Centennial Street from the intersection of College Drive and Centennial Street to the first driveway of the rezoning site.
- Install pedestrian signals at the northeast, northwest and southeast corners of the intersection of Centennial Street and College Drive. This will require that the current signal plan be updated to show the pedestrian improvements.

The City of High Point Transportation Director and NCDOT shall approve all construction and improvements.

If you have any questions or would like to further discuss this case, please advise.

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA
Office: 336.883.3225 Fax: 336.883.8568 TDD: 336.883.8517

April 14, 2010

Mr. Mark McDonald, PE
Director of Transportation
City of High Point
211 S. Hamilton St.
High Point, NC 27261

Dear Mr. McDonald,

I have received and reviewed a memo from you, dated March 23, 2010, regarding Rezoning Case #10-07, for the High Point University property located on the north side of College Drive between Eastchester Drive and Centennial Street.

Under the heading of Pedestrian Access, I would like to inform you that High Point University would be in favor of providing the requirements of the two points stated in the memo.

As per your memo, High Point University will install a sidewalk along Centennial Street from the intersection of College Drive and Centennial Street to the first driveway of the rezoning site. High Point University will also install pedestrian signals at the northeast, northwest and southeast corners of the intersection of Centennial Street and College Drive. The current signal plan shall be updated to show the pedestrian improvements.

It is my understanding that the City of High Point staff will monitor the traffic conditions where the pedestrian signals will be installed and notify High Point University as to the proper time period for installation of the signals. As usual, the City of High Point Transportation Director and NCDOT shall approve all construction and improvements.

Please contact me if you have any questions or comments pertaining to this matter.

Thank you,

Ron Guerra
HIGH POINT UNIVERSITY
Director of Construction & Renovation

Cc Lee Burnette
Herb Shannon
Amandeep Mann

Department of Transportation

June 16, 2010

MEMORANDUM **AGENDA ITEM**

TO: Randy McCaslin
Assistant City Manager

FROM: Mark McDonald, P.E.
Transportation Director

SUBJECT: Supplemental Agreement
Railroad At-grade Crossing Closures and Street Improvements (Y-4807 A)

Summary

The North Carolina Department of Transportation (NCDOT) has requested City Council approval of the attached Supplemental Agreement for the referenced project.

A municipal agreement defining the general scope of work and responsibilities for this project was executed in 2005. NCDOT is currently in the process of updating and streamlining various agreements of this type, and their Fiscal Section has requested this supplement to more specifically address funding and reimbursement. Y-4807 A is funded entirely by NCDOT and the Federal Highway Administration (FHWA), and is currently being constructed by Yates Construction Co. It involves the closure of at-grade railroad crossings on W. Grimes Avenue and Taylor Avenue, reestablishing the Taylor Avenue connection to W. Green Drive, reworking the at-grade crossing on Prospect Street, and making grade and street drainage improvements on Ward Avenue at the railroad overpass between English Road and Wrightenberry Street. The contract amount for this work is $434,215.

The original agreement also included provisions for up to $100,000 in funding for other street improvements in the same general area to further compensate for the W. Grimes and Taylor at-grade crossing closures. In 2008-09, the City designed and constructed improvements to the intersection of Courtesy Road and Prospect Street. This work was performed by Triangle Grading & Paving, Inc. at a cost of $71,449, which will be fully reimbursed under the terms of the proposed Supplemental Agreement.

Recommendation

The High Point Department of Transportation recommends City Council's approval of this Supplemental Agreement with NCDOT. Please advise if you have any further questions or concerns.

c Keith Pugh, P.E. Leon Adams Jeff Moore
File

City of High Point, P.O. Box 230, 211 South Hamilton Street, High Point, NC 27261 USA
Phone: 336.883.3225/3226 Fax: 336.883.8568 TDD: 336.883.8517

NORTH CAROLINA
GUILFORD COUNTY

6/8/10

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

AND

CITY OF HIGH POINT

SUPPLEMENTAL AGREEMENT
TIP: Y-4807 A
WBS: 40325.3.5

THIS SUPPLEMENTAL AGREEMENT is made and entered into on the last date executed below, by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the CITY OF HIGH POINT, a local government entity, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the Department, Railroad, and Municipality, on the 22ND day of June 2005, entered into a Municipal Agreement to implement rail crossing improvements in accordance with the recommendations made in the Traffic Separation Study (TSS), which included the permanent closure and removal of the following municipal crossings: Taylor Avenue (Crossing No. 722 335J) and West Grimes Street (Crossing No. 722 337X) upon completion of improvements at W. Green Drive and Ward Avenue in Guilford County under TIP Project Y-4807 A; and,

WHEREAS, the parties hereto now wish to supplement the aforementioned Municipal Agreement whereby the following provisions are added to reflect the Department's participation in the cost of the project; and,

REIMBURSEMENT AND PAYMENT TERMS

25. Subject to compliance by the Municipality with the provisions set forth in this Supplemental Agreement, the Department shall reimburse the Municipality to the extent of one hundred percent (100%) of the approved allowable project costs incurred by the

Municipality for the following work as outlined below:

a. closure of the West Grimes Avenue crossing; and,

b. extend Taylor Avenue to West Green Drive; and,

c. widen the crossing and improve the approaches at the Prospect Street crossing; and,

d. re-profile Ward Avenue by lowering the roadway to allow for improved clearance between the road and bridge structure.

In addition, the Department shall participate in the actual cost of the design and construction of needed improvements to accommodate redirection of traffic from the closed crossings near the intersection of Courtesy Road and Prospect Street in an amount not to exceed $100,000. Costs which exceed departmental participation shall be borne by the Municipality.

Reimbursement to the Municipality shall be subject to the policies and procedures contained in Federal-Aid Policy Guide, Title 23, Part 140 and Part 172, which is being incorporated into this Agreement by reference at www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm and by Office of Management and Budget (OMB) Circular A-87 (www.whitehouse.gov/omb/circulars/index.html) "Cost Principles for State, Local, and Indian Tribal Governments." Said reimbursement shall also be subject to the Department being reimbursed by the Federal Highway Administration and subject to compliance by the Municipality with all applicable federal policy and procedures.

The Municipality shall adhere to applicable administrative requirements of 49 CFR 18 (www.fhwa.dot.gov/legregs/directives/fapgtoc.htm) and Office of Management and Budget (OMB) Circulars A-102 (www.whitehouse.gov/omb/circulars/index.html) "Uniform Administrative Requirements for Grants and Cooperative Agreements to State

and Local Governments."

(A) The Municipality may bill the Department for actual costs on a monthly basis as herein stated by submitting an itemized invoice along with proper supporting documentation to the Department's Rail Division. Reimbursement to the Municipality shall be made upon approval of each invoice by the Department's Rail Division, Office of Inspector General, and Financial Management Division. By submittal of each invoice, the Municipality certifies that it has adhered to all applicable state laws and regulations as set forth in this Agreement.

(B) Force account work by the Municipality is only allowed when there is a finding of cost effectiveness for the work to be performed by some method other than contract awarded by competitive bidding process. Written approval from the Department is required prior to the use of force account by the Municipality. Federal Highway Administration regulations governing Force Account are contained in Federal-Aid Policy Guide, Title 23 Code of Federal Regulations, Part 635.201, Subpart B; said policy being incorporated in this Agreement by reference www.fhwa.dot.gov/legsregs/directives/cfr23toc.htm. North Carolina General Statutes governing the use of Force Account, Chapter 143, Article 8 (Public Contracts) can be found at www.ncleg.net/gascripts/Statutes/Statutes.asp. Invoices for force account work shall show a summary of labor, labor additives, equipment, materials and other qualifying costs in conformance with the standards for allowable costs set forth in Office of Management and Budget (OMB) Circular A-87 (www.whitehouse.gov/omb/circulars/index.html) "Cost Principles for State, Local, and Indian Tribal Governments". Reimbursement shall be based on actual cost incurred with the exception of equipment owned by the Municipality or its project partners. Reimbursement rates for equipment owned by the Municipality or its project partners

cannot exceed the Department's rates in effect for the time period in which the work is performed. If a contractor performs the work, said invoices shall show the contract cost.

(C) The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs.

(D) All invoices must be submitted within six (6) months after completion and acceptance of all work by the Department and FHWA or said invoices will be considered ineligible items for payment.

(E) The Municipality shall complete the project within one year of the date of execution of this agreement. The Municipality is responsible for submittal to the Department project evaluation reports that assess the progress and potential benefits realized for the project. If the Municipality has not completed its responsibilities within the specified number of years, the unexpended balance of funds may be recalled by the Department and assigned to other projects by the Board of Transportation.

(F) The Project must progress in a satisfactory manner as determined by the Department and the Municipality shall invoice the Department for work accomplished at least once every six (6) months to keep the project funds active and available. If an invoice is not received within six months, a written project status report must be provided to the Department. If the project does not remain active, the Department reserves the right to de-obligate said funding.

(G) The expenses incurred by the Department for reviews, approvals, inspections and other tasks set forth in the Municipal Agreement are an eligible project cost and subject to reimbursement from allocated project funding.

(H) The Municipality shall maintain records that establish final documentation of quantities incorporated into the Project in accordance with established federal procedures.

(I) The Municipality agrees that, if the Federal Highway Administration does not participate in certain costs because of noncompliance with Federal and/or State regulations, it will reimburse the Department for such costs regardless of any nonparticipation in the costs by the Federal Highway Administration. All costs not reimbursed to the Department by the Federal Highway Administration shall be borne by the Municipality. Following completion of the work, the Department shall invoice the Municipality for all costs incurred by the Department that are not reimbursed by the Federal Highway Administration.

(J) The Department's Financial Management Division shall make available to the Municipality the ACH-EFT payment option in lieu of an issued check. This option is the electronic payment system utilized to make payment for approved invoices only to the Municipality. The Municipality shall be required to complete the attached ACH-VEND form to register for ACH-EFT payments and receive approval from the Department's Financial Management Division prior to submitting any invoices for payment.

POWELL BILL PROVISION

26. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment hereinabove provided, North Carolina General Statute 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by North Carolina General Statute, Section 136-41.1, until such time as the Department has received payment in full.

AUDIT

27. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" and is currently available at, (www.whitehouse.gov/OMB/circulars/a133/a133.html) dated June 27, 2003 and the

Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a copy of the independent aud it report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality's fiscal year ends.

RECORDS ACCESS AND RETENTION

28. The Municipality and its contractor shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its contractor to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration under this Agreement, for inspection and audit by the Dep artment, the Federal Highway Administration, or any authorized representatives of the Federal Government.

LIABILITY

29. The Municipality agrees to indemnify and hold harmless the Department and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns, to the extent allowed by law, from and against any and all claims for damage and/or liability in connection with the project activities performed as a result of the negligent acts of omissions of the Municipality. The Department shall not be responsible for any damages or claims for damages, which may be initiated by third parties except as a result of the negligent acts or omissions of the Department.

DEBARRMENT

30. Per OMB Circular A-133, Municipality is prohibited from contracting with or making subawards under transactions covered by this agreement to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of $25,000 and all nonprocurement transactions (e.g., subawards to subrecipients). Contractors receiving individual awards for $ 25,000 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred. The Municipality may rely upon the certification unless it knows that the certification is erroneous. The Municipality agrees that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by Federal department or agency.

31. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.

COMPLIANCE

32. The Municipality shall be responsible for ensuring compliance with all applicable State, Federal and local environmental laws and regulations and ordinances in the construction of the project and shall be responsible for any fines, assessments or other penalties resulting from non-compliance by any entity performing work under contract with the Municipality.

ADDITIONAL PROVISIONS

33. The Department shall have the right to abandon the Project at any time before the Municipality has been called upon to perform any part of its agreement. All

terms and conditions of this Agreement are dependent upon, and, subject to the available departmental funding and fiscal constraints for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

34. This Agreement is solely for the benefit of the identified parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.

ETHICS PROVISION

35. The parties acknowledge the requirements of N.C.G.S. § 133-32. In addition, the Department and its employees are bound by the provisions of Executive Order 24 (issued by Governor Perdue on October 1, 2009), which bans State employees from accepting or receiving gifts. By Executive Order 24, issued by Governor Perdue, and N.C. G.S.§ 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

(i) have a contract with a governmental agency; or

(ii) have performed under such a contract within the past year; or,

(iii) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

All other terms and conditions addressed in the Municipal Agreement shall remain the same.

Except at hereinabove provided, the Agreement heretofore executed by the Department, Municipality, and Railroad on the 22nd day of June 2005 is ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Supplemental Agreement has been executed, in triplicate, the day and year heretofore set out, on the part of the Department and Municipality.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this Supplemental Agreement, you attest, for your entire organization and its employees or agents, that you are not aware that any gift in violation of N.C.G.S. § 133-32 and Executive Order 24 has been offered, accepted, or promised by any employees of your organization.

L.S.
ATTEST:

BY: _____

TITLE: _____

DATE: _____

CITY OF HIGH POINT

BY: _____

TITLE: _____

DATE: _____

Approved by City Council of the City of High Point as attested to by the signature of _____, Cler k of the City Council on _____.
(Date)

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

(SEAL)

_____
Municipal Finance Officer

Federal Tax Identification Number

_____
City of High Point

Remittance Address:
City of High Point
_____
_____
_____

ATTEST:

BY: _____
Secretary to the Board
of Transportation

DEPARTMENT OF TRANSPORTATION

BY: _____
DIRECTOR – ENGINEERING & SAFETY
RAIL DIVISION

DATE: _____

Remittance Address:
North Carolina Department of Transportation
Rail Division, Engineering & Safety Branch
1556 MSC
Raleigh, NC 27699-1556
Attn: Jahmal M. Pullen, PE
Project Engineer

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____
(Date)

highpoint
MARKETAUTHORITY

101 S. Main Street, Suite 801, High Point, North Carolina 27260

P: 336.869.1000 | F: 336.869.6999 | www.highpointmarket.org

June 10, 2010

Mr. Strib Boynton
City Manager
City of High Point

Dear Strib,

Per your request, the budget submitted to you yesterday is the budget reviewed and approved by both the High Point Market Executive Committee and the Board of Directors at our recent April Board meeting. The budget has been adopted by the Market Authority and we have already begun planning for our overall execution for the next fiscal year.

Please contact me with any questions you may have.

Regards,

Brian D. Casey, CEM
President & CEO

DRAFT
Proposed 2010-11
BUDGET

Revenue	Revised Forecast FY 09-10	2010 -11 Budget	Variance
High Point Area			
Show Room License	$ 1,525,436.00	$ 1,500,000.00	$ 25,436.00
Occupancy Tax	$ 286,554.00	$ 275,000.00	$ 11,554.00
HPCVB	$ 200,000.00	$ 150,000.00	$ 50,000.00
City of High Point	$ 1,000,000.00	$ 1,000,000.00	$ -
Guilford County	$ 75,000.00	$ 75,000.00	$ -
Other Communities	$ -		$ -
Total	**$ 3,086,990.00**	**$ 3,000,000.00**	**$ 86,990.00**
State of North Carolina			$ -
NCDOT (Recurring)	$ 1,200,000.00	$ 1,200,000.00	$ -
NCDOC (Recurring)	$ 806,478.00	$ 806,478.00	$ -
Additional (Non-recurring)	$ -	$ -	$ -
Total	**$ 2,006,478.00**	**$ 2,006,478.00**	$ -
Other			$ -
AHFA	$ -		$ -
Interest	$ 17,000.00	$ 7,000.00	$ 10,000.00
Miscellaneous	$ 34,450.00	$ 10,000.00	$ 24,450.00
Total	**$ 51,450.00**	$ 17,000.00	$ 34,450.00
Total Revenue	**$ 5,144,918.00**	**$ 5,023,478.00**	**$ 121,440.00**

DRAFT
Proposed 2010-11
BUDGET

Budget Code	Expense	2009-2010 Forecast	2010-11 Budget	Difference	Comments
	Executive Leadership & Admin				
500-01	Salaries & Benefits	$ 392,150.00	$ 392,150.00	$ -	
500-02	Board of Directors	$ 700.00	$ 700.00	$ -	
500-23	Accounting & Professional Fees	$ 15,000.00	$ 15,000.00	$ -	Bookeeping, budget reporting, bank reconcilliation and general accounting functions
500-03	Audit	$ 15,750.00	$ 16,000.00	$ (250.00)	Sharrard McGee fees to conduct audit
500-04	Automobile Expense	$ 9,500.00	$ 9,500.00	$ -	
500-05	Mobile Communications	$ 7,872.00	$ 8,000.00	$ (128.00)	
500-06	Contractual Services	$ -	$ -	$ -	
500-07	Computer Systems	$ 15,000.00	$ 15,000.00	$ -	Profession tech firm to perform regular maintenance, troubleshooting, spam filters, software install, back up and new pc setup.
500-08	Phone System	$ 21,000.00	$ 21,000.00	$ -	
500-09	Office Equipment	$ 3,000.00	$ 3,000.00	$ -	Computers, mail machine lease, copier lease etc.
500-10	Insurance	$ 15,000.00	$ 15,000.00	$ -	Insures MA property, D&O liability, Events, Non owned Automobile, Workers Comp, General Liability
500-11	Maintenance	$ -	$ -	$ -	
500-12	Memberships/Subscriptions	$ 8,000.00	$ 8,000.00	$ -	Industry Organization Dues, String, Conference Fees Etc.
500-13	Office Supplies Employee Welfare	$ 8,000.00	$ 8,000.00	$ -	General office supplies including binders, printer toner, paper, note pads, purified water, food in office during market etc.
500-22	Parking	$ 2,600.00	$ 2,600.00	$ -	Staff parking for the year
500-14	Postage	$ 4,000.00	$ 4,000.00	$ -	General mail, correspondence, office fed-ex
500-15	Printing	$ -	$ 4,500.00	$ (4,500.00)	Stationary/Business Cards for new office space
500-16	Rent	$ 23,040.00	$ 23,040.00	$ -	50% of Rent based on total $46,080
500-17	Payroll Processing Fees	$ 1,000.00	$ 1,000.00	$ -	Outside payroll service
500-18	Bank Service Charges	$ 500.00	$ 700.00	$ (200.00)	
500-19	City & County Taxes	$ 1,500.00	$ 1,700.00	$ (200.00)	
500-20	Misc Expenses	$ 5,000.00	$ 10,000.00	$ (5,000.00)	Relocation Costs
	Total	**$ 548,612.00**	**$ 558,890.00**	**$ (10,278.00)**	
	Transportation			$ -	
501-01	First Presbyterian Church			$ -	
501-04	Management/ Personnel	$ 230,000.00	$ 226,000.00	$ 4,000.00	Transportation personnel and management fee. 8
501-05	Equipment	$ 900,000.00	$ 945,000.00	$ (45,000.00)	Equipment lease costs
501-06	Printing/Supplies	$ 800.00	$ 1,537.00	$ (737.00)	
501-07	Tents	$ 4,600.00	$ 5,000.00	$ (400.00)	Temporary tents in parking lots
501-08	Rent	$ 11,520.00	$ 11,520.00	$ -	25% of Rent based on total $46,080
501-09	MA Salaries and Benefits	$ 168,000.00	$ 170,000.00	$ (2,000.00)	Operations staff
	Temporary Staff	$ -		$ -	
501-10	Hosts/Info Staff	$ 18,000.00	$ 20,000.00	$ (2,000.00)	Information center staff and hosts on downtown showroom shuttle (approx 1353 hrs x $12, $1300 DSS Supervisor)
501-12	Signage/Street Improvements	$ 12,800.00	$ 15,000.00	$ (2,200.00)	Variable message signs directing to park and ride lots, sidewalk graphics, etc
501-13	Trainings/Meetings	$ 500.00	$ 1,000.00	$ (500.00)	
501-14	Contingency	$ -	$ 1,000.00	$ (1,000.00)	
501-15	Transportation Command Center	$ 4,500.00	$ 5,000.00	$ (500.00)	$3600 rental, $700 electric usage & setup, $700 phone usage & setup
	Total	**$ 1,350,720.00**	**$ 1,401,057.00**	**$ (50,337.00)**	
502	**Parking**			$ -	
502-01	Davis Lot (South)	$ 84,263.00	$ 85,000.00	$ (737.00)	Lease through 2013, parks 1,000 cars-fully utilized during Market, 4%CPI for both 10 & 11 ?. (12 x $6900)
502-02	Oak Hollow Lot (North)	$ 44,000.00	$ 44,000.00	$ -	$22,000 per Market- 2000 spaces with no maintenace or security costs
502-03	Buyer Parking Improvements	$ -	$ -	$ -	
502-04	Maintenance- South Lot	$ 6,000.00	$ 6,000.00	$ -	Davis lot lease agreement requirement ($300 per month) + water shed requirements from city ($2,200 per year)
502-05	Security- South Lot	$ 2,700.00	$ 2,700.00	$ -	120 hours @ $22 (2 Markets)
	Total	**$ 136,963.00**	**$ 137,700.00**	**$ (737.00)**	

DRAFT
Proposed 2010-11
BUDGET

503	**Centralized Registration**			$ -	
503-01	Support for RegPro & SLRS	$ 40,000.00	$ 64,500.00	$ (24,500.00)	New Registration Company- includes operations, reporting data management & storage, system customization, pre-reg & onsite support, training and website maintenance.
503-02	MA Salaried Personnel & PT Event Staff	$ 55,000.00	$ 55,000.00	$ -	Reg Assts $11,800 + Coordinator
503-03	Printing	$ 2,600.00	$ 2,600.00	$ -	Forms and guidelines for Market
503-04	Postage	$ 35,000.00	$ 34,000.00	$ 1,000.00	Pass mailing , fed ex buyer letters of invitation
503-05	Professional Services	$ 2,500.00	$ 2,500.00	$ -	Lyons subscription used to qualify buyers
503-06	Ethernet Fiber Connections	$ 9,700.00	$ 9,700.00	$ -	$802 per month service fee to Northstate
503-07	Supplies	$ 35,000.00	$ 33,000.00	$ 2,000.00	Badge stock $7000 , Lanyards w/pass sleeves $28,000
503-08	Training/Meetings	$ 300.00	$ 300.00	$ -	
503-09	Equipment	$ 4,500.00	$ 4,500.00	$ -	Mail Machine Lease $4284
503-10	System Upgrades	$ 1,500.00	$ 2,000.00	$ (500.00)	purchase zebra printers/computer equipment
503-11	Up fit for office space	$ 10,000.00	$ -	$ 10,000.00	
503-12	RFID	$ -	$ -	$ -	
	Travel/ Shipping		$ 25,400.00	$ (25,400.00)	includes travel and per diem of registration staff & shipping of equipment
	Miscellaneous		$ 10,000.00	$ (10,000.00)	any unforseen customization costs
	Total	**$ 196,100.00**	**$ 243,500.00**	**$ (47,400.00)**	
504	**Marketing**			$ -	
504-01	Direct Mail Print	$ 95,000.00	$ 95,000.00	$ -	Personalized Mail not as affective so we reduced - Reg Pro the Problem
504-02	Brochures	$ 75,000.00	$ 70,000.00	$ 5,000.00	
504-03	Ad Placement	$ 230,000.00	$ 236,900.00	$ (6,900.00)	Assumes bldgs continue to contribute to logo ad to maintain our current frequency/rates
504-04	E-Marketing	$ 94,000.00	$ 95,000.00	$ (1,000.00)	
504-05	Professional Fees (Ad Agency)	$ 230,000.00	$ 230,000.00	$ -	Emissary Fees
504-06	MA Salaries & Benefits	$ 231,000.00	$ 231,000.00	$ -	
504-07	Professional Services (PR and Freelance)	$ 61,000.00	$ 20,000.00	$ 41,000.00	PR Professional, Media Solicitation, Special Projects
504-08	Postage	$ 180,000.00	$ 180,000.00	$ -	
504-09	Telemarketing	$ 32,500.00	$ 32,500.00	$ -	Helps to collect valuable information and helps deal with bad experiences directly
504-10	Signage	$ 13,000.00	$ 20,000.00	$ (7,000.00)	Assumes new downtown banners, implmentation of non-seasonal logo.
504-11	Media Center	$ 12,000.00	$ 25,100.00	$ (13,100.00)	Catering $17,400, AV Rental $5,000, Temp Staff $2,700,
504-12	Miscellaneous	$ -	$ -	$ -	
504-13	Travel	$ 35,000.00	$ 35,000.00	$ -	Travel to International Shows, Industry Events
504-14	Industry Trade Show Mktg.	$ 15,000.00	$ 15,000.00	$ -	Sponsorships, Collateral & General Marketing
504-15	Rent	$ 11,500.00	$ 12,075.00	$ (575.00)	Rent for IBC
504-16	Market Research	$ -	$ 30,000.00	$ (30,000.00)	Update industry information for market strategy
504-17	Promotional Video	$ 60,000.00	$ 60,000.00	$ -	Assumes viral video production/social media/fashion component
504-18	Industry Education	$ 5,500.00	$ 25,000.00	$ (19,500.00)	Assumes we move forward with ongoing educational programs (ASID)
504-19	Meals & Entertainment	$ 18,625.00	$ 20,000.00	$ (1,375.00)	Misc Meals with Groups at String, Lunches, Press Breakfast and related events
504-20	Promotional Goods	$ -	$ 5,000.00	$ (5,000.00)	Assumes small gifts for attending media, twice per year.
504-21	Website	$ 154,555.00	$ 120,000.00	$ 34,555.00	Website Navigational Redesign, Online Survey Component, T1 Server & Equipment, Data Housing
504-22	Mail house Services	$ 105,000.00	$ 105,000.00	$ -	
504-23	List Acquisition	$ 10,000.00	$ 12,000.00	$ (2,000.00)	
504-24	Database Management	$ 25,000.00	$ 25,000.00	$ -	Data Cleaning, Updates, Change of Address etc.
504-25	Photography	$ 15,000.00	$ 20,000.00	$ (5,000.00)	
504-26	Sales Tax	$ 30,000.00	$ 30,000.00	$ -	
504-27	Field Marketing Funding	$ 50,000.00	$ 50,000.00	$ -	
504-28	Miscellaneous Out of Pocket Agency Exp	$ 17,500.00	$ 17,500.00	$ -	
504-29	Centennial Celebration Place Holder	$ 33,281.81	$ -	$ 33,281.81	
504-30	Sesquicentennial City of High Point	$ 25,000.00	$ -	$ 25,000.00	
	Total	**$ 1,864,461.81**	**$ 1,817,075.00**	**$ 47,386.81**	

DRAFT
Proposed 2010-11
BUDGET

505	Guest Entertainment Concierge						
505-01	Accommodations				$	-	
505-02	Entertainment	$	240,000.00	$ 240,000.00	$	-	Assumes 4 nights: Each Market ($10k/$75k/$32k/$2k) No other sponsored entertainment
505-03	Salary & Benefits	$	53,136.00	$ 53,136.00	$	-	
505-04	Buyer Services	$	-		$	-	
505-05	Food & Beverage	$	162,000.00	$ 165,000.00	$	(3,000.00)	Press Breakfast- $6000, Int'l Recp- $4000, Terminal- $7000, Street Fair- $20,000, No DBC, Tent Food- $60,000 (4 nights), Tent Bar- $40,000 (4 nights), Buying Groups- $1500, Ice- $2000
505-06	Communications	$	-	$ -	$	-	
505-07	International Lounge	$	17,000.00	$ 12,000.00	$	5,000.00	Rental of tables/chairs- $1000, f&b- $6000, staffing/coordination/computer rental- $10,000
505-08	Postage	$	-	$ -	$	-	
505-09	Supplies/Printing	$	1,600.00	$ 1,600.00	$	-	banners under tent- $132 each and supplies for information centers
505-10	Staff Uniforms	$	-	$ -	$	-	Information staff, hosts and transportatin terminal staff
505-11	Technical Development/Website	$	3,000.00	$ -	$	3,000.00	
505-12	Contract Labor	$	16,600.00	$ 17,000.00	$	(400.00)	Tent Setup/Cleanup- $ 4600, Security- $8,000 , Terminal Dist- $3000, Greeters- $2000, Concert Supervisor- $500
505-13	Rent	$	11,520.00	$ 11,520.00	$	-	25% of Rent Based on $46,080
505-14	Temporary Tent Structure	$	17,000.00	$ 17,000.00	$	-	2 large frame tents
505-15	Operations	$	28,000.00	$ 23,000.00	$	5,000.00	Assumes 4 nights:Heavy equipment- $3,000, porto johns- $5000, table/chair rental- $3500, electrical & inspections-$1200 , décor- $2000, generators- $5000, misc- $2000 (no airstars & fireworks)
505-16	Production	$	152,000.00	$ 155,000.00	$	(3,000.00)	Assumes 4 nights: Includes riders- $60,000, staging/ audio-$35,000, production fees- $60,000
	TOTAL	**$**	**701,856.00**	**$ 695,256.00**	$	6,600.00	
					$	-	
506	Contingency	$	146,802.00	$ 90,000.00	$	56,802.00	
507	Depreciation	$	80,000.00	$ 80,000.00	$	-	
					$	-	
	Total Expense	**$**	**5,025,514.81**	**$ 5,023,478.00**	**$**	**2,036.81**	

RANDOLPH COUNTY

NORTH CAROLINA CONTRACT

THIS AGREEMENT, made and entered into this 21 day of June, 2010, by and between Randolph County, hereinafter referred to as "County" and the City of High Point, hereinafter referred to as "City."

WITNESSETH

In consideration of the mutual promises herein contained and the mutual benefits to result wherefrom, the parties agree as follows:

1. Pursuant to the provisions of North Carolina General Statute 160A-461, the County and the City agree to consolidate their tax collecting departments to the extent provided herein. This Agreement shall cover tax collections for fiscal year beginning July 1, 2010 and shall continue until terminated as provided in paragraph fifteen (15) of this Agreement. This Agreement shall cover all current and delinquent taxes from the effective date forward, both real and personal.

2. On and after July 1, 2010, all County and City ad valorem taxes for property located within both the City and the County shall be collected by the County Tax Administrator. This includes all late listing penalties, but not business licenses or other similar taxes.

3. Any discounts offered by the County shall apply to taxes collected on behalf of the City in the same manner as they apply to County properties.

4. The operation of this joint collection effort, including releases and refunds, shall be under the supervision of the County Tax Administrator and the Randolph County Tax Commission.

5. The City shall pay monthly to the County, one and one-fourth percent (1¼%) of all City taxes collected by the County pursuant to this Agreement. Said payment shall be remitted to the County by check from the City after receipt of funds from taxes collected by the County.

6. The County Finance Officer shall periodically remit by check the full amount of taxes and penalties collected, less any discounts.

Said check shall be remitted on a monthly basis except that during the months of December and January, the remittance shall be made semi-monthly. Upon request, the County shall notify the City in advance of the date and amount of taxes to be remitted.

7. Records showing separately the amount of County taxes assessed and collected and the amount of City taxes assessed and collected shall be maintained by the County Tax Administrator.

8. Upon discovery of unlisted property within the City limits, the County Tax Administrator shall place the property on both County and City rolls.

9. Only one tax bill shall be mailed to a taxpayer owing taxes to both of the taxing units. In the event of a partial payment on a consolidated bill, the amount of such payment shall be proportionately credited against taxes due each unit, said proportional credit to be based upon the percentage submitted of the total tax bill owed. Payments only against County or only against City taxes shall not be allowed.

10. The tax records shall be audited annually by an independent Certified Public Accountant selected and paid for by the County. The City may, at its own expense, provide for the auditing of the records relating to taxes due it. The tax records relating to taxes due the City shall be available to the City at all reasonable times.

11. The County Tax Administrator shall perform all duties imposed by law upon the City Tax Administrator with respect to City taxes on property located in both the City and the County.

12. Penalties collected and discounts allowed shall be properly apportioned between the County and the City where the same taxpayer makes payments on property taxable by both units.

13. The City shall be furnished an analysis of each year's levy when it is compiled, showing ad valorem taxes and other taxes separately. As to ad valorem taxes, the analysis shall provide information as to the components comprising the real and personal valuation and taxes (e.g. total real valuation, elderly and farm exemption, public service companies, etc.), and this shall be reconciled to the amounts shown as "secured" and "unsecured" valuation and tax amounts.

14. The City shall be furnished annually the details of any taxes added to or deleted from the charges on the records of taxes due the City and the total amount of taxes collected for the year.

15. This Agreement may be terminated by either of the parties upon written notice of the intention to terminate the Agreement given to the other party at least six (6) months before the expiration of the fiscal year in which the resolution directing such termination is adopted.

16. Amendments to this Agreement shall be effective only when reduced to writing and adopted by a majority vote of the members of each of the governing boards of the parties and its execution by the proper officials of each unit.

17. The term "collections" shall include listings and billings.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed in their respective names by their proper officials, all by authority of the governing boards of each of the taxing units.

RANDOLPH COUNTY

J. Harold Holmes, Chairman
Randolph County Board of Commissioners

Attest: Cheryl A. Ivey
Cheryl A. Ivey
Clerk to the Board
Randolph County Board of Commissioners

CITY OF HIGH POINT

Rebecca R. Smothers, Mayor
City of High Point

Attest:
Lisa B. Vierling, City Clerk
City of High Point

BID INFORMATION AND RECOMMENDATION

BID # 33-060910 **DATE OPENED:** June 9, 2010

DESCRIPTION: Charlotte Avenue/Delk Road Storm Water Improvements

BID PACKAGES DISTRIBUTED: 13 **DEPARTMENT:** Public Services Storm Water Div.

SOURCE OF FUNDS: 671732-533701-671001000305-40202 **BUDGETED AMOUNT:** $1,265,435.

RECOMMENDED AWARD

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 lot	**Charlotte Avenue/Delk Road Storm Water Improvements**	**$1,180,824.67**	**$1,180,824.67**

PURPOSE: To improve drainage on Charlotte Avenue with stormwater pipe replacement, channel stabilization, and sanitary sewer relocation. On Delk Drive, the work involves replacing an undersized stormwater line that runs through the 1500 Block of Delk Drive.

BID TABULATION

CONTRACTOR	BID AMOUNT
Breece Enterprises, Inc. 2203 Eastchester Drive, Suite 105 High Point, NC 27265	**$1,180,824.67**
Yates Construction Company, Inc. 9220 NC 65 Stokesdale, NC 27357	$1,255,059.73
Triangle Grading & Paving 1521 S. Huffman Mill Road Burlington, NC 27215	$1,294,533.87
R. F. Shinn Contractor, Inc. 9025 Hwy 601 S Midland, NC 28107	$1,341,061.67
Park Construction of NC, Inc. 416 Airport Blvd. Morrisville, NC 27560	$1,383,313.13
Hunter Construction Group 118 Timber Road Mooresville, NC 28115	$1,449,496.00
D. H. Griffin Infrastructure, LLC PO Box 7405 Greensboro, NC 27417-7405	$1,624,086.60
Jimmy R. Lynch & Sons 307 S. Academy Street Pilot Mountain, NC 27041	$1,685,082.00
Blythe Construction, Inc. 2911 North Graham Street Charlotte, NC 28206	$2,743,555.35

The **PURCHASING DEPARTMENT AND PUBLIC SERVICES DEPARTMENT** recommend that the contract for **CHARLOTTE AVE./DELK RD. STORM WATER IMPROVEMENTS** be awarded to **BREECE ENTERPRISES, INC.**, the lowest responsible and responsive bidder meeting specifications, in the amount of **$1,180,824.67.**

DATE OF RECOMMENDATION: June 14, 2010

Strib Boynton

Strib Boynton, CITY MANAGER

Public Services Department

Stormwater Services Division

M E M O R A N D U M

DATE: June 14, 2010

TO: Pat Pate, Assistant City Manager

FROM: Derrick Q. Boone, Stormwater Superintendent

SUBJECT: Agenda Item – Charlotte Avenue and Delk Drive Stormwater Projects

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Bids were received on June 9, 2010, for the construction of the Charlotte Avenue and Delk Drive Stormwater Improvement Projects. The construction is expected to take approximately 270 days, with an anticipated completion date in late March 2011.

Both the Charlotte Avenue and Delk Drive neighborhoods have a history of flooding. The proposed improvements will address undersized and deteriorated drainage systems. For the Charlotte Avenue Project, the work involves replacing the stormwater drainage systems in the vicinity of Charlotte Avenue, Forrest Street, Shepard Place, Tabor Street, and Bridges Avenue. Work will include stormwater pipe replacement, channel stabilization, and sanitary sewer relocation. For Delk Drive, the work involves replacing an undersized stormwater line that runs through the 1500 Block of Delk Drive.

The nine bids received have been reviewed by our consultant, Arcadis G&M of North Carolina, Inc. and it is recommended that the City Council approve the low responsive bid from Breece Enterprises, Inc. in the amount of **$1,180,824.67**. The engineer's estimate for the project was $1,100,000.

Account Numbers: **671732 533701 671001000305 40202**

Please place this item on the Council agenda for consideration and approval next Monday. A representative of the Public Services Department will be present for questions.

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

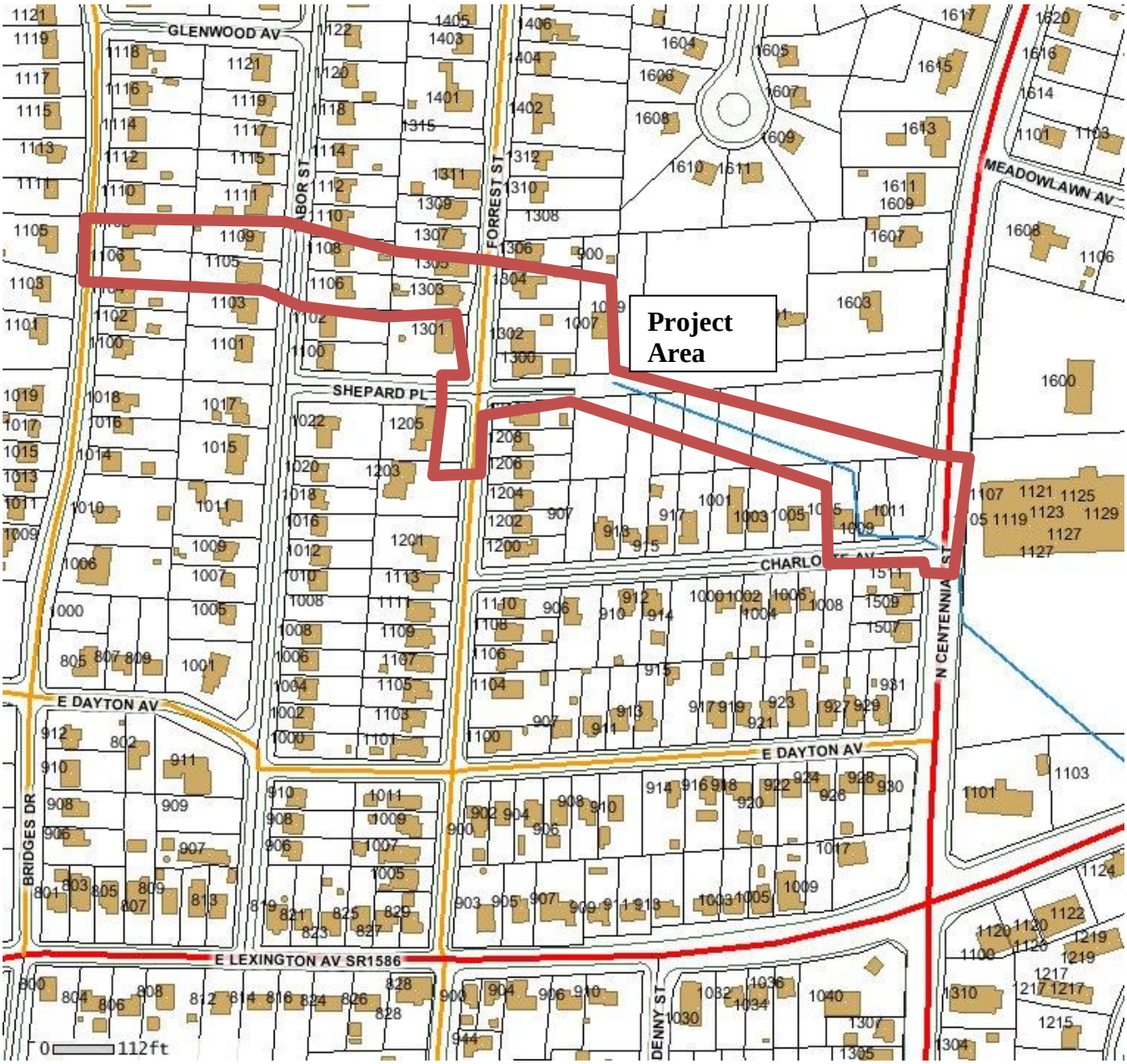
Fax: 336.883.8561 Phone: 336.883.3455 TDD: 336.883.8517

Delk Drive Stormwater Project

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

Fax: 336.883.8561 Phone: 336.883.3455 TDD: 336.883.8517

Charlotte Avenue Stormwater Project



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

Fax: 336.883.8561 Phone: 336.883.3455 TDD: 336.883.8517

PLANNING AND ZONING COMMISSION RECOMMENDATION

On May 25, 2010, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present except Mr. Carson Lomax.

Dunbar & Smith, Inc. Land Use Plan Amendment Case 10-02

A request by Dunbar & Smith, Inc. to amend the City of High Point Land Use Map to change the classification for approximately 1.05 acres from Light Industrial to Local/Convenience Commercial designation. The site is lying at the northeast corner of Brentwood Street and Wade Place *(417 Brentwood Street).*

AND

Dunbar & Smith, Inc. Zoning Case 10-05

a. Conditional Use Limited Business (CU-LB) District

A request by Dunbar & Smith, Inc. to rezone a 1.05 acre parcel from the Light Industrial (LI) District to a Conditional Use Limited Business (CU-LB) District**.** The site is lying at the northeast corner of Brentwood Street and Wade Place *(417 Brentwood Street).*

b. Conditional Use Permit 10-05

A request by Dunbar & Smith, Inc. for approval of an accompanying Conditional Use Permit with conditions pertaining to permitted uses, architectural design standards and vehicular access.

Ms. Galanti presented the Land Use Plan Amendment request (LUPA 10-02) and Mr. Shannon presented the zoning request (Z10-05 & CUP10-05) to the Commission. Staff recommended denial of both requests as outlined in the staff report.

Speaking in favor of the request was the applicant, Scott Dunbar of 628 Greensboro Road in High Point. He mentioned several advantages of approving the proposal including placing a business in what is now a vacant and boarded up property, providing temporary construction jobs and permanent retail jobs, increase the city's tax base, possibly attracting more development in this area and providing a local place for numerous households to do their shopping. He also presented to the Commission several letters from neighboring property owners voicing their approval of the Family Dollar store use. Mr. Dunbar stated that he strongly disagreed that developing one acre would have a negative impact on the surrounding area and a pedestrian crossing could be installed to mitigate the effects of their mid-block location.

No one spoke in opposition of either case and after the public hearing was closed the Commission members had a lengthy discussion on the merits of land use plan amendment and zoning request.

The Planning & Zoning Commission recommended ***approval*** of Land Use Plan Amendment Case 10-02 by a vote of 7-0.

The Planning & Zoning Commission recommended approval of Zoning Case 10-05 and Conditional Use Permit 10-05, by a vote of 7-0. The Commission adopted the following statement of consistency. The Land Use Plan adopted by the City Council is based on staff's expertise, research and perception of how particular areas of the city should be developed.

However, sometimes, as with this case, the actual uses of an area do not fully conform to the development pattern as intended upon the Land Use Map. While the Commission members respects the City's adopted Land Use Plan, under this circumstance when you look at the actual uses of the area, that developing the property in the manner proposed by the applicant under this application, makes sense and is reasonable.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

COMBINED STAFF REPORT
LAND USE PLAN AMENDMENT CASE 10-02
AND
ZONING CASE 10-05

June 21, 20210
(Revised)

Requests	
Applicant: Scott W. Dunbar (Dunbar & Smith, Inc.)	**Owner(s):** Nan S. Jon and Kyong S. Park
LUPA Proposal: To change the land use designation upon a 1.05 acre parcel.	**From:** Light Industrial Land Use Classification **To:** Local/Convenience Commercial Land Use Classification.
Zoning Proposal: To rezone a 1.05 acre parcel.	**From:** **LI** Light Industrial District. **To:** **CU-LB** Conditional Use Limited Business District.

Site Information		
Location:	Lying at the northeast corner of Brentwood Street and Wade Place *(417 Brentwood Street).*	
Tax Parcel Numbers:	**LUPA Request**	**Zoning Request**
	0184128	Same
Site Acreage:	**LUPA Request**	**Zoning Request**
	Approximately 1.05 acres.	Same
Current Land Use:	**LUPA Request**	**Zoning Request**
	Two vacant buildings.	Same
Physical Characteristics:	The site has a relatively flat terrain.	
Water and Sewer Proximity:	An 8-inch City water line and 8-inch City sewer line is adjacent to the site along Brentwood Street and Wade Place.	
General Drainage and Watershed:	The site drains in a general southeastern direction and development is subject to the Randleman Lake General Watershed Area (GWA) requirements. Engineered stormwater measures are required for non-residential development with an impervious surface area that exceeds 6% or more of the site.	
Overlay District(s):	None	

Transportation Information			
Adjacent Streets:	**Name**	**Classification**	**Approx. Frontage**
	Brentwood Street Wade Place	Major Thoroughfare Local Street	260 ft. 130 ft.
Vehicular Access:	This development will have one access point each on Brentwood Street and Wade Place.		

Traffic Counts:	Brentwood Street	2,300 (2007, 12 hour intersection count)
	Intersection of E. Kivett Drive & Brentwood Street	9,922 (2007, 12 hour intersection count)
	Intersection of E. Green Drive & Brentwood Street	10,701 (2009, 12 hour intersection count)
Estimated Trip Generation:	Using the development data provided by the applicant, the development will generate approximately 550 total trips per day.	

Traffic Impact Analysis:	**Required**				**Comment**
		Yes		**No** X	This industrially zoned area abuts and is visible from the US 311-Bypass, and there are two interchanges with the bypass, at E. Kivett Drive and E. Green Drive, that serve this area. This segment of the US 311-Bypass was opened in October 2004, the upcoming opening of the US 311-Bypass extension southward to Interstate-85 (I-85) is proposed for late 2010.
Pedestrian Access:	This development will be required to meet the sidewalk requirements in the Development Ordinance.				

School District Comment
Not applicable to this zoning case.

Adjacent Property Zoning and Current Land Use			
North:	LI	Light Industrial District	One single family dwelling.
South:	LI	Light Industrial District	Convenience store and undeveloped parcel.
East:	LI	Light Industrial District	Undeveloped parcel.
West:	RS-7	Residential Single Family-7 District	Multifamily development consisting of single family, twinhome & multifamily structures

Adjacent Land Use Designations	
North:	Light Industrial
South:	Light Industrial
East:	Light Industrial
West:	Medium Density Residential

Relevant Land Use Policies and Related Zoning & LUPA History	
Community Growth Vision Statement:	Obj. #2E: Provide retail, service and dining opportunities within walkable distance to most residents.
Land Use Plan Goals, Objectives and Policies:	Goal #5: Promote an urban growth pattern that occurs in an orderly fashion and conserves the land resources of the city and its planning area. Obj. #9. Where feasible and appropriate, provide a transition in land uses between more and less intensive land uses;
Relevant Area Plan(s):	*US 311-Bypass Interchange Study (2002)* – The plan states that the area between the US 311-Bypass and Brentwood Street, and E. Kivett Drive and E. Green Drive interchanges could be a location for industrial redevelopment due to the potential benefit of visibility

	from the bypass. The plan also states a need for neighborhood services, such as a grocery store, a drug store, and restaurants that could be clustered along E. Kivett Drive. The plan also suggests that the E. Green Drive interchange area could support a clustering of neighborhood services in the vicinity of Brentwood Park.
Zoning History:	1. There is a 4.5 acre parcel to the northwest of the zoning site, upon the opposite side of Brentwood Street, at the intersection Brentwood Street and Gavin Drive which has a Local Convenience/Commercial Land Use Map designation and LB District zoning. The commercial land use and zoning does not reflect existing use upon this property. This site was developed with multi-tenant retail commercial use in the mid 1970's. In 1994 the site was purchased by a church and has been used as a church for the past 16 years. 2. Zoning Case 90-04 (approved) - A request to rezone a 0.61 acre parcel, approximately ½ mile south of current zoning request, from RM-8 District to CU-LO District at the southeast corner of E. Green Drive and Brentwood Street.
LUPA History:	This area has been designated light industrial since 1983.

Purpose of Existing and Proposed Land Use Designations	
Existing Designation:	**Light Industrial:** Light industrial uses include general manufacturing, wholesaling, warehousing, and research and development uses.
Proposed Designation:	**Local/Convenience Commercial:** This classification includes moderate-intensity convenience retail or service uses, generally serving small, local neighborhoods.

Details of Proposals

The applicant desires to develop a department/variety/general merchandise store upon this one-acre parcel. The property and surrounding area, from E. Kivett Drive southward to near E. Green Drive, has a Land Use Map designation of Light Industrial and is zoned Light Industrial (LI) District and Heavy Industrial (HI) District. The industrial land use and zoning designation for this area is intended for general manufacturing, wholesaling, warehousing, and research & development uses. The LI and HI Districts allow a wide variety of business/professional services and retail uses which are intended to serve the adjacent industrial employment base. Examples of service related uses permitted in the LI District are dry cleaners, automotive repair, restaurants & drive-thru restaurants, convenience stores with & without gas pumps and service stations. The zoning site's current industrial land use designation and LI District zoning is not intended for purely neighborhood retail uses such as a department/variety/general merchandise store use. Therefore, the applicant is requesting a rezoning from the LI District to a CU-LB District and a change in the site's land use map designation from Industrial to Local/Convenience Commercial, in conjunction with the rezoning application.

Along with the zoning application, the applicant has submitted a conditional use permit in which they have offered conditions limiting LB District uses. Except for department/variety/general merchandise store use, only those land uses allowed in the LB District that are also allowed in

the LI District shall be permitted. Thus, the only new use proposed would be department/variety/general merchandise store use, all other LB District uses would be those currently allowed in the LI District. Since proposed uses must be allowed in both LB and LI Districts, many of currently permitted LI District use would no longer be permitted. In conclusion, the applicant has also offered architectural design conditions requiring the façade of the building facing abutting streets to consist of brick or decorative split face masonry materials.

Identified Issues

Major Issues:

❖ Request is in conflict with the adopted land use policy for area.

- The Land Use Plan has designated approximately 50 acres along the east side of Brentwood Street, between E. Kivett Drive and near E. Green Drive, for industrial uses since 1983. The Land Use Plan was reevaluated in 2000 with no changes in this areas industrial designation. In addition, a US 311-Bypass Interchange Study was presented to City Council in 2002 which also recommended this area for industrial redevelopment. There has been no other policy direction from City Council to change this area from industrial to commercial.
- The Land Use Plan and other land use related decisions from Council guide staff in formulating land use philosophy for the City of High Point. Staff uses these decisions from Council in formulating its recommendation for zoning and land use plan amendment requests. There have not been any land use plan decisions, adopted area/study plans or zoning decisions by Council to support the requested change of land use policy for this area.

❖ Appropriateness of establishing commercial activity as the primary land use at this location.

- Department/variety/general merchandise store use or other purely retail commercial land uses are more appropriately placed in established commercial corridors or within mid-size commercial nodes and not in a piece-meal fashion upon small parcels. The low traffic counts on this segment of Brentwood Street suggest that this is not a major traffic or destination corridor. Traffic counts are significantly higher at the intersection of E. Green Drive and E. Kivett Drive where the US 311-Bypass Interchange Study supports a clustering of commercial uses.
- The request to treat this one specific small parcel differently with the requested Local/Convenience Commercial Land Use designation and LB District zoning is not in conformance with the overall land use policy adopted by City for this segment of the eastern side of Brentwood Street. If Council desires to change the Land Use Map and zoning upon the east side of this segment of Brentwood Street to establish a commercial node, a larger area should be considered, which provides a long range policy direction as to how that area should develop.

Minor Issues:

❖ None

Zoning Request – Findings

Section 9-3-13 of the Development Ordinance requires that certain findings be made before a zoning map amendment and Conditional Use Permit may be approved. Based on the applicant's

submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments relative to these required findings.

That the development of the property in accordance with the proposed conditions will not materially endanger the public health or safety; staff finds	
Compliance	❖ The applicant has offered to limit the site to one access point to Brentwood Street and one access point to Wade Place. The driveway access point to Brentwood Street will align with Drew Avenue to eliminate turn movement conflicts. ❖ There are three service related uses in this area that are currently established and permitted in the LI District along this side of Brentwood Street (two convenience stores without gas pumps and a barber shop). These uses are very small and cater to both industrial and residential users in this area. However, their location encourages residents to walk across this 4-lane major thoroughfare roadway mid-block at non-signalized locations. Permitting additional retail uses that cater to these residential neighborhoods would further encourage the mid-block crossing of this major thoroughfare.

That the development of the property in accordance with the proposed conditions will not substantially injure the value of the adjoining or abutting property; or that the development is a public necessity; staff finds	
Compliance	❖ Staff has not discovered any evidence that the requested CU-LB District use, as restricted by the applicant, would substantially injure the value of adjacent property owners.

That the location and character of the development, in accordance with the proposed conditions, will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the City of High Point and its environs; staff finds	
Non-Compliance	❖ The Land Use Plan designates the site and the larger surrounding area along the east side of Brentwood Street for Light Industrial uses. The request to treat this small single parcel differently with the requested Local/Convenience Commercial Land Use designation and LB District zoning is not in conformance with the overall land use pattern envisioned along this portion of the eastern side of Brentwood Street. Although there is 4.5 acre tract of LB District zoning upon the opposite side of Brentwood Street, to the northwest of the applicant's request; that parcel is not being used as a commercial use and has been used as a church since 1994. ❖ The applicant has submitted a corresponding request for a Land Use Map Amendment (LUPA) to change to the land use map designation for this one parcel to a Local/Convenience Commercial designation. Unless the LUPA is approved, the request LB District zoning will not be in compliance with the Land Use Plan for this area.

Recommendations

Land Use Plan Amendment Request (LUPA 10-02):

The request to amend the Land Use Plan to Local/Convenience Commercial for this site is not supported by the City's land use policies. The area is currently designated as Light Industrial and due to its proximity and access to the US 311-Bypass, which will soon be extended southward to I-85, this area should remain designed as Light Industrial to allow for future expansion of industrial uses in this area. The insertion of a small commercial parcel in this mid-block area is not supported by current land use policy. If a policy change is made it should be made for a larger area that would ideally be placed at the intersection of Kivett or Green Drives. Staff recommends denial of this Land Use Plan Amendment request.

Zoning Request (Z10-05):

Staff recommends denial of the request to change the zoning of this 1.05 acre parcel from the LI District to a CU-LB District. The site is part of a larger 50 acre area intended for industrial uses. The insertion of a relatively small lot with an entirely different zoning classification and development purpose is 1) not consistent with the land use pattern of the area and 2) not consistent with the adopted Land Use Map.

Zoning Request - Required Action

Planning and Zoning Commission:

Upon making its recommendation, the Planning and Zoning Commission must place in the official record a statement of consistency with the City's Land Use Plan, and any other officially adopted plan that may be applicable. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Commission, or, if the Commission is in disagreement with staff's findings, by adoption of its own statement.

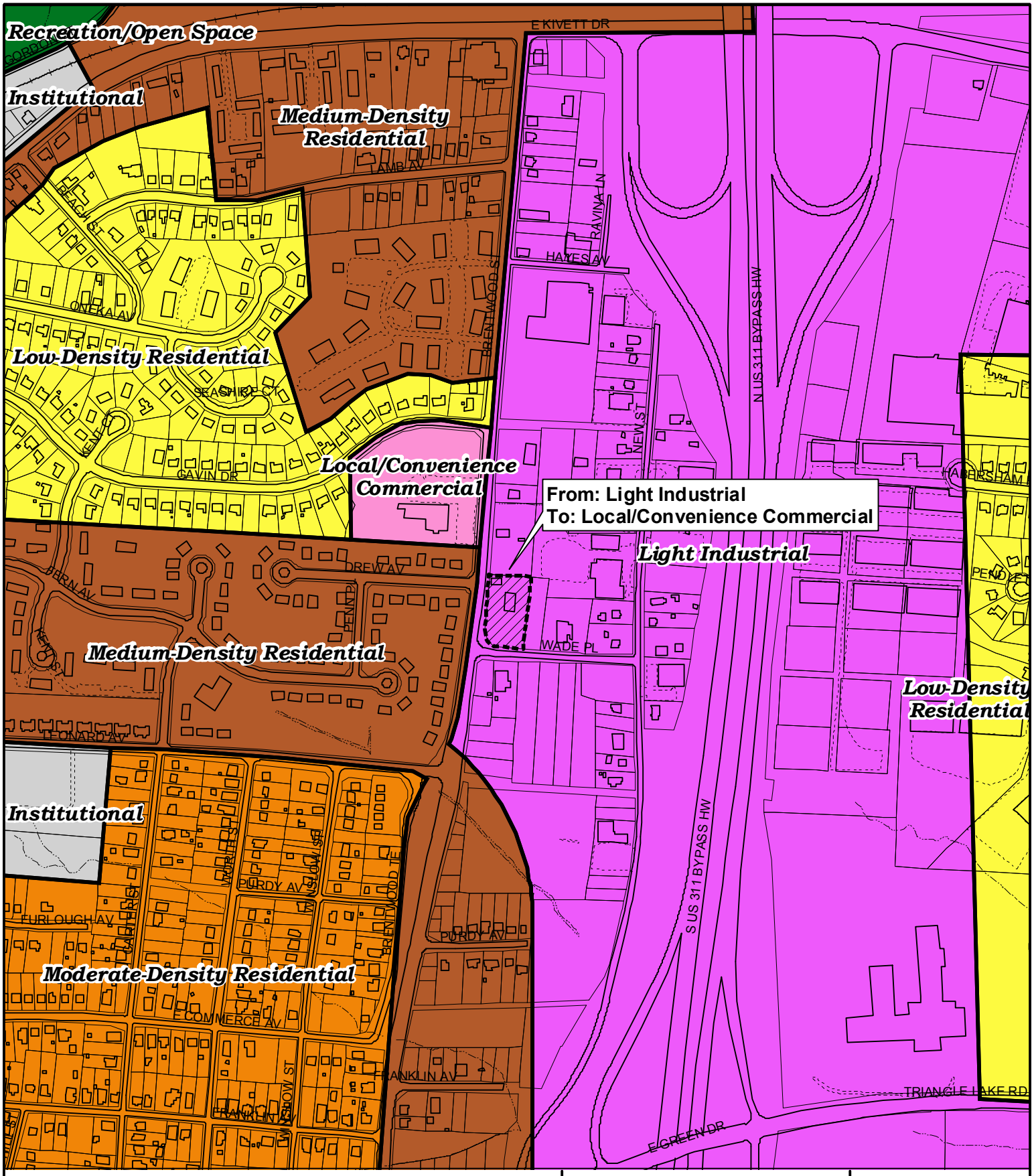
City Council:

Upon rendering its decision in this case, the High Point City Council also must place in the official record a statement of consistency with the City's Land Use Plan. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Council, or, if the Council is in disagreement with staff's findings, by adoption of its own statement.

In addition, the City Council must, prior to adopting or rejecting any zoning amendment, explain why it considers the action taken to be reasonable and in the public interest. In this case, staff suggests that the denial of the applicant's request is reasonable and in the public interest because: 1) the request LB District is not consistent with the Light Industrial Land Use Map designation for this area; 2) The request to rezone this small parcel differently from this larger overall stabled industrial zoned area is not in harmony with the land use plan; and 3) A change of this one-acre parcel from LI District to a commercial district to serve the adjacent residential area upon the other side of this major thoroughfare does not fit into the clearly defined industrial designated area noted on the Land Use Map for the east side of Brentwood Street. The City Council may adopt this statement, it may add to or change this statement, or, if the Council is in disagreement with the above statement it will need to formulate its own reasonableness / public interest statement.

Report Preparation

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



LAND USE PLAN AMENDMENT 10-02

Request: From: Light Industrial
To: Local Convenience Commercial

Existing Land Use Plan
Subject Property Boundary

Planning & Development Department

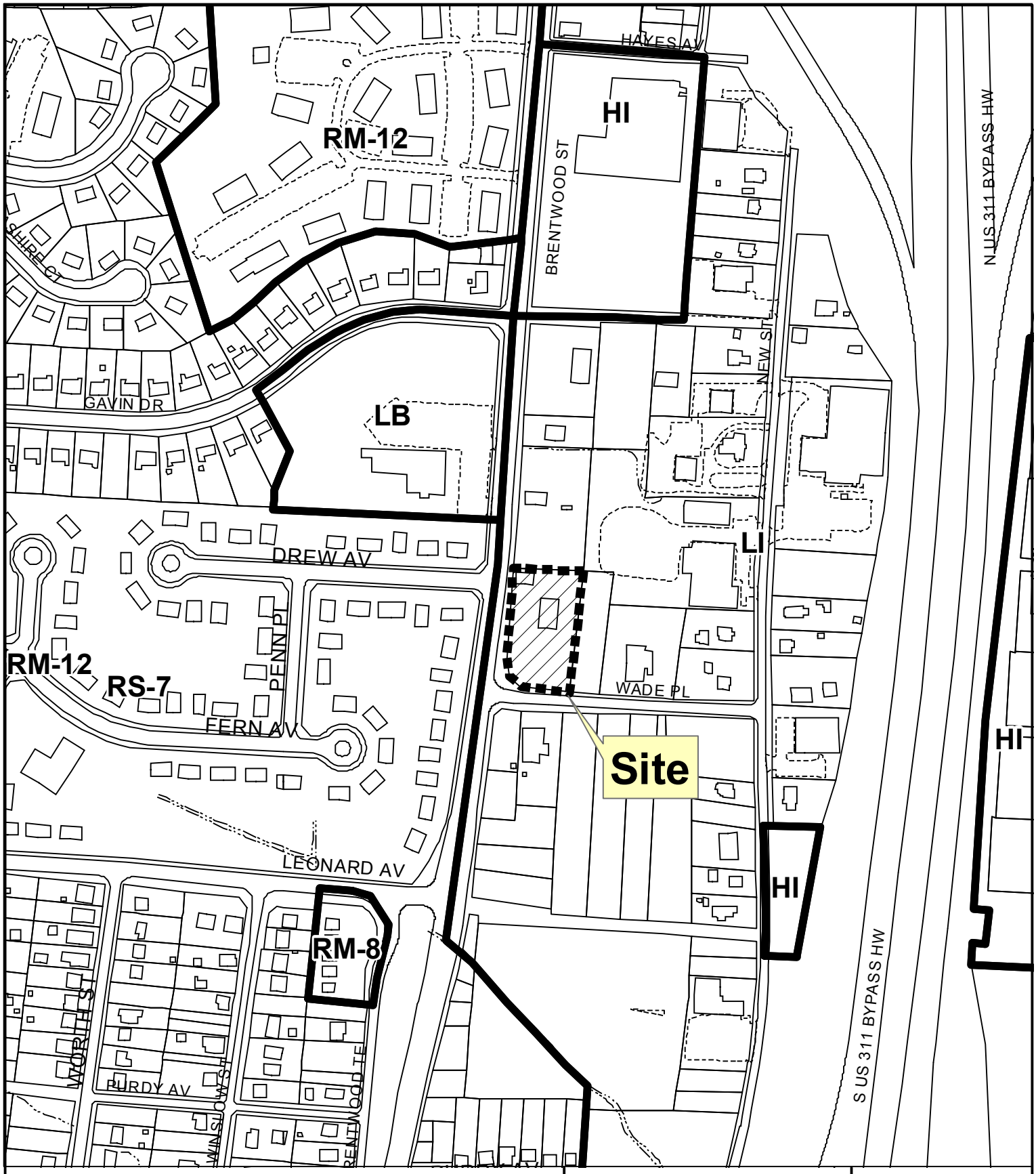
City of High Point

Date: May 14, 2010

N

Scale: 1'=500'

y:/ba-pz/2010/pz/lupa10-02.mxd



REZONING CASE 10-05

From: Light Industrial
To: Conditional Use Limited Business

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

Planning & Development Department

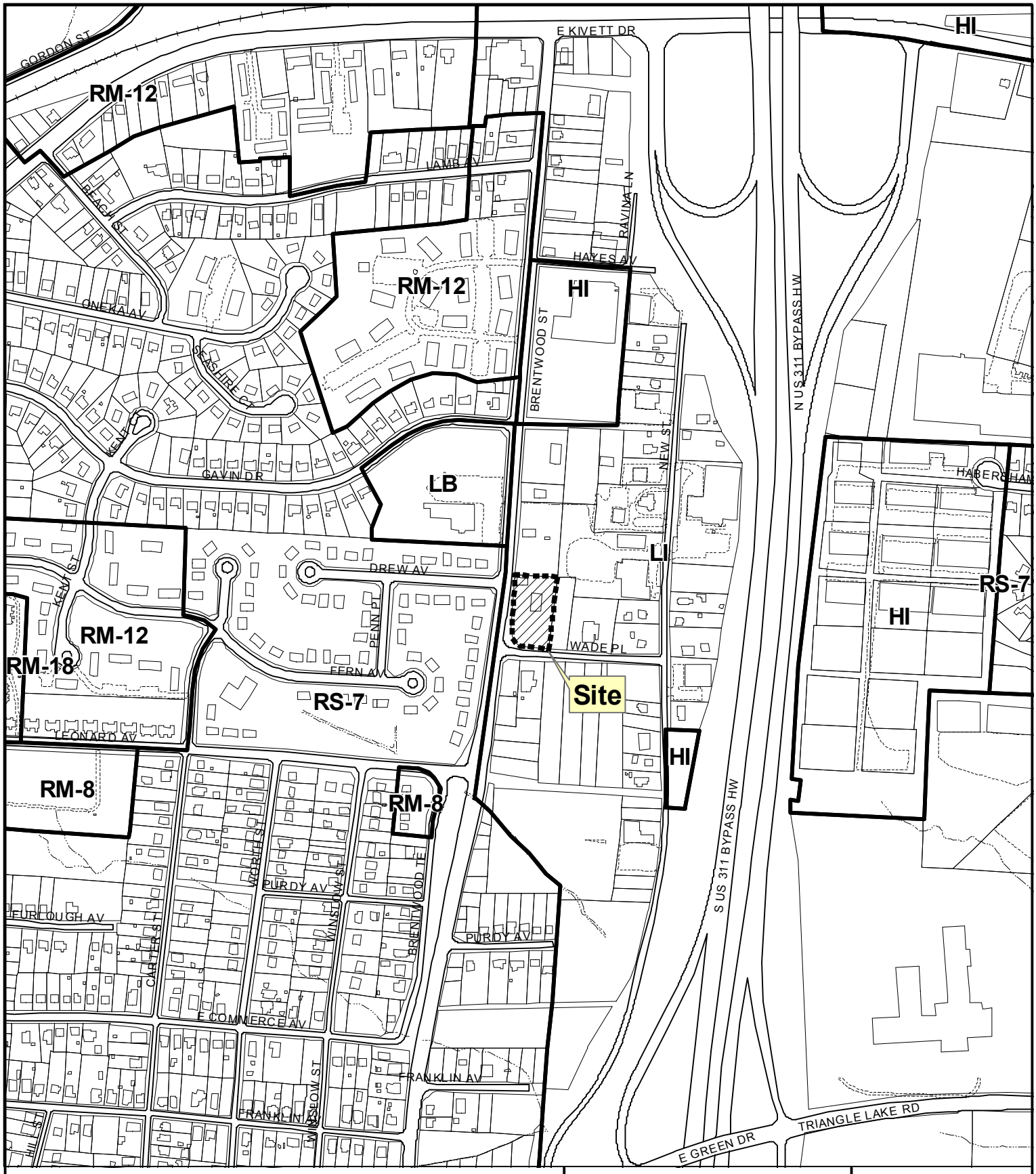
City of High Point

Date: May 10, 2010

N

Scale: 1'=300'

y:/ba-pz/2010/pz/z10-05notice.mxd



REZONING CASE 10-05

From: Light Industrial
To: Conditional Use Limited Business

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

Planning & Development Department

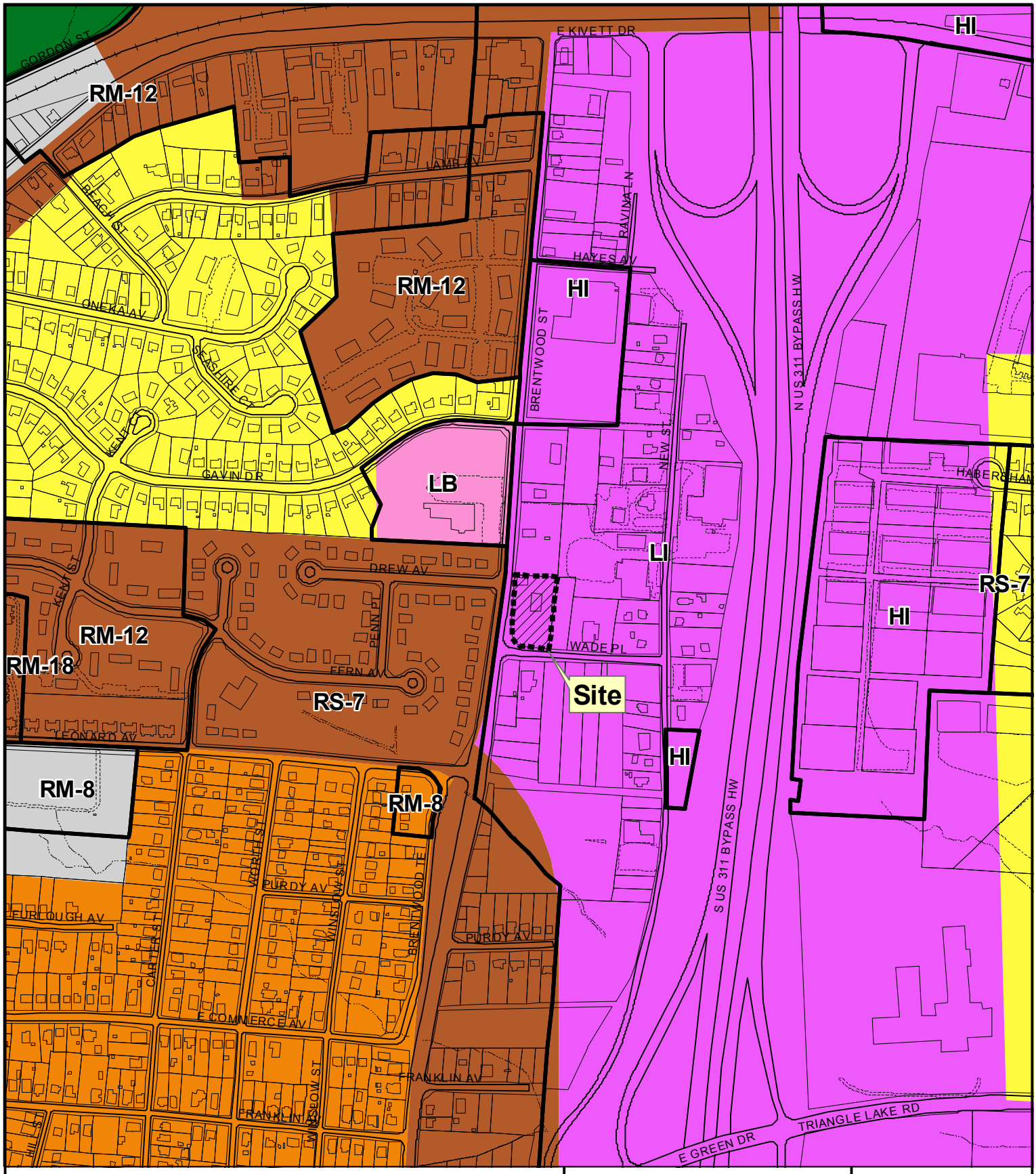
City of High Point

Date: May 14, 2010

N

Scale: 1'=500'

y:/ba-pz/2010/pz/z10-05.mxd



REZONING CASE 10-05

Land Use Plan

- Low-Density Residential
- Moderate-Density Residential
- Medium-Density Residential
- Local/Convenience Commercial
- Institutional
- Recreation/Open Space
- Light Industrial

Planning & Development Department

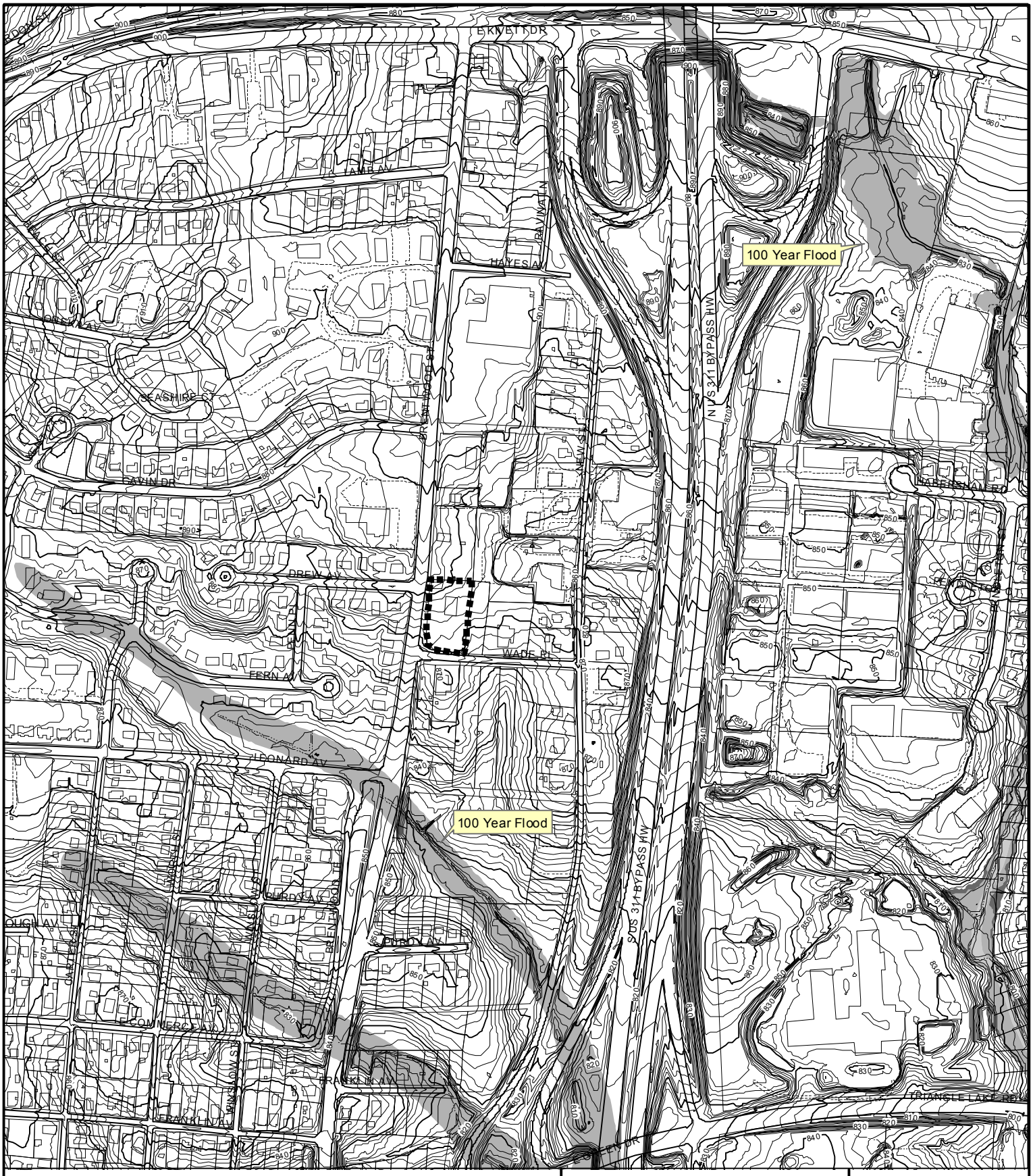
City of High Point

Date: May 14, 2010

N

Scale: 1'=500'

y:/ba-pz/2010/pz/z10-05clu.mxd



REZONING CASE 10-05

Topography

Subject Property Boundary - - - - - - - - - -

Planning & Development Department

City of High Point

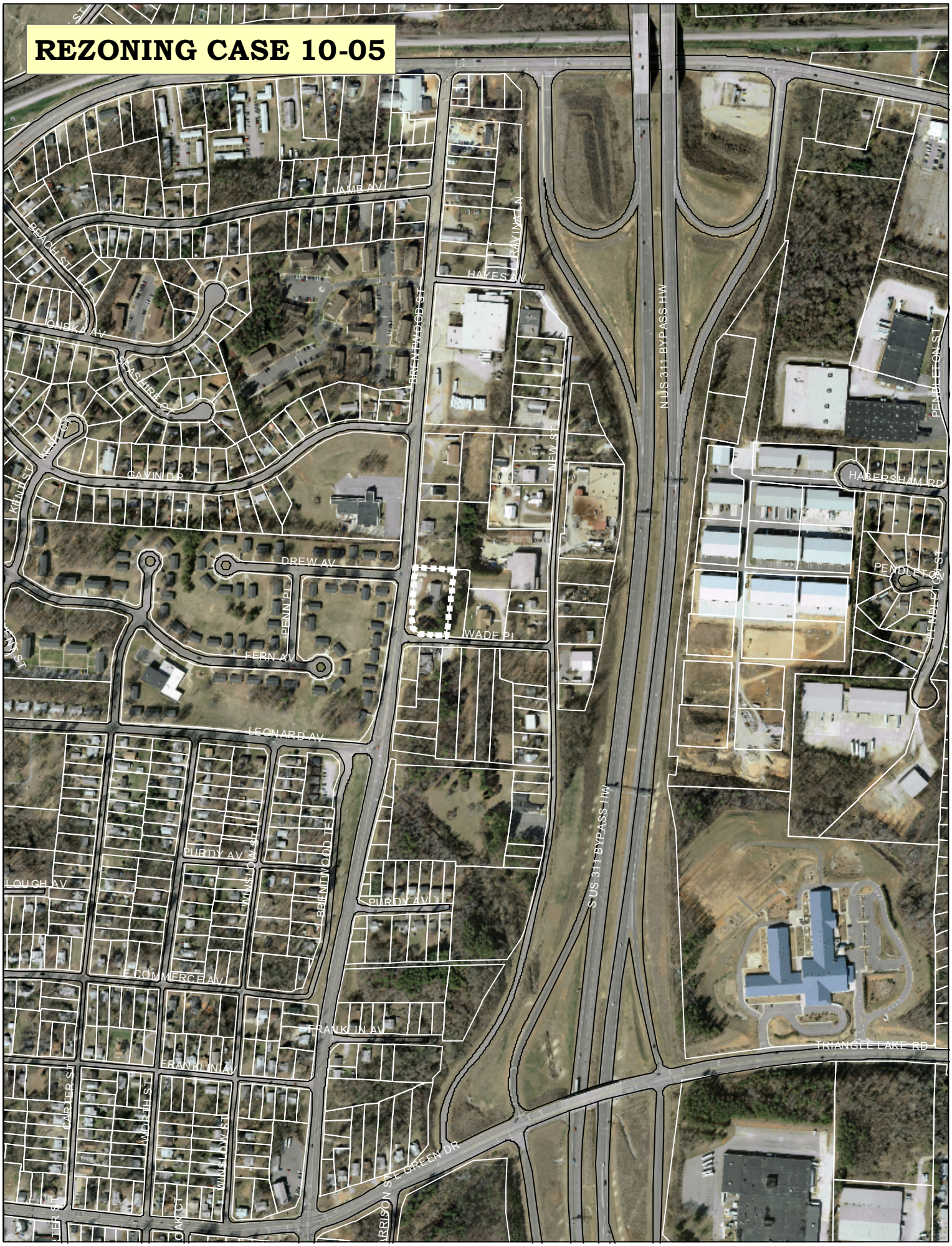
Date: May 14, 2010

N

Scale: 1'=500'

y:/ba-pz/2010/pz/z10-05topo.mxd

REZONING CASE 10-05



APPLICATION FOR A CONDITIONAL USE PERMIT

CITY OF HIGH POINT, NORTH CAROLINA
Conditional Use Limited Business (CU-LB) District

May 5, 2010
(Submitted)

TO THE CITY COUNCIL OF THE CITY OF HIGH POINT:

The undersigned hereby respectfully request that the High Point City Council, pursuant to Title 9, Chapter 3 of the City Code, grant a Conditional Use Permit for the following use(s), subject to the following conditions:

I. USES:

A. Except for Department, Variety or General Merchandise Stores (SIC 5300), only those land uses allowed in the Limited Business (LB) District that are also allowed in the Light Industrial (LI) District shall be permitted.

B. Development shall be permitted subject to the development and dimensional requirements of the Limited Business (LB) District of the Development Ordinance and subject to the specific conditions of this Permit.

II. CONDITIONS:

A. Architectural Design Standards: Building façades facing Brentwood Street and Wade Place shall consist of brick or decorative split face masonry materials. The masonry facades shall consist of darker earth tone colors

B. Transportation

1. Right-of-Way: Only one (1) point of access shall be allowed to Brentwood Street and to Wade Place. The access point on Brentwood Street must be opposite to Drew Avenue.

2. The Director of Transportation shall approve all construction and improvements.

DESCRIPTION OF PROPERTY: An approximately 1.05 acre parcel lying at the northeast corner of Brentwood Street and Wade Place *(417 Brentwood Street).* The property is also known as Guilford County Tax Parcel 0184128 (old number 167-1-25).

An application has been duly filed requesting that the property involved in this application be rezoned from the Light Industrial (LI) District to a Conditional Use Limited Business (CU-LB) District. It is understood and acknowledged that if the property is rezoned as requested and the Conditional Use Permit authorized, the property described in this request will be perpetually

bound by the use(s) authorized and the conditions imposed, unless subsequently changed or amended as provided for a Title 9, Chapter 3, of the City Code.

The City Council may add additional conditions to make the necessary findings of fact required for approval of a Conditional Use Permit.

It is further understood and acknowledged that plans for any development to be made pursuant to any such Conditional Use Permit so authorized shall be submitted to the Technical Review Committee and/or other such approval authorities for review in the same manner as other such plans now required to be approved by the City of High Point.

Transportation

March 23, 2010

To: Lee Burnette, Director of Planning and Development

From: Mark McDonald, P.E., Transportation Director

Subject: **CU Permit #10-05,** Dunbar & Smith, Inc. Property located northeast corner of the intersection of Brentwood Street and Wade Place.

My staff and I have reviewed the rezoning request and have the following comments**:**

A traffic impact analysis was not required for this development. To require a traffic study the proposed development must be expected to produce at least one hundred and fifty (150) trips in the AM or PM peak hour. In order to mitigate the development's impact on the surrounding roadway network the following improvements will be required on Brentwood Street:

Access:
One (1) point of access shall be allowed to Brentwood Street and to Wade Place. The access point on Brentwood Street must be opposite to Drew Avenue.

The City of High Point Transportation Director shall approve all construction and improvements.

If you have any questions or would like to further discuss this case, please advise.

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA
Office: 336.883.3225 Fax: 336.883.8568 TDD: 336.883.8517

Citizens Information Meeting Report
Zoning Case 10-05

Submitted by: Scott Dunbar on behalf of
Nan S. Jon & Kyong S. Park

Dunbar & Smith, Inc.
628 Greensboro Road
High Point, NC
Telephone (336) 841-3497
Fax (336) 841-8852

Meeting Agenda for 417 Brentwood Street rezoning request

- Discuss proposed project

  Dunbar & Smith, Inc is representing Nan John (property owner). We are filling an application with the City of High Point for a rezoning and a minor land use plan amendment. We are requesting a change from Light Industrial to Limited business. The property is approximately 1.05 acres and on the corner of Brentwood Street and Wade Place.

- Show City Land use plan

- Rezone from Light Industrial to Limited business

- Proposed Building

  Family Dollar Store approximately 8,200 square feet.
  Show Building elevations
  Show Site plan

- Summary

  Benefit for entire neighborhood
  Jobs, vacant building, place to shop for household needs

- Questions

NEIGHBORHOOD MEETING MINUTES

FOR
417 BRENTWOOD STREET PROJECT

April 26, 2010

Neighborhood Meeting held at 6:00 p.m., 628 Greensboro Road, High Point, North Carolina.

Those present were: H. Windley Dunbar, President of Dunbar & Smith, Inc.; Scott Dunbar, Vice President of Dunbar & Smith, Inc.; Martin A. Senell, Architect; Dave Picha, Classic Dyestuffs; Jack Threatt; Nan Jon; Roy Tobias; Von Gore, High Point Housing Authority.

Scott Dunbar — Stated that rezoning was required. A letter was sent to all property owners within 300 yards. Rezoning proposal is from LI to L.Bus. on Wade and Brentwood Streets.

Building size is 8,200 sq. ft., Site Plan. Project should be beneficial for Neighborhood.

The proposed Building Plan and Site Plan were shown and reviewed.

Martin A. Senell — Said that all requirements will be met. (i.e. setback, landscaping – Buffer Zone, Parking 1 space/250 sq. ft. for total of 30 spaces, Dumpster, off street loading space [1], paved parking)

Questions:

Dave Picha (Property Owner):
- Does it go to New Street?
  - Response was no and Martin Senell said Entrance is from Brentwood Street and Wade Street

Von Gore (High Point Housing Authority):
- Is alcohol sold in proposed building?
  - Response was no
- What is on the property presently?
  - Barber Shop
  - Vacant Building

Jack Threatt (Property Owner):
- Said he was in favor the rezoning

Dave Picha:
- Said he approved the rezoning

Von Gore:
- Says a cross walk and light would be good for crossing Brentwood, otherwise they have no problem with rezoning.

Meeting ended at approximately 6:30 p.m.

PROPOSED SITE PLAN

SCALE: 1" = 30'-0"

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

PROJECT: 417 Brentwood **MEETING DATE:** 4-26-2010 @ 6:00

PLEASE PRINT LEGIBLY!

NAME	MAILING ADDRESS & E-MAIL ADDRESS	CITY, STATE	ZIP CODE	PHONE #
JACK THREATT	GSOJACK@Aol.Com	GSO	27407	402-2899
Dave Picha	david.picha@classicdye.com	HP	27261	841-2345
[illegible]	msenell@triad.rr.com	J'tn. NC	27282	887-7200
[illegible]	P.O BOX 2246 JAMESTOWN	JAMESTOWN	27282	991-0451
Reg Tobias	~~[illegible]~~ RETOBIAS4@hotmail.com	HP	27265	848-9114
H Willy Dunbar	w dunbar@northstate.net	HP	27261	841-3497
VON GORE	High Point Housing Authority 500 E. Russell Avenue	HP	27260	878-2313
Scott Dunbar				

April 21, 2010

A & E Properties
P.O. Box 1455
High Point, NC 27261

RE: NEIGHBORHOOD REVIEW MEETING
PROPOSED DEVELOPMENT

Dear A & E Properties:

Dunbar & Smith, Inc. is representing the owner of the property located at 417 Brentwood Street in the LI District, more specifically shown by the attached map. We are considering a proposal to construct an 8,200 sq. ft. building for the Family Dollar Stores. Prior to applying to the City of High Point Planning and Development Department we would like to take the opportunity to discuss the proposal in more detail with you.

The purpose of this meeting is to provide a forum for the applicant and surrounding property owners/residents to review the proposal and to identify issues so that such issues may be considered before the formal application is turned in to the City. This meeting gives you the opportunity to share with us any special information you know about the property involved. We will attempt to answer questions which may be relevant to meeting development standards consistent with the City of High Point Development Ordinance.

Pursuant to the City of High Point Development Ordinance requirements for rezoning, you are invited to attend a meeting on:

April 26, 2010 at 6:00 p.m.
628 Greensboro Road
High Point, NC 27262

Please note this meeting will be an informational meeting on preliminary development plans. These plans may be altered prior to submittal of the application to the City. Depending upon the type of land use action required, you may receive official notice from the City of High Point for you to either participate with written comments and/or an opportunity to attend a public hearing.

We look forward to more specifically discussing the proposal with you. Please feel free to call us at 336-841-3497 or fax us at 336-841-8852 if you have questions.

Sincerely,

Scott Dunbar

Scott Dunbar, Vice President
Dunbar & Smith, Inc.

Attachments
- City of High Point Land Use Map

A & E PROPERTIES
PO BOX 1455
HIGH POINT NC 27261

BARLEY HURLEY A & CORA W
1701 BRISTOL PL
HIGH POINT NC 27262

CLASSIC DYESTUFFS INC
PO BOX 2368
HIGH POINT NC 27261

CRAFT TWANNA
324 NEW ST
HIGH POINT NC 27260

DANTZLER WILLIAM A & DONNA S
1714 GENTRY CT
HIGH POINT NC 27265

DICKERSON, RICHARD E & CAROL M
8836 W MARKET ST
COLFAX NC 27235

FURNITURE CITY BPOE LODGE 282
1326 CEDROW DR
HIGH POINT NC 27260

HOUSING AUTHORITY OF H P
500 E RUSSELL AVE
HIGH POINT NC 27260

JEMM LLC
330 S GREENE ST STE 300
GREENSBORO NC 27401

JON, NAN S ; PARK, KYONG S
PO BOX 2246
JAMESTOWN NC 27282

KELUBIA, SMART
4131 BIRCHGARDEN DR
HIGH POINT NC 27265

LONG LUCY F
4604 EDEN ROCK RD
GREENSBORO NC 27406

MITCHELL VIOLET
112 JEFFERSON ST NW
WASHINGTON DC 20011

PARK KYONG SOON & JONG KOO
112 THORA DR
JAMESTOWN NC 27282

PARK, JONG K ; PARK, KYONG S
112 THORA DR
JAMESTOWN NC 27282

WALLACE OTIS
714 W WILLIS AVE
HIGH POINT NC 27260

WILLIAMSON JOAN
409 BRENTWOOD ST
HIGH POINT NC 27260

WORD OF RECONCILIATION MINISTRIES INC
2103 WICKHAM AVE
HIGH POINT NC 27265

ZIEMA CORPORATION
3408 CENTRAL AVE
HIGH POINT NC 27260

DEPARTMENT OF PLANNING AND DEVELOPMENT
INSPECTION SERVICES
HOUSING ENFORCEMENT DIVISION

ORDINANCE REQUEST:	Ordinance to Vacate
PROPERTY ADDRESS:	507-D Meredith Street
OWNER:	Schwarz Properties, LLC
FIRST INSPECTION: 3-22-2010	Number of Violations: Major 7 Minor 13 1) inoperable water heater 2) broken glass pane – window in living room 3) hand railings not proper height at porch or back steps 4) rotten porch ceiling 5) inoperable smoke detector 6) missing handrails at interior steps 7) windows are inoperable
HEARING RESULTS: 4-12-2010	The owner did not appear for the hearing. During the hearing, the following findings of fact were established. There are numerous violations of the Minimum Housing Code. The dwelling is occupied by one adult and two children less than 18 years of age. The ordinance is requested to allow the inspector to close and placard the dwelling as required by state statute.
ORDER(S) ISSUED: 4-12-2010	Order to Repair issued with a compliance date of 05-12-2010
APPEALS:	No appeals to date.
OWNER ACTIONS:	The owner has not made any repairs to the dwelling. The owner has not obtained the required building, electric and plumbing permits necessary for repairs.
EXTENSIONS:	None requested by the owner.
CURRENT STATUS: 6-14-2010	Conditions still exist. Dwelling is occupied.

507-D Meredith Street

Ordinance to Vacate/Close

Location of subject property

Department of Planning and Development

City of High Point

Date: June 14, 2010

N

Scale: 1'=200'

y:/ba-pz/Inspection/vacate

507-D Meredith Street

NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

DATE: June 14, 2010

TO: Honorable Mayor & City Council

FROM: Michael E. McNair, Community Development & Housing Director MEMc
Lee Burnette, Planning & Development Director

SUBJECT: Request to initiate rezoning of Graves Avenue – Murray Street area

Pursuant to Council approval of previous and current annual action plans, the Community Development and Housing Department (CD&H) has been acquiring and redeveloping infill properties in the Graves Avenue-Murray Street area. As a means of assisting redevelopment activities in this neighborhood, CD&H and Planning and Development (P&D) are requesting that Council initiate a zoning map amendment (rezoning) for a designated portion of the Graves Avenue-Murray Street area adjacent to Washington Terrace Park.

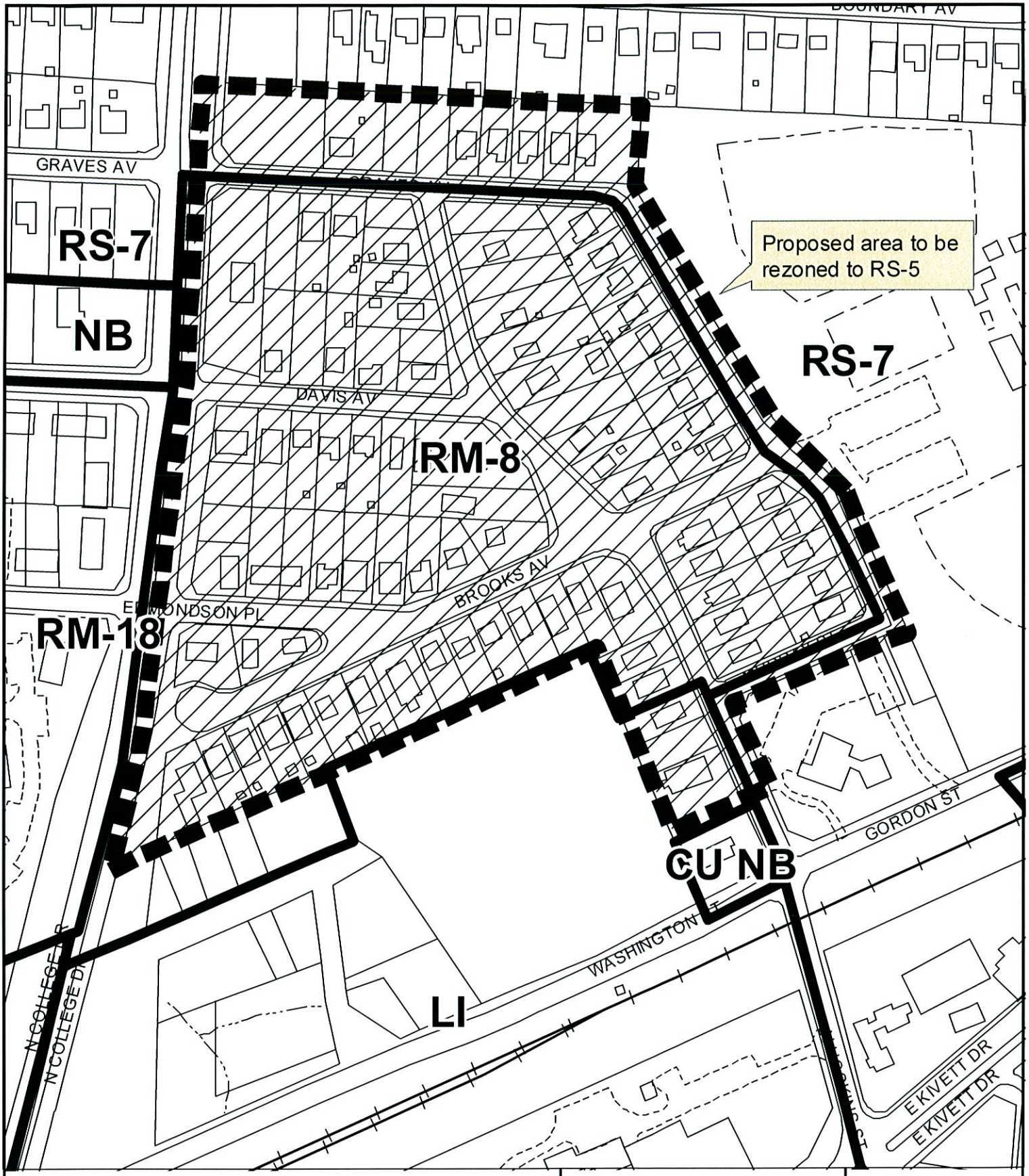
Beginning with the 2004-05 program year, CD&H reconfigured its infill housing strategies to focus on clustering infill development to more effectively strengthen communities. This strategy was subsequently affirmed by recommendations made in the Core-City Plan. Consequently, CD&H identified potential redevelopment areas in the core-city and began assembling properties in the proposed rezoning area. In June of 2007, Council approved a contract with Habitat for Humanity to build affordable housing on properties acquired on Graves Avenue. Habitat has partnered with CD&H to use housing designs that compliment the neighborhood's character and reflect design principles recommended in the Core-city Plan. Six families have since purchased energy efficient affordable housing from Habitat in the area and construction activity is ongoing.

In May 2008, Council amended the Development Ordinance to add a new district, Residential Single Family-5 (RS-5). The RS-5 District is intended for single family detached dwellings in the Core City and allows for the same uses as other single family residential districts, but it allows single family development on lots of 5,000 square feet or larger. Preliminary reviews have found that 60% (54 of 90 parcels) of the parcels in the proposed area have a lot area under 7,000 square feet. Based upon CD&H's redevelopment activities in the area as well as the goals and recommendations made in the Core-city Plan, staff requests that City Council initiate a zoning map amendment in order to consider the rezoning of a portion of the Graves Avenue-Murray Street neighborhood to the RS-5 District.

Attached is a map of the proposed area. Should City Council approve this request, the proposed zoning would be heard and considered by Planning & Zoning Commission at their July 27, 2010 regular meeting and the City Council at the August 16, 2010 meeting. In addition, P&D and CD&H staff will conduct a citizen information meeting that will be held one afternoon & evening prior to the P&Z Commission meeting to properly inform property owners and the public about the proposed zoning action. If you have any questions, please contact me or Lee Burnette.

Attachments: Maps

cc: Strib Boynton, City Manager
Randy McCaslin, Assistant City Manager
Fred Baggett, City Attorney
Lisa Vierling, City Clerk



REZONING CASE

From: RM-8, RS-7 & LI
To: RS-5

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

Planning & Development Department

City of High Point

Date: June 14, 2010

N

Scale: 1'=200'

y:/ba-pz/2010/pz/
Study Area Zoning.mxd

NOTICE OF APPROVED AMENDMENT
TO THE CODE OF ORDINANCES
OF THE CITY OF HIGH POINT, NORTH CAROLINA

TEXT AMENDMENT: 10-02
APPLICANT: YMCA of High Point, Inc.

AN ORDINANCE AMENDING TITLE 9 OF THE CODE OF ORDINANCES, PURSUANT TO SECTION 9-3-15, TEXT AMENDMENTS, OF THE DEVELOPMENT ORDINANCE.

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

WHEREAS, public hearings were held before the Planning and Zoning Commission on May 25, 2010 and before the City Council on June 21, 2010, regarding Text Amendment 10-02;

WHEREAS, notice of the public hearings was published in the High Point Enterprise on May 16, 2010 for the Planning and Zoning Commission public hearing and June 9, and June 16, 2010, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, this amendment was adopted by the City Council of the City of High Point on June 21, 2010.

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

SECTION 1. Section 9-4-14(f) of the City of High Point Development Ordinance, entitled *Height*, shall be amended as follows:

~~(2)~~ ~~Recreational and Agricultural Uses: No fence shall exceed eight (8) feet in height unless the fence observes the required principal building setbacks or is at least fifteen (15) feet from all property lines. Otherwise, no fence shall exceed twelve (12) feet in height.~~

~~(3)~~**(2)** ~~Commercial, Industrial, Institutional, Office, or Other Nonresidential Uses:~~ **Nonresidential Uses:** No fence shall exceed eight (8) feet in height unless the fence observes the required principal building setbacks or is at least fifteen (15) feet from all property lines. **For uses where athletic fields, tennis courts, playgrounds or similar active recreational uses abut a public street, a non-opaque fence with a maximum height of fifteen (15) feet may be located along the street adjacent to such fields or recreation areas provided that such a fence is not located in a required planting yard.**

SECTION 2. That 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. That this ordinance shall become effective upon the date of adoption.

Adopted By City Council,

The 21st day of June 2010

Lisa B. Vierling, City Clerk

DEPARTMENT OF PLANNING AND DEVELOPMENT
INSPECTION SERVICES
HOUSING ENFORCEMENT DIVISION

ORDINANCE REQUEST:	Ordinance to Vacate
PROPERTY ADDRESS:	1002 Tabor Street
OWNER:	Michael Dunigan and John Bracia
FIRST INSPECTION: 4-29-2010	Number of Violations: Major 5 Minor 11 1) faulty electrical switch in bedroom 2) plumbing – kitchen sink waste line leaking behind wall 3) rotten, water logged kitchen flooring 4) holes in exterior walls allowing entry of rodents 5) no smoke detector
HEARING RESULTS: 5-10-2010	The owner did not appear for the hearing. During the hearing the following findings of fact were established. There are numerous violations of the Minimum Housing Code. The dwelling was occupied by one adult and her 17 year old daughter at the time of the inspection and is still occupied. The ordinance is requested to allow the inspector to close and placard the dwelling as required by state statute.
ORDER(S) ISSUED:	Order to Repair 5-10-2010 with a compliance date of 6-9-2010
APPEALS:	No appeals to date.
OWNER ACTIONS:	The owner has not obtained any required permits or started any repairs.
EXTENSIONS:	None requested by owner.
CURRENT STATUS: 6-14-2010	Conditions still exist. Dwelling is occupied.

1002 Tabor Street

Ordinance to Vacate/Close

Location of subject property

Department of Planning and Development

City of High Point

Date: June 14, 2010

N

Scale: 1'=200'

y:/ba-pz/Inspection/vacate

1002 Tabor Street

PLANNING AND ZONING COMMISSION RECOMMENDATION

On May 25, 2010, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present except Mr. Carson Lomax.

City of High Point Street Abandonment Case 10-11

A request by the Technical Review Committee to abandon several unimproved right-of-ways (identified as "Fairview St.", "Boling Ave.", "North St." and a portion of "Spencer Avenue" on a map titled, "Spencer Heights" as recorded in Plat Book 11 Page 7 as well as "Brown Drive" and a portion of "Westdale Drive" on a map titled, "Lindale – Section Two" as recorded in Plat Book 14 Page 74 and "High Point Ins. & Real Est. Co." as recorded in Plat Book 5 Page 319) lying north

Mr. Schroeder presented the request to the Commission and recommended approval of Street Abandonment Case 10-11 as outlined in the staff report.

No one spoke in favor or in opposition to the request.

The Planning & Zoning Commission recommended ***approval*** of Street Abandonment Case 10-11, with the retention of utility and sanitary sewer easements in sub-area A, by a vote of 7-0.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

STAFF REPORT
STREET ABANDONMENT CASE 10-11
May 25, 2010

Request	
Applicant: City of High Point Technical Review Committee	**Proposal:** Abandonment of several unimproved right-of-ways (identified as "Fairview St.", "Boling Ave.", "North St." and a portion of "Spencer Avenue" on a map titled, "Spencer Heights" as recorded in Plat Book 11 Page 7 as well as "Brown Drive" and a portion of "Westdale Drive" on a map titled, "Lindale – Section Two" as recorded in Plat Book 14 Page 74 and "High Point Ins. & Real Est. Co." as recorded in Plat Book 5 Page 319) lying north of Greensboro Road between Hampton Drive and U.S. Hwy 311.

Adjacent Streets		
Name:	**Classification:**	**Right-of-Way and Pavement Width:**
Spencer Street	Local Street	65 ft. right-of-way – 22 ft. ribbon pavement
Sterling Avenue	Local Street	50 ft. right-of-way – 34 ft. curb & gutter
Greensboro Road	Major Thoroughfare	60 ft. right-of-way – 30 ft. ribbon pavement

Adjacent Property Zoning and Current Land Use		
North of **Poplar Lane** (commonly referred to as Brown Drive on recorded plats)	Residential Single Family – 9 (RS-9)	Single family residences / Vacant
South of **Poplar Lane**	Highway Business (HB)	Retail and Service business uses

Analysis

The right-of-ways being considered for abandonment are divided into four (4) subareas identified on the enclosed map. The purpose of the subareas is to allow abandonment to occur collectively or independently for each subarea. Each subarea has unique characteristics.

Subarea A represents the old alignment of Spencer Street before construction of US 311. The area contains approximately 0.08 acres and is approximately 50 feet in width by 110 feet in length. The right-of-way contains an 8-inch sanitary sewer line and two 24-inch water lines. The area is mostly void of woody vegetation due to the existence of the underground utilities. The topography is generally flat. Property north and south of this subarea is owned by the NC Department of Transportation and access is preserved to Spencer Street.

Subarea B represents North Street and Boling Avenue as depicted on a recorded plat. The area contains approximately 0.36 acres and is approximately 30 feet in width (North Street) and 10 feet in width (Boling Street) with a total length of 840 feet. The right-of-way does not contain any public utilities. The area is heavily wooded with gradual topography throughout. The Boling Avenue stretch of right-of-way provides the only means of access to lots 20-28 as shown on the "Spencer Heights" plat, however, these lots are contiguously owned by property owners with frontage on Spencer Street. Reasonable access is not denied by the abandonment of the right-of-ways in subarea B.

Subarea C represents an area shown on several plats and commonly referred to as Brown Street and Westdale Drive. The area contains approximately 1.06 acres and is approximately 30 feet in width west of subarea B and 50 feet in width east of subarea B with a total length of 1084 feet. The area west of subarea B is also referred to as Poplar Lane on the Guilford County Tax Maps. The right-of-way does not contain any public utilities. From the eastern right-of-way of Spencer Street for a distance of approximately 250 feet east the area is generally void of woody vegetation and slopes gradually downward approximately 20 feet. From there in an easterly and northerly direction the right-of-way is heavily wooded and the terrain varies with an overall 10-foot elevation gain by the southern right-of-way Sterling Avenue. The 100-feet of right-of-way north of subarea C shall remain as public right-of-way to provide reasonable access to the parcel located southwest of the Sterling Avenue and Westdale Drive intersection.

There is a street blade sign for Poplar Lane. This area is a gravel drive serving two residential driveways (one north and one south of the right-of-way). The area is not on the Powell Bill Map and is not maintained by the City. The property owners abutting the area identified as Poplar Lane are interested in keeping the area as a public right-of-way to provide access to their additional lots of record. Extending a public street approximately 150-feet and creating a publicly approved turn-around in this area would require the dedication of an additional 20-foot of right-of-way (bringing the total right-of-way width to the minimum requirement of 50-feet) and cost approximately $150,000. This public improvement would serve two buildable lots. Alternatively, by reconfiguring the existing lots it is feasible to create two buildable lots behind (east) the existing residences fronting on Spencer Street.

Subarea D represents an area shown on a plat for "High Point Ins. & Real Est. Co." recorded in August, 1923 and identified as "Brown Drive". The area contains approximately 0.23 acres and is approximately 24 feet in width and 415 feet in length. The right-of-way does not contain any public utilities. The topography slopes gradually down approximately 6 feet from the Greensboro Road right-of-way. The area contains private improvements including pavement and graveled areas.

Findings

The Technical Review Committee (TRC) reviewed this request on November 11, 2009 and identified no issues that would prevent the abandonment of any of the right-of-ways. An early notice was sent to abutting property owners on April 16, 2010.

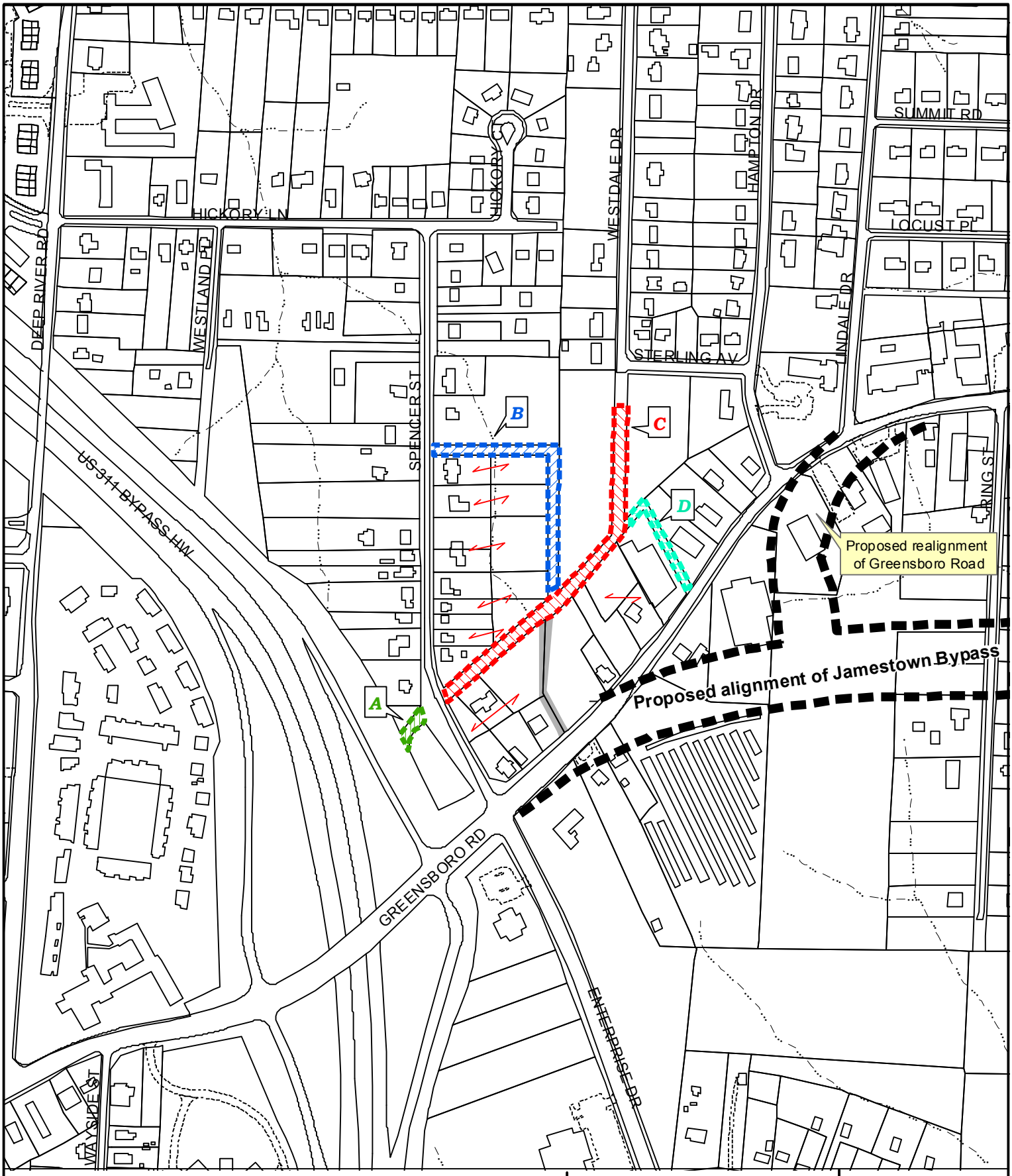
This abandonment of the public's interest and conveyance of the right-of-ways to the abutting property owners, as provided by state statutes, is found not to be contrary to the public's interest and would not deprive owners in the vicinity of the right-of-way or in the subdivision reasonable means of ingress and egress to their property.

Recommendation

The Planning and Development Department recommends approval of the right-of-way abandonments for all subareas with the retention of utility easements within subarea A including a 20-foot sanitary sewer easement centered on the existing lines and retain 20-foot utility easements centered on the existing 24-inch water lines based on preliminary findings that it is not contrary to the public interest, and that no property in the vicinity of the street abandonment would be deprived of reasonable means of ingress or egress.

Report Preparation

This report was prepared by Planning and Development Department staff member Mark Schroeder, AICP, Senior Planner and reviewed by Bob Robbins, AICP, Development Administrator, and Lee Burnette, AICP, Director.



STREET ABANDONMENT REQUEST SA10-11

Applicant: Technical Review Committee
Area: 1.98 acres (approximate)

Location of requested street abandonment

Previously abandoned right-of-ways

Department of Planning and Development

City of High Point

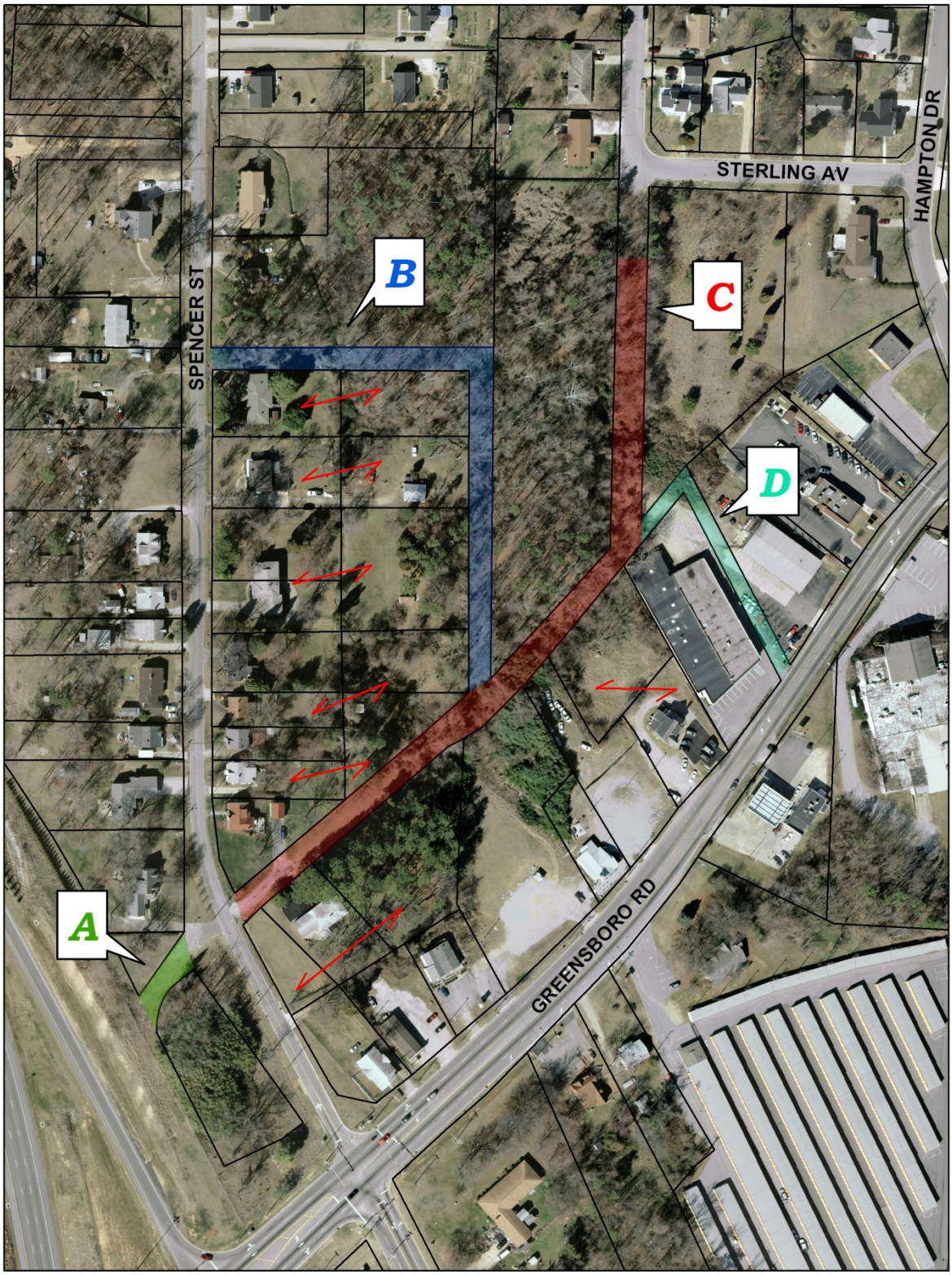
Date: April 16, 2010

N

Scale: 1'=400'

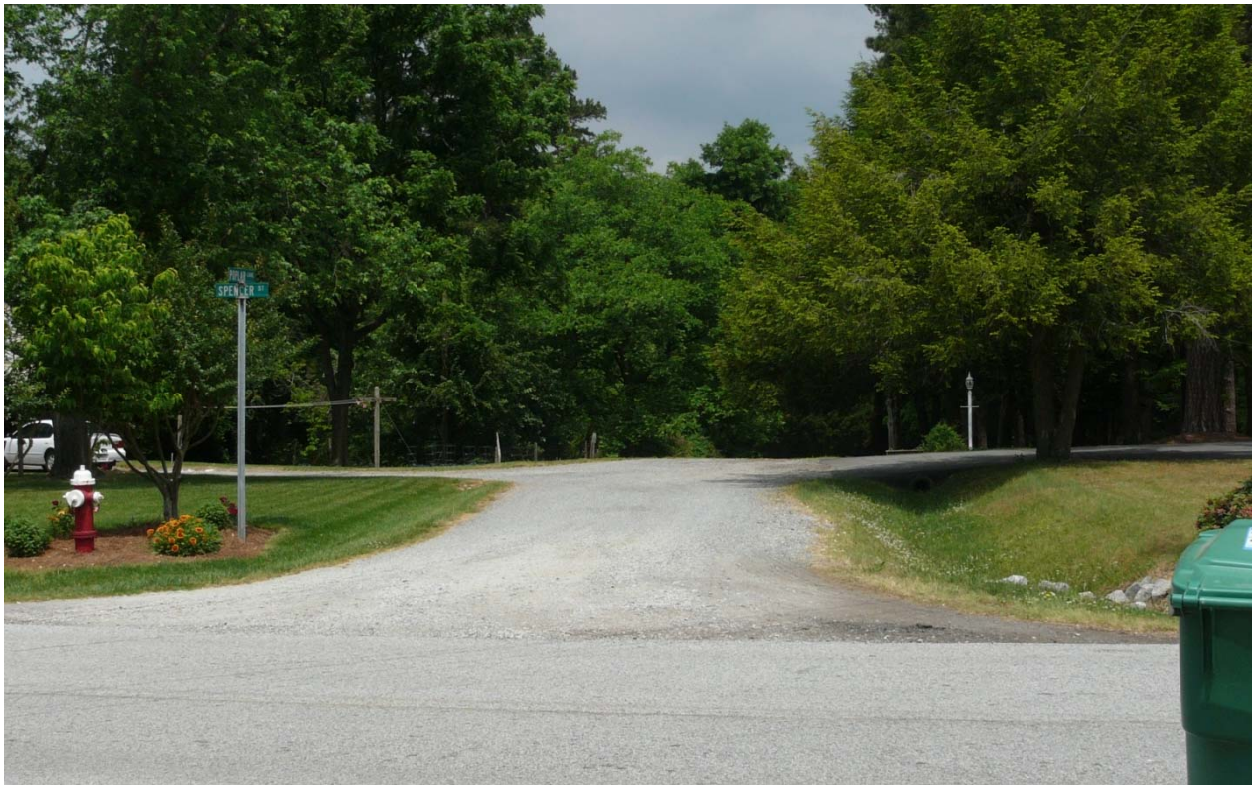
y:/ba-pz/2010/pz/sa10-11.mxd

Aerial with the abandonment subareas highlighted.



Attachments: Photographs (May, 2010) and Aerial (February, 2008)

Looking west from Spencer Street.



Looking east from Spencer Street. Street blade identifies area as Poplar Lane. Gravel drive serves two residential driveways. Topography drops after driveways.

Attachments: Photographs (May, 2010) and Aerial (February, 2008)

Subarea “B” looking east from Spencer Street.

Subarea “C” looking south from Westdale Drive (Spencer Street intersection).

Attachments: Photographs (May, 2010) and Aerial (February, 2008)

Subarea “D” looking north across Greensboro Road. The r/w appears to parallel Inspirations Unfinished Furniture Gallery (building on left).

NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

TO: Randy McCaslin, Assistant City Manager

FROM: Michael E. McNair, Director of Community Development & Housing

DATE: June 16, 2010

SUBJECT: Approval to convey three lots to Habitat for Humanity of High Point, Archdale, and Trinity

In order to continue infill housing development efforts in the Graves Avenue-Murray Street project area, Community Development & Housing Department seeks Council approval to convey the following lots to Habitat for Humanity of High Point, Archdale, and Trinity (Habitat):

- 216 N. Hoskins St.
- 217 N. Hoskins St.
- 219 N. Hoskins St.

Staff requests Council to authorize the Mayor to execute appropriate documents conveying the aforementioned parcels to Habitat. After the conveyance, Habitat will construct three Energy Star compliant homes affordable to low to moderate-income homebuyers. Resolutions for the conveyances are attached.

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA
Office: 336.883.3676 Fax: 336.883.3355 TDD 336.883.8517

RESOLUTION APPROVING CONVEYANCE
OF REAL PROPERTY
TO A NONPROFIT CORPORATION

WHEREAS, the City of High Point owns a tract of land located at 216 N. Hoskins St. in the City of High Point and is more particularly described in Deed Book 6165, Page 2747 of the Guilford County Registry; and

WHEREAS, North Carolina General Statute § 160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

WHEREAS, North Carolina General Statute § 160A-456(b) authorizes a city to exercise directly those powers granted by law to housing authorities giving a city the ability and authority to undertake any activity that may be undertaken by a housing authority; and

WHEREAS, North Carolina General Statute § 157-9 sets out the powers granted by statute to housing authorities, one of which is to prepare, carry out, and operate housing projects; and

WHEREAS, North Carolina General Statute § 157-3(12) defines a housing project to include programs that assist developers of multifamily housing and developers and owners of owner-occupied housing; and

WHEREAS, North Carolina General Statute § 160A-20.1 authorizes cities to appropriate money to private organizations to carry out any activity that a city may carry out directly; and

WHEREAS, North Carolina General Statute § 160A-497 authorizes a city to undertake programs for the assistance and care of its senior citizens and to contract and appropriate funds to private organizations in order to carry out such programs; and

WHEREAS, the City of High Point has negotiated with Habitat for Humanity of High Point, Archdale, and Trinity (hereafter, Habitat) to convey the above-described tract to Habitat in order that Habitat may assist with the construction of owner-occupied housing;

THEREFORE, THE CITY COUNCIL FOR THE CITY OF HIGH POINT RESOLVES THAT:

1. The Mayor of the City of High Point is authorized to execute all documents necessary to convey title to a _.18_acre tract of land located at 216 N. Hoskins Street in the City of High Point, more particularly described as follows:

2. The consideration of the conveyance is Habitat's agreement to use this property only for the "public" purpose of furthering the mission of Habitat in providing owner-occupied housing. If for any reason the property ceases to be used for a "public" purpose, the property shall revert back to the City of High Point. A statement to this effect shall be placed in the deed of conveyance.

3. The City Clerk shall publish a notice summarizing the contents of this resolution and the conveyance of the property may be consummated at any time after 10 days of publication of the notice.

ADOPTED this the _____ day of _____, 20____.

CITY OF HIGH POINT

By: _____
Rebecca R. Smothers, Mayor

Attested to:

_____
Lisa Vierling, City Clerk

RESOLUTION APPROVING CONVEYANCE
OF REAL PROPERTY
TO A NONPROFIT CORPORATION

WHEREAS, the City of High Point owns a tract of land located at 217 N. Hoskins Street in the City of High Point and is more particularly described in Deed Book 6847, Page 1836 of the Guilford County Registry; and

WHEREAS, North Carolina General Statute § 160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

WHEREAS, North Carolina General Statute § 160A-456(b) authorizes a city to exercise directly those powers granted by law to housing authorities giving a city the ability and authority to undertake any activity that may be undertaken by a housing authority; and

WHEREAS, North Carolina General Statute § 157-9 sets out the powers granted by statute to housing authorities, one of which is to prepare, carry out, and operate housing projects; and

WHEREAS, North Carolina General Statute § 157-3(12) defines a housing project to include programs that assist developers of multifamily housing and developers and owners of owner-occupied housing; and

WHEREAS, North Carolina General Statute § 160A-20.1 authorizes cities to appropriate money to private organizations to carry out any activity that a city may carry out directly; and

WHEREAS, North Carolina General Statute § 160A-497 authorizes a city to undertake programs for the assistance and care of its senior citizens and to contract and appropriate funds to private organizations in order to carry out such programs; and

WHEREAS, the City of High Point has negotiated with Habitat for Humanity of High Point, Archdale, and Trinity (hereafter, Habitat) to convey the above-described tract to Habitat in order that Habitat may assist with the construction of owner-occupied housing;

THEREFORE, THE CITY COUNCIL FOR THE CITY OF HIGH POINT RESOLVES THAT:

1. The Mayor of the City of High Point is authorized to execute all documents necessary to convey title to a _.14_acre tract of land located at 217 N. Hoskins Street in the City of High Point, more particularly described as follows:

2. The consideration of the conveyance is Habitat's agreement to use this property only for the "public" purpose of furthering the mission of Habitat in providing owner-occupied housing. If for any reason the property ceases to be used for a "public" purpose, the property shall revert back to the City of High Point. A statement to this effect shall be placed in the deed of conveyance.

3. The City Clerk shall publish a notice summarizing the contents of this resolution and the conveyance of the property may be consummated at any time after 10 days of publication of the notice.

ADOPTED this the _____ day of _____, 20____.

CITY OF HIGH POINT

By: _____
Rebecca R. Smothers, Mayor

Attested to:

_____
Lisa Vierling, City Clerk

RESOLUTION APPROVING CONVEYANCE
OF REAL PROPERTY
TO A NONPROFIT CORPORATION

WHEREAS, the City of High Point owns a tract of land located at 219 N. Hoskins Street in the City of High Point and is more particularly described in Deed Book 6130, Page 2297 of the Guilford County Registry; and

WHEREAS, North Carolina General Statute § 160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

WHEREAS, North Carolina General Statute § 160A-456(b) authorizes a city to exercise directly those powers granted by law to housing authorities giving a city the ability and authority to undertake any activity that may be undertaken by a housing authority; and

WHEREAS, North Carolina General Statute § 157-9 sets out the powers granted by statute to housing authorities, one of which is to prepare, carry out, and operate housing projects; and

WHEREAS, North Carolina General Statute § 157-3(12) defines a housing project to include programs that assist developers of multifamily housing and developers and owners of owner-occupied housing; and

WHEREAS, North Carolina General Statute § 160A-20.1 authorizes cities to appropriate money to private organizations to carry out any activity that a city may carry out directly; and

WHEREAS, North Carolina General Statute § 160A-497 authorizes a city to undertake programs for the assistance and care of its senior citizens and to contract and appropriate funds to private organizations in order to carry out such programs; and

WHEREAS, the City of High Point has negotiated with Habitat for Humanity of High Point, Archdale, and Trinity (hereafter, Habitat) to convey the above-described tract to Habitat in order that Habitat may assist with the construction of owner-occupied housing;

THEREFORE, THE CITY COUNCIL FOR THE CITY OF HIGH POINT RESOLVES THAT:

1. The Mayor of the City of High Point is authorized to execute all documents necessary to convey title to a .13 acre tract of land located at 219 N. Hoskins Street in the City of High Point, more particularly described as follows:

2. The consideration of the conveyance is Habitat's agreement to use this property only for the "public" purpose of furthering the mission of Habitat in providing owner-occupied housing. If for any reason the property ceases to be used for a "public" purpose, the property shall revert back to the City of High Point. A statement to this effect shall be placed in the deed of conveyance.

3. The City Clerk shall publish a notice summarizing the contents of this resolution and the conveyance of the property may be consummated at any time after 10 days of publication of the notice.

ADOPTED this the _____ day of _____, 20____.

CITY OF HIGH POINT

By: _____
Rebecca R. Smothers, Mayor

Attested to:

_____
Lisa Vierling, City Clerk

DEPARTMENT OF PLANNING AND DEVELOPMENT
INSPECTION SERVICES
HOUSING ENFORCEMENT DIVISION

ORDINANCE REQUEST:	Ordinance to Vacate
PROPERTY ADDRESS:	1020 Montlieu Avenue
OWNER:	Norman Bennett
FIRST INSPECTION: 3-4-2010	Number of Violations: Major 7 Minor 14 1) inadequate running water at bathroom sink 2) kitchen sink not draining properly 3) no smoke detector 4) roof is leaking 5) electric service to the house needs to be secured 6) water line in crawl space is leaking 7) water closet leaks
HEARING RESULTS: 3-31-2010	The owner did not appear for the hearing. During the hearing the following findings of fact were established. There are numerous violations of the Minimum Housing Code. The dwelling was occupied by five adults at the time of the inspection. The tenants moved on 3-8-2010. The ordinance is requested to allow the inspector to close and placard the dwelling as required by state statute.
ORDER(S) ISSUED: 3-31-2010	Order to Repair 3-31-2010 with a compliance date of 5-1-2010
APPEALS:	No appeals to date.
OWNER ACTIONS:	The owner has repaired the majority of the minor violations. The owner has not obtained the required building, electric and plumbing permits necessary for the major violations.
EXTENSIONS:	None requested by owner.
CURRENT STATUS: 6-14-2010	Conditions still exist. Dwelling is vacant and secure.

1020 Montlieu Avenue

Ordinance to Vacate/Close

Location of subject property

Department of Planning and Development

City of High Point

Date: June 14, 2010

N

Scale: 1'=200'

y:/ba-pz/Inspection/vacate

1020 Montlieu Avenue

AGREEMENT FOR THE CONVENTION & VISITORS BUREAU

BETWEEN THE

CITY OF HIGH POINT

AND THE

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

FY 2010 - 2012

CONTENTS:

Contract Agreement FY 2010 - 2012
Overview & Program of Work FY 2010 - 2011
Proposed Budget and Explanation for FY 2010 - 2011
Occupancy Tax Receipts for FY 2009 - 2010
Financial Statement for May FY 2009 - 2010
Arts & Tourism Grants Program Awards FY 2009 - 2010
Event Booking Incentives for FY 2009 - 2010
Board of Directors
Organizational Chart
Staff Directory
Chart of Staff Organizational Involvement
Mission, Vision, Values and Five Major Goals
Three Year Strategic Plan

NORTH CAROLINA
GUILFORD COUNTY

AGREEMENT FOR PROVISION OF CONVENTION AND VISITORS BUREAU

THIS AGREEMENT, made and entered into before the first day of July, 2010 by and between the City of High Point (hereinafter referred to as the City) and the High Point Convention and Visitors Bureau, Inc. (hereinafter referred to as the Grantee), pursuant to and subject to the restrictions and conditions set forth herein:

WITNESSETH:

In consideration of receipt of a grant or appropriation of funds from the City Council of the City of High Point equal to the total amount of the net proceeds received by the City of High Point from the Guilford County 3% Room Occupancy and Tourism Development Tax, the Grantee named hereinabove does hereby agree to provide Convention and Visitors Bureau services for the City of High Point in accordance with the terms of this Agreement as set forth herein.

In consideration of the above, the parties do hereby agree as follows:

(1) The Grantee agrees to expend the funds which are the subject of this Agreement and perform services in consideration of the receipt of funds in accordance with the Overview of Program of Work as attached to this Agreement and incorporated herein by reference. The Grantee further agrees to expend the funds in accordance with an Annual Budget for said funds attached hereto and which is incorporated herein by reference. Funds made available to the Grantee pursuant to this Agreement shall be expended only in accordance with applicable federal, state, and local laws. The Grantee may amend the budget from time to time in order to conform with the actual amount of funds received under this agreement.

(2) The Grantee agrees that it will supply such records, reports, information and verification relating to the expenditures of the funds or the operations of the Grantee as may be requested by the City. This shall include quarterly reports on the receipts and expenditures, as well as an annual audit of the receipts and expenditures relating to the grant funds. The Grantee shall maintain a written accounting and documentation of all

of its receipts and disbursements relating to the grant funds which are the subject of this Agreement. The Grantee agrees to subject itself to the provisions of Article 33c of Chapter 143 of the North Carolina Statutes entitled "Meetings of Governmental Bodies", to the same extent as the City.

(3) Funds will be distributed to the Grantee on a monthly basis in accordance with the attached budget. Further, should expenditures overspend the revenues under this Agreement; the City shall have no obligation to reimburse the Grantee for such expenditures.

(4) This Agreement will automatically terminate on June 30, 2012 at which time a new Agreement will be considered.

(5) Upon termination of this Agreement by either party all non-expendable property purchased under this Agreement shall revert to the City of High Point or its assigns.

(6) A High Point Convention and Visitors Bureau Board of Directors shall be appointed, which shall have the authority to oversee the Convention and Visitors Bureau's implementation of the program of work, and the expenditures of the grant funds which are the subject of this Agreement. The Convention and Visitors Bureau Board shall be composed of a minimum of the following twelve (12) members:

(a) One member of the Guilford County Board of Commissioners appointed by the Board of County Commissioners.

(b) One member of the High Point City Council appointed by the City Council.

(c) Two owners or operators of hotels, motels, or other taxable tourist accommodations in the local metropolitan area, one of whom owns or operates hotels, motels, or other tourist accommodations with more than 100 rental units, and one of whom owns or operates hotels, motels, or other tourist accommodations with 100 or fewer rental units, both appointed by the Board of County Commissioners.

(d) One individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist

accommodations, and is a Board member of the High Point Chamber of Commerce, appointed by the Chamber of Commerce.

(e) One individual involved in the local restaurant or food service business who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(f) One individual involved in the cultural arts or tourist attraction business who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(g) One at-large individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(h) One individual who has demonstrated an interest in tourism development and is a representative of a High Point public convention/trade show center, appointed by the High Point Chamber of Commerce.

(i) Two at-large individuals who have demonstrated an interest in tourism development and do not own or operate hotels, motels, or other tourist accommodations, appointed by the Board of County Commissioners.

(j) The President & CEO of the High Point Convention and Visitors Bureau, Inc., who shall be a non-voting, ex-officio member.

All voting members of the High Point Convention and Visitors Bureau Board shall serve without compensation. All members shall serve two year terms and the term shall be October 1 to September 30 two years later. Members may serve no more than two consecutive terms. Members appointed to fill the at-large designations shall serve a full term, and have all voting rights and privileges. The members shall elect a chairperson, who shall also serve a two year term if eligible. Members appointed to fill vacancies shall first serve for the remainder of the unexpired term for which they are appointed to fill, and then are eligible for appointment for a regular term. The Board

shall meet at the call of the Chairperson, and shall adopt rules of procedure to govern its meetings. The Board shall appoint such ex-officio members as it deems appropriate.

(7) The attached Exhibits are:

(A) Overview & Program of Work; and
(B) Proposed New Budget and Explanation
(C) Occupancy Tax Comparison Current Year to Past Year; and
(D) Financial Statement through April Current Year; and
(E) Arts & Tourism Grants Awards for Current Year; and
(F) Event Booking Incentives for Current Year; and
(G) Board of Directors, Organizational Chart, Staff Directory and Chart of Staff Organizational Involvement; and
(H) Bureau Mission, Vision, Values, and Five Major Goals
(I) Three Year Strategic Plan
(J) Bureau Annual Report 2008-2009

These exhibits are incorporated herein by reference and shall have the same force and effect as if set forth herein.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its behalf; and the Grantee has caused the same to be duly executed in its behalf as of the date first above written.

CITY OF HIGH POINT, NC

ATTEST:

_____

Lisa B. Vierling, City Clerk

_____

Stribling Boynton, City Manager

Approved as to legal form:

_____

JoAnne Carlyle, Assistant City Attorney

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

ATTEST:

_____

James F. Morgan, Board Chairman

_____

Charlotte M. Young, President & CEO

OVERVIEW & PROGRAM OF WORK FY 2010 – 2011

(Exhibit A Page 1-3)

1. NEW BUDGET

The Proposed Budget for the High Point Convention & Visitors Bureau (HPCVB) is for FY 10-11, *Exhibit B Page 1 –5.* The Budget is $1,165,000 room occupancy tax receipts plus $3,600 interest and $7,811 Event Booking Incentive (EBI) roll-over from FY 09-10. This totaled $1,176,411. The room occupancy tax receipts of $1,165,000 were based on a 1.8% increase over an estimated year-end tax receipt of $1,144,395. The $1,165,000 is 11% less than FY 09-10. The FY 09-10 Room Occupancy Tax Comparison to FY 08-09 shows decreases during the first nine months of the year with a modest upturn in the last quarter, *Exhibit C.* The estimated final occupancy tax collection for FY 09-10 is $1,144,395. A copy of the May Financial Statement for FY 09-10 is attached, *Exhibit D Pages 1 & 2.* The rental for the Doll & Miniature Museum of High Point (DMMHP), formerly the Peterson Doll & Miniature Museum (PDMM) is listed separately at the end of the Budget, as it is strictly a pass through. The DMMHP space is on the HPCVB lease, therefore, it shows as an expense as well as a receipt and cancels itself out.

The 15% of the room tax revenue allocated for the Arts & Tourism Grants Program will be $174,750; therefore, $1,001,661 will be the Regular Budget. The proportion of the Budget for each segment is 33.6% Administrative, 15.6% Operations and 50.8% Marketing, which is within the guidelines outlined by the Destinations Marketing Association International (DMAI) formerly International Association of Convention & Visitor Bureaus (IACVB). The Marketing Budget is $621,465. This includes Convention Promotions, Tourism Promotions, as well as the Grants Program, which is a significant arm of the tourism effort for the City. The Event Booking Incentive (EBI) Line Item is $150,000 including the roll over from the previous year and Market Authority Line Item is $150,000.

2. FY 10-11 PROGRAM OF WORK

Tourism is one of the leading industries in North Carolina but, as with all areas of business, it has suffered economically. That said the Bureau is committed to the future and to the strategy of extreme service and attention to the client that goes even beyond all past efforts. The retention of current groups is extremely crucial as well as securing new ones. The sales/service team continues to design services to add to our current menu that will strengthen the strong relationship between the Bureau and the client. The sports market continues to be one that produces well and we will increase efforts to further develop the faith-based meetings market. The corporate and tour bus markets have yet to

produce to a satisfactory degree so they will be secondary to the areas that reap the most results. The social market continues to be a main stay as weddings and reunions provide many guest room nights to the smaller hotel/motel properties. Marketing dollars will continue to be directed to the popular "Bring it Home, High Point!" campaign. There will be new energy directed to social media/web marketing and to explore new avenues to assist in communicating the High Point story. The Bureau will work toward developing more collaborations that can help the tourism industry partners.

PARTNERSHIPS

Arts & Tourism Grants Program:

The Arts & Tourism Grants Program's 15% will be awarded to a number of arts and tourism related projects during FY 10-11. This current year, FY 09-10, support was awarded to 24 worthy applicants/projects totaling $170,625, *Exhibit E.* Some of the groups also received Event Booking Incentive (EBI) funds.

Funding for International Home Furnishings Market Authority:

For FY 09-10, the HPCVB has allocated $150,000 to the International Home Furnishings Market Authority in its role of furthering the success of the High Point Market.

Events Booking Incentives (EBI):

A number of Event Booking Incentives were offered for conventions and events that were to occur in FY 09-10 and is projected to total $102,900, *Exhibit F.* The events booking program is more than incentives to book. It is expanded to include maintenance, retention, appreciation and support of groups. [At the April 18, 2007 HPCVB Board Meeting, it was voted to roll over the unused balance of the EBI Line Item at the end of FY 06-07 into FY 07-08 and continue that procedure each year.] An estimated $7,811 will roll over at the end of FY 09-10. These incentives continue to be successful tools in moving convention/event proposals from lead status to definite bookings and that line item is $150,000 including the roll over from FY 09-10.

Doll & Miniature Museum of High Point (DMMHP): formerly Peterson Doll & Miniature Museum (PDMM)

Since the establishment of the DMMHP/PDMM at 101 West Green in 1992, the HPCVB has been its partner. This was the case with the Furniture Discovery Center (FDC) which closed January 31, 2006. HPCVB is helping to support the operation of the DMMHP with the encouragement that the Board and staff of the DMMHP aggressively seek grants, memberships and fundraising support from other sources. They have received some additional funding and have had a number of fundraising and revenue producing programs. It is the desire of the HPCVB that High Point not lose another significant tourist attraction and that the DMMHP find a secure arrangement to move them into the future.

Piedmont Triad Council of International Visitors (PTCIV):
In June of 2002, the Bureau extended an offer of a complimentary office to PTCIV which is valued at $1,792 yearly. PTCIV is a nonprofit organization whose purpose is to improve and promote international relations by sharing the cultural, economic and educational resources of the Piedmont Triad with international visitors. This relationship is a natural as PTCIV is responsible for bringing guests to the area for a period of time staying in hotel and motel properties.

Bureau Sports Committee:
The Bureau continues efforts for sporting events. The Bureau Sports Committee, with representatives from a wide range of sports related entities, has facilitated rapid turn around on bookings and increased knowledge of sports facilities that exist. The Committee first met February 2006 and continues under the direction of HPCVB Board Member Charles Ramsey. The Bureau also partnered with the City in the recent 2009 and 2010 NC Marathon events and the High Point CRIT Bicycle Race.

5. ORGANIZATION

The Board of Directors consists of eleven Board Members, nine Ex-officio positions (including the Bureau CEO and the *Chairman Emeritus*) and two staff members, *Exhibit G Pages 1-3*. The Organizational Chart presents an overview of the High Point Convention & Visitors Bureau, the Board, Staff and Committees, *Exhibit G Page 4*. The Bureau Staff, *Exhibit G Page 5*, has been reduced from eight full time to six full time. In addition, Registrars are employed on an 'as needed basis'. The Bureau staff holds memberships and board positions on a number of industry related organizations, *Exhibit G Page 6.*

6. SUMMARY

The Bureau has always recognized its role to fill the City between the High Point Markets, thereby keeping a year-round healthy hospitality environment. The Bureau's main focus continues to be *strong solicitation of overnight visitors, conventions, special events and trade shows; providing these visitors with outstanding services and insuring a most enjoyable experience for all,* which is in keeping with the Bureau Mission, Vision and Values, *Exhibit H.*

In that regard, the Bureau held a two day Board Retreat in January 2008 as a celebration of its 25th Year. The three year Strategic Plan that was the result of the Retreat is attached. *Exhibit I, Pages 1-7.* The Annual Report for 2008-2009 has been provided in advance and is available on request to serve as *Exhibit J.*

HPCVB PROPOSED FY 10-11 BUDGET

No.	ITEM	FY 09-10 Approved Budget	FY 10-11 Proposed Budget at 1.8% increase over expected final FY 09-10
INCOME			
OCCUPANCY TAX COLLECTION			
4101.0	Transient Occupancy Tax	1,310,000	1,165,000
	Tax receipts were down FY 09-10. The proposed budget for FY 10-11 is based on 1.8% increase over expected final receipts for FY 09-10. This is 11% less than FY 09-10 Budget.		
OTHER INCOME			
4102.0	Interest Income	8,000	3,600
4104.0	Other Rents Received	0	0
4105.0	Reserve EBI Carry Over	0	7,811
TOTAL BUDGET		1,318,000	1,176,411
GRANT PROGRAM (15% of occupancy tax)			
	Arts & Tourism Grants	196,500	174,750
	* This program began in 1984 and each year 15% of the tax receipts is awarded back to tourism and arts related projects.		
INCOME (-15% grants)=Oper. Budget		1,121,500	1,001,661
EXPENSES			
ADMINISTRATIVE EXPENSES			
5201.0	Salaries (6 full-time staff positions)	383,000	308,850
5202.0	Retirement	21,120	17,425
5203.0	Life/Hosp/Dent. Ins.	63,485	44,500
5204.0	Soc. Security	29,300	23,628
5205.0	Unemployment Ins.	1,100	1,118
ADMINISTRATIVE EXPENSES TOTAL		498,005	395,521
OPERATING EXPENSES			
5301.0	Memberships/Subscriptions	3,000	2,150
	* Maintain membership in: GCHMA (200); HP Partners (1,250); American Express (75); ACCE (550); and G.C Non-Profit Consortium (75)		
5302.0	Travel/Entertainment	2,000	1,000
	* Expenses for Administrative travel, meals and meetings		
5303.0	General & Admininistrative Operations	40,000	27,500
	includes general office, maintenance, and housekeeping supplies; janitorial; commercial package/general liability insurance; audit fees; community relations; and computer maintenance/service		
5304.0	Postage/General	2,000	2,000
5305.0	Parking	1,920	1,440
5306.0	Telephone	6,785	6,785
5307.0	Rent/Utilities	101,400	101,400
5308.0	Comm/Board Expenses	8,200	6,850
5309.0	Equipment	14,000	10,300
	includes copier; postal equipment; and back up supplies.		
OPERATING EXPENSES TOTAL		179,305	159,425
CONVENTION PROMOTION EXPENSES			
5401.0	Convention Advertising	11,000	10,500

No.	ITEM	FY 09-10 Approved Budget	FY 10-11 Proposed Budget at 1.8% increase over expected final FY 09-10
5402.0	**Convention Services**	**328,000**	**313,500**
5402.1	Incentive Gifts		3,500
5402.5	Event Booking Incentives		150,000
5402.7	HP Market Authority		150,000
5402.9	Special Services		10,000
5403.0	**Entertainment**	**1,000**	**1,000**
5404.0	**Literature/Printing**	**6,600**	**8,900**
5404.2	Sports Promotion Postcard	0	1,000
5404.5	Stationey	0	800
5404.6	Visitor Guides	6,600	7,100
5405.0	**Memberships - Convention**	**2,600**	**1,415**
	includes NASC (700); Amex (65); AENC (300); PT Sports Clubs ($25), and MPI Carolina Chapter (325)		
5406.0	**Postage - Convention**	**2,000**	**2,000**
5407.0	**Conv. - Special Promotional Projects**	**18,200**	**26,500**
5407.1	Web Marketing		2,000
5407.3	Sales Blitz		1,000
5407.4	AENC Events & Opportunities		3,500
5407.5	Logo Boards		2,000
5407.6	Bring It Home, High Point! Campaign		15,000
5407.7	Sales Tools		2,000
5407.9	Special Project Opportunity		1,000
5408.0	**Subscription/Publications**	**0**	**160**
5409.0	**Travel - Convention**	**17,100**	**9,600**
5410.0	**Trade Shows - Convention**	**5,450**	**9,300**
	AENC Tradeshow		4,300
	Connect Tradeshow		3,750
	NC Sports Assn/TEAMS		500
	NASC		750
5412.0	**Audiovisuals**	**200**	**200**
5413.0	**Intern(s)**	**0**	**0**
CONVENTION PROMOTIONS EXPENSES TOTAL		**392,150**	**383,075**
TOURISM PROMOTION EXPENSES			
5501.0	**Advertising - Tourism** - Media Schedule for promoting visitation to High Point including advertising the Passport Program, and Highway Visitor Information Station WPNK 1630 AM	**11,000**	**11,000**
5502.0	**Audiovisuals**	**0**	**200**
5503.0	**Tourism - Literature/Printing**	**18,450**	**16,600**
5503.1	Things to Do		0
5503.2	Map Pads		4,000
5503.3	African American Heritage Guide		3,500
5503.4	Stationery		2,000
5503.7	Visitor Guides		7,100
5504.0	**Memberships/Subscriptions - Tourism**	**890**	**590**
	includes NCTIA (375); NC Rail Trails (25); NC Civil War Tourism (25); HP Museum Guild (25) and HP Enterprise (140)		
5505.0	**Postage - Tourism**	**6,000**	**3,000**
5506.0	**Special Projects**	**3,000**	**16,050**
5506.1	VIP FAM/Welcome Center FAM		1,750
5506.2	Media Appreciation Luncheon		0
5506.3	Banner Ads		2,000
5506.5	Web Marketing		1,800
5506.6	Logo Boards		2,800
5506.7	Special Events		2,000
5506.8	Triad Opportunities		4,200
5506.9	Call Center FAM		1,500
5507.0	**Travel/Entertainment**	**0**	**250**

No.	ITEM	FY 09-10 Approved Budget	FY 10-11 Proposed Budget at 1.8% increase over expected final FY 09-10
5508.0	Travel Shows	0	0
5509.0	Visitor Information Center	10,700	12,750
	includes operating VIC on weekends, additional part-time hours for weekday VIC assistance, special tourism celebrations, and lobby refreshments		
5512.0	Web	2,000	3,200
TOURISM PROMOTION EXPENSES TOTAL		52,040	63,640
TOTAL EXPENSES BEFORE GRANT EXPENSES		1,121,500	1,001,661
GRANT EXPENSES			
5800.0	Arts & Tourism Grants Program	196,500	174,750
TOTAL GRANT EXPENSES		196,500	174,750
TOTAL EXPENSES		1,318,000	1,176,411
	Total Marketing Expense	640,690	621,465
Excess of Income over Expenses		0	0
INCOME			
4103.0	DMMHP Rents Received*	30,330	30,330
	* Doll & Miniature Museum of High Point (formerly Peterson Doll & Miniature Museum) pays their total rent which is part of the Bureau's lease. Utilities are included in rent.		
EXPENSES			
5307.3	DMMHP Rent/Utilities	30,330	30,330
	Rent for DMMHP, $2,528/mo. Including utilities		
	TOTAL	0	0

PROPOSED BUDGET FOR FY 10 - 11 EXPLANATION

The Transient Occupancy Tax Collection for FY 10-11 is proposed to be $1,165,000 which is a decrease of 11% from the proposed tax collection in the Budget for FY 09-10. It is a 1.8 % increase over the expected final receipts for FY 09-10.

The **Budget Allocations** are distributed as follows:

	HPCVB	DMAI *
Administrative (Personnel) Expenses	33.6 %	39 %
Operating Expenses	15.6 %	13 %
Marketing Expense (Convention, Tourism & Grants)	50.8 %	48 %

* (Based on Destinations Marketing Associations International [DMAI] formerly International Association of Convention & Visitor Bureaus. [IACVB] 2006 Resource)

The **Administrative Expense** is 20.5% less with 25% staff reduced from 8 to 6 full time employees.

The **Operating Expense** is currently decreased by 11%.

#5307 Rent & Utilities - efforts are underway to reduce this line item. It reflects the current expense which will be reduced in the latter part of FY 10-11.

The **Arts & Tourism Grants Expense** is reduced by 11% because it is directly tied to the occupancy tax (15%).

The **Convention and Tourism Marketing Expense** increased by 1%.

Convention Promotions –

#5402.5 Event Booking Incentive (EBI) line item is budgeted at $150,000.

#5402.7 High Point Market Event Support line item is budgeted at $150,000.

#5407 Convention Special Promotional Projects includes web marketing, sales blitz, AENC promotional events, logo boards, Bring It Home, High Point! Campaign promotion, sales tools and special group business solicitation opportunities.

Proposed Budget Explanation – Page 2

Tourism Promotions

#5506 Tourism Special Projects – A number of programs that have been on hold are being reestablished as well as some new. These projects include the guest contact employee VIP FAM, Welcome Centers FAM, banner ads, web marketing, logo boards, special events, triad opportunities and NC Call Center FAM.

Budgeting is not an exact science and opportunities will appear within FY 10-11. We have tried to assign amounts appropriately however, throughout the year we may have some movement of funds within categories, etc.

At all times in preparation of the Budget our most important priority remains the Mission of the Bureau. That Mission is the Sales Effort, soliciting, booking and serving; thereby serving both the Visitors and our Industry Partners. We plan to do this through strong client relationships and delivery of extreme service.

OCCUPANCY TAX COMPARISON 2009-2010 to PAST YEAR 2008-2009

Month Received	Month Collected	Monthly Amt. Rec'd 09-10	Total Amt. YTD 09-10	Monthly Amt. Rec'd 08-09	Total Amt. YTD 08-09	% Change by Month	Diff.from Last Yr. by Month	Diff.from Last Yr. YTD	% Change YTD
Jul-09	May-09	$99,936	$99,936	$111,159	$111,159	-10	($11,223)	($11,223)	-10
Aug-09	Jun-09	$88,577	$188,513	$108,037	$219,196	-18	($19,460)	($30,683)	-14
Sep-09	Jul-09	$107,020	$295,533	$121,837	$341,033	-12	($14,817)	($45,500)	-13
Oct-09	Aug-09	$94,783	$390,316	$111,104	$452,137	-15	($16,321)	($61,821)	-14
Nov-09	Sep-09	$89,926	$480,242	$100,243	$552,380	-10	($10,317)	($72,138)	-13
Dec-09	Oct-09	$128,511	$608,753	$162,220	$714,600	-21	($33,709)	($105,847)	-15
Jan-10	Nov-09	$81,225	$689,978	$98,122	$812,722	-17	($16,897)	($122,744)	-15
Feb-10	Dec-09	$59,764	$749,742	$73,572	$886,294	-19	($13,808)	($136,552)	-15
Mar-10	Jan-10	$59,724	$809,466	$72,689	$958,983	-18	($12,965)	($149,517)	-16
Apr-10	Feb-10	$90,327	$899,793	$86,071	$1,045,054	5	$4,256	($145,261)	-14
May-10	Mar-10	$118,433	$1,018,226	$103,786	$1,148,840	14	$14,647	($130,614)	-11
Jun-10	Apr-10	$126,169	$1,144,395	$113,491	$1,262,331	11	$12,678	($117,936)	-9

Exhibit C

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MAY FY 09/10

No.	Item	ACTUAL Month-May This Year 09/10	ACTUAL Month-May Last Year 08/09	ACTUAL YTD This Year 09/10	ACTUAL YTD Last Year 08/09	Budget HPCVB FY 09/10 (Revised)	11 Month Estimate	YTD Variance
INCOME								
4101	Transient Occ. Tax (Mar)	118,433	103,786	1,018,226	1,148,840	1,074,500	984,958	33,268
4102	Interest Income	232	618	3,001	7,779	3,355	3,075	(74)
4103	Other Income	2,527	2,527	27,802	27,801	30,330	27,803	(1)
4104	Other Rents Received	0	0	0	0	0	0	0
4105	Reserve Carry Over EBI	0	0	0	0	10,708	9,816	(9,816)
TOTAL INCOME		**121,192**	**106,931**	**1,049,029**	**1,184,420**	**1,118,893**	**1,025,652**	**23,377**
	Restricted A & T Grant Income	**14,219**	**17,938**	**156,409**	**197,318**	**161,175**	**147,744**	**8,665**
UNRESTRICTED INCOME		**106,973**	**88,993**	**892,620**	**987,102**	**957,718**	**877,908**	**14,712**
EXPENDITURES								
Administrative								
5201	Salaries	24,967	30,767	303,726	351,716	326,300	299,108	4,618
5202	Retirement	731	1,538	11,958	16,465	18,150	16,638	-4,680
5203	Life/Hosp/Dent. Ins.	3,495	4,234	38,849	53,907	42,576	39,028	-179
5204	Soc. Security	1,881	2,314	22,879	26,889	25,000	22,917	-38
5205	Unemployment Ins.	0	0	1,321	1,265	925	848	473
TOTAL ADMINISTRATIVE EXP.		**31,074**	**38,853**	**378,733**	**450,242**	**412,951**	**378,538**	**195**
Operations								
5301	Memberships Local	0	0	2,179	2,956	2,150	1,971	208
5302	Travel Local	0	0	545	1,467	1,000	917	-372
5303	General & Administrative	2,110	5,438	28,244	34,319	30,250	27,729	515
5304	Postage/General	1,952	1,028	3,646	-681	2,000	1,833	1,813
5305	Parking	160	160	1,760	1,760	1,920	1,760	0
5306	Telephone	552	525	6,016	5,930	6,785	6,220	-204
5307	Rent/Utilites - Bureau	10,978	10,978	120,755	120,758	131,736	120,758	-3
5308	Comm/Board Expenses	0	337	4,827	6,353	5,000	4,583	244
5309	Equipment	487	472	9,409	12,691	10,150	9,304	105
TOTAL OPERATIONS EXPENSE		**16,239**	**18,938**	**177,381**	**185,553**	**190,991**	**175,075**	**2,306**
Convention Promotion								
5401	Advertising	1,925	705	3,870	41,833	2,000	1,833	11,754
5402	Convention Services	100	1,225	13,587	12,267	16,450	15,079	79,816
5402.5	Convention Services - Event Booking Incentive	3,000	7,060	94,895	71,858	96,020	88,018	6,877
5402.7	IHFMA Furn. Market Support	0	16,665	150,000	183,335	200,000	183,333	-33,333
5403	Entertainment	70	26	618	867	400	367	251
5404	Literature/Printing	0	0	7,356	632	6,500	5,958	1,398

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MAY FY 09/10

No.	Item	ACTUAL Month-May This Year 09/10	ACTUAL Month-May Last Year 08/09	ACTUAL YTD This Year 09/10	ACTUAL YTD Last Year 08/09	Budget HPCVB FY 09/10 (Revised)	11 Month Estimate	YTD Variance
5405	Memberships	36	0	721	1,710	750	688	34
5406	Postage	28	36	852	1,142	1,000	917	-65
5407	Special Projects	1,445	0	18,335	3,145	22,943	21,031	-2,696
5408	Subscription/Publ.	0	0	0	160	161	148	-148
5409	Travel	418	479	4,861	9,372	6,500	5,958	-1,097
5410	Trade Shows	2440	66	4,940	3,513	3,000	2,750	2,190
5412	Audio-Visuals	0	0	0	2	0	0	0
5413	Systems/Intern	0	0	0	3,465	0	0	0
TOTAL CONVENTION PROM.		**9,462**	**26,262**	**300,035**	**333,301**	**355,724**	**326,080**	**64,980**
Tourism Promotion								
5501	Advertising	0	0	11,419	43,121	11,640	10,670	749
5502	Audio Visuals	0	0	0	0	0	0	0
5503	Literature/Printing	-96	0	8,316	9,220	8,250	7,563	754
5504	Memberships	0	25	799	586	665	610	189
5505	Postage	-56	-859	2,094	4,959	4,000	3,667	-1,573
5506	Special Projects	0	0	2,152	4,834	2,155	1,975	177
5507	Travel/ Entertainment	0	0	0	291	403	369	-369
5508	Travel Shows	0	0	250	0	0	0	250
5509	Visitor Info Ctr.	542	707	5,981	10,101	9,600	8,800	-2,819
5512	Web	45	51	845	1,662	1,200	1,100	-255
TOTAL TOURISM PROMOTION		**435**	**-76**	**31,856**	**74,774**	**37,913**	**34,754**	**(2,898)**
Subtotal unrestricted expenses		**57,210**	**83,977**	**888,005**	**1,043,870**	**997,579**	**914,447**	**64,583**
Net unrestricted income after expenses		**49,763**	**5,016**	**4,615**	**(56,768)**	**-39,861**	**-36,539**	**(49,871)**
ARTS & TOURISM GRANTS PROGRAM								
	Restricted A & T Grant Income	14,219	17,938	156,409	197,318	170,625	156,406	3
5800	**Restricted A & T Grants Expense**	12,667	13,917	154,656	193,297	170,625	156,406	(1,750)
Net restricted income after expenses		**1,552**	**4,021**	**1,753**	**4,021**	**170,625**	**156,406**	**(1,750)**
	TOTAL EXPENDITURES	**69,877**	**97,894**	**1,042,661**	**1,237,167**	**1,168,204**	**1,070,854**	**62,832**
	Excess Receipts of Expenses	**51,315**	**9,037**	**6,368**	**(52,747)**	**(49,311)**	**(45,202)**	**(39,455)**

Exhibit E

Arts & Tourism Grants Approved 2009-2010

ORGANIZATION	PROJECT	GRANT AWARD	*EBI AWARD
The Veterans Memorial of High Point	High Point's 26th Annual Veterans Day Parade	$500	
Nia Community Action Center	High Point Family & Friends Day	$3,500	
Uptown Association	Banners, Brochures, and Special Events	$7,500	
Salvation Army Boys & Girls Clubs	"Krusin for the Kids" Auto Show	$1,500	
High Point Theatre	Star Spangled Series	$3,450	
Washington Drive Resource & Enrichment Center	"Tracing our Roots" Recapturing the Legacy of Washington Drive	$4,000	
Theatre Art Galleries	Website Transfer and Content Management Solutions	$1,000	
Rosetta Baldwin Museum	Operational Funding	$5,800	
Piedmont Soccer Alliance	Phillips Park Soccer Complex	$4,500	Eligible for EBI
High Point Area Arts Council	Arts Splash 2010	$1,500	
	Day in the Park 2010	$2,000	
Carl Chavis YMCA	Athletic Field Project	$10,000	
Friends of the Piedmont Environmental Center	Banff Mountain Film Festival	$950	Eligible for EBI
High Point Swim Club	Splash Back to High Point	$5,700	Eligible for EBI
Doll & Miniature Museum of High Point	Doll & Miniature Museum of High Point looks toward the future 2009-2010	$50,000	
Yalik's Modern Art	Yalik's Fine Art Show	$3,000	
High Point Community Chorus	12th Annual Concert	$600	
Piedmont Artists	Spring Concert Series 2010	$300	
High Point Showroom Association	Unity in Design 2010 Winter Event	$2,500	Eligible for EBI
North Carolina Shakespeare Festival	Discover the Festival 2010	$51,225	
Big Brothers Big Sisters of the Central Piedmont	Big Brothers Big Sisters Sun-Trust Tennis Classic	$2,300	
Piedmont Triad Film Commission	Printing of Production Guide and Industry Tradeshow	$6,500	
Children's Home Society of NC	Beach Music Blast Series	$2,300	
International Textiles Marketing Association	Support of Showtime		$12,000
	FY 09/10 Grant Allocation **$170,000**	**$170,625**	**$12,000**

EVENT BOOKING INCENTIVES
PROPOSED/DEFINITE
FY 09 - 10

GROUP	AMOUNT
DMANC	$700
High Point Classic Dancesport Championships	$5,000
High Point CRIT	$3,000
High Point Golf Swingers	$1,000
High Point Market Fall Ad Campaign	$5,000
High Point Swim Club Furniture City	$2,000
HPU Big South Women Tournament	$3,000
HPU Spring Alumni Weekend	$2,000
HPU Winter Family Weekend	$2,000
International Custom Rod Building Exposition	$10,000
IVESCO	$500
Mid-Atlantic Conference Expo	$1,000
Miss NC USA Teen and Miss NC USA Pageant	$10,000
National Forum for Black Public Administrators	$3,000
NC Marathon	$10,000
NC Presenters Consortium (ArtsMarket)	$5,000
NC State Youth Council	$500
NC/SC Beepball Association	$1,000
North Atlantic Airsoft Expo	$1,000
Piedmont Soccer Alliance	$6,000
Piedmont Triad Council for International Visitors	$1,200
Renaissance Fitness	$1,000
Showtime - ITMA	$12,000
Southeastern Regional Ballet Association	$7,000
Southern Building Material Association	$5,000
Special Olympics	$5,000
TOTAL TO DATE	**$102,900**

HIGH POINT CONVENTION & VISITORS BUREAU Exhibit G Page 1
BOARD OF DIRECTORS 2009/2010

BOARD MEMBERS	REPRESENTING	TERMS	APPOINTED BY:
EXECUTIVE COMMITTEE			
BOARD OFFICERS			
1. Jim Morgan **CHAIRMAN** Morgan, Herring, Morgan, Green, & Rosenblutt P.O. Box 2756; 27262 883-6177 Fax: 883-6647 JimMorgan@MorganHerring.com	Arts/Tourist Attractions	10/07-9/09* 10/09-09/11	Chamber
2. Kevin Archer **VICE-CHAIRMAN** Courtyard by Marriott 1000 Mall Loop Rd., 27262 882-3600 Fax: 882-3622 Kevin.Archer@marriott.com	Hotels with more than 100 rooms	6/08-9/09 FIT 10/09-09/11*	County
3. Chris Greene **TREASURER** 811 Country Club Dr.; 27262 882-3800 Fax: 882-6300 ChrisGreene@northstate.net	At-Large	11/08-10/10*	Chamber
4. Tim Applegate **ASST. TREASURER** 2605 N Old Greensboro Rd.; 27265 887-2337 TApplegate@nobleshighpoint.com	Restaurants/Food Service Business	11/08-10/10*	Chamber
EX-OFFICIO (NON-VOTING)			
5. A. Doyle Early, Jr. **CHAIRMAN EMERITUS** Wyatt Early Harris & Wheeler P. O. Drawer 2086, 27261 819-6046 Fax: 889-5232 DEarly@WEHWLaw.com	Chairman Emeritus	One of the Bureau Founders Ex-Officio '96 Ex-Officio Emeritus '98 Chairman Emeritus'08	HPCVB Board
6. Lisa Shankle **PAST CHAIR** General Manager Showplace P.O. Box 1521.; 27261 W: 886-4700 H: 861-8028 Fax: 886-4872 LShankle@northstate.net	Ex-Officio Past Chair	Term Began 11/08	HPCVB Board
7. Charlotte Young **HPCVB President & CEO** HPCVB P. O. Box 2273, 27261 884-5255 Fax: 884-4352 CYoung@HighPoint.org	HPCVB President & CEO	Term began 4/96	HPCVB Board

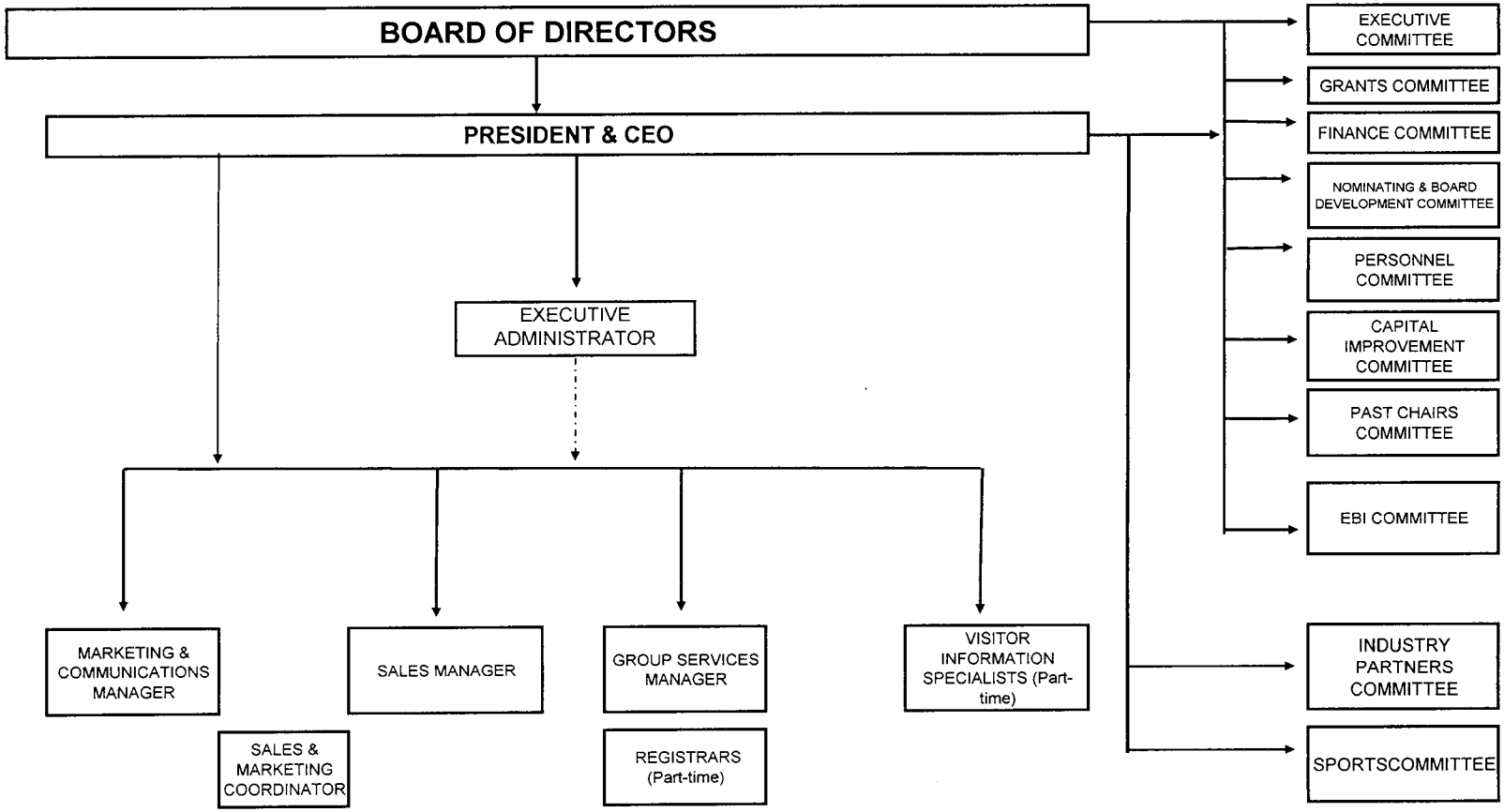
FIT= Fulfilled Incomplete Term
* = Renewable Term

6/15/2010

BOARD MEMBERS	REPRESENTING	TERMS	APPOINTED BY:
VOTING BOARD MEMBERS			
8. Al Adams Adams Financial Services Buck Creek Resources P.O. Box 2146 High Point, NC 27261 885-6772; 906-0996 Fax: 886-8793 AlAdams@northstate.net	Chamber	5/07-9/07 FIT 10/07-9/09* 10/09-09/11	Chamber
9. Bruce Davis County Commissioner KidAppeal 1010 Greensboro Rd., 27260 887-3684, 688-2431 Fax: 887-4251 KidAppeal@triadbiz.rr.com	County Commissioner	11/08-10/10*	County
10. John Faircloth City Council 2332 Faircloth Way; 27265 906-9935 (c); 841-4137 (h) Fax: 841-7789 JohnFaircloth1@yahoo.com	City Council	12/08-11/11*	City Council
11. Dana Kilgoe Community Liason/Communications Coordinator Calvary Baptist Church 3629 Oakchase Dr.; 27265 882-7741 DBorn2praise116@aol.com	At-Large	11/08-10/10*	County
12. Kirit Patel Econolodge 400 S. Main St., 27260 882-4103 Fax: 882-9903 Hpinn2000@yahoo.com	Hotels with 100 or fewer rooms	5/10-19/10 FIT	County
13. Charles A. Ramsey 1229 Pennywood Dr.; 27265 454-3650; cell - 847-3237 Fax: 454-3912 Sirlion87@yahoo.com	At-Large	10/07-9/09* 10/09-09/11	County
14. Karen Wall Showplace P.O. Box 1521; 27261 886-4700 Fax: 886-4872 Karen@showplace-highpoint.com	Tradeshow/Convention Cente	12/07-9/08 FIT 10/08-9/10*	Chamber
EX-OFFICIOS / NON-VOTING			
15. Owen Bertschi Chamber Chairman Crescent Ford, Inc. P.O. Box 5628, 27262 869-2181 Fax:841-6388 OBertschi@crescentford.com	Ex-Officio High Point Chamber	Term began 1/10 Term in conjunction with Chamber Chairmanship	HP Chamber
16. Dr. Donald Cameron EDC Chairman GTCC P.O. Box 309; Jamestown, NC 27282 454-1126 DWCameron@gtcc.edu	Ex-Officio High Point EDC	Term began 12/09 Term in conjunction with	HP EDC

BOARD MEMBERS	REPRESENTING	TERMS	APPOINTED BY:
EX-OFFICIOS / NON-VOTING			
17. Brian Casey HP Int'l Home Furn. Mkt. Authority 101 S. Main St. Suite 801; 27260 869-1000 F: 869-6999 BCasey@highpointmarket.org	Ex-Officio Market Authority	Term Began 04/06 Tem in conjunction with Market Authority Role	Market Authority
18. Aaron Clinard Chairman of Downtown Improvement P.O. Box 6414, 27262 870-5132 AClinard2@triad.rr.com	Ex-Officio Downtown Improvement Committee	Term began 10/04 Term in conjunction with Downtown Improvement Committee Chairmanship	DTIC
19. Janette McNeill Dean of High Point Campus Guilford Technical Community College P.O Box 309; Jamestown, NC 27282 454-1126 x. 4103 Fax: 889-4564 JNMcneill@gtcc.edu	Ex-Officio GTCC	Term Bggan 11/08 Term in conjunction with GTCC role	GTCC
20. Phyllis Picklesimer Doll & Miniature Museum Chair 1324 Westminster Dr. 882-1729 Sowden@aol.com	Ex-Officio Doll & Miniature Museum of High Point (formerly PDMM)	Term began 7/09 Term in conjunction with DMMHP Chairmanship	DMMHP
21. Don Scarborough Vice President for Community Relations High Point University 833 Monlieu Ave. High Point,; 27262 841-9214 Dscarbor@HighPoint.edu	Ex-Officio HP University	Term Began 8/09 Term in conjunction with HP University role	HPU
STAFF / NON-VOTING			
22. Melody Burnett Corporation Secretary HPCVB Executive Administrator P. O. Box 2273, 27261 884-5255 Fax: 884-4352 MBurnett@HighPoint.org	HPCVB Corporation Secretary	Term Began 5/03	HPCVB
23. Marva Wells HPCVB Sales Manager P. O. Box 2273, 27261 884-5255 Fax: 884-5256 MWells@HighPoint.org	HPCVB	Term Began 7/05	HPCVB

High Point Convention & Visitors Bureau



STAFF DIRECTORY

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

Full time:
1. Charlotte Young, President & CEO
2. Melody Burnett, Executive Administrator
3. Marva Wells, Sales Manager
4. Janet Siler, Sales & Marketing Coordinator
5. Nancy Bowman, Marketing & Communications Manager
6. Alison Bice, Group Services Manager

Part time:
1. Berniece Deal, Visitor Information Center Specialist
2. Rae Hicks, Visitor Information Center Specialist
3. Sara Leonard, Visitor Information Center Specialist
4. Donna Gross, Visitor Information Center Specialist

Casual:
1. Registrars

HPCVB INVOLVEMENT

Fiscal Year 2009/2010

CITY REPRESENTATION

Chamber of Commerce	Chair Morgan, Charlotte Young (substitute)
Economic Development Committee	Chair Morgan, Charlotte Young (substitute)
High Point Museum Guild	Nancy Bowman
NC Shakespeare Festival	Charlotte Young
Doll & Miniature Museum of High Point	Charlotte Young, Melody Burnett (substitute)
Leadership High Point Alumni	Charlotte Young, Melody Burnett
Furniture Market Authority	Charlotte Young
High Point Showroom Association	Marva Wells
City Project Board	Melody Burnett, Charlotte Young (substitute)
Uptowne High Point Committee	Melody Burnett, Charlotte Young (substitute)
South Main St./GTCC Committee	Charlotte Young, Melody Burnett, (substitute)
Downtown/Market District Committee	Charlotte Young, Melody Burnett (substitute)
Friends of John Coltrane Committee	Nancy Bowman
YWCA of High Point	Melody Burnett

COUNTY REPRESENTATION

Guilford County Hotel/Motel Association Board	Charlotte Young, Melody Burnett (substitute)
Guilford Non Profit Consortium	Melody Burnett

TRIAD REPRESENTATION

Piedmont Triad Film Commission	Charlotte Young
Piedmont Triad Sports Clubs	Marva Wells
Piedmont Triad Host DMO Group	Charlotte Young, Melody Burnett (substitute)

STATE REPRESENTATION

Association Executives of North Carolina	Marva Wells
Governor's Conference - Tourism	Nancy Bowman
Meeting Professionals International - Carolinas Chapter	Marva Wells
North Carolina Sports Association	Marva Wells
NC Tourism Industry Association	Charlotte Young

NATIONAL REPRESENTATION

CONNECT	Marva Wells
TEAMS	Marva Wells

HIGH POINT
CONVENTION & VISITORS BUREAU

Mission Statement:

"The mission of the High Point Convention & Visitors Bureau is to encourage and promote economic development in High Point through travel and tourism."

Vision Statement:

"To create an environment that promotes a 'High Point' of tourism."

Values Statement:

We value...

- *Transparency*
- *Stewardship*
- *Integrity*
- *Diversity*
- *Inclusion*

Five major goals:

1. *Organizational Excellence*
2. *Increase Hotel Occupancy*
3. *Promote Tourism*
4. *PR/Image/Communication*
5. *Diversity/Inclusion*

High Point Convention & Visitors Bureau
Strategic Plan

January 25, 2008

Introduction

The Strategic Plan is to be used as a directional and guideline document for the effective leadership and marketing communications efforts of the High Point Convention & Visitors Bureau. Its intent is to provide a clear focus and a consistent direction for the HPCVB and the High Point tourism industry over the next three years. It should guide the Board, committees, staff and other appointed entities in advancing the mission of the HPCVB.

The purpose of the strategic plan was three-fold:

1. To identify the critical issues and challenges relative to the destination and HPCVB.
2. To prepare, and where necessary, revise the High Point CVB mission, vision, and values thereby creating a brand platform for the organization.
3. To realign the resources of the HPCVB to maximize their efficiency and effectiveness in promoting High Point to the world.

Strategic Planning Participants

The members of the board and stakeholders participated in the planning meeting on January 25, 2008 in the Oak Hollow Conference Room at the Ashford Suites Hotel. The planning session was attended by the following Staff and Board members: **Lisa Shankle, Chair , Chamber Appointed - At-large; Vicki Alston, Vice-Chair, County Appointed; Chris Adams, Treasurer, County Appointed - Hotel; Bob Burleson, Assistant Treasurer, Chamber Appointed - Restaurant/Food Service; Al Adams, Chamber Appointed - Board Member; Commissioner Bruce Davis, County Appointed - Commission; Brian McGhee, County Appointed - Hotel; Jim Morgan, Chamber Appointed - Arts/Tourist Attractions; Charles Ramsey, County Appointed - At-Large; Karen Wall, Chamber Appointed - Tradeshow/Convention; Doyle Early, Chairman Emeritus; Chris Greene, Past Chair; Charlotte Young, CEO; Melody Burnett, Board Secretary/Executive Administrator. Absent: Mayor *Pro Tem* Chris Whitley, City Appointed – Council.**

The planning session was facilitated by Eric Westover[1].

[1] Contact Eric at 866-483-3323 or Eric@not4profitplanning.com

Mission Statement

A mission statement identifies the organization and its purpose, and should complement the IRS submitted statement-of-purpose. The existing mission statement was reviewed and an easier to articulate statement was recommended.

EXISTING:

As a responsible agency in High Point, the High Point Convention & Visitors Bureau has as its objective to promote, solicit, and encourage convention business to High Point, to provide services and coordination for conventions, meetings, and special group events, and to promote tourism, resulting, therefore, in increased visitation and revenues to the High Point area facilities and events, and furthering the continued economic development of the City.

APPROVED:

The mission of the High Point Convention & Visitors Bureau is to encourage and promote economic development in High Point through travel and tourism.

**This mission was approved at the March 19, 2008 Board Meeting.*

Vision and Values Statements

Many nonprofit organizations use a **vision statement** (long term aspiration) and a **values statement** (principles by which the organization is governed and managed.). HPCVB chose to create both statements to build a brand platform for the future.

Vision Statement

APPROVED:

"To create an environment that promotes a 'High Point' of tourism."

**This mission was approved at the March 19, 2008 Board Meeting.*

Values Statement

We value....

- Transparency
- Stewardship
- Integrity
- Diversity
- Inclusion

These values statements are just a template for the board. These were discussed as a possibility to round out the brand platform. The board will continue to develop these for implementation-- coinciding with the new mission and vision statements.

Three Year Plan: 2008 - 2011

The plan will serve as a guide leading HPCVB into the new decade through 2011.

Goals and Strategies

Goals represent the broad areas that will advance the organization's mission/vision.

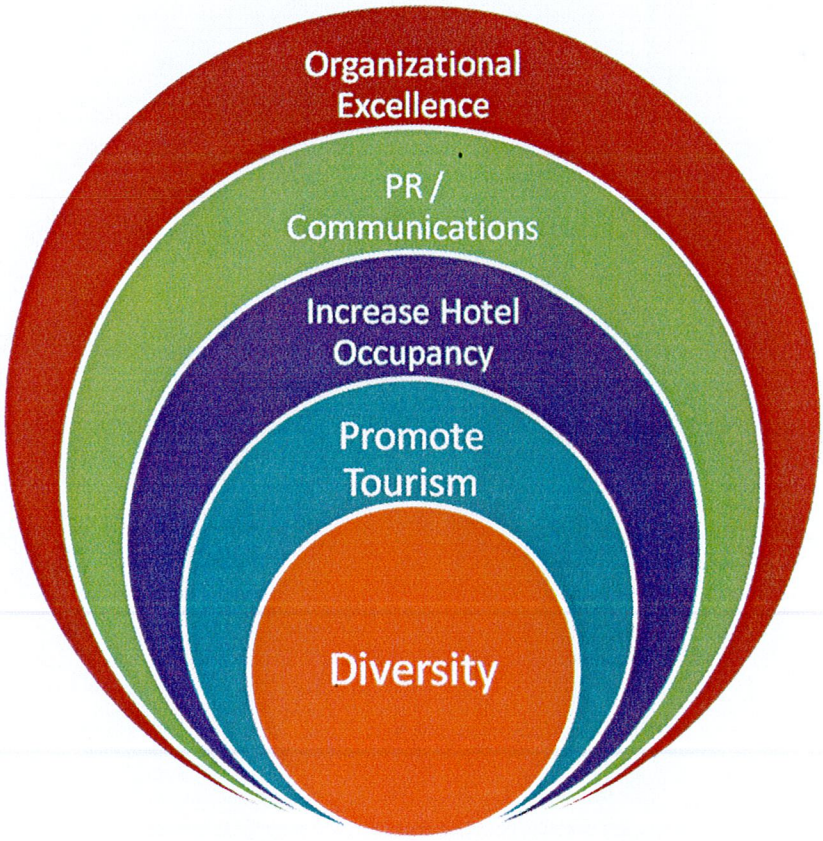
Strategies are the projects, programs and ideas to achieve the goals.

To ensure **accountability and define action steps,** the Chair and executive director will review the plan to appoint committees and set action steps.

Five Major Goals

The board identified five broad goals as the areas to focus resources and maintain core competencies over the next three years:

1. Organizational Excellence
2. Increase Hotel Occupancy
3. Promote Tourism
4. PR/Image/Communication
5. Diversity/Inclusion



I) **Organizational Excellence** – HPCVB will maintain a structure, staff and board to serve the needs of the convention & visitor bureau and its stakeholders.

A) Review and align a Board policy manual and staff Personnel Manual

B) Review and align a Procedures/Best Practices manual

C) Review and align committees

D) Review and align bylaws

E) Assessment of programs, resources and staffing

F) Implement leadership development program
   1) Board Member (Leadership) Manual
   2) Orientation Program

G) Identify and recruit Board/Committee members
   1) Emphases on young leaders

H) Develop Board commitment form

I) Develop job descriptions
   1) Board
   2) Staff
   3) Volunteers

J) Implement Sarbanes-Oxley models
   1) Conflict of interest policy
   2) Conflict of interest disclosure statement
   3) Whistleblower clause
   4) Audit and financial reporting compliance

K) Implement expanded retreat
   1) Interpersonal communication opportunities
   2) Added educational development
   3) Teambuilding development

II) **Increase Hotel Occupancy** – HPCVB will continue to develop strategies to expand hotel occupancy thereby increasing revenue potential for High Point.

A) Identify and develop an annual targeted marketing strategy

B) Develop increased service standards

C) Develop additional booking incentives
   1) Convention / Meeting equipment purchase

D) Implement standards for measurable percentage increase

E) Develop additional sales strategies to put "Heads in Beds"

III) **Promote Tourism** - HPCVB will actively engage in programs and strategies to build and sustain the High Point tourism industry for the future.

A) Marketing
   1) Explore partnerships with industry partners and other Bureaus

B) Arts and Tourism Grants
   1) Expand the scope of grants
   2) Increase business development grants

C) Advocacy
   1) Support Arts in the community
   2) Collaboration with other tourism industry organizations
   3) Diversity

IV) PR/Image/Communication – HPCVB will develop and implement a PR strategy to add value and awareness to their mission and promote quality programs and services.

A) Develop position statements on issues that drive High Point tourism
   1) Core City Plan
   2) Downtown Revitalization
   3) Legislative issues
   4) Environmental "Green" Projects

B) Enhance the "Bring It Home, High Point!" program
   1) Develop databases for marketing

C) Develop and Implement a new overall marketing strategy
   1) Use email marketing company
   2) Use brand platform (Mission, Vision, and Values)
   3) Use other resources as needed and available

D) Develop an Environmental Impact marketing strategy
   1) "Green" campaign
   2) Safety and Security

E) Promote strategic plan
   1) Develop and disseminate brochure

2) Use web to promote plan

F) Maintain relationships with other CVB's to research and develop partnership opportunities

G) Develop targeted marketing plan using available resources

1) Press releases
2) Email

H) Promote community value and benefits

V) Diversity & Inclusion – HPCVB will develop and implement strategies and programs to exude diversity and inclusion across all aspects of the organization, thereby fulfilling its mission.

A) Develop / Implement a plan to educate and engage all segments of High Point

1) Speakers Bureau
2) Utilize database of churches, social organizations, civic groups, etc.
3) Develop targeted presentations

B) Maintain a balanced Board

1) Enhance the diversity of the Board
2) Develop a diverse segment of business supporters
3) Enhance diversity through collaboration and partnerships

C) Tolerance

1) Leading by example the Board will pioneer the value of tolerance through words, actions, and strategies of the HPCVB

HIGH POINT PARKS AND RECREATION DEPARTMENT

FEES AND CHARGES

2010

ADOPTED BY THE HIGH POINT CITY COUNCIL ON JUNE 21, 2010

DRAFT

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FACILITY USE POLICY

It is the policy of the High Point Parks and Recreation Department to operate as many programs as possible on a self-sustaining basis. Programs and facilities are made available on a first come, first serve basis. The Special Facilities Division operates the City's two golf courses, two municipal lakes, and campground and tennis center on a 100% self-sustaining basis.

Holiday rates are charged at the City's two golf courses, two marina operations, recreation centers and the Roy B. Culler, Jr. Senior Center on the following holidays: New Years Day, Martin Luther King Day, Easter Friday, Memorial Day, July 4th, Labor Day, and Christmas Eve. The Department is closed on Thanksgiving and Christmas Day.

The Department operates recreation facilities and programs for the citizens of High Point. Recreation programs for adults are operated as much as possible on a self- sustaining basis. These programs include softball leagues, basketball leagues, special trips, recreation classes, and many others. Recreation programs for special populations (seniors and handicapped) are operated on a low as possible fee basis. Donations and co-sponsorships are welcomed for special populations programs. Area schools are charged fees for the use of departmental recreational facilities.

General recreation programs and facilities are provided with fees set as reasonable as the City can afford. The City provides athletic facilities for co-sponsored youth athletic programs at no fee or at fees set to cover the loss of public access.

The Parks and Recreation Department uses revenue and expense goals and objectives to evaluate services.

REFUND POLICY

Shelters

The Parks and Recreation Department will authorize a refund for a percentage of fees paid under the following conditions:

- Cancellation notice received 30 days prior to the rental are eligible for a 75% refund
- Cancellation notice received within 30 days is not eligible for a refund
- Rentals or programs canceled by the Parks and Recreation Department are eligible for 100% refund

Programs

A full refund will be returned for programs offered by the Department before the registration period has closed. After the program registration period the participant is not eligible for a refund.

Special Events

Refunds for special events will be on an event-by-event basis. The policy for each event will be clearly posted on the registration form for the particular event.

Submit refund requests at the location the fees were paid

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Beer and Wine

Rules for the Sale of Malt Beverages and/or Unfortified Wine

1. The sale of alcoholic beverages is permitted at Oak Hollow and Blair Park Golf Courses.

2. All State laws concerning the sale and consumption of beer (Malt Beverages) shall be strictly adhered to.

3. Beer will be sold and dispensed in accordance with ABC regulations.

4. At least one grillroom employee shall be eighteen (18) years of age or older during any particular shift.

5. The City reserves the right to refuse to sell beer to any person. Following are examples of, but not limited to, refusing the sale of beer:
   A. Persons under 21 years of age
   B. Improper or disruptive conduct
   C. Person(s) appearing to be intoxicated
   D. Lack of identification, etc.

6. Any person violating State alcoholic beverage laws as a part of their course of employment shall be subject to appropriate personnel action up to and including dismissal.

7. Any person observed by City staff to be violating State ABC Laws by providing beer to anyone under age shall have their golf playing privileges suspended.

Park Rentals

1. Alcoholic beverages are allowed during exclusive rentals or special events at the following facilities: Oak Hollow Tennis Center, Oak Hollow Park and City Lake Park.

2. All State laws concerning the sale and consumption of beer (Malt Beverages) shall be strictly adhered to.

3. Persons or agencies permitted to serve beer or wine must provide the city with a certificate of insurance showing $2,000,000 dollars of liability insurance coverage.

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BLAIR PARK GOLF COURSE

Green Fees - Weekdays	**Price**	**Proposed**
Women (1 day per week, designated by Pro)	$9.00	$10.00
Persons 18 and under, Students*, Weekdays only – 18 hole	$9.00	$10.00
Persons 18 and under, Weekdays after 1:00pm – 9 hole	$7.00	$8.00
Persons 60 and over, Weekdays only	$9.00	$10.00
Persons 60 and over, Weekdays after 1:00pm – 9 hole	$7.00	$8.00
Men & Women (Regular Green Fees) Weekdays	$13.00	
Men & Women 9-hole Green Fees	$9.00	$10.00
Green and cart twilight fee (after 3:00pm)	$19.00	$20.00

* Valid Student ID Required

Saturdays, Sundays and Holidays		
All Golfers until 12:30pm (cart fee included) *	$28.00	$29.00
All Golfers after 12:30pm (cart fee included) *	$22.00	$23.00
All Golfers after 12:30pm (cart fee not included) *	$15.00	$16.00
Weekends 9-hole green fees (last 2 hours or after 18 holes)	$9.00	

School Greens Fees (Weekdays only} Per Team Per Season	
College Golf Team	$675.00
High School Golf Team	$575.00
Middle School Golf Team (Limit 2 days per week)	$300.00

***Limit of 3 golf teams at any one time – golf carts not provided

Golf Carts		
9-holes - per person, per cart	$7.00	$8.00
18-holes - per person, per cart	$13.00	$14.00

Discount Green Fee and/or Cart Fee

A special discount green fee or cart fee may be established at either or both Oak Hollow or Blair Park golf courses to promote golf play during periods of poor weather, poor course conditions or to promote more golf play. This fee would be put into effect only by action of the Parks and Recreation Director. This discount fee may vary due to the conditions and goals of the promotion.

Entire Golf Course Rental

Weekdays Only, (first 120 players) $3,000.00

Additional fee of $24.00 per golfer over 120

* 10:30 – November – March (months at Golf Pro's discretion)

DRAFT

OAK HOLLOW GOLF COURSE

Green Fees – Weekdays (Monday-Friday, 18-holes only)	**Price**	**Proposed**
Women (1 day per week, designated by Pro)	$10.00	$12.00
Persons 18 and under, Students* - Weekdays only – 18 hole	$10.00	$12.00
Persons 18 and under, Weekdays after 1:00pm – 9 hole	$8.00	$9.00
Persons 60 and over, Weekdays only	$10.00	$12.00
Persons 60 and over, Weekdays after 1:00pm – 9 hole	$8.00	$9.00
Men & Women (Regular Green Fees) Weekdays	$16.00	$17.00
Men & Women 9-hole Green Fees	$11.00	$12.00
Green and cart twilight fee (after 3:00pm)	$23.00	$24.00
Twilight Green Fee Only (after 3:00 pm)	$14.00	$15.00
SENIORS & LADIES Play/Ride	$22.00	$24.00
* Valid Student ID Required		
Saturdays, Sundays and Holidays		
All Golfers until 12:30pm (cart fee included) **	$36.00	$38.00
All Golfers after 12:30pm (cart fee included) **	$32.00	
All Golfers after 12:30pm (cart fee not included) **	$24.00	$25.00
Weekends 9-hole green fees (last 2 hours or after 18 holes)	$13.00	
** 10:30 – November – March (months at Golf Pro's discretion)		

School Greens Fees (Weekdays only) Per Team/Per Season

College Golf Team	$675.00
High School Golf Team	$575.00
Middle School Golf Team (Limit 2 days per week)	$300.00
***Limit of 3 golf teams at any one time – golf carts not provided	

Locker Rental: **Yearly Rental** $10.00

Golf Carts

9-holes - per person, per cart	$7.00	$8.00
18-holes - per person, per cart	$13.00	$14.00

Discount Green Fee and/or Cart Fee

A special discount green fee or cart fee may be established at either or both Oak Hollow or Blair Park golf courses to promote golf play during periods of poor weather, poor course conditions or to promote more golf play. This fee would be put into effect only by action of the Parks and Recreation Director. This discount fee may vary due to the conditions and goals of the promotion.

Entire Golf Course Rental

Weekdays Only (first 120 players) $3,750.00

Add additional fee of $28.00 per golfer over 120

Oak Hollow Golf Course Shelter

Per day $50.00

Fee waived with $300.00 Grill Room purchases

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J. BROOKS REITZEL TENNIS CENTER

OUTDOOR COURTS			**Price**	**Proposed**
Weekdays, Weekends and Holidays				
Per court, per hour			$8.00	
Seasonal Court Pass (April 1-October 31)			$270.00	
INDOOR COURTS				
Indoor Court Season (November 1-March 31)				
Non-Prime Time:	Monday - Thursday	8:30am-5: 30pm		
	Fridays	All day		
	Sundays	8:30am-11: 30am		
Prime Time:	Monday - Thursday	5:30-10:00pm		
	Saturdays	All day		
	Sundays	1:00-8:30pm		
Per Court Hour Prime Time			$24.00	
Per Court Hour Non Prime Time			$20.00	
Season Rates per court per 20 weeks - PRIME TIME			$585.00	$650.00
Season Rates per court per 20 weeks – NON-PRIME TIME			$460.00	$600.00

ALL FEES FOR COURT TIME MUST BE PAID TO THE PRO SHOP PERSONNEL BEFORE PLAY BEGINS.

An Indoor Court Building (2 Courts) can be reserved during the Indoor Season on Saturday nights from 7:00pm to 12:00 midnight — $125.00

School Rentals

School Court Fees Per Team Per Season, Outdoor Courts Only, Practice times will be 3:00pm to 5:00pm weekdays only, 4 courts, 5 days a week, 1.5 hours per day before 6:00pm — $300.00

School matches will be limited to 2 home matches per week: one on Monday – Thursday and one on Friday. Match times will be limited to 3:00pm to 6:00pm There will be a maximum of 10 home matches per season. Hard courts must be used when available.

Indoor courts may be reserved by school teams at the rate of $12.00 per hour from 3:00pm to 5:30pm weekdays only when courts are available. Regular court fees apply to other use of the outdoor or indoor courts.

Outdoor courts may be used for tournaments (conference, regional) at a rate of $150.00 per day from 9:00am. To 6:00 p.m.

Courts may only be reserved 48 hours in advance and if not used, cancelled 24 hours in advance. Players not canceling the court shall be subject to entire court fee.

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J. Brooks Reitzel Tennis Center (con't)

Facility Rental	Outdoor Courts (10)	Indoor Courts (4)
4 hr.	$150.00	$180.00
8 hr.	280.00	350.00
Each extra hour	40.00	50.00

(Includes 2 hr. court maintenance, extra labor, and equipment @ $25.00 per hr.)

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WASHINGTON TERRACE PARK

Entire Park	**Price**
8 hour period	$600.00

Includes all shelters, community building, multipurpose space and stage. Pool rental is not included – requires additional fee. Pool will be open to the public during regular operational hours.

Rental time includes renter's set up and clean up times

Picnic Shelters – rates are based on 4 hour periods	
Shelter #1	$25.00
Shelter #2	$35.00
Shelter #3 & 4	$50.00 *
Shelter #5	$25.00
Shelter #6	$25.00
Shelter #7	$30.00 *

* These shelters have electricity

Stage Area	
2 hour period	$50.00
4 hour period	$75.00
8 hour period	$140.00

Community Building	
Large Activity Room (includes kitchen)	
2 hour period	$100
4 hour period	$150
8 hour period	$200
Conference Room	
(Additional fee for kitchen of $15 per 2 hour period when available)	
2 hour period	$75
4 hour period	$125
8 hour period	$175
Entire Center	
2 hour period	$175
4 hour period	$250
8 hour period	$350
Outside Space – Multipurpose Space	
2 hour period	$50.00
4 hour period	$75.00
8 hour period	$140.00

Vendor Fees	
Food vendors	$75.00
Non-food vendors	$50.00

Guilford County Health Department permit is required for all food vendors prior to payment of vendor fee. Vendor space is only available at select events.

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WASHINGTON TERRACE PARK (con't)

	Price
Additional Charges	
Extra charge for rental on a City Holiday	$150.00

Reservation Policy

A deposit is required for the rental of any Parks and Recreation Department Recreation Center Facility. This fee is 25% of the total rental fee for the facility or a minimum of $25.00 whichever is greater. The balance will be due two weeks prior to the rental date. The reservation fee is non- refundable in the two-week period before the date of the rental.

WASHINGTON TERRACE PARK SWIMMING POOL

Swimming Pool	**Price**
Per person, per day (includes basket rental)	$1.25
Pool Rental Rate: one and one-half hour period (Maximum rental time is 6 hours)	$50.00 **
** Extra fee for lifeguards when pool is rented during non-public hours – Rate is per hour/per lifeguard (Minimum of 2 lifeguards are required)	$12.00
Lost key fee	$3.00
Swim Lessons – 4-week session	$20.00

Toddlers 3 years of age and under are allowed in pool free with a paying adult 18 years of age or older. Day Care Groups are not included.

Discount Passes	
Discount pass includes 15 swims	$12.50

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CITY LAKE PARK

Amusement Rides	**Price**
Price per ticket	$1.25
Price per ticket – School Groups Only	$1.00
Price per ticket – Train & Merry-Go-Round, School Groups Only	$1.80
Boat Ride	
Price per ticket	$2.50
Group Rental – per hour	$90.00
Group Rental – per ½ hour	$50.00
Miniature Golf	
18 holes, per person	$2.75
18 holes, for groups of 20 or more	$2.25
All Day Golf Pass	$5.00
Daily Discount Tickets (Groups Only)	
These tickets allow persons the unlimited use of the Merry-Go-Round and Train for one day.	
Price per ticket for groups of 1-24	$4.75
Price per ticket for groups of 25-49	$4.25
Price per ticket for groups of 50-99	$4.00
Price per ticket for groups of 100 or more	$3.75
Additional price per ticket to add Golf	$1.75
Additional price per ticket to add Swimming and Waterslide	$5.00
Hourly Rental – Train, Merry- Go–Round & Golf (subject to availability)	
One Amusement	$120.00
Two Amusements	$220.00
Three Amusements	$320.00
Operator Fee (per hour, per amusement)	$10.00
Entire Park Rental	$4,000.00
Price per person over 1,000 people	$4.00
Camp Ann Area Rental (Exclusive Use)**	
Rate is a combination of shelters 5,6,7,8 – Price is for one day/8hour period	$600.00
Beer allowed with exclusive use with permission from P&R Director or his designee **	
Camping Fees Per Day at City Lake Park	
Camp sites with or without electrical hook-up	$16.00

DRAFT

CITY LAKE PARK (con't)

City Lake Gym Rental	
1 Hour	$35.00
2 Hours	$60.00
4 Hours	$100.00
All Day	$175.00
Night Closing	$35.00
Field use, 4 hour for designated function	$100.00

CITY LAKE PARK SWIMMING POOL

Swimming Pool	**Price**	**Proposed**
One entry fee for Pool and Water Slide		$6.00
Per Person, per day, per entry	$4.00	
Pool/Waterslide – unlimited admission	$6.00	
Swim Lessons	$25.00	
Discount Passes		
Discount pass includes 15 swims	$45.00	$60.00
Group Rates		
Group rate is for 20 or more swimmers – price is per swimmer	$3.00	
Rentals – Rates Do Not Include Lifeguards		
Swimming Pool – (per hour)	$100.00	
Waterslide – (per hour)	$100.00	
Swim Meets		
State or Regional (per swimmer)	$4.00	
High Point Community (per swimmer)	$3.00	
RENTALS ARE NOT AVAILABLE 12:00Noon – 6:00pm		
Lifeguards – rate is per hour/per lifeguard	$12.00	
Lockers – rate is per rental	$0.25	
Lost key fee	$3.00	

Toddlers 3 years of age and under are allowed free with a paying adult 18 years of age or over. Day Care Groups are not included.

DRAFT

SHELTERS

City Lake Park Shelters - rates are based on 4 hour periods	**Price**
Shelter #1	$45.00
Shelter #2	$60.00
Shelter #3	$60.00
Shelter #2 & #3	$110.00
Shelter #4	$40.00
Shelter #5	$40.00
Shelter #6	$60.00
Shelter #7	$60.00
Shelter #8	$45.00
Shelter #9	$45.00
Shelter #10	$40.00

Special Clean-up Charges

Companies or groups will be required to pay extra for additional set-up and/or clean-up charges beyond the norm, as determined by the Director of Parks and Recreation or his designee. Charge is per hour/per employee — $12.00

Oak Hollow Park Shelters

4 hour period — $35.00

Community Park Picnic Shelters

4 hour period (a $25.00 key deposit is required) — $30.00

Failure to return a key by 12:00N by the next business day may result in forfeiture of your deposit, as locks will have to be replaced.

DRAFT

BOATING AND FISHING

Launching Fees with Boats

Oak Hollow		Proposed
Weekdays*	$5.00	$7.00
Weekends/Holidays	$6.00	$7.00
Water Skiing	+ $1.00	
Kayaks and Canoes	$3.00	$4.00

City Lake		
Weekdays*	$4.00	$7.00
Weekends/Holidays	$5.00	$7.00
Kayaks and Canoes	$3.00	$4.00

Fishing Boats (Rental) – three person limit**	**Price**	**Proposed**
All Day – Weekdays *		
1 Adult	$6.00	$8.00
2 Adults	$7.00	$9.00
3 Adults	$8.00	$10.00
All Day, Weekends		
1 Adult	$9.00	$11.00
2 Adults	$11.00	$13.00
3 Adults	$13.00	$15.00

Canoes * (City Lake) – two person limit per boat		
4 hour period	$8.00	

Paddle Boats (City Lake)		
2-seater boat per ½ hour	$5.00	$7.00
3-seater boat per ½ hour	$6.00	$8.00

Sail Boat Rentals – (Includes Life Jackets)
Oak Hollow Lake Only
Two person limit per boat
(4) Hours with sailing experience **$25.00**

Discount Boat Launching Pass – Both Lakes	**Price**	
10 Boat Launches	$40.00	$60.00

May be used at Oak Hollow Lake Monday-Friday only, any day at City Lake Park. Does not include the extra water ski fee at Oak Hollow Lake

May be used at Oak Hollow or City Lake Park any day of the week. Does not include the extra water ski fee at Oak Hollow Lake

Bank Fishing (All Day)	
Adults ages 16-59	$2.00
Youth ages 12-15 **(must be accompanied by an adult)** and handicapped persons	$1.00
Adults ages 60 and up	$1.00
Children under the age of 12 **(must be accompanied by an adult)**	FREE

DRAFT

BOATING AND FISHING (con't)

Boat Storage – (Oak Hollow Only)	**Price**
Price per month	$30.00

* Senior Citizens 60 years or older may request a 1/2 price discount (weekdays only).
** Age and weight restrictions apply.

Yearly Bank Fishing Pass	**Price**
Youth ages 12-14 and handicapped persons	$25.00
Persons ages 16-59	$30.00
Persons ages 60 and up	$25.00

Yearly Non-Powered Boats Pass – Kayaks and Canoes Only	
Both Lakes	$120.00
One Lake (Designated)	$75.00

Life Jackets	
For All Lake Users	FREE

~~**NO PASS USE ON WEEKENDS AND HOLIDAYS.**~~

ALL LAKE RULES AND REGULATIONS MUST BE FOLLOWED.

OAK HOLLOW MARINA

Meeting Room	**2-Hour**	**4-Hours**	**8-Hours**
	$50.00	**$100.00**	**$150.00**

After Hours Fee - $25.00

DRAFT

FESTIVAL PARK

	1st Day	2nd Day
Non-Profit Groups and Organizations *		
Both Overlooks and Fields	$1,000.00	$500.00
One Overlook and Field	$800.00	$400.00
South Overlook (Inside fence)	$500.00	$250.00
Profit Group Events & Concerts		
Overlook and Field	$1,500.00	$1,000.00
Both Overlooks and fields	$2,000.00	$1,000.00
2- Day Minimum Rental For Events and Concerts That Require Next Day Clean-up and/or Tear down		
Orchestra Shell		
Rental Fee at Festival Park (set up included)	$500.00	

If public use of the adjacent lake is hampered by the lessee One Hundred Fifty ($150) per day for additional lake patrol shall be added to the fee paid by the lessee. The City shall provide site preparation assistance as needed; clean- up shall be the responsibility of the lessee. Groups shall also be responsible for damages to the facilities. If parking fees are collected, abnormal cost for damages will be billed to the group leasing the facility.

*City Departments will not be charged rental fees for the use of Festival Park. Non-profit groups must enter into a rental agreement and provide a copy of a valid 501(c)(3) non-profit status to qualify for non-profit rates.

****** A 25% non-refundable deposit is due to reserve dates. All fees are due 30 days prior to the event. The event will be canceled by the City 30 days prior to the event due to nonpayment.

501(c)(3)

501(c)(3) exemptions apply to corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals.

DRAFT

OAK HOLLOW FAMILY CAMPGROUND

	Price	Proposed
Camp Sites – Section D and Tent (Daily Fee)	$20.00	$25.00
Camp Sites – Section A, B, C (Cablevision included)	$25.00	$30.00
Each additional person above 4, per night	$5.00	

Fees include one vehicle and not more than 4 persons
Camping units with sanitary facilities must attach to sewer lines
Camping visit limit – (21) days in any 30-day period

Extensions beyond **(21)** days permitted if space is
Available with the approval by the Special Facilities Manager.

Reservations may be allowed at the discretion of the Parks & Recreation Director

DRAFT

RECREATION CENTERS
(Allen Jay, Deep River, Morehead, Oakview, and Southside)

Area	1 hour	2 hours	4 hours	8 hours	12 hours
Gym * Type A Type B	$50.00 $75.00	$70.00 100.00	$100.00 $150.00	$190.00 $250.00	$290.00 $400.00
Activity Room		$50.00	$65.00	$80.00	
Large Activity Room (Oakview, Deep River, Allen Jay, Morehead)		$85.00	100.00	$135.00	
Entire Center		$210.00	275.00	$385.00	

Rental Time includes renter's set-up and clean-up times.

When not in conflict with Departmental Programs, the above facilities are available as follows:

Weekdays	9:00am -11:00pm
Saturdays	8:00am -11:00pm
Sunday	8:00pm–11:00pm

*Wood Gym Floors may only be rented for gym athletic programs. Approved clean gym shoes are required. Pet shows, dances, banquets, and like functions are not approved for wood gym floors.

Type A Gym Rentals – local athletics, non-profit, civic, religious
Type B Gym Rentals – non-profit or commercial, where admission is charged, tickets or merchandise Is sold.
For all Gym Rentals – a) Facility Deposit will be charged. After inspection, if the building is clean, The deposit will be returned. This is to be a separate check from the facility rental fee.
b) $1,000,000 liability insurance policy is required and a copy of the policy must be provided.

Additional Charges:
An additional fee of $150.00 is charged for events on approved City Holidays.

All loss or breakage of equipment must be reimbursed.

Exclusive Use Leases:
Are available with special permission for up to 8 hours for $500.00.

DRAFT

RECREATION CENTERS (con't)
(Allen Jay, Deep River, Morehead, Oakview, and Southside)

Facility Group Rental Fees

Groups may not charge admission or collect donations from the general public or sell items to make a profit without special permission from the City. When permission is granted, the general policy of the Department is to collect 10% of ticket sales or donations plus 10% of net profits from concessions from non-profit groups and 15% from all other groups. Security, paid for by the lessee, may be required for some programs. Non-profit groups and co-sponsored programs may be granted a reduced fee for Center use.

Reservation Policy

A deposit is required for the rental of any Parks and Recreation Department Recreation Center Facility. This fee is 25% of the total rental fee for the facility or a minimum of $25.00 whichever is greater. The balance will be due two weeks prior to the rental date. The reservation fee is non-refundable in the two-week period before the date of the rental.

DRAFT

ROY B. CULLER, JR., SENIOR CENTER

The Senior Center is operated from Monday through Friday from 9:00 a.m. until 5:00 p.m. for senior citizens activities.

Rental Rate				
	2 Hours	4 Hours	6 Hours	8 Hours
MULTIPURPOSE ROOM *	$100.00	$150.00	$175.00	$200.00
Carpet Area (up to 100)	75.00	125.00	150.00	175.00
Tile Area (up to 50)	175.00	250.00	300.00	350.00
Entire Room (up to 200)				
CONFERENCE ROOM	35.00	50.00	75.00	100.00
Stage and PA System - $25 extra for each				

When not in conflict with Departmental Programs, the above facilities are available as follows:

Weekdays	9:00am -11:00pm
Saturdays	9:00am -11:00pm
Sunday	2:00pm–11:00pm

Rental time includes renters' set-up and clean-up time.

* Weekday nights only - Multiple night rentals with a 6-night minimum per year may receive a 40% discount. If rented on same night as another rental group, the renter may receive a 60% discount. Weekend events in multipurpose area must be scheduled 2 hours apart with a four-hour minimum.

ADDITIONAL CHARGES

Extra charge of $150.00 for rental on a City Holiday.
All loss or breakage of equipment must be reimbursed.

EXCLUSIVE USE LEASES

When not in conflict with Senior Programs, the Center is available for up to 8 hours for $500.00.

Facility Group Rental Fees

Groups may not charge admission or collect donations from the general public or sell items to make a profit without special permission from the City. When permission is granted, the general policy of the Department is to collect 10% of ticket sales or donations plus 10% of net profits from concessions from non-profit groups and 15% from all other groups. Security, paid for by the lessee, may be required for some programs. Non-profit groups and co-sponsored programs may be granted a reduced fee for Center use.

Reservation Policy

A deposit is required for the rental of any Parks and Recreation Department Recreation Center Facility. This fee is 25% of the total rental fee for the facility or a minimum of $25.00 whichever is greater. **The balance will be due two weeks prior to the rental date.** The reservation fee is non-refundable in the two-week period before the date of the rental.

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ATHLETIC FACILITIES

High Point Athletic Complex

The High Point Athletic Complex contains a baseball stadium, soccer stadium and track stadium. There are 4 additional soccer fields located at the complex. The Recreation Department is responsible for scheduling the Athletic Complex.

The A. J. Simeon Football Stadium is owned and operated by the Guilford County School System and is not included as a part of this fee schedule.

Correll/Morris Soccer Stadium & Ed Price Baseball Stadium are "game only" facilities and not available for athletic practice.

Ed Price Baseball Stadium *	$ 75.00 per game day – $100.00 per game night *
Correll/Morris Soccer Stadium *	$ 75.00 per game day – $100.00 per game night *
Aderholdt Track Stadium *	$250.00 per day
Aderholdt Football/Soccer Field	$ 60.00 per game day – $ 75.00 per game night *
North & Shadybrook Soccer Fields	$ 60.00 per game per day

Field Rentals

Outdoor athletic facilities may be used from 9:00am through 11:00pm. No games may be started after 9:00pm. Games must stop at 11:00pm with no exceptions. A $100.00 deposit is charged for all tournament and league requests. The deposit is required before the tournament or league can be scheduled. Deposits will only be refunded upon receipt of a written notice fourteen days or more prior to the event. The total fee is required before the tournament or league begins.

Additional Field preparation fee - $50.00 per field

Concession Fee

$100.00 per event

Tournament Fees ** - In-Town Groups

	1st Field	2nd Field	3rd Field
Per field per day (8:00am-11:00pm)	$200.00	$175.00	$150.00

DRAFT

ATHLETIC FACILITIES (con't)

Community Fields

Game Fee – (Baseball, Softball, Soccer)	Price
Per game, per day (8:00am-6:00pm)	$60.00
Per game, per night (6:00pm-11:00pm)	$75.00
Practice, day use, with permit and no field preparations	$25.00
Price is per hour (Without Lights)	
Practice, night use, with permit and no field preparations	$35.00
Price is per hour (With Lights)	

Field Rentals

Outdoor athletic facilities may be used from 9:00am through 11:00pm. **No games may be started after 9:00pm**. Games must stop at 11:00pm with no exceptions. A $100.00 deposit is charged for all tournament and league requests. The deposit is required before the tournament or league can be scheduled. Deposits will only be refunded upon receipt of a written notice fourteen days or more prior to the event. The total fee is required before the tournament or league begins.

Additional Field preparation fee - $50.00 per field

Youth Athletic Camp Rental Fee	
Athletic Camp One-Half Day (4 hours), 5 days	$500.00 per park
Athletic Camp Full Day, 4 to 8 hours, 5 days	$1,000.00 per park

The Department may limit the number of participants at a particular site. This fee may be adjusted for the size of the camp and impact on departmental facilities or programs. This fee is for indoor as well as outdoor camps including, but not limited to, baseball, basketball, football, soccer, and cheerleading.

Concession Fee

$100.00 per event per site

Tournament Fees

	1st Field	2nd Field	3rd Field
Per field per day (8:00am-11:00pm)	$200.00	$175.00	$150.00

DRAFT

MOBILE STAGE

Reservations:

A. Priority in reserving High Point Parks & Recreation stage is as follows:
   1. High Point Parks & Recreation Department
   2. Other City of High Point Departments
   3. Other Governmental Agencies
   4. Local Non-Profit, Community and Service Organizations
   5. Local Business, Commercial and Individual Use

B. Reservations are taken up to one (1) calendar year prior to the requested date.

C. The director of High Point Parks & Recreation Department or designee reserves the right to refuse rental of the stage for any event activity deemed as a potential hazard to the mobile stage, or the health and safety of its operators, or any event or activity deemed not to be in the best interest of High Point Parks & Recreation, City of High Point or general public.

Rules and Regulations:

A. Organizations or groups using the stage must comply with the laws of the State of North Carolina, the County of Guilford, the City of High Point and the following rules set forth by the High Point Parks & Recreation Department.

B. Application for rental of the stage should be made with the Parks & Recreation Parks Division office at 336-883-3514. An event date must be booked with the Parks & Recreation Department at least ten (10) working days by a verbal communication of the Parks Division staff. During that time, staff will send a rental information packet to the interested party and schedule a meeting with the Parks maintenance staff to review the rental policies, discuss the technical lighting and sound requirements, placement of signs and banners, etc. and conduct a site inspection of the event location.

C. Organizations or groups renting the Stage are responsible for notifying other local authorities, such as the High Point Police Department, regarding their event plans. The High Point Parks and Recreation Department may require a letter of approval and/or appropriate event permits from other authorities prior to rental. The High Point Parks & Recreation Department reserves the right to see a copy of plans for event supervision and security prior to the scheduled event. The user is responsible for cleaning up the Stage area following the event.

D. At the time of application, the User must provide event information including the type and purpose of the event as well as a schedule of activities, estimated number of event participants, (at least 50), and the name of individual or organization's representative responsible for the payment of fees and damages. Upon arrival of the application, a deposit must be paid to confirm use of the Stage. This is a non-refundable deposit, which will be applied toward the final rental fees. For non-profit events the set up fee will be paid to confirm use of the Stage. All checks are to be made to **High Point Parks & Recreation Department**.

DRAFT

MOBILE STAGE (con't)

E. For all events that require the Stage to remain on site after event closing time, security must be provided by the User and approved by the High Point Parks & Recreation Department.

F. The User assumes responsibility for any and all damages to the Stage and/or its equipment during the period of use. High Point Parks & Recreation Park Maintenance staff must be present when backing other vehicles to the mobile stage for the purpose of loading and unloading equipment.

G. The User will assume responsibility and liability for all persons in attendance of the event. The High Point Parks & Recreation Department may require a certificate of insurance, showing the liability protection of $1,000,000 bodily injury, and $500,000 property damage with the City of High Point shown as additionally insure.

H. Neither the City of High Point nor the User shall be liable for failure if such is caused by, or due to, acts of God, acts of regulations of public authorities, labor difficulties, civic turmoil strike, epidemic, physical disability of the User or any cause beyond the control of the City of High Point or the User.

I. The User is responsible to see that no illegal drugs or intoxicating alcoholic beverages are used on the Stage or by persons using the Stage.

J. The Stage will not be altered in any way, including hard wiring into the electrical box or cable. No nails, screws, or holes are to be put into the stage deck, walls, wings or ceiling. Nothing can be attached to the Stage without the permission of the High Point Parks & Recreation Department Parks Division Staff. Standard devices for hanging signs and banners will be provide on the Stage. No flammable, pyrotechnic, or explosive devices may be used on or within 1,000 feet of the Stage.

K. The Stage may not be used after midnight without prior written approval by the Director of High Point Parks & Recreation Department or designee. The Stage will not be used during inclement weather such as storms or high winds. The decision to cancel use or shut down the Stage will be made by the High Point Parks & Recreation Maintenance Staff on site.

DRAFT

MOBILE STAGE (con't)

Rental Fee Schedule:

LOCAL NON-PROFIT, COMMUNITY AND SERVICE ORGANIZATIONS

Set-Up Fee	**$350.00 per event Sunday thru Saturday**

LOCAL BUSINESS, COMMERICAL AND INDIVIDUAL USE

Base Rental (held in city limits)	**$750.00 per 8-hour period, Monday-Friday** **$850.00 per 8-hour period, Saturday, Sunday and Holidays** **$75.00 per hour additional labor charges for continued use of the Stage over an 8-hour period**
Deposit	**$750.00 deposit <u>must</u> be paid at the time the rental agreement is signed by the User, and will be applied toward the final rental charges. Checks are to be made payable to the High Point Parks & Recreation Department.**

(NOTE: Time of the event begins when the Park Maintenance Staff arrives at storage area for the Stage to pick up the unit, and ends when the Stage is secured at the storage area or on site for overnight rentals.)

DRAFT

MISCELLANEOUS FEES

Portable Concession Stands ($75 Deposit Required)*	**Price**
Rental Fee – One Day	$75.00
Rental Fee – Two Days	$100.00
Rental Fee – One Week	$175.00

***Additional out of town transportation fee per mile, both ways, each trip - $1.50 per mile**

Tent Rental*	
Per tent up to two days (set up included)	$200.00
Each additional day (set up included)	$50.00

***Additional out of town transportation fee per mile, both ways, each trip - $1.50 per mile**

Farmers Market	
Per site on Wednesdays	$4.00
Per site on Saturdays	$5.00

DRAFT

Financial Services

Jeffrey A. Moore, CPA
DIRECTOR

MEMORANDUM

June 16, 2010

MEMO TO: Pat Pate, Assistant City Manager

FROM: Jeffrey A. Moore, Financial Services Director

SUBJECT: Tax Collection Agreement with Randolph County and modification of Tax Collection Agreement with Guilford County

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Ben Chavis, Guilford County Tax Collector, recently contacted me to expand an idea with its basis in the recently amended Davidson County Tax Collection Agreement. Our current contract with Guilford County calls for Guilford County to collect taxes for real and personal property on behalf of the City of High Point. Motor vehicle taxes are collected by the county in which the vehicle resides. As you know, there are several parcels of property located within the City of High Point that are also located in Randolph County rather than Guilford County. This requires significant coordination and some duplication of services between the two county tax offices to collect these taxes for the City of High Point.

In implementing the Guilford County's new tax administration and collection software, it would be more cost-effective for them to not bill and collect City of High Point properties located in other county jurisdictions. I initiated conversation and a resulting agreement with Will Massie, Assistant County Manager/Finance Officer in Randolph County who agreed that it would be more efficient for Randolph County to collect the real and personal property taxes on behalf of the City of High Point for parcels located in Randolph County. In order to accommodate this change Guilford County has agreed to modify their contract with the City of High Point to reduce the amount paid annually by the City to the County by the amount that the City would pay to Randolph County to collect for parcels within Randolph County. Randolph County has offered a tax administration and collection agreement that is consistent with the agreements that are in place with other municipalities in Randolph County.

Approval of these two agreements would thus result in no monetary change for the City of High Point. This change should result in some efficiencies for the two county tax collection offices and will allow residents of the City of High Point that reside in Randolph County the ability to pay their property taxes on a combined bill.

Our Assistant City Attorney and the appropriate County Attorneys have reviewed these agreements. If you have questions about these agreements please let me know.

Accounting	Internal Audit	Purchasing	Treasury Services
336.883.3240	336.883.3122	336.883.3219	336.883.3230

City of High Point, P.O. Box 230, 211 South Hamilton Street, High Point, NC 27261 USA
Fax: 336.883.8572 Phone: 336.883.3237 TDD 336.883.8517

RANDOLPH COUNTY

NORTH CAROLINA **CONTRACT**

THIS AGREEMENT, made and entered into this _____ day of _____ _____, 2010, by and between Randolph County, hereinafter referred to as "County" and the City of High Point, hereinafter referred to as "City."

WITNESSETH

In consideration of the mutual promises herein contained and the mutual benefits to result wherefrom, the parties agree as follows:

1. Pursuant to the provisions of North Carolina General Statute 160A-461, the County and the City agree to consolidate their tax collecting departments to the extent provided herein. This Agreement shall cover tax collections for fiscal year beginning July 1, 2010 and shall continue until terminated as provided in paragraph fifteen (15) of this Agreement. This Agreement shall cover all current and delinquent taxes from the effective date forward, both real and personal.

2. On and after July 1, 2010, all County and City ad valorem taxes for property located within both the City and the County shall be collected by the County Tax Administrator. This includes all late listing penalties, but not business licenses or other similar taxes.

3. Any discounts offered by the County shall apply to taxes collected on behalf of the City in the same manner as they apply to County properties.

4. The operation of this joint collection effort, including releases and refunds, shall be under the supervision of the County Tax Administrator and the Randolph County Tax Commission.

5. The City shall pay monthly to the County, one and one-fourth percent (1¼%) of all City taxes collected by the County pursuant to this Agreement. Said payment shall be remitted to the County by check from the City after receipt of funds from taxes collected by the County.

6. The County Finance Officer shall periodically remit by check the full amount of taxes and penalties collected, less any discounts.

Said check shall be remitted on a monthly basis except that during the months of December and January, the remittance shall be made semi-monthly. Upon request, the County shall notify the City in advance of the date and amount of taxes to be remitted.

7. Records showing separately the amount of County taxes assessed and collected and the amount of City taxes assessed and collected shall be maintained by the County Tax Administrator.

8. Upon discovery of unlisted property within the City limits, the County Tax Administrator shall place the property on both County and City rolls.

9. Only one tax bill shall be mailed to a taxpayer owing taxes to both of the taxing units. In the event of a partial payment on a consolidated bill, the amount of such payment shall be proportionately credited against taxes due each unit, said proportional credit to be based upon the percentage submitted of the total tax bill owed. Payments only against County or only against City taxes shall not be allowed.

10. The tax records shall be audited annually by an independent Certified Public Accountant selected and paid for by the County. The City may, at its own expense, provide for the auditing of the records relating to taxes due it. The tax records relating to taxes due the City shall be available to the City at all reasonable times.

11. The County Tax Administrator shall perform all duties imposed by law upon the City Tax Administrator with respect to City taxes on property located in both the City and the County.

12. Penalties collected and discounts allowed shall be properly apportioned between the County and the City where the same taxpayer makes payments on property taxable by both units.

13. The City shall be furnished an analysis of each year's levy when it is compiled, showing ad valorem taxes and other taxes separately. As to ad valorem taxes, the analysis shall provide information as to the components comprising the real and personal valuation and taxes (e.g. total real valuation, elderly and farm exemption, public service companies, etc.), and this shall be reconciled to the amounts shown as "secured" and "unsecured" valuation and tax amounts.

14. The City shall be furnished annually the details of any taxes added to or deleted from the charges on the records of taxes due the City and the total amount of taxes collected for the year.

15. This Agreement may be terminated by either of the parties upon written notice of the intention to terminate the Agreement given to the other party at least six (6) months before the expiration of the fiscal year in which the resolution directing such termination is adopted.

16. Amendments to this Agreement shall be effective only when reduced to writing and adopted by a majority vote of the members of each of the governing boards of the parties and its execution by the proper officials of each unit.

17. The term "collections" shall include listings and billings.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed in their respective names by their proper officials, all by authority of the governing boards of each of the taxing units.

RANDOLPH COUNTY

_____
J. Harold Holmes, Chairman
Randolph County Board of
Commissioners

Attest: _____
Cheryl A. Ivey
Clerk to the Board
Randolph County Board
of Commissioners

CITY OF HIGH POINT

_____
Rebecca R. Smothers, Mayor
City of High Point

Attest: _____
Lisa B. Vierling, City Clerk
City of High Point

STATE OF NORTH CAROLINA
GUILFORD COUNTY

GUILFORD COUNTY
CONTRACT NO. 42120-05/08-232
AMENDMENT NO. 2

This CONTRACT AMENDMENT made and entered into this 15th day of June, 2010 to become effective July 1, 2010, by and between **GUILFORD COUNTY**, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "COUNTY" and the **CITY OF HIGH POINT**, a municipal corporation of Guilford County, North Carolina, hereinafter referred to as "CITY."

WITNESSETH:

WHEREAS, the parties entered into a CONTRACT on December 3, 1946, whereby the COUNTY agreed to provided ad valorem tax listing and collection services to the CITY and amended on April 30, 2008; and,

WHEREAS, the parties wish to amend the terms of the contract by adding to Section 9(c) of the existing contract, as amended, the following provision:

The amount paid annually by the CITY under this contract will be reduced by the amount paid by the CITY to Randolph County in the previous tax year for Randolph County's performance of listing, appraisal and collection functions in connection with the CITY'S parcels of real property located within Randolph County.

All other provisions of the initial CONTRACT, as amended, are hereby ratified and shall continue in full force and effect without change unless and until revised upon mutual written agreement of the parties or terminated pursuant to the initial CONTRACT.

IN WITNESS WHEREOF, the COUNTY and CITY have set their hands and seals all pursuant to authority duly granted as of the day and year first above written.

GUILFORD COUNTY:

_____
County Manager

ATTEST:

_____
Clerk to Board

CITY OF HIGH POINT:

_____
Mayor

ATTEST:

_____
Clerk to Board

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

_____
County Finance Director

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

_____
City Finance Director

APPROVED AS TO CONTENT:

_____
Tax Director

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STATE OF NORTH CAROLINA
GUILFORD COUNTY

GUILFORD COUNTY
CONTRACT NO. 42120-05/08-232
AMENDMENT NO. 1

THIS CONTRACT AMENDMENT made and entered into this 30 th day of April, 2008, by and between GUILFORD COUNTY, a body politic and corporate of the State of North Carolina, hereinafter referred to as the COUNTY and the CITY OF HIGH POINT, a municipal corporation of Guilford County, North Carolina, hereinafter referred to as CITY.

WITNESSETH:

WHEREAS, the parties entered into a CONTRACT on December 3, 1946, whereby the COUNTY agreed to provide ad valorem tax listing and collection services to the CITY; and,

WHEREAS, the parties wish to amend the terms of the contract by adding to Section9(c) of the existing contract the following provision:

The amount paid annually by the CITY under this contract will be reduced by the amount paid by the CITY to Davidson County in the previous tax year for Davidson County's performance of listing, appraisal and collection functions in connection with the CITY'S parcels of real property located within Davidson County.

All other provisions of the initial CONTRACT, as amended, are hereby ratified and shall continue in full force and effect without change unless and until revised upon mutual written agreement of the parties or terminated pursuant to the initial CONTRACT.

IN WITNESS WHEREOF, the COUNTY and CITY have set their hands and seals all pursuant to authority duly granted as of the day and year first above written.

APPROVED AS TO CONTENT:

Department Representative

APPROVED AS TO FORM & LEGALITY:

Dep County Attorney

GUILFORD COUNTY

County Manager

ATTEST:

Clerk to Board

CITY OF HIGH POINT

Mayor

ATTEST:

Clerk to the Board

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

N/A

Finance Director

APPROVED AS TO LEGAL SUFFICIENCY:

Guilford County Attorney

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

City Finance Director

APPROVED AS TO LEGAL SUFFICIENCY:

City Attorney

GUILFORD COUNTY
CONTRACT NO. 42120-05/08-232

NORTH CAROLINA

GUILFORD COUNTY

This contract made this the 3 day of December 1946, by and between Guilford County, a body politic and corporate, of the State of North Carolina, party of the first part and the City of High Point, a municipal corporation of Guilford County, North Carolina, party of the second part,

WITNESSETH

That whereas in the listing of property for taxation and the collection of the ad valorem taxes of the City of High Point, and that of the County of Guilford in High Point Township under the present arrangements, there is much duplication of work and whereas in the opinion of the governing bodies of the parties hereto the convenience of the general public would be promoted, and a possible economy effected by combining the tax offices of the parties hereto, and providing that the taxes for both parties be listed and collected by the tax collecting authorities of Guilford County:

AND WHEREAS, the consolidation of the tax collection efforts of the parties hereto is authorized by Public Local Laws 19330 251

NOW, THEREFORE, in consideration of the premises, it is mutually agreed between the parties hereto:

1. That the Tax Department of Guilford County shall be the instrumentality to list or cause to be listed for taxation the property in High Point Township for Guilford County, and the property in the City of High Point for the City of High Point; and also the instrumentality to collect the ad valorem taxes arising from the listing of aforesaid both for Guilford County and the City of High Point.

2. This agreement shall apply to the 1947 ad valorem taxes and all future years unless abrogated as hereinafter provided. This contract shall be effective January 1, 1947.

3. That the listing of said property for taxation and the collection of taxes shall be made at the County Building in the City of High Point, and that the list takers and the tax collectors shall be officers or employees of Guilford County, subject to the appointment by and under the supervision of Guilford County.

The salaries of said officers and employees shall be fixed and paid by Guilford County.

4. That all material, equipment, etc., necessary for the listing and collection of the taxes as above outlined shall be furnished by Guilford County.

5. That the City of High Point shall furnish the Tax Supervisor of Guilford County its final rate of taxation for the City of High Point on or before the 1st day of August of each year.

6. That the tax scrolls and the tax receipts shall be prepared and ready for use on or before the 1st day of October of each year. Said tax receipts, in addition to showing the amount of the funds due to Guilford County, as the Guilford County tax receipt now does, shall show on a separate line or column the amount of High Point City taxes. And the Tax Supervisor shall furnish to the Clerk or Auditor of the City of High Point the information necessary to enable him to transmit to the State Board of Assessments, the statement required by G. S. 105-325 to be furnished to said Board.

7. The Tax Supervisor shall keep on his books in a separate account the tax collected for the City of High Point, and if any taxpayer shall make a partial payment on his combined taxes, said payment shall be divided pro rata between Guilford County and the City of High Point.

8. That the Tax Supervisor shall make daily deposits to the credit of the City of High Point of all taxes and other moneys or funds collected by him for the City of High Point under this contract; and said deposits shall be made in the depository bank or banks duly selected and designated by said City; and once a month there shall be an accounting between the said Tax Supervisor and the said City. A deposit of any tax money or other funds collected as above provided in the depository bank or banks duly selected and designated as aforesaid, shall constitute a complete discharge of said Tax Supervisor from any and all liability for the sum thus deposited.

9. That Guilford County Tax Department shall collect the ad valorem taxes for the city of High Point through the branch office designated as High Point Township Tax Department; and Guilford County shall bear 55% of the expense of operating the High Point

Tax Department, and the City of High Point shall bear 45% of said expenses; and in order that said expense shall be properly met , it is agreed:

(a) That the expense of operating the High Point Tax Department shall include one-fourth of the salary of the Tax Supervisor , the salary of the Assistant County Attorney for collecting delinquent taxes at High Point, the salaries of the employees of the High Point Tax Office, the costs of all necessary materials and equipment needed to operate the office, including the listing, billing and collecting the ad valorem taxes of the City of High Point, and furnishing to the City Auditor or Clerk the information required by this contract; provided that until January 1, 1949 there shall be no charge for the salary of the Assistant County Attorney; and provided further that until July 1, 1947, the only expense to be charged to the City of High Point shall be 45% of the cost of materials, new equipment and salaries of employees necessary for the listing, billing and collecting the prepaid taxes for the year 1947-48 .

(b) That the budget of Guilford County for each fiscal year shall contain and show separately an estimate of the amount necessary to operate the High Point Township Tax Department; and this estimate must be submitted to the City Council of the City of High Point , for consideration in the making of its budget on or before the first Monday in July each year; and said budget estimate as finally adopted by the County Commissioners shall be submitted to the said City Council on or before the fourth Monday in July of each year.

(c) That beginning with July of each calendar year, the City of High Point shall pay at the end of each month one-twelfth of 45% of the estimated amount shown by the budget to be required for operating the High Point Tax Department; provided any amount due under the provisions of this contract for materials or services furnished and rendered prior to July 1, 1947, shall be paid on or before June 30, 1947.

(d) That Guilford County shall keep a strict and accurate account of the expense incurred in operating said Tax Department; and at the

end of the fiscal year, the parties to this agreement shall have an accounting and the party in debt to the other on said account, shall within ten days pay the amount due to the other party.

10. That Guilford County shall not be liable to the City of High Point for failure of its Tax Department to collect any tax due to said city.

11. That this contract may be abrogated and annulled at the end of any fiscal year by either party; provided the party wishing to annul the contract notify the other of its purpose ninety days before the beginning of the calendar year in which the contract is annulled.

12. In the event this contract is annulled, Guilford County and the City of High Point shall cause to be appraised by an impartial committee, any equipment or material in the hands of Guilford County which has been purchased and jointly paid for by said City and County; and the City of High Point shall have the option to purchase said material and equipment at 55% of the appraised value; if the City of High Point does not exercise its option, Guilford County shall keep the said material and equipment, and pay to the City of High Point 45% of the appraised value.

Witness the following signatures and seals:

ATTEST
By
Carleen Helch
Clerk

GUILFORD COUNTY
By
Chairman of Board of Commissioners

ATTEST
By
Lois Nelson
Clerk

CITY OF HIGH POINT
By
Mayor