

NOTES

TO: Honorable Mayor and City Council Members
FROM: Barbara Lipscomb, City Manager *BL*
DATE: January 23, 2013
SUBJECT: Materials for Your Information

Please find attached the following material for your information:

1. A memo from Kevin Mulligan, Public Works Director, regarding Stormwater Utility Audit of major customers
2. A memo from Gary Fenton, Recreation and Parks Director, regarding a parking issue at Bradford Creek Soccer Complex
3. A memo from Merrill Flood, Community Development Director, regarding UNRI 2013 meeting dates
4. A proposed agenda for the January 24, 2013, Board of Adjustment meeting and draft minutes from their December 20, 2012, meeting
5. A memo from Chris Padgett, Interim Assistant City Manager, regarding special event permits recently approved

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Attachments

cc: Dave Holec, City Attorney
Carol Barwick, City Clerk

MEMORANDUM

TO: Barbara Lipscomb, City Manager

FROM: Kevin Mulligan, PE, Director of Public Works

DATE: January 23, 2013

SUBJECT: Stormwater Utility Audit of Major Customers

When the Stormwater Utility went into effect in July 2003, the City of Greenville realized there were major customers whose property and impervious cover would fluctuate over time. When the fee was established, the City of Greenville worked with these entities to ensure the stormwater fee was tied to the Greenville Utilities (GUC) billing system. They are as follows:

- Greenville Housing Authority
- City of Greenville/Greenville Utilities
- East Carolina University
- Vidant Medical Center
- Pitt-Greenville Airport

Because of the fluctuations, a policy was established for an annual audit process to ensure proper billing for these entities.

Departmental policy is to audit one of these five major customers each year. The first audit was completed on the Greenville Housing Authority in 2011. The City of Greenville audit was completed in 2012. These audits will continue through each consumer on an annual basis. The audit process consists of City staff reviewing property tax records for ownership and working with the customer's staff to determine other property that should be billed (i.e. rental property) to the customer. Public Works then estimates the impervious cover on those properties to determine the applicable stormwater utility fee. The results of this audit are then forwarded to the customer to inform them of the results and what to expect on their future GUC statements.

The results of the City of Greenville audit resulted in adjustments to fees being billed to City departments effective January 1, 2013:

Department	Previous Fee	New Fee
Community Development	11.50/month	25.65/month
Library	25.65/month	131.10/month
Recreation & Parks	0.00	2490.90/month
Public Works	3770.55/month	2493.75/month
Fire Rescue	125.40/month	293.55/month

cc: Scott P. M. Godefroy, City Engineer
Lisa Kirby, Senior Engineer
Kinsey Holton, Civil Engineer II
Colleen Sicley, Utility Billing Coordinator

Memo

To: Mr. Chris Padgett, Interim Assistant Manager
From: Gary Fenton, Director of Recreation and Parks
Date: January 18, 2013
Re: Parking Issue – Bradford Creek

I have met with staff from Athletics and Maintenance on site at the Bradford Creek Soccer Complex to further consider a course of action to address inadequate parking at this year's Future Stars soccer program. As you know, we no longer have access to the previously leased overflow area.

Let me first say that there is no good solution to this problem.

We decided that parking cars across the street (on GUC property) wasn't a reasonable option, even if GUC would approve it. It would require additional staff, at least one special duty police officer, and navigating a significant ditch, and would probably still present a safety hazard. (I let GUC General Manager Tony Cannon know that our use of the property needed no further consideration.)

We have received a variety of advice regarding this issue. One suggestion was:

Play each week at both Bradford Creek Soccer Complex and PGSA Soccer Plex. While the Future Stars soccer program generally alternates play sites, the Soccer Plex is also used every week for PGSA's Academy, Challenge and Classic Leagues, with more of those games on the Saturdays when the Future Stars program is "away" at Bradford Creek.

Also, playing at both sites on Saturdays would be very inconvenient for families with youngsters in different age groups, as well as for 25-30 volunteers who are coaching multiple teams.

There are 1100+ youngsters in the Future Stars program, and there are usually 13 or more games scheduled 60 minutes apart going on simultaneously at Bradford Creek. That's 26 teams, and with an average of 8 players per team, that is 208 players. Games are about an hour long and are scheduled back to back – some on the hour, some on the half hour – starting at 8:30 a.m. and running till at least 3:30.

This means that families usually show up for their games while the previous games are still underway. So it's feasible that over 400 youngsters may be on site at any one time. With coaches, family, grandparents, and others, we could have as many as 350 cars looking for a place to park. Though the existing parking area isn't paved (or striped), we can accommodate at least 200 cars, maybe a few more.

Our plan: There is a little open space on the western edge of the park, and we feel would be able to accommodate about 50 cars. We will take steps to prepare this area, and hire several “parking attendants” to assure safety.

In addition, we have decided to move game times the U4-U5 age groups to late Saturday afternoons initially at 2, 3 and 4 pm for the first weekend of practices (subsequently, game times would be similar depending upon numbers registered). Last spring, these age groups were composed of 48 teams; 308 players. Also, for the first weekend, we would adjust the start time for the U6 boys and U13-16 coed age groups to lower the number of fields needed. In seasons past, we used 13 or more fields and would reduce this to 10 fields while staggering the game schedules for the U6-U16 age groups. We would also schedule these games in 75 minute windows (rather than 60). Using fewer fields, staggering the games and increasing the times between games will help reduce the “overlap.” In considering parents, coaches and staff, we feel this is the best option to address the loss in parking capacity.

This will require immediately reprinting our registration materials. While we don’t anticipate that this change will be warmly received by all, we feel that is nevertheless the “least objectionable” solution to this challenge.

Note: About sixty youngsters in the U4-U5 age group have already registered; we will contact their families to inform them of this change in their playing schedule.


Please let me know if you have any questions.

COMMUNITY DEVELOPMENT

MEMO

DEPARTMENT

TO: Barbara Lipscomb, City Manager

FROM: Merrill Flood, Director Community Development Department 

DATE: January 17, 2013

SUBJECT: University Neighborhood Revitalization Initiative (UNRI) 2013 Meeting Dates

I am forwarding a 2013 schedule of meeting dates for the University Neighborhood Revitalization Initiative or "UNRI" Committee. Regular meetings will be held on the third Tuesday of each month at 2:00 PM in conference room 337 at City Hall.

The Committee is a citizen Working group appointed by City Council following the creation of the UNRI Overlay district. At this time, two meetings have been held with the committee. Please see the attached schedule of the 2013 meeting dates.

If you have additional questions, please contact me.

University Neighborhood Revitalization Initiative
"Citizen Working Group"
2013 UNRI Meeting Dates
2:00PM - 4:00PM

Tuesday, January 15, 2013	Walkthrough of the UNRI district
Tuesday, February 19, 2013	Conference Room 337 - City Hall
Tuesday, March 19, 2013	Conference Room 337 - City Hall
Tuesday, April 16, 2013	Conference Room 337 - City Hall
Tuesday, May 21, 2013	Conference Room 337 - City Hall
Tuesday, June 18, 2013	Conference Room 337 - City Hall
Tuesday, July 16, 2013	Conference Room 337 - City Hall
Tuesday, August 20, 2013	Conference Room 337 - City Hall
Tuesday, September 17, 2013	Conference Room 337 - City Hall
Tuesday, October 15, 2013	Conference Room 337 - City Hall
Tuesday, November 19, 2013	Conference Room 337 - City Hall
Tuesday, December 17, 2013	Conference Room 337 - City Hall

NOTE: Please note that dates and times of the UNRI are subject to change. Attendees will be notified in advance of all changes to the meeting places, dates, and times.



**PROPOSED AGENDA
GREENVILLE BOARD OF ADJUSTMENT
Thursday, January 24, 2013
7:00 PM
City Council Chambers
200 West Fifth Street**

I. ROLL CALL

II. APPROVAL OF MINUTES – December 20, 2012

III. OLD BUSINESS

1. PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY PATHWAYS TO LIFE

The applicant, Pathways to Life, desires a special use permit to operate a mental health, emotional or physical rehabilitation day program facility pursuant to Appendix A, Use (8)ff(1). of the Greenville City Code. The proposed use is located at 1029 W.H. Smith Boulevard. The property is further identified as being tax parcel number 80651.

IV. NEW BUSINESS

2. PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY S.T. WOOTEN CORPORATION

The applicant, S.T. Wooten Corporation, desires a special use permit to operate a asphalt plant pursuant to Appendix A, Use (15)e. of the Greenville City Code. The proposed use is located north of Staton Road. The property is further identified as being tax parcel number 07528.

V. ADJOURN

DRAFT MINUTES PROPOSED FOR ADOPTION BY THE BOARD OF ADJUSTMENT
DECEMBER 20, 2012

The Greenville Board of Adjustment met on the above date at 7:00 PM in the City Council Chamber of City Hall.

Scott Shook, Chairman*

Charles Ewen *

Claye Frank *

Linda Rich X

Sharon Ferris *

Justin Mullarkey X

Bill Fleming *

Kevin Faison *

Thomas Taft, Jr. *

The members present are denoted by an “*” and those absent are denoted by an “X”.

VOTING MEMBERS: Shook, Ewen, Faison, Fleming, Frank, Ferris, Taft

OTHERS PRESENT: Mr. Merrill Flood, Community Development Director
Mr. Mike Dail, Planner
Mrs. Elizabeth Blount, Secretary
Mr. Bill Little, Assistant City Attorney
Mr. Jonathan Edwards, Communications Technician

MINUTES

Mr. Taft made a motion to approve the November 20th minutes as presented, Mr. Ewen seconded and the motion passed unanimously.

PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY HERTZ CORPORATION

The applicant, The Hertz Corporation, desires a special use permit to operate a car rental service pursuant to Appendix A, Use (11) d of the Greenville City Code. The proposed use is located at 321 E. Arlington Boulevard. The property is further identified as being tax parcel numbers 26127 and 31669.

Mr. Dail delineated the area on the map. He stated that the property is located in the southern portion of the city’s jurisdiction, close to Greenville Boulevard.

Zoning of Property: CG (General Commercial)

Surrounding Zoning:

North: CG (Heavy Commercial)

South: CG (Heavy Commercial)

East: CG (Heavy Commercial)

West: CG (Heavy Commercial)

Surrounding Development:

North: Big Time Sweepstakes, Homesmart, Kmart Shopping Center

South: Capel Rugs, US Cellular, Jackson Hewitt, Jersey Mikes, Ichiban Hibachi

East: Our House Home Care, Boulevard Bagel, My Sisters Closet

West: WITN, Sherwin Williams

Description of Property:

The subject property contains a multiple unit commercial building, has 120 feet of frontage along E. Arlington Boulevard is 0.45 acres in size. The applicants business will be located in one of the units. Storage area for the associated rental vehicles will be in the parking lot located northwest of the subject property.

Comprehensive Plan:

The property is located within Vision Area "D" as designated by the Comprehensive Plan. The proposed use is in general compliance with the Future Land Use Plan which recommends commercial development for the subject property.

Notice:

Notice was mailed to the adjoining property owners on December 6, 2012. Notice of the public hearing was published in the Daily Reflector on December 10, 2012 and December 17, 2012.

Staff Recommended Conditions:

No storage of vehicles for rent shall be permitted on parcel 26127. Vehicles for rent shall be stored in the parking lot on parcel 31669.

Other Comments:

The proposed project must meet all related NC State fire and building codes prior to occupancy.

Mr. Fleming asked for the exact location of the applicant's unit.

Mr. Dail stated the unit between WITN and Our Home Care.

Mr. Fleming asked for the square footage of the unit.

Mr. Dail stated the unit was 1410 square feet.

Mr. Wesley Dodson, applicant, spoke in favor of the application. He stated that overflow parking would be at the airport.

Mr. Faison asked if fencing would be installed to protect the vehicles.

Mr. Dodson stated no.

Mr. Ewen asked how many vehicles would be on site.

Mr. Dodson stated eight.

Mr. Wayland Moore, representative of Brody Company, spoke in favor of the application. The rental company is working on a lease to accommodate 8-10 cars. The office will primarily be a business office and the cars will be parked in the Office Depot parking lot.

No one spoke in opposition of the application.

Mr. Dail stated that staff had no objection to the request.

Chairman Shook closed the public hearing and opened for board discussion.

No board discussion.

Chairman Shook read the criteria. No objections.

Ms Ferris made a motion to adopt the finding of facts, Mr. Frank seconded and the motion passed unanimously.

Mr. Taft made a motion to approve the petition, Mr. Ewen seconded and the motion passed unanimously.

PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY JESSICA GARDNER

The applicant, Jessica Gardner, desires a special use permit to operate a pet grooming and pet daycare service pursuant to Appendix A, Use (15)a. of the Greenville city Code. The proposed use is located t 1871 Allen Road. The property is further identified as being tax parcel number 27305.

Mr. Dail delineated the area on the map. He stated that the property is located in the western portion of the city's jurisdiction along Allen Road.

Zoning of Property: OR (Office Residential)

Surrounding Zoning:

North: RA20 (Residential Agricultural)
South: RA20 (Residential Agricultural)
East: RA20 (Residential Agricultural)
West: RA20 (Residential Agricultural)

Surrounding Development:

North: Vacant
South: Vacant
East: Vacant
West: Single Family Residences

Description of Property:

The subject property contains a single unit commercial building, has 120 feet of frontage along Allen Road and is 0.34 acres in size.

Comprehensive Plan:

The property is located within Vision Area "F" as designated by the Comprehensive Plan. The proposed use is in general compliance with the Future Land Use Plan which recommends office/institutional/multi-family development for the subject property.

Notice:

Notice was mailed to the adjoining property owners on December 6, 2012. Notice of the public hearing was published in the Daily Reflector on December 10, 2012 and December 17, 2012.

Staff Recommend Conditions:

Animal daycare services shall be limited to the hours of 7:00 am to 7:00 pm.

No overnight boarding of animals shall be permitted.

No more than three animals shall be in any outdoor area of the subject property at one time.

Other Comments:

The proposed project must meet all related NC State fire and building codes prior to occupancy.

Mr. Ewen asked if the applicant could have more than three animals but only three could be outside.

Mr. Dail stated correct.

Mr. Taft asked if boarding required a license.

Mr. Dail stated that the overnight board use is not permitted in the designated zoning.

Mr. Dail stated that staff had no objection to the request.

Ms Jessica Gardner, applicant, spoke in favor of the application. She stated that she has been a pet stylist for nine years. She had a mobile business but would like a permanent location for her customers. The fenced area behind the building will be for walking and potting purposes only. Pets will be attended to at all times and no overnight boarding is permitted.

Mr. Faison asked is the daycare only for dogs.

Ms Gardner stated it was for cats too.

Mr. Taft asked if any work had to be done to the building.

Ms Gardner stated that a plumber is needed for her washing area and a reception area will be set up to contain the customers until service is rendered.

Ms Ferris asked how many people would be on staff.

Ms Gardner stated herself and another groomer.

Mr. Steve Evans, representative of Evans Property of Greenville, spoke in favor of the application. He has known the applicant and her family for years. She has groomed their pet and does excellent work. The location of the building is great for the requested service.

No one spoke in opposition of the application.

Mr. Dail stated that staff had no objection to the request.

Chairman Shook closed the public hearing and opened for board discussion.

No board discussion.

Chairman Shook read the criteria. No objections.

Mr. Ewen made a motion to adopt the finding of facts, Ms Ferris seconded and the motion passed unanimously.

Mr. Fleming made a motion to approve the petition, Mr. Taft seconded and the motion passed unanimously.

PUBLIC HEARING ON A REQUEST FOR A REASONABLE ACCOMMODATION BY PARADIGM, INC.

The applicant, Paradigm, Inc. desires a reasonable accommodation to locate a family care home within a quarter mile of an existing family care home pursuant to Section 9-4-103 (D)(4) of the Greenville City Code. The proposed use is located at 4003 Old Pactolus Road. The property is further identified as being tax parcel number 53242.

Mr. Dail delineated the area on the map. He stated that the property is located in the eastern portion of the city's jurisdiction north of the river on Old Pactolus Road.

Zoning of Property: RA20 (Residential Agricultural)

Surrounding Zoning:

North: RA20 (Residential Agricultural)
South: CH (Heavy Commercial) & RA20 (Residential Agricultural)
East: RA20 (Residential Agricultural)
West: RA20 (Residential Agricultural)

Surrounding Development:

North: Vacant
South: Grace Barber Shop, Mobile Homes, Vacant
East: Duplex, Seasons Mobile Home Park
West: Family Care Home (Owned by the Applicant), Single Family Residences

Description of Property:

The property is 0.74 acres in size, has 112 feet of frontage along Old Pactolus Road and contains a 2,187 square foot duplex.

Proximity to Existing Family Care Homes

<i>Location:</i> 4001 Old Pactolus Road.	<i>Distance:</i> 40 feet
<i>Location:</i> 2605 E. Third Street	<i>Distance:</i> 1.32 miles

Comprehensive Plan:

The property is located within Vision Area “B” as designated by the Comprehensive Plan. The proposed use is in general compliance with the Future Land Use Plan which recommends very low density residential development for the subject property.

Notice:

Notice was mailed to the adjoining property owners on December 6, 2012. Notice of the public hearing was published in the Daily Reflector on December 10, 2012 and December 17, 2012.

Related Zoning Regulations:

Table of Uses:

Family Care Homes are a permitted use within all residential zoning districts.

Mr. Dail presented the definition of a family care home and the newly adopted ordinance allowing this to be applied and come before the Board of Adjustment.

Mr. Fleming asked if the only reason why the request is before the Board of Adjustment is because of its close proximity to an existing facility.

Mr. Dail stated correct and gave the current rules of family care home.

Mr. Fleming asked to see a picture of the existing family care home.

Mr. Dail stated that the existing location was an duplex that was converted to a single family home and currently houses six residents.

Mr. Faison asked if the existing and the proposed both belong to the same owner.

Mr. Dail stated yes.

Chairman Shook asked if the separation role was a part of the City of Greenville code.

Mr. Dail stated correct.

Chairman Shook asked if the board needed to evaluate the request like a variance.

Attorney Little stated the request has to meet two criteria – if the request is reasonable and if it is necessary. He read suggested facts that should be considered in the board’s decision. If the applicant’s state license is revoked, rescinded or suspended then the permit is automatically forfeited.

Chairman Shook asked how the Federal Fair Housing affects the request if this is a Greenville code.

Attorney Little stated the code is amended to be more in compliance with the American Disability Act.

Chairman Shook asked when the amendment took place.

Attorney Little stated September 2012.

Ms Helen Pace, executive director of Disabilities, Advocates and Resource Center and representative of Bob Townsend, spoke in favor of the request. She stated that the request would greatly enhance the lifestyle of disabled people in the area.

Mr. Fleming asked if the current residents have mental or physical disabilities.

Ms Pace stated probably both.

Mr. Fleming asked if two people were living in the residence.

Ms Pace stated yes.

Mr. Fleming asked if the residents were disabled.

Ms Pace stated yes.

Mr. Fleming asked if the total of residents between the two houses would be nine.

Ms Pace stated nine.

Mr. Taft asked if nine was the maximum allowed.

Mr. Dail stated that the state's maximum number is six and it depends on the unit.

Mr. Fleming asked if one side of the duplex was going to be used for the family care home and the other side for someone to live in.

Ms Pace stated she was reluctant to speak because she was not as involved as Mr. Bob Townsend.

Mr. John Bradley, father of potential client, spoke in favor of the request. He stated that the applicant was sick with the flu and was not able to come to the hearing. One resident is living on one side and his son would be the second resident.

Mr. Fleming asked if the whole duplex was on the request for approval or half.

Mr. Bradley stated just one side.

Ms Ferris asked why this particular location.

Mr. Bradley stated they have looked for five years for a suitable residence. The son's physical needs are demanding and he had two part time jobs and his parents cannot take care of him any longer.

Mr. Faison asked how long the speaker had been working with Paradigm.

Mr. Bradley stated for five months.

Mr. Faison asked if he was pleased with the services they provide.

Mr. Bradley stated yes and that they have a good reputation.

Mr. Ewen asked was it advantageous to have the business close to one another.

Mr. Bradley stated absolutely. The homes together allow for possible sharing of staff.

Chairman Shook asked if the speaker lived close to the proposed location.

Mr. Bradley stated he lived 3-4 miles away.

No one spoke in opposition of the application.

Mr. Dail stated that staff had no objection to the request.

Chairman Shook closed the public hearing and opened for board discussion.

No board discussion.

Chairman Shook read the criteria. No objections.

Mr. Faison made a motion to adopt the finding of facts with the stated conditions, Mr. Fleming seconded and the motion passed unanimously.

Mr. Ewen made a motion to approve the petition, Ms Ferris seconded and the motion passed unanimously.

With no further business, Ms Ferris made a motion to adjourn, Mr. Ewen seconded, and it passed unanimously. Meeting adjourned at 7:39 p.m.

Respectfully Submitted

Michael R. Dail, II
Planner

Memorandum

To: Honorable Mayor and City Council Members

From: Chris Padgett, Interim Assistant City Manager *C.N.P.*

Date: January 23, 2012

Subject: Notice of Special Event Permits Approved

The following special event applications were approved by the Greenville Police Department. If you have any questions about this report, contact me or Chief Aden.

Name of Event	Event Date	Event Location	Event Organizer/ Sponsoring Agency	Law Enforcement Required
Birthday Party (amplified sound)	1/19/2013	409 Elizabeth Street	Pi Kappa Tau Fraternity	No
MLK, Jr. Day Parade (parade permit)	1/21/2013	S. Greene St. b/w 10 th and 14 th Streets	SCLC	Yes
MLK, Jr. Day March (parade permit)	1/21/2013	1717 W. Fifth Street	Pitt County Coalition Against Racism	Yes

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cc: Dave Holec, City Attorney
Carol Barwick, City Clerk