

NOTES

TO: Honorable Mayor and City Council Members
FROM: Barbara Lipscomb, City Manager
DATE: January 25, 2017
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Kevin Mulligan, Public works Director, providing the status of the 2017 street resurfacing program
2. A memo from Tom Weitnauer, Chief Planner, providing priority projects and a draft schedule to implement selected priority actions 1, 2, 3 and 9 in the Horizons 2026 Plan
3. A memo from Gary Fenton, Recreation and Parks Director, providing costs for the proposed Town Common restroom facility
4. A memo from Gary Fenton, Recreation and Parks Director, providing Eastside Park capital budget plans
5. A memo from Gary Fenton, Recreation and Parks Director, regarding the RecTrac management software upgrade
6. A memo from Gary Fenton, Recreation and Parks Director, regarding corporate recruitment for Greenville Aquatics and Fitness Center
7. A memo from Ben Griffith, Community Development Director, regarding the appointment of Elizabeth Blount to the NCAZO Certification Committee

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Attachments

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

Memorandum

To: Barbara Lipscomb, City Manager
From: Kevin Mulligan, Director Public Works *(KM)*
Date: January 24, 2017
Subject: Status of 2017 Street Resurfacing Program

The following streets, which were part of the City's 5-year road improvement plan, will be included in the spring 2017 road resurfacing contract. This contract will be advertised in February and will be funded through both the annual resurfacing program as well as the 2015 Transportation Bond. This contract will include approximately 28 lane miles of City roads. It is expected that this will be ready for award in April with work beginning in May. Please see the table below and attached figures for a listing of the roads.

ANNUAL STREET RESURFACING

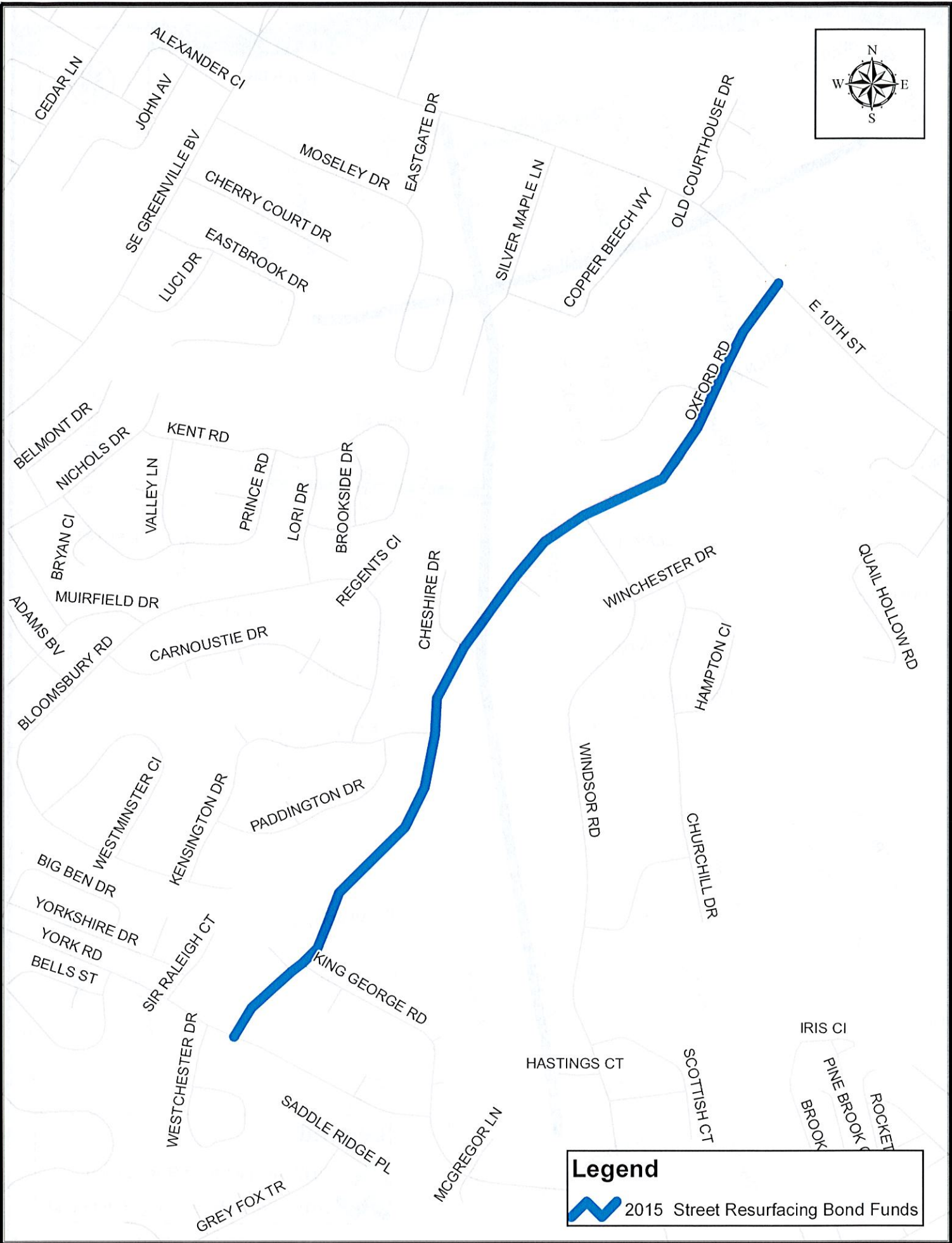
| Road Name | From | To | Lane Miles |
|-----------------------------|-------------------------|--------------------------|------------|
| Beasley Drive | West Arlington | Service Drive | 0.57 |
| Medical Drive | Beasley Drive | Stantonsburg Road | 0.66 |
| Mooring Lane | Melody Lane | Van Nortwick Street | 0.16 |
| Van Nortwick Street | West Dudley | West Moore Street | 0.35 |
| Glenwood Avenue | South Memorial Drive | Sunset Avenue | 0.47 |
| Sunset Avenue | Glenwood Avenue | West Arlington Boulevard | 0.53 |
| Harvey Drive | Sunset Avenue | Sunset Avenue | 0.24 |
| Howell Street | Hooker Road | Evans Street | 2.33 |
| East 4 th Street | South Elm Street | Forest Hill Circle | 0.54 |
| Willow Street | North Harding Street | North Elm Street | 0.55 |
| West Victoria Court | Evans Street | Street End | 0.26 |
| Belvedere Drive | SW Greenville Boulevard | Greenwood Drive | 0.86 |
| Brimley Drive | SW Greenville Boulevard | Street End | 0.33 |
| Country Club Drive | South Memorial | Street End | 1.23 |

| | | | |
|-------------------|-------------------------|------------------|-------|
| Manchester Street | Hooker Road | Brimley Drive | 0.31 |
| Peed Drive | South Memorial | Street End | 1.39 |
| Rollins Drive | SW Greenville Boulevard | Peed Drive | 0.58 |
| York Road | Sir Raleigh Court | King George Road | 0.63 |
| | | | 11.99 |

STREET RESURFACING WITH BOND FUNDS

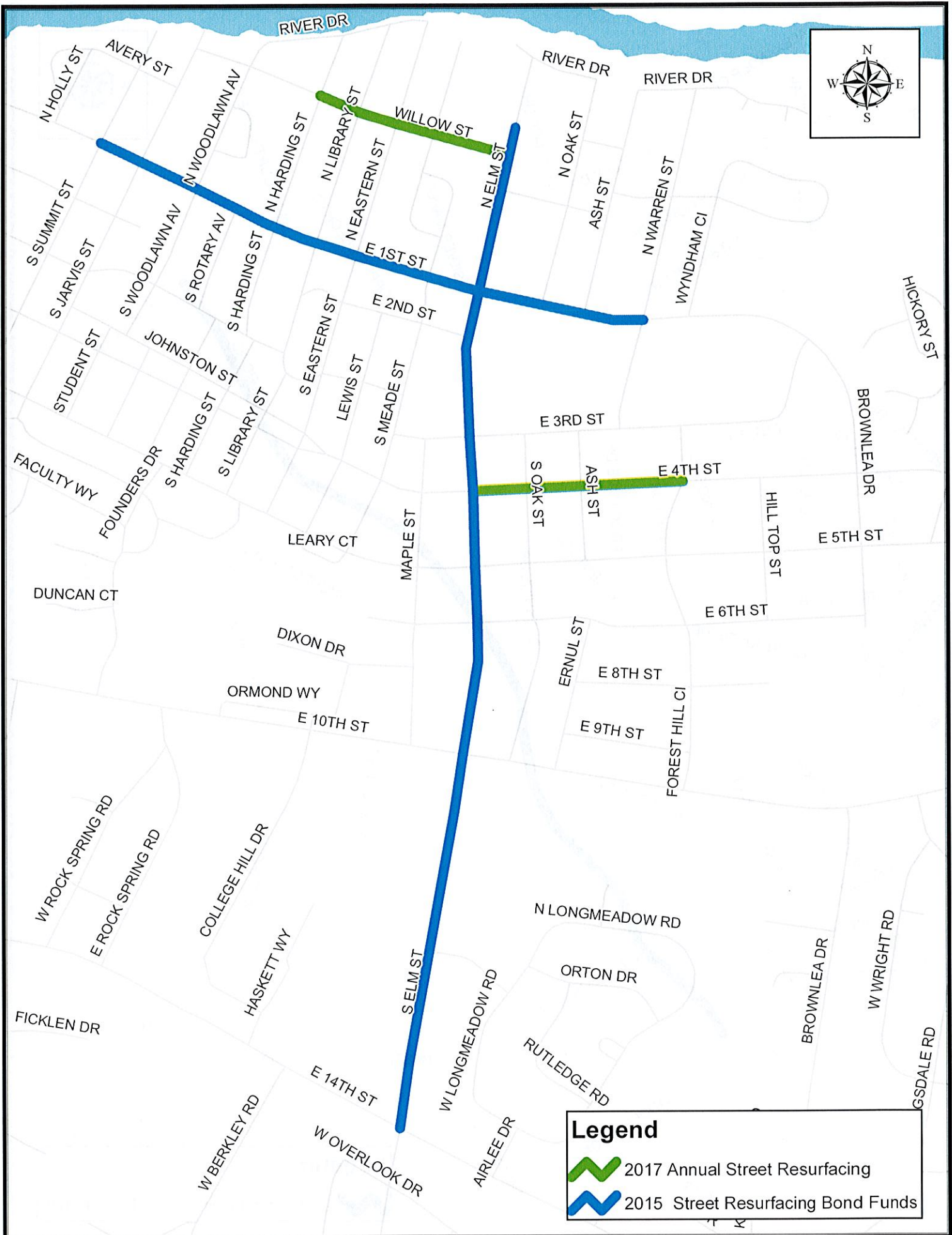
| Road Name | From | To | Lane Miles |
|-------------------------------|------------------------------|----------------------|-------------------|
| East 1st Street | North Summit | North Warren Street | 2.15 |
| South Elm Street | East 14 th Street | Street End | 4.32 |
| Hooker Road | Greenville Boulevard | Arlington Boulevard | 5.03 |
| Arlington Boulevard, Phase 3a | South Memorial Drive | Hooker Road | 1.55 |
| Mall Drive | SW Greenville Blvd | South Memorial Drive | 1.35 |
| Oxford Road | 10th Street | York Road | 1.92 |
| | | | 16.32 |

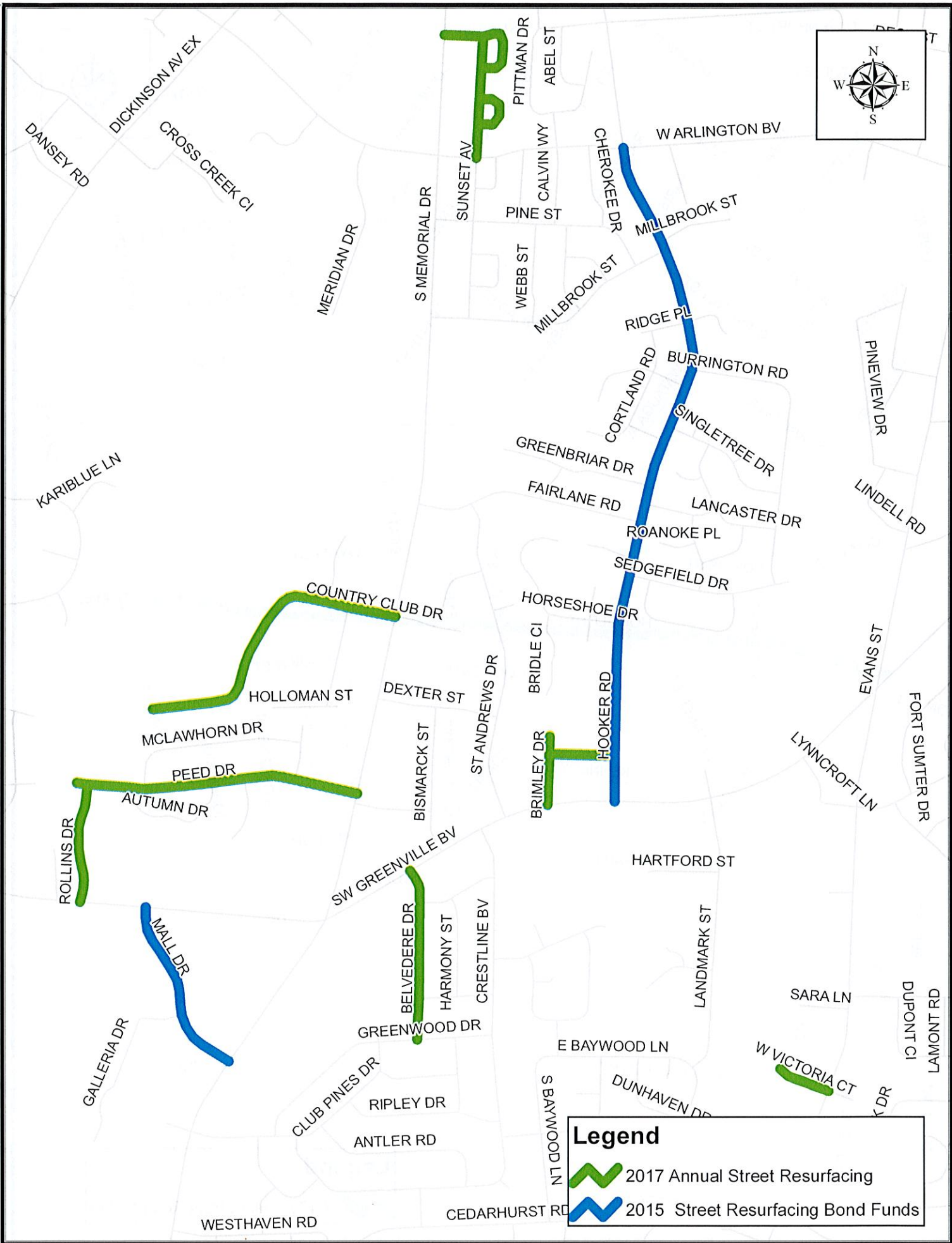
cc: Scott P.M. Godefroy, P.E., City Engineer
 James Lynn Raynor, P.E., CEII, Capital Improvements
 Ronnie Donley, Street Superintendent





Legend

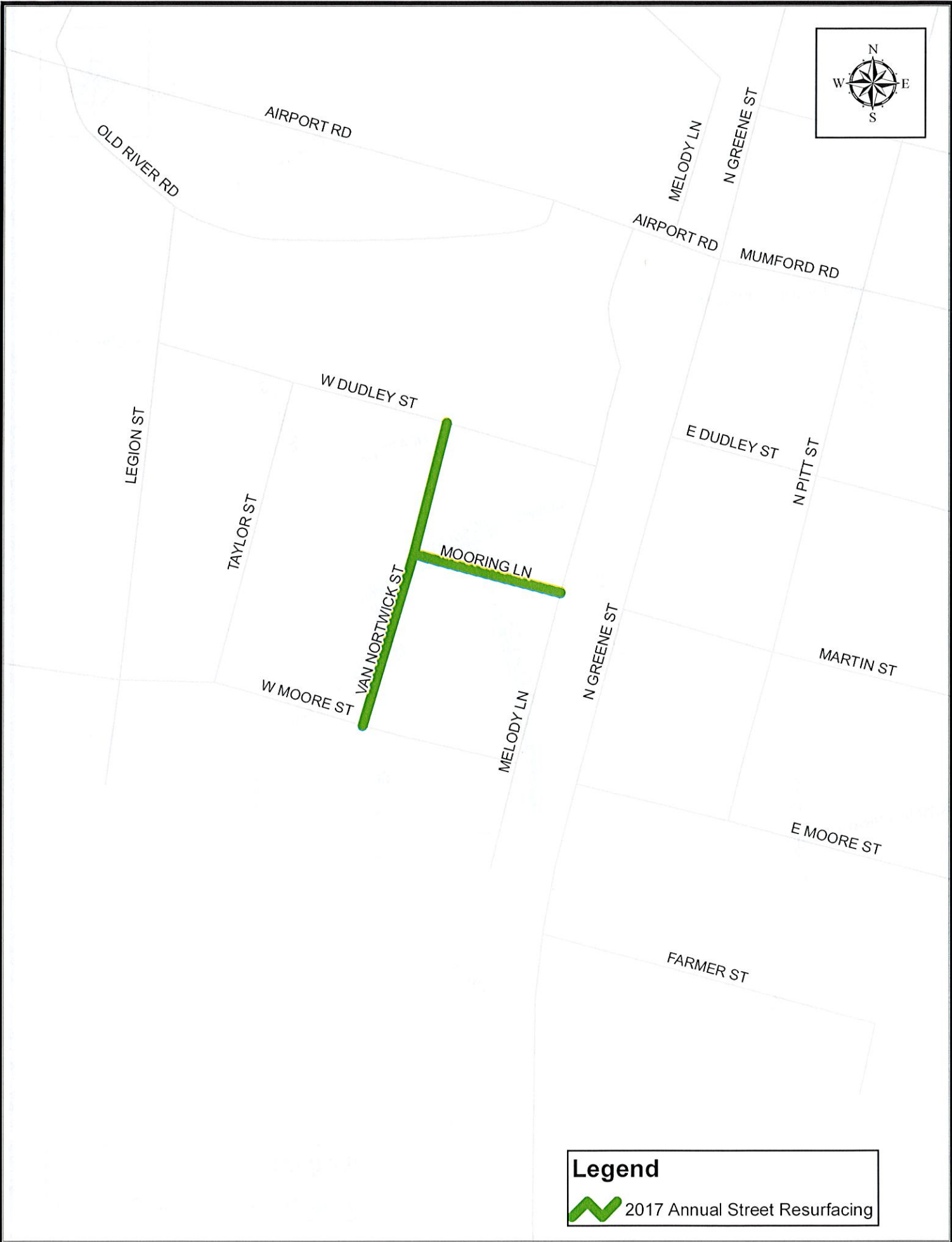
 2015 Street Resurfacing Bond Funds






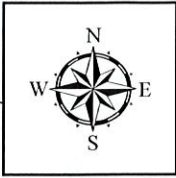
Legend

-  2017 Annual Street Resurfacing
-  2015 Street Resurfacing Bond Funds



Legend

 2017 Annual Street Resurfacing



Legend

 2017 Annual Street Resurfacing

TO: Barbara Lipscomb, City Manager

FROM: Tom Weitnauer, Chief Planner *TW*

DATE: January 25, 2017

SUBJECT: Priority Projects and Draft Schedule to Implement Selected Priority Actions 1,2, 3 and 9 in Horizons 2026 Plan

Following the adoption of the update of Horizons, staff has investigated the implementation of several policy objectives outlined in the plan. Staff will begin to work on a series of projects listed in Horizons 2026 that require attention in the short-term. To accomplish priority implementation actions numbered 1 through 3 and 9 on pages 176-177 in Horizons 2026: Greenville’s Community Plan, Planning Division staff will manage the preparation of text amendments throughout 2017 and into the third quarter of 2018 by conducting the following tasks.

- (1). **Mixed Use Zoning Districts;**
- (2). **Mandatory Design Standards in Uptown;**
- (3). **Corridor Development Standards; and**
- (9). **Require Open Space / Park Space as Part of Neighborhoods**

| # | Priority Actions | 2017 | | | | 2018 | | | |
|---|--------------------|-------|-------|-------|-------|-------|------|-------|-------|
| | | 1 QTR | 2 QTR | 3 QTR | 4 QTR | 1 QTR | 2QTR | 3 QTR | 4 QTR |
| 1 | Mixed Use | [Bar] | | | | | | | |
| 2 | Uptown Design | [Bar] | | | | | | | |
| 3 | Corridor Standards | | | | | [Bar] | | | |
| 9 | Open Space/ Parks | | | | | [Bar] | | | |

Following are project approaches and approximate timeframes to accomplish tasks outlined.

(1). MIXED USE ZONING DISTRICTS – 8 Months

Staff already acquired a compilation of model mixed use ordinances and have a couple of local N.C. mixed use ordinances to review. Staff will evaluate the transferability of the model ordinances to local conditions to develop a text amendment for the appropriate mixed use zoning district and standards. The text amendment will follow a similar approach as outlined for project #3, Corridor Design Standards.

(2). MANDATORY DESIGN STANDARDS IN UPTOWN – 8 Months

A few years ago, City staff worked with the Uptown community to develop a comprehensive booklet of design guidelines. When the document was completed, the decision was made to make the guidelines voluntary compliance. In partnership with Uptown Greenville, Planning staff will lead meetings with representatives of the Uptown community to either: select which guidelines from the booklet should become mandatory; or develop an alternative approach to regulate the design of proposed projects. The project tasks would follow similar phases and tasks outlined for project #3, Corridor Design Standards.

(3). CORRIDOR DESIGN STANDARDS – 8 Months

The City of Greenville prepared corridor design standards in 2006/07 but were unsuccessful at adopting the standards. The following phases and tasks have been developed to engage the development community, elected and appointed officials to methodically build a set of standards the community can support and implement.

Phase 1: Form a Corridor Design Standards Committee (CDS) and Initiate Project.

Task 1.1: CDS Meeting 1, Project Introduction

Task 1.2: CDS Meeting 2, Draft a Mission Statement and Goals.

Task 1.3: CDS Meeting 3, Draft List of Elements to Regulate & Administration Options

Task 1.4: CDS Meeting 4, Present Draft #1 of Regulations and Admin. Process.

Task 1.5: CDS Meeting 5, Present Final Draft #2 of Regulations and Admin Process

Phase 2: P & Z Engagement

Task 2.1 P&Z Workshop, Staff Presents Corridor Overlay Standards

Task 2.2 CDS Meeting 6, Discuss Outcome of P&Z Workshop and Adjust as Directed

Task 2.3 P&Z Meeting, Staff Presents Proposed Corridor Design Standards

Phase 3: City Council Engagement

Task 3.1 City Council Workshop, Staff Presents Corridor Overlay Standards

Task 3.2 CDS Meeting 7, Discuss Outcome of Council Workshop and Adjust as Directed


Task 3.3 City Council Public Hearing, Staff Presents Proposed Corridor Design Standards

(9). REQUIRE OPEN SPACE / PARK SPACE AS PART OF NEIGHBORHOODS – 4 Months

The City of Greenville unsuccessfully tried three times to adopt an open space/park requirement, most recently in 2007. Staff will work with residential development community, Planning and Zoning Commission and City Council to try to forge ahead on a proposed text amendment for another version. Staff already purchased a compilation of model open space preservation ordinances to review and ascertain their transferability to Greenville.

The Community Development Department will continue to request budget funding to conduct a wholesale update of the Zoning Ordinance. The schedule above provides a starting point for completion of some of the more immediate needed policy changes.

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: January 25, 2017
Re: Costs for Proposed Town Common Restroom Facility

In response to recent questions and concerns regarding cost estimates for improvements at the Town Common, particularly in relation to the restroom building, I am providing some background information to shed a little light on how the consultants arrived at the cost estimate. Preliminary estimates for the various phases of the Town Common improvements are developed by design professionals using regional cost estimates for recommended improvements.

In this instance, the company providing cost estimates was Bree and Associates Inc., an established, MBE/DBE certified, consulting/construction management firm. In the development of the cost estimate, several factors affect its formation, including the following:

- (1) The extent of the site preparation work required at the particular venue.
- (2) The actual design specifications of the facility.
- (3) Construction materials and methods.
- (4) Technology and HVAC needs, if any.
- (5) The degree and complexity of the required utility connections.
- (6) Surrounding surfaces and connecting routes of travel.

Bree's probable costs for the restroom facility were based on LEED design requirements, per City Council policy, and construction costs, using industry standards:

- Size: A 1300 ft² building, (26' x 26', or equivalent configuration) @ \$275/ft² - (\$357,500)
- Mechanical, electrical and plumbing: 1300 ft² @ \$35/ft² - (\$45,500)
- Grading, 144 yd² @ \$2/yd² - (\$288.89)
- Site Sanitary Sewer Line, 300 lf @ \$72/lf - (\$21,600)
- Site Water Line, 300 lf @ \$60/lf - (\$18,000)

Total of Probable Cost from Bree & Associates, Inc.: \$442,888.89

A "screen shot" of Bree's actual estimate appears at the end of this document.

Staff added a 10% contingency, and rounded the result to \$500,000.00

Construction documents can be planned with a fixed budgetary amount, when cost is a more important consideration than design quality, such that the company designs to that particular cost. If the customer finds that the quality is lower than they deem acceptable, the design can be modified, though at a higher cost.

- In the case of the Town Common restroom building, the design was approached under a few design considerations and assumptions:
 - ⇒ The Town Common is “everybody’s place,” “our central park,” “a city showpiece,” and construction and maintenance standards are to be higher than at other City parks.
 - ⇒ The restroom building must be accessible year-round, and therefore will require HVAC.
 - ⇒ For protection of the visitors and the building itself, security cameras will be required in the vicinity of the facility.
 - ⇒ As recreational amenities, special events, and leisure opportunities increase at the Town Common, the number of visitors will increase as a result.
 - ⇒ While a restroom facility large enough to accommodate the Town Common’s biggest special event crowds is not being proposed, the facility should be of a size adequate to accommodate playground users, *Sunday in the Park* attendees, and participants at smaller special events, without incurring the cost for additional “porta-jon” rentals specifically for those events. (Porta-jon rentals will continue to be necessary for any large events, such as Piratefest or the Independence Day Celebration.)
 - ⇒ Other restrooms are proposed for the Town Common’s future, but their size and location within the park are uncertain at this time.

Other notes:

- The restroom building at the 2.5 acre Dream Park, built four years ago, cost \$106,000. The project was a “design build,” and is a fairly small facility, with a basic design of split block and a standing metal seam roof.
- Plans for the Town Common restroom building include a surrounding covered “patio” and sidewalk connectors to and from other areas in the park.

As the next step, staff proposed moving forward with an RFQ for construction documents, and this will result in a more detailed and accurate cost estimate. Bree’s \$442,888.89 restroom estimate was at a “schematic level.”


Bree’s restroom estimate submission appears on the following page.

| 3 Restroom Building | | | | | | | \$ 442,888.89 |
|----------------------------|--|--|-------|----|-----------|---------------|----------------------|
| | | New Restroom Building | 1,300 | SF | \$ 275.00 | \$ 357,500.00 | |
| | | Mechanical, Electrical & Plumbing (Restroom) | 1,300 | SF | \$ 35.00 | \$ 45,500.00 | |
| | | Grading | 144 | SY | \$ 2.00 | \$ 288.89 | |
| | | Site Sanitary Sewer Line | 300 | LF | \$ 72.00 | \$ 21,600.00 | |
| | | Site Water Line | 300 | LF | \$ 60.00 | \$ 18,000.00 | |
| | | | | | | | |
| | | | | | | | |

Please let me know if there are any questions.

cc: Merrill Flood, Assistant City Manager
Lamarco Morrison, Parks Planner

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: January 25, 2017
Re: Eastside Park – Capital Budget Plans

Recently we received a question regarding the FY17 and FY18 capital appropriations (\$150,000 each) designated for “Eastside Park,” the 120 acre property bordering the River Hills neighborhood.

In 2011, a master plan for this park was developed by Rivers and Associates. Because of the size of the parcel, the plan envisioned the construction of a community park with numerous amenities and trails, and a regional appeal that would attract visitors from nearby as well as from more distant areas of the City. Since then, more pressing recreational needs and opportunities have put development of this park on the “back burner.”

Other than a kiosk with some signage and a gate making it possible for River Hills residents to walk some primitive trails/pathways on the property (without giving vehicles access to the same areas) no improvements have taken place.

Staff assumes that funds were placed in the FY17 and FY18 Capital Improvement Budgets were appropriated so that the neighboring public might see and benefit from some modest improvements to the park. However, no specific purposes for these funds were delineated, and the Parks Planner’s focus has been on other capital projects (South Greenville Recreation Center, Town Common playground, Town Common pier, etc.).

It may now be possible to consider the installation of a small trail, dog park, disc golf, picnic shelter, and/or playground for an area of the park next to River Hills, though this could require that visitors enter the property from the neighborhood. A parking issue could result if patrons travel to this park by car. Otherwise, new entrance areas would have to be developed, and this would quickly reduce the funds available for improvements.


Staff proposes contracting for the development of a site plan for the five above items, and requests The carry over of FY17 CIP balance to FY18 for construction, to be added to the \$150,000 appropriation already planned for Eastside Park’s FY18 capital budget. Alternatively, since the Council’s number one priority is the Town Commons, these funds could be used to advance Town Common Projects.

Please let me know if there are any questions and provide Council direction on these alternatives.

Thank you.

cc: Merrill Flood, Assistant City Manager
Lamarco Morrison, Parks Planner

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: January 25, 2017
Re: Corporate Recruitment – Greenville Aquatics and Fitness Center

For many years, some of the Greenville Aquatics and Fitness Center’s most regular customers were the employees of businesses located on the north side of the city. Some of that diminished when businesses faced economic challenges, though staff has never stopped encouraging them and their employees to become GAFC members.

Staff has been working on contacting past and new potential corporate members. This effort started in 2016 with on-site visits to (1) reintroduce our facility to companies that at one time had corporate accounts with GAFC but have become inactive and (2) introduce ourselves to new businesses.

Subsequently, there were follow-up calls, emails, or on-site meetings to expand the conversation.

The quarterly rotation of our ECU Public Health and Exercise Science interns has enabled us to offer our corporate members not only “discount memberships,” but physical and educational programs and lectures to enhance each company’s wellness component. Companies visited in 2016 include:

| | | |
|-----------------------|-------------------------|---------------------------|
| Apria Health Care | Grady-White Boats | Salt Wood Products |
| Equipment Plus | Ryder | Exsel |
| Hendrix-Barnhill | Tri Est. Ag Group, Inc. | Hardwood Specialist |
| Two Men & A Truck | The Hammock Source | ARC-3 |
| Dillon Supply Company | ECU – Aramark | Coastal Medical Transport |
| Metallix | UPS | Ihrie Supply |
| UNX, Inc. | Fedex | |
| Pitt County – Manager | Mayne Pharma | |

cc: Merrill Flood, Assistant City Manager

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: January 25, 2017
Re: RecTrac Management Software Upgrade

During the week of January 15th, with support of the I.T. Department, Recreation and Parks was able to upgrade its RecTrac Management Software.

RecTrac is used for program registrations, facility reservations, memberships and maintaining departmental records.

Initially, two City recreation facilities the, South Greenville Recreation Center and the Drew Steele Center, will begin using the membership function for their participants.

Prior to this, the Greenville Aquatics and Fitness Center (GAFC) was the only facility to use the membership function, but the process at GAFC included the center's monthly fees. Obviously, a fee is not part of a membership registration at the South Greenville and Drew Steele Centers.

Participants will provide their contact information as they would when registering for a recreation program, and then will receive a key fob to use at check-in when visiting the centers. They will be allowed one replacement fob at no cost; however, there will be a small fee charge if a third key fob is needed. An amendment to the manual of fees will be prepared for this fee and approved by City Council. This addition will allow staff at these centers to maintain emergency contact information, track participation numbers, and communicate with participants regarding departmental announcements, changes in operating hours, or upcoming programs and events.

Staff expects the membership function to be fully implemented at both recreation centers by the end of February. Once the systems are operating effectively at these two centers, staff will move toward implementation at other facilities. However, design modifications will be necessary at some sites to create a "single point of entry" and address needed safety measures.

This new process will be a great benefit for staff as well as for the citizens.

Please let me know if you have any questions.

cc: Merrill Flood, Assistant City Manager
Don Octigan, Interim Recreation Superintendent
Bershuan Thompson, Interim Recreation Manager

Randy Warren, Recreation Supervisor

Memorandum

To: Merrill Flood, Assistant City Manager
From: Ben Griffith, Community Development Director *Ben*
Date: January 23, 2017
Subject: Appointment of Elizabeth Blount to the NCAZO Certification Committee

Elizabeth Blount, a Planner II in the City's Planning Division, has been appointed as the East District Representative to the Certification Committee of the North Carolina Association of Zoning Officials (NCAZO). Her official appointment letter is attached. The NCAZO promotes the technical and legal quality of zoning administration and enforcement as well as public understanding and awareness of zoning throughout the state. The Certification Committee works closely with the UNC School of Government to coordinate and conduct training for zoning officials to become certified and to maintain that certification through continuing education. Elizabeth has been with the City of Greenville for 5 years and has been a Certified Zoning Official since May 2015. Please help me in congratulating Elizabeth on her appointment.

Attachment

Rebecca Harper, CZO/Chair - At-Large
Judy Boleman, CZO - West
Open - At Large
Open - Central
Elizabeth Blount- East



Gary Ouellette, CZO - Eastern
Kevin Reed, CZO/Liaison - Central
David Owens, Faculty Advisor
Adam Lovelady, Faculty Advisor

www.ncazo.org

2016-2017 NCAZO Certification Board

January 12, 2017

Elizabeth,

In October 2016, the NCAZO Board of Directors appointed you as the East District representative to the NCAZO Certification Committee. Congratulations on your appointment and I look forward to working with you on the committee. If you have any questions, please feel free to contact me.

Respectfully,

Rebecca Harper, CZO, Chair
NCAZO Certification Committee
PO Box 788
Statesville, NC 28687
704-878-3118 x2398
rharp@co.iredell.nc.us

Progress Through Zoning