



# Agenda

## Greenville City Council

May 8, 2014  
7:00 PM  
City Council Chambers  
200 West Fifth Street

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Assistive listening devices are available upon request for meetings held in the Council Chambers. If an interpreter is needed for deaf or hearing impaired citizens, please call 252-329-4422 (voice) or 252-329-4060 (TDD) no later than two business days prior to the meeting.

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**I. Call Meeting To Order**

**II. Invocation - Council Member Blackburn**

**III. Pledge of Allegiance**

**IV. Roll Call**

**V. Approval of Agenda**

**VI. Special Recognitions**

- 2014 Citizens Academy Graduates
- Edward Earl Laughinghouse, Jr. - Police Department Retiree
- Police Department Employees Involved in the Response to the June 21, 2013, Active Shooter Incident
- Presentation by ReLeaf
- Presentation by the Sierra Club

**VII. Appointments**

1. Appointments to Boards and Commissions

**VIII. New Business**

## **Public Hearings**

2. Ordinance to annex Covington Downe, Block G, Lot 12, involving 5.156 acres located along the western right-of-way of Arlington Boulevard and 210+/- feet north of Fire Tower Road
3. Ordinance to annex Gateway West, Phase 2, Lot 2, involving 5.028 acres located between US Highway 264 and Gateway Drive and 325+/- feet west of Stantonsburg Road
4. Ordinance to annex Langston Commercial and Office Park, Lot 1, involving 6.614 acres located at the southeast corner of the intersection of South Memorial Drive and Regency Boulevard
5. Ordinance to annex Tai Ji Enterprise, Incorporated, involving 5.699 acres located on the northern right-of-way of East 10th Street and 275+/- feet east of River Bluff Road
6. Ordinance requested by the County of Pitt to rezone 28.975 acres located along the southern right-of-way of the Norfolk Southern Railroad, 3,600+/- feet west of Allen Road and north of Allen Ridge Subdivision from RA20 (Residential-Agricultural) to I (Industry)
7. Ordinance requested by Eastern Area Health Education Center to rezone 0.757 acres located east of the intersection of West Arlington Boulevard and Melrose Drive and 400+/- feet north of West Fifth Street from MR (Medical-Residential [High Density Multi-family]) to MO (Medical-Office)
8. Ordinance requested by Matthew Hines to rezone 0.36 acres located at the northwest corner of the intersection of Dickinson Avenue and Clark Street from CDF (Downtown Commercial Fringe) to CD (Downtown Commercial)
9. Final public hearing and subrecipient allocations for 2014-2015 CDBG and HOME Investment Partnership Programs Annual Action Plan
10. Ordinance amending the Flood Damage Prevention Ordinance text defining the basis for establishing the Special Flood Hazard Areas within the jurisdictional authority of the City of Greenville and redefining the Regulatory Flood Protection Elevation

## **Public Comment Period**

- The Public Comment Period is a period reserved for comments by the public. Items that were or are scheduled to be the subject of public hearings conducted at the same meeting or another meeting during the same week shall not be discussed. A total of 30 minutes is allocated with each individual being allowed no more than 3 minutes. Individuals who registered with the City Clerk to speak will speak in the order registered until the allocated 30 minutes expires. If time remains after all persons who registered have spoken, individuals who did not register will have an opportunity to speak until the allocated 30 minutes expires.

## **Other Items of Business**

11. Resolution authorizing condemnation to acquire an easement on certain property owned by

W.G.B. Properties, Inc.

12. Presentation of the proposed fiscal year 2015 operating budget and fiscal year 2016 financial plan:
  - a. Pitt-Greenville Convention & Visitors Authority
  - b. Sheppard Memorial Library
  - c. Greenville Utilities Commission
13. Discussion of requirements and appropriate circumstances for increased rental occupancy
14. Discussion of University Neighborhood Revitalization Initiative (UNRI) Committee
15. Discussion of Solar Energy

**IX. Comments from Mayor and City Council**

**X. City Manager's Report**

**XI. Adjournment**



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Appointments to Boards and Commissions

**Explanation:** **Abstract:** The City Council fills vacancies and makes reappointments to the City's Boards and Commissions. Appointments are scheduled to be made to eight of the Boards and Commissions.

**Explanation:** City Council appointments need to be made to the Community Appearance Commission, Greenville Bicycle and Pedestrian Commission, Historic Preservation Commission, Housing Authority, Planning & Zoning Commission, Public Transportation & Parking Commission, Recreation & Parks Commission, and Youth Council.

**Fiscal Note:** No direct fiscal impact.

**Recommendation:** Make appointments to the Community Appearance Commission, Greenville Bicycle and Pedestrian Commission, Historic Preservation Commission, Housing Authority, Planning & Zoning Commission, Public Transportation & Parking Commission, Recreation & Parks Commission, and Youth Council.

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[Muni\\_Report\\_Appointments\\_to\\_Boards\\_and\\_Commissions\\_914698](#)



# Appointments to Boards and Commissions

May 2014

## Community Appearance Commission

**Council Liaison:** Council Member Rick Smiley

Name	District #	Current Term	Reappointment Status	Expiration Date
Lucy Fox	4	Unexpired term	Eligible	April 2014
Carol Phillips	5	First term	Eligible	April 2014
Tyler Richardson	5	Filling unexpired term	Eligible	April 2014

## Greenville Bicycle and Pedestrian Commission

**Council Liaison:** Council Member Rick Smiley

Name	District #	Current Term	Reappointment Status	Expiration Date
Liz Brown-Pickren	3	First term	Resigned	January 2015
Titus Yancey	2	First term	Did not meet attendance requirement	January 2016

## Historic Preservation Commission

**Council Liaison:** Council Member Kandie Smith

Name	District #	Current Term	Reappointment Status	Expiration Date
Allan Kearney	5	First term	Eligible	January 2014
Maury York	3	Unexpired term	Resigned	January 2014

## Housing Authority

**Council Liaison:** Council Member Marion Blackburn

Name	District #	Current Term	Reappointment Status	Expiration Date
Robert Hobgood (Council Member Rose Glover)	3	First term	Resigned	May 31, 2017

Reginald Walston 5 First term Eligible May 31, 2014  
(Mayor Allen Thomas)

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### Planning & Zoning Commission

**Council Liaison:** Council Member Rick Smiley

Name	District #	Current Term	Reappointment Status	Expiration Date
Ann Bellis (Council Member Marion Blackburn)	3	First term	Eligible	May 31, 2014
Kevin Burton (Council Member Kandie Smith)	1	First term	Resigned	May 31, 2015
Christine Darden (Council Member Rose Glover)	5	Unexpired term	Eligible	May 31, 2014
John Weitz (Council Member Rick Smiley)	4	First term	Eligible	May 31, 2014

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### Public Transportation & Parking Commission

**Council Liaison:** Council Member Richard Croskery

Name	District #	Current Term	Reappointment Status	Expiration Date
Rick Smiley	1	First term	Resigned	January 2016

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### Recreation & Parks Commission

**Council Liaison:** Council Member Kandie Smith

Name	District #	Current Term	Reappointment Status	Expiration Date
Debra Garfi (Council Member Marion Blackburn)	1	First term	Eligible	May 31, 2014
Darin White (Council Member Rose Glover)	4	First term	Eligible	May 31, 2015

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**Youth Council**

**Council Liaison:** Mayor Pro-Tem Calvin Mercer

<b>Name</b>	<b>District #</b>	<b>Current Term</b>	<b>Reappointment Status</b>	<b>Expiration Date</b>
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5 Available Spots

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# Applicants for Community Appearance Commission

Miguel Sullivan  
3299 E. 10th Street  
Greenville, NC 27858

**Application Date:** 4/3/2014

**Home Phone:** (252) 412-4678

**Business Phone:**

**Email:** mls0513@hotmail.com

**District #:** 3

# Applicants for Greenville Bicycle and Pedestrian Commission

None.

## Applicants for Historic Preservation Commission

Scott H. Duke  
2223-C Locksley Drive  
Greenville, NC 27858

**District #:** 4

Dustin Mills  
504 Daventry Drive  
Greenville, NC 27858

**District #:** 5

Tyrone O. Walston  
2706 Webb Street  
Greenville, NC 27834

**District #:** 2

**Application Date:** 2/20/2012

**Home Phone:**  
**Business Phone:** (252) 328-2950  
**Email:** scotthduke@gmail.com

**Application Date:** 4/9/2012

**Home Phone:** (919) 480-0791  
**Business Phone:** (252) 558-0207  
**Email:** dmills@pirhl.com

**Application Date:** 6/12/2012

**Home Phone:** (252) 412-7351  
**Business Phone:** (252) 355-8736  
**Email:** walston\_tyrone@yahoo.com

# Applicants for Housing Authority

Miguel Sullivan  
3299 E. 10th Street  
Greenville, NC 27858

**Application Date:** 4/3/2014

**Home Phone:** (252) 412-4678

**Business Phone:**

**Email:** mls0513@hotmail.com

**District #:** 3

## Applicants for Planning and Zoning Commission

Cornell Allen  
4030 Bells Chapel Road  
Greenville, NC 27858

**District #:** 5

Brian Brown  
2237 Penncross Drive  
Greenville, NC 27834

**District #:** 5

Dustin Mills  
504 Daventry Drive  
Greenville, NC 27858

**District #:** 5

Bridget Moore  
4128A Bridge Court  
Winterville, NC 28590

**District #:** 5

Tyler James Russell  
3856 Forsyth Park Ct.  
Winterville, NC 28590

**District #:**

Renee Safford-White  
340 Beasley Drive, A3  
Greenville, NC 27834

**District #:** 1

Howard Stearn  
2818 Jefferson  
Greenville, NC 27858

**District #:** 3

Uriah Ward  
106 Osceola Drive  
Greenville, NC 27858

**District #:** 3

**Application Date:** 5/8/2011

**Home Phone:** (252) 215-0486  
**Business Phone:** (252) 258-9718  
**Email:** mrcallen2436@gmail.com

**Application Date:** 2/23/2011

**Home Phone:** (252) 414-3943  
**Business Phone:** (252) 353-7379  
**Email:** bbrown@myrepexpress.com

**Application Date:** 4/9/2012

**Home Phone:** (919) 480-0791  
**Business Phone:** (252) 558-0207  
**Email:** dmills@pirhl.com

**Application Date:** 7/13/2011

**Home Phone:** (252) 355-7377  
**Business Phone:** (252) 756-1002  
**Email:** bmoore2004@netzero.com

**Application Date:**

**Home Phone:** (910) 840-0337  
**Business Phone:** (252) 215-4000  
**Email:** tjr@wardandsmith.com

**Application Date:** 11/1/2011

**Home Phone:** (252) 752-1029  
**Business Phone:** (252) 744-3070  
**Email:** saffordwhiter@ecu.edu

**Application Date:** 11/9/2011

**Home Phone:** (252) 862-6683  
**Business Phone:** (252) 321-1101  
**Email:** howardmstearn@gmail.com

**Application Date:** 5/7/2013

**Home Phone:** (252) 565-2038  
**Business Phone:**  
**Email:** uriahward@yahoo.com



# Applicants for Public Transportation and Parking Commission

Richard Malloy Barnes  
206 South Elm Street, Apt. N  
Greenville, NC 27858

**Application Date:** 9/30/2013

**Home Phone:** (252) 752-5278

**Business Phone:**

**Email:** kiltedmile@aol.com

**District #:** 3

## Applicants for Recreation and Parks Commission

Brian Cooper  
1149 Mulberry Lane, #34-G  
Greenville, NC 27858

**District #:** 5

**Application Date:** 3/5/2011

**Home Phone:** (252) 439-0651  
**Business Phone:** (252) 439-0651  
**Email:** brianevans\_99@yahoo.com

Gordon M Darragh  
1300 Oakview Drive  
Greenville, NC 27858

**District #:** 4

**Application Date:**

**Home Phone:** (252) 752-2633  
**Business Phone:** (252) 917-0090  
**Email:** gmdarragh@yahoo.com

Jan Maclaga  
3402 Foxwood Lane  
Greenville, NC 27858

**District #:** 4

**Application Date:** 5/12/2011

**Home Phone:** (252) 756-4520  
**Business Phone:**  
**Email:** maclagaj@ecu.edu

Bridget Moore  
4128A Bridge Court  
Winterville, NC 28590

**District #:** 5

**Application Date:** 7/13/2011

**Home Phone:** (252) 355-7377  
**Business Phone:** (252) 756-1002  
**Email:** bmoore2004@netzero.com

Al Muller  
212 Bristol Court  
Greenville, NC 27834

**District #:** 5

**Application Date:** 2/11/2011

**Home Phone:** (252) 916-5667  
**Business Phone:** (252) 328-6737  
**Email:** axm6737@gmail.com

Knox Oakley  
3906 Bach Circle  
Greenville, NC 27858

**District #:** 4

**Application Date:** 1/31/2011

**Home Phone:** (252) 321-6970  
**Business Phone:** (252) 531-2457  
**Email:** k.oakley@tridim.com

James Yahnker  
413 Beasley Drive, Apt. M-7  
Greenville, NC 27834

**District #:** 1

**Application Date:** 2/28/2011

**Home Phone:** (252) 758-3291  
**Business Phone:** (252) 847-4400  
**Email:** yahnker06@suddenlink.net

# Applicants for Youth Council

None.



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Ordinance to annex Covengton Downe, Block G, Lot 12, involving 5.156 acres located along the western right-of-way of Arlington Boulevard and 210+/- feet north of Fire Tower Road

**Explanation:** **Abstract:** The City received a voluntary annexation petition to annex Covengton Downe, Block G, Lot 12, involving 5.156 acres located along the western right-of-way of Arlington Boulevard and 210+/- feet north of Fire Tower Road. The subject area is currently undeveloped and is anticipated to accommodate 41,000+/- square feet of retail space.

## ANNEXATION PROFILE

### A. SCHEDULE

1. Advertising date: April 28, 2014
2. City Council public hearing date: May 8, 2014
3. Effective date: June 30, 2014

### B. CHARACTERISTICS

1. Relation to Primary City Limits: Contiguous
2. Relation to Recognized Industrial Area: Outside
3. Acreage: 5.156
4. Voting District: 5
5. Township: Winterville

- 6. Vision Area: D
- 7. Zoning: CG (General Commercial)
- 8. Land Use: Existing: Vacant  
Anticipated: 41,000+/- square feet of retail space
- 9. Population:

	Formula	Number of People
Total Current	-----	0
Estimated at full development	----	0
Current Minority	-----	0
Estimated Minority at full development	----	0
Current White	-----	0
Estimated White at full development	----	0

\* - people per household in Greenville

- 10. Rural Fire Tax District: Rural Winterville
- 11. Greenville Fire District: Station #3 (Distance of 1.8 miles)
- 12. Present Tax Value: \$4,323.13  
Estimated Future Tax Value: \$25,643.13

**Fiscal Note:** The total estimated tax value at full development is \$25,643.13.

**Recommendation:** Approve the attached ordinance to annex Covengton Downe, Block G, Lot 12.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

- [Survey](#)
- [Ordinance Covengton Downe Blck G Lot 12 977895](#)

ORDINANCE NO. 14-  
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the City Council has directed the City Clerk to investigate the sufficiency of said petition; and

WHEREAS, the City Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at City Hall at 7:00 p.m. on the 8<sup>th</sup> day of May, 2014, after due notice by publication in The Daily Reflector on the 28<sup>th</sup> day of April, 2014; and

WHEREAS, the City Council does hereby find as a fact that said petition meets the requirements of G. S. 160A-31, as amended.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES ORDAIN:

Section 1. That by virtue of the authority vested in the City Council of the City of Greenville, North Carolina, under G. S. 160A-31, as amended, the following described contiguous territory is annexed:

TO WIT: Being all of that certain property as shown on the annexation map entitled "Covengton Down, Block G, Lot 12", involving 5.156 acres as prepared by Bohler Engineering.

LOCATION: Lying and being situated in Winterville Township, Pitt County, North Carolina, located along the western right-of-way of Arlington Boulevard and 210+/- feet north of East Fire Tower Road.

GENERAL DESCRIPTION:

BEGINNING AT AN IRON PIPE FOUND MARKING THE INTERSECTION OF THE WESTERLY RIGHT-OF-WAY LIMITS OF ARLINGTON BOULEVARD (80' RIGHT-OF-WAY), WITH THE DIVISION LINE BETWEEN THE LANDS OF COVENGTON GROUP, LTD. (DEED BOOK 194 PAGE 186) ON THE NORTH, AND LOT 11, BLOCK G, COVENGTON DOWNE SUBDIVISION (MAP BOOK 60 PAGE 152) ON THE SOUTH, THENCE WITH SAID DIVISION LINE; 1. SOUTH 78° 04' 52" WEST, 211.19 FEET TO AN IRON PIPE FOUND, THENCE CONTINUING WITH SAID DIVISION LINE, AND THE DIVISION LINE BETWEEN THE SAID LANDS OF COVENGTON GROUP, LTD. ON THE WEST, AND LOT 10, BLOCK G, COVENGTON DOWNE SUBDIVISION (MAP BOOK 52 977895

PAGE 147) ON THE EAST, THENCE WITH SAID DIVISION LINE; 2. SOUTH 11° 55' 20" EAST, 226.74 FEET TO A BENT PIPE FOUND, THENCE DEPARTING SAID DIVISION LINE, AND WITH THE DIVISION LINE BETWEEN THE SAID LANDS OF COVENGTON GROUP, LTD. ON THE NORTH, AND LOTS 8 & 9, BLOCK G, COVENGTON DOWNE SUBDIVISION (MAP BOOK 68 PAGE 71) ON THE SOUTH, THENCE WITH SAID DIVISION LINE; 3. SOUTH 78° 04' 40" WEST, 339.00 FEET, THENCE DEPARTING SAID DIVISION LINE, AND WITH A LINE THROUGH THE SAID LANDS OF COVENTON GROUP, LTD., THE FOLLOWING FOUR COURSES AND DISTANCES; 4. NORTH 11° 55' 20" WEST, 523.79 FEET, THENCE; 5. CONTINUING, NORTH 78° 04' 52" EAST, 384.32 FEET, THENCE; 6. CONTINUING, SOUTH 11° 55' 20" EAST, 94.76 FEET, THENCE; 7. CONTINUING, NORTH 78° 04' 52" EAST, 165.89 FEET TO A POINT ON THE SAID WESTERLY RIGHT-OF-WAY LIMITS OF ARLINGTON BOULEVARD, SAID RIGHT-OF-WAY LIMITS ALSO BEING THE WESTERLY LINE OF A PROPOSED 5' WIDE RIGHT-OF-WAY TAKING, THENCE WITH SAID WESTERLY RIGHT-OF-WAY LIMITS; 8. SOUTH 11° 54' 57" EAST, 202.27 FEET TO THE PLACE OF BEGINNING CONTAINING 224,577 SQUARE FEET OR 5.156 ACRES.

Section 2. Territory annexed to the City of Greenville by this ordinance shall, pursuant to the terms of G. S. 160A-23, be annexed into Greenville municipal election district five. The City Clerk, City Engineer, representatives of the Board of Elections, and any other person having responsibility or charge of official maps or documents shall amend those maps or documents to reflect the annexation of this territory into municipal election district five.

Section 3. The territory annexed and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Greenville and shall be entitled to the same privileges and benefits as other territory now within the City of Greenville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 4. The Mayor of the City of Greenville, North Carolina, shall cause a copy of the map of the territory annexed by this ordinance and a certified copy of this ordinance to be recorded in the office of the Register of Deeds of Pitt County and in the Office of the Secretary of State in Raleigh, North Carolina. Such a map shall also be delivered to the Pitt County Board of Elections as required by G.S. 163-288.1.

Section 5. This annexation shall take effect from and after the 30<sup>th</sup> day of June, 2014.

ADOPTED this 8<sup>th</sup> day of May, 2014.

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Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

NORTH CAROLINA  
PITT COUNTY

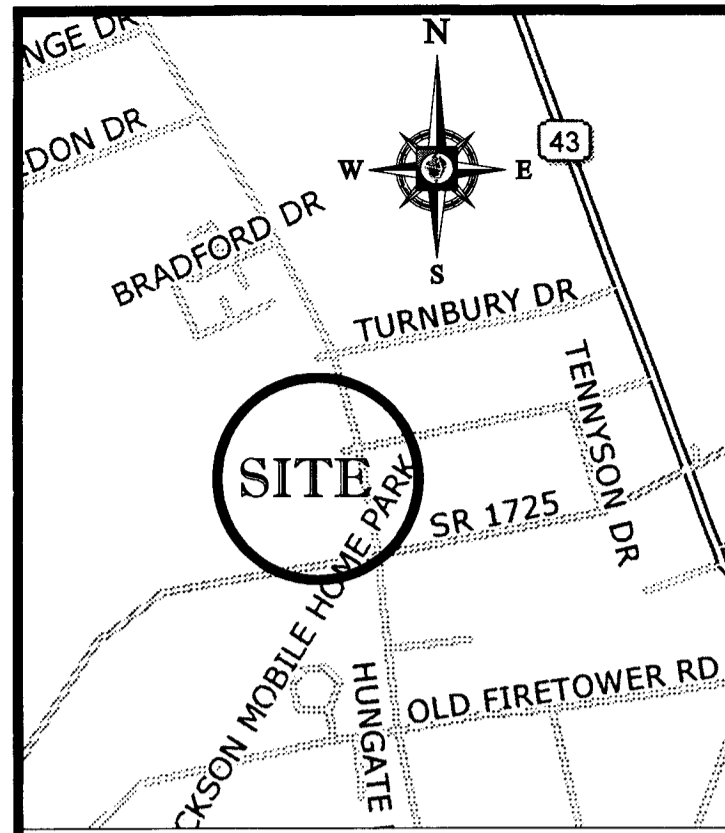
I, \_\_\_\_\_, a Notary Public for said County and State, certify that Carol L. Barwick personally came before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument was signed in its name by its Mayor, sealed with the corporate seal, and attested by herself as its City Clerk.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_





**VICINITY MAP**  
SCALE: 1"=1,000'

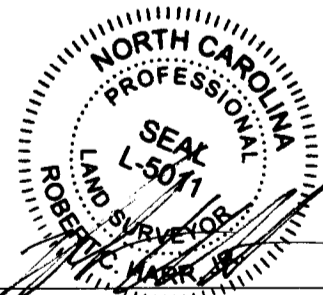
**NOTES**

- THIS PLAT REPRESENTS AN ANNEXATION SURVEY. NOT FOR RECORDATION OR SALES.
- ALL DISTANCES ARE HORIZONTAL GROUND MEASURED UNLESS SHOWN OTHERWISE.
- AREA BY COORDINATES.
- THE PROPERTY IS LOCATED IN OTHER AREAS ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) PER MAP ENTITLED "FIRM, FLOOD INSURANCE RATE MAP, NORTH CAROLINA, PANEL 4686", MAP NUMBER 372046860J, MAP EFFECTIVE DATE JANUARY 2, 2004.
- PROPERTY SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS-OF-WAY, RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.

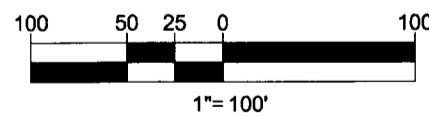
Attachment number 2  
Page 1 of 1

**REFERENCES**

- D.B. 194 PG. 486
- M.B. 68 PG. 71
- M.B. 60 PG. 152
- M.B. 52 PG. 147



SIGNED:  
ROBERT C. HARR, JR.  
PROFESSIONAL LAND SURVEYOR NO. L-5011



BEING PART OF  
PARCEL NUMBERS 33117 AND 04191

COVENGTON DOWNE		MAP NO.	PLATS RECORDED	BOOK	PAGE
BLOCK G, LOT 12					
REFERENCE DEED BOOK 194 PAGE 486					
OF THE PITT COUNTY REGISTRY					
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA					
BOHLER ENGINEERING NC PLLC LICENSE NO. P-1132					
 22636 DAVIS DRIVE, SUITE 250 STERLING, VIRGINIA 20164 703.709.9500 - 703.709.9501 FAX www.bohlerengineering.com	SURVEYED J.Q.	APPROVED R.C.H.			
	DRAWN C.E.P.	DATE 03/20/14			
	CHECKED J.S.	SCALE 1" = 100'			

MAP SHOWING AREA ANNEXED BY  
THE CITY OF GREENVILLE, NC  
EFFECTIVE DATE \_\_\_\_\_; ORDINANCE NO. \_\_\_\_\_;  
AREA: 5.156 AC.  
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

**SURVEYOR'S CERTIFICATION**  
I, ROBERT C. HARR, JR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 194 PAGE 186-188 OR FROM BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN MAP BOOK 68 PAGE 71 OR AS REFERENCED HEREON, THAT THE RATIO OF PRECISION FOR TRADITIONAL SURVEY METHOD IS 1:10,000 +; THAT THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS PART 2-STANDARDS FOR GEODETIC NETWORKS AT THE CLASS "A" ACCURACY CLASSIFICATION (95% CONFIDENCE) AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GPS SURVEY:  
POSITION ACCURACY: DOES NOT EXCEED 0.10'  
TYPE OF GPS FIELD PROCEDURE: STATIC  
DATE(S) OF SURVEY: 10-22-2013  
DATUM/EPOCH: NAD\_83 (NSRS 2011)  
PUBLISHED FIELD CONTROL MONUMENTS USED:  
NCGS CORS (NO NCGS FIELD CONTROL FOUND WITHIN 2000 FEET)  
GEOID MODEL: GEOID 12A  
COMBINED GRID FACTOR: 0.99999008  
UNITS: U.S. SURVEY FOOT  
THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.  
I FURTHER CERTIFY THAT THIS PLAT WAS DRAWN IN ACCORDANCE WITH G.S. 47-30(f)(1)(i)(d). THIS SURVEY IS OF AN ACCURACY CLASSIFICATION AS AN EXEMPTION TO THE DEFINITION OF "PROFESSIONAL SURVEYING".  
WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.  
ROBERT C. HARR, JR.  
PROFESSIONAL LAND SURVEYOR NO. L-5011  
SIGNED  
PROFESSIONAL LAND SURVEYOR NO. L-5011



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Ordinance to annex Gateway West, Phase 2, Lot 2, involving 5.028 acres located between US Highway 264 and Gateway Drive and 325+/- feet west of Stantonsburg Road

**Explanation:** **Abstract:** The City received a voluntary annexation petition to annex Gateway West, Phase 2, Lot 2, involving 5.028 acres located between US Highway 264 and Gateway Drive and 325+/- feet west of Stantonsburg Road. The subject area is currently undeveloped and is anticipated to accommodate 41,000+/- square feet of retail space.

## ANNEXATION PROFILE

### A. SCHEDULE

1. Advertising date: April 28, 2014
2. City Council public hearing date: May 8, 2014
3. Effective date: June 30, 2014

### B. CHARACTERISTICS

1. Relation to Primary City Limits: Contiguous
2. Relation to Recognized Industrial Area: Outside
3. Acreage: 5.028
4. Voting District: 1
5. Township: Arthur

- 6. Vision Area: F
- 7. Zoning: CG (General Commercial)
- 8. Land Use: Existing: Vacant  
Anticipated: 41,000+/- square feet of retail space
- 9. Population:

	Formula	Number of People
Total Current	-----	0
Estimated at full development	----	0
Current Minority	-----	0
Estimated Minority at full development	----	0
Current White	-----	0
Estimated White at full development	----	0

\* - people per household in Greenville

- 10. Rural Fire Tax District: Red Oak
- 11. Greenville Fire District: Station #2 (Distance of 2.0 miles)
- 12. Present Tax Value: \$2,733.36  
Estimated Future Tax Value: \$24,053.36

**Fiscal Note:** The total estimated tax value at full development is \$24,053.36.

**Recommendation:** Approve the attached ordinance to annex Gateway West, Phase 2, Lot 2

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

- [Survey](#)
- [Ordinance Gateway West Phase 2 Lot 2 977897](#)

ORDINANCE NO. 14-  
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the City Council has directed the City Clerk to investigate the sufficiency of said petition; and

WHEREAS, the City Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at City Hall at 7:00 p.m. on the 8<sup>th</sup> day of May, 2014, after due notice by publication in The Daily Reflector on the 28<sup>th</sup> day of April, 2014; and

WHEREAS, the City Council does hereby find as a fact that said petition meets the requirements of G. S. 160A-31, as amended.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES ORDAIN:

Section 1. That by virtue of the authority vested in the City Council of the City of Greenville, North Carolina, under G. S. 160A-31, as amended, the following described contiguous territory is annexed:

TO WIT: Being all of that certain property as shown on the annexation map entitled "Gateway West, Phase 2, Lot 2", involving 5.028 acres as prepared by Bohler Engineering.

LOCATION: Lying and being situated in Arthur Township, Pitt County, North Carolina, located between US Highway 264 and Gateway Drive and 325+/- west of Stantonsburg Road.

GENERAL DESCRIPTION:

BEGINNING AT THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY LIMITS OF NC RTE. 1467 (A.K.A. STANTONSBURG ROAD) (320' WIDE PUBLIC RIGHT-OF-WAY), WITH THE DIVISION LINE BETWEEN LOT 1, GATEWAY WEST, PHASE I (MAP BOOK 72 PAGE 72) ON THE EAST, AND FUTURE DEVELOPMENT, GATEWAY WEST, PHASE I (MAP BOOK 72 PAGE 72) ON THE WEST, THENCE WITH SAID DIVISION LINE; 1. SOUTH 00° 53' 30" WEST, 271.44 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY LIMITS OF GATEWAY DRIVE (50' WIDE PUBLIC RIGHT-OF-WAY), THENCE WITH SAID WESTERLY RIGHT-OF-WAY LIMITS; 2. 378.64 FEET ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 225.00 FEET, A  
977897

CENTRAL ANGLE OF 96° 25' 12", AND HAVING A CHORD BEARING AND DISTANCE OF SOUTH 60° 12' 11" WEST, 335.52 FEET, THENCE DEPARTING SAID WESTERLY RIGHT-OF-WAY LIMITS, AND WITH A LINE THROUGH SAID FUTURE DEVELOPMENT; 3. NORTH 88° 45' 51" WEST, 304.22 FEET TO A POINT ON THE DIVISION LINE BETWEEN SAID FUTURE DEVELOPMENT ON THE EAST, AND LOT 52-56, BLOCK B, PARK WEST, SECTION TWO (MAP BOOK 47 PAGE 140) ON THE WEST, THENCE WITH SAID DIVISION LINE;4. NORTH 00° 53' 30" EAST, 449.87 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LIMITS OF NC RTE. 1467 (A.K.A. STANTONSBURG ROAD) (320' WIDE PUBLIC RIGHT-OF-WAY), THENCE WITH SAID SOUTHERLY RIGHT-OF-WAY LIMITS, THE FOLLOWING THREE COURSES AND DISTANCES; 5. NORTH 87° 09' 07" EAST, 7.17 FEET, THENCE; 6. CONTINUING, SOUTH 83° 50' 14" EAST, 200.17 FEET TO THE BEGINNING OF A NON-TANGENTIAL CURVE, 7. CONTINUING, 386.41 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 7479.44 FEET, A CENTRAL ANGLE OF 02° 57' 36", AND A CHORD BEARING AND DISTANCE OF NORTH 89° 34' 19" EAST, 386.37 FEET TO THE PLACE OF BEGINNING CONTAINING 219,020 SQUARE FEET OR 5.028 ACRES

Section 2. Territory annexed to the City of Greenville by this ordinance shall, pursuant to the terms of G. S. 160A-23, be annexed into Greenville municipal election district one. The City Clerk, City Engineer, representatives of the Board of Elections, and any other person having responsibility or charge of official maps or documents shall amend those maps or documents to reflect the annexation of this territory into municipal election district one.

Section 3. The territory annexed and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Greenville and shall be entitled to the same privileges and benefits as other territory now within the City of Greenville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 4. The Mayor of the City of Greenville, North Carolina, shall cause a copy of the map of the territory annexed by this ordinance and a certified copy of this ordinance to be recorded in the office of the Register of Deeds of Pitt County and in the Office of the Secretary of State in Raleigh, North Carolina. Such a map shall also be delivered to the Pitt County Board of Elections as required by G.S. 163-288.1.

Section 5. This annexation shall take effect from and after the 30<sup>th</sup> day of June, 2014.

ADOPTED this 8<sup>th</sup> day of May, 2014.

---

Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, a Notary Public for said County and State, certify that Carol L. Barwick personally came before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument was signed in its name by its Mayor, sealed with the corporate seal, and attested by herself as its City Clerk.

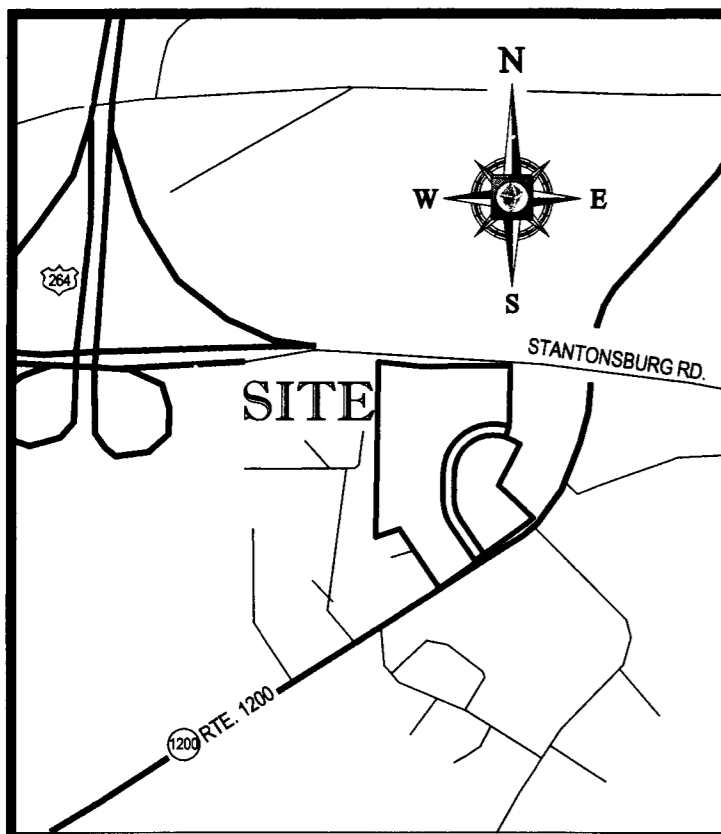
WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

977897

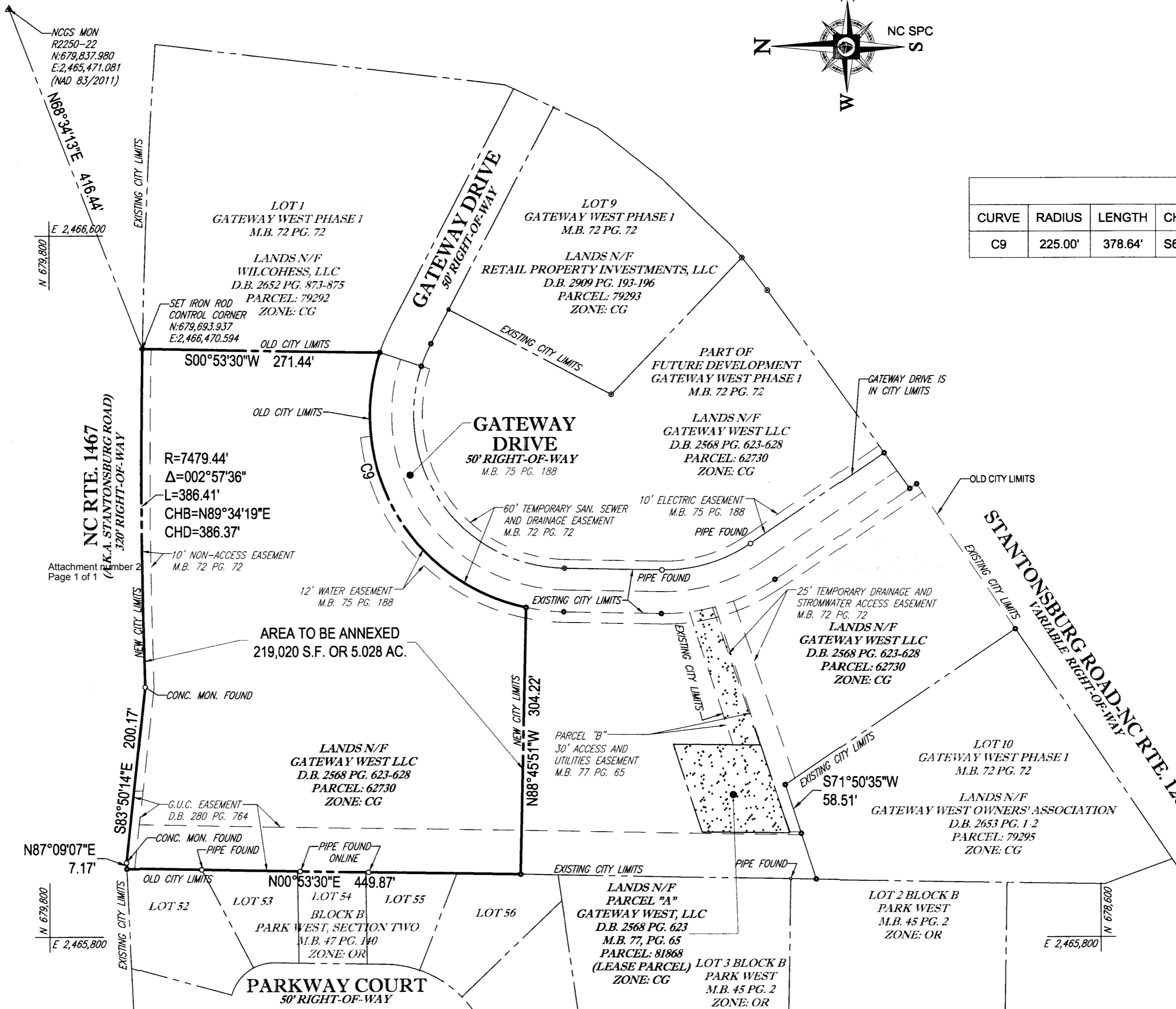
Item # 3



**VICINITY MAP**  
SCALE: 1"=1,000'

**NOTES**

1. THIS PLAT REPRESENTS AN ANNEXATION SURVEY. NOT FOR RECORDATION OR SALES.
2. THE BASIS OF THE BEARINGS AND COORDINATES FOR THIS PLAN IS THE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM (NAD83/NSRS2011) BASED ON STATIC GPS OBSERVATIONS PERFORMED ON OCTOBER 22, 2013 AND EXPRESSED IN US SURVEY FEET.
3. PROPERTY LINES ARE DRAWN FROM INFORMATION FOUND IN DEED BOOK 2568, PAGE 623 AND MAP BOOK 72, PAGE 72, OF THE PITT COUNTY REGISTER OF DEEDS, AND FIELD LOCATIONS.
4. ALL DISTANCES ARE HORIZONTAL GROUND MEASURED UNLESS SHOWN OTHERWISE.
5. AREA BY COORDINATES.
6. THE PROPERTY IS LOCATED IN OTHER AREAS ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) PER MAP ENTITLED "FIRM, FLOOD INSURANCE RATE MAP, NORTH CAROLINA, PANEL 4667", MAP NUMBER 3720466700J, MAP EFFECTIVE DATE JANUARY 2, 2004.
7. PROPERTY SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS-OF-WAY, RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.
8. THIS PROPERTY IS SUBJECT TO THE CITY OF GREENVILLE'S STORM WATER MANAGEMENT PROGRAM.



CURVE TABLE						
CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	TANGENT
C9	225.00'	378.64'	S60°12'11"W	335.52'	096°25'12"	251.74'

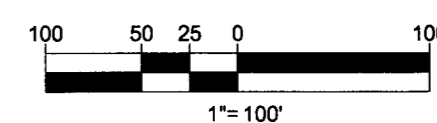
HATCHING DENOTES AREA ANNEXED BY THE CITY OF GREENVILLE SHOWN IN M.B. 77, PG. 45. 14,824 S.F. OR 0.34 ACRE

Attachment Number 2  
Page 1 of 1

SIGNED:   
ROBERT C. HARR, JR.  
PROFESSIONAL LAND SURVEYOR, N.C. L-5011

**REFERENCES**  
D.B. 2668 PG. 623  
M.B. 72 PG. 72  
M.B. 75 PG. 188

**SURVEYOR'S CERTIFICATION**  
I, ROBERT C. HARR, JR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY SUPERVISION (DEED DESCRIPTION REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN MAP BOOK 72 PAGE 72 OR AS REFERENCED HEREON, THAT THE RATIO OF PRECISION FOR TRADITIONAL SURVEY METHOD IS 1:10,000 +; THAT THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS PART 2: STANDARDS FOR GEODETIC NETWORKS AT THE CLASS "A" ACCURACY CLASSIFICATION (95% CONFIDENCE) AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GPS SURVEY:  
POSITION ACCURACY: DOES NOT EXCEED 0.10'  
TYPE OF GPS FIELD PROCEDURE: STATIC  
DATE(S) OF SURVEY: 10-22-2013  
DATUM/EPOCH: NAD 83 (NSRS 2011)  
PUBLISHED/FIELD CONTROL MONUMENTS USED: NCGS R2250-22  
NCGS CORS  
GEOID MODEL: GEOID 12A  
COMBINED GRID FACTOR: 0.999988339  
UNITS: U.S. SURVEY FOOT  
THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.  
I FURTHER CERTIFY PLUS (U.S. 101)(d). THIS SURVEY IS OF ANOTHER CATEGORY AND IS IN EXCEPTION TO THE DEFINITION OF A SUBDIVISION.  
WITNESS MY ORIGINAL SIGNATURE AND SEAL ON THE DAY OF 10/22/2013  
SIGNED:   
PROFESSIONAL LAND SURVEYOR LICENSE NO. L-5011



BEING PART OF PARCEL NUMBER 62730

**GATEWAY WEST**  
PHASE 2, LOT 2  
REFERENCE DEED BOOK 2668, PAGE 623  
OF THE PITT COUNTY REGISTRY  
ARTHUR TOWNSHIP, PITT COUNTY, NORTH CAROLINA

BOHLER ENGINEERING NC PLLC LICENSE NO. P-1132

	SURVEYED J.W.	APPROVED R.C.H.
	DRAWN R.T.	DATE 03/20/14
	CHECKED J.S.	SCALE 1" = 100'

22636 DAVIS DRIVE, SUITE 250  
STERLING, VIRGINIA 20154  
703.708.9500 - 703.709.9501 FAX  
www.bohlerengineering.com

NEW JERSEY ■ PENNSYLVANIA ■ NEW YORK ■ VIRGINIA ■ MASSACHUSETTS ■ MARYLAND ■ FLORIDA ■ NORTH CAROLINA

MAP NO.	PLATS RECORDED	BOOK	PAGE

MAP SHOWING AREA ANNEXED BY THE CITY OF GREENVILLE, NC  
EFFECTIVE DATE \_\_\_\_\_; ORDINANCE NO. \_\_\_\_\_;  
AREA: 5.028 AC.  
ARTHUR TOWNSHIP, PITT COUNTY, NORTH CAROLINA



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Ordinance to annex Langston Commercial and Office Park, Lot 1, involving 6.614 acres located at the southeast corner of the intersection of South Memorial Drive and Regency Boulevard

**Explanation:** **Abstract:** The City received a voluntary annexation petition to annex Langston Commercial and Office Park, Lot 1, involving 6.614 acres located at the southeast corner of the intersection of South Memorial Drive and Regency Boulevard. The subject area is currently undeveloped and is anticipated to accommodate 42,000+/- square feet of retail space.

## ANNEXATION PROFILE

### A. SCHEDULE

1. Advertising date: April 28, 2014
2. City Council public hearing date: May 8, 2014
3. Effective date: June 30, 2014

### B. CHARACTERISTICS

1. Relation to Primary City Limits: Contiguous
2. Relation to Recognized Industrial Area: Outside
3. Acreage: 6.614
4. Voting District: 5
5. Township: Winterville



- 6. Vision Area: E
- 7. Zoning: CG (General Commercial)
- 8. Land Use: Existing: Vacant  
Anticipated: 42,000+/- square feet of retail space
- 9. Population:

	Formula	Number of People
Total Current	-----	0
Estimated at full development	----	0
Current Minority	-----	0
Estimated Minority at full development	----	0
Current White	-----	0
Estimated White at full development	----	0

\* - people per household in Greenville



- 10. Rural Fire Tax District: Rural Winterville
- 11. Greenville Fire District: Station #5 (Distance of 1.5 miles)
- 12. Present Tax Value: \$4,535.77  
Estimated Future Tax Value: \$26,375.77

**Fiscal Note:** The total estimated tax value at full development is \$26,375.77.

**Recommendation:** Approve the attached ordinance to annex Langston Commercial and Office Park, Lot 1

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

-  [Survey](#)
-  [Ordinance\\_\\_Langston\\_Commercial\\_and\\_Office\\_Park\\_Lot\\_1\\_978055](#)

ORDINANCE NO. 14-  
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the City Council has directed the City Clerk to investigate the sufficiency of said petition; and

WHEREAS, the City Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at City Hall at 7:00 p.m. on the 8<sup>th</sup> day of May, 2014, after due notice by publication in The Daily Reflector on the 28<sup>th</sup> day of April, 2014; and

WHEREAS, the City Council does hereby find as a fact that said petition meets the requirements of G. S. 160A-31, as amended.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES ORDAIN:

Section 1. That by virtue of the authority vested in the City Council of the City of Greenville, North Carolina, under G. S. 160A-31, as amended, the following described contiguous territory is annexed:

TO WIT: Being all of that certain property as shown on the annexation map entitled “Langston Commercial and Office Park, Lot 1”, involving 6.614 acres as prepared by Bohler Engineering.

LOCATION: Lying and being situated in Winterville Township, Pitt County, North Carolina, located at the southeast corner of the intersection of South Memorial Drive and Regency Boulevard.

GENERAL DESCRIPTION:

BEGINNING AT A 7/8” PIPE FOUND MARKING THE INTERSECTION OF THE DIVISION LINE BETWEEN THE LANDS OF LANGSTON FARMS, LLC (DEED BOOK 1845 PAGE 459) ON THE NORTH, AND THE LANDS OF AGNES NOBLES STRICKLAND AND PATSY NOBLES CHAPPELL (DEED BOOK 1803 PAGE 445) ON THE SOUTH, WITH THE EASTERLY RIGHT-OF-WAY LIMITS OF SOUTH MEMORIAL DRIVE – NC HWY. 11 (150’ WIDE PUBLIC RIGHT-OF-WAY), THENCE WITH SAID EASTERLY RIGHT-OF-WAY LIMITS, THE FOLLOWING FIVE COURSES AND DISTANCES; 1. NORTH 09° 05’ 44” EAST, 313.45 FEET TO A CONCRETE MONUMENT FOUND, THENCE; 2. CONTINUING, NORTH 10° 03’ 58” EAST, 29.39 FEET TO A CONCRETE

978055

MONUMENT FOUND, THENCE; 3. CONTINUING, SOUTH 79° 56' 02" EAST, 15.00 FEET, THENCE; 4. CONTINUING, NORTH 10° 03' 58" EAST, 237.89 FEET TO A CONCRETE MONUMENT FOUND, THENCE; 5. CONTINUING, NORTH 73° 10' 28" EAST, 60.02 FEET TO A CONCRETE MONUMENT FOUND MARKING THE INTERSECTION OF THE SAID EASTERLY RIGHT-OF-WAY LIMITS, WITH THE SOUTHERLY RIGHT-OF-WAY LIMITS OF REGENCY BOULEVARD (ALSO KNOWN AS THOMAS LANGSTON ROAD) (90' WIDE PUBLIC RIGHT-OF-WAY), THENCE WITH SAID SOUTHERLY RIGHT-OF-WAY LIMITS; 6. SOUTH 56° 43' 45" EAST, 444.41 FEET, THENCE DEPARTING SAID SOUTHERLY RIGHT-OF-WAY LIMITS, AND WITH A LINE THROUGH THE SAID LANDS OF LANGSTON FARMS, LLC; 7. SOUTH 09° 14' 44" WEST, 515.18 FEET TO A POINT ON THE DIVISION LINE BETWEEN THE SAID LANDS OF LANGSTON FARMS, LLC ON THE NORTH, AND THE LANDS OF DONALD R. PARKER, RONALD K. PARKER AND WILMAR FARM, LLC (DEED BOOK 1063 PAGE 227) ON THE SOUTH, THENCE WITH SAID DIVISION LINE; 8. SOUTH 89° 02' 09" WEST, 336.98 FEET TO THE INTERSECTION OF SAID DIVISION LINE, WITH THE SAID DIVISION LINE BETWEEN THE LANDS OF AGNES NOBLES STRICKLAND AND PATSY NOBLES CHAPPELL ON THE WEST, AND THE LANDS OF LANGSTON FARMS, LLC ON THE EAST, THENCE WITH SAID DIVISION LINE, THE FOLLOWING TWO COURSES AND DISTANCES; 9. NORTH 07° 34' 11" EAST, 149.99 FEET, THENCE; 10. CONTINUING, NORTH 81° 08' 04" WEST, 141.80 FEET TO THE PLACE OF BEGINNING CONTAINING 288,102 SQUARE FEET OR 6.614 ACRES

Section 2. Territory annexed to the City of Greenville by this ordinance shall, pursuant to the terms of G. S. 160A-23, be annexed into Greenville municipal election district five. The City Clerk, City Engineer, representatives of the Board of Elections, and any other person having responsibility or charge of official maps or documents shall amend those maps or documents to reflect the annexation of this territory into municipal election district five.

Section 3. The territory annexed and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Greenville and shall be entitled to the same privileges and benefits as other territory now within the City of Greenville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 4. The Mayor of the City of Greenville, North Carolina, shall cause a copy of the map of the territory annexed by this ordinance and a certified copy of this ordinance to be recorded in the office of the Register of Deeds of Pitt County and in the Office of the Secretary of State in Raleigh, North Carolina. Such a map shall also be delivered to the Pitt County Board of Elections as required by G.S. 163-288.1.

Section 5. This annexation shall take effect from and after the 30<sup>th</sup> day of June, 2014.

ADOPTED this 8<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

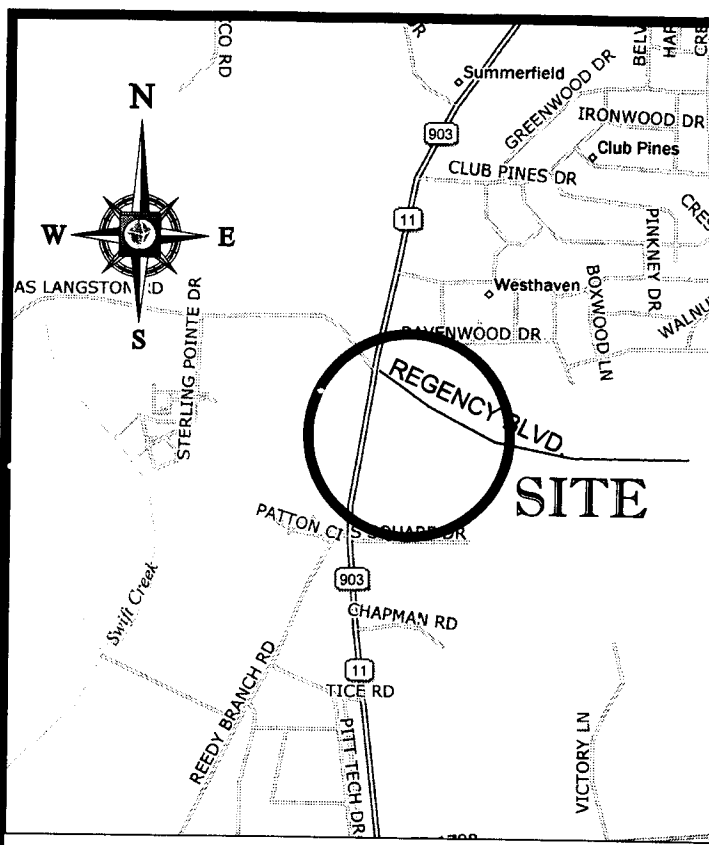
NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, a Notary Public for said County and State, certify that Carol L. Barwick personally came before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument was signed in its name by its Mayor, sealed with the corporate seal, and attested by herself as its City Clerk.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

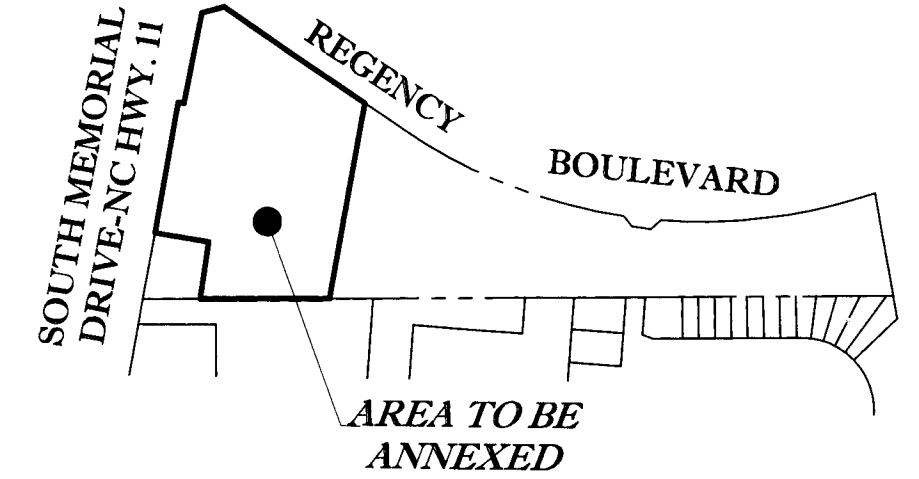
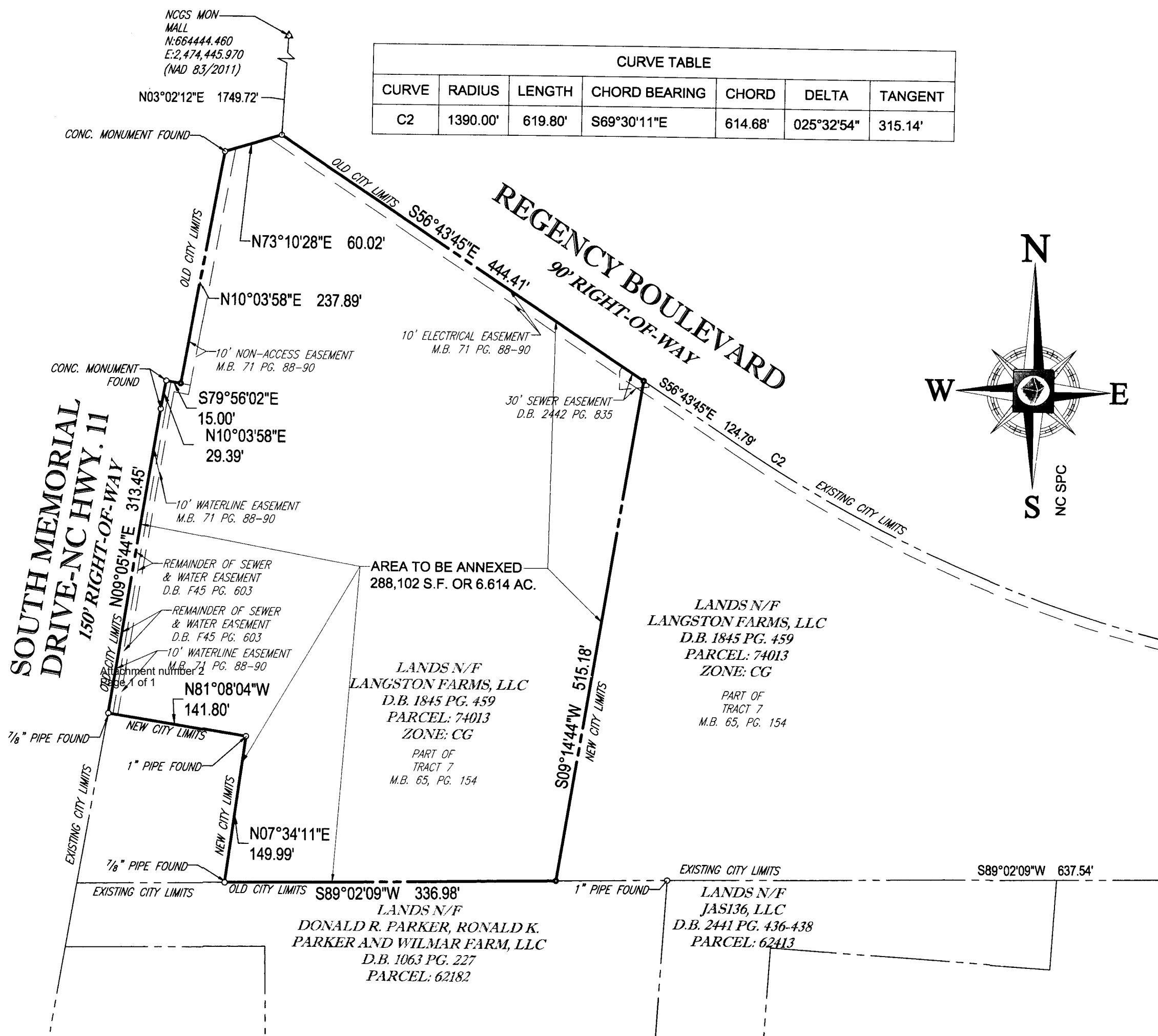


**VICINITY MAP**  
SCALE: 1"=1,000'

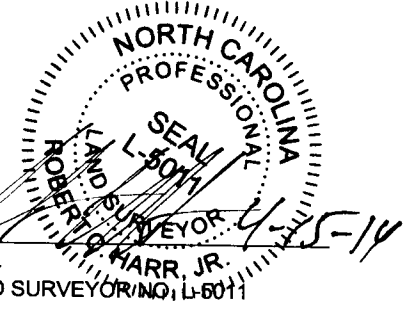
**NOTES**

1. THIS PLAT REPRESENTS AN ANNEXATION SURVEY. NOT FOR RECORDATION OR SALES.
2. THE BASIS OF THE BEARINGS AND COORDINATES FOR THIS PLAN IS THE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM (NAD83/NSRS2011) BASED ON STATIC GPS OBSERVATIONS PERFORMED ON OCTOBER 8., 2013 AND EXPRESSED IN US SURVEY FEET.
3. PROPERTY LINES ARE DRAWN FROM INFORMATION FOUND IN DEED BOOK 1845, PAGE 459 AND MAP BOOK 65, PAGE 154 OF THE PITT COUNTY REGISTER OF DEEDS, AND FIELD LOCATIONS.
4. ALL DISTANCES ARE HORIZONTAL GROUND MEASURED UNLESS SHOWN OTHERWISE.
5. AREA BY COORDINATES.
6. THE PROPERTY IS LOCATED IN OTHER AREAS ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN PER MAP ENTITLED "FIRM, FLOOD INSURANCE RATE MAP, NORTH CAROLINA, PANEL 4676", MAP NUMBER 3720467600J, MAP EFFECTIVE DATE JANUARY 2, 2004.
7. PROPERTY SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS-OF-WAY, RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.
8. THIS PROPERTY IS SUBJECT TO THE CITY OF GREENVILLE'S STORM WATER MANAGEMENT PROGRAM.

CURVE TABLE						
CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	TANGENT
C2	1390.00'	619.80'	S69°30'11"E	614.68'	025°32'54"	315.14'



**KEY MAP**  
SCALE: 1"=500'



SIGNED:  
ROBERT C. HARR, JR.  
PROFESSIONAL LAND SURVEYOR NO. L-6011

**REFERENCES**

- D.B. 1845 PG. 459
- M.B. 65 PG. 154
- M.B. 71 PG. 88

PART OF PARCEL NUMBER 74013

**LANGSTON COMMERCIAL & OFFICE PARK**

LOT 1  
REFERENCE DEED BOOK 1845, PAGE 459  
OF THE PITT COUNTY REGISTRY  
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

BOHLER ENGINEERING NO. PLLC LICENSE NO. P-1132

**BOHLER ENGINEERING**  
NORTH CAROLINA, PLLC

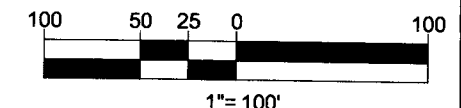
22636 DAVIS DRIVE, SUITE 250  
STERLING, VIRGINIA 20194  
703.709.9200 - 703.709.9501 FAX  
www.bohlerengineering.com

NEW JERSEY PENNSYLVANIA NEW YORK VIRGINIA MASSACHUSETTS MARYLAND FLORIDA NORTH CAROLINA

SURVEYED J.W.	APPROVED R.C.H.
DRAWN R.T.	DATE 03/20/14
CHECKED J.S.	SCALE 1" = 50'

MAP NO.	PLATS RECORDED	BOOK	PAGE
	LANGSTON FARMS, LLC PART OF LOT 7	71	88

MAP SHOWING AREA ANNEXED BY  
THE CITY OF GREENVILLE, NC  
EFFECTIVE DATE \_\_\_\_\_; ORDINANCE NO. \_\_\_\_\_;  
AREA: 6.614 AC.  
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA



**SURVEYOR'S CERTIFICATION**

I, ROBERT C. HARR, JR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN 1845 PAGE 459 OR FROM BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN MAP BOOK 65 PAGE 154 OR AS REFERENCED HEREON, THAT THE RATIO OF PRECISION FOR TRADITIONAL SURVEY METHOD IS 1:10,000 +; THAT THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS PART 2 STANDARDS FOR GEODETIC NETWORKS AT THE CLASS "A" ACCURACY CLASSIFICATION (95% CONFIDENCE) AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GPS SURVEY: POSITION ACCURACY: DOES NOT EXCEED 0.10'; TYPE OF GPS FIELD PROCEDURE: STATIC; DATE(S) OF SURVEY: 10-07-2013; DATUM/EPOCH: NAD 83 (NSRS 2011); PUBLISHED/FIELD CONTROL MONUMENTS USED: NCGS MONUMENT "MALL"; NCGS CORS; GEOID MODEL: GEOID 12A; COMBINED GRID FACTOR: 0.99988915; UNITS: U.S. SURVEY FOOT; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (d), THIS SURVEY IS DEEMED TO BE A PUBLIC SURVEY AND IS EXEMPTED TO THE DEFINITION OF A SUBORDINATE SURVEY.

WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS THE 23<sup>RD</sup> DAY OF MARCH 2014.

SIGNED: \_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR LICENSE NO. L-5011



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Ordinance to annex Tai Ji Enterprise, Incorporated, involving 5.699 acres located on the northern right-of-way of East 10th Street and 275+/- feet east of River Bluff Road

**Explanation:** **Abstract:** The City received a voluntary annexation petition to annex Tai Ji Enterprise, Incorporated, involving 5.699 acres located on the northern right-of-way of East 10th Street and 275+/- feet east of River Bluff Road. The subject area is currently undeveloped and is anticipated to accommodate 54,600+/- square feet of retail space.

## ANNEXATION PROFILE

### A. SCHEDULE

1. Advertising date: April 28, 2014
2. City Council public hearing date: May 8, 2014
3. Effective date: June 30, 2014

### B. CHARACTERISTICS

1. Relation to Primary City Limits: Contiguous
2. Relation to Recognized Industrial Area: Outside
3. Acreage: 5.699
4. Voting District: 3
5. Township: Greenville
6. Vision Area: C

- 7. Zoning: CG (General Commercial)
- 8. Land Use: Existing: Vacant  
Anticipated: 54,600+/- square feet of retail space
- 9. Population:

	Formula	Number of People
Total Current	-----	0
Estimated at full development	----	0
Current Minority	-----	0
Estimated Minority at full development	----	0
Current White	-----	0
Estimated White at full development	----	0

\* - people per household in Greenville

- 10. Rural Fire Tax District: Eastern Pines
- 11. Greenville Fire District: Station #6 (Distance of 0.5 miles)
- 12. Present Tax Value: \$6,197.37  
Estimated Future Tax Value: \$34,589.37

**Fiscal Note:** The total estimated tax value at full development is \$34,589.37.

**Recommendation:** Approve the attached ordinance to annex Tai Ji Enterprise, Incorporated

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[Survey](#)

[Ordinance\\_\\_Tai\\_Ji\\_Enterprises\\_\\_Inc\\_978060](#)

ORDINANCE NO. 14-  
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the City Council has directed the City Clerk to investigate the sufficiency of said petition; and

WHEREAS, the City Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at City Hall at 7:00 p.m. on the 8<sup>th</sup> day of May, 2014, after due notice by publication in The Daily Reflector on the 28<sup>th</sup> day of April, 2014; and

WHEREAS, the City Council does hereby find as a fact that said petition meets the requirements of G. S. 160A-31, as amended.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES ORDAIN:

Section 1. That by virtue of the authority vested in the City Council of the City of Greenville, North Carolina, under G. S. 160A-31, as amended, the following described contiguous territory is annexed:

TO WIT: Being all of that certain property as shown on the annexation map entitled "Tai Ji Enterprise, Incorporated", involving 5.699 acres as prepared by Rivers & Associates.

LOCATION: Lying and being situated in Greenville Township, Pitt County, North Carolina, located on the northern right-of-way of East 10th Street and 275+/- feet east of River Bluff Road.

GENERAL DESCRIPTION:

All that certain tract or parcel of land lying and being situated in Greenville Township, Pitt County, North Carolina bounded on the east by the properties of Abbas Y. Abutaa, G. Angaza Laughinghouse, Keep 1 Investments, LLC, Greenville Manor Condominiums, and Clarence R. Lambe, Jr., on the north by Scion-Virtus Greenville, LLC, aka Pirates Cove Apartments, on the east by St. Paul Pentecostal Holiness Church, Inc. and on the south by N.C. Highway 33, aka East Tenth Street and being described by metes and bounds as follows: BEGINNING in the northern right of way line of N.C. Highway 33, aka East Tenth Street, the southeast corner of the Abba Y. Abutaa property described in Deed Book 2227, at page 613, thence leaving the northern right of way line of N.C. Highway 33 and with the eastern line of the properties of Abbas Y. Abutaa, G. Angaza

978060



Laughinghouse, Keep 1 Investments, LLC, Greenville Manor Condominiums and Clarence R. Lambe, Jr. N 29°27'25" E 1,727.13 feet to a point in the eastern line of the Clarence R. Lambe, Jr. property, said point being a common corner with Scion-Virtus Greenville, LLC property, thence with the southern and eastern lines of the Scion-Virtus Greenville, LLC property S 60°32'35" E 20.00 feet, thence S 29°27'25" W 1,125.00 feet, thence S 66°37'35" E 325.20 feet to a point, a common corner between St. Paul Pentecostal Holiness Church, Inc. and the Scion-Virtus Greenville, LLC property, thence with the western line of St. Paul Pentecostal Holiness Church, Inc. S 23°21'51" W 600.11 feet to a point in the northern right of way line of N.C. Highway 33, aka East Tenth Street, thence with the northern right of way line of N.C. Highway 33 N 66°08'18" W 409.01 to the POINT OF BEGINNING containing 5.699 acres more or less and being the same property described in Deed Book 3201, page 263 and shown on Rivers and Associates, Inc. drawing Z-2585, dated March 14, 2014 entitled Annexation Map for Tai Ji Enterprise, Inc., which by reference is made a part hereof.

Section 2. Territory annexed to the City of Greenville by this ordinance shall, pursuant to the terms of G. S. 160A-23, be annexed into Greenville municipal election district three. The City Clerk, City Engineer, representatives of the Board of Elections, and any other person having responsibility or charge of official maps or documents shall amend those maps or documents to reflect the annexation of this territory into municipal election district three.

Section 3. The territory annexed and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Greenville and shall be entitled to the same privileges and benefits as other territory now within the City of Greenville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 4. The Mayor of the City of Greenville, North Carolina, shall cause a copy of the map of the territory annexed by this ordinance and a certified copy of this ordinance to be recorded in the office of the Register of Deeds of Pitt County and in the Office of the Secretary of State in Raleigh, North Carolina. Such a map shall also be delivered to the Pitt County Board of Elections as required by G.S. 163-288.1.

Section 5. This annexation shall take effect from and after the 30<sup>th</sup> day of June, 2014.

ADOPTED this 8<sup>th</sup> day of May, 2014.

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Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk

978060

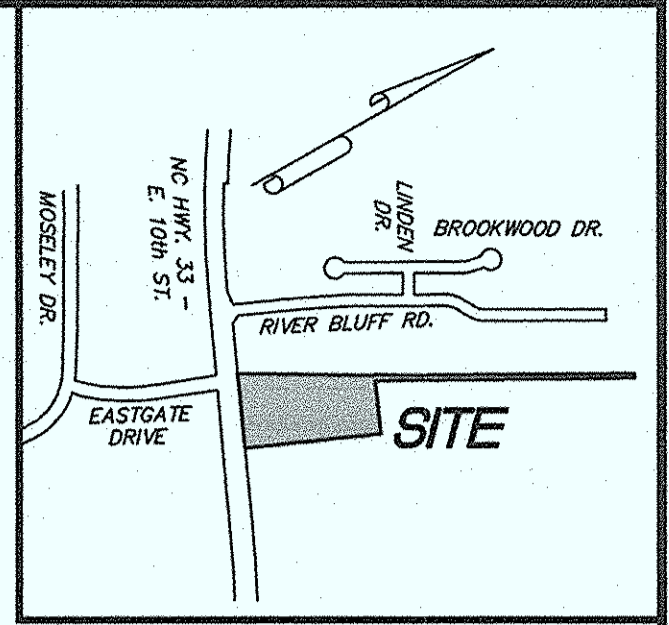
NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, a Notary Public for said County and State, certify that Carol L. Barwick personally came before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument was signed in its name by its Mayor, sealed with the corporate seal, and attested by herself as its City Clerk.

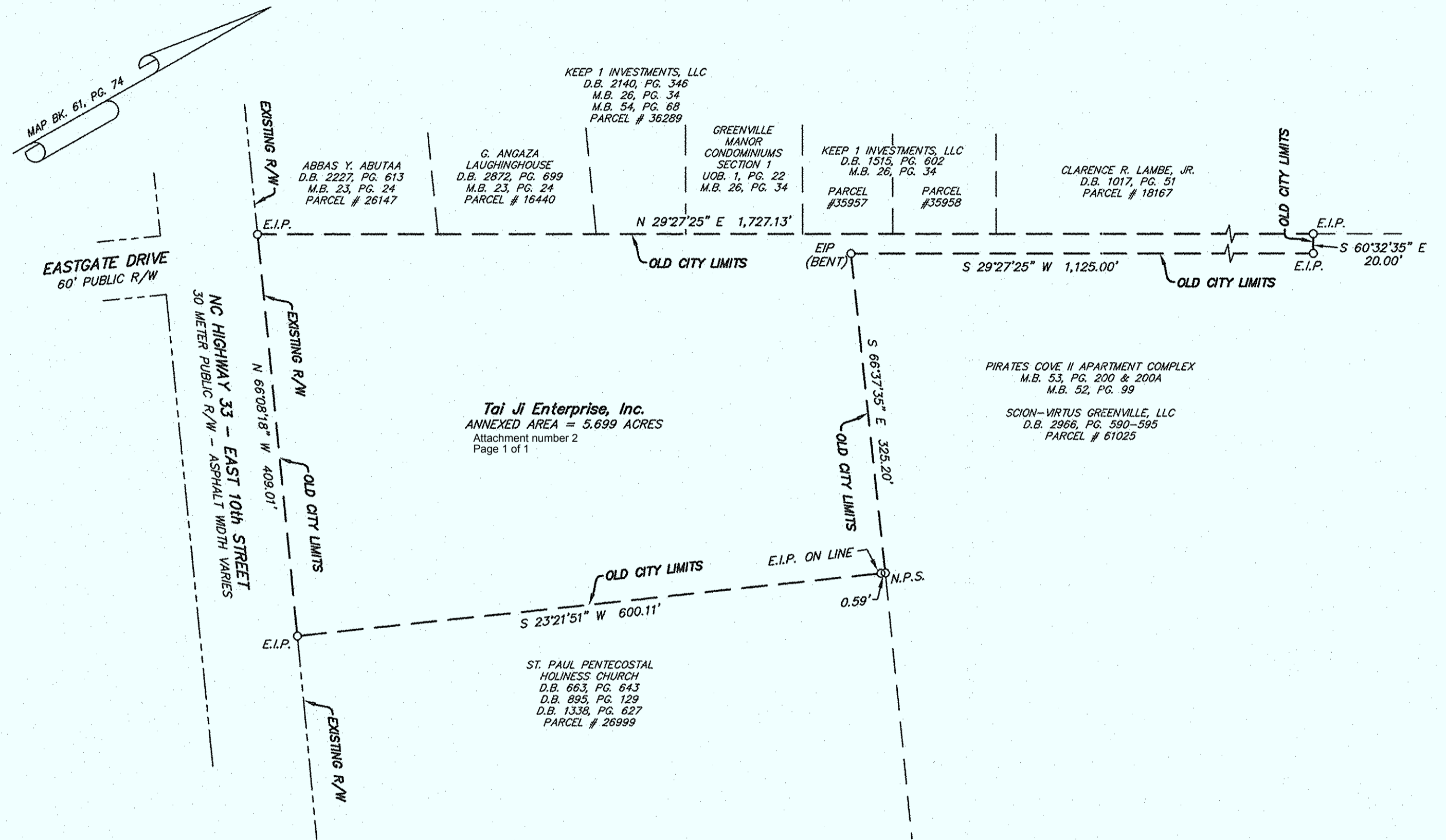
WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**Vicinity Map**  
SCALE: 1"=1,000'



**REFERENCES**

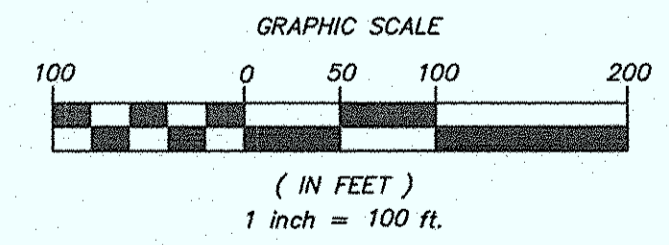
D.B. 3201 PG. 263  
D.B. 3123 PG. 268  
M.B. 61 PG. 74  
UNRECORDED MAP BY GARY S. MILLER AND ASSOCIATES, P.A. ENTITLED "BOUNDARY AND TOPOGRAPHIC SURVEY FOR NC FAN FOOD, INC." DATED DECEMBER 6, 2013.

**Notes :**

1. ALL DISTANCES ARE HORIZONTAL.
2. NO POINT SET AT CORNERS UNLESS OTHERWISE NOTED.
3. AREA BY COORDINATES.
4. PITT COUNTY TAX PARCEL 59377
5. BOUNDARY INFORMATION TAKEN FROM A BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED BY GARY S. MILLER AND ASSOCIATES, P.A. ENTITLED "BOUNDARY AND TOPOGRAPHIC SURVEY FOR NC FAN FOOD, INC." DATED DECEMBER 6, 2013.
6. EXISTING CITY LIMITS DERIVED FROM PITT COUNTY GEOGRAPHIC INFORMATION SYSTEM.

**LEGEND**

RIGHT OF WAY	---
OLD CITY LIMIT	---
PARCEL NUMBER	PN
MAP BOOK	M.B.
PAGE	PG.
DEED BOOK	D.B.
RIGHT OF WAY	R/W
NO POINT SET	N.P.S.
EXISTING IRON PIPE	E.I.P.
NOT TO SCALE	-/-



**ANNEXATION MAP**  
**Tai Ji Enterprise, Inc.**  
GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

RECORDED IN MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

OWNER **Tai Ji Enterprise, Inc.**  
ADDRESS 671 CARRINGTON LANE  
WINTERVILLE, NC 28590  
PHONE (252) 353-5895

MAP NO.	PLATS RECORDED	BOOK	PAGE

MAP SHOWING AREA ANNEXED BY  
**THE CITY OF GREENVILLE, N.C.**  
EFFECTIVE DATE \_\_\_\_\_ ORDINANCE NO. \_\_\_\_\_  
AREA **5.699 ACRES**  
GREENVILLE TOWNSHIP, PITT COUNTY, N.C.

 <small>NC License: F-0334 107 East Second Street Greenville, NC 27835 (252) 752-4135</small>	Engineers	SURVEYED	APPROVED
	Planners	GSM	JMW
	Surveyors	DRAWN	DATE
	Landscape Architects	JHT/EW	3/14/14
	CHECKED	SCALE	
	JMW	1"=100'	



**CERTIFICATION**  
NORTH CAROLINA PITT COUNTY  
I, JAMES M. WALKER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM INFORMATION REFERENCED HEREON, AND DOES NOT REPRESENT A FIELD BOUNDARY SURVEY BY ME AND/OR RIVERS AND ASSOCIATES, INC.; THAT THE RATIO OF PRECISION IS 1:10,000+; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (1)(11)(d), THAT THIS SURVEY IS OF ANOTHER CATEGORY (ANNEXATION MAP), AND IS AN EXCEPTION TO THE DEFINITION OF SUBDIVISION. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 14th DAY OF MARCH, 2014.  
SIGNED   
PROFESSIONAL LAND SURVEYOR  
LICENSE NUMBER L-1556



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Ordinance requested by the County of Pitt to rezone 28.975 acres located along the southern right-of-way of the Norfolk Southern Railroad, 3,600+/- feet west of Allen Road and north of Allen Ridge Subdivision from RA20 (Residential-Agricultural) to I (Industry)

**Explanation:** **Abstract:** The City has received a request from the County of Pitt to rezone 28.975 acres located along the southern right-of-way of the Norfolk Southern Railroad, 3,600+/- feet west of Allen Road and north of Allen Ridge Subdivision from RA20 (Residential-Agricultural) to I (Industry).

### **Required Notices:**

Planning and Zoning meeting notice (property owner and adjoining property owner letter) mailed on April 1, 2014.

On-site sign(s) posted on April 1, 2014.

City Council public hearing notice (property owner and adjoining property owner letter) mailed on April 22, 2014.

Public hearing legal advertisement published on April 28 and May 5, 2014.

### **Comprehensive Plan:**

The subject property is located in Vision Area F.

The Future Land Use Plan Map recommends commercial at the southwest corner of the intersection of Allen Road and the Norfolk Southern Railroad transitioning to office/institutional/multi-family (OIMF) to the south and industrial (I) to the west with conservation/open space (COS) to act as a buffer.

Further, conservation/open space (COS) is recommended along Green Mill Run. The Future Land Use Map identifies certain areas for conservation/open space uses. The map is not meant to be dimensionally specific, and may not correspond precisely with conditions on the ground. When considering rezoning requests or other development proposals, some areas classified as conservation/open space

may be determined not to contain anticipated development limitations. In such cases, the future preferred land use should be based on adjacent Land Use Plan designations, contextual considerations, and the general policies of the comprehensive plan.

The Comprehensive Plan specifically states that, "... all of the industrial areas indicated on the Land Use Plan Map have been buffered with either office, institutional and multi-family or conservation/open space land uses. Buffering has been provided to help prevent land use conflicts between industrial developments and neighboring land uses."

There is a recognized neighborhood focus area at the intersection of Allen Road and Landfill Road. These nodes typically contain 20,000-40,000 of conditioned floor space.

From MacGregor Downs Road to the Norfolk Southern Railroad, Allen Road is considered a "connector" corridor then transitions to a "residential" corridor to its intersection with Dickinson Avenue.

Connector corridors are anticipated to contain a variety of higher intensive activities and uses whereas residential corridors are preferred to accommodate lower intensity residential uses. Along residential corridors, office, service, and retail activities should be specifically restricted to the associated focus area and linear expansion outside of the focus area should be prohibited.

**Thoroughfare/Traffic Volume Report Summary (PWD - Engineering Division):**

Based on the analysis comparing the existing zoning (1,053 daily trips) and requested rezoning, the proposed rezoning classification could generate 800 trips per month, 40 trips per day to and from the site on Allen Road, which is a net decrease of 1,013 less trips per day. Since the traffic analysis for the requested rezoning indicates that the proposal would generate less traffic than the existing zoning, a traffic volume report was not generated.

**History/Background:**

In 2001, the subject property was part of a large-scale extra-territorial jurisdiction (ETJ) extension and was zoned RA20 (Residential-Agricultural).

**Present Land Use:**

Vacant

**Water/Sewer:**

Water and sanitary sewer are located in the right-of-way of Woodridge Park Drive.

**Historic Sites:**

There are no known effects on designated sites

**Environmental Conditions/Constraints:**

There are no known effects on the designated area.

**Surrounding Land Uses and Zoning:**

North: RA20 - Vacant (under common ownership as applicant)  
South: RA20 - Vacant (under common ownership as applicant)  
East: IU - Pitt County Landfill (under common ownership as applicant)  
West: RA20 - Vacant

**Density Estimates:**

Under the current zoning (RA20), staff would anticipate the site to yield no more than 110 single-family lots.

Under the proposed zoning (I), the site could accommodate 277,913+/- square feet of mini-storage/warehouse/industrial uses.

The anticipated build-out time is 2-5 years.

**Fiscal Note:**

No cost to the City.

**Recommendation:**

In staff's opinion, the request is in compliance with Horizons: Greenville's Community Plan and the Future Land Use Plan Map.

"In compliance with the comprehensive plan" should be construed as meaning the requested rezoning is (i) either specifically recommended in the text of the Horizons Plan (or addendum to the plan) or is predominantly or completely surrounded by the same or compatible zoning and (ii) promotes the desired urban form. The requested district is considered desirable and in the public interest, and staff recommends approval of the requested rezoning.

The Planning and Zoning Commission voted to approve the request at its April 15, 2014, meeting.

If City Council determines to approve the request, a motion to adopt the attached rezoning ordinance will accomplish this. The ordinance includes the statutorily required statement describing whether the action taken is consistent with the comprehensive plan and explaining why Council considers the action taken to be reasonable and in the public interest.

If City Council determines to deny the rezoning request, in order to comply with this statutory requirement, it is recommended that the motion be as follows:  
Motion to deny the proposed amendment and to make a finding and

determination that, although the rezoning request is consistent with the comprehensive plan, there is a more appropriate zoning classification and, therefore, denial is reasonable and in the public interest.

Note: In addition to the other criteria, the Planning and Zoning Commission and City Council shall consider the entire range of permitted and special uses for the existing and proposed districts as listed under Title 9, Chapter 4, Article D of the Greenville City Code.

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Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

- [Location Map](#)
- [Survey](#)
- [Bufferyard and Vegetation Standards and Residential Density](#)
- [Ordinance County of Pitt 977783](#)
- [Minutes County of Pitt 977799](#)
- [List of Uses RA20 to I 950032](#)



ORDINANCE NO. 14-  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREENVILLE  
REZONING TERRITORY LOCATED WITHIN THE PLANNING AND ZONING  
JURISDICTION OF THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville, North Carolina, in accordance with Article 19, Chapter 160A, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in The Daily Reflector setting forth that the City Council would, on the 8<sup>th</sup> day of May, 2014, at 7:00 p.m., in the City Council Chambers of City Hall in the City of Greenville, NC, conduct a public hearing on the adoption of an ordinance rezoning the following described territory;

WHEREAS, the City Council has been informed of and has considered all of the permitted and special uses of the districts under consideration; and,

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the City Council does hereby find and determine that the adoption of the ordinance rezoning the following described property is consistent with the adopted comprehensive plan and that the adoption of the ordinance rezoning the following described property is reasonable and in the public interest due to its consistency with the comprehensive plan and, as a result, its furtherance of the goals and objectives of the comprehensive plan.

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES HEREBY ORDAIN:

Section 1. That the following described territory is rezoned from RA20 (Residential-Agricultural) to I (Industry).

TO WIT: County of Pitt Property

LOCATION: Located along the southern right-of-way of the Norfolk Southern Railroad, 3,600+/- feet west of Allen Road and north of Allen Ridge Subdivision.

DESCRIPTION: Beginning at NCGS Monument "Gay" said monument having NC Grid Coordinates N 675,622.204 and E 2,461,424.075 thence N 83-42-58 E, 953.43 feet to a point located in the centerline of the Norfolk Southern Railroad; thence leaving the centerline of the Norfolk Southern Railroad S 19-12-58 W, 55.61 feet to a point located on the southern right of way of the Norfolk Southern Railroad the POINT OF BEGINNING; thence from said point of beginning and running along the southern right of way of the Norfolk Southern Railroad N 83-13-08 E, 679.54 feet to a point located on the southern right of way of the Norfolk Southern Railroad; thence leaving the southern right of way of the Norfolk Southern Railroad S 00-24-28 W, 764.93 feet to a point; thence S 86-40-48 E, 420.73 feet to a point; thence S 19-07-20 E, 70.34 feet to a point; thence S 12-30-34 E, 86.55 feet to a point; thence S 03-22-26 W, 357.31 feet to a point; thence S 82-58-57 W, 101.18 feet to a point; thence S 87-51-34 W, 93.32 feet to a point; thence S 89-50-38 W,



98.86 feet to a point; thence N 83-58-37 W, 103.86 feet to a point; thence N 75-32-32 W, 93.71 feet to a point; thence N 75-03-42 W, 259.18 feet to a point; thence S 62-57-06 W, 122.88 feet to a point; thence S 47-35-37 W, 201.71 feet to a point; thence N 50-50-06 W, 56.86 feet to a point; thence S 61-39-15 W, 120.45 feet to an existing iron pipe; thence S 66-06-33 W, 195.52 feet to an existing iron pipe; thence N 06-11-58 E, 849.54 feet to a point; thence N 14-11-56 W, 136.54 feet to a point; thence N 19-12-58 E, 473.53 feet to the point of beginning containing 28.975 acres.

Section 2. That the Director of Community Development is directed to amend the zoning map of the City of Greenville in accordance with this ordinance.

Section 3. That all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 4. That this ordinance shall become effective upon its adoption.

ADOPTED this 8<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

Doc. # 977783

**Excerpt from the DRAFT Planning & Zoning Minutes (4/15/2014)**

ORDINANCE REQUESTED BY THE COUNTY OF PITT TO REZONE 28.975 ACRES LOCATED ALONG THE SOUTHERN RIGHT-OF-WAY OF THE NORFOLK SOUTHERN RAILROAD, 3,600+/- FEET WEST OF ALLEN ROAD AND NORTH OF ALLEN RIDGE SUBDIVISION FROM RA20 (RESIDENTIAL-AGRICULTURAL) TO I (INDUSTRY) - APPROVED

Ms. Chantae Gooby, Planner II, delineated the property. She stated the property is located in the western section of the City, adjacent to the Pitt County Landfill and west of Allen Road. The rezoning is for 28 acres, which is only a portion of the property owned by Pitt County. The property is currently vacant and is accessed from Landfill Road. The proposed Southwest Bypass will be west of the site. There is a small area of the 500-year flood plain to the east. Under the current zoning, the property could accommodate approximately 110 single-family lots. Under the requested zoning, there could be about 277,000 square feet of industrial/warehouse uses. The Land Use Plan recommends commercial at the intersection of Allen Road and Landfill Road with conservation/open space to act as a buffer between the commercial and office/multi-family/institutional to the interior industry. In staff's opinion, the request is in compliance with Horizon's Greenville Community Plan and the Future Land Use Plan Map.

Chairman Parker opened the public hearing.

Mr. James Rhodes, with the Pitt County Planning Department, spoke in favor of the request. He stated that this rezoning is only a portion of the property. This rezoning will help define the current industrial-zoned property. The request is in conformance with the City's Land Use Plan.

Mr. Weitz asked if Pitt County was required to comply with City zoning laws when the area is an open use as opposed to a building.

Mr. Rhodes stated that it is not an open use. It is a transfer station.

Attorney Holec stated that the County does have to comply with City zoning regulations.

Mr. Weitz asked even if it was an open area use.

Attorney Holec stated yes because it is still a use. The use of a property is governed by zoning.

No one spoke in opposition of the request.

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

No comments were made during board discussion.

**Motion made by Mr. Weitz, seconded by Mr. King, to recommend approval of the proposed amendment to advise that it is consistent with the Comprehensive Plan and other**

**applicable plans and to adopt the staff report which addresses plan consistency and other matters. Motion passed unanimously.**

## **EXISTING ZONING**

### **RA20 (Residential-Agricultural)**

#### ***Permitted Uses***

*(1) General:*

- a. Accessory use or building
- c. On-premise signs per Article N

*(2) Residential:*

- a. Single-family dwelling
- f. Residential cluster development per Article M
- k. Family care home (see also section 9-4-103)
- q. Room renting

*(3) Home Occupations (see all categories):\*None*

*(4) Governmental:*

- b. City of Greenville municipal government building or use (see also section 9-4-103)

*(5) Agricultural/ Mining:*

- a. Farming; agriculture, horticulture, forestry (see also section 9-4-103)
- c. Wayside market for farm products produced on site
- e. Kennel (see also section 9-4-103)
- f. Stable; horse only (see also section 9-4-103)
- g. Stable; per definition (see also section 9-4-103)
- h. Animal boarding not otherwise listed; outside facility, as an accessory or principal use

*(6) Recreational/ Entertainment:*

- f. Public park or recreational facility
- g. Private noncommercial park or recreational facility

*(7) Office/ Financial/ Medical:\* None*

*(8) Services:*

- o. Church or place of worship (see also section 9-4-103)

*(9) Repair:\* None*

*(10) Retail Trade:\* None*

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:\* None*

*(12) Construction:*

- c. Construction office; temporary, including modular office (see also section 9-4-103)

*(13) Transportation:\* None*

*(14) Manufacturing/ Warehousing: \* None*

*(15) Other Activities (not otherwise listed - all categories):\* None*

### **RA20 (Residential-Agricultural)**

#### ***Special Uses***

- (1) General:\* None*

*(2) Residential:*

- b. Two-family attached dwelling (duplex)
- g. Mobile Home
- n. Retirement center or home
- o. Nursing, convalescent center or maternity home; major care facility

*(3) Home Occupations (see all categories):*

- a. Home occupation; including barber and beauty shops
- c. Home occupation; including manicure, pedicure or facial salon

*(4) Governmental:*

- a. Public utility building or use

*(5) Agricultural/ Mining:*

- b. Greenhouse or plant nursery; including accessory sales

*(6) Recreational/ Entertainment:*

- a. Golf course; regulation
- c.(1). Tennis club; indoor and outdoor facilities

*(7) Office/ Financial/ Medical:\* None*

*(8) Services:*

- a. Child day care facilities
- b. Adult day care facilities
- d. Cemetery
- g. School; junior and senior high (see also section 9-4-103)
- h. School; elementary (see also section 9-4-103)
- i. School; kindergarten or nursery (see also section 9-4-103)

*(9) Repair:\* None*

*(10) Retail Trade:\* None*

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:\* None*

*(12) Construction:\* None*

*(13) Transportation:\* None*

*(14) Manufacturing/ Warehousing: \* None*

*(15) Other Activities (not otherwise listed - all categories):\* None*

**PROPOSED ZONING**

**I (Industry)**

***Permitted Uses***

*(1) General:*

- a. Accessory use or building
- b. Internal service facilities
- c. On- premise signs per Article N
- d. Off-premise signs per Article N
- e. Temporary uses; of listed district uses

- f. Retail sales; incidental
- g. Incidental assembly of products sold at retail or wholesale as an accessory to principle use

(2) *Residential*:\* None

(3) *Home Occupations (see all categories)*:\*None

(4) *Governmental*:

- a. Public utility building or use
- b. City of Greenville municipal government building or use (see also section 9-4-103)
- c. County or state government building or use not otherwise listed; excluding outside storage and major or minor repair
- d. Federal government building or use
- e. County government operation center

(5) *Agricultural/ Mining*:

- a. Farming; agriculture, horticulture, forestry (see also section 9-4-103)
- b. Greenhouse or plant nursery; including accessory sales
- e. Kennel (see also section 9-4-103)
- f. Stable; horse only (see also section 9-4-103)
- g. Stable; per definition (see also section 9-4-103)
- h. Animal boarding not otherwise listed; outside facility, as an accessory or principal use
- i. Livestock sales pavilion, auditorium, yard, distribution or transshipment facility
- j. Quarry, mining, excavation and works including material storage and distribution; sand, stone, gravel

(6) *Recreational/ Entertainment*:

- f. Public park or recreational facility
- g. Private noncommercial park or recreational facility
- p. Circus, carnival or fairs

(7) *Office/ Financial/ Medical*:

- b. Operation/processing center
- c. Office; customer service not otherwise listed, including accessory service delivery vehicle parking and indoor storage
- g. Catalogue processing center

(8) *Services*:

- n. Auditorium
- s. Hotel, motel, bed and breakfast inn; limited stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)
- y. Television, and/or radio broadcast facilities including receiving and transmission equipment and towers or cellular telephone and wireless communication towers [unlimited height, except as provided by regulations]
- z. Printing or publishing service including graphic art, map, newspapers, magazines and books
- aa. Catering service including food preparation (see also restaurant; conventional and fast food)
- gg. Vocational rehabilitation center
- nn. Industrial laundries

(9) *Repair*:

- a. Major repair; as an accessory or principal use
- b. Minor repair; as an accessory or principal use
- c. Upholster; automobile, truck, boat or other vehicle, trailer or van
- d. Upholsterer; furniture
- e. Furniture refinishing, stripping or repair facility
- f. Appliance; household and office equipment repair
- h. Appliance; commercial and industrial equipment repair not otherwise listed

*(10) Retail Trade:*

- b. Gasoline or automotive fuel sale; accessory or principal use, retail
- h. Restaurant; conventional
- i. Restaurant; fast food
- cc. Farm supply and commercial implement sales
- dd. Industrial implement, machinery or tool sales

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:*

- a. Wholesale; durable and nondurable goods, not otherwise listed
- d. Rental of automobile, noncommercial trucks or trailers, recreational vehicles, motorcycles and boats
- e. Rental of tractors and/or trailers, or other commercial or industrial vehicles or machinery

*(12) Construction:*

- a. Licensed contractor; general, electrical, plumbing, mechanical, etc. including outside storage
- c. Construction office; temporary, including modular office (see also section 9-4-103)
- d. Building supply; lumber and materials sales, plumbing and/or electrical supply including outside storage

*(13) Transportation:*

- a. Railroad freight or distribution and/or passenger station
- d. Truck terminal or distribution center
- e. Parcel delivery service
- f. Ambulance service
- g. Airport and related activities; private
- h. Parking lot or structure; principal use

*(14) Manufacturing/ Warehousing:*

- a. Ice plant and freezer lockers
- b. Dairy; production, storage and shipment facilities
- c. Bakery; production, storage and shipment facilities
- d. Stone or monument cutting, engraving
- e. Mobile home repair or rework facility; no sales allowed
- g. Cabinet, woodwork or frame shop; excluding furniture manufacturing or upholstery
- h. Engraving; metal, glass or wood
- j. Moving and storage; including outside storage
- k. Mini-storage warehouse, household; excluding outside storage
- l. Warehouse or mini-storage warehouse, commercial or industrial; including outside storage
- m. Warehouse; accessory to approved commercial or industrial uses within the district; excluding outside storage
- n. Petroleum (bulk) storage facility; excluding retail sales
- o. Feed and grain elevator, mixing, redrying, storage or sales facility
- p. Tobacco redrying or processing plant
- q. Fertilizer or lime manufacture or bulk storage
- r. Manufacturing of acid, toxic chemicals or other hazardous materials or explosive products not otherwise listed
- s. Manufacture of nonhazardous products; general, including nonhazardous and nontoxic chemicals and/or materials not otherwise listed
- t. Manufacture of nonhazardous medical supplies or medical products, including distribution
- u. Tire recapping or retreading plant
- v. Bottling or packing plant for nonhazardous materials or products
- w. Bottling or packing plant for hazardous, flammable or explosive materials or products
- y. Recycling collection station of facilities
- z. Metallurgy, steel fabrication, welding
- aa. Meat, poultry or fish processing or packing plant
- bb. Slaughterhouse

cc. Manufacture of pharmaceutical, biological, botanical, medical, and cosmetic products, and related materials

(15) *Other Activities (not otherwise listed - all categories):*\* None

**I (Industry)**  
***Special Uses***

(1) *General:*\* None

(2) *Residential:*

- i. Residential quarters for resident manager, supervisor or caretaker; excluding mobile home
- j. Residential quarters for resident manager, supervisor or caretaker; including mobile home

(3) *Home Occupations (see all categories):*\* None

(4) *Governmental:*

- f. Correctional facility

(5) *Agricultural/ Mining:*\* None

(6) *Recreational/ Entertainment:*

- e. Miniature golf or putt-putt course
- i. Commercial recreation; indoor and outdoor, not otherwise listed
- k. Firearm ranges; indoor or outdoor

(7) *Office/ Financial/ Medical:*

- a. Office; professional and business, not otherwise listed

(8) *Services:*

- a. Child day care facilities
- b. Adult day care facilities
- l. Convention center; private
- s.(1). Hotel, motel, bed and breakfast inn; extended stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)

(9) *Repair:*\* None

(10) *Retail Trade:*

- j. Restaurant; regulated outdoor activities

(11) *Wholesale/ Rental/ Vehicle- Mobile Home Trade:*\* None

(12) *Construction:*\* None

(13) *Transportation:*\* None

(14) *Manufacturing/ Warehousing:*

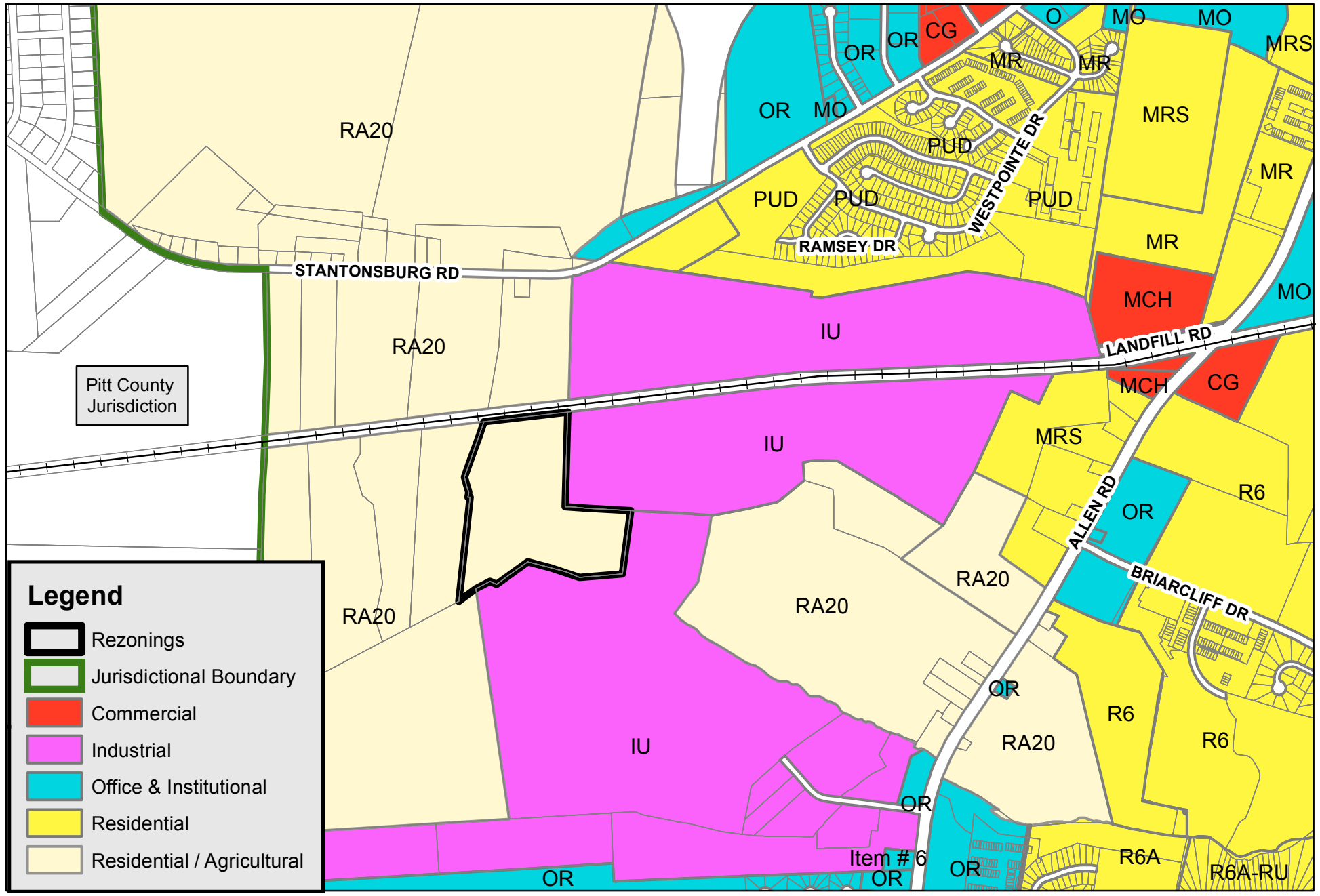
- f. Junkyard automobile graveyard or materials reclamation facility
- x. Sanitary landfill or incinerator; public or private

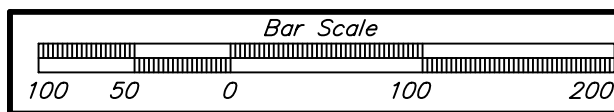
(15) *Other Activities (not otherwise listed - all categories):*

- c. Other activities; commercial services not otherwise listed
- e. Other activities; industrial services not otherwise listed



County of Pitt  
From: RA20 To: I  
28.975 acres  
April 1, 2014





REZONING MAP  
FOR  
COUNTY OF PITT

BEING A PORTION OF  
TAX PARCEL # 00324  
ARTHUR TOWNSHIP  
PITT COUNTY  
NORTH CAROLINA  
SCALE: 1" = 100'  
MARCH 4, 2014

WO 14025 FB 365

**GARY S. MILLER**  
& ASSOCIATES, P.A.  
LAND SURVEYORS  
1803 South Charles Blvd. Phone (252) 756-7878  
Greenville, N.C. 27858 Fax (252) 756-0785  
License # C-0225

I, Gary S. Miller, certify to the following:  
This survey is of another category, such as the recombination of existing parcels, a court ordered survey, or other exception to the definition of subdivision; that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book SEE, Page REF or other reference source); that the boundaries not surveyed are indicated as drawn from information in Book SEE, Page REF or other reference source; that the ratio of precision or positional accuracy is 1:10,000+; and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1600). Witness my hand and seal this 4th day of MARCH, 2014.

*G. S. Miller*  
Signed

Professional Land Surveyor No. L-2562



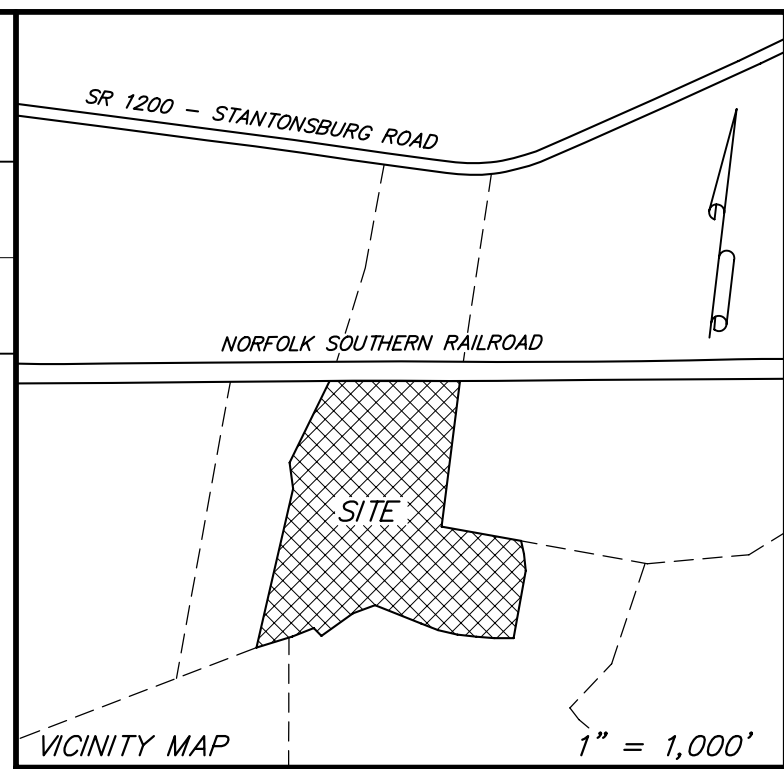
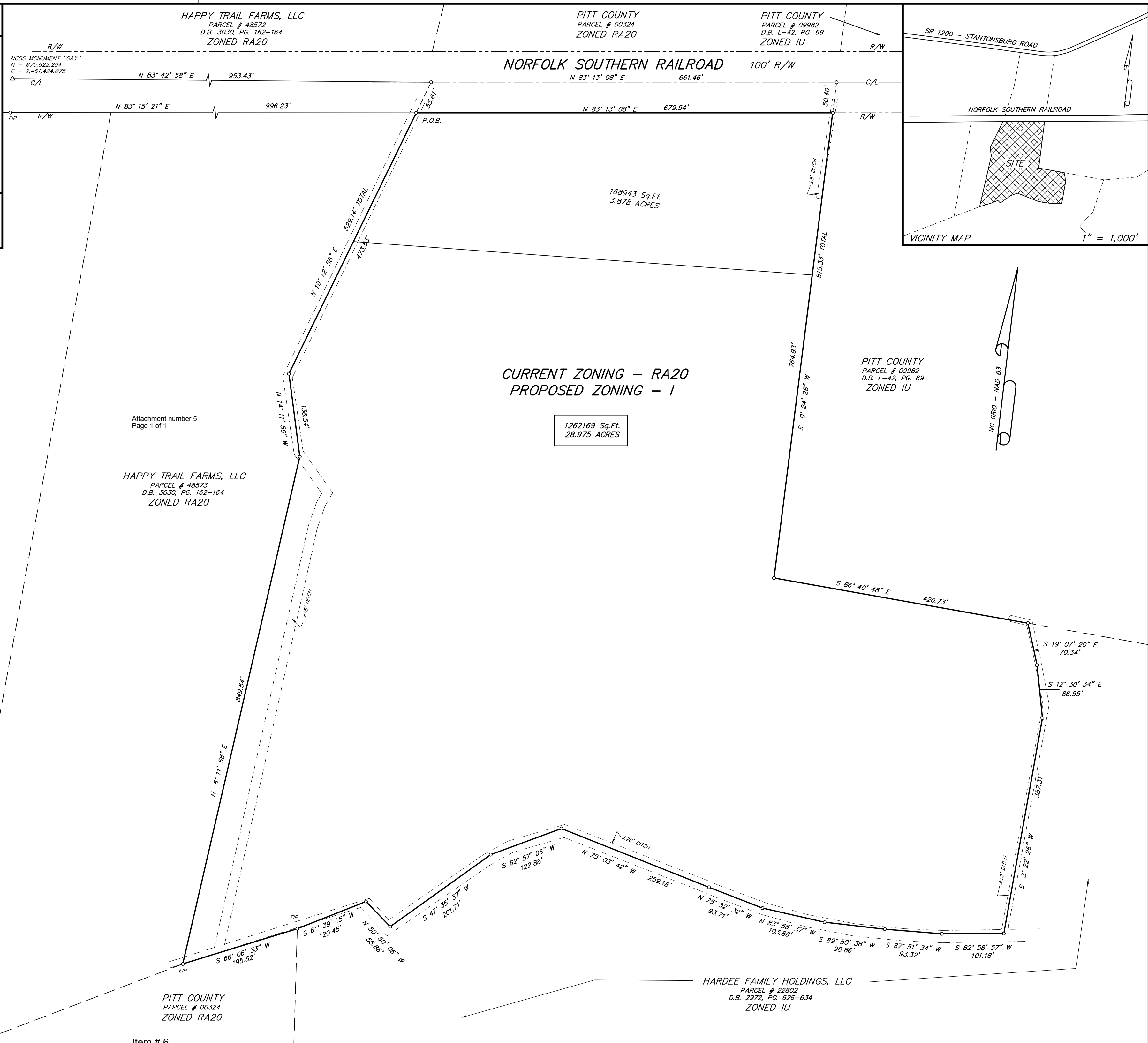
SURVEYED BY: MCP  
DRAWN BY: BLW

REFERENCE:  
MAP FOR EFFIE ALBERTA LEWIS  
HEIRS DATED OCTOBER 20, 1982  
BY ALGIE D. HICKS, RLS

PARCEL NO. 00324

NOTES:  
1. NO POINT SET UNLESS OTHERWISE NOTED.

LEGEND:  
EIP - EXISTING IRON PIPE  
R/W - RIGHT OF WAY  
C/L - CENTERLINE  
P.O.B. - POINT OF BEGINNING



04/30/07

## BUFFERYARD SETBACK AND VEGETATION SCREENING CHART

For Illustrative Purposes Only

**Bufferyard Requirements:** Match proposed land use with adjacent permitted land use or adjacent vacant zone/nonconforming use to determine applicable bufferyard.

PROPOSED LAND USE CLASS (#)	ADJACENT PERMITTED LAND USE CLASS (#)					ADJACENT VACANT ZONE OR NONCONFORMING USE		PUBLIC/PRIVATE STREETS OR R.R.
	Single-Family Residential (1)	Multi-Family Residential (2)	Office/Institutional, light Commercial, Service (3)	Heavy Commercial, Light Industry (4)	Heavy Industrial (5)	Residential (1) - (2)	Non-Residential (3) - (5)	
Multi-Family Development (2)	C	B	B	B	B	C	B	A
Office/Institutional, Light Commercial, Service (3)	D	D	B	B	B	D	B	A
Heavy Commercial, Light Industry (4)	E	E	B	B	B	E	B	A
Heavy Industrial (5)	F	F	B	B	B	F	B	A

Bufferyard A (street yard)		
Lot Size	Width	For every 100 linear feet
Less than 25,000 sq.ft.	4'	2 large street trees
25,000 to 175,000 sq.ft.	6'	2 large street trees
Over 175,000 sq.ft.	10'	2 large street trees

Street trees may count toward the minimum acreage.

Bufferyard B (no screen required)	
Lot Size	Width
Less than 25,000 sq.ft.	4'
25,000 to 175,000 sq.ft.	6'
Over 175,000 sq.ft.	10'

Bufferyard C (screen required)	
Width	For every 100 linear feet
10'	3 large evergreen trees 4 small evergreens 16 evergreen shrubs

Where a fence or evergreen hedge (additional materials) is provided, the bufferyard width may be reduced to eight (8) feet.

Bufferyard D (screen required)	
Width	For every 100 linear feet
20'	4 large evergreen trees 6 small evergreens 16 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Bufferyard E (screen required)	
Width	For every 100 linear feet
30'	6 large evergreen trees 8 small evergreens 26 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Bufferyard F (screen required)	
Width	For every 100 linear feet
50'	8 large evergreen trees 10 small evergreens 36 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

**Parking Area:** Thirty (30) inch high screen required for all parking areas located within fifty (50) feet of a street right-of-way.



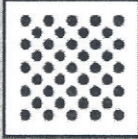
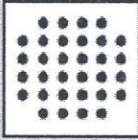
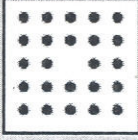
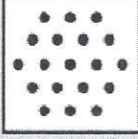

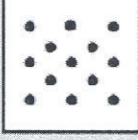
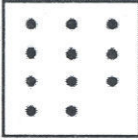
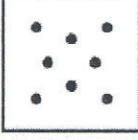
Residential Density		
Maximum density allowed by Zoning District based on average of 2.67 persons per dwelling unit		
<b>High Density</b>		
R6 R6-N R6-MH OR CDF	17 units per acre yields 45 persons per acre	
PUD	12 units per acre yields 32 persons per acre	
<b>Medium Density</b>		
R6-A	9 units per acre yields 24 persons per acre	
R6-S	7 units per acre yields 19 persons per acre	
R9	6 units per acre yields 16 persons per acre	
R9-S	5 units per acre yields 13 persons per acre	
<b>Low Density</b>		
RA-20 MRS	4 units per acre yields 11 persons per acre	
R15-S	3 units per acre yields 8 persons per acre	

Illustration: Maximum allowable density in Residential Zoning Districts



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Ordinance requested by Eastern Area Health Education Center to rezone 0.757 acres located east of the intersection of West Arlington Boulevard and Melrose Drive and 400+/- feet north of West Fifth Street from MR (Medical-Residential [High Density Multi-family) to MO (Medical-Office)

**Explanation:** **Abstract:** The City has received a request from Eastern Area Health Education Center to rezone 0.757 acres located east of the intersection of West Arlington Boulevard and Melrose Drive and 400+/- feet north of West Fifth Street from MR (Medical-Residential [High Density Multi-family) to MO (Medical-Office).

**Required Notices:**

Planning and Zoning meeting notice (property owner and adjoining property owner letter) mailed on April 1, 2014.  
On-site sign(s) posted on April 1, 2014.  
City Council public hearing notice (property owner and adjoining property owner letter) mailed on April 22, 2014.  
Public hearing legal advertisement published on April 28 and May 5, 2014.

**Comprehensive Plan:**

The subject area is located in Vision Area F.

The Future Land Use Plan Map recommends office/institutional/multi-family (OIMF) along the northern right-of-way of West Fifth Street between Schoolhouse Branch and Harris Mill Run transitioning to high density residential (HDR) and conservation/open space (COS) toward the Tar River.

**Thoroughfare/Traffic Report Summary (PWD- Engineering Division):**

Based on uses permitted by the requested rezoning, the proposed rezoning classification could generate 262 trips to and from the site on West Fifth Street, which is a net increase of 189 additional trips.

During the review process, measures to mitigate traffic impacts will be determined.

**History/Background:**

In 1986, the subject property was incorporated into the City's extra-territorial jurisdiction (ETJ) and zoned MD-5, which was later renamed to MR (Medical-Residential).

**Present Land Use:**

Vacant

**Water/Sewer:**

Water and sanitary sewer are located in the right-of-way of West Fifth Street.

**Historic Sites:**

There are no known effects on designated sites.

**Environmental Conditions/Constraints:**

The eastern section of the subject site is impacted by the 100- and 500-year floodplains associated with Schoolhouse Branch.

**Surrounding Land Uses and Zoning:**

North: MR - The Heritage at Arlington Apartments  
South: MO - Vacant (under common ownership as applicant)  
East: MR - The Heritage at Arlington Apartments  
West: MR - Vacant

**Density Estimates:**

Under the current zoning (MR), staff would anticipate the site to yield no more than 11 multi-family units (1, 2 and 3 bedrooms).

Under the proposed zoning (MO), the site could yield 7,254+/- square feet of medical office space.

The anticipated build-out time is 1 to 2 years.

**Fiscal Note:** No cost to the City.

**Recommendation:** In staff's opinion, the request is in compliance with Horizons: Greenville's Community Plan, the Future Land Use Plan Map, and the Medical District Land

Use Plan Update (2007).

"In compliance with the comprehensive plan" should be construed as meaning the requested rezoning is (i) either specifically recommended in the text of the Horizons Plan (or addendum to the plan) or is predominantly or completely surrounded by the same or compatible zoning and (ii) promotes the desired urban form. The requested district is considered desirable and in the public interest, and staff recommends approval of the requested rezoning.

The Planning and Zoning Commission voted to approve the request at its April 15, 2014, meeting.

If City Council determines to approve the request, a motion to adopt the attached rezoning ordinance will accomplish this. The ordinance includes the statutorily required statement describing whether the action taken is consistent with the comprehensive plan and explaining why Council considers the action taken to be reasonable and in the public interest.

If City Council determines to deny the rezoning request, in order to comply with this statutory requirement, it is recommended that the motion be as follows: Motion to deny the proposed amendment and to make a finding and determination that, although the rezoning request is consistent with the comprehensive plan, there is a more appropriate zoning classification and, therefore, denial is reasonable and in the public interest.

Note: In addition to the other criteria, the Planning and Zoning Commission and City Council shall consider the entire range of permitted and special uses for the existing and proposed districts as listed under Title 9, Chapter 4, Article D of the Greenville City Code.

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Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

- [Traffic Report](#)
- [Location Map](#)
- [Survey](#)
- [Bufferyard and Vegetation Standards and Residential Density](#)
- [Ordinance for Eastern Area Health Education Center 977784](#)
- [Minutes Eastern Area Health Education Center 977800](#)
- [List of Uses for MR to MO 900329](#)

ORDINANCE NO. 14-  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREENVILLE  
REZONING TERRITORY LOCATED WITHIN THE PLANNING AND ZONING  
JURISDICTION OF THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville, North Carolina, in accordance with Article 19, Chapter 160A, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in The Daily Reflector setting forth that the City Council would, on the 8<sup>th</sup> day of May, 2014, at 7:00 p.m., in the City Council Chambers of City Hall in the City of Greenville, NC, conduct a public hearing on the adoption of an ordinance rezoning the following described territory;

WHEREAS, the City Council has been informed of and has considered all of the permitted and special uses of the districts under consideration; and,

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the City Council does hereby find and determine that the adoption of the ordinance rezoning the following described property is consistent with the adopted comprehensive plan and that the adoption of the ordinance rezoning the following described property is reasonable and in the public interest due to its consistency with the comprehensive plan and, as a result, its furtherance of the goals and objectives of the comprehensive plan.

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES HEREBY ORDAIN:

Section 1. That the following described territory is rezoned from MR (Medical-Residential) to MO (Medical-Office).

TO WIT: Phillip E. Carroll Property

LOCATION: Located east of the intersection of West Arlington Boulevard and Melrose Drive and 400+/- feet north of West Fifth Street.

DESCRIPTION: All that certain tract or parcel of land lying and being situated in the City of Greenville, Greenville Township, Pitt County, North Carolina, bounded on the north and east by The Heritage at Arlington Apartments, LLC property, on the south by the Philip E. Carroll property, on the west by Arlington Boulevard and being described by metes and bounds as follows:

BEGINNING at an existing iron pipe in the northern terminus of the eastern right of way line of Arlington Boulevard, said iron pipe being the northwest corner of Lot 2, Addison Place as recorded in Map Book 70, page 79 of the Pitt County Registry and a common corner in the southern line of Lot 3 Addison Place as recorded in Map Book 75, Page 54 of the Pitt County Registry; thence leaving the Arlington Boulevard right of way and with the common line between Lots 2 & 3, Addison Place Subdivision, S 51°01'31" E, 20.00 feet to a point, thence S 50°50'05" E, 319.06 feet to a point in the western line of The Heritage



at Arlington Apartments, LLC property as recorded in Deed Book 2931 Page 35, said point being the northeast corner of Lot 2 Addison Place and the southeast corner of Lot 3, Addison Place; thence with the common line between Lot 2 Addison Place and The Heritage at Arlington Apartments, LLC property, S 14°03'17" W, 83.67' feet to a point; thence leaving the common line between The Heritage at Arlington Apartments, LLC property and Lot 2 Addison Place and with the current zoning line N 55°14'21" W, 98.63 feet, thence N 55°18'25" W, 292.46 feet to a point in the eastern right of way line of Arlington Boulevard, thence with the eastern right of way line of Arlington Boulevard along a curve in a counterclockwise direction, said curve having a radius of 330.00 feet, a chord bearing of N 48°16'40" E and a chord distance of 95.84 feet to a point of tangent, thence N 39°55'41" E 11.44 feet to the point of beginning containing 0.757 acres more or less and being shown on Ark Consulting Group, PLLC. drawing C-1001 dated March 17, 2014 entitled Rezoning Map For Philip E. Carroll, A Portion of Addison Place - Lot 2, which by reference is made a part hereof.

Section 2. That the Director of Community Development is directed to amend the zoning map of the City of Greenville in accordance with this ordinance.

Section 3. That all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 4. That this ordinance shall become effective upon its adoption.

ADOPTED this 8<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

Doc. # 977784

**Excerpt from the DRAFT Planning & Zoning Minutes (4/15/2014)**

ORDINANCE REQUESTED BY EASTERN AREA HEALTH EDUCATION CENTER TO REZONE 0.757 ACRES LOCATED EAST OF THE INTERSECTION OF WEST ARLINGTON BOULEVARD AND MELROSE DRIVE AND 400+/- FEET NORTH OF WEST FIFTH STREET FROM MR (MEDICAL-RESIDENTIAL [HIGH DENSITY MULTI-FAMILY]) TO MO (MEDICAL-OFFICE) - APPROVED

Ms. Chantae Gooby, Planner II, delineated the property. She stated the property is located in the central section of the City, north of 5<sup>th</sup> Street and west of Treybrooke Apartments. The requested rezoning area is part of a larger piece of property. This rezoning will result in the whole property having the same zoning. The property is vacant. There is multi-family to the north, vacant and institutional to the south. This request could generate a net increase of 190 trips. All the traffic will be at the signalized intersection at Arlington Boulevard and 5<sup>th</sup> Street. There is a small area of the property in the 500-year flood plain. Any environmental constraints will be considered at the time of development. The Future Land Use Plan recommends office, institutional, or multi-family for this area. Conservation/open space is recommended as a potential environmental constraint. In staff's opinion, the request is in compliance with Horizon's Greenville Community Plan and the Future Land Use Plan Map.

Chairman Parker opened the public hearing.

Mr. Jon Day, representative for the applicant, spoke in favor of the request. He stated that Eastern Area Health Education Center (AHEC) handles the continuing education requirements for medical professionals in Eastern North Carolina. The requested area is under contract with the desire to construct an office building of approximately 30,000 square feet. The rezoning will result in the entire parcel having one zoning. The new building would be owner-occupied with a few leased spaces.

No one spoke in opposition of the request.

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

No comments were made during board discussion.

**Motion made by Mr. Weitz, seconded by Mr. Griffin, to recommend approval of the proposed amendment to advise that it is consistent with the Comprehensive Plan and other applicable plans and to adopt the staff report which addresses plan consistency and other matters. Motion passed unanimously.**

## **EXISTING ZONING**

### **MR (Medical-Residential)**

#### ***Permitted Uses***

*(1) General:*

- a. Accessory use or building
- c. On-premise signs per Article N

*(2) Residential:*

- a. Single-family dwelling
- b. Two-family attached dwelling (duplex)
- c. Multi-family development per Article 1
- f. Residential cluster development per Article M
- k. Family care home (see also section 9-4-103)
- q. Room renting

*(3) Home Occupations (see all categories):\*None*

*(4) Governmental:*

- b. City of Greenville municipal government building or use (see also section 9-4-103)

*(5) Agricultural/ Mining:*

- a. Farming; agriculture, horticulture, forestry (see also section 9-4-103)

*(6) Recreational/ Entertainment:*

- f. Public park or recreational facility
- g. Private noncommercial park or recreation facility

*(7) Office/ Financial/ Medical: \* None*

*(8) Services:*

- o. Church or place of worship (see also section 9-4-103)

*(9) Repair:\* None*

*(10) Retail Trade:\* None*

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:\* None*

*(12) Construction:*

- c. Construction office; temporary, including modular office (see also section 9-4-103)

*(13) Transportation:\* None*

*(14) Manufacturing/ Warehousing: \* None*

*(15) Other Activities (not otherwise listed - all categories):\* None*

### **MR (Medical-Residential)**

#### ***Special Uses***

- (1) General:\* None*

*(2) Residential:*

- d. Land use intensity multifamily (LUI) development rating 50 per Article K
- l. Group care facility
- n. Retirement center or home
- o. Nursing, convalescent center or maternity home; major care facility
- o.(1). Nursing, convalescent center or maternity home; minor care facility

*(3) Home Occupations (see all categories):*

- b. Home occupations; excluding barber and beauty shops
- d. Home occupations; excluding manicure, pedicure or facial salon

*(4) Governmental:*

- a. Public utility building or use

*(5) Agricultural/ Mining:\* None*

*(6) Recreational/ Entertainment:*

- c.(1). Tennis club; indoor and outdoor facilities

*(7) Office/ Financial/ Medical:\* None*

*(8) Services:*

- a. Child day care facilities
- b. Adult day care facilities
- g. School; junior and senior high (see also section 9-4-103)
- h. School; elementary (see also section 9-4-103)
- i. School; kindergarten or nursery (see also section 9-4-103)

*(9) Repair:\* None*

*(10) Retail Trade:\* None*

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:\* None*

*(12) Construction:\* None*

*(13) Transportation:\* None*

*(14) Manufacturing/ Warehousing: \* None*

*(15) Other Activities (not otherwise listed - all categories).\* None*

## **PROPOSED ZONING**

### **MO (Medical-Office)**

#### ***Permitted Uses***

*(1) General:*

- a. Accessory use or building
- b. Internal service facilities
- c. On-premise signs per Article N
- f. Retail sales; incidental

*(2) Residential:*

- l. Group care facility
- n. Retirement center or home
- o. Nursing, convalescent center or maternity home; major care facility

*(3) Home Occupations (see all categories):*\*None

*(4) Governmental:*

- b. City of Greenville municipal government building or use (see also section 9-4-103)
- c. County or state government building or use not otherwise listed; excluding outside storage and major or minor repair
- d. Federal government building or use

*(5) Agricultural/ Mining:*

- a. Farming; agriculture, horticulture, forestry (see also section 9-4-103)

*(6) Recreational/ Entertainment:*

- f. Public park or recreational facility
- g. Private noncommercial park or recreational facility

*(7) Office/ Financial/ Medical:*

- a. Office; professional and business, not otherwise listed
- d. Bank, savings and loan or other savings or investment institutions
- e. Medical, dental, ophthalmology or similar clinic, not otherwise listed

*(8) Services:*

- n. Auditorium
- r. Art gallery
- u. Art studio including art and supply sales
- ee. Hospital
- ii. Wellness center; indoor and outdoor facilities

*(9) Repair:*\* None

*(10) Retail Trade:*

- d. Pharmacy
- s. Book or card store, news stand
- w. Florist

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:*\* None

*(12) Construction:*

- c. Construction office; temporary, including modular office (see also section 9-4-103)

*(13) Transportation:*\* None

*(14) Manufacturing/ Warehousing:* \* None

*(15) Other Activities (not otherwise listed - all categories):*\* None

**Special Uses**

**MO (Medical-Office)**

*(1) General:*\* None

*(2) Residential:*

i. Residential quarters for resident manager, supervisor or caretaker; excluding mobile home

(3) *Home Occupations (see all categories):*\* None

(4) *Governmental:*

a. Public utility building or use

(5) *Agricultural/ Mining:*\* None

(6) *Recreational/ Entertainment:*

s. Athletic club; indoor only

(7) *Office/ Financial/ Medical:*\* None

(8) *Services:*

a. Child day care facilities

b. Adult day care facilities

e. Barber or beauty shop

f. Manicure, pedicure or facial salon

j. College and other institutions of higher learning

l. Convention center; private

s. Hotel, motel bed and breakfast inn; limited stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)

s.(1). Hotel, motel bed and breakfast inn; extended stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)

hh. Exercise and weight loss studios; indoor only

ll.(1) Dry cleaning; household users, drop-off/pick-up station only [2,000 sq. ft. gross floor area limit per establishment]

jj. Health services not otherwise listed

(9) *Repair:*\* None

(10) *Retail Trade:*

f. Office and school supply, equipment sales [5,000 sq. ft. gross floor area limit per establishment]

h. Restaurant; conventional

i. Restaurant; fast food [limited to multi-unit structures which contain not less than three separate uses]

j. Restaurant; regulated outdoor activities

k. Medical supply sales and rental of medically related products including uniforms and related accessories.

t. Hobby or craft shop [5,000 sq. ft. gross floor area limit per establishment]

(11) *Wholesale/ Rental/ Vehicle- Mobile Home Trade:*\* None

(12) *Construction:*\* None

(13) *Transportation:*\* None

(14) *Manufacturing/ Warehousing:* \* None

(15) *Other Activities (not otherwise listed - all categories):*\* None

Case No: 14-09

Applicant: Eastern Area Health Education Center

Property Information

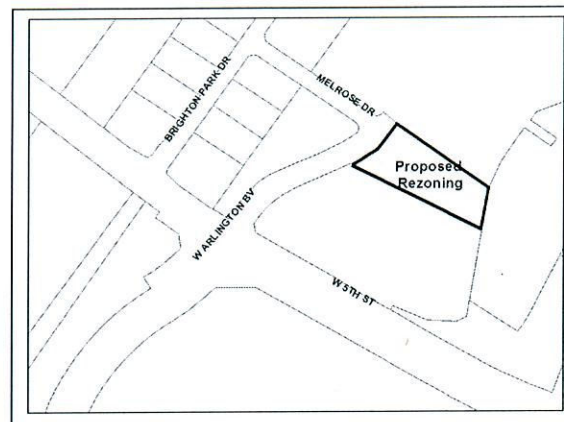
**Current Zoning:** MR (Medical-Residential [High Density Multi-Family])

**Proposed Zoning:** MO (Medical-Office)

**Current Acreage:** 0.757 Acres

**Location:** Northeast corner of 5th & Arlington

**Points of Access:** 5th Street



**Location Map**

Transportation Background Information

**1.) Fifth Street- State maintained**

	<u>Existing Street Section</u>	<u>Ultimate Thoroughfare Street Section</u>
Description/cross section	4-lane with raised median	no change
Right of way width (ft)	100	no change
Speed Limit (mph)	45	no change
<b>Current ADT:</b>	15,770 (*)	Ultimate Design ADT: 35,000 vehicles/day (**)
<b>Design ADT:</b>	35,000 vehicles/day (**)	
<b>Controlled Access</b>	<b>No</b>	
<b>Thoroughfare Plan Status:</b>	Major Thoroughfare	

**Other Information:** There are sidewalks along Fifth Street that service this property.

**Notes:** (\*) 2008 NCDOT count adjusted for a 2% annual growth rate  
 (\*\*) Traffic volume based on an operating Level of Service D for existing geometric conditions  
 ADT – Average Daily Traffic volume

**Transportation Improvement Program Status:** No planned improvements.

Trips generated by proposed use/change

**Current Zoning: 73** -vehicle trips/day (\*)                      **Proposed Zoning: 262** -vehicle trips/day (\*)

**Estimated Net Change: increase of 189 vehicle trips/day (assumes full-build out)**

(\* - These volumes are estimated and based on an average of the possible uses permitted by the current and proposed zoning.)

Impact on Existing Roads

The overall estimated trips presented above are distributed based on current traffic patterns. The estimated ADTs on Fifth Street are as follows:

**1.) Fifth Street , East of Site (80%):**                      “No build” ADT of 15,770

Estimated ADT with Proposed Zoning (full build) – 15,980  
 Estimated ADT with Current Zoning (full build) – 15,828  
**Net ADT change = 152 (<1% increase)**

**2.) Fifth Street , West of Site (20%):****“No build” ADT of 15,770**

Estimated ADT with Proposed Zoning (full build) – 15,822

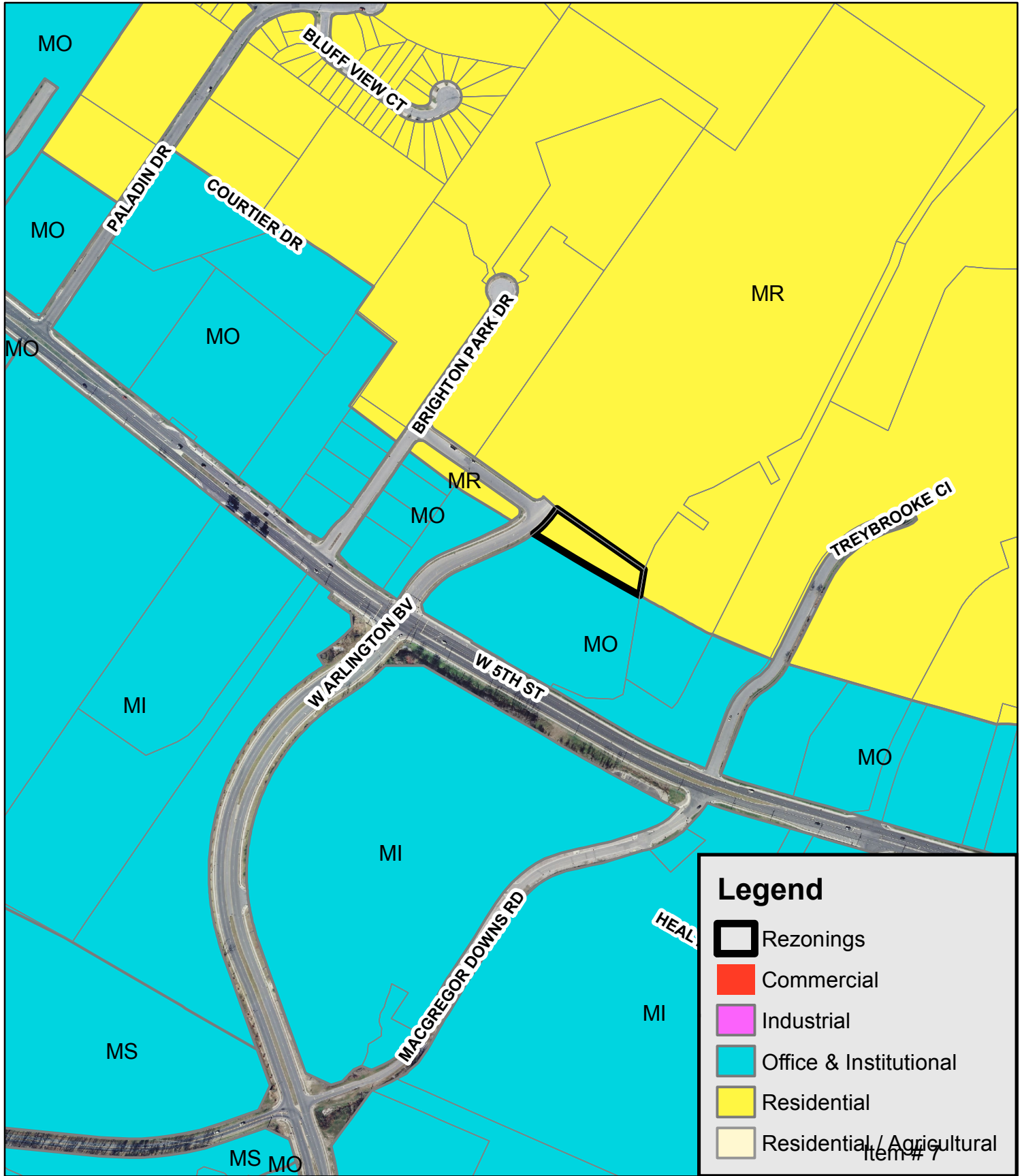
Estimated ADT with Current Zoning (full build) – 15,785**Net ADT change = 37 (<1% increase)****Staff Findings/Recommendations**

Based on possible uses permitted by the requested rezoning, the proposed rezoning classification could generate 262 trips to and from the site on Fifth Street, which is a net increase of 189 additional trips per day.

During the review process, measures to mitigate the traffic will be determined.



Eastern Area Health Education Center  
From: MR To: MO  
0.757 acres  
April 1, 2014



STATE OF NORTH CAROLINA  
D.B. 1417, PG. 458  
M.B. 58, PG. 151  
TAX PARCEL # 50468  
ZONED MI

BRIGHTON PARK  
M.B. 56 P.G. 101

BRIGHTON PARK  
M.B. 56 P.G. 101

ADDISON PLACE  
①  
PHILIP E. CARROLL  
D.B. 2244, PG. 191  
M.B. 67, PG. 22  
TAX PARCEL # 73962  
ZONED MO & MR

ADDISON PLACE  
②  
PHILIP E. CARROLL  
D.B. 2045, PG. 591  
M.B. 70, PG. 79  
TAX PARCEL # 77447  
TOTAL ACREAGE IN TRACT = 5.87 AC±

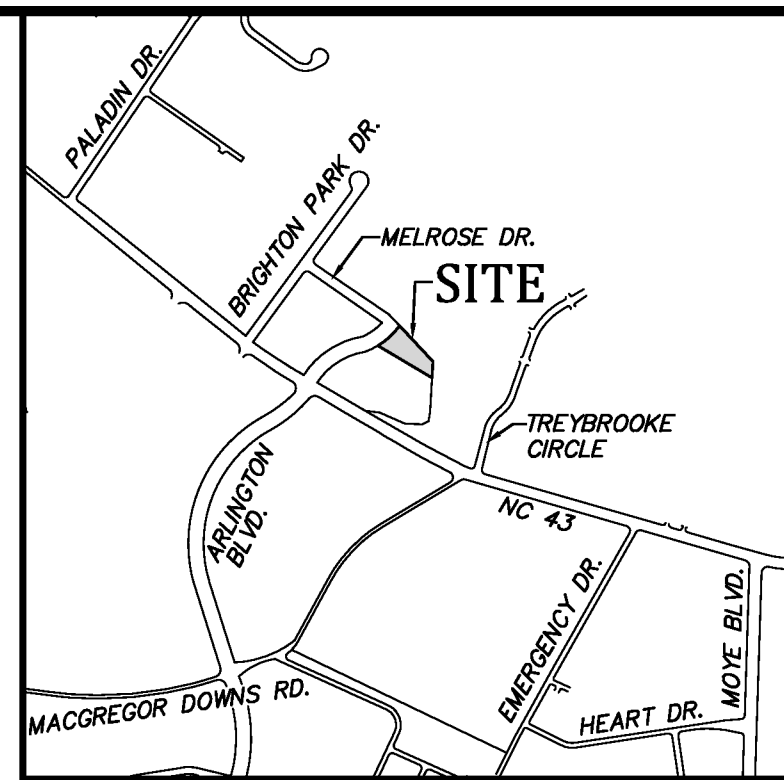
ADDISON PLACE  
③  
THE HERITAGE AT ARLINGTON  
APARTMENTS, LLC  
D.B. 2931, PG. 32  
M.B. 75, PG. 54  
TAX PARCEL # 80977  
ZONED MR

CURRENT ZONING MO  
(TO REMAIN)  
5.117 AC±

CURRENT ZONING MR  
PROPOSED ZONING MO  
0.757 AC. ±

THE HERITAGE AT ARLINGTON  
APARTMENTS, LLC  
D.B. 2931, PG. 35  
M.B. 66, PG. 61  
TAX PARCEL # 73297  
ZONED MO & MR

TARSUS CENTER  
①  
JOHN J. FEREBEE JR.  
D.B. 3184, PG. 208  
M.B. 42, PG. 145  
TAX PARCEL # 77000  
ZONED MO



Vicinity Map  
SCALE: 1" = 1000'

Notes:

1. AREA DETERMINED BY COORDINATES.
2. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
3. NO POINT SET AT ANY CORNER UNLESS OTHERWISE NOTED.
4. THIS MAP WAS PREPARED FOR REZONING PURPOSES ONLY AND IS NOT A BOUNDARY SURVEY OF THE PROPERTIES SHOWN HEREON.
5. EXISTING ZONING WAS TAKEN FROM THE CITY OF GREENVILLE OFFICIAL ZONING MAP, DATED APRIL 22, 2005 AND THE CITY OF GREENVILLE ONLINE MAPPING WEB SITE.
6. BOUNDARY INFORMATION DRAWN FROM SUBJECT DEED BOOK AND REFERENCED MAPS. NO FIELD SURVEYING WAS PERFORMED FOR THE PREPARATION OF THIS MAP.

Legend:

D.B.	DEED BOOK
M.B.	MAP BOOK
PG.	PAGE
AC.	ACRES
R/W	RIGHT OF WAY
B/B	BACK TO BACK
E.I.P.	EXISTING IRON PIPE
N.P.S.	NO POINT SET
⑤ ④	PLATTED LOT & BLOCK NUMBERS

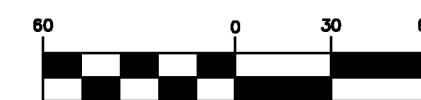
Owner:

PHILIP E. CARROLL  
2510 S. CHARLES BLVD.  
GREENVILLE, NC 27858

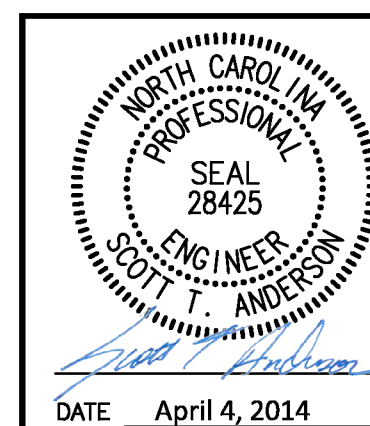
References:

D.B. 2045 PG. 591  
M.B. 70, PG. 79  
PARCEL NO. 77447

GRAPHIC SCALE



( IN FEET )  
1 inch = 60 ft.



**ARK**  
Consulting Group, PLLC  
www.arkconsultinggroup.com

ENGINEERS & PLANNERS  
3280 CHARLES BLVD  
SUITE B  
GREENVILLE NC 27858  
252.558.0888  
NC LICENSE: P-1199

REZONING MAP FOR  
**EASTERN AREA HEALTH  
EDUCATION CETNER**  
A PORTION OF ADDISON PLACE - LOT 2  
CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT CO., N.C.

SURVEY	DRAFT	STA	SCALE	DRAWING NO.	SHEET
DESIGN	CHECK	BCF	1" = 60'	C - 1001	1 OF 1

N.C. HIGHWAY 43  
(PUBLIC R/W VARIES, 65' B/B)

STATE OF NORTH CAROLINA  
D.B. 1417, PG. 458  
M.B. 58, PG. 151  
TAX PARCEL # 50468  
ZONED MI

04/30/07

## BUFFERYARD SETBACK AND VEGETATION SCREENING CHART

For Illustrative Purposes Only

**Bufferyard Requirements:** Match proposed land use with adjacent permitted land use or adjacent vacant zone/nonconforming use to determine applicable bufferyard.

PROPOSED LAND USE CLASS (#)	ADJACENT PERMITTED LAND USE CLASS (#)					ADJACENT VACANT ZONE OR NONCONFORMING USE		PUBLIC/PRIVATE STREETS OR R.R.
	Single-Family Residential (1)	Multi-Family Residential (2)	Office/Institutional, light Commercial, Service (3)	Heavy Commercial, Light Industry (4)	Heavy Industrial (5)	Residential (1) - (2)	Non-Residential (3) - (5)	
Multi-Family Development (2)	C	B	B	B	B	C	B	A
Office/Institutional, Light Commercial, Service (3)	D	D	B	B	B	D	B	A
Heavy Commercial, Light Industry (4)	E	E	B	B	B	E	B	A
Heavy Industrial (5)	F	F	B	B	B	F	B	A

Bufferyard A (street yard)		
Lot Size	Width	For every 100 linear feet
Less than 25,000 sq.ft.	4'	2 large street trees
25,000 to 175,000 sq.ft.	6'	2 large street trees
Over 175,000 sq.ft.	10'	2 large street trees

Street trees may count toward the minimum acreage.

Bufferyard B (no screen required)	
Lot Size	Width
Less than 25,000 sq.ft.	4'
25,000 to 175,000 sq.ft.	6'
Over 175,000 sq.ft.	10'

Bufferyard C (screen required)	
Width	For every 100 linear feet
10'	3 large evergreen trees 4 small evergreens 16 evergreen shrubs

Where a fence or evergreen hedge (additional materials) is provided, the bufferyard width may be reduced to eight (8) feet.

Bufferyard D (screen required)	
Width	For every 100 linear feet
20'	4 large evergreen trees 6 small evergreens 16 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Bufferyard E (screen required)	
Width	For every 100 linear feet
30'	6 large evergreen trees 8 small evergreens 26 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Bufferyard F (screen required)	
Width	For every 100 linear feet
50'	8 large evergreen trees 10 small evergreens 36 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

**Parking Area:** Thirty (30) inch high screen required for all parking areas located within fifty (50) feet of a street right-of-way.



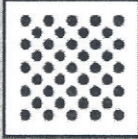
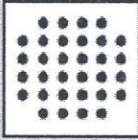
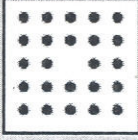
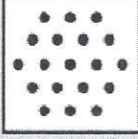

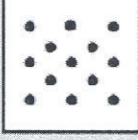
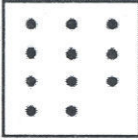
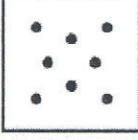
Residential Density		
Maximum density allowed by Zoning District based on average of 2.67 persons per dwelling unit		
<b>High Density</b>		
R6 R6-N R6-MH OR CDF	17 units per acre yields 45 persons per acre	
PUD	12 units per acre yields 32 persons per acre	
<b>Medium Density</b>		
R6-A	9 units per acre yields 24 persons per acre	
R6-S	7 units per acre yields 19 persons per acre	
R9	6 units per acre yields 16 persons per acre	
R9-S	5 units per acre yields 13 persons per acre	
<b>Low Density</b>		
RA-20 MRS	4 units per acre yields 11 persons per acre	
R15-S	3 units per acre yields 8 persons per acre	

Illustration: Maximum allowable density in Residential Zoning Districts



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Ordinance requested by Matthew Hines to rezone 0.36 acres located at the northwest corner of the intersection of Dickinson Avenue and Clark Street from CDF (Downtown Commercial Fringe) to CD (Downtown Commercial)

**Explanation:** **Abstract:** The City has received a request from Matthew Hines to rezone 0.36 acres located at the northwest corner of Dickinson Avenue and Clark Street from CDF (Downtown Commercial Fringe) to CD (Downtown Commercial).

**Required Notices:**

Planning and Zoning meeting notice (property owner and adjoining property owner letter) mailed on April 1, 2014.  
On-site sign(s) posted on April 1, 2014.  
City Council public hearing notice (property owner and adjoining property owner letter) mailed on April 22, 2014.  
Public hearing legal advertisement published on April 28 and May 5, 2014.

**Comprehensive Plan:**

The subject area is located in Vision Area G.

The Future Land Use Plan Map recommends commercial (C) for the area bounded by Dickinson Avenue, Reade Circle, Evans Street and 10th Street.

The subject property is located in the designated regional focus area described as the central business district (Uptown area). These nodes typically contain 400,000 plus square feet of conditioned floor space.

**Thoroughfare/Traffic Volume Report Summary (PWD - Engineering Division):**

Based on the analysis comparing the existing zoning (1,712 daily trips) and the

requested rezoning, the proposed rezoning classification could generate 695 trips to and from the site on Dickinson Avenue, which is a net decrease of 1,017 less trips per day. Since the traffic analysis for the requested rezoning indicates that the proposal would generate less traffic than the existing zoning, a traffic volume report was not generated.

**History/Background:**

In 1969, the subject property was zoned CDF (Downtown Commercial Fringe).

**Present Land Use:**

Vacant commercial building

**Water/Sewer:**

Water and sanitary sewer are located in the right-of-way of Clark Street.

**Historic Sites:**

The subject property is located in the National Register Dickinson Avenue Historic District. This is an honorary designation that does not regulate the appearance of structures contained within the district.

There are no known effects on designated sites.

**Environmental Conditions/Constraints:**

There are no known effects on the designated area.

**Surrounding Land Uses and Zoning:**

North: CDF - Mario Perez Attorney Office  
South: CD - Vacant (City-owned)  
East: CDF - Vacant  
West: CD - Vacant (City-owned)

**Density Estimates:**

Under the current zoning (CDF), the site could yield 3,450+/- square feet of retail/restaurant/personal services uses.

Under the proposed zoning (CD), the site could yield 15,682+/- square feet of retail/restaurant/personal services uses. There are no setbacks or on-site parking requirements in the CD district.

The anticipated build-out time is within one year.

**Fiscal Note:**

No cost to the City.

**Recommendation:**

In staff's opinion, the request is in compliance with Horizons: Greenville's Community Plan, the Future Land Use Plan Map, and the West Greenville 45-Block Revitalization Plan.

"In compliance with the comprehensive plan" should be construed as meaning the requested rezoning is (i) either specifically recommended in the text of the Horizons Plan (or addendum to the plan) or is predominantly or completely surrounded by the same or compatible zoning and (ii) promotes the desired urban form. The requested district is considered desirable and in the public interest, and staff recommends approval of the requested rezoning.

The Planning and Zoning Commission voted to approve the request at its April 15, 2014, meeting.

If City Council determines to approve the request, a motion to adopt the attached rezoning ordinance will accomplish this. The ordinance includes the statutorily required statement describing whether the action taken is consistent with the comprehensive plan and explaining why Council considers the action taken to be reasonable and in the public interest.

If City Council determines to deny the rezoning request, in order to comply with this statutory requirement, it is recommended that the motion be as follows: Motion to deny the proposed amendment and to make a finding and determination that, although the rezoning request is consistent with the comprehensive plan, there is a more appropriate zoning classification and, therefore, denial is reasonable and in the public interest.

Note: In addition to the other criteria, the Planning and Zoning Commission and City Council shall consider the entire range of permitted and special uses for the existing and proposed districts as listed under Title 9, Chapter 4, Article D of the Greenville City Code.

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Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

- [Location Map](#)
- [Bufferyard and Vegetation Standards and Residential Density](#)
- [Ordinance\\_Matthew\\_Hines\\_977782](#)
- [Minutes\\_Matthew\\_Hines\\_977798](#)
- [List\\_of\\_Uses\\_CDF\\_to\\_CD\\_719111](#)

ORDINANCE NO. 14-  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREENVILLE  
REZONING TERRITORY LOCATED WITHIN THE PLANNING AND ZONING  
JURISDICTION OF THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville, North Carolina, in accordance with Article 19, Chapter 160A, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in The Daily Reflector setting forth that the City Council would, on the 8<sup>th</sup> day of May, 2014, at 7:00 p.m., in the City Council Chambers of City Hall in the City of Greenville, NC, conduct a public hearing on the adoption of an ordinance rezoning the following described territory;

WHEREAS, the City Council has been informed of and has considered all of the permitted and special uses of the districts under consideration; and,

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the City Council does hereby find and determine that the adoption of the ordinance rezoning the following described property is consistent with the adopted comprehensive plan and that the adoption of the ordinance rezoning the following described property is reasonable and in the public interest due to its consistency with the comprehensive plan and, as a result, its furtherance of the goals and objectives of the comprehensive plan.

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES HEREBY ORDAIN:

Section 1. That the following described territory is rezoned from CDF (Downtown Commercial Fringe) to CD (Downtown Commercial).

TO WIT: Carol and Alton Holloman Property

LOCATION: Located at the northwest corner of the intersection of Dickinson Avenue and Clark Street.

DESCRIPTION: Beginning at a known point, said point being the intersection of the northern right-of-way of Dickinson Avenue and the western right-of-way of Clark Street, thence running along the western right-of-way of Clark Street in a northerly direction for 165± feet; thence cornering and running along the northern property line of the property identified as Pitt County parcel number 13140 in a westerly direction for 92+/- feet; thence cornering and running along the western property line of the property identified as Pitt County parcel number 13140 in a southerly direction for 170± feet; thence cornering and running along the southern property line of the property identified as Pitt County parcel number 13140 in an easterly direction for 85± feet and returning to the point of beginning containing 0.36 acres.

Section 2. That the Director of Community Development is directed to amend the zoning map of the City of Greenville in accordance with this ordinance.



Section 3. That all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 4. That this ordinance shall become effective upon its adoption.

ADOPTED this 8<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

Doc. # 977782

**Excerpt from the DRAFT Planning & Zoning Minutes (4/15/2014)**

ORDINANCE REQUESTED BY MATTHEW HINES TO REZONE 0.36 ACRES LOCATED AT THE NORTHWEST CORNER OF DICKINSON AVENUE AND CLARK STREET FROM CDF (DOWNTOWN COMMERCIAL FRINGE) TO CD (DOWNTOWN COMMERCIAL)-  
APPROVED

Ms. Chantae Gooby, Planner II, delineated the property. She stated that the property is located in the central section of the City specifically, along Dickinson Avenue between Reade Circle and the proposed 10<sup>th</sup> Street Connector. It fronts on to Clark Street. Most of the uses in this area are commercial. This rezoning is part of the Uptown Commercial Focus Area. Under the current zoning, the site could accommodate about 3,400 square feet as potential retail or restaurant. Under the requested zoning, there are no setbacks or parking requirements, the property could accommodate 15,000 square feet. The Land Use Plan recommends commercial in this area. In staff's opinion, the request is in compliance with Horizon's Greenville Community Plan, the Future Land Use Plan Map and the West Greenville 45 Block Revitalization Plan.

Chairman Parker opened the public hearing.

Mr. Matthew Hines, applicant, spoke in favor of the request. He owns Cross-Fit Greenville which is currently located on West Arlington Boulevard. He has outgrown his current space and this location will give more space. The requested site is a warehouse space and is ideal for his business.

No one spoke in opposition of the request.

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

**Motion made by Mr. Schrade, seconded by Mr. King, to recommend approval of the proposed amendment to advise that it is consistent with the Comprehensive Plan and other applicable plans and to adopt the staff report which addresses plan consistency and other matters. Motion passed unanimously.**

## **EXISTING ZONING**

### **CDF (Downtown Commercial Fringe) *Permitted Uses***

#### *(1) General:*

- a. Accessory use or building
- b. Internal service facilities
- c. On-premise signs per Article N
- e. Temporary uses; of listed district uses
- f. Retail sales; incidental
- g. Incidental assembly of products sold at retail or wholesale as an accessory to principle use

#### *(2) Residential:*

- a. Single-family dwelling
- b. Two-family attached dwelling (duplex)
- c. Multi-family development per Article 1
- k. Family care home (see also section 9-4-103)
- q. Room renting

#### *(3) Home Occupations (see all categories):\*None*

#### *(4) Governmental:*

- b. City of Greenville municipal government building or use (see also section 9-4-103)
- c. County or state government building or use not otherwise listed; excluding outside storage and major or minor repair
- d. Federal government building or use
- g. Liquor store, state ABC

#### *(5) Agricultural/ Mining:*

- a. Farming; agriculture, horticulture, forestry (see also section 9-4-103)

#### *(6) Recreational/ Entertainment:*

- f. Public park or recreational facility
- g. Private noncommercial park or recreation facility
- o. Theater; movie or drama, including outdoor facility

#### *(7) Office/ Financial/ Medical:*

- a. Office; professional and business, not otherwise listed
- c. Office; customer service not otherwise listed, including accessory service delivery vehicle parking and indoor storage
- d. Bank, savings and loan or other savings or investment institutions
- e. Medical, dental, ophthalmology or similar clinic, not otherwise listed

#### *(8) Services:*

- c. Funeral home
- e. Barber or beauty shop
- f. Manicure, pedicure, or facial salon
- g. School; junior and senior high (see also section 9-4-103)
- h. School; elementary (see also section 9-4-103)
- i. School; kindergarten or nursery (see also section 9-4-103)
- k. Business or trade school
- n. Auditorium
- o. Church or place of worship (see also section 9-4-103)
- p. Library

- q. Museum
- r. Art Gallery
- s. Hotel, motel, bed and breakfast inn; limited stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)
- u. Art studio including art and supply sales
- v. Photography studio including photo and supply sales
- w. Recording studio
- z. Printing or publishing service including graphic art, map, newspapers, magazines and books
- aa. Catering service including food preparation (see also restaurant; conventional and fast food)
- kk. Launderette; household users
- ll. Dry cleaners; household users
- mm. Commercial laundries; linen supply
- oo. Clothes alteration or shoe repair shop
- pp. Automobile wash

*(9) Repair:*

- d. Upholsterer; furniture
- f. Appliance; household and office equipment repair
- g. Jewelry, watch, eyewear or other personal item repair

*(10) Retail Trade:*

- a. Miscellaneous retail sales; non-durable goods, not otherwise listed
- c. Grocery; food or beverage, off premise consumption (see also Wine Shop)
- c.1 Wine shop (see also section 9-4-103)
- d. Pharmacy
- e. Convenience store (see also gasoline sales)
- f. Office and school supply, equipment sales
- h. Restaurant; conventional
- i. Restaurant; fast food
- l. Electric; stereo, radio, computer, television, etc. sales and accessory repair
- m. Appliance; household use, sales and accessory repair, excluding outside storage
- n. Appliance; commercial use, sales and accessory repair, excluding outside storage
- p. Furniture and home furnishing sales not otherwise listed
- q. Floor covering, carpet and wall covering sales
- r. Antique sales; excluding vehicles
- s. Book or card store, news stand
- v. Video or music store; records, tape, compact disk, etc. sales
- w. Florist
- x. Sporting goods sales and rental shop
- y. Auto part sales (see also major and minor repair)
- ee. Christmas tree sales lot; temporary only (see also section 9-4-103)

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:*

- c. Rental of cloths and accessories; formal wear, etc.
- f. Automobiles, truck, recreational vehicle, motorcycles and boat sales and service (see also major and minor repair)

*(12) Construction:*

- a. Licensed contractor; general, electrical, plumbing, mechanical, etc. excluding outside storage
- c. Construction office; temporary, including modular office (see also section 9-4-103)
- e. Building supply; lumber and materials sales, plumbing and/or electrical supply excluding outside storage
- f. Hardware store

*(13) Transportation:*

- b. Bus station; passenger and related freight
- c. Taxi or limousine service
- e. Parcel delivery service
- f. Ambulance service

*(14) Manufacturing/ Warehousing:*

- c. Bakery; production, storage and shipment facilities

*(15) Other Activities (not otherwise listed - all categories):\* None*

**CDF (Downtown Commercial Fringe)**

***Special Uses***

*(1) General:\* None*

*(2) Residential:*

- d. Land use intensity multifamily (LUI) development rating 50 per Article K
- e. Land use intensity multifamily (LUI) development rating 67 per Article K
- j. Residential quarters for resident manager, supervisor or caretaker; including mobile homes
- m. Shelter for homeless or abused
- n. Retirement center or home
- o. Nursing, convalescent center or maternity home; major care facility
- o.(1). Nursing, convalescent center or maternity home; minor care facility
- r. Fraternity or sorority house

*(3) Home Occupations (see all categories):*

- a. Home occupation; including barber and beauty shops
- c. Home occupation; including manicure, pedicure or facial salon

*(4) Governmental:*

- a. Public utility building or use

*(5) Agricultural/ Mining:\* None*

*(6) Recreational/ Entertainment:*

- d. Game center
- i. Commercial recreation; indoor and outdoor not otherwise listed
- l. Billiard parlor or pool hall
- m. Public or private club

*(7) Office/ Financial/ Medical:\* None*

*(8) Services:*

- a. Child day care facilities
- b. Adult day care facilities
- l. Convention center; private
- x. Dance studio
- bb. Civic organizations
- cc. Trade or business organizations
- hh. Exercise and weight loss studios; indoor only

*(9) Repair:*

- a. Major repair; as an accessory or principal use
- b. Minor repair; as an accessory or principal use

*(10) Retail Trade:*

- b. Gasoline or automotive fuel sales; accessory or principal use, retail
- g. Fish market; excluding processing or packing
- j. Restaurant; regulated outdoor activities
- t. Hobby or craft shop
- u. Pet shop (see also animal boarding; outside facility)

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:\* None*

*(12) Construction:*

- d. Building supply; lumber and materials sales, plumbing and/or electrical supply including outside storage

*(13) Transportation:*

- h. Parking lot or structure; principal use

*(14) Manufacturing/ Warehousing:*

- g. Cabinet, woodwork or frame shop; excluding furniture manufacturing or upholstery

*(15) Other Activities (not otherwise listed - all categories):*

- a. Other activities; personal services not otherwise listed
- b. Other activities; professional activities not otherwise listed
- c. Other activities; commercial services not otherwise listed
- d. Other activities; retail sales not otherwise listed

## **PROPOSED ZONING**

### **CD (Downtown Commercial)**

#### ***Permitted Uses***

*(1) General:*

- a. Accessory use or building
- b. Internal service facilities
- c. On-premise signs per Article N
- e. Temporary uses; of listed district uses
- f. Retail sales; incidental
- g. Incidental assembly of products sold at retail or wholesale as an accessory to principle use

*(2) Residential:*

- c. Multi-family development per Article 1
- i. Residential quarters for resident manager, supervisor or caretaker; excluding mobile home
- n. Retirement center or home
- o. Nursing, convalescent center or maternity home; major care facility
- q. Room renting

*(3) Home Occupations (see all categories):\*None*

*(4) Governmental:*

- a. Public utility building or use
- b. City of Greenville municipal government building or use (see also section 9-4-103)
- c. County or state government building or use not otherwise listed; excluding outside storage and major or minor repair
- d. Federal government building or use
- g. Liquor store, state ABC

*(5) Agricultural/ Mining:*

- a. Farming; agriculture, horticulture, forestry (see also section 9-4-103)

*(6) Recreational/ Entertainment:*

- f. Public park or recreational facility
- g. Private noncommercial park or recreation facility
- h. Commercial recreation; indoor only, not otherwise listed
- j. Bowling alleys
- o. Theater; movie or drama, including outdoor facility
- s. Athletic club; indoor only

*(7) Office/ Financial/ Medical:*

- a. Office; professional and business, not otherwise listed
- b. Operational/processing center
- c. Office; customer service not otherwise listed, including accessory service delivery vehicle parking and indoor storage
- d. Bank, savings and loan or other savings or investment institutions
- e. Medical, dental, ophthalmology or similar clinic, not otherwise listed
- f. Veterinary clinic or animal hospital (see also animal boarding; outside facility, kennel and stable)
- g. Catalogue processing center

*(8) Services:*

- c. Funeral home
- e. Barber or beauty shop
- f. Manicure, pedicure, or facial salon
- j. College or other institutions of higher learning
- k. Business or trade school
- n. Auditorium
- o. Church or place of worship (see also section 9-4-103)
- p. Library
- q. Museum
- r. Art Gallery
- s. Hotel, motel, bed and breakfast inn; limited stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)
- u. Art studio including art and supply sales
- v. Photography studio including photo and supply sales
- w. Recording studio
- x. Dance studio
- y. Television, and/or radio broadcast facilities including receiving and transmission equipment and towers or cellular telephone and wireless communication towers [unlimited height, except as provided by regulations]
- z. Printing or publishing service including graphic art, map, newspapers, magazines and books
- aa. Catering service including food preparation (see also restaurant; conventional and fast food)
- bb. Civic organizations
- cc. Trade or business organizations
- hh. Exercise and weight loss studios; indoor only
- kk. Launderette; household users
- ll. Dry cleaners; household users
- oo. Clothes alteration or shoe repair shop

*(9) Repair:*

- f. Appliance; household and office equipment repair
- g. Jewelry, watch, eyewear or other personal item repair

*(10) Retail Trade:*

- a. Miscellaneous retail sales; non-durable goods, not otherwise listed
- c. Grocery; food or beverage, off premise consumption (see also Wine Shop)
- c.1 Wine shop (see also section 9-4-103)
- d. Pharmacy
- e. Convenience store (see also gasoline sales)
- f. Office and school supply, equipment sales
- h. Restaurant; conventional
- i. Restaurant; fast food
- l. Electric; stereo, radio, computer, television, etc. sales and accessory repair
- m. Appliance; household use, sales and accessory repair, excluding outside storage
- p. Furniture and home furnishing sales not otherwise listed
- q. Floor covering, carpet and wall covering sales
- r. Antique sales; excluding vehicles
- s. Book or card store, news stand
- t. Hobby or craft shop
- u. Pet shop (see also animal boarding; outside facilities)
- v. Video or music store; records, tape, compact disk, etc. sales
- w. Florist
- x. Sporting goods sales and rental shop
- y. Auto part sales (see also major and minor repair)
- ee. Christmas tree sales lot; temporary only (see also section 9-4-103)

*(11) Wholesale/ Rental/ Vehicle- Mobile Home Trade:*

- c. Rental of cloths and accessories; formal wear, etc.
- d. Rental of automobiles, noncommercial trucks or trailers, recreational vehicle, motorcycles and boats

*(12) Construction:*

- a. Licensed contractor; general, electrical, plumbing, mechanical, etc. excluding outside storage
- c. Construction office; temporary, including modular office (see also section 9-4-103)
- f. Hardware store

*(13) Transportation:*

- b. Bus station; passenger and related freight
- c. Taxi or limousine service
- e. Parcel delivery service
- h. Parking lot or structure; principal use

*(14) Manufacturing/ Warehousing:*

- g. Cabinet, woodwork or frame shop; excluding furniture manufacturing or upholstery
- h. Engraving; metal, glass or wood

*(15) Other Activities (not otherwise listed - all categories):*

\* None

**CD (Downtown Commercial)**

***Special Uses***

*(1) General:*\* None

*(2) Residential:*

e.(1) Dormitory development

*(3) Home Occupations (see all categories):*\* None

*(4) Governmental:*\* None



(5) *Agricultural/ Mining:*\* None

(6) *Recreational/ Entertainment:*

- d. Game center
- l. Billiard parlor or pool hall
- m. Public or private club
- t. Athletic club; indoor and outdoor facilities

(7) *Office/ Financial/ Medical:*\* None

(8) *Services:*

- a. Child day care facilities
- b. Adult day care facilities
- i. School; kindergarten or nursery (see also section 9-4-103)
- l. Convention center; private

(9) *Repair:*

- b. Minor repair; as an accessory or principal use

(10) *Retail Trade:*

- b. Gasoline or automotive fuel sales; accessory or principal use, retail
- g. Fish market; excluding processing or packing
- j. Restaurant; regulated outdoor activities
- n. Appliance; commercial use, sales and accessory repair, excluding outside storage
- aa. Pawnbroker

(11) *Wholesale/ Rental/ Vehicle- Mobile Home Trade:*\* None

(12) *Construction:*\* None

(13) *Transportation:*\* None

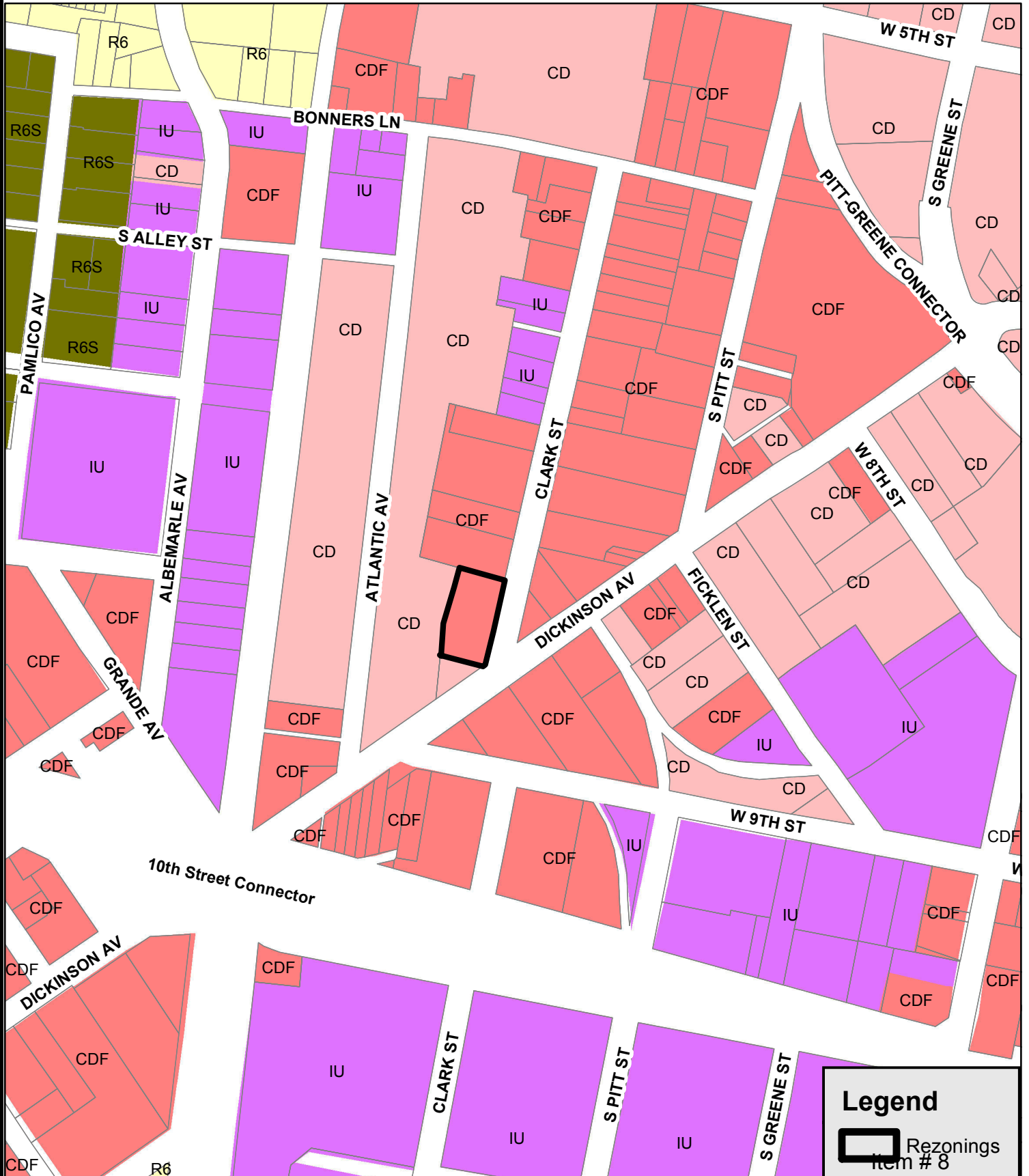
(14) *Manufacturing/ Warehousing:*

- y. Recycling collection station or facilities


(15) *Other Activities (not otherwise listed - all categories):*

- a. Other activities; personal services not otherwise listed
- b. Other activities; professional activities not otherwise listed
- c. Other activities; commercial services not otherwise listed
- d. Other activities; retail sales not otherwise listed

Matthew Hines  
From: CDF To: CD  
0.36 acres (15,682 square feet)  
March 24, 2014



**Legend**

 Rezoning Item # 8

04/30/07

## BUFFERYARD SETBACK AND VEGETATION SCREENING CHART

For Illustrative Purposes Only

**Bufferyard Requirements:** Match proposed land use with adjacent permitted land use or adjacent vacant zone/nonconforming use to determine applicable bufferyard.

PROPOSED LAND USE CLASS (#)	ADJACENT PERMITTED LAND USE CLASS (#)					ADJACENT VACANT ZONE OR NONCONFORMING USE		PUBLIC/PRIVATE STREETS OR R.R.
	Single-Family Residential (1)	Multi-Family Residential (2)	Office/Institutional, light Commercial, Service (3)	Heavy Commercial, Light Industry (4)	Heavy Industrial (5)	Residential (1) - (2)	Non-Residential (3) - (5)	
Multi-Family Development (2)	C	B	B	B	B	C	B	A
Office/Institutional, Light Commercial, Service (3)	D	D	B	B	B	D	B	A
Heavy Commercial, Light Industry (4)	E	E	B	B	B	E	B	A
Heavy Industrial (5)	F	F	B	B	B	F	B	A

Bufferyard A (street yard)		
Lot Size	Width	For every 100 linear feet
Less than 25,000 sq.ft.	4'	2 large street trees
25,000 to 175,000 sq.ft.	6'	2 large street trees
Over 175,000 sq.ft.	10'	2 large street trees

Street trees may count toward the minimum acreage.

Bufferyard B (no screen required)	
Lot Size	Width
Less than 25,000 sq.ft.	4'
25,000 to 175,000 sq.ft.	6'
Over 175,000 sq.ft.	10'

Bufferyard C (screen required)	
Width	For every 100 linear feet
10'	3 large evergreen trees 4 small evergreens 16 evergreen shrubs

Where a fence or evergreen hedge (additional materials) is provided, the bufferyard width may be reduced to eight (8) feet.

Bufferyard D (screen required)	
Width	For every 100 linear feet
20'	4 large evergreen trees 6 small evergreens 16 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Bufferyard E (screen required)	
Width	For every 100 linear feet
30'	6 large evergreen trees 8 small evergreens 26 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Bufferyard F (screen required)	
Width	For every 100 linear feet
50'	8 large evergreen trees 10 small evergreens 36 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

**Parking Area:** Thirty (30) inch high screen required for all parking areas located within fifty (50) feet of a street right-of-way.



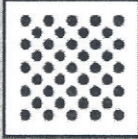
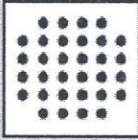
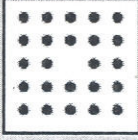
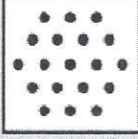

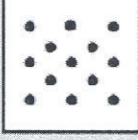
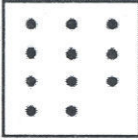
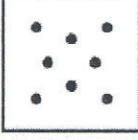
Residential Density		
Maximum density allowed by Zoning District based on average of 2.67 persons per dwelling unit		
<b>High Density</b>		
R6 R6-N R6-MH OR CDF	17 units per acre yields 45 persons per acre	
PUD	12 units per acre yields 32 persons per acre	
<b>Medium Density</b>		
R6-A	9 units per acre yields 24 persons per acre	
R6-S	7 units per acre yields 19 persons per acre	
R9	6 units per acre yields 16 persons per acre	
R9-S	5 units per acre yields 13 persons per acre	
<b>Low Density</b>		
RA-20 MRS	4 units per acre yields 11 persons per acre	
R15-S	3 units per acre yields 8 persons per acre	

Illustration: Maximum allowable density in Residential Zoning Districts



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Final public hearing and subrecipient allocations for 2014-2015 CDBG and HOME Investment Partnership Programs Annual Action Plan

**Explanation:** **Abstract:** As a requirement of receiving Community Development Block Grant (CDBG) and HOME Investment Partnerships funds, the City must prepare an Annual Action Plan every year of its 2013-2018 Consolidated Plan, which outlines planned activities and funding amounts. In addition, every year a portion of CDBG funds are used to provide gap funding to outside agency programs and facilities that benefit low- and moderate-income (LMI) city residents.

Staff administers a competitive application process to make a portion of its CDBG funds available to non-profit groups through public service grants. Eligible public service activities include programs related to housing, education, crime prevention, child care, health care, senior services, counseling, drug abuse prevention, mental health, and recreation.

**Explanation:** The Community Development Department has identified activities for the 2014-2015 fiscal year's Annual Action Plan. As a requirement to receive funding from the U.S. Department of Housing and Urban Development, the City must prepare an Annual Action Plan each year. The plan details all planned activities, projects, and their associated funding amounts. The following are the activities and projects which the Housing Division has vetted and intends to deliver to the community:

1. Planning and Administration
2. Owner-Occupied Home Rehabilitation
3. Down Payment Assistance
4. New Construction
5. Acquisition of Substandard Properties
6. Public Service
7. Public Facility Improvements
8. Demolition and Clearance
9. Economic Development

Furthermore, this is a request to approve the Affordable Housing Loan Committee's recommendation of fiscal year 2014-2015 funding awards to local non-profit organizations. These organizations carry out public services and activities that benefit low-moderate income individuals and families. Below is a table that describes the total amounts requested and funded per organization.

<b>Non-Profit Group</b>	<b>Requested Amount</b>	<b>Funded Amount</b>
Literacy Volunteers	\$15,000.00	\$15,000.00
Intergenerational Center	\$15,000.00	\$15,000.00
STRIVE	\$30,000.00	\$25,000.00
Center for Family Violence	\$32,400.00	\$25,000.00
Boys and Girls Club	\$25,000.00	\$20,000.00

**Fiscal Note:**

Staff has received the "Notice of Funding" for the 2014-2015 fiscal year. The funding is as follows: HOME Investment Partnerships = \$383,808 and Community Development Block Grant (CDBG) = \$840,143. Moreover, the total amount requested from the non-profit organizations is \$117,400, and the City has made available \$100,000 through the "Public Service" line item.

**Recommendation:**

Staff recommends that City Council hold the final public hearing, allocate the Public Service funds as recommended by the Affordable Housing Loan Committee, and approve the 2014-2015 Annual Action Plan. In addition, staff recommends that the Mayor or City Manger as applicable be authorized to sign required documents as required for the submission of the Annual Action Plan.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

[Notice of Funding](#)

[2014\\_2015\\_Annual\\_Action\\_Plan\\_Final\\_974537](#)



**Greenville**  
NORTH CAROLINA

*Find yourself in good company*

## **2014 – 2015 Annual Action Plan**

**Community Development Block Grant (CDBG) &  
HOME Investment Partnership Funds**



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## I. EXECUTIVE SUMMARY

### A. Purpose

The Annual Action Plan is a requirement of the Department of Housing and Urban Development (HUD) as a condition of receiving funding under certain federal programs. The goal of the Plan is to extend and strengthen partnerships among the public and private sector, to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities. Furthermore, this plan serves as a Planning, Programming, Budgeting System (PPBS).

This plan serves as the City's application for federal funding for the following federal entitlement programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnership Program

### B. Background

The 2014-2015 Annual Action Plan represents the second (2nd) year of the City of Greenville's Consolidated Plan. The current Consolidated Plan was approved on June 13, 2013, by the City Council. The plan identifies a comprehensive strategy to address community needs for the five (5) year period of 2013-2018. Moreover, the plan associates goals and objectives with current priority needs throughout the same five (5) year period. The goals and objectives identified, guide staff in selecting activities to be carried out during each fiscal year. The top priorities and goals determined in the Consolidated Plan include the following:

- Reduce substandard housing and blight
- Preserve and increase owner-occupied housing for low income families and individuals
- Improve public infrastructure within communities of low wealth
- Increase and cultivate economic opportunities within low wealth communities
- Preserve housing for lower income households through scattered site rehabilitation
- Produce affordable housing opportunities for both owner occupants and renters
- Elimination of environmental hazards in targeted low income communities
- Promotion of efforts to develop and maintain housing for special needs populations
- Support of programs that provide enrichment to low income communities

### C. **Geographic Area**

Greenville, North Carolina lies in the eastern portion of the state. It is approximately an hour and half from both the beach and the state capital (Raleigh). Greenville, N.C. is the county seat of Pitt County. Not only is Pitt County one of the largest counties in N.C., but Pitt County also has 646 square miles of agricultural land. The county has a population of 164,798, with the City of Greenville having a population of 84,554 according to the 2010 census data. This makes Greenville the tenth largest city in the State of North Carolina. Greenville covers 31.8 square miles of Pitt County, and its extra-territorial jurisdiction extends one (1) mile outside the city limits.

From 2000 to 2010, the population increased by almost 40%, growing by 39.8% from 60,476 in 2000 to 84,544 in 2010. Over the past twenty (20) years the community has experienced dramatic growth. Greenville is slowly emerging as a major industrial and economic center for Eastern North Carolina, a center for education, industry, medicine and culture.

### D. **Geographic Allocation of Investment**

Program activities carried out by the City of Greenville will occur throughout the City, but more specifically within the West Greenville Redevelopment Area, the 45-Block Revitalization Area, and areas north of the Tar River. **(Appendix D)**. The West Greenville Redevelopment Area can be defined as bounded to the north by the Tar River, to the west by Memorial Drive, to the east by the Center City, and to the south by the 10<sup>th</sup> Street Connector.

The West Greenville 45-Block Revitalization Area lies within the overall Redevelopment Area. The “45-Block” is a very specific strategy that has been implemented since 2003. This area can be defined as bounded to the north by Fifth Street, to the west by Bancroft Street, to the east by Albemarle Avenue and to the south by Fleming Street. These areas have been community development target areas for City of Greenville for many years. Another location mentioned above is the area north of the Tar River. Since the flood of 1999, there has been a lack of investment in this zone of the city.

Recent efforts have targeted clusters within each area in an attempt to address urgent needs in a more concentrated approach. Please see attached maps of census tracts that are areas of minority concentration and low income block groups **(Appendix D)**. Some program data indicates that minority populations comprise a majority of the targeted income groups. However, eligible persons from all racial, ethnic and gender groups are given the opportunity to participate in any of the housing programs.

## **E. Strategies to Meeting the Underserved Needs**

The City of Greenville has established the following strategies for meeting the needs of the underserved in the community.

### **1. Housing Strategies**

#### **a. Downpayment Assistance**

The City of Greenville continually seeks methods for fostering and maintaining affordable housing. There are funds set aside for the 2014-2015 Program Year to be used for downpayment assistance to low-moderate income homebuyers within the City of Greenville. These funds will be used to address goals for increasing homeownership throughout the City. Funding from previous years has also been made available to homebuyers as downpayment assistance.

Downpayment assistance decreases the amount of financing and/or funding a homebuyer needs in order to purchase a home. To date, we have assisted fifty-three (53) families with funding from the North Carolina Housing Finance Agency totaling \$825,555 and sixty-five (65) families under the HOME Program totaling \$760,699. The City also provides assistance with local bond funds to aide with downpayment or closing costs. Bond funds are awarded to qualifying applicants as a no interest loan up to 5% of the purchase price of the home and amortized over five (5) years. Thirty (30) families have received assistance totaling \$53,209.

#### **b. Development of Affordable Housing**

In an attempt to address the barriers to developing affordable housing, the City of Greenville continues to create single-family affordable housing opportunities. These opportunities are provided via properties purchased by the City with local public bond funds. Upon acquisition and installation of infrastructure, the City then makes lots available to nonprofit and for profit agencies for development.

All development proposals are accepted based on a reasonable price per square foot and the developer's ability to meet building specifications as required by the Request for Proposal. As a direct result of the City's purchase of the land and the infrastructure improvements, the lots become more affordable; therefore, reducing the cost to the homebuyer. As lots are sold to eligible homebuyers, the funds for the lot cost are sometimes recaptured and used to fund future developments.

#### **c. Owner-Occupied Home Rehabilitation**

The City offers grants/loans that assist and encourage preservation of our older housing stock. Home rehabilitation supports homeowners who strive to bring their properties up to today's building standards, and ensures the health, safety, and general welfare of the community. The grant/loans are based on income limits that are provided by the U.S. Department of Housing and Urban Development. A percentage of the total cost of the work applied can either be forgiven or decreased based upon an applicant's gross income and family size.

The City of Greenville has offered the owner-occupied home rehabilitation program since the mid 1970's. This program has been significantly successful in keeping low-moderate income families in homes that are safe, healthy, affordable, and energy efficient. Recently, staff has also noticed an additional benefit of this program – it also has the ability to preserve the historic character of a neighborhood.

**d. Partnerships**

The City of Greenville partners with local nonprofit agencies to provide Homeownership Counseling and Workshops for potential homebuyers. The City also offers a Homeownership Academy that provides participants with the opportunity to gain working knowledge of the home buying process and to prepare financially to purchase a home within the West Greenville Redevelopment Area, or in other neighborhoods across the City. At program completion, participants receive a certificate for \$1,000 redeemable at closing to assist with the purchase of an existing or new home within the city limits.

**2. Community Development Strategies**

**a. Revitalization**

The intended actions in the West Greenville Redevelopment Plan are to build upon the strengths of the area, and remove obstacles that limit the possibilities for success. The goals of the plan in this area are to increase the levels of homeownership, remove blighting influences, improve the public infrastructure, create continuous and ongoing programs that address the social issues of the community, and to provide quality economic development and commercial opportunities for the area and for its residents.

**b. Multi-family Development**

Located within the City limits of Greenville, Winslow Pointe is a new community composed of eighty four (84) affordable apartments at 40%, 50% and 60% restriction on income. The property will offer 1, 2, and 3- bedroom apartments. The site is located on the Northwest corner of Hooker and Burrington Road,

which surrounds the old Winslow home. This location is in the central part of Greenville located near JH Rose High School, shopping, parks, and medical facilities. The natural boundaries that surround the site make this property unique for an area within the city limits in close proximity to so many services.

This project was funded in part with HOME Investment Partnerships funds, Low Income Housing tax credits and private investments. The NRP Group and its affiliated company, formed the construction and development team. The project was completed in 2013, and the City was able to leverage over \$11 million on the Winslow Pointe development.

In 2014, the City of Greenville will also provide HOME Investment Partnership funds to multi-family developers as gap funding. There was only one (1) interested developer this budget year. The developer proposed a low income senior housing development, which is located within the Medical District. Therefore, the site is within close proximity to shopping, medical care, public transportation, and other services.

**c. Infrastructure Improvements**

Planning and design work were completed in 2011 on two (2) major public infrastructure projects that collectively will help to reshape the functionality and image of Greenville's urban core. Two (2) streetscape projects, the West Fifth Street Gateway and the Cotanche and Reade project will respectively improve aesthetics, vehicular and pedestrian safety, and will provide Greenville's citizens with a first of its kind opportunity – municipally sponsored public art.

Currently, staff is working on the planning and design of West Fifth Streetscape Phase II. Phase II extends four (4) city blocks, and the same treatment that the Gateway project received is also planned for this project. This portion of the streetscape will provide a more sustainable pedestrian experience, and will provide much needed traffic and utility upgrades. The planning and design is expected to be complete by the end of 2014. Staff anticipates that a conceptual drawing, construction plans, and a financial implementation plan will be delivered on or before December 1, 2014.

A new activity for 2014 is the Lincoln Park Neighborhood Redevelopment. This activity requires a host of infrastructure improvements. For example, staff will have to manage the abandonment, extension, and creation of water and sewer lines. Furthermore, this activity may require sidewalks, curb and gutter, and street lighting improvements.

Lincoln Park is a neighborhood within the urban core. This portion of the city is very old. Therefore, many infrastructure improvements are necessary. The City owns sixteen (16) lots within the neighborhood, and will help facilitate the construction of new, affordable, single-family homes. These homes will be occupied by low-moderate income homeowners, renters, and those who are eligible for the lease-purchase option.

### **3. Economic Development Strategies**

#### **a. Facade & Site Improvement Grant Program**

Maintaining the architectural quality and aesthetic appeal of commercial and office structures in the West Greenville Redevelopment Area is an important part of the overall strategy to restore the economic vitality of West Greenville. Proper improvements to the exterior of individual buildings will help to develop an image that will invite additional investments into the area.

The Greenville Redevelopment Commission developed the Building Blocks Facade and Site Improvement Grant Program to provide an incentive to property and business owners to make improvements to their properties. These programs provide property owners, tenants, architects, and contractors with recommended design standards for exterior improvements and rehabilitation to commercial buildings in the West Greenville Redevelopment Area.

The Dickinson Avenue Corridor Study is being conducted this year. The Office of Economic Development is providing local funds for this study. A portion of the corridor is within the West Greenville Redevelopment Area. Moreover, there are multiple commercial structures situated along this section of the corridor. Commercial structures are not a plentiful resource within the West Greenville Redevelopment Area. Thus, staff has planned to provide assistance to property owners along this stretch of the corridor.

#### **b. Small Business Incubator/ Commercial Center**

The Redevelopment Commission of Greenville contracted with the Small Business and Technology Development Center (SBTDC) in 2012, a state agency, to study the feasibility of establishing a small business incubator within the geographic bounds of the West Greenville Redevelopment Area. The incubator's mission will be to create an open, business-first, incubation facility. The facility will cultivate entrepreneurship, promote economic development, and assist in community revitalization within the West Greenville Redevelopment Area. CDBG funds will be used to supplement the project.

After several years of focus group meetings, feasibility studies, and minor marketing efforts – city staff is still working to build a strong enough coalition to finance and operate a stand-alone incubator. However, in recent months, staff has identified an alternative solution. This solution ties together two (2) separate initiatives that the Community Development Department has already researched.

The West Greenville Redevelopment Area lies within a U.S. Department of Agriculture designated food desert, according to the Food Access Research Atlas. Therefore, the City has made it a top priority to recruit, facilitate, and potentially incentivize a deal that would bring a grocery store/commercial center to the area. Over the past couple of years, staff has partnered with other organizations to develop a feasible business plan for the incubator. As a result, staff has determined that a multi-use commercial center would better suit the needs of the community and small business.

#### **4. Environmental Obstacles**

Many of the low-moderate income communities across the nation face environmental hazards, and lack the funds to abate or mitigate them. The City of Greenville is not any different; however, the City is dedicated to providing funding for the elimination, abatement, or mitigation of some of these hazards.

##### **a. Lead**

The West Greenville Redevelopment Area exists within the oldest portion of the city. The neighborhoods in this area are part of the urban core. Many of the homes in these neighborhoods have both lead and asbestos materials inside of them. The City is dedicated to eliminating these hazards when possible. For example, when staff conducts owner-occupied home rehabilitations, it is the City's policy to test for and abate any lead or asbestos material. Staff will constantly seek out grant opportunities for lead or asbestos abatement.

##### **b. Brownfield Development**

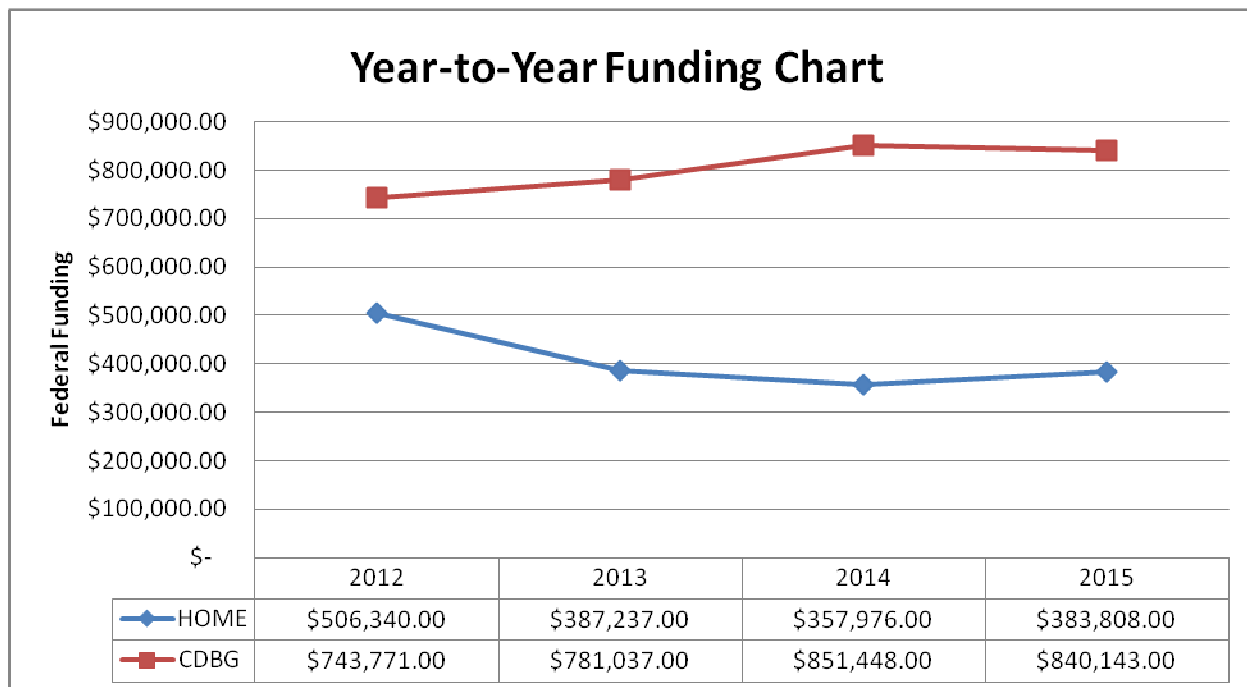
The City of Greenville has been a recipient of EPA Brownfield funds in the past. The City will continue to seek grant opportunities to mitigate these types of circumstances. Many Brownfields exist within low-moderate income neighborhoods. These parcels should not be viewed as weaknesses or threats; rather they are opportunities for education and economic development.



# Source of Funds

## II. SOURCES OF FUNDS

Resources available to support activities identified in the Consolidated Plan and this Annual Action Plan will include Community Development Block Grant, HOME Investment Partnership, general revenues, local Bond program, North Carolina Housing Finance Agency, private lending institutions and private developers.



### A. CDBG Program

The Housing and Community Development Act of 1974 created the Community Development Block Grant program in 1974. Since 1975, the City of Greenville has participated in the program with a variety of activities. The City of Greenville became an Entitlement Community in 1994. As an Entitlement Community, the City receives an annual funding allocation from the U.S. Department of Housing and Urban Development. The primary objective of CDBG is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities. All activities carried out must meet one of the three National Objectives.

Those objectives are:

- Benefit low-moderate income persons;
- Aid in the prevention or elimination of slums or blight; or
- Addressing an “urgent need”

## **B. HOME Investment Partnerships Program**

The HOME Investment Partnerships program was created by the National Affordable Housing Act of 1990 to create local partnerships for providing decent affordable housing to lower income households. This program seeks to encourage local jurisdictions to work with nonprofit organizations and the private investment community to achieve this goal. Cities receiving HOME funds must reserve 15% of their HOME funds to Community Housing Development Organizations (CHDOs) for affordable housing development.

In 1997, the Pitt County HOME Consortium was formed. The Consortium included the City of Greenville as lead entity, the Towns of Farmville, Ayden, Bethel, Grifton and Pitt County. The Town of Winterville became a member in 2001.

In January 2008, the City Council of Greenville approved disbanding the Consortium partnership and submitted application to become a “Participating Jurisdiction” for HOME funding. This Action Plan represents Greenville’s second year as a HOME Participating Jurisdiction.

Local match requirement for the 2013-2014 HOME Program is approximately \$177,000. These funds come from local funds earmarked for Affordable Housing and for meeting match requirements. The funds will be used to augment HOME funded projects. The Greenville HOME program currently has a match credit of \$960,067.87, which will be carried over to the following year. Despite the match credit, the City continues to identify a match with all projects, evidence of which is detailed on the match log.

## **C. Affordable Housing Bond Program**

On November 2, 1992, the citizens of Greenville approved a \$5 million bond referendum for affordable housing. The funding was divided into three (3) revolving loan categories. The categories include homeownership, land banking, and elderly housing rehabilitation. Loans are continually recaptured and reinvested into the program fund to further efforts to promote and preserve affordable housing. This bond led to the production of 161 affordable homes for first time low and moderate income buyers and flood survivors and over 153 loans to low and moderate families for home purchases and rehabilitation of low income elderly homeowner residences. These funds have been recycled since 1992 and are available for the West Greenville 45-Block Revitalization program and other affordable housing initiatives of the City of Greenville.

In 2004, citizens approved \$10 million in bond referendums for the revitalization efforts in the Uptown and West Greenville 45-Block Revitalization focus area.

**D. Funding Summary Chart**

Source	Amount	Description
Community Development Block Grant (CDBG)	\$840,143	Funds will be used for administration, housing rehabilitation, acquisition, relocation, public service, public facility improvements, economic development and clearance/ demolition.
HOME Investment Partnership	\$383,808	Funds will be used for administrative cost, housing rehabilitation, new construction, down payment assistance, and CHDOs.
General Revenue	\$400,000	Funds to leverage administrative/operating costs for staff and other local municipal appropriations to support programs.
Affordable Housing Bond Program	\$100,000	A 1992 Bond Referendum for preservation and creation of affordable housing in the City of Greenville.
Private Investment	\$10,000,000	Private investment for first time homebuyers to purchase Affordable Housing Citywide to improve housing stock, and affordable multi-family development
<b>Total All Sources</b>	<b>\$1,723,951</b>	<b>Approximate total of all sources minus Private Investment</b>

# Citizen Participation Plan

### III. CITIZEN PARTICIPATION PLAN

The City of Greenville continues to acknowledge the importance of citizen participation in developing activities for each upcoming year. Revisions to the Citizen Participation Plan were placed into effect as of September 11, 2003 (see **Appendix F**) in an effort to increase public awareness. Despite the recent changes to the current plan, we will continue to search for avenues to increase the level of participation by the community. Resources to better our current plan will include HUD recommendations; contact with other cities to review their plans; and most importantly, the consideration of input from the local community to increase involvement.

The City also encouraged public participation in developing the 2014-2015 Annual Action Plan by making a copy of the plan available to the Affordable Housing Loan Committee members, Redevelopment Commission, Continuum of Care; and a copy accessible at all City Community Recreational Centers, Library and Housing Division Office for the general public, nonprofits and other interested parties to review and submit comments from March 12, 2014 through April 10, 2014. In addition, a community meeting was held at Carver Library on Thursday, February 20, 2014 to get community input on the Plan. In addition, several staff members met with a local church (Mt. Calvary) on February 26, 2014. The following comments were received:

1. Partner to provide transitional housing for those who have been recently incarcerated.
2. Provide information in community meetings brochures.
3. Continue to provide homeownership opportunities.
4. Provide infrastructure upgrades when possible in low wealth communities (e.g. sidewalks, lights, and water & sewer).
5. Promote design standards to reduce utility costs and maintain the historic character of neighborhoods.
6. Create more affordable rentals.
7. Involve Realtors in new home construction projects.
8. Create projects for homeless population.
9. Improve non-profit capacity.
10. Consider new non-profit organizations in business incubator for capacity building.

In addition, two (2) Public Hearings were held for citizens to provide input on February 13, 2014 and May 8, 2014 during City Council meetings. No comments were received.

# **Current Year Action Plan**

## IV. ONE YEAR ACTION PLAN

### A. Introduction

The 2014-2015 Annual Action Plan describes the CDBG and HOME activities proposed for the 2014 fiscal year. The Five (5) Year Consolidated Plan guides development of each annual action plan, and serves as a roadmap for the activities to be undertaken. The plan also includes the resources available to perform the activities; a detailed description of the activities, and maps depicting the areas in which the activities will occur.

The activities to be undertaken by the City of Greenville for the 2014-2015 fiscal year will include Program Administration, Owner-Occupied Housing Rehabilitation, New Construction, Clearance & Demolition, Public Service, Public Facility Improvement, Economic Development, Community Housing Development Organizations, Relocation Assistance, and Substandard Property Acquisition. Staff anticipates that a majority of the proposed activities will be completed within the program year with a few extending into future years.

In addition to routine Community Development activities through the CDBG and HOME Programs, we continue to expand the supply of new single family affordable housing units with the assistance of local bond funds. These new units require the experience and oversight of the City of Greenville Housing Division. The City of Greenville has constructed or facilitated the development of a total of 162 units throughout the City. See the breakdown below:

New Single Family Units	Total Units
Singletree	24
Carolina Heights	15
Red Oak	1
Countryside Estates	105
West Greenville	17
Lincoln Park Redevelopment	TBD
<b>Total</b>	<b>162</b>



## **B. Performance Measurement**

The focus on demonstrating performance and results is present at all levels of government and in the private sector. Performance measurement is a program tool that can help housing and community development practitioners collect data, track progress, and report on program results in a way that speaks to the impact a program has had on a community and the lives of its residents. Performance Measurement is an organized process for gathering information to determine how well programs and activities are meeting established needs and goals. There are three (3) main components to Outcome Performance Measurement System: Objectives; Outcomes; and Indicators.

### **1. Objectives:**

Performance Measurement offers three (3) possible objectives for each activity. These objectives are based on the broad statutory purposes of the four Community Planning and Development programs:

#### **a. Creating Suitable Living Environments**

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. The activities are intended to address a wide range of issues faced by low and moderate income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

#### **b. Providing Decent Housing**

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs.

#### **c. Creating Economic Opportunities**

This applies to activities related to economic development, commercial revitalization or job creation.

### **2. Outcomes:**

The second component of the system is outcomes, which are closely related to objectives. The program outcome helps further refine the objectives and is designed to capture the nature of the change or the expected result of the objective to achieve. The following are the three (3) identified:

#### **a. Availability/Accessibility**

This applies to activities that make infrastructure, public services, public facilities, housing or shelter available or accessible to low and moderate income people, including persons with disabilities.

**b. Affordability**

These are activities that provide affordability in a variety of ways to low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups or services such as transportation or day care.

**c. Sustainability**

This applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

**3. Indicators:**

Once the program's purpose (objective) has been established and intended result (outcome), the next step is to identify how to measure progress towards achieving the intended results. There are four (4) common indicators that are relevant for most activities:

- Amount of money leveraged from other sources
- Number of persons, households, businesses, units or beds assisted
- Income level of persons or households by: 30%, 50%, 60% or 80%
- Race, ethnicity and disability data

A successful performance measurement system is tailored to the specific goals and objectives of the program. To meet its obligation to assess program performance, HUD requires grantees to provide information on their achievements and investments since program objectives and activities are determined and implemented locally.

**C. 2014-2015 Action Plan Projects:**

**1. Program Administration**

**Activity 2012-1**

**Regulatory Citations:** 24 CFR Parts 92.207, and 570.206

**Description:** Staff salary, planning, and administrative service delivery costs for implementing the Community Development Block Grant and HOME Programs, will be funded through CDBG and HOME awards, as well as local general revenue support.

<b>Funding Amount:</b>	\$35,500	HOME
	\$170,000	CDBG
	\$300,000	General Fund

**2. Housing Rehabilitation/Urgent Repair**

**Activity 2012-2**

**Regulatory Citations:** 24 CFR Parts 92.205-(a) (1), 570.202

**Description:** This program is designed to assist very low to low income homeowners with rehabilitating existing housing structures. The primary intent of this activity is to bring units up to code through the provision of rehabilitation activities to eliminate all code violations and provide a decent, safe and sanitary living environment. Program costs incurred may include demolition, construction, permitting fees, surveying, lead abatement, credit reports and closing costs. This activity will target owner occupied homeowners only. Qualified candidates for assistance include homeowners with annual incomes below 80% of the median area income as defined by HUD.

<b>Funding Amount:</b>	\$250,000	CDBG
	\$161,250	HOME

**Performance Measurement**

<b>Objective:</b>	Providing Decent Housing	
<b>Outcome:</b>	Affordability	
<b>Output Indicators:</b>	Number of units rehabilitated	Goal: 11

**3. Acquisition of Substandard/Dilapidated Properties**

**Activity 2012-3**

**Regulatory Citations:** 24 CFR Part 570.201 (a), 570.201 (d), 570.201 (i)

**Description:** Efforts will continue to acquire and demolish substandard and dilapidated properties that continue to blight the 45-Block Revitalization Area. Acquisition will focus on vacant rental properties or vacant parcels; however, the City may need to acquire occupied rental units for the betterment of the community. Relocation assistance will be provided to tenants that are displaced per URA guidelines. Parcels will be recombined for the development of new, affordable housing units. Acquisition costs may include, but not limited to legal fees, appraisal costs and surveying.

<b>Funding Amount:</b>	\$50,000	CDBG
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**Performance Measurement of Acquisition Activities**

**Objective:** Creating Suitable Living Environments  
Providing Decent Housing  
**Outcome:** Affordability, Availability/Accessibility  
**Output Indicators:** Number of units acquired **Goal: 2**

**4. Relocation/Displacement Assistance**

**Activity 2012-4**

**Regulatory Citations:** 24 CFR Part 570.201 (a), 570.201 (d), 570.201 (i)

**Description:** As part of the West Greenville 45-Block Revitalization plan, efforts will continue to acquire and demolish substandard and dilapidated properties that continue to blight the area. Acquisition will focus on vacant rental properties or vacant parcels; however the City may need to acquire occupied rental units for the betterment of the community. Relocation assistance will be provided to tenants that are displaced per Uniform Relocation Assistance guidelines.

**Funding Amount:** \$5,000 CDBG

**Performance Measurement of Relocation/Displacement Assistance**

**Objective:** Creating Suitable Living Environments  
Providing Decent Housing  
**Outcome:** Affordability, Availability/Accessibility  
**Output Indicators:** Number of units households **Goal: 0**

**5. Public Service**

**Activity 2012-5**

**Regulatory Citations:** 24 CFR Part 570.201(e)

**Description:** The City of Greenville will make available funds to assist nonprofit organizations with approved public services activities. Qualified agencies will participate in projects that benefit City of Greenville citizens. Nonprofit housing and service providers must assist the under-served populations of the City. Applications from nonprofits are submitted to the City for consideration annually and reviewed by the Affordable Housing Loan Committee. The activities will assist low income persons, homeless and special needs persons, youth development, victims of family/domestic violence, and housing providers. All funding will be expended from September 2014 through September 2015.

Activity	Amount
Lucille Gorham Center	\$15,000
Boys and Girls Club	\$20,000

Literacy Volunteers	\$15,000
Center for Family Violence	\$25,400
STRIVE	\$25,000
<b>Total</b>	<b>\$100,000</b>

**Funding Amount:** \$100,000 CDBG

**Performance Measurement of Public Service Activities**

**Objective:** Creating Suitable Living Environment

**Outcome:** Sustainability

**Output Indicators:** Number of LMI households served **Goal:** 225

**6. Public Facility Improvement**

**Activity 2012-6**

**Regulatory Citations:** 24 CFR 570-202

**Description:** This program is designed to assist in the upgrade and design of public infrastructure located in low wealth communities. For example, the Lincoln Park Neighborhood Redevelopment will need sidewalks, upgraded street lighting, traffic calming, and updated water and sewer lines.

**Funding Amount:** \$100,000 CDBG

**Performance Measurement**

**Objective:** Creating Suitable Living Environment

**Outcome:** Sustainability

**Output Indicators:** Number of people in LMA **Goal:** 500

**7. Clearance/Demolition**

**Activities 2012-7**

**Regulatory Citation** 24 CFR Part 570.201(d)

**Description:** This activity is designed to acquire and demolish substandard structures in the West Greenville 45-Block Revitalization area in an effort to improve the living conditions for low income residents. Parcels may be recombined for the development of new, affordable housing units.

**Funding Amount:** \$15,000 CDBG

**Performance Measurement**

**Objective:** Creating Suitable Living Environment

**Outcome:** Affordability, Availability/Accessibility  
**Output Indicators:** Number of units demolished **Goal:** 1

**8. Community Housing Development Organization (CHDO) Activities**

**Activity 2012-8**

**Regulatory Citations:** 24 CFR Part 902.207 (a), (c), (d)

**Description:** It is anticipated that a certified CHDO will utilize the funding to continue production of single family units for first-time, low-moderate income homebuyers. At the present time, the City has three certified organizations: Metropolitan Housing and CDC, Streets to Home, and Exceed, Inc.

**Funding Amount:** \$53,250 HOME

**Performance Measurement**

**Objective:** Decent Affordable Housing  
**Outcome:** Affordability  
**Output Indicators:** Number of new single family units **Goal:** 1

**9. Downpayment Assistance Program**

**Activity 2012-9**

**Regulatory Citations:** 24 CFR Part 902.207

**Description:** Funds available for first time buyers who have completed homebuyer education classes.

**Funding Amount:** \$30,000 HOME  
 \$200,000 State & Private funds

**Performance Measurement**

**Objective:** Decent Affordable Housing  
**Outcome:** Affordability  
**Output Indicators:** Number of new homeowners **Goal:** 2

**10. Economic Development**

**Activity 2012-10**

**Regulatory Citations:** 24 CFR 570.203

**Description:** The purpose of the Business Plan Competition and the Façade Improvement Program is to provide an economic incentive to small business owners and other entrepreneurs both from within and without the redevelopment areas.

Therefore providing an opportunity to create or expand small business enterprises within the bounds of West Greenville Redevelopment Areas.

**Funding Amount:** \$50,000 CDBG

**Performance Measurement**

**Objective:** Create Economic Opportunities

**Outcome:** Availability/Accessibility

**Output Indicators:** Number of jobs created **Goal:** 4

**D. CDBG/HOME Funding Chart**

<b>Activity</b>	<b>HOME</b>	<b>CDBG</b>
Planning & Administration	38,000	168,000
Housing Rehabilitation	155,000	252,000
Relocation	0	5,000
Acquisition	0	50,000
New Construction	83,237	0
Clearance/Demolition	0	15,000
Down Payment Assistance	50,000	
CHDO	57,571	0
Public Facilities Improvement	0	100,000
Public Service	0	100,000
Economic Development	0	150,143
Program Income	+/- 15,000	+/- 30,000
<b>Total</b>	<b>398,898</b>	<b>870,143</b>

# Other Actions



## V. OTHER ACTIONS

### A. Affirmatively Furthering Fair Housing

The City continues to fund affirmatively fair housing marketing actions. These actions are inherent to each of the housing activities provided through the Community Development Department. Education of the Fair Housing Laws will occur throughout the year and most specifically during the month of April, which is designated as “Fair Housing Month” and “CDBG Week”. As part of a weeklong celebration of CDBG Week, the City will host a public education forum, a tour for Elected Officials, and a Housing Partners Reception. The upcoming fiscal year Fair Housing Month activities will include an educational seminar/forum and quarterly landlord/tenant workshops.

During fiscal year 2014-2015, the City will continue to use administrative dollars to fund fair housing activities. The City employs a staff person to coordinate all fair housing and other human relations activities, which is funded with general fund dollars. The staff person also provides assistance to citizens throughout the year with filing housing complaints.

### B. Analysis of Impediments to Fair Housing Choice

An update to the Analysis of Impediments to Fair Housing Choice was completed by the City of Greenville, December 2013. This section presents the Fair Housing Analysis Update for the 2013-2015 Five (5) Year Consolidated Plan. It primarily includes existing impediments to fair housing choice currently being addressed and the actions to remedy them. The update relies on public/private information regarding the real estate and banking industries, Greenville housing and community development activities, North Carolina and Greenville Human Relations Agencies, and the Greensboro and Atlanta HUD Offices of Fair Housing and Equal Opportunity.

During fiscal year 2014-2015, the City will complete an update to the current Analysis of Impediments to Fair Housing Choice, in conjunction with a new Consolidated Plan.

In addition, the City will implement the following activities to address identified impediments to current Plan:

## **Impediment 1**

Lack of affordable housing forces the lower income population to find alternative housing. Alternative housing may consist of “doubling up,” a practice where households combine to cut the expenses of housing. Others are forced to live in housing that is in poor condition that leads to disparate treatment of protected class families and individuals.

### **Plan**

The financing industry may have the best strategy for this impediment. While it appears to be true that there are insufficient affordable housing units available for housing choice in Greenville, the fact is that a surplus of moderately priced housing is available. Lower income home seekers may attempt to follow financing recommendations such as using the City’s down payment assistance programs.

The City’s down payment assistance is available to everyone. While some applicants appear to be well-educated in the homebuyer loan process, the lending industry feels that most still are not. When lenders counsel prospective borrowers about the financial responsibility associated with home mortgages, offering practical advice regarding savings and spending, borrowers become frustrated and seek mortgage loans elsewhere. If all mainstream lenders have similar policies, then it is possible that this serves to drive people to seek loans through brokers and subprime lenders. Therefore, a stronger push to promote homebuyer counseling appears to be an appropriate solution.

Additionally, the City plans to dedicate more time and resources in communities north of the river than it has in the past. Since 2003, West Greenville has seen the most investment from the City’s entitlement funds; however, the City does have “scattered site” programs that allow citizens from across the community to benefit from HUD entitlement funding. Residents living north of the river have lower incomes and the concentration of Hispanic residents is higher in this area. This small shift in focus will help to address housing burdens for this area of the City.

Furthermore, the City intends to continue its’ support of affordable housing tax credit developments outside of the low income census tracts. Also, the City will begin to investigate and evaluate the creation of a Neighborhood Revitalization Strategy Area (NRSA).

## **Impediment 2**

Lack of education about discrimination and fair housing laws in Greenville result in citizens who are unaware of rights or where to report violations and lenders who may not be knowledgeable about fair housing practices. An essential part of fair housing opportunities and enforcement is the education of the public regarding the rights and responsibilities afforded by fair housing

laws. This includes the education of housing and financial providers, as well as citizens. Everyone needs to know what may constitute a violation, and what they can do in the event they believe they may have been discriminated against. In addition, it is important for lenders, housing providers and their agents to know their responsibilities and when they may be violating fair housing laws.

## **Plan**

Education is a key element on two fronts. First, it is one of the most pressing needs to ensure fair housing choice. It is imperative that individuals and families seeking housing know their rights and responsibilities and that those involved in the housing industry understand their rights and responsibilities, as well.

Secondly, providing public education that produces an employable workforce with higher earning potential will help improve creditworthiness of future homebuyers. The onus falls to the public school system to ensure that tomorrow's residents have the skills they need to be competitive in the job marketplace, as well as to be educated consumers armed with the skills to make informed decisions.

The City will continue its efforts to educate the public through Fair Housing month activities and a local loan counseling program. Further, the City's Community Relations Officer will continue to coordinate the City's community-wide Fair Housing Workshop annually and disseminate information throughout the year about Greenville's fair housing activities. Information may include monthly public service announcements through local media (radio, television, and newspapers) advertising fair housing mediation services and distribution of print materials to local merchants and residents advertising fair housing workshops and fair housing mediation services to residents of community development target areas.

Special outreach may be made to school-aged children to start early education on fair housing issues. Housing discrimination education programs can be developed around Fair Housing month. To avoid teaching laws in a stale format, the approach should be to explore opinions, beliefs and behavior in age appropriate ways. Additionally, a poster contest may be held as part of the month's activities and winning posters can be featured in advertisements and materials the City uses for its fair housing education generally.

Further, the City will encourage lenders, housing providers and their agents to know their responsibilities and to attend training on fair housing laws. Over the long term, the City will promote the development of a voluntary affirmative action marketing agreement by the local Board of Realtors and Home Builders Association.

The City will provide assistance to residents in the resolution of housing complaints. The City's Community Relations Officer will refer discrimination complaints which cannot be resolved through mediation to the U.S. Department of Housing and Urban Development or the N.C. Human Relations Commission.

The City will continue to evaluate the need for the establishment of a local Fair Housing Ordinance and the effectiveness of the Fair Housing Plan.

### **Impediment 3**

Substandard housing and low property maintenance contribute to the lack of safe, decent, and sanitary affordable housing. A pro-active property maintenance code enforcement program could help with the preservation of the rental housing stock.

#### **Plan**

The City will consider several activities to increase the availability of affordable housing opportunities and programs to preserve existing rental housing stock throughout the City including a program to assist homeowners in rehabilitating substandard housing stock in an effort to keep those units affordable once renovations have been completed.

### **Impediment 4**

Limited housing opportunities exist for the homeless, those who are at risk of homelessness, and special needs populations. There is not enough funding for permanent housing. Too many citizens are on the brink of becoming homeless because they have to spend too much of their income on housing (many times not decent or safe housing).

#### **Plan**

The City will continue to support programs to increase family self-sufficiency and to prepare homeless, at risk, and special needs populations for rental or homeownership opportunities through financial literacy, credit counseling, and rental assistance. The City also needs to support a number of initiatives to assist low-moderate homebuyers with down-payment assistance, default delinquency counseling, anti-predatory lending counseling and homeless prevention programs.

The City will also strive to convene working groups of providers that deliver services to the homeless, those at risk of homelessness, and special needs populations to establish referral networks that more easily connect those in need with available resources. Additionally, by

convening these groups, service providers may find ways to share resources and maximize their efforts by working together.

### **Impediment 5**

Lack of access to homeownership (Based on HMDA and apparent Predatory Lending Practices) limit housing choices.

This Impediment can be addressed in the 2013-2018 Consolidated Plan as the City considers inequities that may occur in homeownership opportunities for protected classes or those covered by the Fair Housing Law.

An analysis of the HMDA data in this document reveals, for example, that while black residents comprise 37% of the population, 18% of all home purchase mortgage applications come from black families/individuals. As a result, it appears that black applicants may be underrepresented with the problem worsening over recent years. Hispanics and Asians are also underrepresented in loan applications as compared to their share of the population. City programs targeted to assist low-moderate income protected classes should focus more closely on educating the population on the importance of homeownership and how to access local lending resources.

In addition, consistently high denial rates on home improvement loans may reflect policies in the lending industry, but this is an area that warrants some attention in Greenville. The disinvestment associated with an inability to raise funds to maintain one's home in an older housing stock can have an undesirable effect on the community when it occurs in great numbers.

### **Plan**

Mortgage brokers know that people do business with people who look like them, and so they hire people that resemble the markets they serve. This is good marketing, but also encourages minority homebuyers to seek loans with lenders who are not necessarily looking out for the borrowers' best interests. Additionally, brokers are most familiar with the products that are most popular in the markets they serve and are not aware of all the products offered by the institutions they represent, thus limiting their offerings to higher-cost products. Unfortunately, uninformed buyers also choose lenders on the basis of word-of-mouth referrals from friends and family, and the belief that banks do not lend money to minorities.

To educate potential homebuyers, the City will work to create homebuyer guides that inform first-time buyers and other purchasers about the process involved in locating, qualifying for, and securing a home. Steps such as inspection, negotiation, and closing would be explained as well as the roles of different players (real estate agents, loan officers, and others). Typical costs can be outlined as well. The Guide may include information on geographic areas that are not yet

integrated to promote equal housing opportunity in these areas. Sections on housing resources and basic fair housing rights would be included as well. These guides should be produced in Spanish and any other language that has a concentrated population in Greenville at the time of publication. The City will also work with local agents and community groups to arrange house or neighborhood tours that allow residents to explore available opportunities that may be outside of their immediate surroundings.

Again, the solution lies in educating consumers, although it is difficult to reach them when they will not avail themselves of the opportunities.

### **C. Affirmative Marketing Policy**

In accordance with the regulations of the HOME Program and in furtherance of the City of Greenville's commitment to fair housing and equal housing opportunity, this Policy establishes procedures to affirmatively market rental or residential units constructed or rehabilitated under the HOME Program. These procedures are designed to assure that individuals who normally might not apply for available housing units because they are socially and/or economically disadvantaged are provided an opportunity to apply.

This Affirmative Marketing Policy is documented and maintained in the Housing Division files, and shall be included in all HOME project proposals and agreements and HOME project files. The Beneficiary is held to the terms of the Policy by the requirement in the applicable HOME Subrecipient or HOME/Community Housing Development Organization ("CHDO") Agreement.

It is the policy of the City of Greenville, Housing Division not to discriminate against any person on the basis of race, color, national origin, sex, religion, familial status, or disability:

1. In the sale or rental of housing or residential lots;
2. In advertising the sale or rental of housing;
3. In the finance of housing;
4. In the provision of real estate brokerage services; or
5. In the appraisal of housing.

Please see **Appendix H**.

### **D. Minority/Women Business Outreach**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement

programs, including, but not limited to, construction, projects, supplies and materials purchases and professional and personal service contracts.

#### **E. Evaluation and Reduction of Lead-Based Paint Hazards**

Lead poisoning is one of the worse environmental threats to children in the United States. While anyone exposed to high concentrations of lead can become poisoned, the effects are most pronounced among young children.

All children are at higher risk to suffer lead poisoning than adults, but children under age six (6) are more vulnerable because their nervous systems are still developing. At high levels, lead poisoning can cause convulsions, coma, and even death. Such severe cases of lead poisoning are now extremely rare, but do still occur. At lower levels, observed adverse health effects from lead poisoning in young children include reduced intelligence, reading and learning disabilities impaired hearing and slowed growth.

An important initiative emanating from HUD in the last decade is the reduction of lead-based paint hazards, and many jurisdictions around the country have made a concerted effort to reach this goal. The federal Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992) amends the Lead-Based Paint Poisoning Prevention Act of 1971, which is the law covering lead-based paint in federally funded housing. These laws and subsequent regulations issued by the U.S. Department of Housing and Urban Development (24 CFR Part 35) protect young children from lead-based paint hazards in housing that is financially assisted or being sold by the federal government.

In all property rehabilitation projects undertaken by the City of Greenville, the City will assess whether lead-based paint might be present and, if so, follow the guidelines set forth in the Residential Lead-Based Paint Hazard Reduction Act of 1992, Title X of the Housing and Community Development Act of 1992 (Title 24, Part 35 of the Code of Federal Regulations).

The City of Greenville is committed to testing and abating lead in all pre-1978 housing units assisted with federal grant funds in any of the housing programs implemented. Currently, the City of Greenville has contracted with an agency to provide all lead testing and clearance activities. This agency has also agreed to provide training for the housing rehabilitation contractors.

## **F. Anti-Poverty Strategy**

City of Greenville housing programs inherently address poverty by creating housing opportunities for low income households. Without these housing opportunities many low income households would not be able to afford housing rehabilitation costs or to purchase a home.

Additionally, funding through CDBG Public Service activities of transitional housing providers such as the Streets to Home and EXCEED, both nonprofit agencies, allows individuals that would normally reside in impoverished conditions the opportunity to establish themselves in order to find suitable employment. Such efforts will work to reduce the number of persons currently living in poverty.

## **G. Developing Institutional Structures**

The City of Greenville, through its Housing Division, the network of housing sub-recipients, and Community Housing Development Organizations (CHDOs), are effectively organized to utilize all funding received through the various state/federal programs.

The private sector is provided with incentives for developing affordable rental housing through tax credits provided by the federal tax credit program. Tax credits provide developers with an additional state subsidy for low income apartment construction.

In addition, each year efforts are made to work with local institutions to provide housing and economic opportunities for low income persons through public service activities and participation in the Pitt County Continuum of Care. The Pitt County Continuum of Care began in 2001 and has successfully grown into a well-balanced organization made up of local government agencies, housing providers, service providers, and other interested groups. The development of the continuum and participation by the City of Greenville will greatly enhance coordination between these agencies. The Public Housing Authority has also joined the Continuum of Care and has begun working in concert with the City of Greenville and our revitalization efforts in the West Greenville Redevelopment Area.

The City of Greenville will continue to coordinate with other governmental agencies, nonprofit organizations, private enterprises and individuals to provide increased opportunities for the target area.



## **H. Public Housing**

There are four (4) Public Housing managing agencies in the Pitt County area, which include Greenville Housing Authority with a total of 779 units; Mid East Commission who manages a total of 135 units in three (3) towns; Farmville Housing Authority who manages 174 units and Ayden Housing Authority who manages 175 units. Each of the mentioned Public Housing Authorities receives federal funds to modernize and repair public housing units.

In addition, the City of Greenville Community Development Department Housing Division has formed a partnership with the Greenville Housing Authority to offer bimonthly Homeownership and Financial Literacy classes to public housing residents and other citizens. So far, three former residents utilizing the Housing Choice Voucher program and City of Greenville HOME downpayment assistance program have purchased a new home, developed by a local Community Housing Development Organization.

## **I. Recapture Provisions**

In accordance with the applicable homebuyer recapture/resale provision outlined in 24 CFR Part 92.254, City of Greenville has adopted the recapture provision. Greenville provides direct HOME subsidy, on a pro-rata basis, to eligible homebuyers, which includes down payment assistance and closing costs. Greenville provides HOME funds to its CHDO's to develop affordable housing. Greenville CHDO's have adopted the HOME recapture provision, with the exception of development of rental units. When CHDO's develop homeownership single-family housing, down payment assistance is provided by the city.

All CHDO's, sub-recipients and all entities who administer HOME programs will follow recapture provisions that have been adopted by the City of Greenville. The City requires the recapture of its HOME-funded homeownership housing assistance from net sales proceeds when the original homebuyer sells the property during the affordability period.

Net sales proceeds are the funds remaining from the sale of the property by the original homebuyer less the repayment of the outstanding balance on any superior mortgage, sales commission, the original homebuyer's down payment and the cost of any property improvements made by the original homebuyer. To the extent that net proceeds are available at closing, all of the HOME funds are due and payable. In the event of foreclosure, the Lender may not require the Borrower to repay an amount greater than the net proceeds available after the foreclosure sale. The recapture provision is enforced through execution of a Declaration of Deed Restrictions, which identifies the period of

affordability, primary residency requirement, and term and conditions required when using the recapture provision.

Homebuyer assistance may be used for down payment assistance and/or principal mortgage reduction via Secondary Mortgage. Borrower's income cannot exceed 80% of the area median income adjusted by family size as published annually for Greenville. Maximum loan amounts of up to \$20,000 (20% of sales price of home with cap of \$20,000). Loans will be amortized over a fifteen-year (15) period at 0% interest. If the property is disposed voluntary, involuntary or is in default, the percentage for repayment is based on the actual year.

Assistance provided to nonprofit agencies through the CDBG Program will be secured with a sub-recipient agreement/contract. Should the agency fail to comply with program rules, the assistance will be recaptured.

Recaptured HOME funds by Community Housing Development Organizations (CHDO), on behalf of City of Greenville, are not considered to be CHDO proceeds but shall be used by the CHDO's to provide affordable housing for City of Greenville residents.

Recaptured HOME funds provided by an agency other than a CHDO, will be recaptured by City of Greenville to be used for eligible HOME activities in accordance with the requirements of the HOME statute and regulations, in the same manner as program income.

The recapture provision will ensure that each HOME assisted unit will remain affordable for a period of time determined by the recapture schedule below, established in accordance with 24 CFR 92.254(a)(4):

<b>HOME Funds Provided</b>	<b>Period of Affordability</b>
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years
New Construction	20 years

**J. Section 3 Requirements**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the Community Development Department to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) Section 3 financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons,

particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

It is the policy of the Community Development Department of the City of Greenville to require its Contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment. See Section 3 Plan **Appendix I**.

# Monitoring Plan

## **VI. MONITORING PLAN**

City of Greenville will continue to improve its established monitoring system of CDBG, HOME and other housing and community development activities to ensure regulatory compliance. Monitoring is the responsibility of the City of Greenville Community Development Department Housing Division, to include but not limited to:

### **Monitoring Objective**

*Primary* - To ensure that subrecipients are:

- Complying with all applicable federal requirements
- Complying with administrative and financial management standards
- Performing and delivering services in a timely manner

*Secondary* - To identify any potential areas of non-compliance and offer technical assistance.

### **Monitoring Procedure**

- In-house reviews of subrecipient materials & regulations review
- Pre-monitoring visits with subrecipient
- Conduct visit as follow:
  - Notify of date, scope, focus of review
  - Hold entrance conference with chief official
  - Document, gather & analyze
  - Hold exit conference to report results, hear reaction & form conclusions
- Follow-up with letter of results to include findings and/or concerns.

### **On-Site Visits**

Staff performs on-site monitoring reviews at least annually, depending on the assessment of risks for non-compliance. Program operations are observed, staff interviewed, client eligibility confirmed, financial and programmatic reports verified.

### **Long-Term Compliance**

Activities involving real property acquisition or improvement require long-term compliance with original purpose of the federal assistance. City of Greenville Community Development Department maintains a CDBG Real Property Inventory that is updated annually, and confirms that such property is still being used for the intended purpose. City also carries out an annual review of HOME-assisted rental units, to ensure compliance with Housing Quality Standards, tenant eligibility, and rent ceilings.

**Rental Housing Monitoring**

Staff must review annual Project Compliance Reports and perform regular on-site visits throughout the affordability period to ensure continued compliance with:

- Rent and occupancy requirements
- Property standards
- Other Federal requirements (fair housing, lead-based paint, affirmative marketing, etc.)

**HOME Program Monitoring Schedule**

**Community Housing and Development Organizations (CHDO's)**

Active Funded CHDO's	Contact Person	1st Q	2nd Q	3rd Q	4th Q	Property Type
Metropolitan Housing Development Corporation	David Moore	3/12/2014	7/9/2014	10/8/2014	1/7/2015	Rental
Streets to Homes	Amanda Willet	3/12/2014	7/9/2014	10/8/2014	1/7/2015	Rental

**HOME Downpayment Assistance**

Annual Compliance Review (Affordability Period)	Contact Person	Annual Monitoring Visit
Verification of Recipient Compliance	In House / letters sent	8/5/2014

**Quarterly Review Outstanding Projects**

Consortium Members with Outstanding Projects	Contact Person	1st Q	2nd Q	3rd Q	4th Q	Property Type
Town of Grifton	Joe Albright	3/12/2014	7/9/2014	10/8/2014	1/7/2015	Lease/ Purchase
Greenville Housing and Development Corp.	Michael Best	3/12/2014	7/9/2014	10/8/2014	1/7/2015	Lease/ Purchase
Exceed Inc.	Carlton Gay	3/12/2014	7/9/2014	10/8/2014	1/7/2015	Lease/ Purchase

### Annual Compliance Review

Annual Compliance Review (Affordability Period)	Contact Person	Annual Monitoring Visit
Town of Ayden	Sherrri Scharf	6/17/2014
Town of Farmville	Theresa L. Cieslinski	6/17/2014
Pitt County	Jonas Hill	6/17/2014
Town of Grifton	Joe Albright	6/17/2014

### Community Development Block Grant Subrecipient

#### Monitoring Schedule

Active Sub-recipient	Contact Person	1st Monitoring	2nd Monitoring
Boys & Girls Club of Pitt County	Misty Marston	3/14/2014	9/13/2014
Center for Family Violence Prevention	Diana Cooper-Mann	3/14/2014	9/13/2014
Lucille Gorham Intergenerational Center	Deborah Moody	3/14/2014	9/15/2014
Literacy Volunteers	Lynn Pischke	3/14/2014	9/15/2014

# Homelessness



## VII. STRATEGIES TO ELIMINATE HOMELESSNESS

### A. Continuum of Care

Since 2001, the City of Greenville has actively assisted with the creation and development of a Continuum of Care for Pitt County. The group, known as the Pitt County Continuum of Care, is devised of City and County staff, as well as non-profit and for-profit representatives. The group meets monthly to discuss the ever-growing homeless population in our community. Efforts to end homelessness and to coordinate supportive services to homeless persons are top priorities for the community. The January 2012 Continuum of Care Homeless Population Point in Time Survey revealed that there are one hundred six (106) homeless persons in Pitt County. Currently, Pitt County has one hundred (100) emergency beds and twenty-eight (28) transitional housing units available to serve them.

During the upcoming 2014-2015 fiscal year, the group will continue to develop the Continuum and prepare various grant applications for submission to the NC Balance of State. To date, the Pitt County Continuum of Care has received funding every year since 2003 funding cycle. Funding received under the 2004 and 2005 award was allocated to implement a Homeless Management Information System (HMIS). All actions by the Continuum of Care group will address obstacles to meet the underserved needs in the community, assist with the reduction of poverty level families, assist with the development of “institutional structures”, and enhance coordination between public and private housing and social service providers. Other actions will include marketing of the continuum to reach out to surrounding communities in an endeavor to promote regional participation.

### B. Ten-Year Plan to End Homelessness

The City of Greenville, Pitt County Government, United Way and other nonprofit agencies formed a partnership in 2008 to hire a professional consultant to assist the community with developing a Ten-Year Plan to End Chronic Homelessness in Pitt County. The Plan was approved October 2008 by the Greenville City Council and Pitt County Commission. The goals and objectives are as follow:

#### **GOAL 1**

Provide community-based services and support to prevent homelessness before it happens and diminish risks for homelessness to recur.

■ **Outcome 1-A**

Increased access to services provided to the homeless population.

■ **Outcome 1-B**

Increased number of individuals who are employed and able to manage their personal finances.

■ **Outcome 1-C**

A comprehensive client-centered discharge planning process coordinated among community agencies for individuals leaving foster care, mental health facilities, jails and prisons, medical facilities, and military units who are at risk for homelessness.

■ **Outcome 1-D**

A data infrastructure (HMIS) that would link all services, screen for program eligibility, and gather data needed to monitor (assess) progress of implementation.

**GOAL 2**

Create adequate short-term housing options and supportive permanent housing for those who are chronically homeless or at risk of becoming homeless.

■ **Outcome 1-A:**

Increased inventory of housing options that meet the needs of individuals and families who are homeless and those at risk of becoming homeless.

Both local governments and nonprofit agencies are now in the process of implementation. The City Council approved in September 2008 a two year contribution of CDBG funds in the amount of \$30,000 per year to fund implementation activities. During fiscal year 2012, the CDBG program funded SSI/SSDI Outreach, Access, and Recovery (SOAR) Training, which strived to increase disability benefits for homeless people and those at risk of homelessness who are living with disabilities; and a “Project Connect” event. The Project Homeless Connect event had a one day event which provided community and medical services in one (1) location for homeless residents. In fiscal year 2014-2015, the City will seek to assist those agencies who provide the homeless with housing, economic opportunities, and education opportunities.

# Appendices

## Appendix A: Resolution

## Appendix B: Application for Federal Assistance SF - 424

Appendix C: 2014 – 2015 Budget

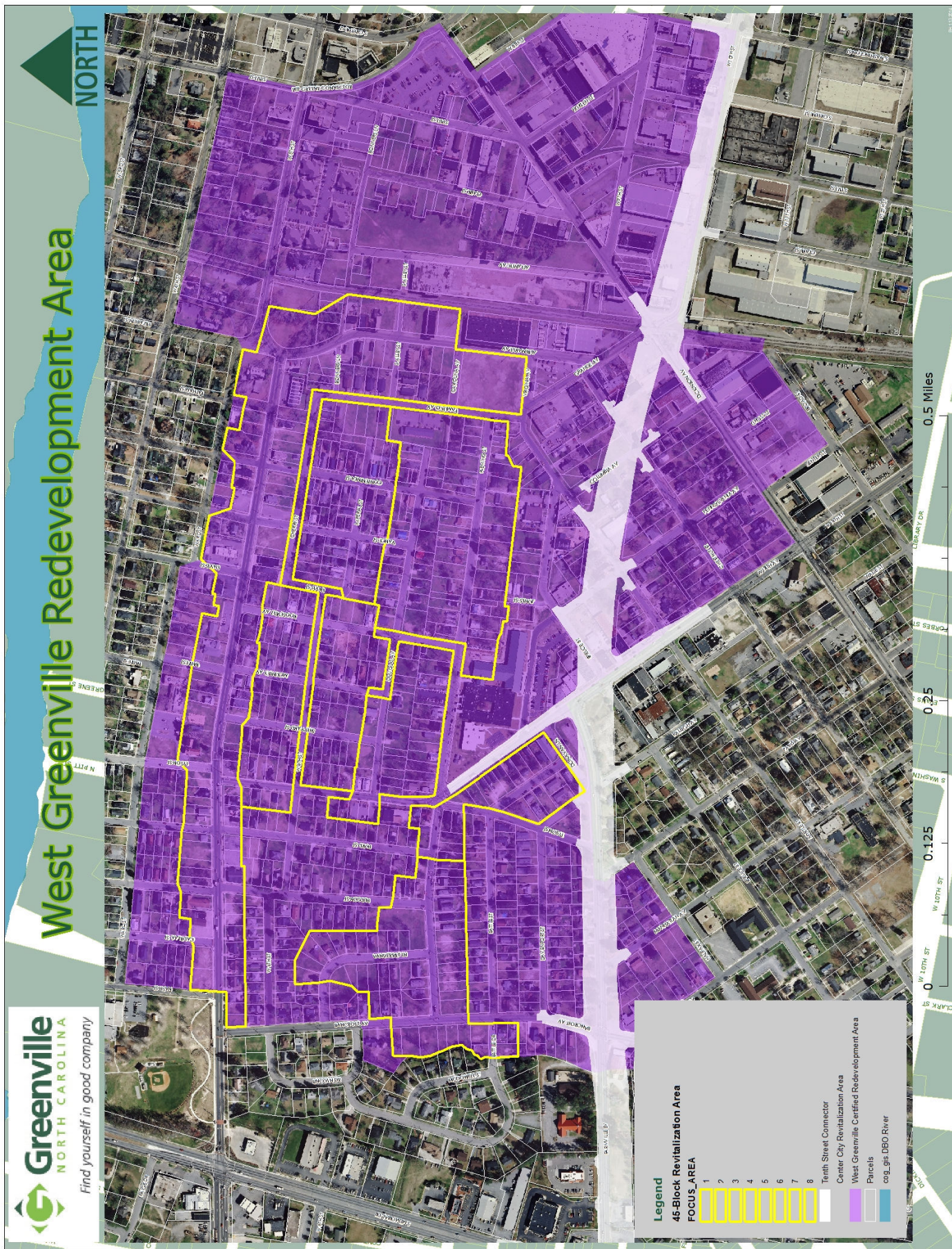
**2014-2015 Budget Year**

Proposed Activities	HOME	CDBG
Administration/Planning	\$38,000.00	\$168,000.00
Housing Rehabilitation	\$155,000.00 040-4650-452.24-00	\$252,000.00 040-4640-452.24-00
Down payment Assistance	\$50,000.00 040-4650-452.47-00	
CHDO/New Construction	\$57,571.00 040-4650-452.62-00	
Public Service		\$100,000.00 040-4640-452.23-00
Acquisition/Clearance		<u>\$65,000.00</u> Demolition = \$15,000.00 040-4640-452.55-00  Acquisition = \$50,000.00 040-4640-452.27-00
Relocation		\$5,000.00 040-4640-452.08-00
Public Facility Improvements		\$100,000.00 040-4640-452.23-04
Economic Development		\$150,143.00 040-4640-452.80-00
New Construction (multi-family)	\$83,237.00 040-4650-452.62-00	
<b>TOTAL</b>	<b>\$383,808.00</b>	<b>\$840,143.00</b>













**NORTH**



Appendix E: Publisher's Affidavits

**PUBLISHER'S AFFIDAVIT**

**NORTH CAROLINA  
PITT COUNTY**

Bill Hudson affirms that he is ACCOUNT EXECUTIVE of

**The Daily Reflector, a newspaper published daily at Greenville, Pitt County,  
North Carolina, and that the advertisement, a copy of which is hereto  
attached, entitled**

GREENVILLE CITY PROG - PUBLIC NOTICE - NOTICE OF COMMUNITY MEETING TO  
RECEIVE COMMENTS ON THE 2014-2015 FISCAL YEAR DRAFT ANNUAL ACTION PLAN

**was published in said The Daily Reflector on the following dates:**

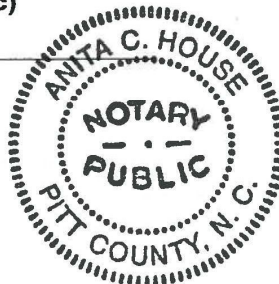
FEBRUARY 3, 2014 + FEBRUARY 10, 2014

**and that the said newspaper in which such notice, paper, document or legal  
advertisement was published, was, at the time of each and every publication,  
a newspaper meeting all of the requirements and qualifications of Chapter 1,  
Section 597 of the General Statutes of North Carolina and was a qualified  
newspaper within the meaning of Chapter 1, Section 597 of the General  
Statutes of North Carolina.**

Bill Hudson  
Affirmed and subscribed before me this 5th day  
of March, 20 14  
Anita C. House

(Notary Public)

My commission expires 11/17/16.



**PUBLISHER'S AFFIDAVIT**

**NORTH CAROLINA  
PITT COUNTY**

Bill Huson affirms that he is ACCOUNT EXECUTIVE of  
**The Daily Reflector, a newspaper published daily at Greenville, Pitt County,  
North Carolina, and that the advertisement, a copy of which is hereto  
attached, entitled**

GREENVILLE CITY PAGE- PUBLIC HEARING - 2014-2015 ANNUAL ACTION PLAN

**was published in said The Daily Reflector on the following dates:**

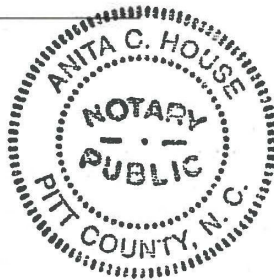
FEBRUARY 3, 2014 + FEBRUARY 10, 2014

**and that the said newspaper in which such notice, paper, document or legal  
advertisement was published, was, at the time of each and every publication,  
a newspaper meeting all of the requirements and qualifications of Chapter 1,  
Section 597 of the General Statutes of North Carolina and was a qualified  
newspaper within the meaning of Chapter 1, Section 597 of the General  
Statutes of North Carolina.**

Bill Huson  
Affirmed and subscribed before me this 5th day  
of March, 2014  
Anita C House

**(Notary Public)**

My commission expires 11/17/16



## Appendix F: Citizen Participation Plan

### CITY OF GREENVILLE COMMUNITY DEVELOPMENT DEPARTMENT CITIZEN PARTICIPATION PLAN

#### **INTRODUCTION:**

The U.S. Department of Housing and Urban Development (HUD) provides local governments the opportunity to operate Community Development Block Grant (CDBG) and HOME Programs. In order to participate in these programs, the City of Greenville is required to have a detailed Citizen Participation Plan, which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the use of CDBG and HOME money. This plan must be available to the public.

#### **Encouraging Public Participation:**

The law requires that our Citizen Participation Plan both provide for and encourage public participation, emphasizing involvement by low and moderate-income persons, especially those located in Targeted Areas. Also, the U.S. Department of Housing and Urban Development expects the City of Greenville to take appropriate actions to encourage participation by minorities, non-English speaking persons, and persons with disabilities. Copies of the Citizen Participation Plan, as well as summaries and basic information pertaining to the CDBG, HOME program, and the Consolidated Planning process are available at the City of Greenville, Community Development Department, Housing Division office located at 201 West Fifth Street, Greenville, North Carolina. This plan supersedes all other plans.

#### **The Role of Low Income People:**

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, suitable living environments, and growing economic opportunity, all principally for low and moderate-income persons in CDBG and HOME Targeted Areas. Genuine involvement by low and moderate-income people must take place at all stages of the process, including: identifying needs, setting priorities among these needs, deciding how much money should be allocated to each high-priority need, and suggesting the types of programs to meet high-priority needs, as well as, overseeing the way in which the programs are carried out.

#### **The Various Stages of the Consolidated Plan Process:**

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general these stages or events include:

1. Identification of housing and community development needs.

2. Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan. Every 5 years this process will include the preparation of a new proposed Consolidated Plan.
3. Approval of Plan by the Affordable Housing Loan Committee.
4. Formal approval by elected officials of a final Annual Action Plan or Consolidated Plan.
5. On occasion, it may be necessary to change the use of money already budgeted in an Action Plan, or to change priorities established in the Consolidated Plan. In that case, a formal Substantial Amendment will be proposed, considered, and acted upon. In these instances, major amendments (amendments that involve a change of funding greater than 20% of award) will require a public hearing and approval by the elected governing body prior to submission to HUD. Minor amendments will be approved by City Council however, no public hearing will be held.
6. After a “program year” is complete, an Annual Performance Report must be drafted for public review, comment, and forwarded to HUD.

### **The Program Year**

The “program year” for the City of Greenville is July 1st through June 30th.

### **PUBLIC NOTICE**

#### **Items Covered by the Public Notice Requirements:**

There shall be advanced public notice once a federally required document is available, such as the proposed Annual Action Plan or the Five-Year Consolidated Plan, any proposed Substantial Amendment to the Action Plan or Consolidated Plan, and the Annual Performance Report.

In addition, there shall be advanced public notice of all public hearings and all public meetings such as Affordable Housing Loan Committee meetings relating to the funds or planning process covered by this Citizen Participation Plan.

#### **“Adequate” Public Notice**

Adequate advance notice is “timely”; it is given with enough lead-time for the public to take informed action. The amount of lead-time can vary depending on the event. Specific amounts of time are given for different events later in this Citizen Participation Plan. The content of notices will give residents a clear understanding of the event being announced.

### **Forms of Public Notice**

Public notices will be published in the “Daily Reflector” on the City Page or in a non-legal section of the newspaper.

### **PUBLIC ACCESS TO INFORMATION**

As required by law, the City of Greenville will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years.

Also, as required by law, the City of Greenville will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds.

#### **□ Standard Documents.**

Standard documents include: the proposed and final Annual Action Plans, the proposed and final Consolidated Plan, proposed and final Substantial Amendments to either an Annual Action Plan or the Consolidated Plan, Annual Performance Reports, and the Citizen Participation Plan.

#### **□ Availability of Standard Documents.**

In the spirit of encouraging public participation, copies of standard documents will be provided to the public at no cost and within two working days of a request. These materials will be available in a form accessible to persons with disabilities, when requested.

#### **□ Places Where Standard Documents are Available.**

Standard documents will be available at: City of Greenville Community Development Department, Housing Division located at 201 West Fifth Street; City Hall, 200 West Fifth Street, and other public facilities as needed.

### **PUBLIC HEARINGS:**

Public hearings are required by law in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals.

The law requires public hearings at all stages of the process including: an initial public hearing to discuss community needs, proposed uses of funds, and a final public hearing to adopt the Annual Action Plan and or Consolidated Plan.

**Access to Public Hearings:**

Public hearings will be held only after there has been adequate notice as described in the Public Notice part of this Citizen Participation Plan, including a display advertisement in the Daily Reflector's City Page or the non-legal section of the newspaper. The advertisement will run twice, the first which will run no less than 14 days prior to the public hearing. Public hearings will be held at 7:00 p.m. a time convenient to most people who might benefit from the use of funds.

Public hearings are held in the City Council Chambers located at City Hall, 200 West Fifth Street, Greenville, North Carolina. The facility is accessible by bus and otherwise convenient and not intimidating to most people who might benefit from the use of funds.

□ **Public Hearings and Populations with Unique Needs.**

All public hearings will be held at locations accessible to people with disabilities, and provisions will be made for people with disabilities when requests are made at least five working days prior to a hearing. Translators will be provided for people who do not speak English when requests are made at least five working days prior to a hearing. Persons with disabilities needing assistance should call (252) 329-4060 (Teletypewriter (TTY), machine used to transmit and/or receive communications on printed page and/or tape).

□ **The Conduct of Public Hearings.**

To ensure that public hearings are meaningful to residents, each public hearing will be conducted during a typical City Council meeting.

**THE STAGES IN THE PROCESS:**

**A. IDENTIFYING NEEDS.**

Because the housing and community development needs of low and moderate income people are so great and so diverse priorities must be set in order to decide which needs should get more attention and more resources than other needs; this is the basic reason the Consolidated Plan exists.

The laws and regulations require a public hearing each year to obtain residents' opinions about needs and what priority those needs have.

Public hearings about needs will be completed before a draft Annual Action Plan is published for comment so that the needs identified can be considered by the City and addressed in the draft Annual Action Plan.

**B. THE “PROPOSED” ANNUAL ACTION PLAN and/or CONSOLIDATED PLAN.**

The law providing the funds covered by this Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City of Greenville will use the following procedures:

□ **General Information.**

At the beginning of this stage, the City of Greenville will provide the public with an estimate of the amount of CDBG and HOME funds it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. Also, the public will be given an estimate of the amount of these funds, which will be used in ways that will benefit low and moderate-income people.

The Anti-displacement Plan of the City of Greenville, Resolution Number 07-35, was adopted May 10, 2007 to minimize the extent to which low and moderate income persons will have to leave their homes as a result of the use of these federal dollars (called “displacement”) will also be available at this time. The anti-displacement plan describes the City of Greenville’s policy regarding displacement and the efforts to minimize displacement.

□ **Technical Assistance.**

City staff will work with nonprofit organizations representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for Public Service Projects. Public Services may include homeownership counseling, youth development and employment training to low-moderate income persons in targeted areas. Notice of funding availability will be mailed directly to known nonprofits and advertised. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal. Up to 15% of CDBG Entitlement funds will be made available for projects. The regular funding cycle will begin in September of each year. Advertisement of funding availability will begin the process. The Affordable Housing Loan Committee will review and make recommendations on nonprofit proposals to City Council during the regularly scheduled March meeting.

□ **Availability of a Proposed Annual Action Plan.**

The City of Greenville will notify the public that a Proposed Annual Action Plan is available so that persons in the affected areas, and others, will have a reasonable opportunity to examine it and to submit comments.

Copies of the Proposed Annual Action Plan will be made available to the public for free and without delay. So that low and moderate income people can determine the degree that they might be affected, the Proposed Annual Action Plan will be complete, containing: all HUD-required sections, the HUD-required Priorities Table, and a written description of all proposed uses of CDBG and HOME. At a minimum, this description shall include the type of activity, its location, and the amount of federal money to be allocated to it.



□ **Public Hearing and Further Action.**

A public hearing about the Proposed Annual Action Plan will be conducted. In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Annual Action Plan will have a section that presents all comments, plus explanations why any comments were not accepted.

***C. THE “FINAL” ANNUAL ACTION PLAN and/or CONSOLIDATED PLAN.***

Copies of the Final Annual Action Plan and a summary will be made available to the public for free and within two days of a request. In addition, copies will be available at the locations specified above in the section, “Public Access to Information”.

***D. “AMENDMENTS” TO THE ANNUAL ACTION PLAN and/or CONSOLIDATED PLAN.***

The Final Annual Action Plan will be amended anytime there is a change in one of the Priorities presented on the HUD-required Priority Table, a change in the use of money to an activity not mentioned in the Final Annual Action Plan; a change in the purpose, location, scope, or beneficiaries of an activity (described more fully later). The public will be notified whenever there is a substantial amendment. Substantial Amendments will require a Public Hearing prior to the approval of such amendments. Minor amendments will be approved by City Council; however no public hearing will be necessary.

□ **“Substantial” Amendments.**

The following will be considered “substantial” amendments:

1. A change in the use of CDBG money greater than 20% from one activity to another.
2. A change in the use of HOME money greater than 20% from one activity to another.
3. The elimination of an activity originally described in the Annual Action Plan.
4. The addition of an activity not originally described in the Annual Action Plan.
5. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective; for example, a change in a construction project from housing to commercial.
6. A meaningful change in the location of an activity.

7. A change in the scope of an activity, such that there is greater than a 20% increase or decrease in the amount of money allocated to the activity.

□ **Public Notice and Public Hearing for Substantial Amendments.**

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. A detailed written description of the proposed Substantial Amendment will be made available to the public.
2. There will be a public hearing regarding the proposed Substantial Amendment conducted by the Mayor and City Council. This public hearing will not take place until the public has had adequate time to review the proposed Substantial Amendment.
3. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments, plus explanations why any comments were not accepted.

**E. THE ANNUAL PERFORMANCE REPORT:**

Every year, the City of Greenville must send to HUD an Annual Performance Report within 90 days of the close of the program year. In general the Annual Performance Report must describe how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate-income people.

□ **Public Notice for Annual Performance Report.**

There must be reasonable notice that an Annual Performance Report is available so that residents will have an opportunity to review and comment. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Annual Performance Reports:

1. There will be 30 days advance notice of the availability of an Annual Performance Report before the report is submitted to HUD.
2. A complete copy of the Annual Performance Report will be made available to the public.

3. In preparing an Annual Performance Report for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony or submitted in writing. The Annual Performance Report sent to HUD will have a section that presents all comments and explanations why any comments were not accepted.

**COMPLAINT PROCEDURES:**

Written complaints from the public will receive a meaningful, written reply within 15 working days.

**CHANGING THE CITIZEN PARTICIPATION PLAN:**

This Citizen Participation Plan can be changed only after the public has been notified and only after the public has had a reasonable chance to review and comment on proposed substantial changes.

Adopted this 8<sup>th</sup> day of May 2008.

Signature on File

Patricia C. Dunn, Mayor

Attest:

Signature on File

Wanda Elks, City Clerk

Appendix G: Anti-Displacement and Relocation Assistance Plan

RESOLUTION NO. 07-35

A RESOLUTION OF THE CITY OF GREENVILLE ADOPTING A  
RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN,  
AS REQUIRED UNDER SECTION 104 (d) OF THE HOUSING AND COMMUNITY  
DEVELOPMENT ACT OF 1974 AS AMENDED

WHEREAS, Section 104 (d) of the Housing and Community Development Act of 1974 (ACT), as amended, and implementing regulations require that each applicant for Community Development Block Grant (CDBG) funds must adopt, make public and certify that it is following a residential anti-displacement and relocation assistance plan; and

WHEREAS, the City of Greenville receives funding from the U. S. Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of Greenville, do hereby adopt the residential anti-displacement and relocation assistance plan as described below.

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

In accordance with this statute, the City of Greenville will replace all occupied and vacant occupiable livable low/moderate-income dwelling units demolished or converted to a use other than low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606 (b) (1).

All replacement housing will be provided within 3 years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City of Greenville will make public and submit to the U. S. Department of Housing and Urban Development, the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of replacement dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;

5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2 bedroom unit with two 1 bedroom units), or any proposed replacement of efficiency or single room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs priorities identified in the City of Greenville's approved Consolidated Plan (CP).

The City of Greenville will provide relocation assistance, as described in the ACT and implementing regulations, to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities. Consistent with the goals and objectives of activities assisted under the Act, the City of Greenville adopts the following policies to minimize displacement of persons from their homes:

A. NONDISCRIMINATION STATEMENT

There will be no discrimination based on race, age, sex, national origin, religion, and ethnic background in the provision of information, counseling, referrals, or other relocation services to persons displaced by CDBG activities. The practices and methods of the administration of this Residential Anti-displacement and Relocation Assistance Plan will not result in the displacement of persons because of their race, color, religion, sex, age, handicap, or national origin.

All information and counseling to tenants will include:

- Opportunities to select a replacement dwelling from a full range of neighborhoods within the total housing market.
  - Individual rights under the Federal Fair Housing laws.
  - How to search for suitable replacement housing.
1. Coordinate code enforcement with rehabilitation and housing assistance programs.
  2. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undo financial burden on established homeowners and tenants.
  3. Establish counseling to provide homeowners and tenants with information on assistance available to help them remain in their neighborhoods in the face of revitalization pressures.

## B. DISPLACED PERSONS

Any person that is moved from real property or moves his or her personal property from real property permanently as a direct result of one or more of the following activities:

1. Acquisition of or written notice of intent to acquire, or initiation of negotiations to acquire, such real property, in whole or in part, for a project.
2. Rehabilitation or demolition of such real property for a project.
3. Rehabilitation, demolition, or acquisition, (or written notice of intent) of all or part of other real property on which the person conducts a business or farm operation, for a project.

## C. PERSONS NOT ELIGIBLE FOR ASSISTANCE

A person is not eligible for relocation assistance under the provisions of the URA if any of the following occurs:

- The person was evicted for serious or repeated violation of the terms and conditions of the lease or occupancy agreement, violations of applicable Federal, State or local law, or other good cause. However, if the person was evicted only to avoid the application of URA, then that person is considered displaced and is eligible for assistance.
- The person has no legal right to occupy the property under State or local law.
- The Municipality determines that the person occupied the property to obtain relocation assistance and the HUD field office concurs in that determination.
- The person is a tenant-occupant that moved into the property after a certain date, specified in the applicable program regulation, and before leasing and occupying the property, the City of Greenville or its subgrantee provided the tenant-occupant written notice of the application for assistance, the project's impact on the person, and the fact that he or she would not qualify as a "displaced person" because of the project.
- The person is a tenant-occupant of a substandard dwelling that is acquired or a tenant-occupant of a dwelling unit to which emergency repairs are undertaken and the HUD Field Office concurs that:
  - Such repairs or acquisition will benefit the tenant;
  - Bringing the unit up to a safe, decent, and sanitary condition is not feasible;
  - The tenant's new rent and average estimated monthly utility costs will not exceed the greater of: the old rent/utility cost or 30 percent of gross household income; or
  - The project will not impose any unreasonable change in the character or use of the property.
- The person is an owner-occupant of the property who moves because of an arm's length acquisition.
- The City of Greenville or subgrantee notifies the person that they will not displace him or her for the project.
- The person returns the right of use and occupancy of the real property for life following the acquisition.

- The City of Greenville determines that the person is not displaced as a direct result of the acquisition, rehabilitation, or demolition for the project and the HUD Field Office concurs in the determination.

### **MINIMIZING DISPLACEMENT**

As a general philosophy, the City of Greenville will take reasonable steps to minimize displacement occurring as a result of its CDBG and HOME activities. This means that Community Development Division will:

1. Consider if displacement will occur as a part of funding decisions and project feasibility determinations.
2. Assure, whenever possible that occupants of buildings to be rehabilitated are offered an opportunity to return.
3. Plan substantial rehabilitation in “stages” to minimize displacement.
4. Meet all HUD notification requirements so that affected persons do not move because they have not been properly informed about project plans and their rights.

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### **ANTI-DISPLACEMENT POLICY**

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The City of Greenville policy is to minimize to the greatest extent feasible, the displacement, whether permanently or temporarily, of persons (families, individuals, businesses, nonprofit organizations, or farms) from projects funded with CDBG or HOME involving single or multifamily rehabilitation, acquisition, commercial rehabilitation, demolition, economic development, or capital improvement activities.

Projects that the City of Greenville deems beneficial by that may cause displacement may be recommended and approved for funding only if the City or its subgrantee demonstrates that such displacement is necessary and vital to the project and that they take efforts to reduce the number of persons displaced. Further, they must clearly demonstrate that the goals and anticipated accomplishments of a project outweigh the adverse effects of displacement imposed on persons who must relocate.

### **DISPLACEMENT ASSISTANCE**

Consistent with the goals and objectives of the CDBG and HOME programs, the City will take all reasonable steps necessary to minimize displacement even temporarily of very low-income persons by persons from a higher income group. If the City displaces a low or moderate-income household, that household becomes eligible for certain relocation payments. The assistance applies to those persons residing in the residence at the time the project is approved. Each residential person who earns less than 80 percent of the area median income and who is required to move permanently as a result of a project under CDBG or HOME program shall be entitled to assistance based on the following procedures:

### **1. Notices and Other Advisory Services**

All occupants are entitled to timely notice explaining whether or not they will be displaced. Occupants to be displaced must be informed of their eligibility for relocation assistance and the nature of the assistance. Those occupants not to be displaced must be informed of the terms and conditions under which they may occupy the property upon completion of the project. A displaced person must be advised of his or her rights under the Fair Housing Act (42 U.S.C. 3601-19). Each notice shall be personally served or sent by certified or registered first-class mail, return receipt request, date of delivery and documented in the agency files.

### **2. Moving Expenses**

A displacee may choose to receive payment for moving and related expenses by reimbursement of Actual Moving and Related Expenses, or Receipt of a Fixed Payment based upon the current Uniform Relocation Act (URA) schedule.

### **3. Replacement Housing Assistance**

A displaced tenant or owner occupant for 90 days that rents a replacement dwelling is entitled to a payment not to exceed \$5,250.00. This payment may be for a period of 42 months and is offered in order to reduce the monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling.

### **4. Section 8 Assistance**

Where possible, eligible persons will be offered Section 8 Housing Certificate of Family Participation or Voucher. The Certificate or Voucher will reduce the monthly costs (rent and utilities) to 30 percent of income. The definition of a suitable replacement dwelling shall be:

- a. Decent, safe, and sanitary.
- b. Available at a monthly housing cost (rent and utilities) that does not exceed 30 percent of the gross income of all members of the individual's household who are 18 years of age or older.
- c. Located in an area that is not subject to unreasonable adverse environmental conditions, is not generally less desirable than the location of the displaced person's dwelling with respect to public utilities, and commercial and public facilities, and is reasonably accessible to the person's place of employment (or to sources of employment if the person is unemployed but seeking work).

### **F. RESIDENTIAL PERSONS TEMPORARILY DISPLACED**

Each residential person who earns less than 80 percent of the median income and who is required to move temporarily as a direct result of a project assisted under a CDBG or HOME Program shall be entitled to assistance in accordance with the following policies:



1. Timely Information. The person shall be personally contacted or sent certified or registered first-class mail, return receipt requested, notice of temporary displacement. The notice shall fully explain the reason for the temporary displacement and indicate the person's eligibility for relocation assistance.
2. Advisory Services. The individual shall be provided appropriate advisory services to minimize hardships in adjusting to the relocation.
3. Replacement Housing Assistance. No displacee earning less than 80 percent of median income shall be required to move temporarily unless given a reasonable choice of opportunities to lease and move to a suitable replacement dwelling.
4. Temporary Relocation Housing. The displacee shall be reimbursed for any increase in rent and utility costs in the temporary unit (The utility cost increase may be estimated) incurred in connection with the move.  
The housing offered for the temporary period shall be decent, safe, and sanitary. These funds will be paid by the investor-owner. CDBG or HOME funds can be used for this purpose.
5. Moving expenses. The displacee must be reimbursed by the investor-owner for all reasonable out-of-pocket expenses. CDBG or HOME funds can be used for this purpose.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Greenville, North Carolina hereby adopts the Residential Anti-displacement and Relocation Assistance Plan for the City of Greenville dated May 10, 2007.

Adopted this 10th day of May, 2007.

/s/Robert D. Parrott  
Robert D. Parrott, Mayor

ATTEST:

/s/Wanda T. Elks  
Wanda Elks, City Clerk

Appendix H: Affirmative Marketing Policy

**CITY OF GREENVILLE  
AFFIRMATIVE MARKETING POLICY  
(EQUAL HOUSING OPPORTUNITY)**

It is the policy of the Community Development Department's Housing Division of the City of Greenville to not discriminate against any person on the basis of race, color, national origin, sex, religion, familial status, or disability:

6. In the sale or rental of housing or residential lots;
7. In advertising the sale or rental of housing;
8. In the finance of housing;
9. In the provision of real estate brokerage services; or
10. In the appraisal of housing.

**STATEMENT**

This Affirmative Marketing Policy ("the Policy") is developed for use in HOME Investment Partnerships Program ("HOME") funded projects in accordance with the HOME Program regulations, including but not limited to 24 CFR 92.351, of the U.S. Department of Housing and Urban Development ("HUD"). The Policy is a commitment by the City of Greenville, a participating jurisdiction, and the HOME-funded participant ("Beneficiary"). The Beneficiary shares responsibility with the City to inform the public about the Federal Fair Housing Laws, soliciting eligible persons without regard to race, color, national origin, sex, religion, familial status or disability into the affordable housing market and evaluating the effectiveness of these marketing efforts.

This Affirmative Marketing Policy is documented and maintained in the Housing Division records, and shall be included in all HOME project proposals and agreements and HOME project files. The Beneficiary is held to the terms of the Policy by the requirement in the applicable HOME Subrecipient or HOME/Community Housing Development Organization ("CHDO") Agreement.

**PURPOSE**

In accordance with the regulations of the HOME Program and in furtherance of the City of Greenville's commitment to fair housing and equal housing opportunity, this Policy establishes

procedures to affirmatively market rental or residential units constructed or rehabilitated under the HOME Program. These procedures are designed to assure that individuals who normally might not apply for available housing units because they are socially and/or economically disadvantaged are provided an opportunity to apply.

1. METHODS THE CITY WILL USE TO INFORM THE PUBLIC, POTENTIAL TENANTS, AND POTENTIAL OWNERS ABOUT FEDERAL FAIR HOUSING LAWS AND AFFIRMATIVE MARKETING POLICIES AND PROCEDURES

A. The Community Development Department's Housing Division of City of Greenville shall be responsible for implementing the Affirmative Marketing Policy and evaluating its effectiveness as required by the HOME Program. This responsibility shall include, but is not limited to the following:

- 1) Inform the community about its Affirmative Marketing Policy through periodic updates with its Affordable Housing Partners, through training workshops with its HOME Subrecipients and HOME/CHDO applicants, advertisements in the local newspapers of general circulation and other media outlets targeted to special groups and areas, and by posting the Policy on the City website ([www.greenvillenc.gov](http://www.greenvillenc.gov)).
- 2) Display the HUD Equal Housing Opportunity ("EHO") logo or slogan on all graphic presentations by the City concerning the HOME Program including but not limited to press releases and advertisements.
- 3) Provide the beneficiary copies of the brochure "Fair Housing, Equal Opportunity for All" provided by HUD or a similar document at the time they receive (or apply for) HOME funding. The beneficiary shall provide initial homeowners, tenants, and rental property owners with copies.
- 4) Provide general information and telephone reference numbers to persons contacting the Housing Division with questions regarding Affirmative Marketing, Federal Fair Housing, tenant's rights, affordable housing, special needs housing and correction of substandard conditions in tenant-occupied dwellings.

2. REQUIREMENTS AND PRACTICES ALL HOUSING PROJECT BENEFICIARIES MUST ADHERE TO IN ORDER TO CARRY OUT THE CITY'S AFFIRMATIVE MARKETING POLICY.

At a minimum, each Beneficiary of a housing project assisted or partially assisted with HOME Program funds shall:

- 1) Incorporate an EHO logo or statement in its correspondence (including any lease or purchase agreement), which shall be used relating to the HOME program.
  - 2) Affirmatively state a position of equal opportunity in housing when advertising the units or vacancies. *At a minimum*, each Beneficiary must:
    - a. Use the EHO logo in print and visual electronic advertising media;
    - b. Broadcast an “Equal Housing Opportunity” statement if radio advertising is utilized; and
    - c. Display the HUD Fair Housing poster in a high traffic area of its central sales/rental office.
3. PROCEDURES TO BE USED BY BENEFICIARIES OF PROJECTS THAT HAVE 5 OR MORE HOME ASSISTED UNITS TO INFORM AND SOLICIT APPLICATIONS FROM PERSONS IN THE HOUSING MARKET AREA WHO ARE NOT LIKELY TO APPLY FOR HOUSING WITHOUT SPECIAL OUTREACH
- A. Each Beneficiary of a project that has 5 or more HOME assisted units, shall at a minimum:
- 1) Consider factors such as price or rent of housing, the racial/ethnic characteristics of the neighborhood in which housing is to be located, the population within the housing market area, public transportation routes, etc., to determine which group(s) of the existing population are believed to be the ***least likely to apply without special outreach***. The Beneficiary may use census data, neighborhood surveys, and information from local government agencies, real estate associations and community-based organizations as acceptable sources to gather this information.
  - 2) Describe the marketing plan to be used in the initial sales/rental phase as well as the ongoing marketing phase, to attract all segments of the eligible population, especially those groups designated as least likely to apply. This shall include the type of commercial media to be used, identity of the

circulation or audiences of the media identified in the plan, and other community contacts and organizations used to reach populations needing special outreach.

- 3) Post and/or distribute information on the project to any such special needs groups that are being targeted for residence in the units.

4. RECORDS THAT WILL BE KEPT DESCRIBING ACTIONS TAKEN BY THE CITY AND BENEFICIARIES TO AFFIRMATIVELY MARKET UNITS AND RECORDS TO ASSESS ACTIONS.

A. The City of Greenville will keep the following records:

- 1) Copies of all meeting agendas and related materials of the City's Affordable Housing Loan Committee pertaining to this Policy, and all agendas and training materials of any HOME/CHDO training workshop pertaining to this Policy.
- 2) Copies of all press releases, advertisements and other written and electronic materials that pertain to this Policy

B. The City shall also require all Beneficiaries assisted with HOME funds to maintain records of how vacancies were advertised. All Beneficiaries shall maintain a record of classified advertisements, flyers, electronic media spots, or other marketing materials used to affirmative market HOME assisted units for two years.

C. The Beneficiary of a project that has 5 or more HOME assisted units shall also maintain a record of applicants for vacant units with a general profile of the applicant and shall denote the following:

- 1) How the applicant learned of the vacancy;
- 2) Outcome (acceptance or rejection) of the applicant; and
- 3) If rejected, why.

D. Each Beneficiary shall submit to the City annual reports through June 30<sup>th</sup>, as established by the HOME or HOME/CHDO Agreement, identifying those served.

5. DESCRIPTION OF HOW THE CITY OF GREENVILLE WILL ASSESS THE SUCCESS OF AFFIRMATIVE MARKETING ACTIONS, AND WHAT CORRECTIVE ACTIONS WILL BE TAKEN.

- A. The Affirmative Marketing Policy will be assessed on an annual basis by June 30<sup>th</sup> and will include a summary of the “good faith efforts” taken by the City and by HOME and HOME/CHDO Beneficiaries in the CAPER.
- B. The City will compare the information compiled in Section 4: “Record keeping,” and evaluate the degree to which statutory and policy objectives were met. If the required steps were taken, the City will make an assumption that good faith efforts were made to carry out these procedures.
- C. In conjunction with the annual on-site monitoring reviews conducted by the City, the Beneficiary shall produce records of:
  - 1) Affirmative marketing efforts;
  - 2) Applicants; and
  - 3) Outcome.
- D. The City will take corrective action if it is determined that a Beneficiary has failed to carry out affirmative marketing efforts as required. The City will provide written notice to the Beneficiary of the problems that have been identified and the corrective action steps that need to be taken. The City shall follow all procedures for taking corrective action as provided in the City of Greenville Consolidated Plan for the HOME Program.

Adopted this \_\_\_\_ day of June, 2009.

Signature on File  
Patricia C. Dunn, Mayor

Attest:

Signature on File  
Wanda Elks, City Clerk

Appendix I: Section 3 Plan

RESOLUTION 012-12  
A RESOLUTION TO ADOPT THE SECTION 3 PLAN  
TO COMPLY WITH 24 CFR, PART 135 OF THE UNITED STATES DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT SECTION 3

WHEREAS, the United States Congress passed Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) to further the goal of ensuring that federal funds benefit the residents of projects funded wholly or in part by those funds; and

WHEREAS, Part 135 of Section 3 is to establish the standards and procedures to be followed to ensure that the objectives of Section 3 are met; and

WHEREAS, the City of Greenville Community Development Department staff has developed a Section 3 Plan in adherence to 24 CFR, Part 135 that more comprehensively addresses the standards and procedures prescribed in the Act;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Greenville authorizes the Community Development Department to adopt and implement the Section 3 Plan to ensure compliance with Federal Law.

Adopted this 8<sup>th</sup> day of March, 2012.

Signature on File  
Allen M. Thomas, Mayor

ATTEST:

Signature on File  
Carol L. Barwick, City Clerk

<b>City of Greenville Section 3 Plan</b>	<b>2012</b>
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Community Development Department  
201 West 5<sup>th</sup> Street  
Greenville, NC 27834  
Adopted March 8, 2012  
DM #919470



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## **I. General Policy Statement**

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It is the policy of the Community Development Department of the City of Greenville to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The Community Development Department implements this policy through the awarding of contracts to contractors, vendors, and suppliers, to create employment and business opportunities for Section 3 residents and other qualified low- and very low-income persons.

The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of Greenville's Section 3 residents and other eligible persons and Section 3 businesses for contracts partially or wholly funded with Section 3 covered funding from the United States Department of Housing and Urban Development (HUD). The Community Development Department shall examine and consider a contractor's or vendor's potential for success by providing employment and business opportunities to Section 3 residents prior to acting on any proposed contract award.

## **II. Section 3 Purpose**

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Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the Community Development Department to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) Section 3 financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons.

## **III. Section 3 Contracting Policy and Procedure**

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The Community Development Department will adopt a Section 3 Contracting Policy and Procedure to be included in all procurements generated for use with covered HUD funding. The policy and procedure contains goal requirements for awarding contracts to Section 3 Business Concerns.

All contractors/businesses seeking Section 3 preference must complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required before submitting bids/proposals to the Community Development Department. Such certifications shall be adequately supported with appropriate documentation as referenced in the Section 3 Business Application.

#### **IV. Section 3 Plan**

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The Community Development Department will maintain a Section 3 Action Plan to identify the goals, objectives, and actions that will be implemented to ensure compliance with the requirements of Section 3. In addition, contractors will be required to submit a Section 3 Action Plan on each project.

#### **V. Section 3 Employment & Training Goals**

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It is the policy of the Community Development Department to utilize residents and other Section 3 eligible persons and businesses in contracts partially or wholly funded with Section 3 covered funding from the Department of Housing and Urban Development (HUD). The Community Development Department has established employment and training goals that contractors and subcontractors should meet in order to comply with Section 3 requirements. (Reference 24 CFR 135.30 – Numerical goal for meeting the greatest extent feasible requirement). The numerical goal is:

- Thirty percent (30%) of the aggregate number of new hires in any fiscal year for contractors with contracts funded with federal grant funds.

It is the responsibility of contractors, vendors and suppliers to implement progressive efforts to attain Section 3 compliance. Any contractor that does not meet the Section 3 numerical goals must demonstrate why meeting the goals were not feasible. All contractors submitting bids or proposals to the Community Development Department are required to certify that they comply with the requirements of Section 3.

The Section 3 Contract Clause specifies the requirements for contractors hired for Section 3 covered projects. The Section 3 Clause must be included in all Section 3 covered projects. The Section 3 Contract Clause is included in Exhibit 1.

#### **VI. Section 3 Program Participant Certification Procedure**

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The Community Development Department has developed a partnership with Pitt Community College Job Training program, to meet the Section 3 resident requirement. Pitt Community College will certify Section 3 program participants who reside in the City of Greenville and who are seeking preference in training and employment by completing and attaching adequate proof of Section 3 eligibility, as required (see Exhibit 3 – Section 3 Business Certification and Resident Application).

## **VII. Preference for Contracting With Section 3 Business Concerns**

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The Community Development department, in compliance with Section 3 regulations, will require contractors and subcontractors (including professional service contractors) who receive Section 3 covered funds (any Housing and Community Development funds that are housing rehabilitation, housing construction, and other public construction) to direct their efforts towards contracting with Section 3 business concerns in the following order of priority:

- **Category 1:** Business concerns that are 51% or more owned by residents of the housing development for which the work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.
- **Category 2:** Business concerns that are 51% or more owned by residents of the Housing Authority other than the housing development where the work is to be performed; or whose full-time permanent workforce includes 30% of these persons as employees.
- **Category 3:** Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 4 business); or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns.
- **Category 4:** HUD Youthbuild programs being carried out in the service area in which Section 3 covered assistance is expended.

All contractors and subcontractors who receive awards are expected to extend, to the greatest extent feasible, efforts to achieve the numerical goals established by Community Development Department. In addition, contractors and subcontractors who receive awards exceeding \$100,000 in one program year share have the responsibility of enforcing the Section 3 regulations and requirements.

## **VIII. Assisting Contractors to Achieve Section 3 Goal Hiring and Contracting Goals**

---

The Community Development Department will assist contractors in achieving Section 3 hiring and contracting goals by:

1. Requiring the contractor to submit a Section 3 Action Plan, to the Section 3 Coordinator complete with the number of subcontracting and/or employment opportunities expected to be generated from the initial contract.
2. The contractor(s) will be referred to Pitt Community College for obtaining a list of interested and qualified Section 3 residents for construction projects when new hires are expected as a result of the contract.

3. Pitt Community College will inform contractor of known issues that might affect Section 3 residents from performing job related duties.
4. Section 3 Coordinator will provide contractor with a list of Section 3 business concerns interested and qualified for construction projects.
5. Section 3 Coordinator will review the new hire clause with contractors and subcontractors to ensure that the requirement is understood. It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ Section 3 program participants before any other person, when hiring additional employees needed to complete proposed work to be performed with HUD (federal) funds.

## **IX. Section 3 Business Certification Procedure**

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Any business seeking Section 3 preference in the awarding of contracts with the Community Development Department shall complete the Section 3 Business Certification form (see Exhibit 3, Business Certification and Resident Application), which can be obtained from the City's Section 3 Coordinator. The business seeking Section 3 preference must be able to provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.

Certifications for Section 3 preference for business concerns must be submitted to the Section 3 Coordinator prior to the submission of bids for approval. If the Section 3 Coordinator previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid. Section 3 business concerns certifying as "Subcontracting Commitment" must be certified on a per-project basis.

## **X. Efforts to Award Contract Opportunities to Section 3 Business Concerns**

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The Community Development Department may use the following methods to notify and contract with Section 3 business concerns when contracting opportunities exist.

- Advertise contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Provide written or electronic notice of contracting opportunities to all known Section 3 business concerns. The notice will be provided in sufficient time to enable business concerns the opportunity to respond to the bid invitation.
- Conduct workshops on contracting procedures to include bonding and insurance requirements, and other pertinent requirements, in a timely manner in an effort to allow Section 3 business concerns the opportunity to take advantage of any upcoming contracting opportunities.

- Contact business assistance agencies, Minority and Women’s Business Enterprise (M/WBE) contractor associations and community organizations to inform them of contracting opportunities and to request their assistance in identifying Section 3 businesses.
- Establish relationships with the Small Business Administration (SBA), Minority and Women’s Business Enterprise M/WBE association, Community Development Corporations, and other sources as necessary to assist with educating and mentoring residents with a desire to start their own businesses.
- Seek out referral sources in order to ensure job readiness for Section 3-qualified residents through on-the-job-training and mentoring to obtain necessary skills that will transfer into the external labor market.

### **Section 3 Preference Policy**

- The City of Greenville will grant a preference credit of 10%, up to a value of \$2,999.99, to a certified Section 3 business when evaluating any competitive solicitation.

In order for a vendor to be considered for Section 3 Preference points the vendor must be a certified Section 3 business concern as defined in IX of this Plan.

## **XI. Section 3 Residents Recruitment, Training, and Employment Goals**

The Community Development Department will develop resources to provide training and employment opportunities to Section 3 program participants by implementing the following:

- A database will be developed by Pitt Community College of certified Section 3 residents of public housing and other Section 3 residents.
- Pitt Community College will conduct a skill assessment of Section 3 residents of public housing and other Section 3 residents.
- A database will be developed by Community Development Department of eligible qualified Section 3 Business concerns to contact with respect to the availability of contract opportunities.
- A provision for a specific number of public housing or Section 3 program participants to be trained or employed by the contractor will be incorporated into the contract.

## **XII. Employment of Section 3 Program Participants**

Community Development has developed a partnership with Pitt Community College to assist in providing employment opportunities to Section 3 residents.

Pitt Community College will conduct a pre-screening interview with all Section 3 residents prior to being hired by a contractor.

- The pre-interview will assess job readiness (i.e., childcare, transportation, work maturity, job retention skills). Only residents meeting the minimum qualifications of the contractor or subcontractor will be referred to the job site. Residents not deemed job ready would be referred elsewhere. It is imperative that the resident's basic needs are met prior to employment.
- If a resident is referred to a contractor and does not perform satisfactorily due to poor work habits (i.e., tardiness, absenteeism, alcohol/drugs, abusive language, fighting, etc.) she/he will be allowed one additional opportunity to be referred to other contractors. If after that time the resident still does not perform satisfactorily, she/he will be referred to complete a job readiness class, alcohol/drug treatment center, or any other program that he or she may be required to attend. After successful completion the resident will be given the opportunity to be reinstated on the list of residents available for work.
- Residents experiencing problems with contractors should first communicate the problem to the Section 3 Coordinator. If the problem cannot be solved between the employee and employer, the Section 3 Coordinator will meet with the parties involved to assist in trying to resolve the problem. Residents and employers (contractors or subcontractors) should document problems whenever they occur and record any and all efforts to correct them. The written documentation of the problem should be submitted to the Section 3 Coordinator.
- In order to qualify for employment with contractors, residents must be at least eighteen years of age.

## **XIII. Contractor's Requirements in Employing Section 3 Participants**

Under the City of Greenville Section 3 Program, contractors and subcontractors are required to:

- Provide employment opportunities to Section 3 residents/participants in the priority order listed below:
  - a) **Category 1 – Section 3 Resident**  
Residents of the housing development or developments for which the contract shall be expended.

**b) Category 2 – Section 3 Resident**

Residents of other housing developments managed by the Greenville Housing Authority.

**c) Category 3 – Section 3 Resident**

Participants in HUD Youthbuild program being carried out in the project boundary area.

**d) Category 4 – Section 3 Resident**

Residents with a current Section 8 Housing Choice Voucher living in Greenville or residents residing in the City who meet the income guidelines for Section 3 preference (refer to Section 3 Income Limits).

- Notify the Section 3 Coordinator of their interests regarding employment of Section 3 participants prior to hiring. Pitt Community College will then be notified and will ensure that the participant is Section 3 eligible by assessing the Section 3 resident database to ensure job readiness.
- Submit a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades) at the time of contract award and provide the number of new hires expected as a result of being awarded the contract. (This is part of the required Section 3 Action Plan.)
- Document the performance of Section 3 participants (positive and negative), regarding punctuality, attendance, etc.
- Immediately notify Pitt Community College of any problems experienced due to the employment of Section 3 participants.
- Immediately notify Pitt Community College if a participant quits, walks off, or is terminated for any reason. The contractor must provide written documentation of all such incidents to support such decisions to Pitt Community College to determine if an investigation is warranted.

#### **XIV. Internal Section 3 Complaint Procedure**

In an effort to resolve complaints generated due to non-compliance through an internal process, Community Development encourages submittal of such complaints to its Section 3 Coordinator as follows:

- Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR 135.
- Complaints must be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.



- An investigation will be conducted if complaint is found to be valid. The Section 3 Coordinator will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
- The Section 3 Coordinator will provide written documentation detailing the findings of the investigation. The Community Development Director will review the findings for accuracy and completeness before it is released to complainants. The findings will be made available no later than thirty (30) days after the filing of complaint.

If complainants wish to have their concerns considered outside of the Community Development Department a complaint may be filed with:

*Assistant Secretary for Fair Housing and Equal Opportunity  
United States Department of Housing and Urban Development  
451 Seventh Street, SW  
Washington, DC 20410*

The complaint must be received not later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

## **XV. Definitions**

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**Applicant** – Any entity which makes an application for Section 3 covered assistance, and includes, but is not limited to, any State, unit of local government, public housing agency or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.

**Assistant** – the Assistant Secretary for Fair Housing and Equal Opportunity.

**Business Concern** – a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

**Contractor** - any entity which contracts to perform work generated the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

**Employment Opportunities Generated by Section 3 Covered Assistance** – all employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in Section 135.3 (a) (1)). With respect to Section 3 covered housing and community development assistance, this

term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

**Housing Authority (HA)** – Public Housing Agency.

**Housing Development** – low-income housing owned, developed, or operated by public housing agencies in accordance with HUD’s public housing program regulations codified in 24 CFR Chapter IX.

**HUD Youthbuild Programs** – programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

**Pitt Community College** - provides employment and training services to the residents of Greenville who are most in need of services. The highest priority to receive services are those who are unemployed, economically disadvantaged, and/or face multiple obstacles to gaining employment. Pitt Community College ensures that programs provided youth and adults academic enrichment, basic skills, and job specific skills training for those individuals who need them. Job seekers have access to vocational counseling, job search workshops, labor market information, job search computers, personal computers, and career planning workshops.

**JTPA** – The Job Training Partnership Act (29 U.S.C. 1579 (a)).

**Low-income person** – families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

**Metropolitan Area** – a metropolitan statistical area (MSA), as established by the Office of Management and Budget.

**New Hires** – full-time employees for permanent, temporary or seasonal employment opportunities.

**Recipient** – any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public or private nonprofit organization, private agency or institution,

mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

**Section 3** – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

**Section 3 Business Concern** – a business concern,

- 1) That is 51 percent or more owned by Section 3 resident: or
- 2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- 3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

**Section 3 Covered Assistance** –

- 1) Public housing development assistance provided pursuant to Section 5 of the 1937 Act;
- 2) Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
- 3) Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;
- 4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership).

**Section 3 Clause** – the contract provisions set forth in Section 135.38.

**Section 3 Covered Contracts** – a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

**Section 3 Covered Project** - the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public

construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

**Section 3 Resident** – a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low-to very low-income person.

**Subcontractor** – any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

**Very low-income person** – families (including single persons) whose income do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

## **Exhibit 1 - Section 3 Clause**

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All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## **Exhibit 2 - Section 3 Contracting Policy and Procedure**

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The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal State, and local laws and regulations, be directed to low and very-low income individuals, especially recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very-low income individuals. (Section 3 means section 3 of the Housing and Urban Development Act of 1968, as amended 12 U.S.C. 1701u).

Section 3 requirements apply to all contractors and subcontractors (including a professional service contract) performing work in connection with the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project, regardless of the amount of the contract or subcontract. Section 3 covered contracts do not include contracts for the purchase of supplies and materials unless the contract includes the installation of the materials.

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern qualifies as a Section 3-business concern. The Section 3 business must also be able to demonstrate its ability to complete the contract. The ability to perform successfully under the terms and conditions of the proposed contract is required of all contractors and subcontractors subject to the procurement standards of 24 CFR 85.36, 24 CFR 85.36b(8).

Contractors who do not qualify as Section 3 business concerns, but who enter into contracts with the City of Greenville must agree to comply with certain general conditions (refer to Section 3 Clause). All contractors and subcontractors, including Section 3 businesses, must comply with these general conditions. Failure to comply with these general conditions may lead to sanctions which can include termination of the contract for default and suspension or debarment from future HUD-assisted contracts.

## **Exhibit 3 – Business Certification and Resident Application**

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### **SECTION 3 CERTIFICATION PROGRAM ELIGIBILITY CRITERIA**

*Section 3 business concern* means a business as defined in this section.

- (1) That is 51 percent or more owned by Section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
- (3) That provides evidence of a commitment to contract in excess of 25 percent of the total dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of “Section 3 business concern”.

*Section 3 resident* means, for the purposes of the City of Greenville

- (1) A Greenville public housing resident; or
- (2) An individual who resides in Greenville and who is:
  - a. *A low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
  - b. *A very low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.



*Section 3 covered assistance* means

- (1) Assistance provided under any Greenville housing or community development program that is expended for work arising in connection with:
  - a. Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
  - b. Housing construction; or
  - c. Other public construction projects (which includes other buildings or improvements, regardless of ownership).

## Application Checklist for Completeness

**Applicants must provide ALL of the attachments indicated for their respective Section 3 application:**

DOCUMENT	Application Type		
	51% Ownership	30 % Employment	25 % Commitment
Application Form – Part 1. Company Information			
Application Form – Part 2, A. Ownership Information			
Application Form – Part 2, B. Company Employee Information			
Application Form – Part 2, C. Subcontracting Commitment			
Application Form –Attestation			
Application Form – Section 3 Resident Application:			
AND			
Section 3 Resident Application			
Copy of Documents Verifying Eligibility			
Certifications by other government agencies (if applicable)			
Certificate of Assumed Business Name (if applicable)			
Partnership Agreement (if applicable)			
Articles of Incorporation/Organization			
Purchase Agreements (if needed to demonstrate ownership)			
Stock Certificates (if needed to demonstrate ownership)			
List of All Employees			
Payroll Records			
List of Sub-contracts (for reference purposes)			

## Application

### Part 1. Company Information

Company Name: _____	
Doing Business As (DBA): _____	
Street Address: _____	
City: _____	County: _____ State: _____ Zip: _____
Mailing Address (if different than above): _____	
City: _____	State: _____ Zip: _____
Primary Contact: _____	Title: _____
Phone: _____	Fax: _____
Web Site Address: _____	Email Address: _____
Description of Product(s) and/or Service(s) (use additional sheet if necessary): _____ _____	
Federal Tax ID #: _____	State Tax ID #: _____

### Legal Structure:

- Individual/Sole Proprietorship     Partnership     C-Corporation     S-Corporation  
 Limited Liability Company

### Part 2. Select Section 3 Certification Type

#### A. Category 1 - Section 3 Ownership (51% Ownership by Section 3 Resident)

*If there is more than one owner, attach the following information for each additional owner on a separate sheet.*

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have there been any changes in ownership in the last year?    Yes     No

\*If yes, please provide details on a separate sheet.

% of Ownership: \_\_\_\_\_ Owner Since (mm/yyyy): \_\_\_\_\_

Hours Devoted to Business per Week: \_\_\_\_\_

- Each owner has completed a Participant Survey (blank copy is provided in this application)  
 Each owner has made copies of family income verification and proof of residency and attached to this application

B.  **Category 2 - Section 3 Employees (30% Employment of Section 3 residents)**

*Each employee requesting Section 3 preferences must submit a Section 3 Resident Form and include family income verification and proof of residency.*

List all the company's employees on a separate form. Provide a copy of your company's payroll records. Indicate the total number of full and part time employees: FT \_\_\_\_\_ PT \_\_\_\_\_

C.  **Category 3 - Subcontracting Commitment Information - 25% Subcontracts will be awarded to certified Section 3 business(es)\***

**\*This Section 3 certification is completed on a per-project basis.**

List all the company's subcontractors to be utilized on a separate sheet. Include company name and contact information.

Indicate the total dollar amount to be subcontracted:

\_\_\_\_\_

Indicate the dollar amount awarded to Section 3 businesses:

\_\_\_\_\_

**Attestation**

*This section must be completed by an authorized representative of the business that is applying for certification.*

I certify that the statements provided in this application are true and correct. Furthermore, I understand that the information provided herein is subject to North Carolina General Statute's governing Local Government activities or other applicable laws, that it would likely be classified as public, and that it is the responsibility of the Applicant Firm to claim and defend any other classification. I understand that the certifying entities reserve the right to request additional information and to perform on-site checks as necessary. I also understand that intentionally supplying false information for the purpose of obtaining certification will be sufficient reason for rejection of this application and/or removal from the Section 3 Certification Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

     **I have attached the documents on the Checklist for Completion**

### Section 3 Resident Application

**Legal Last Name** \_\_\_\_\_ **Legal First Name** \_\_\_\_\_  
 Middle Initial \_\_\_\_\_ Age \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
**Gender:**  Male  Female  
**Ethnicity:**  Hispanic or Latino  Non-Hispanic or Non-Latino  
**Race (check all that apply):**  American Indian/Alaskan Native  Asian  
 Black/African American  Hawaiian Native/Pacific Islander  White

FAMILY MEMBERS		
Name (First, Last)	Age	Relationship to you
1.		<b>Self</b>
2.		
3.		
4.		
5.		
6.		
7.		

#### INCOME SOURCES

To determine your family's income, check all of the following and calculate the gross income that any family member 18 years and older received, or is expected to receive in the next 12 months:

- Wages, salaries, overtime pay, commissions, fees, tips, bonuses, or other compensation
- Income or gain from CD's, money market accounts, brokerage accounts, stocks, bonds, or Treasury Bills
- Periodic payments from Social Security, disability/death benefits, pensions, retirement funds, annuities, insurance policies, or similar types of periodic benefits payments
- Payments in lieu of earnings, such as unemployment and disability compensation, workers compensation or severance pay
- Welfare assistance or TANF benefits

- Child support, spousal support/alimony, or regular contribution or gifts from persons not residing in the household including scholarships, parental gifts for tuition, etc.
- Revocable trust
- Lump sum payment or receipt of inheritances, capital gains, lottery winnings, victims' restitution or insurance settlements
- Real estate other than the primary residence or other capital investments
  
- Yes**    **No** Do you receive housing assistance (Section 8, Subsidized)?  
\$ \_\_\_\_\_ (amount)

Talk to agency staff for help in determining income category for your household.

I certify that the information on this application is accurate and complete. I authorize the City of Greenville and Pitt Community College to verify the information provided if necessary.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Warning: Section 1001 of Title 18 of US. Code makes it a criminal offense to make false statements or misrepresentations to any Department or Agency of the U.S. as to matters within its jurisdiction.**

### Section 3 Acknowledgement

By signing below, you are acknowledging that you have read the City of Greenville Section 3 Plan and understand the requirements of Section 3 as it applies to your agency and that your agency will comply with all Section 3 requirements and submit necessary documentation to the City of Greenville.

Any failure to comply with Section 3 regulations may result in revocation of funds from the City of Greenville and may jeopardize future funding opportunities from the City of Greenville.

Signature on File

Signature of Authorized Official

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

RECEIVED

March 18, 2014

APR - 7 2014

The Honorable Allen M. Thomas  
Mayor of Greenville  
P.O. Box 7207  
200 West 5Th St  
Greenville, NC 27835-7207

CITY MANAGER'S OFFICE

Dear Mayor Thomas:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2014 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special populations across the country. President Obama signed Public Law 113-76 on January 17, 2014, which includes FY 2014 funding for these programs. Your jurisdiction's FY 2014 available amounts are:

Community Development Block Grant (CDBG)	\$840,143
HOME Investment Partnerships (HOME)	\$383,808
Housing Opportunities for Persons with AIDS (HOPWA)	\$ 0
Emergency Solutions Grants (ESG)	\$ 0

This letter also highlights a few important issues. First, a new requirement regarding the use of CDBG funds was placed in the FY 2014 HUD appropriation bill. A metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Act. Also, as you may know, the CDBG program marks its 40<sup>th</sup> anniversary this year; please watch for events to celebrate its achievements.

In addition, please note that Congress increased the FY 2014 appropriation for ESG by 16% from the FY 2013 allocation to \$250 million.

Finally, if you would like assistance from CPD in redesigning, prioritizing or targeting your programs, either you or the head of the agency that administers your program may request technical assistance by visiting the OneCPD Resource Exchange ([www.onecpd.info](http://www.onecpd.info)) and clicking the Technical Assistance tab.



CPD looks forward to working with you in partnership to successfully meet the challenges we face. Please contact your local CPD office if you or your staff has any questions or comments.

Sincerely,

A handwritten signature in black ink that reads "Mark Johnston". The signature is written in a cursive, flowing style.

Mark Johnston  
Deputy Assistant Secretary  
for Special Needs Program



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Ordinance amending the Flood Damage Prevention Ordinance text defining the basis for establishing the Special Flood Hazard Areas within the jurisdictional authority of the City of Greenville and redefining the Regulatory Flood Protection Elevation

**Explanation:** **Abstract:** This item is an ordinance amending the Flood Damage Prevention Ordinance text defining the basis for establishing the Special Flood Hazard Areas and redefining the Regulatory Flood Protection Elevation within the City of Greenville's jurisdiction.

**Explanation:**

**Required Notices:**

The public hearing legal notice advertisement was published in The Daily Reflector on April 28 and May 5, 2014.

**Background:**

The National Flood Insurance Program (NFIP) was created by Congress in 1968 to reduce the loss of life and property and the rising disaster relief costs caused by flooding. The NFIP is a voluntary program based on a mutual agreement between the federal government and the local community. The City of Greenville became an emergency member of the NFIP on January 15, 1974. The Federal Emergency Management Agency (FEMA) published the first Flood Hazard Boundary Map for the City of Greenville on June 14, 1974, and this map was replaced on July 3, 1978, with a detailed Flood Insurance Study and accompanying Flood Insurance Rate Maps (FIRM) when the City became a participating member.

After the devastation of Hurricane Floyd in 1999, the State of North Carolina partnered with FEMA as the first Cooperating Technical State. This partnership was established to update the Flood Insurance Studies for all 100 counties in North Carolina. On January 2, 2004, the revised study for Pitt County, which

includes all of the communities within the county, was published by FEMA and adopted by the City.

The North Carolina Floodplain Mapping Program (NCFMP) continues to update the Flood Insurance Studies. On July 7, 2014, FEMA will publish an updated Flood Study for Pitt County including all of the municipalities. The City of Greenville is required to adopt the revised Flood Insurance Study and its accompanying Flood Insurance Rate Maps to remain a member in good standing in the National Flood Insurance Program.

City staff, along with staff of the NCFMP, reviewed the City's Flood Damage Prevention Ordinance for compliance with NCFMP's model ordinance. It was determined that the present ordinance is in compliance but noted the City's freeboard requirement varies from one (1) foot to over two (2) feet dependent on the lot size and type of development. Freeboard is the distance in feet above the established base flood elevations and used to compensate for the many unknown factors that could contribute to flood heights greater than the established base flood elevations. NCFMP recommends a minimum freeboard of two (2) feet for the lowest floor elevation above the Base Flood Elevation for all structures built in the Special Flood Hazard areas. Pitt County and the other municipalities in the County have adopted the State-recommended minimum freeboard of two (2) feet. One of the strategies being set forth in the Regional Hazard Mitigation Plan presently under draft review is a minimum freeboard requirement of two (2) feet. Staff recommends adoption of a two (2) foot freeboard requirement. The increased freeboard could impact the initial construction cost of structures built in special flood hazard areas, but the owner will receive a reduction in flood insurance premium of about 25% from the present one (1) foot of freeboard.

There are 1,048 flood insurance policies in force within the City's jurisdiction insuring \$214,062,600 of property. There have been 382 claims since 1978 with total losses paid of \$17,895,263.

#### **Staff Comments**

Mr. Randy Mundt, AICP, CFM, Outreach Coordinator, Office of Geospatial and Technology Management with the NC Department of Public Safety, NC Floodplain Mapping Program, assisted City staff with the proposed text amendments and ordinance review.

**Fiscal Note:** No fiscal impact is anticipated.

**Recommendation:** Staff recommends approval of the proposed text amendment. The Planning and Zoning Commission voted unanimously to recommend approval at its April 15, 2014, meeting.

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 [CC\\_Agenda\\_5\\_8\\_14\\_Ord\\_Admending\\_Text\\_in\\_Flood\\_Damage\\_Prevention\\_978054](#)

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ORDINANCE NO. 14-\_\_\_\_\_  
AN ORDINANCE AMENDING THE ZONING ORDINANCE  
OF THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville, North Carolina, in accordance with Article 19, Chapter 160A, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in The Daily Reflector setting forth that the City Council would, on May 8, 2014, at 7:00 p.m., in the City Council Chambers of City Hall in the City of Greenville, NC, conduct a public hearing on the adoption of an ordinance amending the City Code; and

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the City Council does hereby find and determine that the adoption of the ordinance involving the text amendment is consistent with the adopted comprehensive plan and is reasonable and in the public interest.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES HEREBY ORDAIN:

Section 1: That Title 9, Chapter 6, of the Code of Ordinances of the City of Greenville, is hereby amended by replacing the strikethrough text with the BOLD text in Section 9-6-3, subsection (B.), *Basis for Establishing the Special Flood Hazard Areas*, as follows:

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and Federal Emergency Management Agency (FEMA) in its Flood Insurance Study (FIS) for Pitt County, dated ~~April 13, 2013~~ **July 7, 2014**, and its accompanying Flood Insurance Rate Map (FIRM), including any digital data developed as part of the FIS, which are adopted by reference and declared to be a part of this ordinance. Future revisions to the FIS or FIRM panels that do not change flood hazard data within the jurisdictional authority of the City of Greenville are also adopted by reference and declared to be part of this ordinance. Subsequent revisions to the FIRM should be adopted within 6 months.

And that Title 9, Chapter 6, of the Code of Ordinances of the City of Greenville, is hereby further amended by deleting the text in Section 9-6-2, DEFINITIONS, *Regulatory Flood Protection Elevation* and replacing the text with the following:

*Regulatory Flood Protection Elevation.* The elevation to which all structures and other development located within the special flood hazard areas must be elevated or floodproofed, if nonresidential.

- (1) In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be at least the BFE plus two (2) feet for all structures and other development except manufactured homes.
- (2) For manufactured homes, this elevation shall be at least the BFE plus two (2) feet, provided that no portion of the manufactured home below the lowest floor is lower

than the base flood elevation. Allowable elements below the lowest floor are limited to electrical, mechanical, and ductwork, which are considered a standard part of the manufactured home. Cross over ducts for double and triple wide manufactured homes are specifically exempted from the freeboard requirement provided the bottom of all such cross over ducts are above the base flood elevation. All electrical, mechanical, and duct work which are not a part of the manufactured home shall be no lower than two (2) feet above the base flood elevation.

- (3) In “Special Flood Hazard Areas” where no BFE has been established, this elevation shall be at least two (2) feet above the highest adjacent grade.

Section 2. That any part or provision of this ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinance.

Section 3. That this ordinance shall become effective on June 2, 2014.

Adopted this 8th day of May, 2014.

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Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

**Title of Item:** Resolution authorizing condemnation to acquire an easement on certain property owned by W.G.B. Properties, Inc.

**Explanation:** **Abstract:** The Green Mill Run Phase 2 Greenway Project will extend the greenway from its current terminus on Charles Boulevard to Evans Park on Arlington Boulevard. Easements were required to be obtained for the project. An agreement with an owner of one parcel upon which an easement is necessary has not been reached. Because of this, the use of the City's power of eminent domain to acquire the easement and have a court determine the amount of just compensation is necessary. The adoption of a resolution authorizing condemnation is required.

**Explanation:** The City has been unsuccessful in the efforts to acquire all of the easements necessary for the construction of the Green Mill Run Greenway Phase 2 Extension Project (TIP Project No. G11009). The Green Mill Run Phase 2 Greenway Project is a trail for use by pedestrians and bicyclists, and it is not designed or intended for vehicular traffic. The project will extend the greenway from its current terminus on Charles Boulevard to Evans Park on Arlington Boulevard.

There are 16 parcels of land where easements were required to be obtained. The necessary easement located upon 15 of these parcels has been acquired. This leaves an easement on 1 parcel still required to be obtained.

The easement to be acquired is located upon a parcel of land owned by W.G.B. Properties, Inc., which is located on the east side of Evans Street north of Clifton Street (north of Arlington Boulevard). The attached vicinity map identifies the location of the parcel of land.

Since the City staff has been unable to obtain the easement from and reach an agreement with W.G.B. Properties, Inc., the use of the City's power of eminent domain to acquire the easement and have a court determine the amount of just compensation is necessary.

The funding for this project amounts to \$1,718,000 with 80% being federal funds and 20% being City funds. Construction is expected to start in January 2015 and be completed by December 2015. Right-of-way certification is required by July 31, 2014.

**Fiscal Note:**

Upon the filing of the complaint, the amount estimated by the City, as a result of an appraisal, to be just compensation for the property will be required to be deposited with the court. The appraised fair market value is \$27,900.00. In addition to this amount, there will be legal expenses incurred as the action proceeds. Funds to pay for the property acquisition and related expenses are available in the capital project account established with the federal grant funds.

**Recommendation:**

City Council approve the attached resolution authorizing condemnation to acquire an easement on certain property owned by W.G.B. Properties, Inc.

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[Map of Parcel which easement is located](#)

[Resolution Authorizing Condemnation to Acquire Certain Property of WGB Properties Inc. 978045](#)

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RESOLUTION NO. - 14  
RESOLUTION AUTHORIZING CONDEMNATION TO ACQUIRE CERTAIN PROPERTY  
OF W.G.B. PROPERTIES, INC.

WHEREAS, the City Council of the City of Greenville hereby determines that it is necessary and in the public interest to acquire certain property owned by W.G.B. Properties, Inc. for the public purpose described below; and

WHEREAS, the proper officials or representatives of the City of Greenville have been unable to acquire the needed interest in this property by negotiated conveyance;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE THAT:

1. The City of Greenville shall acquire by condemnation, for the purposes stated below, the property and interest described as follows:

An easement interest for greenway purposes in the easement area described as follows:

Being two (2) temporary construction easements and a permanent Greenway easement over and upon a portion of the property conveyed to the Grantor by deed recorded in Book A-50, Page 747, in the Pitt County Registry, with said temporary construction easements having a total area of 14,328 square feet, and the permanent Greenway easement having an area of 12,315 square feet as shown on the map titled "Easement Exhibit for: City of Greenville, Green Mill Run Greenway, Being Over and Upon the Property of W.G.B. Properties, Inc.", Project #:G11009, as prepared by Stewart Engineering, Firm License No. C-1015, Sheets 1 thru 4, dated 8/22/12, last revised 9/4/13, and signed by Richard W. Penci, PLS, on 9/4/13 which reference is made for a more accurate and complete description.

2. The purpose for which the property is being condemned is for public park and recreation purposes in order to provide for the recreation, welfare and comfort of the public, to promote the physical, mental and cultural development of its citizens, and to upgrade a program of recreation and leisure time activities, specifically for the Green Mill Run Greenway Phase 2 Extension Project.

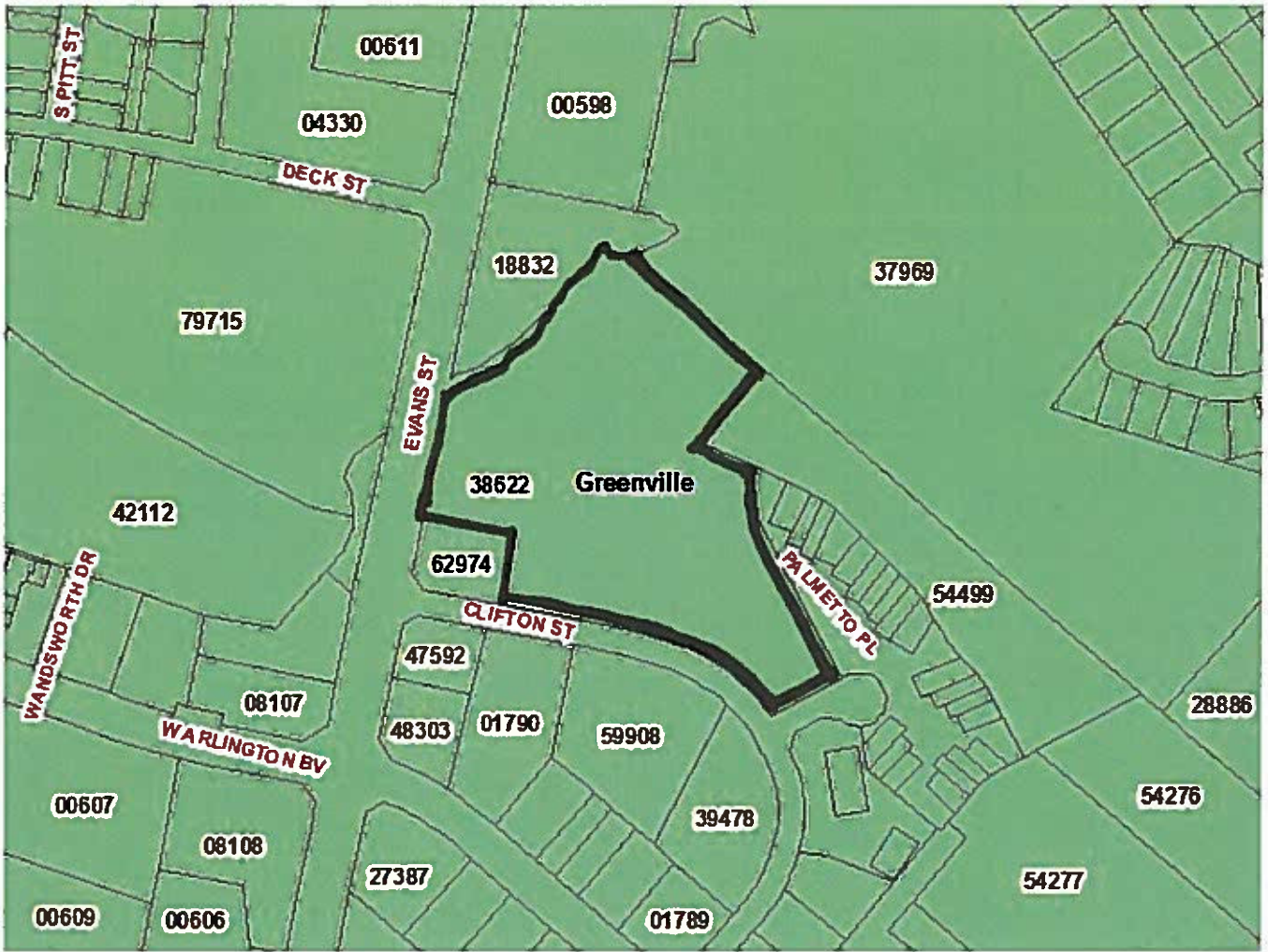
3. The necessary proceedings under Chapter 40A of the North Carolina General Statutes to acquire the property herein described are hereby directed to be instituted.

This the 8<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk





# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

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**Title of Item:** Presentation of the proposed fiscal year 2015 operating budget and fiscal year 2016 financial plan:

- a. Pitt-Greenville Convention & Visitors Authority
- b. Sheppard Memorial Library
- c. Greenville Utilities Commission

**Explanation:** **Abstract:** Pitt-Greenville Convention and Visitors Authority, Sheppard Memorial Library, and Greenville Utilities Commission will present their proposed fiscal year 2015 operating budgets, and fiscal year 2016 financial plans.

**Explanation:** During the May 8, 2014 City Council meeting, representatives from the Pitt-Greenville Convention and Visitors Authority, Sheppard Memorial Library, and Greenville Utilities Commission will present their proposed fiscal year 2015 operating budget, and fiscal year 2016 financial plans.

In compliance with Section 160A-148(5) of the North Carolina General Statutes, the City Council will hold a public hearing on Monday, June 9th and consider adopting the annual budget ordinance on Thursday, June 12th.

**Fiscal Note:** The final amount for each of the budgets presented will be determined by City Council action at the June 12, 2014, City Council meeting.

**Recommendation:** Receive presentations on the proposed fiscal year 2015 operating budgets and fiscal year 2016 financial plans, and provide feedback and direction.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [FY 2015 & 2016 CVA Budget](#)

 [2015 SML Budget](#)

 [2015 GUC Budget](#)

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**Convention & Visitors Authority**  
Budget Summary



GREENVILLE-PITT COUNTY  
CONVENTION & VISITORS BUREAU

April 22, 2014

Dear Mayor, Mayor Pro-Tem and Members of City Council:

The Convention & Visitors Authority, in conjunction with its hospitality partners, continues to strive to make Greenville a competitive hospitality destination throughout the state of North Carolina. Over the past several years a great deal of progress has been made toward this goal as Pitt County now ranks 22<sup>nd</sup> among North Carolina's 100 counties in tourism related expenditures and economic impact. The CVA board and its staff are working hard to implement new strategies to continue to move our destination forward.

Looking to the future, the CVA marketing efforts, while staying aggressive, will become a bit more diversified than in past years. The CVA will continue to actively market Greenville as a convention, meeting and event destination but will begin an effort to create a true leisure market as well. All CVA staff will take a role in developing Greenville and Pitt County as a community that has all of the necessary tourism components to become a top tier destination in North Carolina. Staff will also be looking to utilize new technologies to make this happen.

The proposed budget includes the upgrade of our current part-time communications assistant to full-time status. This position has been paramount to the bureau's increasing success in marketing and promoting Greenville via social media outlets, implementing our new brand, advertising and working with local, statewide and regional media. The full-time status of a communications assistant will also allow for full attention to be given to duties such as re-designing the bureau's website, issuing press releases, initiating regular e-blast campaigns as well as other public relations functions. The budget has also been adjusted to prepare for the CVB's relocation to the Uptown Greenville District.

The proposed budget also shows decreases in the areas of advertising and projects as compared to the last fiscal year. These two line items were adjusted higher during fiscal year 2013-2014 to meet the demands of rebranding. Funds in these line items can be reduced to more normal levels now that one time fees such as ad creation with the new brand and the shared cost of rebranding itself have been realized.

This proposed budget has been approved by our CVA executive committee, our full CVA board and is ready for consideration by the Greenville City Council. Deputy Finance Director Bernita Demery and CVA liaison Councilmember Rose Glover have been part of our budget process.

The CVA appreciates the continual support of Council and looks forward to working with each member to make Greenville a preferred destination for events and leisure.

Sincerely,

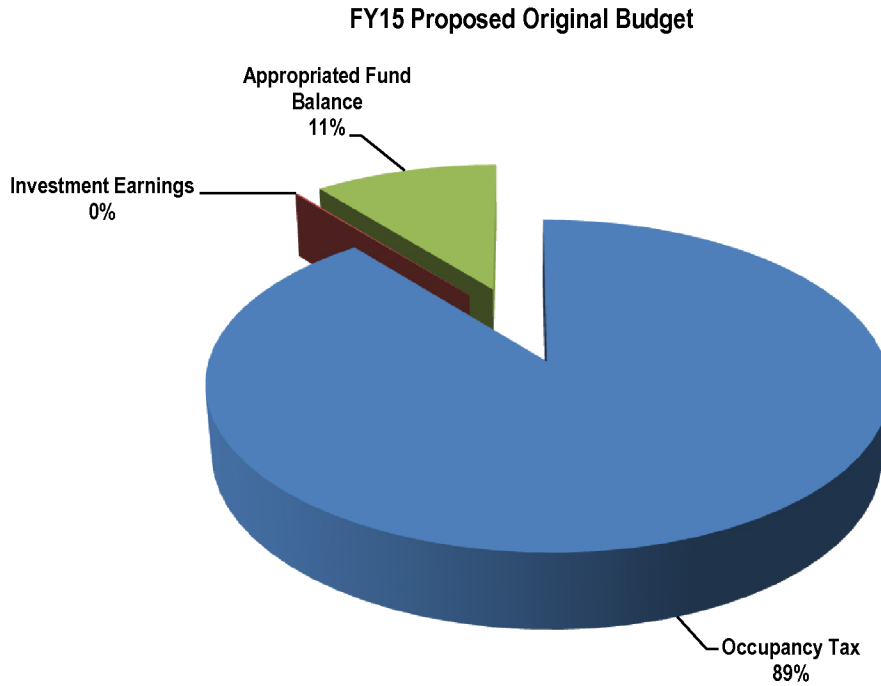
A handwritten signature in black ink that reads "Andrew D. Schmidt". The signature is written in a cursive, flowing style.

Andrew D. Schmidt, CHME, MPA  
Interim Executive Director



**CONVENTION & VISITORS AUTHORITY (CVA)  
REVENUE SUMMARY**

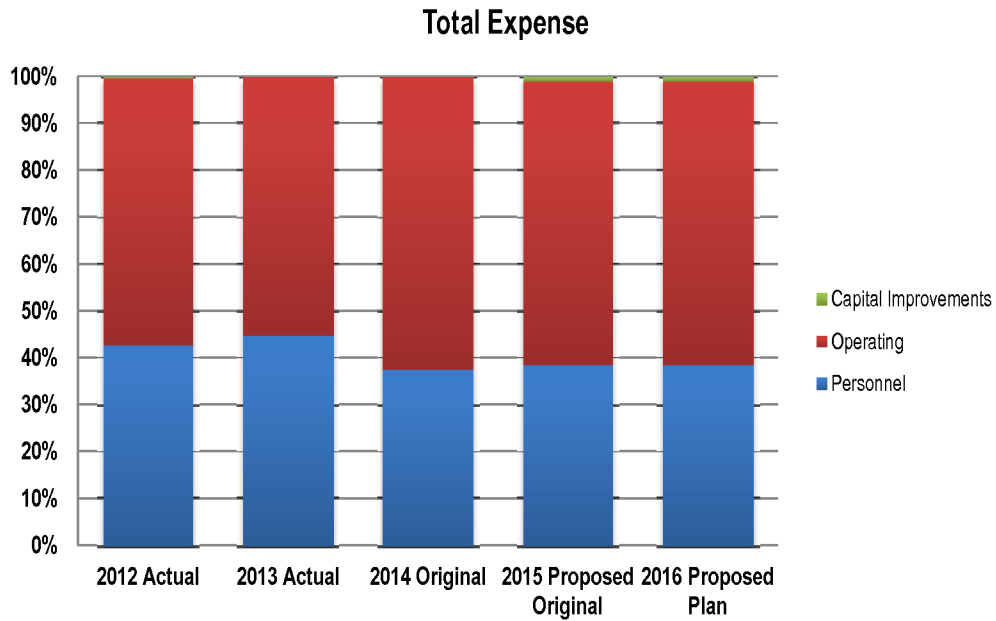
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Proposed Original</b>	<b>Proposed Plan</b>
Occupancy Tax	792,510	804,548	810,000	830,000	845,000
Investment Earnings	3,365	-	100	1,200	1,200
Appropriated Fund Balance	-	-	166,234	98,607	112,710
<b>Total</b>	<b>795,875</b>	<b>804,548</b>	<b>976,334</b>	<b>929,807</b>	<b>958,910</b>





**CONVENTION & VISITORS AUTHORITY (CVA)  
EXPENSE SUMMARY**

	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Original</b>	<b>2015 Proposed Original</b>	<b>2016 Proposed Plan</b>
Personnel	304,126	357,133	367,000	357,907	368,860
Operating	403,584	441,580	609,334	563,900	582,050
Capital Improvements	2,097	-	-	8,000	8,000
<b>Total</b>	<b>709,807</b>	<b>798,713</b>	<b>976,334</b>	<b>929,807</b>	<b>958,910</b>





# **Sheppard Memorial Library**

## Budget Summary



April 16, 2014

To:  Barbara Lipscomb, City Manager  
 Bernita Demery, Director of Financial Services

From: Greg Needham, Director of Libraries

RE: Proposed 2014-2015 Sheppard Memorial Library Budget  
Proposed 2015-2-16 Sheppard Memorial Library Financial Plan

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Attached is the 2014-2015 budget request to the City of Greenville for the public library system.

Sheppard Memorial Library 2/3 City Appropriation:	\$1,140,440
Capital Funds for the Main Library Building Exterior:	\$63,334
Capital Expense for Carver Library Carpet:	\$45,000
Total requested from the City of Greenville:	<u>\$1,248,774</u>

This budget represents the operating costs for the main library, four branch libraries, and the Pitt County Bookmobile for the upcoming fiscal year, and was developed using the City-provided targets and the City's inclusion of market adjustments for the next two fiscal years. The amounts from the City and the County are in the same proportion (two-parts City and one-part County) that have been used to divide costs over the years.

Anticipated revenue from State Aid is set at the level recommended by the state of North Carolina.

The amount of funding needed to operate the Bethel and Winterville branch libraries is reflected in the revenues requested from each municipality, plus a request from Pitt County.

This request includes capital funds totaling \$108,334 from the City of Greenville, from which the Carver Library has been targeted for \$45,000 to replace buckling carpet that cannot be glued again, and the City Public Works Department ten-year building maintenance plan targeted \$95,000 for the main library building envelope. We have made a request to Pitt County to pay \$31,667 of the main library capital costs, which is one-third of the \$95,000 projected for the main library building envelope.

We have applied and budgeted for a \$50,000 federal Library Services and Technology Act (LSTA) Grant for FY 2014-2015. The proposed project would replace all of the public computers and printers in the main library's technology center, and instructors from our project partner, the Literacy Volunteers of Pitt County would provide formal computer classes in the updated technology center. If the State awards this grant to our library system, the Friends of the Sheppard Memorial Library will provide \$12,500 in matching funds. The project would therefore require no local government funding.

We continue to seek cost saving measures in every way possible. One example is in utilities savings. Funds were taken out of our library savings to upgrade the HVAC controls at the main and Carver libraries. We project savings of \$10,000 in utilities costs in fiscal 2014-2015 as a result.

During the economic recession, with retirement of long-time staff, significant staff restructuring and downsizing occurred, such that the library's full-time staff had been reduced from 17 to 12 over a three-year period. This budget cycle includes promotion of three three-quarter designated part-time employees to entry level full-time positions. This budget also includes an increase in health insurance costs, and 1% of gross wages exceeding \$21,400 for unemployment insurance, a new requirement. A 1.5% market adjustment is included in the fiscal 2014-2015 budget request, and a 1.25% market adjustment is included in the fiscal 2015-2016 financial plan, as per the City's plan.

We have also requested that Pitt County appropriate and reserve \$100,000 before fiscal 2016-2017 toward replacing the Pitt County Bookmobile.

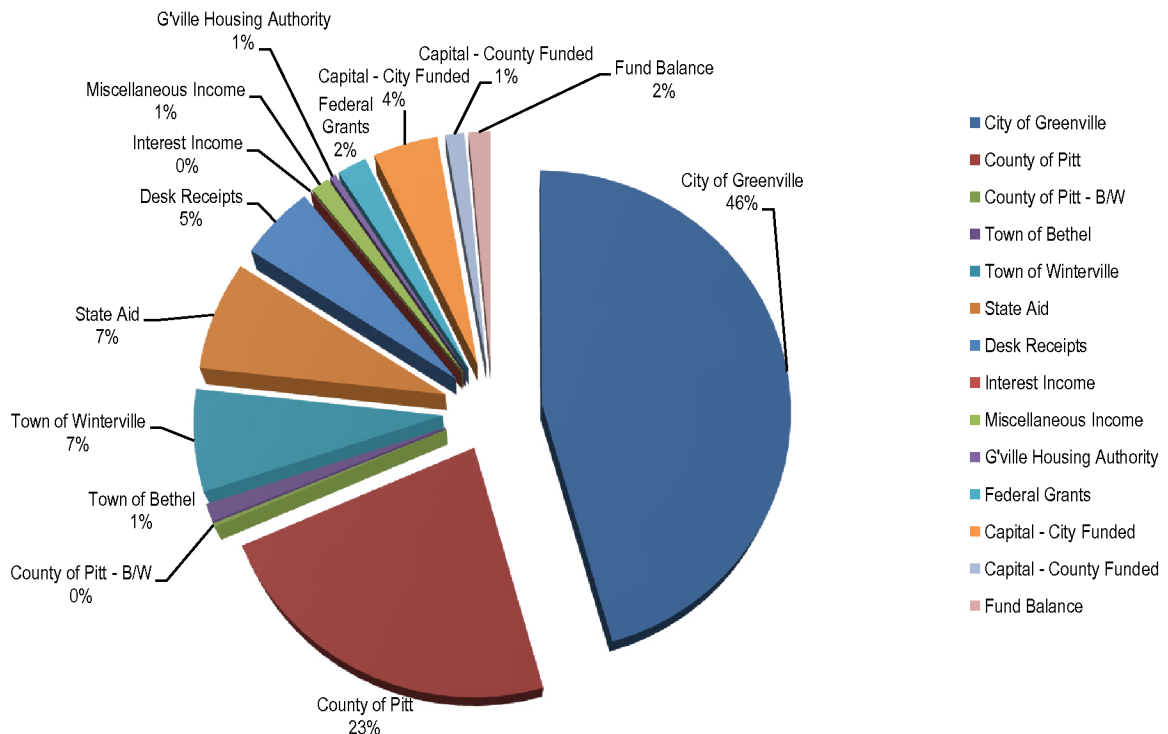
The 2015-2016 financial plan requests \$1,162,192 from the City of Greenville.

I appreciate the opportunity to submit the 2014-2015 budget and 2015-2016 financial plan request to the City of Greenville, and I will be glad to answer any budget related questions.

**Sheppard Memorial Library**  
**Proposed Operating Budget for FY14/15 and Proposed Financial Plan for FY15/16**

	2012 Actual	2013 Actual	2014 Original	2015 Proposed Original	2016 Proposed Plan
<b>Revenues</b>					
City of Greenville	\$ 1,087,366	\$ 1,060,182	\$ 1,086,686	\$ 1,140,440	\$ 1,162,192
County of Pitt	543,683	535,681	543,343	570,220	581,096
County of Pitt - B/W	5,733	5,704	6,000	6,229	6,291
Town of Bethel	28,520	29,000	29,000	30,015	30,315
Town of Winterville	139,437	157,437	161,620	171,423	177,423
State Aid	192,156	183,039	184,113	184,113	184,113
Desk Receipts	112,465	126,066	121,008	127,500	128,775
Interest Income	7,512	1,322	1,000	1,000	1,000
Miscellaneous Income	41,777	42,897	32,500	31,000	31,620
G'ville Housing Authority	10,692	10,692	10,692	10,692	10,692
Federal Grants	25,000	45,000	100,000	50,000	-
Capital - City Funded	50,320	49,999	62,800	108,334	-
Capital - County Funded	25,160	-	-	31,666	-
Fund Balance Used	-	-	165,068	36,117	24,707
<b>Total Revenues</b>	<b>\$ 2,269,821</b>	<b>\$ 2,247,019</b>	<b>\$ 2,503,830</b>	<b>\$ 2,498,749</b>	<b>\$ 2,338,224</b>

<b>Expenses</b>					
Personnel	\$ 1,417,398	\$ 1,385,901	\$ 1,452,658	\$ 1,481,811	\$ 1,497,518
Operations	745,195	702,186	835,148	816,246	830,014
G'ville Housing Authority	10,959	10,307	10,692	10,692	10,692
Capital Expense	991	208,065	105,332	140,000	-
Grant Project	25,000	45,000	100,000	50,000	-
<b>Total Expenses</b>	<b>\$ 2,199,543</b>	<b>\$ 2,351,459</b>	<b>\$ 2,503,830</b>	<b>\$ 2,498,749</b>	<b>\$ 2,338,224</b>





# **Greenville Utilities Commission**

## Budget Summary



Greenville Utilities Commission  
Greenville City Council  
Customers of Greenville Utilities

Ladies and Gentlemen:

The FY 2014-15 Budget reflects the combined efforts of the Management Team, employees, and the guidance of the Board of Commissioners. All budgetary requests have been reviewed with a focus on sound business practices, customer expectations, and system reliability. In balancing the budget, key areas such as infrastructure needs, rising operational costs, staffing requirements and long-term sustainability with fiscal responsibility were also taken into consideration.

Using GUC's strategic plan as a guide, this budget has been prepared to ensure the long-term success of our mission to provide safe and reliable utility services at the lowest reasonable costs, with exceptional customer service.

GUC's financial budget goals focus on several key metrics including end-of-year performance, debt service coverages, and fund balances. The long-term sustainability of each fund is also taken into consideration to ensure that GUC is poised to continue to meet its mission and future financial challenges.

Guiding all budgetary decisions is GUC's commitment to provide exceptional service while maintaining a viable financial position. In monitoring our strategic plan, GUC utilizes Key Performance Indicators at the corporate level on a consistent and routine basis. To that end, GUC's budget goals are designed to achieve the following:

- Meet customer needs
- Provide reliable utility services at the lowest reasonable cost
- Position GUC to achieve greater efficiencies
- Continue to meet and/or exceed regulatory requirements
- Preserve bond ratings
- Minimize rate increases
- Avoid future rate shock
- Ensure financial viability of each fund
- Prepare for emergency situations
- Prepare for regional opportunities

GUC is dealing with rising costs for fuel, energy, materials and supplies, and insurance, making it necessary to closely manage expenses, work for greater efficiencies, and take a more conservative approach to staffing and work practices.

PO Box 1847  
Greenville, NC  
27835-1847  
252 752-7166  
[www.guc.com](http://www.guc.com)

*Your Local  
Advantage*

The balancing process for the budget addressed several areas, including the review and analysis of the following:

- All four funds will be self-supporting in order to meet future financial challenges as individual funds on a sustained basis
- Continued investment in infrastructure
- Additional debt service requirements
- Appropriate timing of expenditures for capital projects
- Revenues
- Personnel and staffing
- Cost saving opportunities
- Updating financial models while being cognizant of any rate adjustments that were proposed last year for the upcoming fiscal year

Highlights of the FY 2014-15 operating budget are listed below:

- No rate adjustment for the Gas Fund (other than purchased gas adjustments as needed)
- No rate adjustment for the Electric Fund
- A 7.0% rate adjustment for the Water Fund implemented May 1, 2014
- An 8.8% rate adjustment for the Sewer Fund implemented May 1, 2014
- Funding for the employee market adjustment at 2%
- Funding for the employee merit program at 1.5%
- Continuation of dual option self-insured health insurance plan
- Continuation of self-insured dental insurance plan
- Expanding the hours of provider care at the Occupational Health Clinic
- Positions have been reallocated and one temporary position has been added to appropriately respond to needs within the combined enterprise operation
- Prefunding for Other Post-Employment Benefits (OPEB) has been increased by \$50,000, bringing the total amount for prefunding to \$400,000
- Investment of \$6.9M for capital outlay in order to maintain system reliability and comply with regulatory requirements in the combined enterprise operation
- Annual turnover or transfer of \$6,485,183 to the City of Greenville in accordance with the Charter issued by the North Carolina General Assembly

Highlights of the FY 2014-15 capital budget are listed below:

- GUC continues to make investments in capital projects to maintain reliability, meet ongoing regulatory requirements, and remain strategically positioned to facilitate growth. To that end, GUC will be establishing \$21.7M in capital projects.



## SUMMARY

The FY 2014-15 balanced budget was developed with the staff's best effort to control costs while continuing to provide the high level of service GUC's customers expect. Not only is the budget balanced for the near term, but it also includes key components to position GUC for long-term sustainability and realizing its vision of being the regional provider of choice. Focusing on these fundamentals will provide the foundation for providing safe and reliable service to GUC's customers for the future.



Anthony C. Cannon  
General Manager/CEO

ORDINANCE NO. \_\_\_\_\_  
CITY OF GREENVILLE, NORTH CAROLINA  
2014-15 GREENVILLE UTILITIES COMMISSION BUDGET ORDINANCE

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES ORDAIN:

Section I. Estimated Net Revenues and Fund Balances. It is estimated that the following non-tax revenues and fund balances will be available during the fiscal year beginning July 1, 2014 and ending June 30, 2015 to meet the subsequent expenditures, according to the following schedules:

<u>Revenue</u>		<u>Budget</u>
<b>A. <u>Electric Fund</u></b>		
Rates & Charges	\$195,673,311	
Fees & Charges	970,000	
U.G. & Temp. Service Charges	95,000	
Miscellaneous	806,781	
Interest on Investments	<u>100,000</u>	
 Total Electric Fund Revenue		 \$197,645,092
<b>B. <u>Water Fund</u></b>		
Rates & Charges	\$16,613,519	
Fees & Charges	308,000	
Miscellaneous	176,083	
Interest on Investments	<u>34,000</u>	
 Total Water Fund Revenue		 \$17,131,602
<b>C. <u>Sewer Fund</u></b>		
Rates & Charges	\$18,666,526	
Fees & Charges	310,000	
Miscellaneous	125,281	
Interest on Investments	<u>15,000</u>	
 Total Sewer Fund Revenue		 \$19,116,807
<b>D. <u>Gas Fund</u></b>		
Rates & Charges	\$41,483,862	
Fees & Charges	136,000	
Miscellaneous	151,189	
Interest on Investments	<u>50,000</u>	
 Total Gas Fund Revenue		 <u>\$41,821,051</u>
 Total Revenue		 <u>\$275,714,552</u>

Section II. Expenditures. The following amounts are hereby estimated for the Greenville Utilities Commission to be expended for managing, operating, improving, maintaining, and extending electric, water, sewer and gas utilities during the fiscal year beginning July 1, 2014 and ending on June 30, 2015, according to the following schedules:

<u>Expenditures</u>		<u>Budget</u>
Electric Fund	\$197,645,092	
Water Fund	17,131,602	
Sewer Fund	19,116,807	
Gas Fund	<u>41,821,051</u>	
Total Expenditures		<u>\$275,714,552</u>

Section III. Estimated Net Revenues and Fund Balances. It is estimated that the following non-tax revenues and long term debt proceeds will be available to fund capital project expenditures that will begin in the fiscal year beginning July 1, 2014:

<u>Capital Project Revenue</u>		<u>Budget</u>
Electric Fund – Long-term Debt Proceeds	\$2,255,000	
Water Fund – Long-term Debt Proceeds	6,890,000	
Sewer Fund – Long-term Debt Proceeds	9,439,000	
Gas Fund – Long-term Debt Proceeds	2,115,000	
Gas Fund – Capital Projects Fund Balance	<u>1,000,000</u>	
Total Capital Project Revenue		<u>\$21,699,000</u>

Section IV. Capital Project Expenditures. The following amounts are hereby estimated for the Greenville Utilities Commission capital projects budgets that will begin during the fiscal year beginning July 1, 2014:

<u>Capital Project Expenditures</u>		<u>Budget</u>
New Operations Center Phase I	\$4,100,000	
Water Treatment Plant Upgrade Phase I	1,900,000	
Water Biofiltration Upgrade	1,600,000	
Water Filter Backwash Pipe Repair & Filter Flow Bypassing to Clearwell	550,000	
Water/Sewer Meter ERT/Low Lead Compliance Changeout	3,125,000	
Sewer PLC Replacement for FS, GMR & IP Pump Stations	600,000	
Sewer Biosolids Processing Upgrades	6,800,000	
Sewer Harris Mill Interceptor	524,000	
Natural Gas Vehicle Fueling Station	<u>2,500,000</u>	
Total Capital Project Expenditures		<u>\$21,699,000</u>

Section V: Amendments. (a) Pursuant to General Statutes 159-15, this budget may be amended by submission of proposed changes to the City Council.

(b) Notwithstanding Subsection (a) above, the General Manager/CEO of Greenville Utilities Commission is authorized to transfer funds from one appropriation to another in an amount not to exceed

\$100,000. Any such transfers shall be reported to the Greenville Utilities Commission and the City Council at their next regular meeting and shall be entered in the minutes.

(c) In case of emergency which threatens the lives, health, or safety of the public, the General Manager/CEO may authorize expenditures in an amount necessary to meet the emergency so long as such amount does not exceed the amount in contingency accounts and the expenditure is reported to the Greenville Utilities Commission as soon as possible, and appropriate budget amendments are submitted to the City Council, if necessary, at its next regular meeting.

Section VI: Appropriation. The capital project revenue and expenditure authorizations shall extend from year to year until each project is completed.

Section VII: Distribution. Copies of this ordinance shall be furnished to the General Manager/CEO and the Chief Financial Officer of the Greenville Utilities Commission, and the Director of Financial Services of the City of Greenville to be kept on file by them for their direction in the disbursement of funds.

Adopted this the \_\_\_\_\_ day of June, 2014.

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Allen M Thomas, Mayor

Attest:

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Carol L. Barwick, City Clerk

**GREENVILLE UTILITIES COMMISSION**  
**REVENUE AND EXPENDITURES**  
**ALL FUNDS**

	<u>2012-13</u> <u>Actual</u>	<u>2013-14</u> <u>Budget</u>	<u>2013-14</u> <u>Projected</u>	<u>2014-15</u> <u>Budget</u>	<u>2015-16</u> <u>Plan</u>
<b>REVENUE:</b>					
Rates & Charges	\$ 258,156,030	\$ 265,516,567	\$ 261,791,990	\$ 272,437,218	\$ 280,105,212
Fees & Charges	2,013,724	1,689,500	1,876,743	1,724,000	1,758,480
U. G. & Temp. Ser. Chgs.	102,255	95,000	100,043	95,000	96,900
Miscellaneous	2,975,819	1,166,159	1,423,133	1,259,334	1,284,522
Interest on Investments	230,341	247,843	181,730	199,000	199,000
FEMA Reimbursement	-	-	-	-	-
Installment Purchase	1,359,398	2,144,202	2,144,202	-	-
Appropriated Fund Balance	-	10,365,947	4,000,000	-	-
	<u>\$ 264,837,567</u>	<u>\$ 281,225,218</u>	<u>\$ 271,517,841</u>	<u>\$ 275,714,552</u>	<u>\$ 283,444,114</u>
<b>EXPENDITURES:</b>					
Operations	\$ 48,937,487	\$ 51,830,107	\$ 53,267,432	\$ 55,268,716	\$ 56,037,103
Purchased Power	162,173,347	160,849,998	162,214,388	159,980,862	163,085,964
Purchased Gas	16,967,248	25,053,100	21,158,700	27,372,700	27,486,400
Capital Outlay	9,263,046	7,749,099	7,975,392	6,929,154	7,032,254
Debt Service	13,779,680	15,204,101	15,134,768	16,873,335	19,118,564
City Turnover - General	5,037,771	5,689,615	5,359,687	5,754,275	5,457,774
Street Light Reimbursement	695,705	738,495	709,619	730,908	752,835
Transfer to OPEB Trust	300,000	350,000	350,000	400,000	450,000
Transfer to Capital Projects	6,500,000	12,615,947	4,000,000	-	1,070,243
Transfer to Designated Reserve	-	-	-	200,000	1,100,000
Operating Contingencies	-	1,144,756	1,347,855	2,204,602	1,852,977
	<u>\$ 263,654,284</u>	<u>\$ 281,225,218</u>	<u>\$ 271,517,841</u>	<u>\$ 275,714,552</u>	<u>\$ 283,444,114</u>

**GREENVILLE UTILITIES COMMISSION  
REVENUE AND EXPENDITURES  
ELECTRIC FUND**

	<u>2012-13 Actual</u>	<u>2013-14 Budget</u>	<u>2013-14 Projected</u>	<u>2014-15 Budget</u>	<u>2015-16 Plan</u>
<b>REVENUE:</b>					
Typical Residential Bill Increase					2.0%
Rates & Charges	\$ 194,108,566	\$ 193,576,676	\$ 194,890,940	\$ 195,673,311	\$ 200,321,601
Fees & Charges	1,130,987	970,000	1,047,197	970,000	989,400
U. G. & Temp. Ser. Chgs.	102,255	95,000	100,043	95,000	96,900
Miscellaneous	2,337,952	654,219	959,978	806,781	822,917
Interest on Investments	116,277	135,000	90,000	100,000	100,000
Installment Purchase	945,064	1,146,091	1,146,091	-	-
	<u>\$ 198,741,101</u>	<u>\$ 196,576,986</u>	<u>\$ 198,234,249</u>	<u>\$ 197,645,092</u>	<u>\$ 202,330,818</u>
<b>EXPENDITURES:</b>					
Operations	\$ 20,932,781	\$ 21,866,291	\$ 22,511,637	\$ 23,177,001	\$ 23,551,658
Purchased Power	162,173,347	160,849,998	162,214,388	159,980,862	163,085,964
Capital Outlay	6,023,435	4,663,018	4,968,566	4,224,437	4,038,767
Debt Service	2,944,957	3,460,939	3,407,819	4,257,201	5,294,124
City Turnover - General	3,890,903	4,354,682	4,113,109	4,445,241	3,789,743
Street Light Reimbursement	695,705	738,495	709,619	730,908	752,835
Transfer to OPEB Trust	165,000	192,500	192,500	220,000	247,500
Transfer to Capital Projects	1,500,000	-	-	-	-
Operating Contingencies	-	451,063	116,611	609,442	1,570,227
	<u>\$ 198,326,128</u>	<u>\$ 196,576,986</u>	<u>\$ 198,234,249</u>	<u>\$ 197,645,092</u>	<u>\$ 202,330,818</u>

**GREENVILLE UTILITIES COMMISSION  
REVENUE AND EXPENDITURES  
WATER FUND**

	<u>2012-13 Actual</u>	<u>2013-14 Budget</u>	<u>2013-14 Projected</u>	<u>2014-15 Budget</u>	<u>2015-16 Plan</u>
<b>REVENUE:</b>					
Typical Residential Bill Increase				7.0% *	7.5%
Rates & Charges	\$ 15,410,078	\$ 15,657,316	\$ 15,590,358	\$ 16,613,519	\$ 17,867,635
Fees & Charges	383,665	308,000	353,926	308,000	314,160
Miscellaneous	305,061	165,995	176,871	176,083	179,605
Interest on Investments	39,154	37,843	33,832	34,000	34,000
Installment Purchase	123,706	265,676	265,676	-	-
	<u>\$ 16,261,664</u>	<u>\$ 16,434,830</u>	<u>\$ 16,420,663</u>	<u>\$ 17,131,602</u>	<u>\$ 18,395,400</u>
<b>EXPENDITURES:</b>					
Operations	\$ 10,474,283	\$ 11,367,257	\$ 11,430,927	\$ 11,982,426	\$ 11,853,611
Capital Outlay	1,067,936	714,270	712,702	514,369	697,179
Debt Service	4,061,237	4,021,224	4,045,700	4,200,009	4,280,883
Transfer to OPEB Trust	45,000	52,500	52,500	60,000	67,500
Transfer to Capital Projects	500,000	250,000	-	-	870,243
Transfer to Designated Reserve	-	-	-	200,000	500,000
Operating Contingencies	-	29,579	178,834	174,798	125,984
	<u>\$ 16,148,456</u>	<u>\$ 16,434,830</u>	<u>\$ 16,420,663</u>	<u>\$ 17,131,602</u>	<u>\$ 18,395,400</u>

\* Implemented May 1, 2014

**GREENVILLE UTILITIES COMMISSION  
REVENUE AND EXPENDITURES  
SEWER FUND**

	<u>2012-13 Actual</u>	<u>2013-14 Budget</u>	<u>2013-14 Projected</u>	<u>2014-15 Budget</u>	<u>2015-16 Plan</u>
<b>REVENUE:</b>					
Typical Residential Bill Increase				8.8% *	8.5%
Rates & Charges	\$ 17,124,152	\$ 17,178,507	\$ 17,412,417	\$ 18,666,526	\$ 20,257,349
Fees & Charges	363,627	278,000	345,802	310,000	316,200
Miscellaneous	161,607	209,689	133,828	125,281	127,787
Interest on Investments	20,694	21,000	15,173	15,000	15,000
Installment Purchase	147,377	612,367	612,367	-	-
Appropriated Fund Balance	-	1,365,947	-	-	-
	<u>\$ 17,817,457</u>	<u>\$ 19,665,510</u>	<u>\$ 18,519,587</u>	<u>\$ 19,116,807</u>	<u>\$ 20,716,336</u>
<b>EXPENDITURES:</b>					
Operations	\$ 10,565,934	\$ 10,848,855	\$ 11,029,135	\$ 11,674,854	\$ 11,930,279
Capital Outlay	977,268	1,078,713	1,062,177	678,169	849,099
Debt Service	5,429,025	6,316,358	6,291,586	6,645,055	6,937,199
Transfer to OPEB Trust	45,000	52,500	52,500	60,000	67,500
Transfer to Capital Projects	500,000	1,365,947	-	-	200,000
Transfer to Designated Reserve	-	-	-	-	600,000
Operating Contingencies	-	3,137	84,189	58,729	132,259
	<u>\$ 17,517,227</u>	<u>\$ 19,665,510</u>	<u>\$ 18,519,587</u>	<u>\$ 19,116,807</u>	<u>\$ 20,716,336</u>

\* Implemented May 1, 2014



**GREENVILLE UTILITIES COMMISSION  
REVENUE AND EXPENDITURES  
GAS FUND**

	<u>2012-13 Actual</u>	<u>2013-14 Budget</u>	<u>2013-14 Projected</u>	<u>2014-15 Budget</u>	<u>2015-16 Plan</u>
<b>REVENUE:</b>					
Rates & Charges	\$ 31,513,234	\$ 39,104,068	\$ 33,898,275	\$ 41,483,862	\$ 41,658,627
Fees & Charges	135,445	133,500	129,818	136,000	138,720
Miscellaneous	171,199	136,256	152,456	151,189	154,213
Interest on Investments	54,216	54,000	42,725	50,000	50,000
Installment Purchase	143,251	120,068	120,068	-	-
Appropriated Fund Balance	-	9,000,000	4,000,000	-	-
	<u>\$ 32,017,345</u>	<u>\$ 48,547,892</u>	<u>\$ 38,343,342</u>	<u>\$ 41,821,051</u>	<u>\$ 42,001,560</u>
<b>EXPENDITURES:</b>					
Operations	\$ 6,964,489	\$ 7,747,704	\$ 8,295,733	\$ 8,434,435	\$ 8,701,555
Purchased Gas	16,967,248	25,053,100	21,158,700	27,372,700	27,486,400
Capital Outlay	1,194,407	1,293,098	1,231,947	1,512,179	1,447,209
Debt Service	1,344,461	1,405,580	1,389,663	1,771,070	2,606,358
City Turnover	1,146,868	1,334,933	1,246,578	1,309,034	1,668,031
Transfer to OPEB Trust	45,000	52,500	52,500	60,000	67,500
Transfer to Capital Projects	4,000,000	11,000,000	4,000,000	-	-
Operating Contingencies	-	660,977	968,221	1,361,633	24,507
	<u>\$ 31,662,473</u>	<u>\$ 48,547,892</u>	<u>\$ 38,343,342</u>	<u>\$ 41,821,051</u>	<u>\$ 42,001,560</u>



# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

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**Title of Item:** Discussion of requirements and appropriate circumstances for increased rental occupancy

**Explanation:** Council Member Rick Croskery requested that this item be listed on the May City Council agenda to start a community discussion which will, while keeping the general standard of "3 unrelated", develop a set of comprehensive permit requirements and delineate appropriate circumstances under which increased rental occupancy will be acceptable in Greenville.

**Fiscal Note:** No direct cost to discuss the issue.

**Recommendation:** Discuss the issue as requested by Council Member Croskery.

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# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

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**Title of Item:** Discussion of University Neighborhood Revitalization Initiative (UNRI) Committee

**Explanation:** Council Member Rick Croskery requested that this item be listed on the May City Council agenda to accept the report of the UNRI Committee, continue it with quarterly meetings, and charge it with further developing its recommendations as its program of work. In addition, Council Member Croskery suggests adding to the Committee an ECU student, preferably a representative from ECU Student Government who resides in the district.

**Fiscal Note:** No direct cost to discuss the issue.

**Recommendation:** Discuss the issue as requested by Council Member Croskery.

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# City of Greenville, North Carolina

Meeting Date: 5/8/2014  
Time: 7:00 PM

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**Title of Item:** Discussion of Solar Energy

**Explanation:** Council Member Marion Blackburn requested a discussion of solar energy be added to the agenda.

**Fiscal Note:** No fiscal impact associated with discussing this topic.

**Recommendation:** Discuss solar energy as requested by Council Member Blackburn.

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