



## **Agenda**

**March 19, 2015  
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 Croskery**

**III. Pledge of Allegiance**

**IV. Roll Call**

**V. Approval of Agenda**

**VI. Special Recognitions**

- Girl Scouts
- Sustained Professional Purchasing Award and Purchasing Staff Certifications

**VII. Appointments**

1. Appointments to Boards and Commissions

**VIII. New Business**

**Public Hearings**

2. Ordinance to annex City of Greenville property involving 5.37 acres located at the southeastern corner of the intersection of Easy Street and NC Highway 33
3. Approval of 2015 HOME Investment Partnership Funds Commitment for a Multi-family Rental Housing Development

4. Approval to submit a Neighborhood Revitalization Strategy Area (NRSA) Application to the U.S. Department of Housing and Urban Development

### **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**

5. Sanitary Sewer Connection Request by Wayne Williamson
6. Contract award for auditing services
7. Review of Potential Capital Reserve Funded Projects
8. Proposed Bond Referendum projects
9. Revisions to the City of Greenville Neighborhood Traffic Calming Guidelines

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

### **X. City Manager's Report**

### **XI. Adjournment**



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
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 Firefighters' Relief Fund Committee, Greenville Bicycle and Pedestrian Commission, Historic Preservation Commission, Human Relations Council, Police Community Relations Committee, Public Transportation and Parking Commission, Recreation & Parks Commission, and Youth Council.

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

**Recommendation:** Make appointments to the Firefighters' Relief Fund Committee, Greenville Bicycle and Pedestrian Commission, Historic Preservation Commission, Human Relations Council, Police Community Relations Committee, Public Transportation and Parking Commission, Recreation & Parks Commission, and Youth Council.

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[Muni\\_Report\\_2015\\_Appointments\\_to\\_Boards\\_and\\_Commissions\\_998631](#)

# Appointments to Boards and Commissions

March 2015

## Firefighters' Relief Fund Committee

**Council Liaison:** Not Applicable

<b>Name</b>	<b>District #</b>	<b>Current Term</b>	<b>Reappointment Status</b>	<b>Expiration Date</b>
William Franklin	4	Third term	Ineligible	January 2015
George Powell	5	Third term	Resigned	January 2016

## Greenville Bicycle & Pedestrian Commission

**Council Liaison:** Council Member Rick Smiley

<b>Name</b>	<b>District #</b>	<b>Current Term</b>	<b>Reappointment Status</b>	<b>Expiration Date</b>
Karen Mizelle	4	First term	Resigned	January 2017

## Historic Preservation Commission

**Council Liaison:** Council Member Kandie Smith

<b>Name</b>	<b>District #</b>	<b>Current Term</b>	<b>Reappointment Status</b>	<b>Expiration Date</b>
Kerry Carlin	1	First term	Eligible	January 2015
Charles Gee	3	Unexpired term	Eligible	January 2015
David Hursh	3	Unexpired term	Eligible	January 2015

## Human Relations Council

**Council Liaison:** Council Member Rose Glover

<b>Name</b>	<b>District #</b>	<b>Current Term</b>	<b>Reappointment Status</b>	<b>Expiration Date</b>
Robert Hudak	4	Second term	Ineligible	Sept. 2014

Hassam Kandil	2	First term	Did not meet attendance requirement	Sept. 2016
Shaterica Lee <i>(Shaw University)</i>	2	Second term	Did not meet attendance requirement	Oct. 2015
Sierra Plato	3	Filling unexpired term	Resigned	Sept. 2015
Maurice Whitehurst <i>(Pitt Community College)</i>	2	Second term	Did not meet attendance requirement	Oct. 2015

### Police Community Relations Committee

**Council Liaison:** Council Member Rose Glover

Name	District #	Current Term	Reappointment Status	Expiration Date
Belinda Perkinson <i>(Council Member Marion Blackburn)</i>	3	Second term	Resigned	October 2016

### Public Transportation and Parking Commission

**Council Liaison:** Council Member Richard Croskery

Name	District #	Current Term	Reappointment Status	Expiration Date
Marsha Wyly	4	Second term	Ineligible	January 2015

### Recreation & Parks Commission

**Council Liaison:** Council Member Kandie Smith

Name	District #	Current Term	Reappointment Status	Expiration Date
Debra Garfi <i>(Council Member Marion Blackburn)</i>	3	Second term	Resigned	May 31, 2017

### 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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7 Available Spots

## Applicants for Firefighters' Relief Fund Committee

Crystal M Kuegel  
1200 B Glen Arthur Avenue  
Greenville, NC 28540

**Application Date:** 2/23/2015

**District #:** 4

**Home Phone:** (252) 885-9245  
**Business Phone:** (252) 885-9245  
**Email:** crystal.kuegel@gmail.com

# Applicants for Greenville Bicycle and Pedestrian Commission

Donna Duncan  
1803 Drewry Lane  
Greenville, NC 27858

**Application Date:** 2/26/2015

**Home Phone:** (252) 364-2202

**Business Phone:** (252) 328-9537

**Email:** donnaduncan3@gmail.com

**District #:** 4

## Applicants for Historic Preservation Commission

Jamitress Bowden  
111 Brownlea Drive Apt. O  
Greenville, NC 27858

**Application Date:** 8/8/2014

**District #:** 3

**Home Phone:**  
**Business Phone:**  
**Email:** jamitressbowden@gmail.com

Sharon D. Gray  
3402 Governors Lane  
Greenville, NC 27858

**Application Date:** 5/29/2014

**District #:** 3

**Home Phone:** (252) 565-5757  
**Business Phone:**  
**Email:** graysdg@hotmail.com

Dustin Mills  
504 Daventry Drive  
Greenville, NC 27858

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

**District #:** 5

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

Tyrone O. Walston  
2706 Webb Street  
Greenville, NC 27834

**Application Date:** 6/6/2014

**District #:**2

**Home Phone:** (252) 412-7351  
**Business Phone:** (252) 355-8736  
**Email:** walston.tyrone@gmail.com

## Applicants for Human Relations Council

Isaac Chemmanam  
402 Lochview Drive  
Greenville, NC 27858

**Application Date:** 1/18/2012

**District #:** 4

**Home Phone:** (252) 561-8759  
**Business Phone:** (252) 412-2045  
**Email:** isaac.chemmanam@gmail.com

Crystal M Kuegel  
1200 B Glen Arthur Avenue  
Greenville, NC 28540

**Application Date:** 2/23/2015

**District #:** 4

**Home Phone:** (252) 885-9245  
**Business Phone:** (252) 885-9245  
**Email:** crystal.kuegel@gmail.com

Deborah J. Monroe  
1308 Old Village Road  
Greenville, NC 27834

**Application Date:** 1/15/2015

**District #:** 1

**Home Phone:** (252) 714-0969  
**Business Phone:**  
**Email:** debj.monroe@gmail.com

Bridget Moore  
4128A Bridge Court  
Winterville, NC 28590

**Application Date:** 8/28/2014

**District #:** 5

**Home Phone:** (252) 355-7377  
**Business Phone:** (252) 355-0000  
**Email:** bmoore2004@netzero.com

Travis Williams  
3408 Evans Street Apt. E  
Greenville, NC 27834

**Application Date:**

**District #:** 5

**Home Phone:** (252) 412-4584  
**Business Phone:**  
**Email:** taft1986@yahoo.com

## Applicants for Police Community Relations Committee

Isaac Chemmanam  
402 Lochview Drive  
Greenville, NC 27858

**Application Date:** 1/18/2012

**District #:** 4

**Home Phone:** (252) 561-8759  
**Business Phone:** (252) 412-2045  
**Email:** isaac.chemmanam@gmail.com

Sharon D. Gray  
3402 Governors Lane  
Greenville, NC 27858

**Application Date:** 5/29/2014

**District #:** 3

**Home Phone:** (252) 565-5757  
**Business Phone:**  
**Email:** graysdg@hotmail.com

## Applicants for Public Transportation and Parking Commission

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

**District #:** 3

Kellie Gonzalez  
3936 Dunhagen Rd.  
Greenville, NC

**District #:**

Sharon D. Gray  
3402 Governors Lane  
Greenville, NC 27858

**District #:** 3

**Application Date:** 12/10/2014

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

**Business Phone:**

**Email:** kiltedmile@aol.com

**Application Date:** 9/12/2014

**Home Phone:** (919) 791-5841

**Business Phone:**

**Email:**

**Application Date:** 5/29/2014

**Home Phone:** (252) 565-5757

**Business Phone:**

**Email:** graysdg@hotmail.com

## Applicants for Recreation and Parks Commission

Gordon M Darragh  
1300 Oakview Drive  
Greenville, NC 27858

**District #:** 4

Henry Harvey  
2043 A Quail Ridge Road  
Greenville, NC 27858

**District #:** 4

Bridget Moore  
4128A Bridge Court  
Winterville, NC 28590

**District #:** 5

**Application Date:**

**Home Phone:** (252) 752-2633

**Business Phone:** (252) 917-0090

**Email:** gmdarragh@yahoo.com

**Application Date:** 5/12/2014

**Home Phone:** (252) 321-1080

**Business Phone:**

**Email:** hankandk@suddenlink.net

**Application Date:** 8/28/2014

**Home Phone:** (252) 355-7377

**Business Phone:** (252) 355-0000

**Email:** bmoore2004@netzero.com

# Applicants for Youth Council

None.



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
Time: 7:00 PM

**Title of Item:** Ordinance to annex City of Greenville property involving 5.37 acres located at the southeastern corner of the intersection of Easy Street and NC Highway 33

**Explanation:** **Abstract:** The City received a voluntary annexation petition to annex City of Greenville property involving 5.37 acres located at the southeastern corner of the intersection of Easy Street and NC Highway 33. The subject area is currently undeveloped and is anticipated for use as a natural gas fueling facility by Greenville Utilities Commission.

## ANNEXATION PROFILE

### A. SCHEDULE

1. Advertising date: March 9, 2015
2. City Council public hearing date: March 19, 2015
3. Effective date: June 30, 2015

### B. CHARACTERISTICS

1. Relation to Primary City Limits: Contiguous
2. Relation to Recognized Industrial Area: Outside
3. Acreage: 5.37
4. Voting District: 1
5. Township: Belvoir
6. Vision Area: A

7. Zoning: IU (Unoffensive Industry)

8. Land Use: Existing: Vacant

Anticipated: Natural gas fueling facility for Greenville

Utilities Commission

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

\* - 2.2 people per household in Greenville

10. Rural Fire Tax District: Staton House

11. Greenville Fire District: Station #4 (Distance of 1.0 miles)

12. Present Tax Value: \$0 (tax exempt)

Estimated Future Tax Value: \$0 (tax exempt)

**Fiscal Note:**

The total estimated tax value at full development is \$0 (tax exempt).

**Recommendation:**

Approve the attached ordinance to annex City of Greenville property

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 [Survey](#)

 [Annexation\\_\\_City\\_of\\_Greenville\\_998474](#)

ORDINANCE NO. 15-  
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 19<sup>th</sup> day of March, 2015, after due notice by publication in The Daily Reflector on the 9<sup>th</sup> day of March, 2015; 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 “City of Greenville, NC for the use and benefit of Greenville Utilities Commission”, involving 5.37 acres as prepared by Rivers & Associates, P.A.

LOCATION: Lying and situated in Belvoir Township, Pitt County, North Carolina, located at the southeastern corner of the intersection of Easy Street and NC Highway 33.

GENERAL DESCRIPTION:

Lying and being in the Belvoir Township, Pitt County, North Carolina, being bounded on the north by the lands of Oscar Holloman and wife, Carol P. Holloman, on the east by Greenfield Park, Lot 5 Revised, and the south and west by Easy Street and being more particularly described as follows:

BEGINNING AT A POINT, said point being the southwestern corner of Lot 5 Revised, Greenfield Park, recorded in Map Book 75 Page 34, in the Pitt County Registry, and located in the northern 50 foot right-of-way of Easy Street; thence with the northern right-of-way of Easy Street three (3) calls, (1) N68°21'43"W 257.00 feet to a point, (2) with a curve to the right, having a radius of 475.00 feet, arc length of 414.00 feet, chord bearing and distance of N43°23'35"W 401.02 feet to a point, (3) N44°45'15"E 62.50 feet to a point; thence leaving the right of way of Easy Street, with the old city limit line two (2) calls, (1) N78°48'47"W 60.08 feet to a point, (2) with a curve to the right, having a radius of 475.00 feet, arc length of 118.10 feet, chord bearing and distance N04°18'07"W 117.79 feet to a point; thence leaving the old city limit line with a new city limit line, the northern right of way of North Carolina Highway 33, two (2) calls, (1) S79°15'18"E 405.97 feet to a point, (2) with a curve to the right, having a radius of 5779.58 feet, arc length of 312.14 feet, and chord bearing and distance of S77°42'28"E 312.10 feet to a point in the old city limits line; thence with the old city limits line S21°38'17"W 100.95 feet to a point the northwestern corner of Lot 5 Revised, Greenfield Park, recorded in Map book 75 Page 34; thence with the western property line of Lot 5 Revised, Greenfield Park, S21°38'17"W 348.24 feet to the POINT OF BEGINNING, being 5.37 acres more or less and being shown on an Annexation Map prepared for the City of Greenville, by Rivers and Associates, Inc., dated November 21st, 2014, last revised December 30, 2014, drawing number Z-2594 and incorporated herein by reference.

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, 2015.

ADOPTED this 19<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
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.

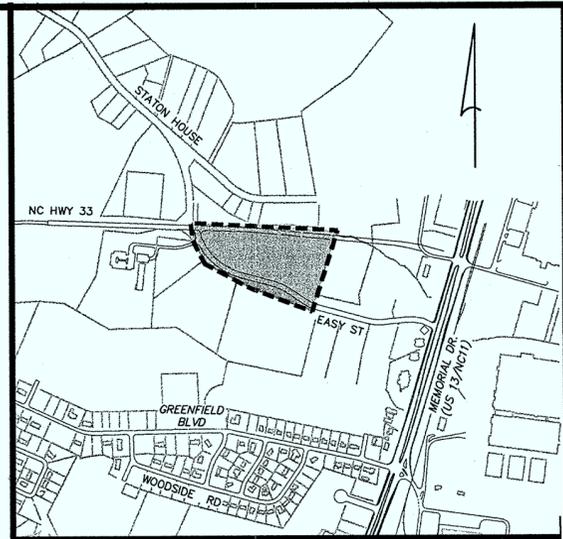
WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2015.

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

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

**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 ANNEXATION PURPOSES ONLY AND IS NOT A BOUNDARY SURVEY OF THE PROPERTIES SHOWN HEREON OR TO BE USED FOR SALES OR CONVEYANCE.
5. BOUNDARY INFORMATION WAS TAKEN FROM A BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED FOR GUC BY RIVERS AND ASSOCIATES, INC. DATED 11/18/14, REFERENCE DRAWING W-3585.
6. CITY LIMITS WAS TAKEN FROM PITT COUNTY GEOGRAPHIC INFORMATION SYSTEM.
7. PARCEL NUMBER 35916 AND 23307



**Vicinity Map**  
1" = 1000'

**References:**

- PARCEL NUMBER 35916
- PARCEL NUMBER 23307
- D.B. 3287 PG. 118
- D.B. 3260 PG. 728
- D.B. 3257 PG. 345
- D.B. 685 PG. 432
- D.B. 915 PG. 552
- D.B. 915 PG. 536
- M.B. 51 PG. 197
- M.B. 75 PG. 34
- M.B. 65 PG. 32
- RIVERS DRAWING Z-1436
- THE EAST GROUP AS-BUILTS DRAWINGS FOR NC HIGHWAY 33 RELOCATED PROJECT NO. 990103 DATED 5/17/00.

**Legend**

- NEW CITY LIMIT (dashed line)
- OLD CITY LIMIT (dash-dot line)
- CITY LIMIT (solid line)
- RIGHT OF WAY (double line)
- EXISTING IRON ROD (circle with dot)
- NO POINT SET (circle)
- EXISTING CONCRETE MONUMENT (square)

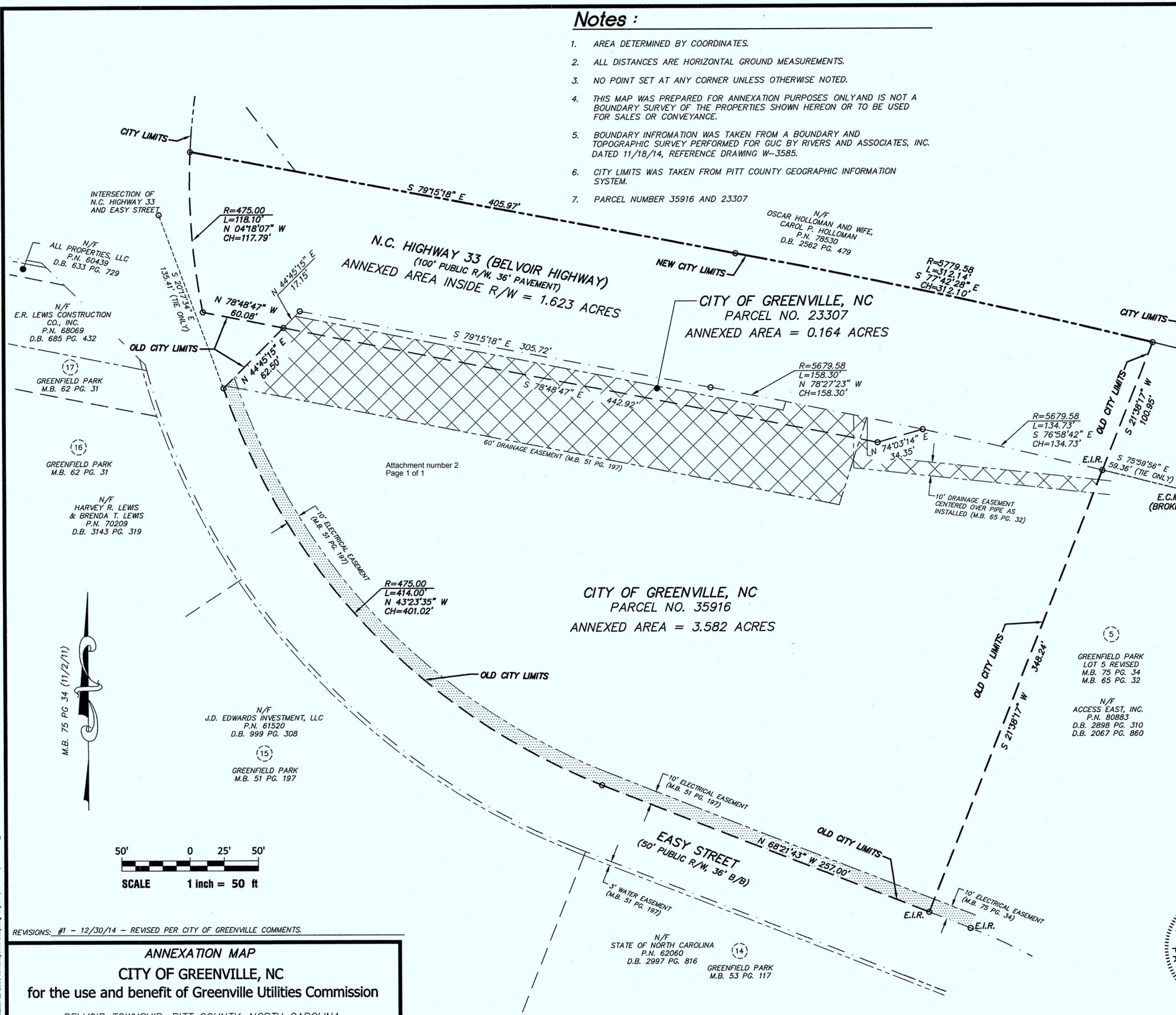
**CERTIFICATION**

NORTH CAROLINA PITT COUNTY

I, PATRICK W. HARTMAN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM DEED DESCRIPTIONS RECORDED IN DEED BOOK SEE PAGE REF OR AS NOTED; THAT THE RATIO OF PRECISION IS 1:10,000; THAT BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND AND REFERENCED HEREON; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (f)(1)(d) AS TO THE FOLLOWING THAT THIS SURVEY IS OF ANOTHER CATEGORY, BEING A SURVEY FOR ANNEXATION INTO CITY LIMITS OF THE CITY OF GREENVILLE; WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 21ST DAY OF NOVEMBER, 2014.



SIGNED: *Patrick W. Hartman*  
PROFESSIONAL LAND SURVEYOR  
LICENSE NUMBER: L-4262



**OWNER** CITY OF GREENVILLE, NORTH CAROLINA  
for the use and benefit of Greenville Utilities Commission

**ADDRESS** P.O. BOX 1847  
GREENVILLE, N.C. 27835-1847

**PHONE** (252) 551-2048

**MAP NO.** \_\_\_\_\_

PLATS RECORDED	BOOK	PAGE
ANNEXATION MAP FOR E.R. LEWIS CONSTRUCTION CO.	63	76
ANNEXATION MAP FOR GREENFIELD PARK	50	5

**MAP SHOWING AREA ANNEXED BY**  
**THE CITY OF GREENVILLE, N.C.**

**EFFECTIVE DATE** \_\_\_\_\_ **ORDINANCE NO.** \_\_\_\_\_ **AREA** 5.37 AC.

**BELVOIR TOWNSHIP, PITT COUNTY, N.C.**

**Rivers & Associates, Inc.**  
NC License: F-0334  
Engineers, Planners, Surveyors, Landscape Architects  
107 East Second Street, Greenville, NC 27839  
(252) 752-4135

**SURVEYED** JW/MS  
**APPROVED** PWH  
**DRAWN** JJB  
**DATE** 11/21/14  
**CHECKED** PWH  
**SCALE** 1"=50'



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
Time: 7:00 PM

**Title of Item:** Approval of 2015 HOME Investment Partnership Funds Commitment for a Multi-family Rental Housing Development

**Explanation:** **Abstract:** The North Carolina Housing Finance Agency (NCHFA) is offering its 2015 Low-Income Housing Tax Credits (LIHTC) to developers. The City of Greenville advertised a Request for Proposals (RFP) in conjunction with the NCHFA's tax credit offering. The RFP noted that the City would be willing to commit a total of \$150,000 to qualified proposals. There were two (2) respondents to the City's RFP--Taft Development Group and Carolina Project Equities, LLC. City staff and the Affordable Housing Loan Committee have evaluated the proposed development.

**Explanation:** This is a request to approve committing HOME Investment Partnerships funds to assist one (1) affordable housing developer. Staff received two (2) responses to a Request for Proposals released on December 12, 2014. The Affordable Housing Loan Committee is scheduled to hear the presentations on March 11, 2015. Furthermore, a team of staff members reviewed and evaluated the proposals. Both responses are eligible, and each proposal is targeting a different segment of the population.

City staff has contacted the NCHFA to discuss the dispersion of the 2015 LIHTCs throughout the state. Those discussions have resulted in the knowledge that only one (1) project will receive tax credits in Pitt County. In addition, staff was also informed that there are five (5) projects in Pitt County this year that are competing for the 2015 LIHTCs.

The first development proposes a new four-story, 80-unit facility for the elderly. The site is located along Hooker Road. The proposed site is located within close proximity to retail, a grocery store, and pharmacy. It is also located within close proximity to J.H. Rose High School. The proposed development, "Winslow Pointe Phase II", is located in a convenient area of the city for senior citizens.

The second development proposes a series of new two (2) and three (3) story buildings. This developer also proposes 80 units in total. However, this

development is targeting families. The site is located along Regency Boulevard. This proposed site is also within close proximity to retail, a grocery store, and a pharmacy. It is also located within close proximity to Pitt Community College. The proposed development, “Regency Park”, is located in a convenient area for families.

One hundred percent (100%) of the proposed units developed will be available to households with incomes at or below 60% of area median income (AMI). The AMI for a family of four (4) at 60% equals \$33,150. Each development will provide two (2) HOME-funded units.

Each developer has requested \$150,000 as a HOME funds commitment for the 2015 North Carolina Housing Finance Agency Low-Income Housing Tax Credit program. The total development cost for the first development is \$9,947,333. The second development has a total cost of \$9,500,092.

The City of Greenville has participated in several developments that were funded with NCHFA’s tax credits. Most recently, the City partnered with NRP Group and Taft Development Group. From those partnerships, the City was able to leverage Winslow Pointe Phase I and the Parkside Commons development.

**Fiscal Note:**

The requested commitment of \$150,000 in HOME Investment Partnership funds is available.

**Recommendation:**

Staff recommends that the City Council approve the commitment of \$150,000 HOME funds. Furthermore, staff recommends that the funds be made available to the proposal that receives a tax credit award from the NCHFA. In the unforeseeable event that both projects are awarded tax credits, the \$150,000 award of HOME funds by the City will be divided in half such that each development receives \$75,000. A letter shall be provided to both developers noting the same.

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**Attachments / click to download**

[Project Summary - Taft Development Group](#)

[Project Summary - Carolina Project Equities](#)

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# Project Summary

This project is intended to be a recipient of Low-Income Housing Tax Credits which are awarded by the North Carolina Housing Finance Agency (NCHFA). These successful properties will be constructed on an incentive basis - in exchange for the financing provided through tax credits, the Owners agree to keep affordable rents for a period between 15 and 30 years for families and individuals with incomes at or below 60% of the local income median level. The receipt of tax credits lowers the operating costs and make the project economically feasible to operate at below-market rents, providing affordable housing to those who could not otherwise live in an area with easy and convenient access to facilities which meet their basic needs such as grocery stores or medical facilities.

Although this project will be privately owned and managed, the NCHFA will closely monitor the property during the compliance period to ensure that rents and residents' incomes do not exceed program limits and also to ensure that the property is well maintained to their standards. Owners of properties which receive these awards are eligible to take a tax credit equal to approximately 9% of the "Qualified Cost" of the building (excluding land and certain other expenses as determined by the NCHFA). These tax credits are available each year for a term of 10 years, so long as the property continues to operate within the compliance and program regulations of the NCHFA.

The North Carolina Housing Finance Agency has strict deadlines for application, project location and site suitability. It is their goal to award tax credits to only those projects which best serve the community.

The first deadline for preliminary applications ends at 12:00 PM on January 23, 2015. This application will enable the NCHFA to obtain a third-party consultant to perform a Market Study and site suitability determination. Before this date, we plan to submit an application for our proposed project, which is to be located on a highly suitable site on Regency Boulevard in Greenville, NC. The location is ideal in that it is close to four grocery stores and several retailers and restaurants. We believe this site will obtain the maximum site score of 60 points as approved by the NCHFA.

Regency Park is a proposed community of 80 apartment homes for families in Greenville. The community will consist of four buildings of two and three stories, and the units will be two and three bedroom. The project will feature a playground, a multi-purpose room, a covered picnic area, an outdoor seating areas with benches, an exercise room and a resident computer center. These community amenities will encourage active lifestyles and resident engagement. The management staff will encourage the use of common areas for gatherings, special events, holidays and meetings. Children will enjoy the playground as a place to be active and socialize with their peers. The computer center will be an excellent resource for residents to use the internet for news, emails, etc. The exercise room will encourage and facilitate a healthy lifestyle for residents.

The community will be attractively landscaped with plants and trees indigenous to the area. Trees will be planted to create pleasant, natural shaded areas. Foundations will be furnished with low-maintenance plantings. The landscape plan will seek to integrate the exterior seating and picnic areas to enhance the outdoor living experience. Each unit will include Energy Star appliances, a washer/dryer connection, cable connections, walk-in closets in select rooms, and exterior storage units. Once constructed, the community will be safely and conveniently accessed via a dedicated median cut that leads to stop light maintained intersections at either end of Regency Boulevard.

We are working with Rivers & Associates out of Greenville, NC for our civil engineering needs and Martin Riley Associates out of Decatur, GA as our architect. We will work with Mills Construction out of Raleigh, NC to build the development and United Property Management out of Raleigh, NC will serve as the on-site manager.

We will not know the site score or findings of the NCHFA until March 16, 2015, when all Market Study Analyses are due back to each applicant. The Owner/Developer will then be given the opportunity to discuss site specifics with the NCHFA and the Market Study will be re-reviewed. Notifications of final site scores will be returned to the Applicant on March 27, 2015.

The last deadline for full application will end at 12:00 PM on May 15, 2015. This full application will enable the NCHFA to review all aspects of our project including design, amenities, resident affordability and access to their community.

Located in the Southwest vision area of the Horizons Comprehensive Plan, this project is consistent with the Future Land Use map. This area is designated for medium density residential, and with eight units per acre, Regency Park fits into that description. The proposed project also complies with existing R-6A zoning.

The Developer is seeking \$150,000 in funds from the City of Greenville to provide GAP financing, support predevelopment expenses, support construction/operations evenly across the entire project or a combination of the three.

This would allow for the development of a project that is economically feasible to build and operate, providing affordable housing for families and individuals to rent and thereby serving a critical need of our community.

# Carolina

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## PROJECT EQUITIES

LLC

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January 9, 2015

City of Greenville  
Attn: Mr. Niki Jones  
*Community Development Dept. Housing Division*  
Mr. Merrill Flood  
*Community Development Director*  
201 West 5<sup>th</sup> Street, 3<sup>rd</sup> Floor  
P.O. Box 7207  
Greenville, NC 27835

Re: Application Submission for HOME Funds –Winslow Pointe II

Dear Mr. Flood and Mr. Jones:

Carolina Project Equities, LLC is pleased to submit this application for HOME Investment Partnership Funds for the second phase of Winslow Pointe that is proposed for the construction of an 80 unit development for seniors in Greenville. Winslow Pointe II (the “Project”) exemplifies the housing goals of the City of Greenville, Pitt County and the North Carolina Housing Finance Agency’s Qualified Allocation Plan for 2015.

The continued rise in the population over 55 and the lack of affordable housing supports the need for more affordable housing now more than ever for low income individuals. Located in a central location in close proximity to many supporting amenities and services, the proposed Project will provide long-term affordable housing to a mix of eligible households, including low and very low income seniors. All of the units within the Project are designated at or below the 60% level of the area median income (AMI). Forty percent (40%) of the units are designated at or below 50% AMI, including a total of twenty percent (20%) of the units designated at the 40% AMI level.

After obtaining site control, Carolina Project Equities immediately began due diligence and predevelopment activities for Phase I, and have now continued this due diligence and predevelopment activity on Phase II. We have taken care to maintain the existing neighborhood architectural integrity and design features. We are proud to announce that Phase I has been successfully completed and is fully leased up with a waiting list that continues to grow, which further supports the demand and tremendous need for affordable housing in this area. The project site is already zoned for the appropriate use, has convenient access to public transit stops located along Hooker Road at the front of the site, and will have a full-time on-site property manager. Furthermore, the building design and apartment amenities were designed to meet Energy Star 2.0 building standards.

# Carolina

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## PROJECT EQUITIES

LLC

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At this time we are requesting \$150,000 in HOME funds from the City of Greenville. This project plans to leverage an additional \$9,797,333 in total funding investments including the anticipated award of Low Income Housing Tax Credits from the North Carolina Housing Finance Agency. An outline of the proposed funding sources has been included with this application to show how the various project funds would be allocated. When completed, this project will ensure safe, decent and affordable housing for many low income individuals for the population of over 55. While developments financed with HOME funds and Low Income Housing Tax Credits have a variety of residents, often time's affordable housing tenants are one paycheck away from homelessness. Unfortunately, and all too often, affordable housing tenants are faced with the decision to either buy food for their families or pay their rent. In an effort to serve a variety of potential residents we have provided affordable targeted rent levels and have included designed eight (8) units to be fully handicapped accessible.

The development team of Carolina Project Equities, LLC would be remiss not to acknowledge the challenges facing real estate developments in the market today. Newer, high-quality affordable properties can perform successfully in this market with appropriate marketing and rents priced at an achievable level for the product type. The proposed professional property management company, NRP Management, LLC, is up to the challenge and plans to deliver results. The current portfolio of all affordable housing managed by NRP Management has a current, average occupancy level in excess of 96%, which is a remarkable statistic given the general economic conditions.

In conclusion, Carolina Project Equities, LLC has formed a team that is willing and able to take on the challenges when the Project receives an award of HOME funds and a subsequent allocation of Tax Credits. Alan F. Scott and the Carolina Project Equities team members have been partners in numerous LIHTC development projects throughout North Carolina. The North Carolina Housing Finance Agency has been an able and willing supporter of the Project partners in the past and we look forward to working with the City of Greenville to continue to provide access to safe, decent and affordable housing for the citizens of our community.

We thank you in advance for your time and consideration.

Sincerely,



Alan F. Scott  
Carolina Project Equities LLC



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
Time: 7:00 PM

**Title of Item:** Approval to submit a Neighborhood Revitalization Strategy Area (NRSA) Application to the U.S. Department of Housing and Urban Development

**Explanation:** **Abstract:** City staff began the Neighborhood Revitalization Strategy Area (NRSA) process in September 2014. The NRSA is essentially a boundary that encompasses several low-income census tracts. The establishment of the proposed West Greenville NRSA will allow for additional opportunities in the use of Community Development Block Grant (CDBG) funds. The benefits will allow CDBG funds to be used for projects and activities that will provide an area-wide benefit. The area-wide benefit will have a direct positive impact on the revitalization area and will not require strict adherence to several CDBG regulations.

**Explanation:** The process of creating a Neighborhood Revitalization Strategy Area (NRSA) began in September 2014. Prior to presenting to City administration and conducting the public meetings, staff completed an extensive research process. This process allowed staff to understand the “nuts and bolts” of the program and learn how other municipalities implemented the program.

Staff benchmarked several municipalities within the state. In addition, staff also looked outside of the state, but used the majority of research and data from the in-state NRSA’s. Research provided staff with eligibility criteria, benefits, and potential outcomes. Asheville, Durham, High Point, and Winston Salem were the in-state benchmarks.

To qualify an area under the NRSA program, information from the US Census was used to determine if the area met the program requirements. The area proposed includes and focuses on the existing revitalization area with Census Tracts 7.01, 7.02 and 1 as a foundation for the establishment of an NRSA.

Because the census tracts are larger than the revitalization area, areas might be included in an NRSA but not within the current West Greenville Redevelopment Area. However, this does not extend the Revitalization area.

There are several benefits to implementing the NRSA program in the West

Greenville area. First and foremost, the NRSA will serve as an additional tool in the redevelopment toolbox. There are four (4) primary Community Development Block Grant (CDBG) benefits. They are as follows:

1. Job creation/Retention as Low/Moderate Income Area Benefit
2. Aggregation of Housing Units
3. Aggregate Public Benefit Standard Exemption
4. Public Service Cap Exemption

The NRSA has the ability to produce a wide range of outcomes. Staff's research has shown that the benchmarked municipalities have benefited from an increase in private investment. In addition, several municipalities have witnessed an increase in non-profit activity within their NRSA boundaries. Finally, several programs have witnessed a higher rehabilitation rate for historic properties.

The attached NRSA draft application goes into further detail about the requirements, methodology, benefits, benchmarks, and citizen participation.

**Fiscal Note:** None. Staff will continue to use the annual CDBG and HOME allocations within low-income census tracts.

**Recommendation:** Staff recommends that the City Council approve the Neighborhood Revitalization Strategy Area (NRSA) and allow staff to make application to the U.S. Department of Housing and Urban Development for final approval.

---

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

Attachments / click to download

 [NRSA Map](#)

 [NRSA](#)

# Proposed NRSA with Redevelopment Areas



**Map Legend**

- Proposed NRSA
- 45 Block Revitalization Area
- West Greenville Certified Redevelopment Area

Item # 4

0 N 1,000 Feet



# Greenville

NORTH CAROLINA

*Find yourself in good company*

# DRAFT

## **Application for a Neighborhood Revitalization Strategy Area (NRSA)**

**12/19/2014**

Niki Jones, Housing Administrator

Jared Stalling, Community Development Intern

Department of Community Development

201 West Fifth Street

Greenville, NC 27858

Item #



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## Introduction

The West Greenville Area is located in the urban core of Greenville, North Carolina. It is an area that for many years has been overcome by poverty, but in recent years has begun to show signs of improvement. This improvement is due in part to the City's revitalization efforts over the past eight (8) years. The City wishes to continue its efforts within this area; however, additional tools are needed to ensure that the neighborhood dynamics improve in an orderly manner. Therefore, the City of Greenville wishes to establish a Neighborhood Revitalization Strategy Area (NRSA). The proposed NRSA will be located between the two (2) largest economic drivers in Greenville - East Carolina University and Vidant Medical Center. West Greenville is an area that has witnessed a significant amount of decay over the years with dilapidated and substandard homes checkered throughout the area. The proposed NRSA would cover an area in which the City has tried to target over the past eight (8) years. In fact, it would nearly triple the coverage of the past target area.

While developing this area, partnerships have been forged with the State Employees Credit Union, Community Housing Development Organizations (CHDOs), Pitt Community College, East Carolina University, neighborhood organizations, and other non-profits in order to address some of the issues plaguing the community. The City intends to continue these partnerships, and expand upon them as opportunities arise.

The community determined that the West Greenville Area is a strategic place for neighborhood growth and development. The community and staff came to this conclusion through numerous public participation sessions. These sessions resulted in numerous documents and plans. In addition, the public comments resulted in strategic goals placed into the 2013-2018 Consolidated Plan – which in turn translate to each of the related Annual Action Plans. An example of a plan and document is certified redevelopment area and the streetscape master plan. The Consolidated Plan and Annual Action Plan further emphasizes detailed objectives and performance measures for improving the West Greenville Area.

In recent years, the West Greenville Area has undergone positive changes. Also, there are plans to continue the work. There are several large projects that are slated for implementation in the upcoming years that will provide a positive impact for the area. For example, the “10<sup>th</sup> Street Connector” - is a project connecting US Highway 264 to the center of Greenville. This project will serve as a catalyst for public and private investment along the aforementioned corridor. This corridor will serve as a new major transportation route that will bisect the proposed NRSA. In addition to the 10<sup>th</sup> Street Connector Project, the City of Greenville is implementing a greenway initiative which extends the current greenway through the northern portion of the proposed NRSA. A greenway gives the low/moderate income residents of the area access to recreational opportunities and community events that are hosted in the Center City throughout the year.

The City of Greenville will employ the use of four (4) basic neighborhood development strategies. These strategies will help staff better serve the community and the proposed West Greenville NRSA by setting benchmarks for improvement through various community development strategies. These strategies are as follows:

1. Community Building: harnessing existing networks of social capital
2. Place-Based: focusing on the community's physical resources
3. Business-Oriented: seeking to improve the neighborhood business climate
4. Workforce Development: providing local residents with basic skills

In addition to the neighborhood development strategies, there are goals and objectives that should be accomplished. The goals for the proposed West Greenville NRSA can be broken down into five (5) categories that will be addressed throughout the NRSA application. These goals were determined to be ideal for West Greenville through public participation and what the community thought was required for it to become a thriving area in the future. These goals are as follows:

1. Preserve the historic nature and character of the neighborhood
2. Continue and create programs that produce affordable housing
3. Empowering the neighborhood through economic growth
4. Ensure the neighborhood will be able to sustain itself over the next 20-50 years
5. Provide recreational opportunities throughout the neighborhood

Designating West Greenville as a Neighborhood Revitalization Strategy Area allows the area to be specifically targeted for development opportunities and community projects. The designation will assist in the advancement of the area, its residents, and the community as a whole. Current and future CDBG funds will be maximized in this area in a variety of ways including, but not limited to, residential, commercial, and infrastructure improvements.

## Benefits of a Neighborhood Revitalization Strategy Area

1. **Job Creation/Retention as Low/Moderate Income Area Benefit:** Job creation/retention activities undertaken pursuant to the strategy may be qualified as meeting area benefit requirements, thus eliminating the need for a business to track the incomes of persons that take or are considered for such jobs (24 CFR 570.208(a)(1)(vii) and (d)(5)(i));
2. **Aggregation of Housing Units:** Housing units assisted pursuant to the strategy can be considered to be part of a single structure for the purposes of applying the low-and-moderate income national objective criteria. This provides a greater flexibility to carry out housing programs that revitalize a neighborhood (24 CFR 570.208(a)(3) and (d)(5)(ii));
3. **Aggregate Public Benefit Standard Exemption:** Economic Development activities carried out under the strategy may, at the grantee's option, be exempt from aggregate public benefit standards, this increasing a grantee's flexibility for program design as well as reducing record-keeping requirements related to the public benefit standard (24 CFR 570.209(b)(2)(v)(L) and (M); and
4. **Public Service Cap Exemption:** Public services carried out pursuant to the strategy by a Community Based Development Organization (CBDO) are exempt from the 15% public service cap (24 CFR 570.204(b)(2)(ii)

### Additional Benefits:

- CDBG funds can be used to rehab single-family homes serving a commercial purpose
- CDBG funds can be used to rehab a business.
- Reduced record-keeping requirements once you meet 51% benefit to low/moderate income individuals
- Community Housing Development Organization (CHDO) can also be a Community Based Development Organization (CDBO) if it meets the national objectives (see below).

### HUD National Objectives:

Section 104(b)(3) of the Housing and Community Development Act of 1974 states that one of three national objectives must be met for activities using CDBG funds. Those objectives are identified as:

1. Benefitting Low and Moderate Income Persons;
2. Preventing or Eliminating Slums or Blight;
3. Meeting Urgent Needs

The document that follows will serve as an amendment to our current 2013-2018 Consolidated Plan and contains information on the West Greenville area as it pertains to the NRSA requirements. Included will be NRSA boundaries, demographic information, our consultation and implementation process, economic empowerment strategies, and performance measures. Highlighted in the following document will be information on the NRSA and statistical data supporting the region being designated as an NRSA. Primary sources for the data include the US Department of Housing and Urban Development, US Census Bureau, and American Community Survey. The data compiled was a culmination of current and past information including a 5 year American Community Survey estimates based on US Census Bureau data.

Relevant graphs, tables, and maps will be included in the proposal to illustrate pertinent information about the West Greenville NRSA.

## Boundaries

The West Greenville NRSA is a 667.58 acre area (including streets and right of ways) located next to downtown Greenville, East Carolina University area, and the Medical Center. The current land use within the proposed boundary is 510.91 acres of residential, industrial, and commercial units, with 84% being residential (Figure 1). The NRSA is comprised of portions of three (3) qualifying census tracts (7.01, 7.02, and 1) which will overlap the entire West Greenville Redevelopment Area.

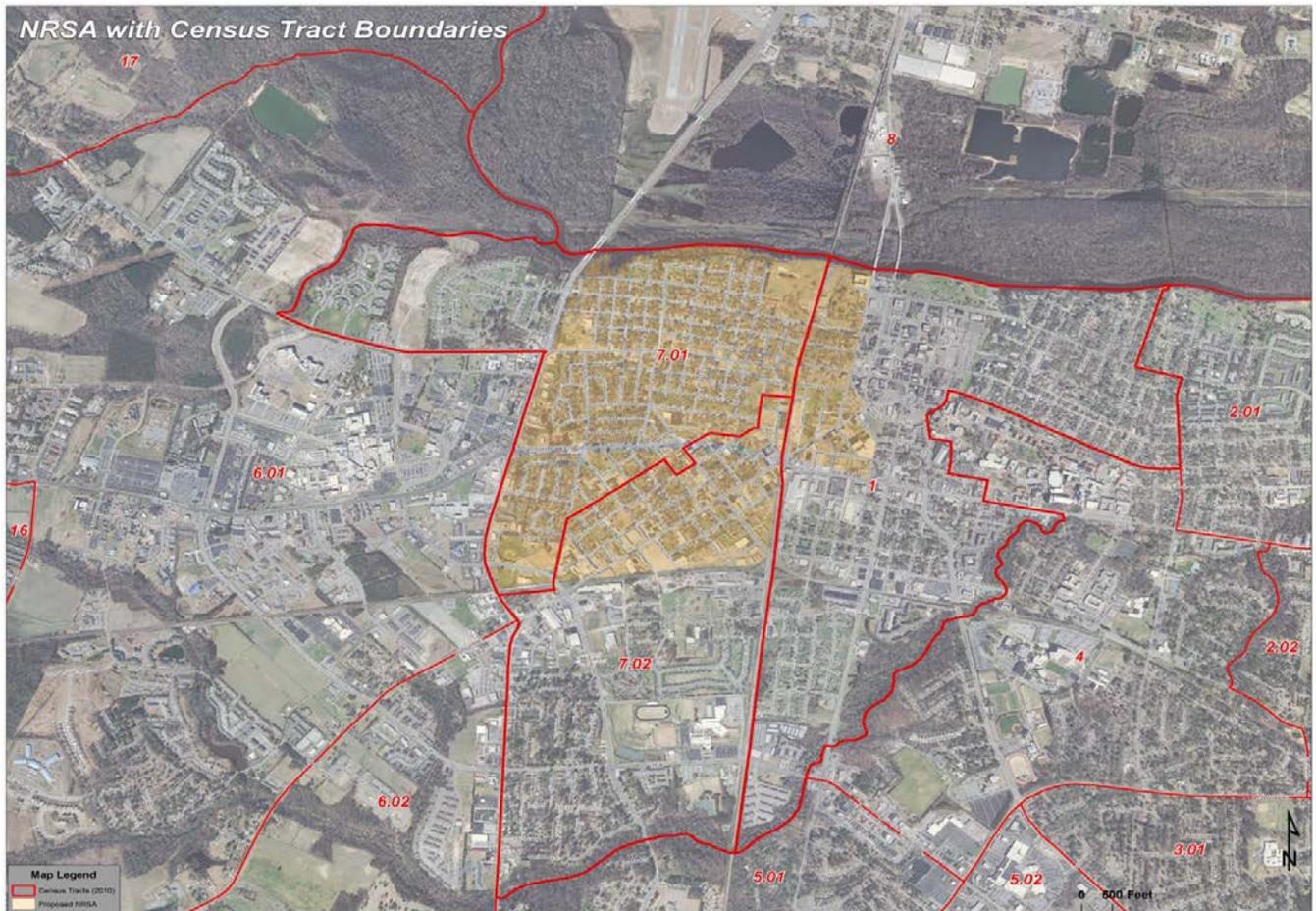


Figure 1- Land use breakdown

	Land Use	# of Acres	# of Units	# of Parcels	Notes
Residential Categories	Single-Family	160.02	1,102	1,004	Some Parcels contain multiple Single-Family Houses
	Duplex	29.63	416	190	Some Parcels contain multiple Duplexes
	Multi-Family	18.75	398	20	First St Place, GHA, etc
Non-Residential Categories	Cemetery	5.87	0	1	Cherry Hill Cemetery
	City of Greenville Vacant	14.32	0	100	COG Parcels where houses will be constructed
	Pitt County Tax Foreclosures	1.22	13	13	Homes currently owned by Pitt County
	Potential Comm. Redevelopment	3.46	19	19	Commercially Zoned - contains Buildings currently being leased as Churches
	Vacant Parcels	92.31	0	428	Vacant Properties (all vacant properties except what is mentioned in other categories)
	Commercial	65.75	187	144	Existing Commercial Businesses
	Industrial	20.84	29	35	Warehouses / Storage
	Institutional	77.40	77	70	Government, Churches, and Privately Owned Parcels being used as Institutional uses
	Utilities	15.00	0	6	Land currently being used for Utilities
Office	6.34	22	22	Attorneys, Accountants, Insurance, etc	
Totals		510.91	2,263	2,052	

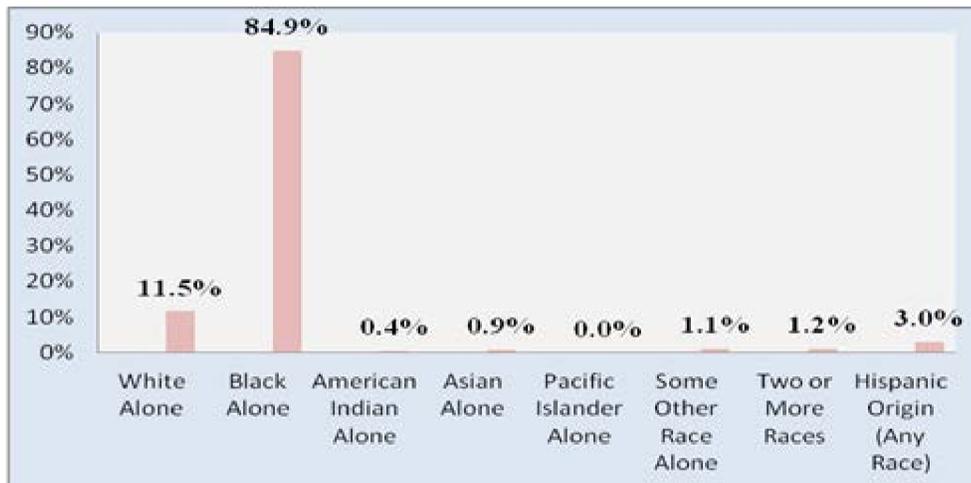
## Demographic Criteria

Listed below are the demographics of the West Greenville NRSA and the qualifying census tracts that make up the entire NRSA region.

Figure 1.1- Ethnic Breakdown

West Greenville NRSA Ethnic Breakdown		
White Alone	434	11.5%
Black Alone	3,212	84.9%
American Indian Alone	16	0.4%
Asian Alone	34	0.9%
Pacific Islander Alone	0	0.0%
Some Other Race Alone	41	1.1%
Two or More Races	46	1.2%
Hispanic Origin (Any Race)	113	3.0%

\*2010 US Census Bureau



The West Greenville NRSA is populated predominantly by Black/African-American households with 84.9% of its residents identifying on census bureau data as Black/African-American. The next highest percentage is white citizens who make up 11.5%, or 434 residents, of the West Greenville NRSA.

Figure 2- Demographic Breakdown

		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>HUD Income Limits</b>  <b>Pitt County, NC</b> </div>							
Median	Income Category	1	2	3	4	5	6	7	8
\$55,200	Extremely Low (30%)	\$11,670	\$15,730	\$19,790	\$23,850	\$27,910	\$31,970	\$34,250	\$36,450
	Very Low(50%)	\$19,350	\$22,100	\$24,850	\$27,600	\$29,850	\$32,050	\$34,250	\$36,450
	Low(80%)	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300

**\*2014 HUD Income Limits**

Demographic Information	Qualifying census tracts			City
	7.01	7.02	1	Greenville
Median Household Income	\$18,856	\$25,092	\$15,229	\$34,399
Total households	1,782	1,001	1,946	34,167
Percentage earning < \$35,000	77%	73%	78%	50%
Unemployment rate	14.50%	16.20%	9.30%	12.30%
Percentage 65 yrs and older	24.60%	38.30%	29.90%	9.50%

\* 2008-2012 ACS Data, 5 year estimate

## Methodology

A local government is only eligible to submit an NRSA application for approval to the U.S. Department of Housing and Urban Development if it meets specific criteria. These criteria are as follows:

1. The areas covered under the NRSA must be contiguous to each other; there cannot be checker board areas across the community.
2. The selected area must be primarily residential.
3. The area must contain must contain a high percentage of LMI households – three (3) options.
  - 70% of the total population of the selected area, or
  - Upper quartile percentage greater than 51% and less than 70% LMI, or
  - 51% of total population if the upper quartile is less than 51%

The information and data gathered for our assessment were derived from various government websites such as U.S. Department of Housing and Urban Development, US Census Bureau, and American Community Surveys. West Greenville is an area with concentrated poverty and has 76.5% of the households falling below the low-moderate income threshold. The City decided to use the households that earn less than \$35,000 dollars annually as the threshold for determining the eligibility. The eligibility was based on the “70% of the total population of the selected area” rule. The fact that the City of Greenville met the requirements using this methodology further demonstrates the need of an NRSA in the West Greenville area. According to the 2014 HUD Income Limits for Greenville, North Carolina, the 80% threshold for moderate income households are categorized into the \$44,150 bracket. Therefore, the proposed NRSA has a much higher percentage of households in poverty than 76.5%.

Due to the high concentration of low-moderate income households in the area, West Greenville is an ideal location for economic empowerment activities and programs. Utilizing the public benefit standard and public service cap exemptions included within the NRSA will allow the City to address these issues specifically.

## **Consultation and Process**

The City of Greenville has a well-defined public participation process. City staff is committed to educating and informing the residents of West Greenville on every step taken in the NRSA process. Therefore, the City will involve the community in the NRSA process from beginning to end.

The City will hold multiple meetings comprised of various stakeholders. These stakeholders include the residents of Greenville and the NRSA, City Council, State Employees Credit Union, our Community Housing and Development Organization, the Affordable Housing Loan Committee, the Redevelopment Commission, and various departments within our local government. The City of Greenville plans to implement a minimum of two (2) neighborhood meetings with the residents of West Greenville as well as hosting an open house. While the NRSA is being implemented, it is important to the City to keep the residents of the neighborhood informed of each step of the process.

The City of Greenville has a Neighborhood Advisory Board which is a citizen-led board that handles city-wide neighborhood issues. The Neighborhood Advisory Board presents neighborhood issues directly to the Greenville City Council and disseminates information to the residents and neighborhood associations. The Neighborhood Advisory Board works directly with residents to understand issues in greater detail, brings residents together to share information, and helps establish new neighborhood associations. This Neighborhood Advisory Board will serve as a means for residents of the West Greenville area to voice their concerns in regards to the NRSA directly to the Greenville City Council.

### **Process**

The City of Greenville will submit the NRSA proposal to HUD for preliminary approval. Staff has been in contact with the HUD field office, and they have advised that a preliminary review of the proposal was a good idea. During the preliminary review process, the City of Greenville will host multiple meetings with stakeholders. The City will hold meetings with the residents of the neighborhood and the community as a whole as described in the schedule below. The Affordable Housing Loan Committee and the Redevelopment Commission are both being consulted and informed of the NRSA process. In addition, they will be updated on the goals and objectives described in the 2015-2016 Annual Action Plan. The dates for these meetings currently are proposed as follows:

- December 19, 2014: Submit NRSA Proposal to HUD for Preliminary Review
- January 20, 2015: Open House – Greenville City Hall: 6:00pm-7:15pm
- January 27, 2015: First Community Meeting – Carver Branch Library: 6:00pm-7:15pm

- February 4, 2015: Second Community Meeting- Sheppard Library: 6:00pm-7:15pm
- March 3, 2015: Redevelopment Commission Meeting
- March 11, 2015: Affordable Housing Loan Committee Meeting
- March 19, 2015: Submit NRSA to City Council
- March 20, 2015: Submit NRSA to HUD (if City Council approves)

These meetings will help the City of Greenville determine how, where, and why the proposed NRSA will be implemented.

Community input is a vital aspect of the NRSA process and every measure is being taken to maximize this. The West Greenville community is a large stakeholder group in this process and involving them remains one of the primary goals of our consultation process. Residents of the proposed NRSA, as well as residents from other communities, are encouraged to attend these community meetings due to its significance. An NRSA designation will bring about vast changes to West Greenville and for that reason consenting local businesses, organizations, and community meeting places were utilized as a means to inform the public.

The open house and community meetings were advertised in a local newspaper and on the City of Greenville website. In order to further inform the public, flyers were placed throughout the proposed area at local businesses, schools, libraries, and churches. In addition, a group of volunteers went door-to-door in the West Greenville area and handed flyers directly to area residents. A total of 500 flyers were distributed throughout the proposed NRSA informing the residents not only of the time, date, and location of the NRSA community meetings, but the City of Greenville's Annual Action Plan meeting as well.

## **Community Meetings Feedback**

### **Open House**

Residents and members of the City Council were present at the Open House meeting that took place on January 20, 2015 in City Hall. Members of the Housing Division engaged with the attendees and handled inquiries into the NRSA process as well as the programs that will be offered. Representatives from local media outlets were also present and photographed and recorded the attendees and their interactions with the Housing Division staff. Multiple displays were used to illustrate the proposed NRSA boundaries, the West Greenville Redevelopment Area, and our current programs. Comments received during the Open House were positive with many of the attendees expressing interest and optimism about the proposed NRSA.

### **Carver Branch Library**

City staff conducted the first community meeting at Carver Branch Library. Carver Library lies in the heart of the proposed NRSA. This library provides educational and internet access to the vast majority of the area. Due to the central location of the library, staff routinely uses its meeting space for community meetings.

The first community meeting was not well attended. This meeting only had three (3) people present. However, the conversations and discussions which came from the meeting were very helpful. For example, two (2) of the three (3) attendees were longtime residents of the area. Moreover, both residents are just above 80% AMI. They were very excited that the NRSA would allow for CDBG funds to be spent on those that were above 80% AMI but still need help sustaining their living environments. They both expressed interest in owner-occupied home rehabilitation.

There were additional comments made at the meeting. They are as follows:

1. Lighting is an issue in the neighborhood.
2. There seems to be several boarding homes in the neighborhood. Is this legal?
3. More sidewalks would be a good thing.
4. There needs to be jobs within the neighborhood (commercial retail).
5. Safety concerns seem to be decreasing along with unwanted foot traffic.

### **Sheppard Memorial Library**

City staff conducted the second community meeting at Sheppard Memorial Library. Sheppard Memorial Library lies in the heart of Greenville's Center City. This library provides educational and internet access to a wide array of community members. Due to the central location of the library, staff routinely uses its meeting space for community meetings.

The second community meeting was not well attended; however, there were more people there than the first meeting. In addition, there were multiple media sources present at the meeting. The local newspaper, The Daily Reflector was present along with WNCT-TV staff. The meeting had three (3) non-media people present. Just as the first meeting, the conversations and discussions which came from the meeting were very helpful. For example, two (2) of the three (3) attendees were longtime residents of the area. These residents (married couple) were just above 80% AMI. They were also very excited that the NRSA would allow for CDBG funds to be spent on those that are above 80% AMI but still need help sustaining their living environments. They both expressed interest in owner-occupied home rehabilitation. Moreover, these were different community members than the first meeting.

There were additional comments made at the meeting. They are as follows:

1. Transportation is not as frequent as the community would like.
2. Additional covered bus stops are necessary.
3. They appreciated the demolition of the blighted structures.
4. Please rehab historic structures when it is feasible.

**Municipal Benchmarks**

**NRSA BENCHMARKS: SIZE**

<b>CITY</b>	<b>SIZE</b>
Durham, NC	125 acres
Asheville, NC	Not Available
High Point, NC	141.2 acres
Winston Salem, NC	12,800 acres
Greenville, NC	510 acres

Durham, North Carolina

The City of Durham implemented an NRSA in the Southside neighborhood of Durham in FY2012. While this area is smaller in size than Greenville’s NRSA, the area contains roughly the same amount of households as the West Greenville area. The Southside neighborhood NRSA showed the City of Greenville the importance of creating outside partnerships with organizations to address community issues. Durham Community Self-Help was a large partner in the development and redevelopment of the Southside area having demolished 85 homes to be reconstructed as for-sale housing units for qualifying homeowners. In addition to the community organizations, Durham acquired a large developer, McCormack Baron Salazar (MBS), to lead their development efforts. This community based development organization (CBDO) was the foundation for redevelopment of the Southside area and showed the City of Greenville the importance of a qualified developer in the NRSA process. The City of Durham utilized monthly Steering Committee meetings to discuss the timeline and agenda-setting for the redevelopment of the Southside neighborhood. These meetings were comprised of residents of the neighborhood, area churches, civic leaders, and representatives of the Durham Housing Authority, Duke University, and North Carolina Central University. These Steering Committee meetings showed the City of Greenville the importance of stakeholders in the consultation process and the efforts that must be made in order to involve and inform them.

### Asheville, North Carolina

The City of Asheville implemented an NRSA in the West Riverside neighborhood of Asheville in FY2007. This area was a particularly crime-riddled area and was the focus of a federal grant under the Weed & Seed program. Due to the federal grant, the City of Asheville was able to address many of the factors that contributed to the decay of the neighborhood. The pairing of the NRSA with the federal grant showed the value of an NRSA designation, as well as the overall benefit of combining this designation with a new or existing program. The City of Asheville utilized the local police department to help address the issues of crime and disorder in the neighborhood. From the collaboration between the City of Asheville and law enforcement, great improvements were made in the neighborhood and surrounding areas which serve as an ideal example for the City of Greenville. Asheville implemented many different programs and initiatives that focus on the residents of the community, most important to the City of Greenville being the Asheville Parks and Recreation and YMCA collaboration. The City of Asheville put in place programs to bring youth sports programs to the residents of the West Riverside neighborhood and the City of Greenville may consider in the future similar recreational opportunities for the residents of West Greenville.

### High Point, North Carolina

The City of High Point implemented an NRSA in the Southside neighborhood of their city in FY2006. From the NRSA designation in High Point, the City of Greenville referred to the methods used to retain the historical homes in the neighborhood. The Southside neighborhood in High Point was a historically Black/African-American neighborhood, much like the West Greenville neighborhood. The City of High Point implemented housing initiatives to maintain the historic nature and character of the neighborhood while providing needed improvements to make it an attractive and viable community. The City of Greenville referred to these benchmarks for historic home retention, rehabilitation, and new construction (as needed) to formulate an approach to the West Greenville neighborhood.

### Winston Salem, North Carolina

The City of Winston Salem implemented an NRSA in FY2008 over a large portion of their city. The area in Winston Salem had a large amount of distressed homes, public housing, and other properties throughout the city. Winston Salem implemented an NRSA building rehab program that is intended to increase private sector investment in the area. The City of Greenville has referred to this as a benchmark for the benefits it will have to the West Greenville neighborhood. Increased private sector involvement will bring additional revenue to the area and help create an economically sustainable community. Additionally, the City of Winston-Salem concentrated its

efforts on enforcing codes within the NRSA to abate nuisance properties and remove threats to public health and safety. These measures will be taken by the City of Greenville to accomplish similar goals with the hope of being more proactive in efforts to maintain quality housing. The City of Winston Salem has implemented a Capital Improvement Plan for the NRSA in particular with emphasis on streetscape improvements throughout the area. Improved infrastructure will not only improve the safety of the area but will also attract new residents if the area is viewed as attractive. Similar plans have been developed for the West Greenville neighborhood with the intention of attracting new residents and improving the safety and appeal of the neighborhood.

## Housing Assessment

The 2010 US Census data describes that the City of Greenville had 36,071 occupied housing units with the majority being rental units and only 37% (13,381 units) being owner-occupied. Significant problems exist within the housing availability in Greenville as well as within the West Greenville NRSA. Homes in Greenville are aging at a faster rate than homes are being built, and the amount of available affordable housing is becoming increasingly limited.

The West Greenville NRSA has a total population of 3,390 residents with 1,717 total housing units and 1,455 total households based on American Community Survey five-year estimates. In the NRSA, a total of 1,420 housing units were built in 1979 or earlier, with 144 having been built in 1939 or earlier. Of these 1,455 housing units, 410 homes are considered owner-occupied dwellings (Figure 2.1). In keeping true to the City of Greenville's first goal, we will attempt to preserve as many of these historic homes as possible. In many of the older homes, some of which are contributing historical homes, the likelihood of facing lead-based paint hazards increases (Figure 3 below).

Figure 2.1 Overall Rental vs. Owner for all Residential Properties within the NRSA

<b>Occupancy Status</b>	<b># Parcels</b>	<b>Acres</b>	<b># of Units</b>	<b>% based on Acres</b>	<b>% based on # of Units</b>
Owner Occupied	410	69.46	461	33.33%	26.85%
Rental	803	138.94	1,256	66.67%	73.15%
Totals	1,213	208.40	1,717	100.00%	100.00%

The majority of the proposed West Greenville NRSA is zoned R6-S, which designates the area as a residential single-family district – meaning each parcel must have at least 6000 square feet for lot size. Although the current zoning designates an area for 6000 square foot lots, the existing homes and the historic nature of the neighborhood results in some of the parcels falling outside of the current dimensional standards. These lots are considered non-conforming lots. Many of the parcels are 4800 square feet or less. This makes redevelopment challenging, but the City is researching ways to allow historic homes to be rebuilt on non-conforming parcels.

The economic and demographic factors of the area lead to several prevalent issues associated with the housing stock internal to the NRSA. Many of the homes are dilapidated or deteriorating due to the costs associated with maintaining a historical home and the high percentage of low-income residents and elderly residents living on fixed incomes. A majority of the homes in the area are renter-occupied and, for that reason, the homes often do not receive repairs to properly maintain them. The City has implemented several programs to address the issues with the housing stock in the area. For example, the City has an owner-occupied home rehabilitation program. This program also serves as a tool to preserve historic homes.

The City intends to preserve the historic nature of the area by constructing new homes that fit the character of the neighborhood – craftsman, bungalow-style homes. In fact, the City has constructed thirteen (13) new homes within the area. In order to increase homeownership and give residents access to new construction, the City has implemented three (3) different types of down payment assistance for prospective LMI homeowners.

Even though there are multiple homeownership programs, the number of owner-occupied residents pales in comparison to the amount of renter-occupied homes within the NRSA. An option that may be useful is a rental rehabilitation program. However, there are many challenges with creating such a program.

### **New Construction**

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 through vacant/dilapidated 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. In some cases, the City acts as the developer and bids out the new construction to local contractors.

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 a 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.

Providing affordable housing has been a primary focus for the City of Greenville in the West Greenville area. Since 2011, the City of Greenville has constructed nine (9) new homes on Douglas Avenue. Each new home is currently occupied by new homeowners or renters. In addition, construction is currently underway on another home on Douglas Avenue that will bring the new construction total to 10 new homes. Each one of these homes is benefitting low-income households. In addition to the progress being made on the Douglas Avenue corridor, other areas of West Greenville are beginning to display signs of redevelopment. For example Lincoln Park, a neighborhood located within the proposed NRSA boundaries, currently has 16 lots available with new construction beginning on two (2) of these lots in early 2015.

New construction in the West Greenville area will serve as a primary benefit of the proposed West Greenville NRSA - if approved. Approval of an NRSA will result in the

aggregation of housing units benefitting a “mixed level” of incomes; however, the aggregation will primarily benefit low-moderate income households per HUD requirements. The City believes that mixed income neighborhoods are able to become more sustainable and provide a more diverse environment.

### **Owner-Occupied Rehabilitation Program**

The City offers grants/loans that assist and encourage preservation of the 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.

In FY 2013-2014, \$370,158 in CDBG and \$200,815 of HOME funds were set aside to rehabilitate single-family homes. During this time, a total of seventeen (17) units were completed utilizing past years funding and current year funding. A vast majority of these units are located within the proposed NRSA boundary and benefit its low-moderate income residents. Currently, rehabilitation efforts are underway on a historic, two-story, four bedroom home within the proposed boundary. There are two (2) eligible historic districts within the proposed boundary. Approval of an NRSA will allow greater flexibility in helping those who live in historic homes. It has been staff’s experience that many of the residents that live in historic homes are above 80% AMI. Therefore, it is a challenge to help those people maintain and repair those historic structures.

### **West Greenville and University Area Downpayment Assistance Program**

This program offered by the City of Greenville provides a Homebuyer Assistance Grant within two (2) specific areas - West Greenville and the University Area. The grant provides flexible gap financing and closing costs associated with the purchase of a qualified property. An eligible applicant can potentially receive five percent (5%) of the total sales price of the home or up to \$10,000 in assistance. Borrowers are not tied to a percentage of AMI with this program. The assistance is secured with a 10-year soft second mortgage at zero percent (0%) interest with no payment required unless the house is sold, leased, or rented out.

In addition, the assistance is forgiven one tenth (1/10) per year, and after ten (10) years, is the grant is forgiven in its entirety. The deed of trust will be released at the end of the term. However, if the owner sells, leases, or rents the property, the owner is required to pay back the assistance pro-rata. This program requires the applicant to have a \$1,000 out-of-pocket commitment.

### **HOME Downpayment Assistance Program**

This program offered by the City of Greenville is designed to assist low to moderate income, first-time homebuyers with downpayment assistance to purchase a home within the incorporated city limits of Greenville. Funds can be used for the purchase of a single-family dwelling, condominium, or townhome city-wide. This program offers No Interest Forgivable Loan of up to 20% of the sales price of the home with a cap of \$20,000.00. These funds may be available to qualified homebuyers meeting the program guidelines. The funds for this program vary from year to year and are based on the HUD allocation to the city. This program requires the applicant to have a \$1,000 out-of-pocket commitment.

### **Affordable Housing 10% Loan Assistance Program**

This program offered by the City of Greenville is designed to assist low to moderate income, first-time homebuyers with downpayment and closing costs. Loans of up to 10% of the sales price of the home may be available to qualified borrowers who meet the requirements for this program. For example, borrowers must be able to qualify for a loan and can be at 120% of AMI. This assistance program only allows the maximum sales price of the home to be \$150,000 and the funds are forgiven over 120 payments and are at zero percent (0%) interest.

The buyer must complete a homeownership education program, pre-qualify with a mortgage lender, and must occupy this dwelling as their principal residence. This program requires the applicant to have a \$1,000 out-of-pocket commitment.

### **Optional Rental Rehab Program**

According to ACS survey data, the West Greenville area has a total of 410 owner-occupied housing units and 1,045 renter-occupied housing units. Due to the high number of renter-occupied units in the area, the City of Greenville is considering a new optional Rental-Rehabilitation Program. This program will support local property owners in maintaining sufficient housing for prospective tenants. Having a program that targets rental units will ensure that all residents of the neighborhood have access to adequate housing instead of only home

owners. Therefore, staff will continue to research rental rehabilitation best practices across the state of North Carolina.

Figure 3 - Housing Units by Year Built

<b>West Greenville NRSA</b>		
<b>Housing Units by Year Built</b>		<b>Percent</b>
Total	1,910	100.0%
2010 or later	24	1.3%
2000-2009	168	8.8%
1990-1999	162	8.5%
1980-1989	136	7.1%
1970-1979	395	20.7%
1960-1969	335	17.5%
1950-1959	364	19.1%
1940-1949	182	9.5%
1939 or earlier	144	7.5%
* Lead-based paint concerns in highlighted area		

### **Institutional Infrastructure Assessment**

There are vital elements of community infrastructure within the West Greenville NRSA. These elements have the potential to help the redevelopment efforts in the West Greenville area. These elements of community infrastructure are:

- Eppes Recreation Center
- Carver Library
- Lucille Gorham Intergenerational Center
- Sadie Saulter Elementary School
- West Greenville Police Substation
- Third Street Community Center
- Dream Park
- Community Gardens System

In addition to the existing institutional infrastructure in the proposed NRSA, the City of Greenville has begun updating roads and street lights in focus areas throughout the proposed NRSA. Road improvement projects have been implemented on West Fifth Street, and there are future plans for continued improvement. The West Fifth Street Gateway Project won an award

from the NC Chapter of the American Planning Association for infrastructure improvements in the form of new sidewalks, bus shelters, and pedestrian walkways along a four block area of the NRSA. The City of Greenville wants to ensure that these vital infrastructure projects will enhance the streetscape of the neighborhood.

The development and/or rehabilitation of these community infrastructure elements will help re-establish West Greenville as a vibrant residential community. The continued maintenance and implementation of new infrastructure will assist in the attraction of new commercial development throughout the area. Future plans for infrastructure development are centered on the goals that the City of Greenville has for the proposed NRSA and its residents: They are as follows:

### Future Infrastructure Projects

#### **West Fifth Street Corridor (Phase II)**

The city is preparing Phase II of the West Fifth Street Streetscape Project. This project will further improve on roads, pedestrian walkways, and public utility improvements along a four (4) block section of West Fifth Street. The City of Greenville has plans to facilitate development along the West Fifth Street corridor. This corridor extends through the West Greenville Redevelopment Area to the Center City Revitalization Area.

#### **Workforce Center**

The City plans to partner with multiple agencies and organizations to rehabilitate an old commercial structure to provide the local workforce with a place to develop their skills. The planned facility is located along West Fifth Street. The City is planning for the facility to provide business incubation, workforce education, and training for not only those who live in the neighborhood, but the community as a whole.

#### **Greenville Transportation Activity Center (GTAC)**

The City of Greenville plans to implement transit oriented development in the proposed West Greenville NRSA. This development will spur from a planned transit access point. The City has been fortunate to receive federal funding to establish a transportation hub. This hub will reside in between the Center City Revitalization Area and West Greenville Redevelopment Area. Having access to transit oriented development will empower the residents of the area who can use the resource as a means to seek employment or educational opportunities.

## **Grocery Store**

One of the primary focuses for the City of Greenville's proposed NRSA is to successfully recruit and facilitate an environment for a grocery store. Currently the proposed NRSA has several corner stores and shops, but lacks a neighborhood grocery store for its residents. The area has also been designated as a food desert. The City of Greenville has acquired parcels of land along West Fifth Street with the intention of attracting a grocery store to the area. Subsequent to the City's commitment for placing a grocery store along West Fifth Street, a local developer is constructing a commercial center with a grocery store. The store is within close proximity to the food desert.

## **Economic Empowerment**

In order to facilitate and sustain the growth and development of the West Greenville area, the City of Greenville plans to implement economic empowerment strategies that specifically target the area and its needs. The City of Greenville's economic empowerment strategies focus primarily on private sector investment in the area. From this investment, local job growth in the area will serve as a benefit to residents of the neighborhood and within the community as a whole. There are several upcoming projects that will act as a catalyst to economic growth. For example, the 10<sup>th</sup> Street Connector project, Phase II of the West Fifth Street Streetscape, the future development on Albemarle Avenue, and current entrepreneurial programs.

The 10<sup>th</sup> Street Connector project, which will bisect the proposed NRSA, will attract new commercial and retail development opportunities into the area. The City of Greenville anticipates that the development along this corridor could potentially create an influx of new residents. Staff hopes that the new opportunities will provide jobs to people in the neighborhood and attract new residents to relocate to the area for employment purposes. The City remains hopeful of these types of outcomes because studies have shown that as public sector investment increases, private sector investment tends to follow.

Additionally, further development of the West Fifth Street Corridor (Phase II) will open up the area to an even larger amount of investment opportunities. Phase II will not only add to the neighborhood character, but additional fiber optic infrastructure will be added as well, therefore promoting technology-led entrepreneurship along the corridor. Moreover, the proposed Albemarle Avenue Commercial Corridor is an example of future commercial development that could be lead to the area. Albemarle Avenue is a proposed concept for the West Greenville area that will create a mixed-use residential neighborhood, infused with commercial retail. The Greenville Transportation Activity Center project will serve as another resource for

low/moderate income residents of the area to obtain jobs or educational opportunities throughout the city.

The City of Greenville plans to make the West Greenville area a sustainable and thriving community for the future. In order to accomplish this, small business growth and development in the area is crucial. The Uptown Retail Challenge is an incentive aimed to attract new retail businesses to the Uptown Greenville Commercial District. Attracting new business to Uptown Greenville will economically empower the residents by providing potential employers to the residents who may lack the skills or education to obtain a career.

The Greenville Business Plan Competition is another program that targets commercial growth in the Center City -West Greenville Redevelopment area. This competition provides an economic incentive to small business owners and entrepreneurs who expand and create jobs within the Center City/West Greenville Redevelopment area. Economic incentives from this program range from \$15,000.00 to \$30,000 to be used toward working capital or operating funds, equipment purchases, improvements to owner-occupied property, leasehold improvements, expansion of business services or products, or other uses in a business plan. The benefit of reducing the record-keeping requirements for businesses operating in the area will greatly assist in providing additional economic opportunities within the proposed NRSA.

Finally, the City of Greenville is currently in the process of master planning the Dickinson Avenue corridor. The master planning of the corridor sought a highly experienced and creative team to complete a revitalization study of the Dickinson Avenue corridor between Reade Circle and 14<sup>th</sup> Street, which bisects and anchors the city's "warehouse district" within the West Greenville Redevelopment Area. The study area includes the Imperial Tobacco Warehouse site, the site of the future Greenville Transportation Activity Center (GTAC), two (2) National Register Historic Districts, and a cluster of State of NC-owned properties within ECU's Warehouse District (ECU Master Plan, 2012).

The City has an agreement with NC-DOT to rebuild historic Dickinson Avenue and a streetscape improvement plan for the corridor. The future 10<sup>th</sup> Street Connector also traverses the study area. Therefore, it is critical that the City maximize its opportunities in this area in ways that are economically and environmentally viable, while preserving and capitalizing on its unique character.

## Performance Measures

The City understands that setting performance benchmarks in the proposed NRSA will allow for more effective and efficient monitoring and evaluation strategies. Staff has divided the measurements into three (3) main categories – housing, economic, and infrastructure. The City currently has in place several different performance measures for housing. These measures include, but are not limited to, increasing home ownership rates by 5-10% per year, adding 1 – 2 new homes per year, and rehabbing a minimum of eight (8) owner-occupied homes per year. Reaching these performance benchmarks has the potential to help the West Greenville area flourish. The increase in new homeowners and the economic value of sustaining the current building stock will help promote a more vibrant and safe community.

Economic benchmarks will be evaluated based on the expansion and addition of new businesses and jobs in the area. Staff has proposed several economic benchmarks. For example, the establishment of a grocery store, addition of three (3) new businesses, and the creation of 5 – 7 new jobs per year. The primary goal of the proposed NRSA is to create a flourishing and sustainable community within the boundaries and beyond. Staff hopes that by setting these measures we will be able to effectively monitor our progress and the progress of the market.

Infrastructure benchmarks will generally be evaluated based on the current state of the utilities, sidewalks, and streets throughout the proposed area. The primary factors for measuring these benchmarks are time, implementation cost, and the amount of funds allocated. For example, infrastructure improvements will be made along the West Fifth Street corridor by completing Phase II of the streetscape project. Additionally, the City intends to add several hundred linear feet of sidewalk per year within boundaries. There are a couple of expected benefits from this type of work. It will potentially provide health and mobility benefits for area residents, as well as safety benefits.

The progress in the proposed West Greenville NRSA will be recorded and listed in the City of Greenville's Consolidated Annual Performance Evaluation Report (CAPER). Each year the CAPER will reflect the development of the West Greenville area. The current performance measures will serve as a reference for ideal progress and growth in the area, with the CAPER displaying figures congruent with these measures. The growth and development in the area will be closely monitored to ensure the efficacy of the redevelopment methods used by the City.

The tables below identify the goals and objectives for each performance measure:

Figure 4. Housing Performance Measurements
Objective: Increase the stock of affordable housing for LMI individuals
Benchmark: Construct 1-2 new homes in the NRSA
Objective: Maintain and sustain the current housing stock
Benchmark: Rehab 8 homes per year
Objective: Create a diverse and dynamic neighborhood
Benchmark: Increase homeownership rate to 5% per year
Benchmark: Provide downpayment assistance to 1 - 2 homebuyers

Figure 5. Infrastructure Performance Measurements
Objective: Improve the infrastructure within the proposed NRSA
Benchmark: Complete Phase II of West 5th Street Corridor
Objective: Increase accessibility within and outside of the proposed NRSA
Benchmark: Amount of linear sidewalks constructed

Figure 6. Economic Performance Measurements
Objective: Create an economically sustainable neighborhood
Benchmark: Recruit a grocery store to the proposed NRSA
Benchmark: Attract an additional three (3) businesses per year in the area
Objective: Provide economic programs to the low/moderate income residents
Benchmark: Create 5-7 new jobs per year in the proposed NRSA
Benchmark: Provide job training programs in the proposed NRSA

Figure 7. West Greenville Performance Benchmark Time Table

Figure 7 West Greenville Performance Benchmark Time Table				
	Goal	1-3 Years	4-6 Years	7-9 Years
<b>Housing Benchmarks</b>	<u>New construction</u>	Construct 6 new homes	Construct 6 new homes	Construct 6 new homes
	<u>Rehab</u>	Rehab 24 homes	Rehab 24 homes	Rehab 24 homes
<b>Economic Benchmarks</b>	<u>New Businesses</u>	Attract 3 Businesses	Attract 3 Businesses	Attract 3 Businesses
	<u>Job Creation</u>	Create 5-7 new jobs	Create 5-7 new jobs	Create 5-7 new jobs



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
Time: 7:00 PM

**Title of Item:** Sanitary Sewer Connection Request by Wayne Williamson

**Explanation:** **Abstract:** Mr. Wayne Williamson has submitted a request to the City Council to allow connection of his property, which is adjacent to Chicod School, to the sanitary sewer line near his property.

**Explanation:** Mr. Williamson owns 10.23 acres on 3 tracts of land adjacent to Chicod School and proposes to develop a residential subdivision on the property, consisting of 24 lots. The current tax value of the 3 combined parcels is \$181,892. The property is in close proximity to the Craven County line. It is closer to Craven County than it is to the Greenville city limits, being approximately 5.17 miles from the Craven County line and 7.03 miles outside of the Greenville city limits (see the attached map identifying the location of the property).

The Greenville Utilities Commission Charter as amended in 1991 requires prior approval by the Greenville City Council for sanitary sewer extensions and connections to properties that are outside of the City of Greenville's Extraterritorial Jurisdiction (ETJ) (see attached copy of the Charter, Section 6). The petitioner is also required to submit a voluntary annexation petition. This condition for consideration has given the City Council time for careful evaluation of the reasons for such extensions in connection with adopted land use policies on a case-by-case basis, thus allowing the City Council to make decisions that are in the best interest of the City's future growth.

In the past, the City of Greenville has extended sanitary sewer services to four (4) Pitt County schools (Belvoir Elementary School, Stokes Elementary School, D.H. Conley High School, and Chicod School), which are all outside of the ETJ, and the Towns of Bethel and Grimesland through interlocal agreements. The City Council has also authorized extension of sanitary sewer to individual homeowners within the ETJ with failing septic systems. In recent years and in these situations, the homeowner has been required to submit a voluntary delayed annexation agreement.

However, after careful consideration, to date the City Council has NOT provided sanitary sewer services to an individual development project located outside of the ETJ and that would not be annexed into Greenville. In 1997, a similar request was made of the City of Greenville to extend sanitary sewer to a mobile home park outside of the ETJ near Belvoir Elementary School (see attached excerpt of the October 9, 1997 City Council meeting minutes). The request was not approved because it would not promote orderly growth for the city and could not be annexed into the city. Over the years as requests were made (even though an owner was still entitled to make the request for sewer service), City staff members have advised owners and developers of the sewer extension and connection policy along with the concerns of the City.

The provision of sanitary sewer is the primary means by which the City of Greenville grows and increases tax base. Those receiving sanitary sewer are required to voluntarily annex into the city and then receive municipal services. Connection to sanitary sewer benefits a property owner or developer by allowing them to develop their properties at greater densities. In Mr. Williamson's case, if the connection is allowed, the City of Greenville would not be able to annex the property because of its distance from our existing corporate limits. Furthermore, it is unlikely that the city will experience growth into this area within the next 20 years or more.

Although the Greenville Utilities Commission has approved the request and indicated that the Commission can serve the property with sanitary sewer contingent upon City Council approval, City staff does not recommend approval of the sanitary sewer connection request. Connection to the sanitary sewer service outside of the ETJ for individual development projects is generally cost-prohibitive to the City of Greenville, and to date these requests have not been approved. Some other reasons not to allow such connections include the following:

- A. Even if the properties could be annexed, the annual cost of providing municipal services to the property outweighs the tax revenue generated by the development.
- B. The inability to annex the properties into the city limits prevents growth and results in a loss of tax base to the city and increases city operational costs.
- C. If a haphazard connection is allowed, it results in an inconsistent application of the adopted utility extension policy, making it difficult to deny and or justify similar requests in the future for connection to the sewer system
- D. Promotes sprawl and uncontrolled growth.
- E. Enables, invites, and incents growth outside of the Greenville growth area with costs that will be subsidized by Greenville taxpayers in the future.

**Fiscal Note:**

The proposed site is not eligible for annexation now or in the immediate future. Any increase in property tax revenues will be realized by Pitt County and not the City as a result of increased density development with city sewer services. However, if the development was eligible for annexation, the costs to provide City services would be significant, as the City would likely have to contract many of the municipal services due to its proximity from the current city limits and not being contiguous to the current city limits.

Although the value of the property after improvements cannot be fully determined at this time, the property currently has a tax value of \$181,892. Conservative estimates suggest that the value after development may exceed \$4 million after infrastructure improvements have been made and homes have been built. To further demonstrate this point, in 2013 when a 10-acre section of Langston West was annexed into the City limits, the predevelopment value of the section was \$174,000 (would have yielded \$939 in annual taxes if within the city limits). The developer proposed to build 22 single-family homes in the 22-lot subdivision. The estimated tax value after full development including proposed single-family homes to be built was \$4,705,935. Tax revenues after full development were estimated at \$25,412 annually to the City. Estimated expenses of all City services were estimated to be \$22,118 annually.

**Recommendation:** Staff recommends denial of the request.

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

**Attachments / click to download**

[Wayne Williamson request packet](#)

[williamson sanitary sewer map](#)

[Excerpt from the October 9, 1997 City Council meeting minutes](#)

[1991 amended GUC Charter](#)



**STROUD ENGINEERING, P.A.**

CONSULTING ENGINEERS  
107 B COMMERCE STREET  
GREENVILLE, NORTH CAROLINA 27858  
(252) 756-9352

January 12, 2015

Mr. Merrell Flood  
Director of Community Development  
City of Greenville  
200 West Fifth Street  
Greenville, North Carolina 27834

RE: Wayne Williamson Sewer Service Request

Dear Mr. Flood:

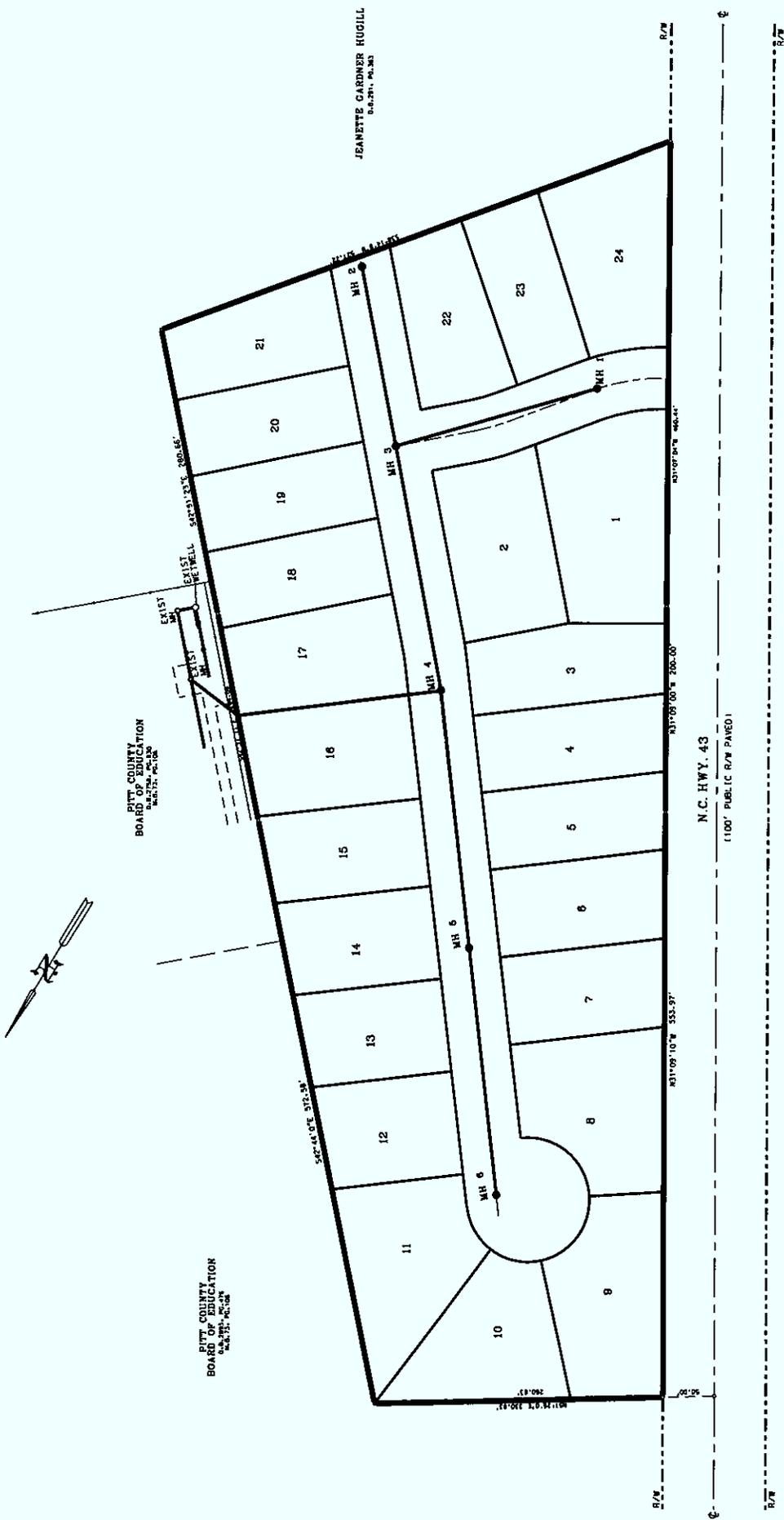
Mr. Wayne Williamson is the owner of a tract of land on NC Hwy. 43 adjoining Chicod School property, Parcel Numbers 52186, 26724, and 47468 containing approximately 10.23 acres. A new sewage pumping station has been constructed at the southeast corner of the Chicod School property and has recently been accepted by Greenville Utilities for operation and maintenances. The pump station was constructed of sufficient size and depth to serve the school and approximately 50 – 60 acres of the surrounding area including Mr. Williamson's property. The pump station site adjoins Mr. Williamson's property along his eastern property line (Exhibit A). Mr. Williamson wishes to develop his property as residential. One possible development plan is shown on the attached sketch (Exhibit B). To enable his development plans to proceed, Mr. Williamson submitted a request to Greenville Utilities Commission for sewer service on March 7, 2011. Greenville Utilities Commission approved the request at its regular meeting on April 9, 2011 contingent upon Greenville City Council approval (Exhibit C). By letter dated December 18, 2014 Greenville Utilities has expressed their desire to make service available to Mr. Williamson's property in order to increase flow in the system to achieve more efficient operating conditions (Exhibit D). The increased flow will reduce residence time in the system which helps in reducing odor problems. The sewer connection would be a win/win not only being a benefit to Mr. Williamson but also beneficial to Greenville Utilities from an operational standpoint. There being no negative impact, Mr. Williamson respectfully requests that the City Council approve the connection.

Sincerely

 01-12-15  
Linwood E. Stroud, PE



EXHIBIT A  
SCALE: 1"=200'  
Item # 5



**SKETCH DESIGN  
RESIDENTIAL DEVELOPMENT**  
FOR HAROLD W. WILLIAMSON  
EXHIBIT B

Item # 5

SKETCH DESIGN FOR PLOT



**Greenville  
Utilities**

April 27, 2011

Mr. Wayne Williamson  
7641 NC 43 South  
Greenville, NC 27858

Subject: Request for Public Sanitary Sewer Service  
Pitt County Tax Parcels: 52186, 26724 & 47468  
Located Adjacent to Chicod Elementary School

Dear Mr. Williamson:

In response to your letter of request for sanitary sewer service by the Greenville Utilities Commission (GUC) to the subject parcels, dated March 7, 2011, we offer the following comments:

1. Currently, there is no existing public sanitary sewer system to serve the subject parcels. Pitt County Schools is in the process of having a sewer system designed to serve Chicod Elementary School. The Wooten Company of Greenville is their design engineering consultant for that project. Upon project completion, GUC will assume ownership of the proposed sewer pumping station and force main serving the school.
2. Based on preliminary design documents, the proposed sewer pumping station serving the school is to be located in the southernmost corner of the school property and directly adjacent of the common property boundary line between the school and the subject parcels. GUC has requested that the necessary easements upon the school property be provided to allow for a connection to the sewer system from your property.
3. The proposed sewer system is being designed at the minimum depth to provide service to the school property. GUC will have no investment in the sewer facilities located at the school and consequently has no planned service area associated with those facilities. Based on earlier discussions with your engineering consultant, it is our understanding that you may desire for the proposed GUC owned sewer facilities to be constructed at a deeper depth than that currently planned by The Wooten Company. Please be advised that it will be your responsibility to coordinate with Pitt County and/or The Wooten Company regarding any desired plan revisions. Any additional project costs associated with your requested plan revisions will be your responsibility as well. The appropriate

801 Mumford Road  
Greenville, NC  
27835  
www.guc.com

Your Local  
Advantage

Exhibit Item # 5  
1 of 3

Mr. Wayne Williamson  
April 27, 2011  
Page 2

contact person for Pitt County is Mr. Phil Dickerson, P.E., P.L.S., County Engineer at 252-902-3150. For The Wooten Company you may contact Mr. Slade Harvin, P.E. at 252-757-1096.

4. The GUC Board of Commissioners, at their regular meeting on April 19, 2011, approved your request for receipt of sewer service contingent upon City Council approval. You will be responsible for obtaining the required City Council approval for the receipt of GUC sanitary sewer service outside of the City's Extraterritorial Jurisdiction (ETJ) boundary.
5. Sewer service connection fees will be based on the particular development design.
6. GUC's provision for sanitary sewer service will require connection to a public water system. Sanitary sewer usage billing is based on metered water usage. Eastern Pines Water Corporation (EPWC) is the water purveyor in the subject parcel area. GUC and EPWC have an established method for data sharing.

We trust that the above information adequately addresses your request for sewer service. If there are any questions, please give us a call at 551-1551.

Sincerely,



Clifton H. Cahoon, P.E.  
Water Resources Construction/Contracts Engineer

CHC/lpb

cc: Mr. Ronald Elks, General Manager/CEO  
Mr. Anthony Cannon, Assistant General Manager/COO  
Mr. Randall Emory, P.E., Director of Water Resources  
Mr. Merrill Flood, City of Greenville Community Development Director

Exhibit C  
2 of 3

Item # 5

CONSIDERATION OF AN ADJACENT PROPERTY OWNER'S REQUEST FOR SEWER SERVICE FROM THE PROPOSED CHICOD SCHOOL SANITARY SEWER EXTENSION FACILITIES (Agenda Item 6)

Mr. Wayne Williamson submitted a written request for sewer service to his property located adjacent to Chicod Elementary School on NC Hwy 43 South, Greenville, NC. Mr. Williamson's request is for sewer service to 10.23 acres of land, consisting of Pitt County Tax Parcels #026724, #052186 and #047468. The subject parcels are outside the extraterritorial jurisdiction of the City of Greenville. In accordance with GUC regulations, approval from the Greenville City Council will be required prior to GUC processing an application for sewer service. In the event City Council approval is granted, the property owner may also be required to submit a Petition of Voluntary Annexation to the City of Greenville prior to receipt of sewer service.

Currently, there is no existing sewer system to serve Mr. Williamson's property. Pitt County Schools is in the process of having a sewer system designed to serve Chicod Elementary School. The preliminary design of the sewer pumping station indicates that the proposed location and depth of the pumping station will be sufficient to serve Mr. Williamson's property. Mr. Williamson has been advised that he must confirm that the pumping station will be constructed at a sufficient depth to serve his property.

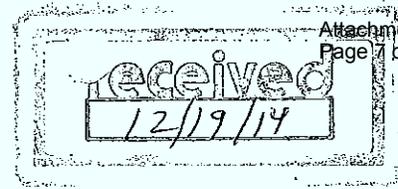
A Sewer Outfall Acreage Fee and Connection Fees would be applicable to the proposed sewer service. Currently the Sewer Outfall Acreage Fee is assessed at \$1,800 per acre and would be approximately \$18,414.00 for the subject parcels. Sewer connection fees will also be due at the time the property is developed. Eastern Pines Water Corporation (EPWC) is the water purveyor in the subject area. Since monthly sewer billings are based on water meter volumes used, GUC would bill for sewer based on meter readings received from EPWC.

The Board approved the request for sewer service contingent upon City Council approval.

Exhibit C  
3 of 3



Greenville  
Utilities



December 18, 2014

Mr. Linwood E. Stroud, P.E.  
Stroud Engineering, PA  
107B Commerce Street  
Greenville, NC 27858

Subject: Sanitary Sewer Service Inquiry  
Pitt County Tax Parcels: 52186, 26724 & 47468  
Located adjacent to and west of Chicod Elementary School site

Dear Mr. Stroud:

This is in response to your inquiry as to the Greenville Utilities Commission's (GUC) position on providing sanitary sewer service to the subject properties.

The property owner, Mr. Harold W. Williamson, inquired about service to the same parcels in early 2011. At the time, Pitt County Schools was in the process of having an extension to the GUC sanitary sewer system designed to serve the Chicod Elementary School. Mr. Williamson's request was carried to the Board of Commissioners for their review and approval to allow service from the future GUC facilities at Chicod School. The request was approved and Mr. Williamson was provided the attached response letter dated April 27, 2011. Also attached is an excerpt of the Board meeting minutes for this agenda item.

The new sewer system extension facilities consists of a pumping station on the school property, 5-miles of force main piping to an intermediate pumping station located on Ivy Road and then an additional 5-miles of force main piping to the discharge point into the existing GUC sewer collection system on Corey Road. From an operational perspective, the additional flow contribution would be greatly beneficial by reducing the waste water residence time in the system thus helping to minimize septic conditions and associated odor and deterioration problems resulting from hydrogen sulfide production. The system piping fill volume from Chicod School to the discharge point off of Corey Road is approximately 107,000 gallons. Based on the project engineer's reported school average waste water contribution of 18,000 gallons per day, the piping residence time to Corey Road would equate to six (6) days. A maximum residence time of two (2) days is the more desired operational scenario. An additional flow contribution of 35,500 gallons per day would be needed to achieve this operating condition. The Chicod School site pumping station is of

[www.guc.com](http://www.guc.com)

Your Local  
Advantage

Exhibit D  
1082

Item # 5

Mr. Linwood E. Stroud, P.E.  
December 18, 2014  
Page 2

sufficient capacity and depth to serve approximately 50-60 acres of the surrounding area inclusive of Mr. Williamson's subject properties and in addition to the school site.

GUC's desire is to increase the flow rate on this new system and achieve a more efficient operating condition as soon as possible.

Sincerely,



Clifton H. Cahoon, P.E.  
Water Resources Construction/Contracts Engineer

Encl.

Cc: Mr. Anthony C. Cannon, General Manager/CEO  
Mr. Randall D. Emory, P.E., Director of Water Resources  
Mr. Merrill P. Flood, City of Greenville Community Development Director

Exhibit D  
2012 Item # 5

## Merrill Flood

---

**From:** Rhodes, James [james.rhodes@pittcountync.gov]  
**Sent:** Wednesday, January 21, 2015 5:00 PM  
**To:** Istroud@stroudengineer.com  
**Cc:** Elliott, Scott; Dickerson, Phil; Gooby, Eric; Hill, Jonas; Jones, Bryan; Nottingham, Mark; Gallagher, Janis  
**Subject:** Sanitary Sewer Service to Wayne Williamson Properties

Mr. Stroud,

This serves as a follow-up to our discussion on January 20<sup>th</sup> concerning Mr. Wayne Williamson's intent to request connection to the sanitary sewer line serving Chicod School. Specifically, Mr. Williamson desires service to three properties (Parcel # 52186, 26724, & 47468), totaling approximately 10 acres, located immediately south of Chicod School along NC 43. Pitt County has no opposition to Mr. Williamson pursuing the required approvals to allow for the sewer service.

As discussed previously with Mr. Williamson, additional County approvals (e.g., land use plan and zoning map amendments) will be necessary to allow for increased development densities, if/when the sewer service is made available.

Please let me know if you have any questions.

James

**James F. Rhodes, AICP**  
Pitt County Planning Director  
1717 W. Fifth Street  
Greenville, NC 27834  
252.902.3250 (phone)  
252.830.2576 (fax)



TO: WHOM IT MAY CONCERN

DATE: January 12, 2015

RE: Wayne Williamson's Sewer Request

It has come to our attention that our neighbor, Wayne Williamson has requested that the City of Greenville approve his request for his property on NC Hwy. 43 South adjacent to Chicod School to be served with sewer by the Greenville Utilities Commission by connecting a gravity line to the new pump station recently constructed. Mr. Williamson has expressed his intent to market the property for residential development. We understand that the sewer connection is a necessity to facilitate his development plans which we fully support his request as evidenced by our signatures below:

NAME	DATE	
<i>[Signature]</i>	1-17-15	28060
<i>[Signature]</i>	1-17-15	57286
<i>[Signature]</i> LIFE GATE Church	1-17-15	26843
<i>[Signature]</i>	1-17-15	-
Pat Devereaux	1-17-15	35079
Charlie [Signature]	1-17-15	33697
Ronald D. Adam	1-18-15	07570
Tony Boyd	1-18-15	00068
Cynthia Duan	1-20-15	64365
<i>[Signature]</i>	1-20-15	05925



7.03 Miles

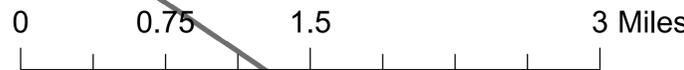
5.17 Miles

Beaufort

Craven

### Map Legend

- NC County Lines
- Greenville City Limits
- Greenville ETJ
- Land Parcels
- Sanitary Sewer Request



Attachment number 2  
Page 1 of 1

SESSION 1991

CHAPTER 861  
SENATE BILL 1069

AN ACT TO AMEND AND RESTATE THE CHARTER OF THE GREENVILLE  
UTILITIES COMMISSION OF THE CITY OF GREENVILLE.

The General Assembly of North Carolina enacts:

Section 1. For the proper management of the public utilities of the City of Greenville, both within the corporate limits of the City and outside the said corporate limits, a commission to be designated and known as the "Greenville Utilities Commission", is hereby created and established.

Sec. 2. The Greenville Utilities Commission shall consist of eight members, six of whom shall be bona fide residents of the City of whom one shall at all times be the City Manager of Greenville, and two of whom shall be bona fide residents of Pitt County but residing outside the city limits of Greenville, and all of whom shall be customers of the Greenville Utilities Commission. Each Greenville Utilities Commissioner shall hold office for an initial term of three years and, except as set forth herein, will be automatically reappointed to a single additional term of three years, with each term of three years expiring June 30 at the end of the designated term or until reappointed or replaced by the City Council. The first appointees shall hold their offices as follows: the Greenville City Council shall appoint an individual to serve until June 30, 1995; John W. Hughes, Sr. is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1995, and shall not be eligible for a second term; Bernard E. Kane is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1995; R. Richard Miller is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1994, and shall not be eligible for a second term; and the Greenville City Council shall appoint an individual to serve until June 30, 1993; all of whom are bona fide residents of the City. William G. Blount is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1993, and shall not be eligible for a second term; and the Pitt County Board of Commissioners shall nominate an individual under the procedure established in Section 3 of this act, to be appointed by the Greenville City Council to serve until June 30, 1994; both of whom are Greenville Utilities Commission customers and bona fide residents of Pitt County residing outside the Greenville city limits.

Sec. 3. The Greenville Utilities Commissioners otherwise than as herein provided shall be appointed by the City Council at their regularly monthly meeting in June of each year. It is the intention of this charter that the City Council shall appoint Greenville Utilities Commission members who have utilities expertise. Representation should include some members with financial, engineering, environmental, technical, or development backgrounds. The two members of the Greenville Utilities Commission

residing outside the city limits shall be nominated by the Pitt County Board of Commissioners and appointed by the City Council. The City Council has the right to reject any nominee(s) from the Pitt County Board of Commissioners and to request additional nominees. If the Pitt County Board of Commissioners fails to recommend a nominee to the City Council within 60 days of the original date requested by the City Council, then the City Council may appoint any individual meeting the residency requirement. No person shall be eligible for appointment to the Greenville Utilities Commission who is an officer or employee of the City or Pitt County except that the City Manager of the City of Greenville shall at all times be a full member of the Greenville Utilities Commission. In the event a Greenville Utilities Commissioner resigns, dies, or otherwise becomes incapable of performing his or her duties, the City Council shall appoint, according to the same process described herein for regular appointments, a Greenville Utilities Commissioner to fill the unexpired term at any regular or special meeting of the City Council. Any Greenville Utilities Commissioner filling an unexpired term shall be deemed to have filled said term for the full three-year term. Except as otherwise permitted herein, no Greenville Utilities Commissioner shall serve more than two three-year terms. Greenville Utilities Commissioners filling the first three-year term will automatically fill a second three-year term unless the City Council initiates the replacement process.

Sec. 4. The Greenville Utilities Commissioners shall organize by electing one of their members Chair, whose term of office as Chair shall be for one year unless the Chair's term on the Greenville Utilities Commission shall expire earlier, in which event his or her term as Chair shall expire with the Chair's term on the Greenville Utilities Commission. The Chair shall not be entitled to vote on any proposition before the Greenville Utilities Commission except in case of a tie vote and only for the purpose of breaking the tie. The members of the Greenville Utilities Commission are authorized to fix their own salaries provided, however, that said salaries shall not exceed one hundred fifty dollars (\$150.00) per month for the members and two hundred fifty dollars (\$250.00) per month for the Chair provided, however, the City Council may, at its own discretion, increase these caps from time to time as is appropriate to reflect inflation, and provided, however, the City Manager shall receive no pay as a member of the Greenville Utilities Commission other than his or her salary as City Manager. The Greenville Utilities Commission shall meet at least once each month at a designated time and place unless the Chair designates some other meeting time and so notifies the other members of the Greenville Utilities Commission. The Greenville Utilities Commission and the Greenville City Council shall meet at least once each year to discuss mutual interests of the City of Greenville and the Greenville Utilities Commission. Minutes shall be kept for all regular meetings of the Greenville Utilities Commission.

Sec. 5. The Greenville Utilities Commission shall have entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities of the City, which public utilities shall include electric, natural gas, water, and sewer services, and shall fix uniform rates for all services rendered; provided, however, that any person affected by said rates may appeal from the decision of the

Greenville Utilities Commission as to rates to the City Council. With approval by the City Council, the Greenville Utilities Commission may undertake any additional public enterprise service which may lawfully be operated by a municipality.

Sec. 6. The Greenville Utilities Commission shall employ a competent and qualified General Manager whose duties shall be to supervise and manage the said public utilities, subject to the approval of the Greenville Utilities Commission. The General Manager, under the direction of and subject to the approval of the Greenville Utilities Commission, shall cause the said utilities to be orderly and properly conducted; the General Manager shall provide for the operation, maintenance, and improvement of utilities; the General Manager shall provide for the extension of all utilities, except sewer extensions made beyond the area regulated by the City of Greenville are subject to the approval of the City Council, and shall furnish, on application, proper connections and service to all citizens and inhabitants who make proper application for the same, and shall in all respects provide adequate service for the said utilities to the customers thereof; the General Manager shall attend to all complaints as to defective service and shall cause the same to be remedied, and otherwise manage and control said utilities for the best interests of the City of Greenville and the customers receiving service, and shall provide for the prompt collection of all rentals and charges for service to customers and shall promptly and faithfully cause said rentals and charges to be collected and received, all under such rules and regulations as the Greenville Utilities Commission shall, from time to time, adopt and in accordance with the ordinances of the City of Greenville in such case made and provided.

Sec. 7. All monies accruing from the charges or rentals of said utilities shall be deposited into the appropriate enterprise fund of the Greenville Utilities Commission and the Greenville Utilities Commission's Director of Finance shall keep an account of the same. The Greenville Utilities Commission shall at the end of each month make a report to the City Council of its receipts and disbursements; the Greenville Utilities Commission shall pay out of its receipts the cost and expense incurred in managing, operating, improving, maintaining, extending, and planning for future improvements and expansions of said utilities; provided, however, that should the funds arising from the charges and rentals of said utilities be insufficient at any time to pay the necessary expenses for managing, operating, improving, and extending said utilities, then and in that event only, the City Council of the City of Greenville shall provide and pay into the appropriate enterprise fund of the Greenville Utilities Commission a sum sufficient, when added to the funds that have accrued from the rents and charges, to pay the costs and expenses of managing, operating, improving, maintaining, extending, and planning for future improvements and expansions of said utilities; the Greenville Utilities Commission shall pay the principal on all such funds provided by the City Council with interest thereon; provided, further, that the Greenville Utilities Commission shall annually transfer to the City, unless reduced by the City Council, an amount equal to six percent (6%) of the difference between the electric and natural gas system's net fixed assets and total bonded indebtedness plus annually transfer an amount equal to fifty percent (50%) of the Greenville Utilities Commission's retail cost of service for the City of Greenville's public

lighting. Public lighting is defined herein to mean City of Greenville street lights and City of Greenville Parks and Recreation Department recreational outdoor lighting. The preparation of a joint financial audit of the City of Greenville and the Greenville Utilities Commission operations by a single auditing firm is intended under the provisions of this charter and existing North Carolina statutes.

Sec. 8. In compliance with the time requirements of Chapter 159 of the General Statutes, the Greenville Utilities Commission shall prepare and submit to the City Council, for approval, a budget for the coming year showing its estimated revenue, expenses, capital expenditures, debt service, and turnover to the City of Greenville. In addition, the budget ordinance must identify construction projects of the Greenville Utilities Commission which include individual contracts in excess of one-half of one percent ( $\frac{1}{2}\%$ ) of the Greenville Utilities Commission's annual budget. City Council approval of the Greenville Utilities Commission's budget will constitute approval of projects so identified and the contracts contained therein. Contracts in excess of one-half of one percent ( $\frac{1}{2}\%$ ) of the Greenville Utilities Commission's annual budget not so identified and approved in the budget ordinance will require separate City Council approval.

Sec. 9. The Greenville Utilities Commission shall approve the employment and remuneration of all officers, agents, independent contractors, and employees necessary and requisite to manage, operate, maintain, improve, and extend the service of said utilities. It is, however, the intention of this Charter that the Greenville Utilities Commission and the City of Greenville will implement and maintain mutual pay plans, personnel policies, and benefits for their respective employees. The Greenville Utilities Commission may require bond in such sum as it may deem necessary, which shall be approved by the City Council, of all officers, agents, and employees having authority to receive money for the Greenville Utilities Commission. The Greenville Utilities Commission shall have the authority to name and designate a person in its employ as secretary of the Greenville Utilities Commission.

Sec. 10. The Greenville Utilities Commission shall have authority at all times to discharge and remove any officer, agent, independent contractor, or employee of the Greenville Utilities Commission.

Sec. 11. All laws and clauses of laws in conflict with this act are hereby repealed, expressly including Chapter 146 of the Public-Local Laws of 1941, entitled "AN ACT TO PROVIDE A PERMANENT UTILITIES COMMISSION FOR THE CITY OF GREENVILLE, IN PITT COUNTY, AND TO REPEAL CHAPTER TWO HUNDRED AND ELEVEN OF THE PRIVATE LAWS OF ONE THOUSAND NINE HUNDRED AND FIVE, AND AMENDMENTS THERETO, RELATING TO THE WATER AND LIGHT COMMISSION OF THE CITY OF GREENVILLE.", except that this act does not revive any act repealed by that act.

The purpose of this act is to revise the charter of the Greenville Utilities Commission and to consolidate herein certain acts concerning the Greenville Utilities Commission. It is intended to continue without interruption those provisions of prior acts which are consolidated into this act so that all rights and liabilities that have accrued are

preserved and may be enforced. This act shall not be deemed to repeal, modify, or in any manner affect any act validating, confirming, approving, or legalizing official proceedings, actions, contracts, or obligations of any kind.

No provision of this act is intended nor shall be construed to affect in any way any rights or interest, whether public or private:

- (1) Now vested or accrued in whole or in part, the validity of which might be sustained or preserved by reference to law to any provisions of law repealed by this act.
- (2) Derived from or which might be sustained or preserved in reliance upon action heretofore taken pursuant to or within the scope of any provisions of law repealed by this act.

All existing ordinances of the City of Greenville and all existing rules and regulations of the Greenville Utilities Commission not inconsistent with provisions of this act shall continue in full force and effect until repealed, modified, or amended.

No action or proceeding of any nature, whether civil or criminal, judicial or administrative, or otherwise pending at the effective date of this act by or against the City of Greenville or the Greenville Utilities Commission shall be abated or otherwise affected by the adoption of this act. If any provisions of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

Sec. 12. This act is effective upon ratification.

In the General Assembly read three times and ratified this the 7th day of July, 1992.

James C. Gardner  
President of the Senate

Daniel Blue, Jr.  
Speaker of the House of Representatives

## Excerpt from the October 9, 1997 City Council Minutes

### REQUEST FOR SEWER SERVICE AT VICTORY VILLAGE MOBILE HOME PARK LOCATED OUTSIDE THE EXTRATERRITORIAL JURISDICTION - DENIED

City Manager Kimble presented information from City staff and the County Manager along with a letter from the Associate School Superintendent. He gave an update on the process that was utilized to evaluate the request.

Motion was made by Council Member Ramey and seconded by Council Member Fridley to deny the request for sewer service at Victory Village Mobile Home Park located outside the extraterritorial jurisdiction. Motion carried unanimously.

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### CONSIDERATION OF AN ORDINANCE ANNEXING VICTORY VILLAGE, SECTION 3, LOCATED ON ROOSEVELT SPAIN ROAD ADJACENT TO BELVOIR ELEMENTARY SCHOOL - NO ACTION TAKEN BECAUSE OF DENIAL OF REQUEST FOR SEWER SERVICE

Because this item was related to the request for sewer service at Victory Village Mobile Home Park, there was no action taken.



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
Time: 7:00 PM

**Title of Item:** Contract award for auditing services

**Explanation:** **Abstract:** This item is to discuss the audit selection process and to approve an audit contract for the fiscal year 2014-2015.

**Explanation:** The process for recruiting for auditing services began on January 30, 2015. The City of Greenville and the Greenville Utilities Commission (GUC) sent Requests for Proposals (RFPs) electronically to firms seeking qualifications for auditing services. These firms were solicited to provide services to audit the City and GUC for the fiscal years ending June 30, 2015 through June 30, 2019.

The deadline for responses was February 10, 2015. Three firms responded to this solicitation. The responses were discussed at the February 11th Audit Committee meeting of the City. Of the three firms responding, all met the minimum criteria; however, Cherry Bekaert is the firm that is recommended for the City and GUC audit for the next five fiscal years.

Each firm's submitted response was evaluated on (1) prior experience, (2) prior experience in North Carolina, (3) organization size and structure, (4) responsiveness of the written proposal, (5) qualification of the staff to be assigned, and (6) costs. Staff also considered the recent experiences that the City and GUC had with the responding firms. Staff has made reference checks to some of Cherry Bekaert's existing clients to confirm their reputation.

Cherry Bekaert as the auditors will provide a fresh set of eyes for the City and GUC. They have not been the assigned auditors for the City in the past 14 years. It is also staff's belief that the City and GUC would be best served by this selection based on the following:

* Experience (Cherry Bekaert is the auditor for most of the top 10 cities and counties within North Carolina)	*Level of integrity/reputation of references
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\*Utilities experience - performed audits for large utilities such as Santee Cooper and Fayetteville PWC

\*History with the City of Greenville/GUC

Although fees were not the main criteria considered in the evaluation of the firms, Cherry Bekaert's fees were within three percent of the other firm (city-wide) over the course of the five year proposed agreement. Attached is the history of firms selected for auditing services. Once this award has been approved, further negotiations may occur with the desired firm.

**Fiscal Note:**

Final costs for auditing services will be determined at the conclusion of the auditor selection process. Funds for the auditing services are in the Financial Services Department's contracted services account.

**Recommendation:**

Select Cherry Bekaert as the audit firm for the City and GUC for the next five years and award a contract for auditing services for the 2014-2015 fiscal year to Cherry Bekaert.

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

Attachments / click to download

 [1\\_pager\\_on\\_Auditor\\_Selection\\_History\\_864583](#)

**Auditor Selection History**  
City of Greenville/GUC  
27-Feb-15

Month & Year of Selector	Committee Members	Firms That Submitted Response	Recommended Firm	# of Years
February 2015	Allen Thomas - Mayor Rose Glover - Council Member Rick Smiley - Council Member Barbara Lipscomb - City Manager Richard Hicks - Interim Assistant City Manager Bernita Demery - Director of Financial Services Kimberly Branch - Sr. Financial Services Manager Tony Cannon - General Manager GUC Jeff McCauley - CFO GUC Keith Jones - Director of Finance GUC	Cherry Bekaert Dixon Hughes McGladrey & Pullen	Cherry Bekaert	5 years
March 2013	Barbara Lipscomb - City Manager Chris Padgett - Interim Asst. City Manager Bernita Demery - Director of Financial Services Kimberly Branch - Financial Services Manager Thompson, Price, Scott, Adams & Co. PA Tony Cannon - General Manager GUC Jeff McCauley - CFO GUC Keith Jones - Director of Finance GUC Members of Audit Committee	Martin Starnes & Associates, CPAs	Martin Starnes & Associates	5 years Completed - 2 years
April 2010	Thom Moton - Asst. City Manager Tony Cannon - Asst. General Manager Bernita Demery - Director of Financial Service Dixon Hughes, PLLC Kimberly Branch - Financial Services Manager Thompson, Price, Scott, Adams & Co. PA Jeff McCauley - CFO GUC Keith Jones - Director of Finance GUC	Martin Starnes & Associates, CPAs McGladrey & Pullen, CPAs Bernita Demery Dixon Hughes, PLLC Thompson, Price, Scott, Adams & Co. PA Clifton Gunderson, LLP	McGladrey & Pullen	5 years Completed - 3 years
April 2003	Rose Glover - City Council Chip Little - City Council Charles Davis - GUC Board Christopher Jenkins - GUC Board Sheppard Memorial Library Member CVA Board Member Marvin Davis - City Manager Bill Richardson - Deputy City Manager Bernita Demery - Director of Financial Services Yvonne Frazier - Financial Services Manager Malcolm Green - GUC General Manager Warren Newton - Director of Finance GUC Willie Nelms - Library Debbie Vargas - CVA	Thomas, Price, Scott, Adams, & Co. McGladrey & Pullen, LLP Cox, Gibbs, & Thomas, PLLC Martin Starnes & Associates, CPAs	Martin Starnes & Associates	7 years
April 1996	Robert Ramey - City Council Valerie Dixon - GUC Willie Nelms - Library Bernita Demery - Director of Financial Services Mark Larson - Director of Finance GUC Angela Williams - City Chief Accountant Donald Hudson - Asst. Finance Director GUC Lynn Branch, Business Manager, Library	McGladrey & Pullen Cherry, Bekaert, & Holland Dixon Odom & Co.	Cherry, Bekaert & Holland	7 years
February 1993	Ruffis Huggins - Mayor Pro Tem Jerry Carson - GUC Willie Nelms - Library Bernita Demery - Director of Financial Service McGladrey & Pullen Mark Larson - Director of Finance GUC Samuel Hodges - Chief Accountant Donald Hudson - Asst. Finance Director GUC	John C. Proctor & Co. Pete Marwick & Co. Deloitte & Touche McGladrey & Pullen	Deloitte and Touche	3 years



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
Time: 7:00 PM

**Title of Item:** Review of Potential Capital Reserve Funded Projects

**Explanation:** **Abstract:** Each year the City Council reviews the amount of unappropriated fund balance that is available for appropriation for Capital Projects.

**Explanation:** At the January City Council Retreat, the Council discussed potential projects that could be funded from reserve funds based on the annual audited year-end results for the fiscal year ending June 30, 2014.

Attached is a computation of the 14% of unassigned General Fund Balance. Based on this computation and the existing policy, the Council would have the discretion to allocate \$5,537,579 of the reserves for various capital projects.

Also attached is a summary of the Fund Balance that has been appropriated in the current FY 14/15 Budget. Based on current appropriations, the amount of Fund Balance that has been appropriated in the General Fund, as of January 2015, is \$7,024,850.

Using the January 2015 Month-End Financial Report, the General Fund is projected to collect revenues of \$76,603,457. The projected revenues do not include any of the appropriated Fund Balance. Expenditures are projected to be \$77,539,634. Based on these projections, the City would only use \$936,178 of the \$7,024,850 appropriated Fund Balance.

Based on the 14% reserve, the City would have \$5,537,579 available for appropriation for capital projects. Since its anticipated using \$936,178 of the Fund Balance, this number would need to be reduced by that amount. There were over \$4 million of Capital Projects included in the FY 14/15 budget, and it is estimated that 40% or \$1.9 million will not be completed prior to June 30, 2015. A continuation of some of these projects into FY 15/16 could further reduce the amount of available appropriation. The current FY 15/16 budget also includes a \$200,000 contingency which further reduces the amount available for appropriation. There may also be some encumbrances at the end of the current

budget year that will have to be carried over, but that number is currently unknown, and will not be available next budget year. Taking all of this into consideration, the amount projected to be available for appropriation could be lower than the \$4.6 million (see attached schedule). There are still a lot of uncertainties regarding the current FY 14/15 budget that will become clearer with the actual results as of 6/30/2015. Due to the uncertainties, the City Council may want to appropriate a smaller amount to Capital Projects at this time.

**Fiscal Note:**

Any appropriation to Capital Projects would be made from the Unassigned Fund Balance within the 14% Policy.

**Recommendation:**

Authorize appropriations of \$535,000 for the Town Commons Improvements (\$250,000), the Tar River Legacy Plan Improvements (\$200,000), and the Town Common Boat Ramp Replacement (\$85,000). It is further recommended that the South Greenville Gym Project be financed over a 15-year period with an estimated annual debt service of \$175,000. This would require an appropriation in the FY 2015/2016 budget for 1/2 of the first payment. Additionally, it is recommended that Council delay any appropriation of funds for the park land acquisition (\$500,000) until a more detailed investigation of costs can be completed and delay the Fire/Rescue Shelter (\$275,000) until the Fire and Police Departments coordinate vehicle storage needs and are ready to make a recommendation.

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**Attachments / click to download**

[Fund Balance Appropriated](#)

[Capital Reserve Update Caculation 652347](#)

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**FUND BALANCE APPROPRIATED**

FY 14/15 Budget Included \$1,964,421 of Fund Balance Appropriated. The appropriations were as follows:

<b>Community Development</b>	
Historic Loan Pilot Project	70,000
Façade Grant Award	47,040
<b>Recreation and Parks</b>	
South Greenville Project	200,000
ADA Improvements	27,000
<b>Fire and Rescue</b>	
#3 Parking Lot Improvements	139,551
<b>Public Works</b>	
Public Works and Purchasing Relocation	695,367
Park Maintenance Shop Improvements	144,755
City Hall Roof Replacement	127,789
Municipal Building Roof Replacement	64,440
Municipal Building Waterproof	45,714
Traffic Services Building Improvement	74,411
City Hall Upgrade	49,562
Contingency	150,000
Powell Bill Carryovers	128,792
<b>Total Costs</b>	<b>1,964,421</b>

**2nd Adjustment to FY 14/15 Fund Balance**

Carryover for Encumbrances (Items Ordered or Purchase Orders Issued May/June 2014 and Paid From FY 14/15 Budget)	2,268,781
<b>Total Costs</b>	<b>4,233,202</b>

**3rd Adjustment to FY 14/15 Fund Balance**

General Fund Street Improvements	2,325,000
Powell Bill Street Improvements	325,000
Tar River Study	11,839
BANA/ERP	2,284
Donation Carryover	146,098
Reduction in Housing Transfer	-123,040
Pay Station for Capital Reserve	18,369
National Night Out	8,000
Dickinson Avenue Study	78,098
<b>Total Costs</b>	<b>2,791,648</b>
<b>Current Fund Balance Appropriation</b>	<b>7,024,850</b>

**JANUARY RECONCILIATION (7 MONTHS)**

<b>January Month-End Revenue Projections</b> (Does Not Include Any Fund Balance)	76,603,457
<b>January Month -End Expenditure Projections</b>	77,539,634
<b>Revenues Over/Under Expenditures</b>	-\$936,178

**Of the Current \$7,024,850 of Fund Balance Appropriated, current projections indicate that only \$936,178 of this will be spent by 6/30/15**

**CAPITAL RESERVE APPROPRIATIONS**

Computation of Amount Available for Transfer to Reserve After Meeting 14% Reserve	\$5,537,579
Fund Balance Use Projected for FY 14/15	-\$936,178
Total Projection Available for Appropriation	\$4,601,401
<b>City Manager's Recommendations</b>	
Town Common Improvements	-250,000
Tar River Legacy Improvements	-200,000
Town Common Boat Ramp Replacement	-85,000
Balance Available for Future Appropriation	4,066,401
<b>Other Potential Impacts on Available Appropriation</b>	
Potential Carryover Remaining 40% of Capital Projects Funded in FY 14/15 Yet Not Complete	\$1,960,565
Carryover Encumbrances From FY 14/15	?

# Council Business - Other

2

Capital Reserve

1.9M

Town Commons	250K
Tar River Legacy	200K
Park Land Acquisition	500K
Town Common Boat Ramp	85K
Fire Rescue Shelter	275K
Downpayment S. Greenville Gym	600K

(K)  
1111

Summer youth program

\* Budget reflects \$.01 of tax increase



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
Time: 7:00 PM

**Title of Item:** Proposed Bond Referendum projects

**Explanation:** **Abstract:** At the City Council Planning Retreat in January, the Council discussed potential projects for a future bond referendum. Further discussion by Council is needed to develop a final project list for a proposed referendum.

**Explanation:** Potential projects for a future bond referendum were discussed by City Council at their Planning Retreat in January. Further discussion is needed to develop a final project list for a proposed referendum. Attached is a proposed project schedule based on Council's direction at the Planning Retreat.

The proposed bond includes a list of projects at an approximate cost of \$19,800,000. The cost estimate to issue the bonds would be \$150,800, for a total cost of \$19,950,800. The projects listed in Option 1 are the Street Light Improvements (\$2,000,000), the Street Improvements (\$10,000,000), the Master Plan Sidewalk Improvements (\$2,100,000), the 10th Street Connector (\$1,750,000), the Eastside Greenway Improvements (\$2,000,000), and Phase II of the Fifth Street Corridor (\$1,950,000). Currently, the City's tax rate will generate \$597,110 per penny. A budgeted expenditure of \$618,000 will cover approximately \$7,000,000 of bond indebtedness. A 3.63 cent tax rate would generate \$2,178,000 of revenue, which would cover the average debt service in the first 2 years based on an interest rate of 3.92%. There is also included a list of potential projects that are not included in the bond proposal, as well as any potential impact on future operating costs.

Per the request of a Council Member, staff has also developed an Option 2 which reduces the project costs to \$13,800,000. The projects listed in Option 2 include Street Improvements (\$8,000,000), Sidewalk Improvements (\$2,100,000), the 10th Street Connector (\$1,750,000), and Phase II of the Fifth Street Corridor (\$1,950,000). A 2.52 cent tax rate would generate \$1,517,827 of revenue, which would cover the average debt service in the first 2 years based on an interest rate of 3.92%. This option reduces the Street Improvements to \$8,000,000 and eliminates the Street Lighting Improvements. Further, a choice of either Eastside

Greenway Improvements or the West Fifth Street Streetscape project would need to be made. The reduction or elimination of certain projects probably will adversely impact the funding for the proposed TIGER Grant as currently developed.

Alternately, Council may wish to develop a different approach entirely for either option.

**Fiscal Note:**

By adding additional streetlights, the annual operating cost for those lights is estimated to be \$186,000. If the NCDOT agrees to improvements to the Airport Corridor along Memorial Drive, the City's Annual Corridor Contract with NCDOT would increase. There will also be additional annual maintenance associated with the new greenway.

**Recommendation:**

Develop final project list for proposed bond referendum

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**Attachments / click to download**

 [Bond Options Info](#)

 [2015 GO Schedule 999361](#)

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## GENERAL OBLIGATION BOND REFERENDUM SCHEDULE

April 2015	Meet with Financial Advisors and Special Counsel
Late April 2015	Pre-application meeting/call with the Local Government Commission staff Finalize GO project list, Start selecting Campaign Oversight Committee and developing organization and resources
May 11, 2015	City Council adopts (1) Resolution directing publication of notice of intent to apply to the Local Government Commission (LGC), (2) Resolution authorizing the Director of Financial Services to apply to the LGC, and (3) Resolution making certain findings of fact
Week of May 11	Publish Notice of Intent in the newspaper of general circulation (have to wait 10 days after publication of Notice of Intent before applying to LGC)
Week of May 25	File Application with LGC and prepare Sworn Statement of Debt (receive letter from LGC confirming receipt of Application, which must occur before the Bond Orders are introduced)
June 11, 2015	Introduce the Bond Orders at the City Council Meeting; City Council adopts the Resolution setting public hearing on the Bond Orders on August 13, 2015; File Sworn Statement of Debt with the City Clerk
By July 29, 2015	Publish Notices of Public Hearing on the Bond Orders in the newspaper of general circulation
August 5, 2015	Deliver ballot language to the Pitt County Board of Elections
August 13, 2015	City Council holds public hearing on adoption of the Bond Orders; City Council adopts (1) the Bond Orders at the conclusion of the public hearing and (2) the Resolution setting a Special Bond Referendum
August 14, 2015	City Clerk delivers certified copy of the Resolution setting a Special Bond Referendum to the Pitt County Board of Elections
August 18, 2015	City publishes Bond Orders as adopted in the newspaper of general circulation ( <i>The Daily Reflector</i> )
NLT Aug. 19, 2015	Submit Joint Legislative Committee on Local Government (JLCOLG) notice (at least 45 days before LGC meeting)
August 24, 2015	Publish first Notice of Special Bond Referendum in the newspaper of general circulation (Not less than fourteen days before last day to register to vote for Bond Referendum – October 9; NLT Sept. 25, 2015)

## GENERAL OBLIGATION BOND REFERENDUM SCHEDULE

September 7, 2015 Publish second Notice of Special Bond Referendum in the newspaper of general circulation (Not less than seven days before last day to register to vote for Bond Referendum – October 9; NLT Oct. 2, 2015)

October 6, 2015 LGC agenda for approval

November 3, 2015 Referendum

### **After**

November 2015 Adoption of Certificate of Canvass by the Pitt County Board of Elections

December 7, 2015 City Council adopts Resolution Certifying and Declaring Results of Special Bond Referendum

December 14, 2015 Publish Statement of Result in the newspaper of general circulation

TBD Rating Agency Presentation

**City of Greenville, North Carolina  
General Obligation Bonds**

*Costs of Issuance*

	<b>New Money</b>	<b>New Money</b>
<b>Professional:</b>	<b>\$19,800,000</b>	<b>\$13,800,000</b>
Bond Counsel Fee	\$60,000	\$60,000
Out of Pocket Expenses		
Financial Advisor Fee	44,800	38,800
Out of Pocket Expenses		
Moody's	17,500	17,500
Standard & Poor's	17,500	17,500
Local Government Commission Misc.	6,000	6,000
Miscellaneous	5,000	5,000
<b>Total</b>	<b>\$150,800</b>	<b>\$144,800</b>

**Potential Bond Projects Discussed at Council Retreat - Option 1**

Street Lighting Improvements	\$2,000,000	(New Lights/Increase Wattage Existing)
Street Improvements	\$10,000,000	
Sidewalk Improvements - Master Plan	\$2,100,000	
10th Street Connector (Including Evans St. Gateway)	\$1,750,000	
Eastside Greenway Improvements	\$2,000,000	(100% City Funded)*
Phase II - Fifth Street Corridor (Updated Estimate)	\$1,950,000	
<b>Total Estimated Project Costs</b>	<b>\$19,800,000</b>	<b>(Estimated Bond Issue Costs: \$150,800)</b>

1¢ Tax Rate Generates \$597,110 in Revenue  
 \$700,000 Will Cover Approximately \$7 Million of Bond Indebtedness  
 These Proposed Projects Would Require Approximate 3¢ Tax Increase

**Projects Not Included In Proposal**

TIGER Projects (20% Local Cost Share)	\$1,200,000	
Bus Stop Improvements	0	(10 Currently Waiting for Installation)
Airport Corridor Improvements - DOT Funded	0	(NC DOT Cost)**

**Impact on Annual Operating Costs**

Additional Annual Streetlight Costs	\$186,000
Increase in Annual NCDOT Corridor Contract to Cover Costs For Airport Corridor	\$50,000 ±
Potential Greenway Maintenance Costs	\$16,000
<b>Total Annual Operating Costs</b>	<b>\$252,000</b>

\* Project Was Submitted But Did Not Qualify Under NC DOT Criteria

Option  
Financing

**City of Greenville, North Carolina**  
**General Obligation Bonds**  
*Estimated Market Rates as of March 10, 2015*

	<b>\$19,800,000</b>			<b>\$19,800,000</b>		
	<b>Public Offering at Current Rates</b>			<b>Public Offering at Current Rates + 0.75%</b>		
	Principal	Interest	Debt Service	Principal	Interest	Debt Service
6/30/2017	\$ 990,000	\$ 1,148,318	\$ 2,138,318	\$ 990,000	\$ 1,333,530	\$ 2,323,530
6/30/2018	990,000	900,900	1,890,900	990,000	1,041,975	2,031,975
6/30/2019	990,000	871,200	1,861,200	990,000	1,004,850	1,994,850
6/30/2020	990,000	831,600	1,821,600	990,000	957,825	1,947,825
6/30/2021	990,000	792,000	1,782,000	990,000	910,800	1,900,800
6/30/2022	990,000	742,500	1,732,500	990,000	853,875	1,843,875
6/30/2023	990,000	693,000	1,683,000	990,000	796,950	1,786,950
6/30/2024	990,000	643,500	1,633,500	990,000	740,025	1,730,025
6/30/2025	990,000	594,000	1,584,000	990,000	683,100	1,673,100
6/30/2026	990,000	544,500	1,534,500	990,000	626,175	1,616,175
6/30/2027	990,000	495,000	1,485,000	990,000	569,250	1,559,250
6/30/2028	990,000	445,500	1,435,500	990,000	512,325	1,502,325
6/30/2029	990,000	396,000	1,386,000	990,000	455,400	1,445,400
6/30/2030	990,000	346,500	1,336,500	990,000	398,475	1,388,475
6/30/2031	990,000	297,000	1,287,000	990,000	341,550	1,331,550
6/30/2032	990,000	247,500	1,237,500	990,000	284,625	1,274,625
6/30/2033	990,000	198,000	1,188,000	990,000	227,700	1,217,700
6/30/2034	990,000	148,500	1,138,500	990,000	170,775	1,160,775
6/30/2035	990,000	99,000	1,089,000	990,000	113,850	1,103,850
6/30/2036	990,000	49,500	1,039,500	990,000	56,925	1,046,925
<b>Total</b>	<b>\$ 19,800,000</b>	<b>\$ 10,484,018</b>	<b>\$ 30,284,018</b>	<b>\$ 19,800,000</b>	<b>\$ 12,079,980</b>	<b>\$ 31,879,980</b>

Total Proceeds: \$ 22,997,294  
 Delivery Date: 3/2/2016  
 First Interest: 12/1/2016  
 First Principal: 6/1/2017  
 Cost of Issuance: \$ 140,800  
 Underwriter's Discount: \$ 99,000  
**All-In True Interest Cost: 3.19%**  
 Yields: 0.17% - 3.20%

Total Proceeds: \$ 22,997,294  
 Delivery Date: 3/2/2016  
 First Interest: 12/1/2016  
 First Principal: 6/1/2017  
 Cost of Issuance: \$ 140,800  
 Underwriter's Discount: \$ 99,000  
**All-In True Interest Cost: 3.92%**  
 Yields: 0.92% - 3.95%

**Option 2 Reduce Bonds Projects to Approximately \$14,000,000**

Street Improvements	\$8,000,000
Sidewalk Improvements	\$2,100,000
10th Street Connector (Including Evans St. Gateway)	\$1,750,000
Phase II - Fifth Street Corridor (Update Estimate)	\$1,950,000
<b>Total Estimated Project Costs</b>	<b>\$13,800,000 (Estimated Bond Issue Costs: \$144,800)</b>

These Projects Would Require Approximate 2¢ Tax Increase to Cover \$14,000,000 in Debt

**Projects Not Included In Option 2**

Street Lighting Improvements	\$2,000,000
Street Improvements (Reduction)	\$2,000,000 *
Eastside Greenway Improvements	\$2,000,000 (100% City Funded)**
Bus Stop Improvements	0 (10 Currently Waiting for Installation)
Airport Corridor Improvements - DOT Funded	0 ***
<b>Total Estimated Project Costs</b>	<b>\$6,000,000</b>

**Impact on Annual Operating Costs** **None**

- \* Certain Projects Associated With City Share of Potential TIGER Grant May Not Be Included
- \*\* Project Was Submitted And Did Not Qualify Under NC DOT Criteria
- \*\*\* Should NC DOT Fund, the Impact to City Annual Operating Budget is Anticipated to be \$50,000

Option 2  
Financing

City of Greenville, North Carolina  
General Obligation Bonds  
Estimated Market Rates as of March 10, 2015

	\$13,800,000			\$13,800,000		
	Public Offering at Current Rates			Public Offering at Current Rates + 0.75%		
	Principal	Interest	Debt Service	Principal	Interest	Debt Service
6/30/2017	\$ 605,000	\$ 699,380	\$ 1,304,380	\$ 610,000	\$ 815,637	\$ 1,425,637
6/30/2018	600,000	548,650	1,148,650	610,000	637,188	1,247,188
6/30/2019	605,000	530,650	1,135,650	610,000	614,313	1,224,313
6/30/2020	605,000	506,450	1,111,450	605,000	585,338	1,190,338
6/30/2021	605,000	482,250	1,087,250	605,000	556,600	1,161,600
6/30/2022	605,000	452,000	1,057,000	605,000	521,813	1,126,813
6/30/2023	605,000	421,750	1,026,750	605,000	487,025	1,092,025
6/30/2024	605,000	391,500	996,500	605,000	452,238	1,057,238
6/30/2025	605,000	361,250	966,250	605,000	417,450	1,022,450
6/30/2026	605,000	331,000	936,000	605,000	382,663	987,663
6/30/2027	605,000	300,750	905,750	605,000	347,875	952,875
6/30/2028	605,000	270,500	875,500	605,000	313,088	918,088
6/30/2029	605,000	240,250	845,250	605,000	278,300	883,300
6/30/2030	600,000	210,000	810,000	605,000	243,513	848,513
6/30/2031	600,000	180,000	780,000	605,000	208,725	813,725
6/30/2032	600,000	150,000	750,000	605,000	173,938	778,938
6/30/2033	600,000	120,000	720,000	605,000	139,150	744,150
6/30/2034	600,000	90,000	690,000	605,000	104,363	709,363
6/30/2035	600,000	60,000	660,000	605,000	69,575	674,575
6/30/2036	600,000	30,000	630,000	605,000	34,788	639,788
<b>Total</b>	<b>\$ 12,060,000</b>	<b>\$ 6,376,380</b>	<b>\$ 18,436,380</b>	<b>\$ 12,115,000</b>	<b>\$ 7,383,574</b>	<b>\$ 19,498,574</b>

Total Proceeds: \$ 14,007,738  
 Delivery Date: 3/2/2016  
 First Interest: 12/1/2016  
 First Principal: 6/1/2017  
 Cost of Issuance: \$ 144,800  
 Underwriter's Discount: \$ 60,300  
 All-In True Interest Cost: 3.24%  
 Yields: 0.17% - 3.20%

Total Proceeds: \$ 14,006,519  
 Delivery Date: 3/2/2016  
 First Interest: 12/1/2016  
 First Principal: 6/1/2017  
 Cost of Issuance: \$ 144,800  
 Underwriter's Discount: \$ 60,575  
 All-In True Interest Cost: 3.97%  
 Yields: 0.92% - 3.95%



# City of Greenville, North Carolina

Meeting Date: 3/19/2015  
Time: 7:00 PM

**Title of Item:** Revisions to the City of Greenville Neighborhood Traffic Calming Guidelines

**Explanation:** **Abstract:** The current City of Greenville Neighborhood Traffic Calming Guidelines were first incorporated as City policy in 2001. This policy was amended in 2008. The intent of this revision is to update the existing policy to best practices and similar policies of other cities in North Carolina.

**Explanation:** The current Neighborhood Traffic Calming Guidelines were last updated in 2008. The guidelines were reviewed and compared to current policies in other cities. Additional goals of the study were established to:

- Place more emphasis on speed (rather than volume);
- Create a special conditions section to address unique location variables (such as parks); and
- Investigate removing accidents from the point rating system.

The reasons for these goals are listed as follows:

1. Historical evidence of previous requests in Greenville has shown that there are locations that exhibit speeding problems but do not have sufficient volume to satisfy the remaining warrants.
2. There was additional concern for any roadway having a neighborhood park along its limits. The presence of a neighborhood park along a neighborhood roadway should contribute to the governing criteria, given the added vehicular and foot traffic that a park attracts.

## Research Results

Based on the information researched from other cities and review of past requests in Greenville, a new point system table has been established considering variables unique to Greenville. This point system differs from the existing point system as follows:

- Based on a 100 point maximum system;
- Establishes a scale for low and high priority locations;
- 30 to 60 points (low priority);
- Greater than 60 points (high priority); and
- Places emphasis on speed rather than volume.

It was also recognized that many candidate locations have unique operational characteristics. There was a desire to add a “special case” section in the policy to cover locations that could benefit from traffic calming that did not meet the typical criteria established in the points table.

This new section would be inserted following the criteria points table. Traffic calming would additionally be eligible as follows:

- A neighborhood City park is located on that street within the original limits of the traffic calming request.

#### Recommendation

Public Works is recommending that the Neighborhood Traffic Calming Guidelines point system table be revised for the following reasons:

1. The point structure in the new table (based on 100 points maximum attainable) represents current best practices in similar cities in North Carolina, specifically Raleigh and Wake Forest.
2. The point structure of this table places more emphasis on speed.
3. The new point structure establishes a low-priority threshold and a high-priority threshold.

Staff also recommends that the “Special Conditions” section be incorporated in this policy update as well. The new points system criteria and Special Conditions section are attached.

#### **Fiscal Note:**

It is estimated that the changes outlined in this brief could increase the number of approved requests by 10% to 25%. Since the yearly budget for traffic calming is currently set at \$30,000 and is generally exhausted annually, a budget increase for traffic calming would be necessary to accommodate additional requests.

#### **Recommendation:**

Incorporate the changes outlined in this brief and approve the revised Neighborhood Traffic Calming Guidelines.

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**Attachments / click to download**

 [Traffic Calming Guidelines](#)

 [Traffic Calming Criteria and Special Conditions](#)

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Traffic Calming for local residential streets within the City of Greenville is determined by the following point system (minimum of 30 points required):

CRITERIA	BASIS FOR POINT ASSIGNMENT	POINTS
Speed	<b>0 to 45 points:</b> 3 points assigned for every 1 mph of the 85 <sup>th</sup> percentile speed that exceeds the posted speed limit (example: 28 mph for 25 mph posted speed limit = 9 points)	
Pedestrian Activity	<b>0 to 20 points:</b> 5 points assigned for each school, church, bus stop, public park, community center, senior center, senior living facility or shopping center that is likely to generate a significant number of pedestrians crossing on the traffic calmed street. <b>5 points:</b> 5 points if there are no sidewalks present	
Volume	<b>0 to 20 points:</b> 4 points assigned for every 400 vehicles per day	
Other Factors	<b>0 to 10 points:</b> 5 points assigned for each road condition (such as Sight Distance problems) that can be improved with traffic calming measures.	
<b>TOTAL POINTS</b>	<b>100 Points Maximum Score*</b>	

\* Traffic Calming Device recommendation(s) are made based on severity of the problem – scores between 30 and 60 are identified as low priority projects and scores above 60 are high priority projects.

Special Conditions and Considerations

In addition to the previously listed technical criteria, the following condition may warrant the installation of a traffic calming device:

- A neighborhood City park located on the street within limits of the traffic calming request.

# City of Greenville

## Neighborhood Traffic Calming Guidelines

Presented by:  
The City of Greenville  
Public Works Department  
Engineering Division



Adopted: October 11, 2001  
Revised: December 8, 2008

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## **City of Greenville Neighborhood Traffic Calming Guidelines**

### Purpose

The City of Greenville continually strives to strengthen and protect its neighborhoods by improving the quality of life in residential areas. Traffic conditions on residential streets can greatly affect neighborhood livability. Speeding traffic and unnecessary through traffic in neighborhoods create safety hazards on residential streets. When traffic problems become a daily occurrence, our sense of community and personal well-being are threatened.

In 1997, the City of Greenville began its *Traffic Calming Pilot Program* to assess the methods of studying, planning with neighborhood residents, and applying traffic calming strategies. The Westhaven, Moyewood, Lynndale/Grayleigh, East Meadowbrook, Brook Valley, and Lake Ellsworth neighborhoods were studied and traffic calming devices were installed. The *City of Greenville Neighborhood Traffic Calming Guidelines* was developed to guide City staff and inform residents about the processes and procedures for implementing traffic calming on residential streets. Under the *Guidelines*, the City's Engineering Division of the Public Works Department will work with residents to identify traffic problems in their neighborhoods and seek appropriate solutions.

The primary purpose of the *City of Greenville Neighborhood Traffic Calming Guidelines* is to describe several important procedures. First, the *Guidelines* outline how citizens can request that their street or streets be added to the list of streets being evaluated by the City. Second, the *Guidelines* describe in detail how the City will evaluate streets and neighborhoods for Traffic Calming. Finally, procedures are outlined to develop and implement a plan for traffic calming in a neighborhood once a traffic calming project has been selected.

The City of Greenville is committed to obtaining significant levels of citizen participation when developing traffic calming projects. Experience in other cities and through the aforementioned *Traffic Calming Pilot Project Program* has shown that traffic calming projects that are implemented without involving the neighborhood are typically unsuccessful, often resulting in the removal of traffic calming measures. The City's goal is to give the people who live and work in the project area the opportunity to become actively involved in the planning and decision-making process. The *City of Greenville Neighborhood Traffic Calming Guidelines* clearly outlines the methodology for including neighborhood residents.

### Qualifying Criteria for Traffic Calming Devices

In order to qualify for traffic calming devices under the City of Greenville Neighborhood Traffic Calming Program, the roadway being considered for the traffic calming device(s):

- Must be a City-maintained public street classified as a two-lane standard residential or minor residential street under the City of Greenville's *Manual of Standard Designs and Details (MSDD)*.

- Must have a roadway width of less than or equal to 40 feet (back-of-curb to back-of-curb).
- Must have a posted speed limit of 25 mph.

Traffic Calming for local residential streets within the City of Greenville is determined by the following point system:

<b>Program Warrant</b>	<b>Criteria</b>	<b>Number of Points Possible</b>	<b>Points Awarded</b>
85 <sup>th</sup> Percentile Speed	1-5 mph	0	
	6-10 mph	3	
	11 mph >	5	
Daily Vehicle Volume	0 - 800	0	
	800-1000	1	
	1000-1499	2	
	1500 - >	3	
Crash Data per Year	1 – 3	1	
	4 - >	2	
Sidewalks	Sidewalks or wide shoulders present	0	
	No sidewalks present	1	
Pedestrian Volume	Pedestrian oriented facility within a ¼ mile of petition area, such as a City Park	1	
	Schools within a ¼ mile radius of petition area	2	
<b>Total Points Awarded (*)</b>			

(\*) Minimum of six (6) points is required to be considered for traffic calming devices.

### Procedure for Applying for Traffic Calming Devices

1. Residents of the proposed traffic calming project area must initiate the process via a letter from the neighborhood contact person to the City Traffic Engineer. The City Traffic Engineer, with assistance from other staff of the City Engineering Division of the Public Works Department, will determine the “area of influence” affected by the proposed traffic calming devices. This “area of influence” also includes streets that have a potential of being used as detours to avoid the traffic calming devices.

2. After the initial contact, the City Traffic Engineer sends out to the neighborhood contact person:
  - A letter (see Appendix A for a sample)
  - A copy of the *City of Greenville Neighborhood Traffic Calming Guidelines*
  - A copy of the Traffic Calming Request Form (See form in Appendix B)
3. The Traffic Calming Request Form is returned to the City Traffic Engineer.
4. Before the petition process is begun, the City Traffic Engineer will analyze the results of the survey and determine if the area meets the criteria for traffic calming (see “Qualifying Criteria for Traffic Calming Devices” above).  
Data to be collected and reviewed is as follows:
  - Roadway classification
  - Roadway width
  - Traffic speed data
  - Traffic volume data
  - Crash data per year
  - Pedestrian volume
5. A letter is sent to the neighborhood contact person(s) notifying them of the outcome of the study. If the data does not meet the above criteria, alternative measures are offered for discussion. If the data meets the criteria, an information package is sent that includes a petition form and a map on which the required petition area (“area of influence”) is indicated.
6. The petition (Appendix C) must be returned to the City Traffic Engineer. The petition must have a minimum of 75 percent of the households and businesses signatures in the “area of influence.” Each household or business is counted as one residence or business in computing the total number of household or businesses, and only one person per household or business is required to sign the petition on behalf of that address (obtaining signature of both owners and renters is desirable but not necessary). If the percentage of signatures does not meet the minimum requirement stated above, the process is stopped. If enough signatures are obtained, a letter from the City Traffic Engineer is sent to the neighborhood contact. See sample letters in response to the petitions in Appendix D and E.
7. The site data and site inspections are used to evaluate the traffic calming device(s) (speed hump, traffic circle, diverter, etc.). An initial traffic calming neighborhood meeting is held with residents and businesses within the “area of influence.” At the meeting, residents and businesses will have the opportunity to present their concerns and ideas. The meeting location, date, and time will be advertised in advance (usually a week to 10 days prior to the meeting) to all residents and businesses (owners and renters) within the “area of influence” via appropriate methods (ex: direct mail, door hangers, a sign at the entrance to the neighborhood). The meeting will also take place when and where it is convenient for most residents.
8. Taking the data and information given by the residents and businesses at the initial traffic calming neighborhood meeting, the City Traffic Engineer, with assistance from the

Engineering Division staff, will develop a preliminary traffic calming plan with devices identified and located. This preliminary plan will be presented at a preliminary traffic calming plan neighborhood meeting to the residents and businesses in the “area of influence.” If necessary, another neighborhood meeting will be held to finalize the plan and details.

9. Once the traffic calming plan is approved (and funds permit), construction will begin to put the devices in place. The City reserves the right to identify the type and location of all traffic calming devices.

## Funding

The City will absorb all costs for requests in qualifying areas (see “Qualifying Criteria for Traffic Calming Devices” above). The residents must also agree to maintain any landscaping via an agreement with the City.

## Types of Traffic Calming Devices

- Speed Hump: A long platform from 14-22 feet in length. Its main purpose is to reduce the speed of vehicles. They are usually 21 feet in size. See specifications in Appendix F and G.
- Traffic Circle: These are used to reduce vehicle speeds by creating a diversion from a straight-line path to a slight curve around an island. See specifications in Appendix H and I.
- Diverter: A channelized island used to divert traffic away from an area by prohibiting certain vehicular movements.
- Edge Line Pavement Markings: A pair of solid 6-inch white lines 20 feet apart are placed, preferably without a centerline, to slow vehicle speeds. The solid white edge line delineates the travel lanes from the parking area.

## Requirements for Specific Traffic Calming Devices

1. Speed Humps
  - The grade of the roadway must be less than or equal to 8 percent.
  - The roadway should have a horizontal radius of less than or equal to 300 feet.
  - If this treatment is recommended by staff, all adjacent property owners must approve the location.
  - The roadway is not the primary emergency vehicle route. The City Traffic Engineer will contact the Police and Fire/Rescue Departments to determine if the speed hump will interfere with the response to emergency calls.
2. Traffic Circles
  - If landscaping is installed, the residents must agree to install and maintain vegetation via an agreement with the City.
  - This must be a 4-way intersection.

3. Diverters
  - If landscaping is installed, residents agree to install and maintain vegetation via an agreement with the City.
  - A documented significant cut-through problem should exist.
4. Edge Line Pavement Markings
  - Streets should have a minimum width of 36 feet (back-of-curb to back-of-curb).
  - On-street parking should show underutilization.
  - The marking should be a maximum of 8 feet from edge line to face of curb (or 6 feet from edge of pavement) to prevent confusing the outside area with a travel lane.

### Placement of Traffic Calming Devices

1. Speed Humps
  - Humps should be placed at least 400 feet apart.
  - The stopping sight distance should be greater than or equal to 200 feet.
  - Speed humps should be at least 200 feet from an intersection.
  - They should be as close to property lines as possible.
  - If possible, the humps should be placed under streetlights for greater visibility.
  - They should be placed at least 10 feet from driveways.
2. Traffic Circles
  - The typical placement of a traffic circle is in the middle of a four-way intersection. The size of the intersection determines the exact placement and size of the traffic circle.
3. Diverters
  - The typical placement of diverters are at intersections. The size and shape of the diverter will depend on the vehicular movements being prohibited at the intersection.
4. Edge Line Pavement Markings
  - White solid edge lines are spaced 20 feet apart, preferably without a centerline.
  - The width of the line is 6 inches.
  - The shoulder width from the edge of pavement to the center of the edge line shall be no greater than 6 feet.
  - The shoulder area is intended to primarily separate parking areas from travel lanes.

## Appendix A

### Sample Letter from City Acknowledging Traffic Calming Request

Date

Name

Address

City, State, Zip

Dear <Name>

This is in reference to your recent letter regarding traffic concerns in the <name of neighborhood> neighborhood.

The Greenville Public Works Department is currently reviewing requests for traffic calming devices on a first-come first-serve basis. The requested neighborhood has been added to our request list and will be evaluated for traffic calming devices in accordance with our ***Neighborhood Traffic Calming Guidelines***. We expect to collect traffic count data <insert date>. Once we have completed our initial analysis, we will notify you of our findings.

Enclosed is an information package to be used in formally applying for traffic calming devices. Included is a copy of the City of Greenville Neighborhood Traffic Calming Guidelines and a traffic calming request form. Please complete the traffic calming request form and return to me at the enclosed address.

We appreciate your concern for roadway safety. Should you have any further questions or need additional information, please contact me at 329-4678.

Sincerely,

<Name>

City Traffic Engineer

Enclosures

Appendix B

**Traffic Calming Request Form**

**This section is to be filled out by the Neighborhood Contact Person:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone (day): \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Street: \_\_\_\_\_

What is the Nature of the problem and where is it occurring? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----  
**Qualifying Criteria Checklist (this section is to be verified and filled out by the City Traffic Engineer):**

- This street is a City-maintained public street classified as a two-lane standard residential or minor residential under the City of Greenville's *Manual of Standard Designs and Details (MSDD)*.
- This street has a roadway width of less than or equal to 40 feet (back-of-curb to back-of-curb).
- The street has a posted speed limit of 25 mph.
- The street obtains a minimum of six (6) points on the criteria chart.

Note: This is a request for the consideration of installing a traffic calming device on the street noted. The criteria for placement of these devices must be met before installation can occur. This form does not guarantee that a device will be placed in the above-mentioned area.



## Appendix D

### Sample Insufficient Number of Signatures on Petition Letter

Date

Name

Address

City, State, Zip

Dear <Name>

Thank you for your petition for traffic calming devices in the <name of neighborhood> neighborhood. We have reviewed the petition to determine the support rate.

Our review showed that you collected signatures from \_\_\_ households/businesses inside the valid petition area (“area of influence”). Our records indicate that there are \_\_\_ households and businesses in this area. You obtained a \_\_\_ percent support rate for the proposed device(s). We require that the petition support be at least 75 percent. This means that you need to obtain signatures from at least \_\_\_ additional households or businesses for this neighborhood to be considered for traffic calming devices. Each unit in an apartment building is counted as a household. Only one signature per household or business is needed.

I have enclosed, for your convenience, an additional petition form and a list of the households that have already been included in your original petition. You only need to collect new signatures for this additional petition. We need this additional petition no later than <insert date> to complete the petition process.

Should you have any further questions or need additional information, please contact me at 329-4678.

Sincerely,

<Name>

City Traffic Engineer

Enclosures

## Appendix E

### Sample Petition Acceptance Letter

Date

Name

Address

City, State, Zip

Dear <Name>

Thank you for your petition for traffic calming devices in the <name of neighborhood> neighborhood. You obtained the necessary support rate, and I am pleased to include your neighborhood for traffic calming devices.

We will be in contact with you soon to schedule a public meeting with the residents of the <name of neighborhood> neighborhood in order to gather input for development of a traffic calming plan. Notices will be mailed to all residents of the neighborhood inviting them to attend the public meeting.

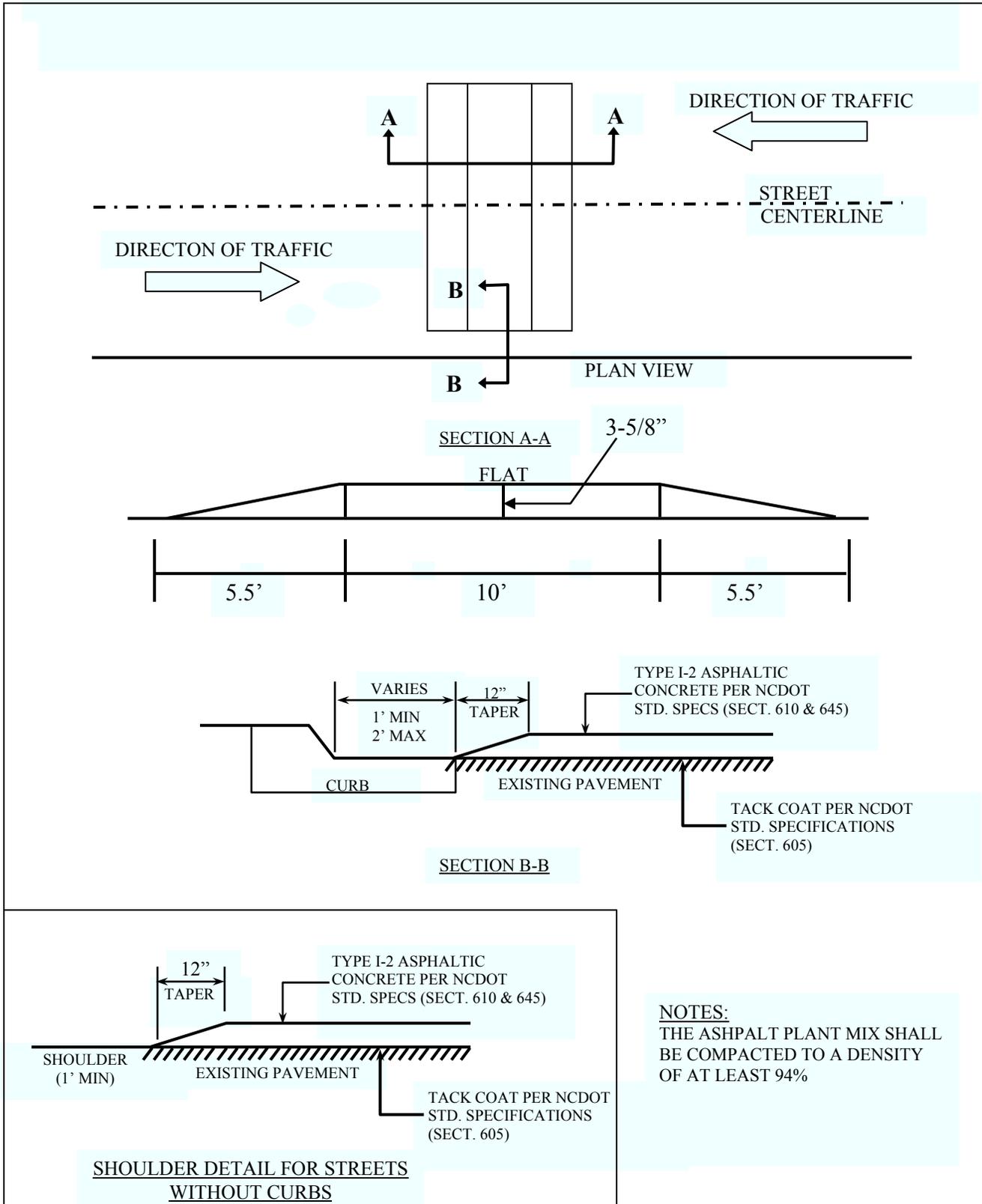
Thanks again for circulating the petition. Should you have any further questions or need additional information, please contact me at 329-4678.

Sincerely,

<Name>

City Traffic Engineer

Appendix F  
21-Foot Speed Hump Specifications

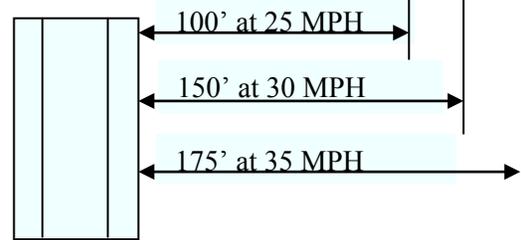


Appendix G  
Speed Hump Signs & Markings

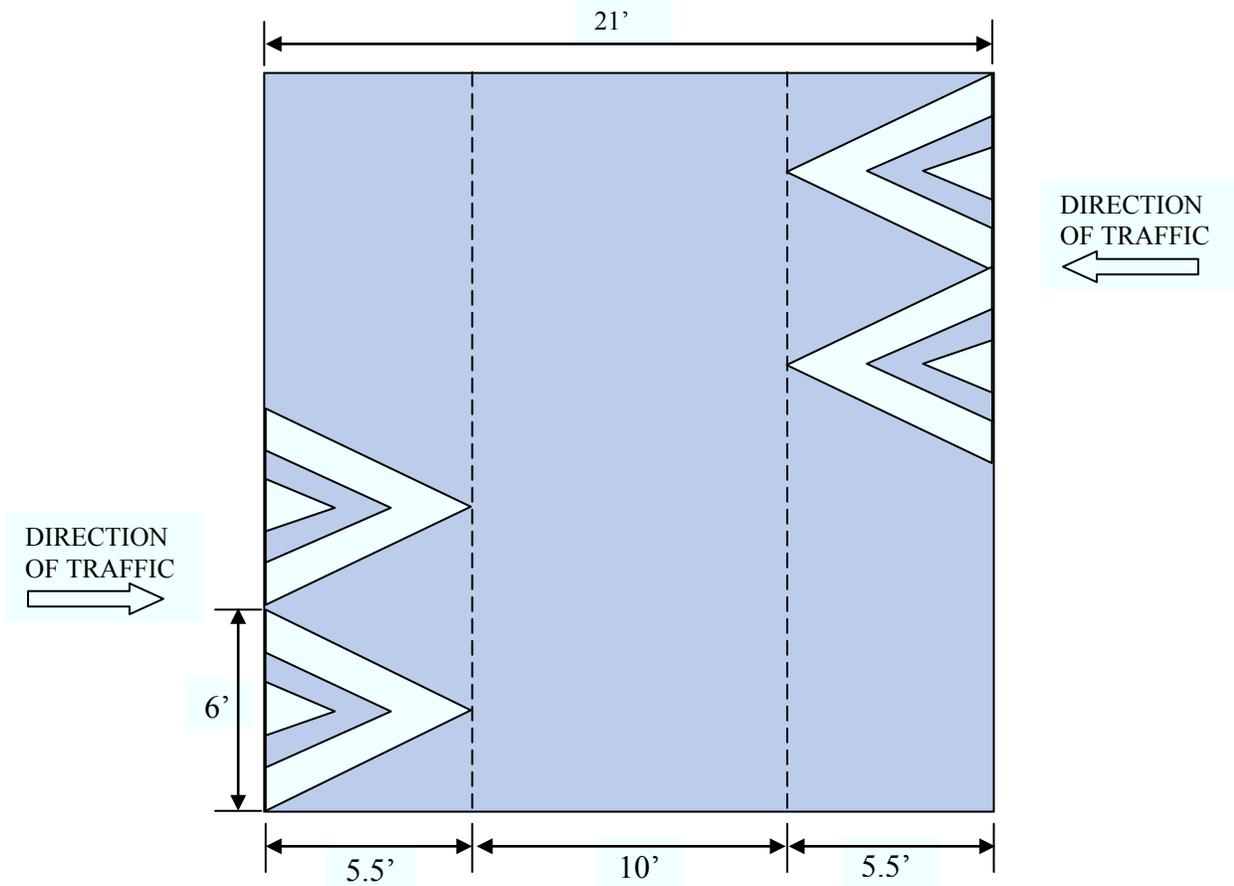
**SIGNAGE**  
ONE SIGN  
EACH DIRECTION



ROAD SPEED AND SIGN PLACEMENT



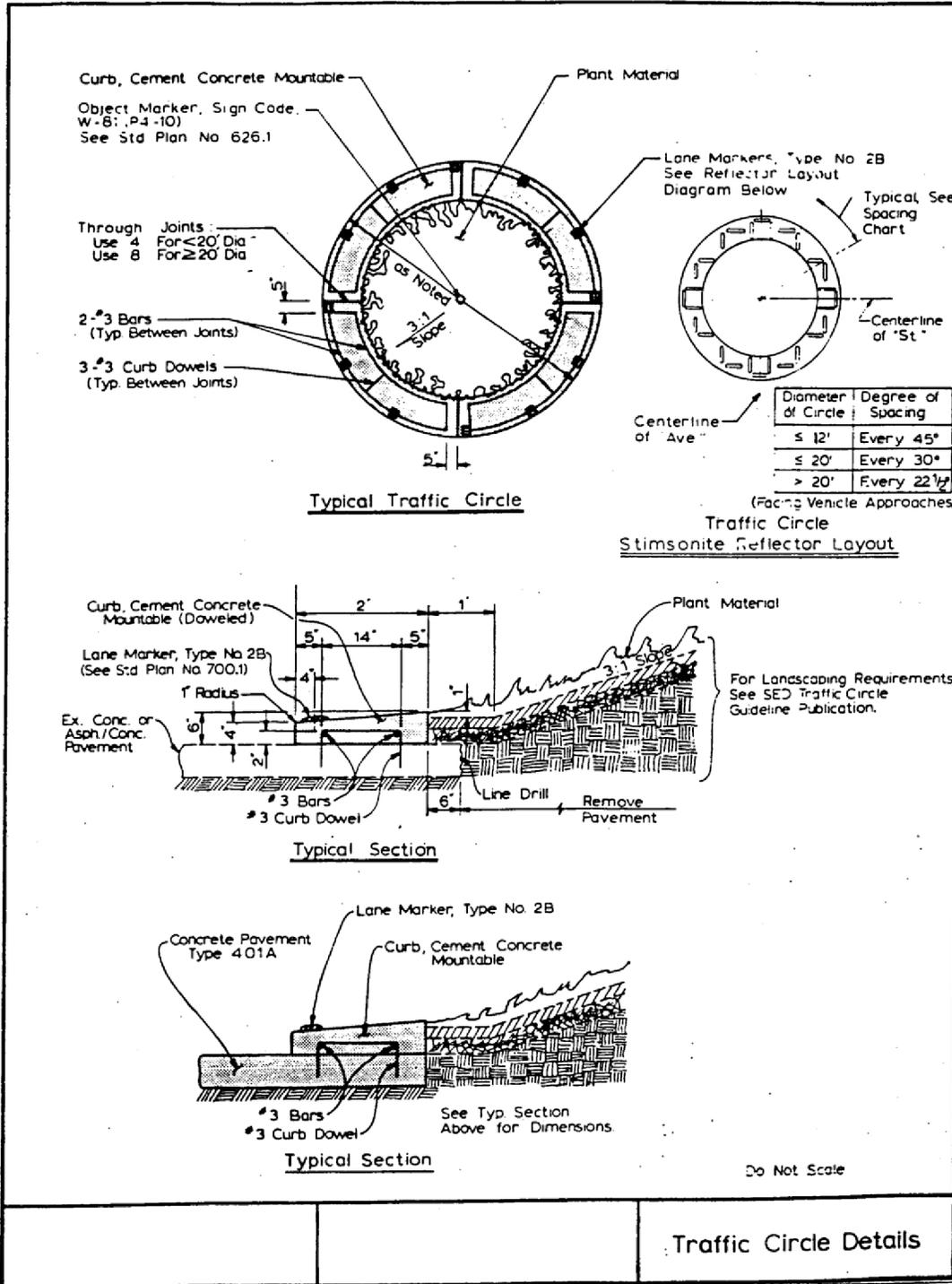
**TYPICAL PAVEMENT MARKINGS**



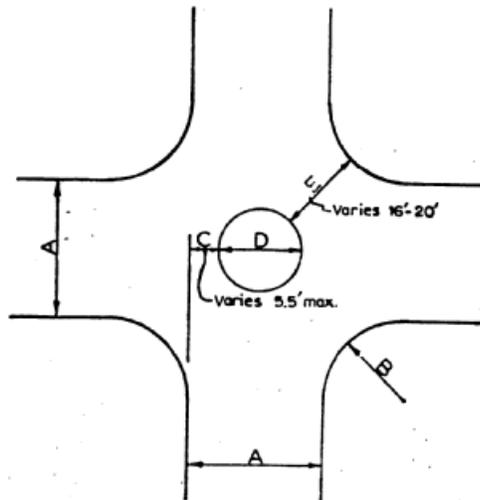
Appendix H  
Traffic Circle Specifications

**Exhibit 9**

Standard Plan No. 415.1



Appendix I  
Placement of a Traffic Circle



INTERSECTION DIAGRAM

Legend :

- A Street Width
- B Curb Return Radius
- C Off-Set Distance
- D Circle Diameter
- E Opening Width

OPTIMUM CRITERIA

Off-Set Distance	Opening Width
5.5' max	16' min
5.0'	17' ±
4.5'	18' ±
4.0'	19' ±
3.5' or less	20'