



# City of High Point

Municipal Office Building  
211 S. Hamilton Street  
High Point, NC 27260

## Meeting Agenda Special Called Meeting

*Cyril Jefferson, Mayor  
Michael Holmes, Mayor Pro Tempore (Ward 6),  
Britt W. Moore (At Large), Amanda Cook (At Large), Vickie M.  
McKiver (Ward 1), Tyrone Johnson (Ward 2), Monica L. Peters  
(Ward 3), Dr. Patrick Harman (Ward 4), and Tim Andrew (Ward 5)*

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Monday, June 17, 2024

4:00 PM

3rd Floor Conference Room

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### CALL TO ORDER, ROLL CALL

### ADOPTION OF AGENDA

### PRESENTATION OF ITEMS

[2024-254](#)

Planning Departmental Overview  
Staff will provide an overview of the Planning Department  
**Attachments:** [Planning and Development Department Overview](#)

[2024-255](#)

Building Inspection Departmental Overview  
Staff will provide an overview of the Building Inspection Department  
**Attachments:** [Inspection Services Department Overview](#)

[2024-256](#)

Closed Session-Economic Development and Attorney-Client Privilege  
Council is requested to go into Closed Session pursuant to N.C.G.S.  
§143-318.11(a)(4) and §143-318.11(a)(3) for Economic Development and  
Attorney-Client Privilege.

### ADJOURNMENT



# City of High Point

Municipal Office Building  
211 S. Hamilton Street  
High Point, NC 27260

## Master

**File Number: 2024-254**

**File ID:** 2024-254

**Type:** Miscellaneous Item

**Status:** To Be Introduced

**Version:** 1

**Reference:**

**In Control:** Special Called Meeting

**File Created:** 06/13/2024

**File Name:**

**Final Action:**

**Title:** Planning Departmental Overview  
Staff will provide an overview of the Planning Department

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** Planning and Development Department Overview

**Enactment Number:**

**Contact Name:**

**Hearing Date:**

**Drafter Name:**

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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**CITY OF HIGH POINT**  
**AGENDA ITEM**



<b>TITLE:</b> Planning and Development Departmental Overview	
<b>FROM:</b> Sushil Nepal, Planning and Development Director	<b>MEETING DATE:</b> June 17, 2024
<b>PUBLIC HEARING:</b> N/A	<b>ADVERTISED DATE/BY:</b> N/A
<b>ATTACHMENTS:</b> Planning and Development Department Presentation	

**PURPOSE:** Staff will provide an overview of the Planning and Development Department.

**BACKGROUND:** N/A

**BUDGET IMPACT:** N/A

**RECOMMENDATION/ACTION REQUESTED:** None

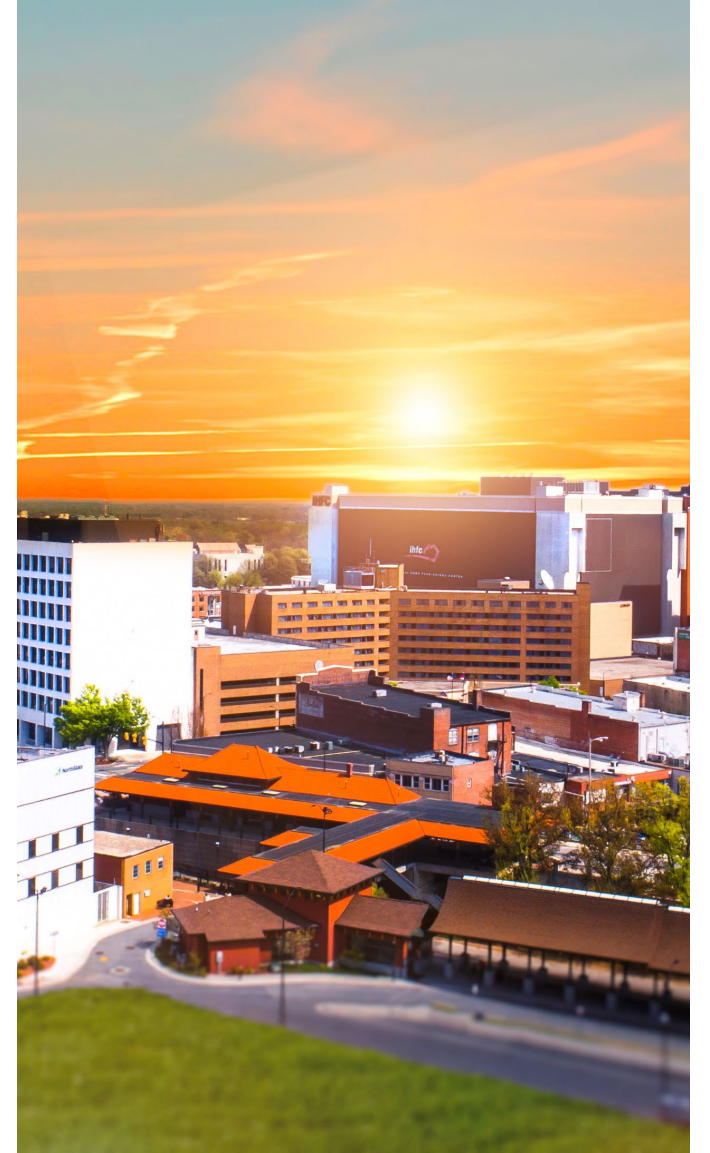


# Planning and Development

## *Department Overview*

Special Meeting

June 17, 2024





# Department Mission

## Department Mission:

Shaping a More Livable High Point

### We accomplish our mission by:

- Facilitating and promoting planning and development within our community that advances a better quality of life of our residents;
- Creating strategies that guide development in a manner that protects and enhances our built and natural environments; and by
- Administering services that implement the comprehensive plan through regulations to support a safe, sustainable and livable place.

# ● ● Planning and Development – Key Players

- **City Council** – Elected officials who make final decisions in planning related matters
- **Planning Board/Board of Adjustment/Historic Preservation Commissions** – Appointed by City Council who serve as advisors on rezoning, text amendments, long range planning, historic properties etc.
- **City Planning Staff** – Professional staff providing elected and appointed officials data to make informed decisions; administer development codes; assist public/developers.
- **Other City Depts, County and State/Federal Agencies**
- **General Public, Development Community and Other Stakeholders**

# Department Structure

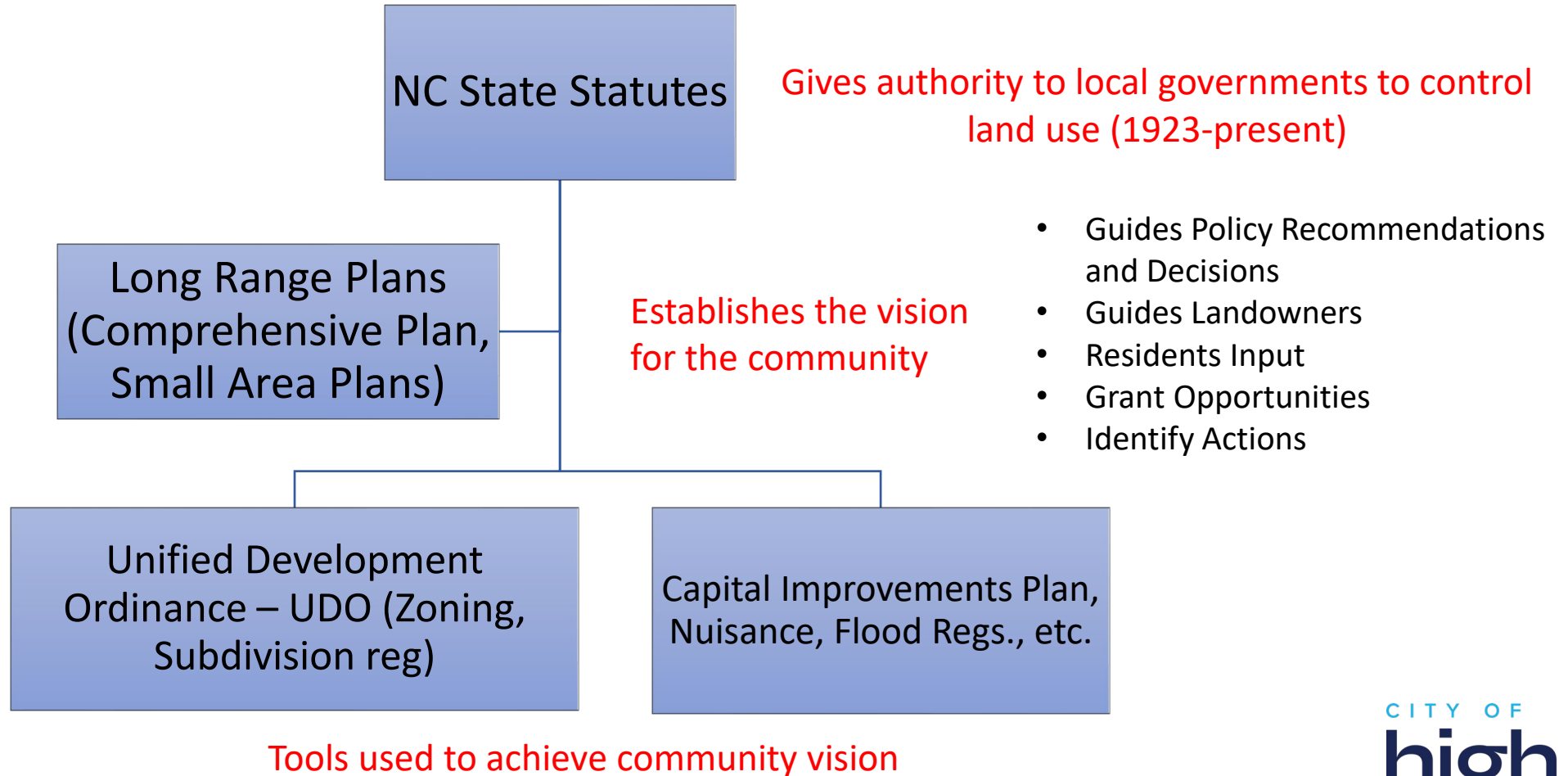


\*GIS: Geographic Information Systems

**Current budgeted staff: 14 FTE**

\*\*Some functions shared with Inspections Dept. & Community Development (Local Code Enforcement)

# Basic Regulatory Framework





# Planning Services – Plans and Studies

- High Point 2045 Comprehensive Plan
- Area Planning
  - Downtown Mixed-Use Area Plan (2017)
  - Airport Overlay Policy Evaluation (2021)
  - Eastchester Drive & I-74 Land Use Assessment (2022)
  - Guilford College/Wendover Land Use Evaluation (2022)
  - Jamestown Bypass Assessment (2022)



## OUR VISION

Core Values & Planning Principles

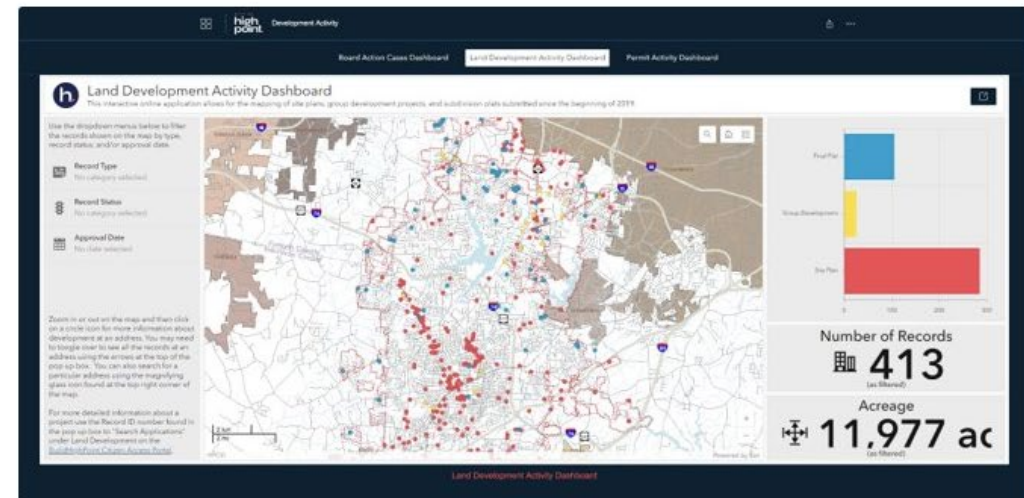


## Three Priorities



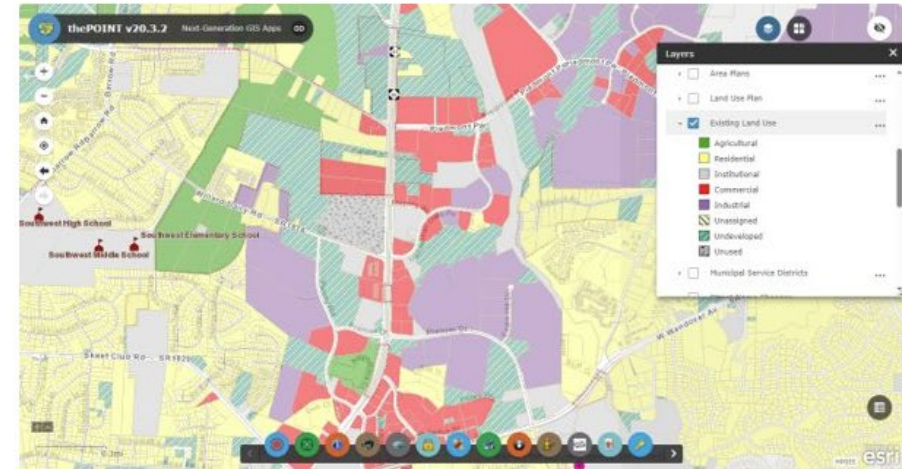
# Planning Services – Development Support

- UPDATE High Point - Major Rewrite
- Sign Ordinance
- Implementation of the HP2045 Comp Plan
- Development Activity Dashboards
- Annexation Tracking
- GIS Layers
  - Zoning, Subdivisions, etc.

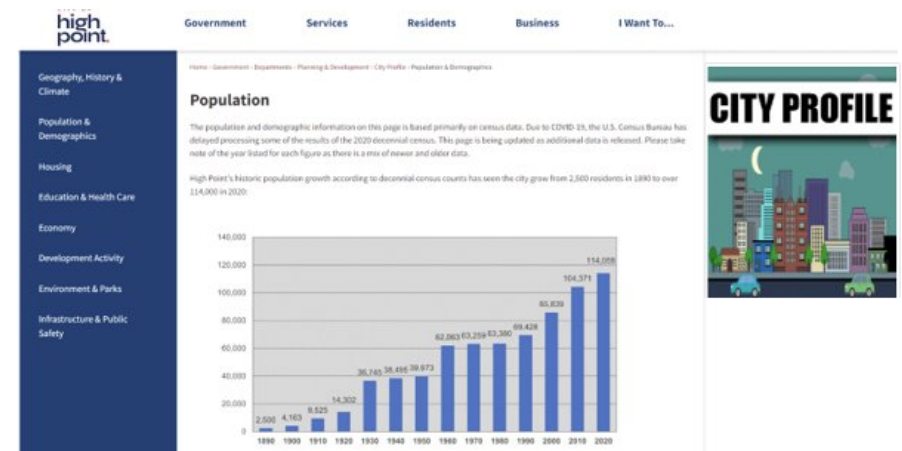


# Planning Services – Demographics and Data

- Existing Land Use Database
- CommunityViz Tool
  - Regional Travel Demand Modeling
- Market Showroom Information

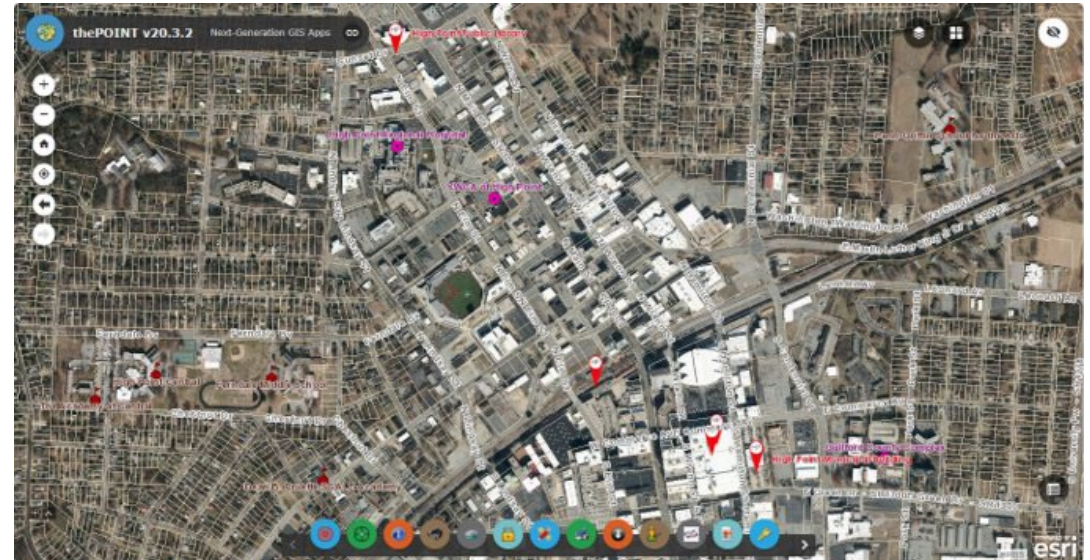


- Population Estimates and Projections
- City Profile/High Point Highlights
- Census Analysis



# Planning Services – Mapping and GIS

- Census Assistance
  - Boundary Annexation Survey, Address Updates, Tract Changes
- Environmental & Cultural Resources
  - Streams, Parks, Greenways, Historic Properties/Districts
- Planimetrics
  - Parcels, streets, buildings, parking lots, etc.
- Board Action Case Maps
- City Street Map
- Digital Orthophotography
- Oblique Photography
- LiDAR(Light Detection and Ranging)/Topography
- Aerial Imagery Archives



# ● ● ● Planning Services – Urban Forestry

- Urban Forestry Committee
- Tree Planting Program
- Annual Tree Giveaway
- Memorial Tree Program
- Tree City USA Designation
- *Guidelines and Standard Practices for Trees*
- *Recommended Plant Materials*
- Public Tree Inventory



# Development Services – Ordinance Admin

- Administrative Appeals
- Administrative Adjustments
- Ordinance Determinations
- Certificate of Appropriateness (CoA)/ Minor Works in Historic Districts
- Development Ordinance Updates
  - Sign Ordinance (2023)
  - Miscellaneous Text Amendments (continuous)

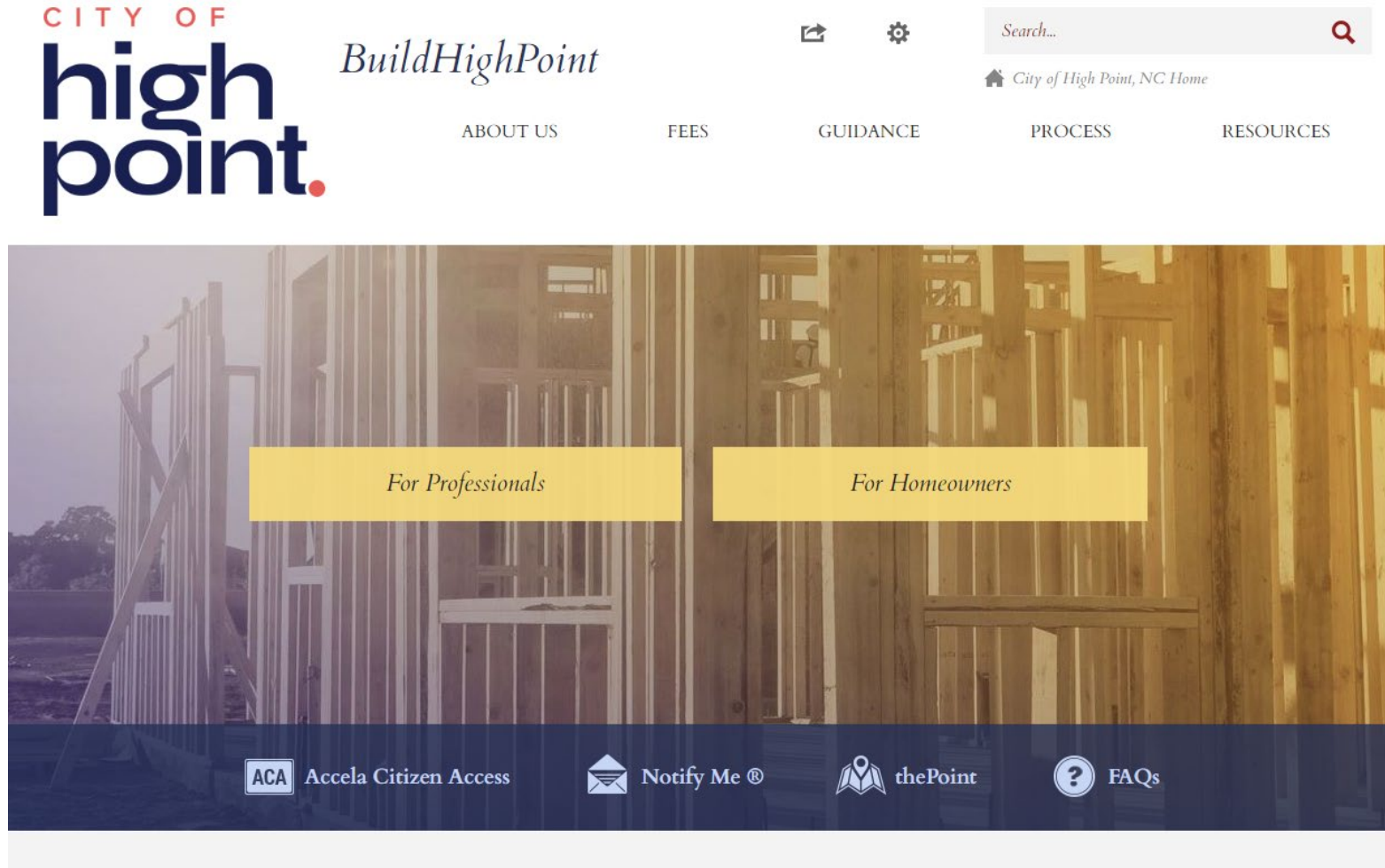


# Development Services – Board Support/Actions

- Planning & Zoning Commission
  - 9-member city advisory board (8 Residents & 1 Extra Territorial Jurisdiction - ETJ member)
  - Zoning Map Amendments, Street Name Change, Text Amendments, etc.
- Board of Adjustment
  - 5-member board with 2 alternate members
  - Variances, Appeals, Alternate Designs, Reasonable Accommodations
- Historic Preservation Commission
  - 9-member board
  - Certificates of Appropriateness, historic marker requests, etc.



# Development Services – Application Portal



<https://www.buildhighpoint.com>



# Development Services – Plan Reviews



Subdivisions  
(Preliminary & Final)



Site Plan & Group  
Development Plan



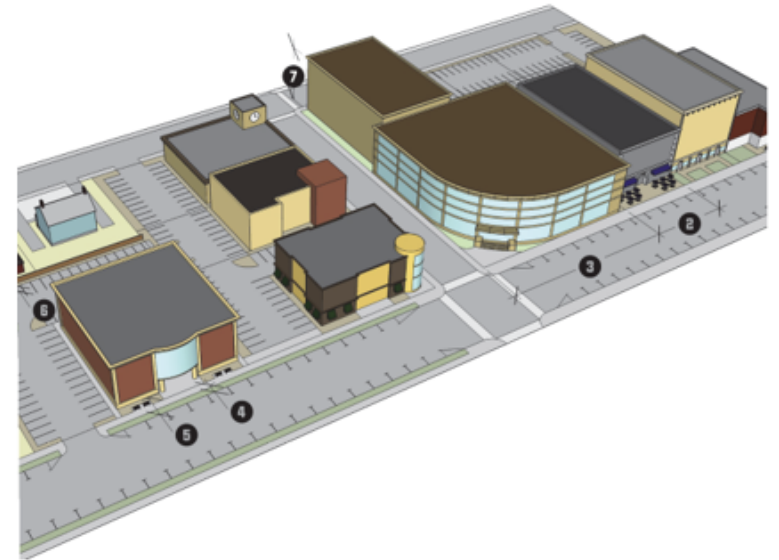
Right-of-Way  
Encroachments



Wireless  
Telecommunication  
Permits



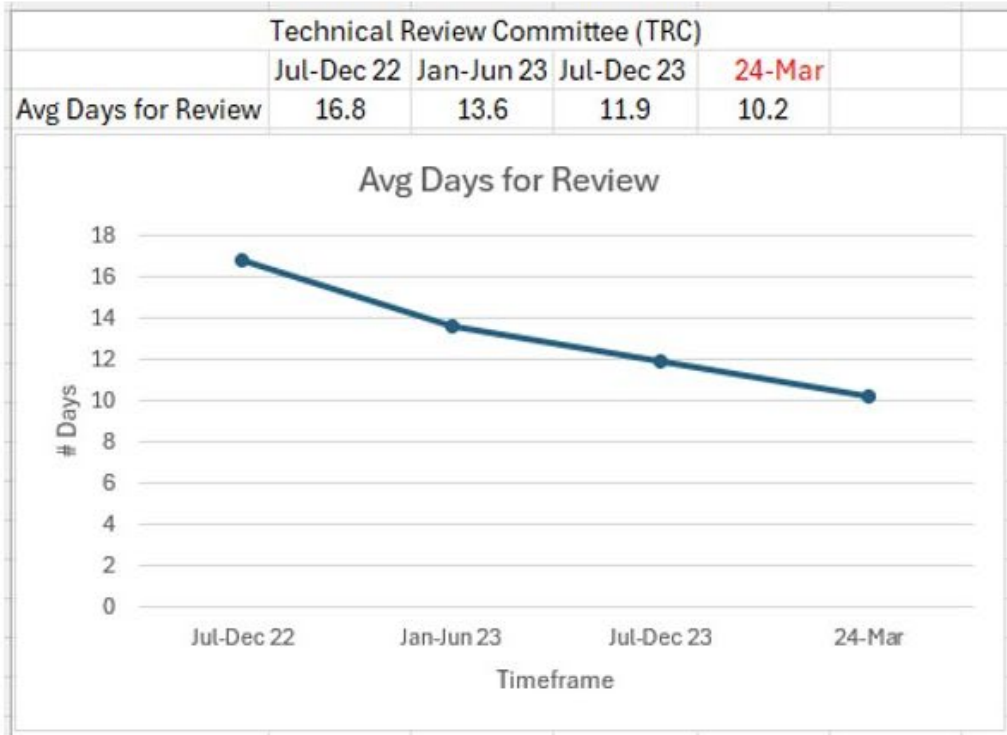
Convene the  
Technical Review  
Committee (TRC)



## TRC Member Departments (7):

Planning & Development; Engineering Services; Transportation Services; Public Services;  
Building/Inspections; Electric; Fire

# Development Services – TRC Reviews



Average TRC cases managed per month: 85

# Development Services – Special Projects

- Comprehensive Zoning Map Amendments
- Update Standards & Practices for Development
- Washington Street Local Historic District



## City OKs Washington St. district

**BY PAT KIMBROUGH**  
ENTERPRISE STAFF WRITER

**HIGH POINT** — Preservation of the historical and architectural character of the Washington Street district is now more than a city of High Point policy goal — it's a law on the books.

The City Council on Monday voted 7-0 to enact a local historic overlay district with-

in a 50-acre area along the street, which was a hub of Black business and cultural life during the era of segregation.

Council members Britt Moore and Monica Peters were absent.

The decision came about after years of lobbying by Washington Street advocates and area property owners like

Phyllis Bridges and Rashonda Moses.

Seven buildings have been demolished in the district since 2010 — some by the city because their deteriorated condition made them unsafe and in danger of collapsing.

One such property, the former Kilby Hotel, did collapse in 2014.

The new regulations provide

an extra layer of protection to the remaining 34 structures in the district by making it harder to demolish buildings.

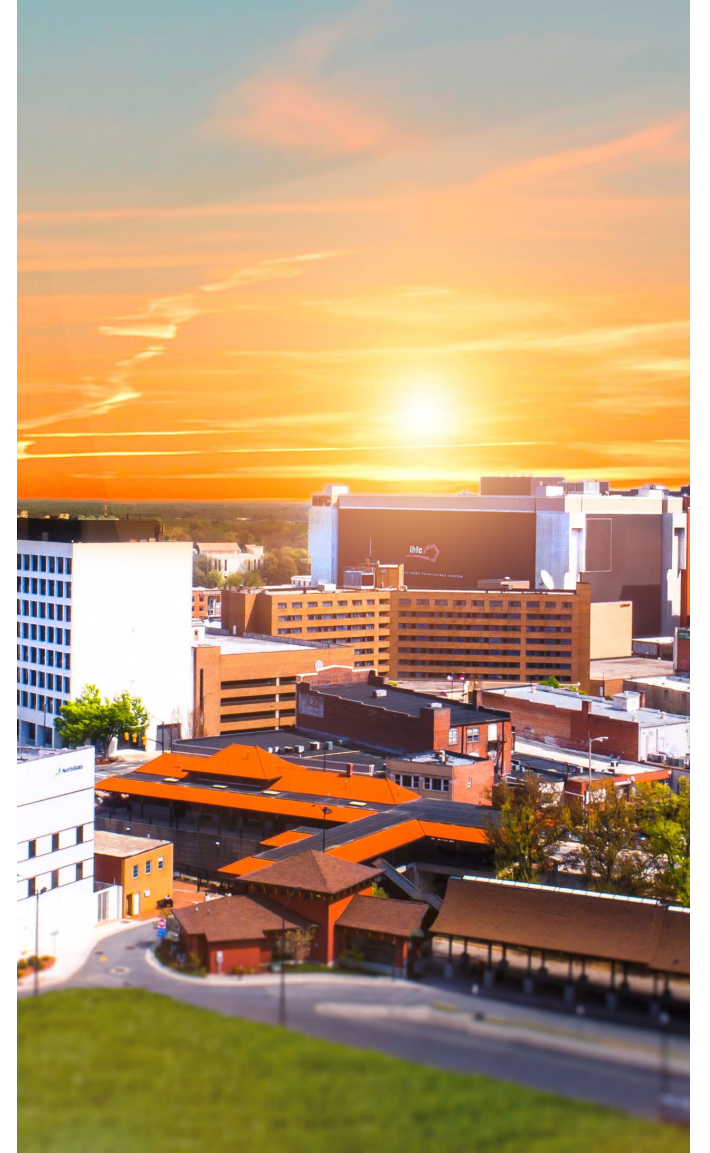
Property owners that want to make exterior changes to their structures or construct additions will have to meet design standards that fit with the architectural character of the district and have their plans approved by the city's Historic

Preservation Commission.

The district qualified for local overlay designation, according to the city, because it "contains the most cohesive, intact collection of early- to mid-twentieth-century commercial, institutional, ecclesiastical, and residential buildings associated with High Point's African American community."



# Thank You!!





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**File Number: 2024-255**

<b>File ID:</b> 2024-255	<b>Type:</b> Miscellaneous Item	<b>Status:</b> To Be Introduced
<b>Version:</b> 1	<b>Reference:</b>	<b>In Control:</b> Special Called Meeting
<b>File Name:</b>		<b>File Created:</b> 06/13/2024
		<b>Final Action:</b>
<p><b>Title:</b> Building Inspection Departmental Overview Staff will provide an overview of the Building Inspection Department</p>		

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** Inspection Services Department Overview

**Enactment Number:**

**Contact Name:**

**Hearing Date:**

**Drafter Name:**

**Effective Date:**

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**CITY OF HIGH POINT**  
**AGENDA ITEM**



<b>TITLE:</b> Inspection Services Departmental Overview	
<b>FROM:</b> Reggie Hucks, Inspection Services Director	<b>MEETING DATE:</b> June 17, 2024
<b>PUBLIC HEARING:</b> N/A	<b>ADVERTISED DATE/BY:</b> N/A
<b>ATTACHMENTS:</b> Inspection Services Department Presentation	

**PURPOSE:** Staff will provide an overview of the Inspection Services Department.

**BACKGROUND:** N/A

**BUDGET IMPACT:** N/A

**RECOMMENDATION/ACTION REQUESTED:** None



# Inspection Services Department

**Reggie Hucks - Director**



## What we do:

Inspections mission is to promote and ensure minimum code compliance in new and existing buildings

**Vertical Construction** - Typically the most desired piece of the project

Administration of building and life safety compliance through the state building code

Land development regulates zoning, erosion control, watershed regulations, access and infrastructure for the building or buildings.





# The Team

- Inspections Director
- Inspection Administrator
- Development and Project Manager
- Plan Review Supervisor
- Two Field Supervisors
- Seven Field Inspectors
- Three Permit Specialists
- Zoning Officer – New Construction
- Review Coordinator



# Purpose and Adoption

## NCGS 143-138

Occupancy

Size

Electrical Systems

Egress and Ingress

Precautions During Construction

Loads, Materials, and Stresses

Plumbing

HVAC

Protection of the Occupants of the Building or Structure, its Neighbors, and Members of the Public at Large



# State Mandated Building Codes

Eleven Volumes of Codes to apply to buildings and structures

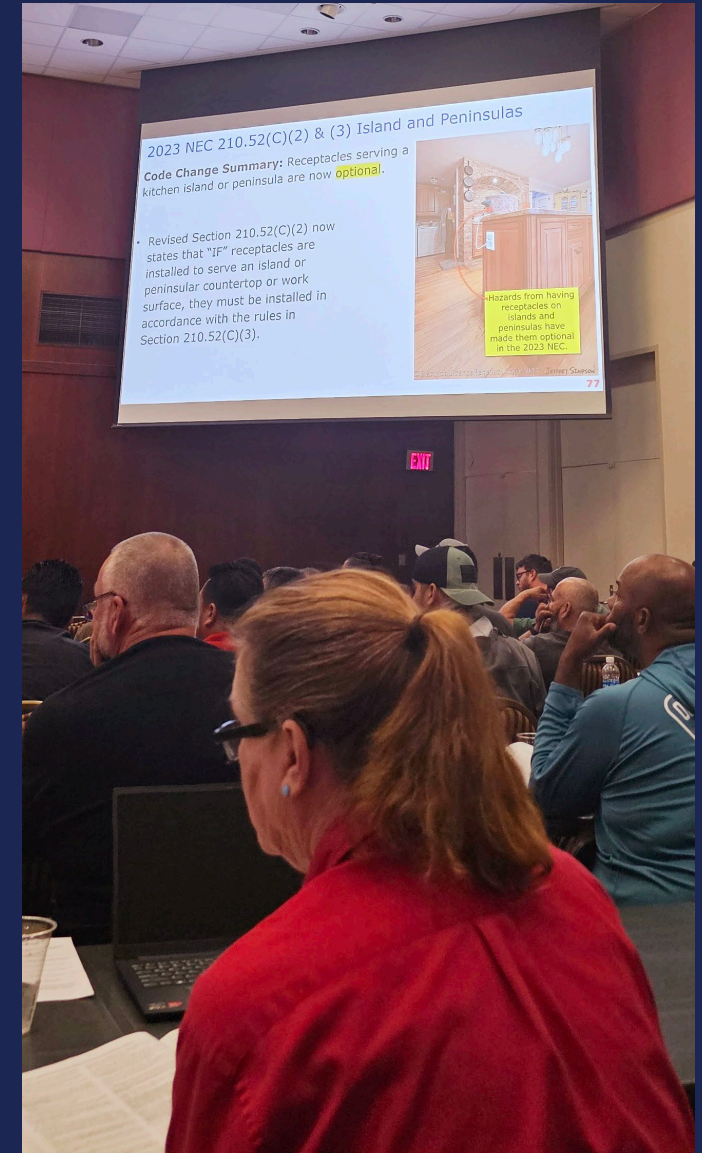
Mechanical  
Electrical  
Plumbing  
Building  
Existing Building  
Fuel Gas, etc..



# Inspector Certifications

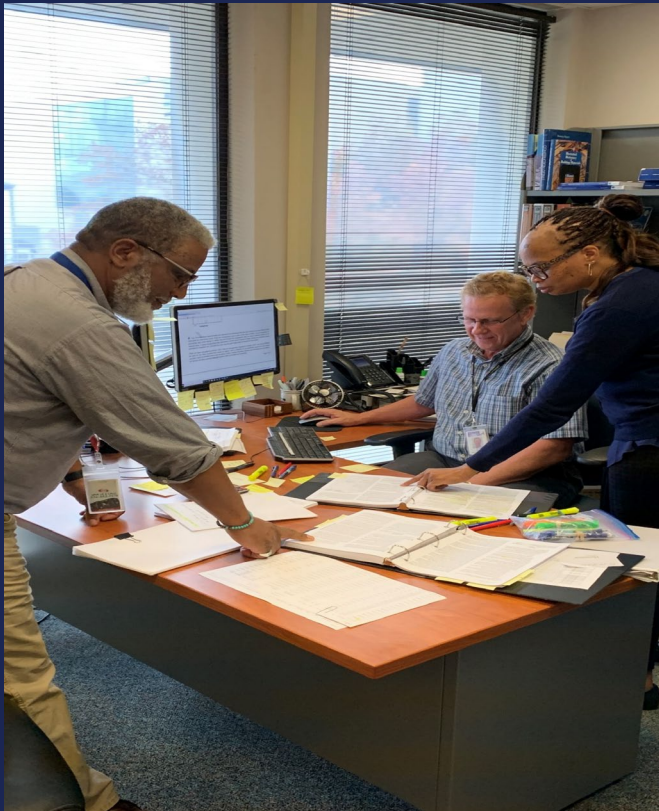
## Requirements for Certification

- Level 1 - Residential and light commercial buildings
- Level 2 – Intermediate commercial buildings
- Level 3 – Any building constructed



# Inspection Services: Critical Functions

## Plan Review



## Field Inspections



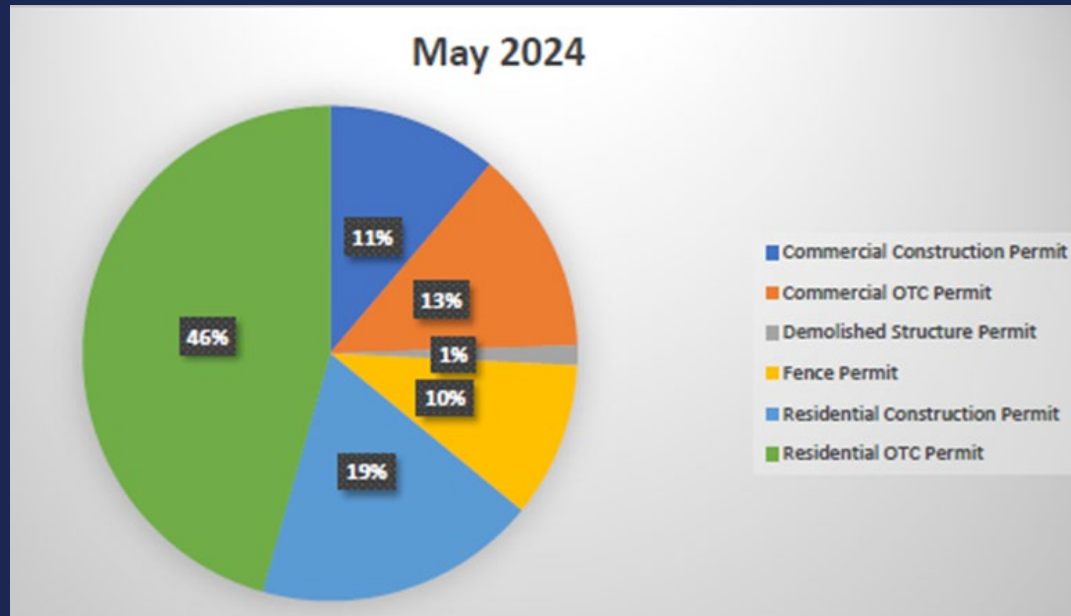
Why is it required by the NC State Building Code?

# Condemnations and Orders to take Corrective Action



# Department Metrics

Permit Type	May 2023	May 2024
Commercial Construction Permit	33	43
Commercial OTC Permit	41	51
Demolished Structure Permit	10	5
Fence Permit	51	39
Home Occupation Permit	1	1
Residential Construction Permit	81	71
Residential OTC Permit	149	175
Sign Permit	6	14
Temporary Use Permit	2	
Wireless Telecommunication	2	2
Zoning Compliance Permit	8	8
	384	409



# Department Metrics Cont.

## 2023 INSPECTION REPORT

Inspection Totals = 26,968

### Trade Totals

Building Total = 9,309

Electrical Total = 7,825

Mechanical Total = 4,851

Plumbing Total = 4,069

Zoning Total = 560







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**File ID:** 2024-256

**Type:** Miscellaneous Item

**Status:** To Be Introduced

**Version:** 1

**Reference:**

**In Control:** Special Called Meeting

**File Created:** 06/13/2024

**File Name:**

**Final Action:**

**Title:** Closed Session-Economic Development and Attorney-Client Privilege  
Council is requested to go into Closed Session pursuant to N.C.G.S. §143-318.11(a)(4) and §143-318.11(a)(3) for Economic Development and Attorney-Client Privilege.

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