



**MANAGER'S BRIEFING SESSION
HIGH POINT MUNICIPAL BUILDING
APRIL 7, 2016 – 3:00 P.M.
3RD FLOOR LOBBY CONFERENCE ROOM**

MINUTES

Present:

Mayor Bill Bencini; Mayor Pro Tem Golden (Ward 1); and Council Members Cynthia Davis (At-Large); Alyce Hill (Ward 3); Jay Wagner (Ward 4); Latimer Alexander (At-Large); and J. Davis (Ward 5)

Absent:

Jason Ewing (Ward 6) and Chris Williams (Ward 2)

Staff Present:

Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; Eric Olmedo, Budget and Performance Manager; Ryan Ferguson, Marketing Manager; Loren Hill, Economic Development Director; JoAnne Carlyle, City Attorney; Lee Burnette, Planning & Development Director; Bob Robbins, Development Director; Mark McDonald, Director of Transportation; Jeff Moore, Director of Financial Services; Heidi Galanti, Senior Planner; Scott Dingus, Civil Engineer II; Terry Kuneff, Engineering Services; Senior Planner; Maria Smith, Deputy City Clerk; and Lisa Vierling, City Clerk

Others Present:

Judy Stalder (TREBIC)

Note: The following handouts were distributed and will be attached as a permanent part of these proceedings:

- ***North Main Street Underground & Resurfacing Project***
- ***Summary of Changes to the November 2015 Public Hearing Draft***
- ***Proposed Zoning Changes for the new Development Ordinance***

Randy McCaslin, Deputy City Manager, called the meeting to order at 3:04 p.m. With two important items to discuss, Mr. McCaslin wanted to get the meeting underway with the North Main Street Underway Project from Westwood to Parkway. The project started a couple of years ago, but has been delayed due to getting the engineering work done. The project is now ready to go out to bid. He anticipates bringing the bids to Council by

June 6th and hopes all bids will be in by then. He emphasized what an important project this is it would have a significant impact on the public and the merchants, so he wanted Council to be aware of this. Mr. McCaslin suggested following this meeting, staff would be setting up five additional meetings (drop-in type) at the High Point Public Library (three will be coming up quickly, one in May, and one in June) to answer questions from the general public, any property owners and any merchants. He then introduced Scott Dingus, Civil Engineer II and Terry Kuneff, Engineering Services. Mr. McCaslin encouraged questions to be asked during the meeting so that everyone is fully aware of the process of the project.

1. Update North Main Street Underground Utility Project

Mr. Kuneff reported on the intense subject with the detour traffic that will be happening along with the complaints that will be heard as well. He reiterated there would be five public meetings scheduled with the first one tomorrow, April 8th at 12:30 - 3 p.m. at the High Point Public Library in the Morgan Room. Both Mr. Dingus and Mr. Kuneff did review this project with the library staff as well and addressed their questions/concerns.

Project Limits- Westwood to Parkway

He reviewed the limits from Westwood to Parkway with Main Street being the busiest. He did note that there will be several open trenches. There will be one lane southbound open at all times and will keep access for all the businesses but there may be times that a front driveway of a merchant will be closed but will be open later. Mayor Bencini inquired on the lane southbound being open and wanted to know if there would be two lanes open for northbound. Mr. Kuneff confirmed that only one lane southbound would be open and that most of the construction would be happening in the northbound lanes and they would be closed. Mr. McCaslin confirmed that only during Market the project would be closed down and the full road would be open for three weeks during each Market.

Project Scope

Mr. Kuneff discussed how they would be replacing the existing 16-inch water line with another 16-inch water duct line which was about 50 years old. They would also be replacing 6-inch and 8-inch water lines with (2) 8-inch duct line water lines. He noted that all sanitary sewers will be replaced. Mr. Kuneff reported that all the conduits to bury all the underground electrical, cable, North State Telecommunications, and City of High Point Transportation. He mentioned that Piedmont Natural Gas would install a new gas line to replace the old steel gas line which would go under the sidewalk. He noted that they would mill and resurface all of Main Street in this project back to a normal crown.

Council Member J. Davis asked what would happen if they dug up the old Trolley line and if they would do anything for that for the preservation. To Mr. Kuneff's understanding, it only went as far as to English. He stated if they uncover it then a decision would then be made as to what Council would want to do with it.

Mr. Kuneff advised that two crews would begin construction with one at the north end and one at the south end to work toward each other so they can get in and get out quickly.

What they do not want to happen as Mr. Dingus mentioned, is what is happening in Greensboro at Gate City Boulevard / High Point Road where they make a contractor come in at 9 a.m. and let him work until 3:30 p.m. and close his trench and put everything back so he only works 5-6 hours a day and their project is taking three years. He suggested allowing the contractor to work 7 a.m. – 5:30 or 6:00 p.m. and then stop his work so they can get the work done twice as fast. Mr. McCaslin believes our project would take a good year to complete.

Cross-Section of Underground Utilities

Mr. Dingus reviewed the cross-section of the underground utilities looking south near Parkway with an existing water line that would be replaced with a new one. He recognized a duct bank with 18 or more conduits in it and if they go perpendicular on West Parkway, they would have to go under all the existing utilities. One prime contractor would be responsible to get the water line to the proper location. He did note the one unknown factor in the construction is the storm drainage. He stated that they would put money into it to repair those lines if necessary but do not plan to repair those and do plan to repair the clay pipes. Mr. McCaslin reported that they would continue to provide services to all properties along the road during the construction (electric, water, sewer, etc...) everything still needs to continue to operate while they continue to put in new facilities.

Overall Utility Plan

Mr. Dingus reviewed the overall utility plan that included Parkway and Westwood and would continue water and sewer. He reported on the cut out section between Sunset and Montlieu. Council Member Alexander inquired when all this is re-milled and repaved, what would the intersections look like on the surface. He also wanted to know if there would be buttons to hit, stamps at the crosswalks, and would we make them as pedestrian friendly as possible. Mr. Dingus confirmed that the crosswalks would be stamped at the crosswalks. Mr. Dingus identified the following sidewalks that will have the standard stamped crosswalks:

- Parkway
- Montlieu
- Sunset
- Ray Street (will have four crosswalks)
- Westwood

He stated that it would have a good downtown feel and noted they are trying to do away with all the fiber optic from Transportation and view the Transportation boxes and do away with all but the light poles> He noted that they would have the mast arms and would have an “Uptown look.”

While out for a walk one day, Council Member Alexander noticed the street behind the High Point Public Library near the physician's office near the far end. He commented that street would be the perfect street access for a street party for downtown or space for a party to work with the physician's office to have that street temporarily blocked off for an

event. He noted this would be the time for the City to take into consideration a temporary street party place while things would be under construction.

Mr. Dingus shared that on the side of the High Point Public Library would have a 200 amp 3 phased power so that food trucks would be able to plug in and not have to use their generators because they are so loud. Council Member Alexander suggested that with everything else being done, having this other road near the physician's office as another option would make sense. Mr. McCaslin suggested having that as an alternative and to let someone bid on it and this would give Council the option whether or not to add it once a price is received. Council Member Alexander suggested putting in bollards at the end of the streets.

Traffic Detour Routes

Mr. Dingus discussed traffic detour routes and started with the northbound traffic. He shared that there will be three options:

Option 1: Take University (to get to Walmart or YMCA)

Option 2: Take MLK to Centennial, go up to Lexington and go up to University.

Option 3: When you get to the project and get to Westwood and it is closed, then you would go to Hamilton Street then continue north to Lexington then either back or back to Farris and go to the 4-way stop.

He believed with these three options it would offer the motoring public a good way to get around. He did state that there would still be people to complain. With the construction of the sewer lines, he did note that traffic may have to be rerouted down Elm Street a block or two. Council Member Wagner raised the question if message boards would be used to direct traffic and Mr. Dingus confirmed that they would be. Mark McDonald, Director of Transportation, shared that there would be message boards near Blair Park and the first major longer route that would go all the way up to the north and a second message board at the doughboy on Main Street near the Depot to turn on MLK and then again further up near Westwood. Council Member Alexander mentioned how he would like the High Point Enterprise to publicize for the City some news press on this story and would like to know how much it would cost for an insert as an advertisement to say here is what is coming as to an addition to any stories they may do. Council Member C. Davis suggested a guest column that citizens would read. Council Member Wagner also suggested just purchasing a full page ad for \$1,200. Mr. Dingus shared that there would also be handouts at the Library.

Ryan Ferguson, Marketing Manager, shared that a media release was already sent out to each business on Main Street and followed up with face-to-face visits with an explanation of what the project would entail. With media and social media, he also mentioned they had discussed the possibility with the new website coming out to set up an actual webpage so that the citizens could access and view the actual updates, pictures, detour routes, social media, newspapers, etc...

Council Member Alexander suggested a handout to bring to these other outreach places such as: Kiwanis, Rotary and others just to inform the citizens that this is

coming. Council Member C. Davis also suggested having an insertion in the electric bill. Mr. Dingus stated that the average daily traffic is approximately 18,000 - 20,000 for vehicles. Mayor Bencini questioned at the northern way where the roundabout is and if that would be impacted. Mr. Dingus advised that vehicles would be able to get on the Parkway or turn north or south except when they are working on a water line. He stated that they are going to try to detour them to Hamilton.

Project Costs

Replacing the 2 Water Lines	\$1,211,362
Sewer	\$ 530,020
Underground Duct Bank	\$ 851,350
Traffic Signal Mast arms at Montlieu	\$ 200,000
Resurfacing, Driveways, Curb, and Sidewalks (Piedmont Natural Gas putting their line underneath there)	\$ 997,757
Total	<u>\$3,790,489</u>

Council Member J. Davis asked if any utility company's such as: Time Warner or North State would share any of the cost of the underground work. Mr. McCaslin advised that the City had never charged them other than some rental of the conduit, but normally any underground would be the cities cost. Mr. Dingus stated that they would pay the cost to actually move their line if needed and put their new lines in. He also noted that typically North State would take and remove their own poles.

Project dates

Mr. Dingus reported on the project dates as follows:

Projected Bid date - May 18th
 Submit to Council - June 6th
 Begin Construction - June 20th
 Project Completion - August 31, 2017

Mr. McCaslin advised that a Project Manager would be on-site while construction would be active in case there were any questions or any deliveries to any businesses. Any water lines would be done at night time, so it would not affect businesses.

Council Member Wagner inquired if the sidewalks would be in a position to plant trees along Main Street. Mr. McCaslin commented that there would only be so much room for Right-of-Way between the buildings and the sidewalk would go back to its original spacing on both sides. He stated that they would go back and review it to see what could be done.

Council Member C. Davis asked if there were any vacant lots that could be used so the citizens could park and walk. Mr. McCaslin stated he was not aware of any.

Library Project Update

In conclusion, Mr. Dingus established that Phase I is currently under construction at High Point Public Library, and Phase II would be started with approximately hundreds of trees in that space and in the children's area would be well-lit. He advised that Phase II has a tentative bid date of July 20, 2016 or earlier if possible. Mr. Dingus mentioned having the clock tower being installed that would function as a sun dial. He believed that construction would start in the summer. He shared that they would be providing power so that in the event of a concert, food trucks, or for a festival that would function well in the future.

2. Final Briefing- New Development Ordinance

Heidi Galanti, Senior Planner, provided an overview on Planning and Zoning Commission (P&Z) Public Hearing Draft and New Development Ordinance to discuss their next steps. She advised that all her handouts distributed at this meeting would be available in the Dropbox for Council's convenience as well on their website. She stated that the P&Z Commission held their 1st Public Hearing on February 9th and based on the comments they asked staff to go back and draft changes for their review. She pointed out that those were then brought back to the Commission to a work session on February 23rd and then on March 22nd the Commission recommended the draft with a couple of additional of changes by a vote of 7-0.

Please refer to Ms. Galanti's handout on the "*Summary of Changes to the November 2015 Public Hearing Draft*" as she reviewed it in the meeting.

Council Member J. Davis had a question on the strategic plan that Council is moving forward with on Washington Street, he wondered if they should be looking at something like that on Main Street. Ms. Galanti agreed with his idea that more of those should be established.

Under the revised unauthorized removal required landscaping, Mayor Bencini asked if we entered some type of statute of limitations with that having all these planning's with 20-30 years later with the trees matured. Ms. Galanti stated that would be a required part of the ordinance to put that in and if any trees were removed without permission that would be a requirement that they are being taken away without permission. Council Member Alexander wanted to know what our approach would be to the property owner as to Mayor Bencini's question. Would you talk to the property owner or send the owner a letter to make the owner aware that they are in violation.

In past situations, Lee Burnette, Planning & Development Director, reported that the business owner would come in and ask that question if they are looking to expand parking etc... He explained what that provision does whether they unknowingly or knowingly takes it out then the enforcement officer goes out there and informs them that they removed the vegetation and for them to be aware that they would have to replace it.

With the Development Community working with Street Access, Council Member J. Davis asked Ms. Galanti and adding the term *should* in the ordinance and wanted to know

if they had agreed to do that. Ms. Galanti replied that the Street Access is where they would be doing that first determination in the ordinance where they would have a written explanation of what that standard means, they would have graphics to go along with it, and that would be placed on the bill of High Point's website. As far as *should* they had modified that definition to make it clear that it is not a mandatory regulation.

Council Member J. Davis asked Judy Stalder, TREBIC, for her opinion and she clarified that her staff had worked to write it so that everyone could understand it and cannot. She stated that they are willing to work with staff and watch their determination and look at their illustrations and to see if it makes it any clearer, but the problem that they were having was that the different staff members interpreted it in different ways. Mr. Burnette commented to come up with several graphics of what it applies and what it does not apply with examples and to explain that in different ways. Ms. Carlyle agreed that it was something that they had all discussed for good approach for feedback and applied equally across the board. Ms. Stalder emphasized on the word *should* and that their main objective would be on the pocket neighborhoods where there were design standards written in and prior to State's rule that there could not have design standards and there was a misunderstanding on how that would apply to the ordinances and finally determined even making that a *should* could be a mistake on how the State would interpret that so the staff agreed to remove the *should's* from the pocket neighborhood and the rest of the *should's* in the ordinance we would work with them.

Council Member Wagner would like to know more about the thinking of the lengthening of the non-conforming sharing showrooms. Because they are only opened twice a year, Ms. Galanti stated they felt it was customary to allow them that one extra year to be able to open. Council Member C. Davis questioned if we extend it to the two-year period then when it becomes nonconforming after the current first year then we could change it into something else. Council Member Wagner responded if part of what we wanted to do is to encourage other usages downtown and you are allowing something to sit empty for two years before the owner has to look at other uses. His concern is that it does not encourage market to become more compact and instead this encourages the sprawled market which he believes to be contrary to original plan.

Another question Council Member Wagner had was regarding the pocket neighborhoods and wanted to know what the specific requirements for the removal were. Ms. Galanti confirmed that there were locational requirements as to where windows need to be and there needed to be a front porch. She specified to have the windows so that you would not be looking right into your neighbors because the homes were very close to one another. Council Member Wagner understood as the windows are on the sides of the homes instead of the front.

He also questioned the revised characteristics of the Retail Sales and Wholesale Trade, and wanted to know the effect of that. Ms. Galanti noted that there was concern that businesses that were solely for the industrial trade out in Corporate Park for business solutions for printers and computers and that would be interpreted not to be allowed in the CP or Allied districts or if you were a Best Buy or primarily for the retail trade for the

non-business than those would not be allow. Council Member Wagner inquired what would be the effect on the change on the showrooms. Mr. McCaslin confirmed that there would not be anything on the showroom tax. Mr. Burnette noted where most places that showrooms are allowed you lack on retail.

Ms. Galanti reported getting ready for public hearing and preparing for May 16th. She advised that there will be two things:

1. Request to review and adopt the ordinance text.
2. Initiate the rezoning that needs to take place.

She gave an example that some would go directly to institutional and others would not meet the new standards for institutional, so we need to look at those properties and they made suggestions as to what needs to be rezoned to on the map. She would be requesting a six-month delay an effective date for the ordinance text so that they could do those rezoning's and go through the process, meet with the people, bring it to a public hearing with P&Z, and then a public hearing before City Council. Once they meet, the effective date of the ordinance six months out, Ms. Galanti is also proposing in the ordinance in the adoption which would be in the Council packet, a one-year period that a user developer could opt to use the zoning standards in this ordinance or the zoning standards in the current ordinance. She noted that in some unforeseen circumstances the developer does not have to be stopped until they can say they can do what they want by using the 1992 ordinance and we would give them that option for one year to use.

Ms. Carlyle asked if they would be able to apply the old if that does not fit their situation or would they have to make an additional. Mr. Burnette stated after submitted then they would follow the new ordinance, then have the option to choose if the new one was not correct.

Ms. Stalder had pointed out that through experience that they had seen where a developer would back up to an old ordinance but this ordinance is so much better for development on how it occurs now that they expect to fully use this ordinance and wanted to add with another jurisdiction ordinance they were still receiving several amendments five years after it had past because there was a lot of little things that just did not get used daily.

3. Summary of Changes to the November 2015 Public Hearing Draft

Ms. Galanti discussed the zoning map with 38 zoning districts in 1992 in the ordinance and what this ordinance proposes is 28 with most of them being in direct translation (i.e., RS40, RS20, RS15, RS12, etc...). She explained that those four districts condensed down to R3. She stated that the new institutional districts are primarily for a large campus such as: HPU and the Hospital.

She identified the 42 areas with multiple parcels which also include religious institutions, Guilford County schools, a couple of Government properties and others. Council Member J. Davis asked what does that do outside the city limits as the example the Wesleyan property on Johnson before Sandy Ridge. Mr. Burnette confirmed that they

had already gone through the procedure of being annexed and zoned then go through the development process.

Council Member Alexander asked if these were all non-profit or non-tax entities and it was confirmed that mostly are. Mr. Burnette stated that as an example, Wesleyan Memorial, their property values would be established based on their use. Ms. Galanti referred to the second sheet which shows all of the properties and names and what they are currently zoned and what the staff are suggesting what they go to, what the Use is on there, the Owner and the Street Addresses. What they are requesting to do before May 16th, she stated, is to sit down with the individual property owners and talk through what is being recommended with a one-page fact sheet and what they are proposing. Out of these 42, they would then bring back to Council for a Public Hearing at P&Z Hearing into groups. [Council Member Wagner left meeting at 4:21 p.m.]

Ms. Galanti noted that they are tentatively scheduled to advertise in the newspaper on the following dates: May 1st, May 4th, and May 11th at the Public Hearing. Council Member Alexander assumed that it will be like most of the Public Hearings and if TREBIC and the builders will be on board then everyone will be on board. Ms. Galanti pointed out that in their past P&Z meetings there had been discussions and developers to make comments and felt that they had addressed their concerns.

Council Member Alexander asked between now and August 2017 if it would be possible to get the improvements done to the intersections between Lexington and North Main Street down to Parkway and the crosswalks completed since there would be equipment in there and due to the re-routing. Mr. McCaslin anticipated if Council wanted to continue its underground program moving up to the next section would be between Parkway and North of Lexington and they would probably do something similar and look at the age of the lines. Council Member Alexander recalled that they had money to do some intersection improvements and had been discussing doing some more improvements in another area where there was a fatality. Mr. McCaslin confirmed that a contract was being put together on crosswalks on University/Montlieu, University/Lexington, and University/Centennial would be all projects getting ready to go out to bid. Council Member J. Davis mentioned on previous Council they approved the money and the projects on Lexington Avenue and that was two years ago. Mr. McCaslin confirmed that the contract is getting ready to go out now.

There being no further discussion, the meeting adjourned at 4:25 p.m. upon motion duly made and seconded.

Respectfully Submitted,

Maria A. Smith
Deputy City Clerk