

City of High Point

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



Minutes

Wednesday, January 29, 2020

3:00 PM

3rd Floor Lobby Conference Room, #302

Special Called Meeting of City Council

Jay Wagner, Mayor

Christopher Williams, Mayor Pro Tem

Michael Holmes

Wesley Hudson

Cyril Jefferson

Tyrone Johnson

Victor Jones

Britt Moore

Monica Peters

CALL TO ORDER

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
JANUARY 29, 2020 - 3:00 P.M.
3RD FLOOR LOBBY CONFERENCE ROOM**

MINUTES

Present (4):

Mayor Jay Wagner [Left at 3:30 p.m.], Council Member Britt W. Moore (At Large); Council Member Cyril A. Jefferson (Ward 1); and Council Member Victor A. Jones (Ward 5) [Left at 4:48 p.m.]

Absent (5):

Mayor Pro Tem Christopher Williams (Ward 2); Council Member Tyrone E. Johnson (At Large); Council Member Monica Peters (Ward 3); Council Member Wesley Hudson (Ward 4); Council Member Michael A. Holmes (Ward 6)

Staff Present:

Randy McCaslin, Deputy City Manager; Greg Ferguson, Assistant City Manager; Eric Olmedo, Assistant City Manager; JoAnne Carlyle, City Attorney; Jeron Hollis, Communication and Public Engagement Director; Mark McDonald, Transportation Director; Tracy Pegram Parks and Recreation Assistant; Lee Burnette, Planning and Development Director; Matt Carpenter, P.E., Traffic Operations Engineer ; Chris Whaley, Inspections Manager; Mark Schroeder, Development Review Supervisor; Angela Wynes, Transit Manager; Bobby Fitzjohn, Financial Services Director; Lee Tillery, Parks and Recreation Director; Angela Kirkwood, Human Resources Director; Roslyn McNeill, Budget Analyst; Linda Price, Budget Analyst; Mary Brooks, Deputy City Clerk

Others Present:

Judy Stalder, TREBIC

CALL TO ORDER

The meeting started at 3:05 p.m.

Note: A quorum of Council was not present at this meeting, and the meeting proceeded with the members in attendance.

Note: The Parks & Recreation Department will present their overview of

Departmental Operations at a future date.

Note: The order of the meeting changed.

Present 4 - Britt Moore, Cyril Jefferson, Jay Wagner, and Victor Jones

Absent 5 - Christopher Williams, Michael Holmes, Monica Peters, Tyrone Johnson, and Wesley Hudson

PRESENTATION OF ITEMS

2020-36

Presentations: City Departmental Operational Reviews from the following Departments: Planning, Transportation, Building Inspections, Developmental Services, and Parks & Recreation

Staff is requested to give Departmental Operational Reviews from the following Departments:

- a) Planning
- b) Transportation
- c) Building Inspections
- d) Developmental Services
- e) Parks & Recreation

Attachments: [Building Inspections Department](#)
[Planning and Development Department](#)
[Planning Process Assessment White Paper 7-3-18](#)
[City Council - Development Services Center \(1-28-2020\) Mark Edits](#)
[HPDOT](#)

2020-36 **Presentations: City Departmental Operational Reviews from the following Departments: Planning, Transportation, Building Inspections, Developmental Services, and Parks & Recreation**

Staff is requested to give Departmental Operational Reviews from the following Departments:

Planning

Lee Burnette, Planning Director, spoke to the Areas of Responsibility that included: the Comprehensive Planning, Development Review, and Information Management. He outlined the Community Growth Vision Statement explaining the Growth Management Planning, Resource Conservation Planning, Area Planning, and System Planning. Mr. Burnette continued discussion regarding the High Point 2040 Comprehensive Plan that involved future projects; spoke to unifying and connecting the city together with a common vision; said the criteria for the Plan was met and that the data analysis had begun.

Council Member Moore inquired on the cities that did not do zoning. Mr.

Burnett replied that the county did not do zoning.

Mr. Burnette continued discussion regarding an overview of the Development Review that had three areas: Board Action (provided guidance and recommendations to the P&Z, BOA, HPC, TRC, UFC and City Council); Development Ordinance Administration; and Land Development Plan Review; highlighted the current development review projects which were: Comprehensive Zoning Map Amendments, Wireless Telecommunication Regulations, Sign Standards, Watershed Regulations, and the NCGS 160D Legislation; discussed the clients and customers assisted such as the public, city manager and city departments, and outside agencies (US Census, and NC Division of Water Quality (DWQ)). He explained items that would come before the city council such as: Text Amendments, Plan Amendments, Street Abandonments, and Development Agreements; and explained what the Board of Adjustment and Historic Preservation Commission did.

Council Member Jefferson inquired on the process of becoming a Local Historic District. Mr. Burnette replied it required a review and study to become qualified; said it would go to the Technical Review Committee to be approved through four departments (Engineering, Planning & Development, Public Services, and Transportation).

Mr. Burnette continued explaining what the Urban Forestry Committee did such as: Public Tree Certificates, Tree Inventory, Urban Forest Management Plan, Guidelines and Standard Practices, Memorial Tree Program, and Arbor Day.

Council Member Jefferson inquired on the 2040 Comprehensive plan's proposal; working with the census; housing deficiency in reference to the long-range plan; and on comparisons with other municipalities in regards to development challenges coming into the city. Mr. Burnette replied speaking to the requirements of having a comprehensive plan; said it had to be reasonably maintained; said the planning process would take three years; spoke to promoting education in reference to the census; and in comparison to other municipalities in reference to development, the City of High Point's comparison was about the same and or better as others.

Developmental Services

Mark Schroeder, Development Review Supervisor, said the Development Services Center was also known as the Permit Center; the staff included 4 Permit Specialists and 1 Planner, and provided a job description for each position; spoke to outreach (Education & Configurations) to include Accela Citizen Access, training, configuration; and working with other city departments that included Local Codes, Public Services, Engineering,

Inspections, Planning, and Fire; spoke to future initiatives for upgrading software, and additional streamlining of processes.

Council Member Moore inquired on the process for showrooms permits. Randy McCaslin, Deputy City Manager, replied that most showroom permits were done over the counter; said the showrooms mainly had modifications installed instead of structural changes; and that the inspectors would ensure the showrooms met the standards and were safe.

Mr. Schroeder continued discussion regarding permit trends/revenue for the years 2017-2019; and spoke to the different types of permits for but not limited to, signs, demolitions, and fences.

Building Inspections

Chris Whaley, Inspections Manager, spoke to the primary responsibilities for the Building Inspections Department; gave an overview of the staff flow chart with the Citizens being at the top; outlined the inspection reports for 2016-2019; said inspections increased by 25% over a four year timeframe; spoke to maintaining high-quality inspections and customer service; explained what was conducted during field inspections; explained the process during a plan review; said the plan reviewer reviewed plans submitted before construction would start; said the top priority for staff was to provide the highest level of customer service; spoke to current/future initiatives; to the multi trade inspector program process; and to the demand for salary inspector positions.

Council Member Moore inquired on using video recordings during inspections. Mr. Whaley replied the they were looking into adopting an ordinance for that process.

Transportation

Mark McDonald, Transportation Director, introduced staff in attendance: Angela Wynes, Matt Carpenter, and Greg Venable; said the Transportation Department was broken up into seven divisions; spoke to the mission statement; and to the priorities that included: improving safety, managing congestion, supporting sustainable growth, and enhancing the quality of life.

Angela Wynes, Transit Manager, spoke to The Transit's responsibilities; to operating hours; to the number of staff (60 employees); to the different services provided; to the fixed bus route services; to transit services that included specialized door-to-door transportation services to the elderly

and disabled; outlined the fare rates; current projects such as: expansion of Services (longer hours), bus stop signage improvements, purchase a replacement bus and 3 paratransit vehicles, relocating the access team to a newly renovated building, and passenger amenities. Ms. Wynes spoke to the obstacles filling vacancies for supervisory positions; and encouraged everyone to ride along on the bus with them.

Council Member Jefferson inquired on the process of measuring system efficiency. Ms. Wynes replied that each month ridership data was collected; that data information was reported to the NCDOT; and that recommendations were made by a consultant on feedback from passengers.

Council Member Jefferson inquired on a potential terminal location. Randy McCaslin, Deputy City Manager replied that they were looking at one satellite terminal location. Ms. Wynes replied that the satellite terminal would have four different routes.

Matt Carpenter, P.E. Traffic Operations Engineer, spoke to the administration and engineering that did the following: respond to public concerns, program and policy management, collect and evaluate traffic data used for safety and operational improvements, oversee the design and operation of transportation systems and facilities, technical support to other divisions and coordination with city department, NCDOT, and other agencies; discussed ordinances and policies; signs and marketing; conducting traffic control; and to the signal system operations.

Greg Venable, Transportation Planning Administrator, spoke to transportation planning and the Metropolitan Planning Organization (MPO) that did the following: identify, evaluate and document future transportation needs, secured state and federal project funding, promoted the development of all modes of transportation; and said the City of High Point is the lead planning agency for the HPPO.

Mr. McDonald spoke to the following feature attractions: Skeet Club Road (U-3615B); I-74 and NC 68 Interchange (U-5169); I-74 and NC 68 Interchange (U-5169; Jamestown Bypass (U-2412A).

Council Member Moore inquired on the funding and budget for the projects. Mr. McDonald replied that the state funded the projects; and that the city paid for 50% of the sidewalks.

Mr. McDonald spoke to current projects: Johnson Street-Sandy Ridge Road (U-4758) Eastchester Drive (NC 68) (U-5974), Eastchester Drive

(NC 68) (U-5974, I-85 Business & S. Main Street Interchange and Bridge (U-5896/B-5353), sidewalks, and upcoming bond projects; and said the programmed federal, state, and City Transportation investment in High Point for FY 2015-25 was for \$225,000,000.

Council Member Moore voiced appreciation for the work the departments did.

Council Member Jefferson thanked everyone for their patience.

For Information Only

ADJOURNMENT

There being no further discussion, the meeting adjourned at 5:07 p.m.

Respectfully Submitted,

Jay W. Wagner, Mayor

Attest:

Mary S. Brooks, Deputy City Clerk