

City of High Point

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



Minutes

Tuesday, February 4, 2020

4:00 PM

3rd Floor Lobby Conference Room, #302

Community Development Committee

*Christopher Williams, Chair
Wesley Hudson
Cyril Jefferson
Tyrone Johnson
Mayor Jay Wagner (Alternate)*

CALL TO ORDER

Community Development Committee
Chaired by Mayor Pro Tem Chris Williams
Committee Members: Williams, Hudson, Jefferson, and Johnson
February 4, 2020 - 4:00 p.m.
3rd Floor Lobby Conference Room

MINUTES

Present:

Chairman Chris Williams, Committee Member Wesley Hudson, Committee Member Cyril Jefferson, and Committee Member Tyrone Johnson

Staff Present:

Randy McCaslin, Deputy City Manager; Eric Olmedo, Assistant City Manager; Greg Ferguson, Assistant City Manager; JoAnne Carlyle, City Attorney; Michael McNair, Director of Community Development & Housing; Michelle McNair, Community Resources Manager; Thanena Wilson, Assistant Director of Community Development & Housing; Laura Altizer, Senior Budget Analyst; Robby Stone, Assistant Director of Public Services; Lori Loosemore, Local Codes Enforcement Manager; Mary S. Brooks, Deputy City Clerk; and Lisa Vierling, City Clerk

Others Present:

Brian Hahn, Executive Director- Partners Ending Homelessness

Media Present:

Pat Kimbrough, *High Point Enterprise*

Note: The following handouts were distributed during the meeting and are hereby attached as a permanent part of these proceedings.

- PPP- Partners Ending Homelessness
- Greenhill Cemetery Project Handout
- PPP- LIHTC 2020 Preliminary Tax Credit Applications
- PPP- Cedrow Subdivision Update
- PPP- Core City Homebuyer's Incentive Program

Chairman Williams called the meeting to order at 4:04 p.m.

Present 4 - Chair Christopher Williams, Council Member Tyrone Johnson, Council Member Wesley Hudson, and Council Member Cyril Jefferson

PRESENTATION OF ITEMS

[2020-49](#)

Update-Greenhill Cemetery Project

Staff is requested to give an update on the Greenhill Cemetery Project

Attachments: [Greenhill Cemetery Signature Fence Plan Set](#)

Deputy City Manager Randy McCaslin reported that the Greenhill Cemetery project has been discussed in past meetings over the last year and noted one of the major challenges for the project has been the proximity of existing lots at the edge of the street. Although Ray Gibbs, a landscape architect, did draw up a plan that included brick columns, it was determined that the plan would not work due to inadequate space.

He recognized Assistant Public Services Director Robby Stone, to provide an update on the project.

Mr. Stone spoke to how the initial sketch from Ray Gibbs had a nice, sweeping radius at the corner of Leonard and Meredith; however, it was later discovered that this plan would not work due to the close proximity of the graves to the street. Staff is proposing to replace all the existing fencing. He proceeded to share some schematics from other fencing companies who were asked to assist the city and come up with additional ideas that would work and still be attractive. Staff is proposing a panel on each corner of the intersection of Leonard/Meredith which will be connected to a six-foot vinyl coated chain-link fence and heavier six-inch diameter square posts that would match the fencing. Additionally, staff proposes to install multiple gates for access to the cemetery. He explained it can be more difficult to get in for maintenance purposes having to drive all the way across versus having a gate that allows direct access to the grave site.

He spoke to how some of the gates would be kept closed due to excessive foot traffic and litter in the cemetery. Staff is also proposing to construct a turnaround for a way in and out. He advised that there is currently no fencing on the R. C. Baldwin side and staff needs some direction as to if whether or not to install fencing here. Mr. Stone explained that from a maintenance standpoint, staff prefers not to install fencing here. He explained that while some of the gates will be closed, the gate to the main entrance would remain open.

Committee Member Jefferson inquired about the location for the historical marker for the cemetery as well as the cost. Mr. Stone advised that the location and the wording for the historical marker would be up to the Committee. Committee

Member Jefferson felt it would make more sense to place the historical marker at the main entrances. Deputy City Manager Randy McCaslin recalled the historic marker for Washington Street was around \$2,000 and explained that although there is no money in this year's budget for this project, the City Council could approve a budget amendment. Mr. Stone estimated the project to cost around \$55,000 without the fencing on the R. C. Baldwin side and Mr. McCaslin suggested putting in about \$60,000. He advised that it would probably take about 2-3 months to fabricate the historical marker. Regarding the wording for the marker, Committee Member Jefferson suggested having community/neighborhood meetings to solicit input and suggestions.

Chairman Williams inquired about the timeframe in moving this project forward. Mr. Stone noted it would take several weeks to construct the panels for the fencing, but they could start relatively quickly with the fence installation. Committee Member Jefferson asked if staff could look at the price points for other alternatives to identify the cemetery from every access point that says Greenhill Cemetery established in 1910. He also asked if No Drive Through signs would be installed. Mr. Stone advised that when the gates are closed off, they will need to put up No Through Traffic signs, as well as possibly include some additional cemetery language that might be needed.

Chairman Williams felt it was important to include Julius Clark, Jerry Mingo, and Terrence Thomas in future discussions as the project moves forward and to have input on the proposed language for the historical marker.

Mr. McCaslin advised that the Committee's favorable recommendation would be placed on the City Council's February 17, 2020 Agenda which would include a budget amendment for the project.

Committee Member Jefferson made a motion to recommend to the City Council that staff move forward with the plan that was submitted for the Greenhill Cemetery project and to review the language on the historical marker in the process. Committee Member Johnson made a second to the motion which carried by a unanimous 4-0 vote of the Committee as follows:

[2020-50](#)

Presentation-Partners Ending Homelessness

Staff is requested to give a Presentation on Partners Ending Homelessness

Attachments: [2. Partners Ending Homelessness.pdf](#)

Michael McNair, Director of Community Development & Housing, introduced Brian Hahn, Executive Director- Partners Ending Homelessness.

Mr. Hahn reported that Partners Ending Homelessness (PEH) is a countywide

initiative to end and prevent homelessness throughout Guilford County which involves pulling together stakeholders and resources to get their mission accomplished. He identified the three functions of support for the Guilford County Continuum of Care (COC), which is a network of 35+ agencies and providers throughout Guilford County. Those that they work with in High Point are agencies such as Open Door Ministries, West End Ministries, Salvation Army, and Caring Services. Mr. Hahn stressed that PEH does not engage in direct services as these agencies do. He identified the three functions of support as follows:

Collaborative Applicant (leads and facilitates the competitive process for these agencies to get federal funding from HUD, which is about \$2,000,000 for Guilford County)

HMIS (Homeless Management Information System) Data

Coordinated Entry. Recently identified to be the lead for Coordinated Entry in Guilford County to coordinate the efforts of those experiencing homelessness getting them to the right resources and programs, and reverting when possible to prevent folks from entering homelessness.

Mr. Hahn spoke to how there are so many different stakeholders and many different pieces with two cities being involved (Greensboro and High Point), the COC Board (which is a community board), the PEH Board, community leaders, funders of public and private dollars, clients, staff, etc..... He advised that all these moving parts sometimes cause confusion about who does what. Mr. Hahn reported on a very productive meeting that he had with High Point Police Chief Kenneth Shultz to bring clarity between the role of PEH and the Guilford County COC.

He proceeded to share the numbers from the 2019 Point in Time Count for High Point, which is an annual requirement by HUD to do a snapshot of a day or night as a way of measuring homelessness.

144 Sheltered (individuals who are in emergency and transitional housing programs such as Open Door Ministries, West End Ministries, Caring Services, etc....)

33 Unsheltered.

Mr. Hahn advised that the 2020 Point in Time Count was just conducted last week and they are still processing all of the data that identified an increase of 50 unsheltered individuals from the 2019 Count.

Over the past five to seven years, they have been focusing on the veteran and chronic homeless numbers as part of the National District, "Built for Zero". They

have identified 23 veterans that are on the By Name List, 12 of those are in High Point. Mr. Hahn pointed out 11 of those are in transitional housing programs like Caring Services and spoke to how this affects the numbers because HUD still considers them not permanently housed. In terms of the chronic homeless, which are the ones that cycle in and out of the shelter system, they have 17 on the By Name List with four of those in High Point.

Mr. Hahn asked for High Point's continued engagement and partnership in working on solutions and mentioned there has been some conversation around a day center for the homeless in High Point. He then entertained questions.

Committee Member Jefferson asked about some of the concrete things that the city of High Point is partnering with them on. Mr. Hahn advised one of the things that came out of the meeting he had with Chief Shultz today was engaging the High Point Police Department on a regular basis with the CoC membership and board meetings. He advised that they also talked about some of the overlapping challenges particularly with mental health; the opioid crisis; lack of affordable housing; the day-to-day challenges; and how the city can take a leadership role in being proactive about meeting those needs whether it be a day shelter or a day center.

Committee Member Jefferson asked if there is an official coalition or alliance between the city and all the agencies working on affordable housing; asked about funding; and asked about possibly combating homelessness with the increasing housing stock. Mr. McNair replied there is the High Point Affordable Housing Coalition, a group of interested agencies and partners, and their main thing is advocacy because they do not have any funding, nor do they have any staff. Mr. McNair explained one of the challenges with providing housing is the money needed for operating support; maintenance; taxes.

Committee Member Jefferson asked about the possibility of getting some ideas from other communities with successful coalitions as a means of strengthening our coalition. Mr. McNair replied that there is interaction between High Point and other communities. He also asked what the city of High Point could do to help PEH and if there is a way to build capacity as far as what the Community Development & Housing department does and what PEH does to build coalitions and partnerships. Mr. McNair advised that staff does have very extensive interactions with them, but pointed out the bottom line is there are no resources to do some of the things that have been discussed such as a day center for the homeless. Mr. Hahn felt there is good energy in the community and some interest in working out solutions even with the limited resources.

Chairman Williams asked Mr. Hahn to bring any actionable items to Council as soon as possible.

He mentioned that they would be scheduling a bus tour through the neighborhoods, as well as a housing summit sometime in mid-April.

Committee Member Jefferson

For Information Only

[2020-51](#)

Update-LIHTC applications

Staff will provide an update on the LIHTC (Low Income Housing Tax Credit) applications.

Attachments: [2020 Preliminary Tax Credit Applications](#)

Michael McNair, Director of Community Development & Housing, provided an update on the LIHTC applications. He advised there are several applications that have been submitted to the State from High Point. Nine applications were submitted in Guilford County: three in High Point and six in Greensboro. Additionally, five applications were submitted in Forsyth County which makes it an extremely competitive process. Deputy City Manager Randy McCaslin stated of those nine applications submitted, more than likely only two would be funded in the whole county. Mr. McNair then reviewed the three 2020 Housing Credit Preliminary applications that were submitted from High Point as follows:

Abbey Crossing (Wynnefield Properties), located on Samet Drive, consisting of 1.84 acres. Forty-eight elderly units are proposed. Rents are preliminary.

Hartley Meadows (Park Grove Realty), located on Hartley Drive, consisting of 10.24 acres (some of the parcels are unusable). Seventy-two multi-family units are proposed. Rents are preliminary.

Walnut Ridge (Wynnefield Properties), located on Skeet Club Road, consisting of 5.83 acres. Seventy-two multi-family units are proposed. Rents are preliminary.

Mr. McNair explained the State will review the applications received and will do their own site score evaluations. It is anticipated that notification of the tax credit awards will be done in August. One of the things that has to be determined by staff is what financial participation will be recommended to the Council. Mr. McNair reported there is a little over \$500,000 remaining in the Section 108 debt capacity and staff will probably offer it to all three projects with an additional commitment and whoever wins will receive it.

Mr. McCaslin inquired about the zoning for these three sites. Mr. McNair replied that two of the sites are not properly zoned (Abbey Crossing will go to the Planning

& Zoning Commission this month and Walnut Ridge will be heard by the Planning & Zoning Commission next month); however, Hartley Meadows is properly zoned.

For Information Only

[2020-52](#)

Update-Cedrow Subdivision Project

Staff is requested to give an update on the Cedrow Subdivision Project

Attachments: [Feb 2020 Cedrow Subdivision Project Update](#)

Michael McNair, Director of Community Development & Housing, reported that the addresses have been received for Phase 1 of the Cedrow Subdivision project. He shared a copy of the site plan for the project and reviewed the following Next Steps:

- Advertise street construction contract on February 17, 2020
- Create Home Owner's Association (HOA). Required due to the stormwater facility on the site and decisions need to be made regarding who will manage and maintain the stormwater facility. No permits can be issued for the site until an HOA is created.
- Seek Council approval to contract with Community Housing Solutions (CHS) and convey properties possibly by March 2020
- Start construction of Phase 1 houses (4 units) in March 2020
- Street construction contract award to Council in March-April 2020
- Four month street construction period (weather permitting)
- Being Phase 2 housing (15 units) after new street is constructed in September

Mr. McNair pointed out the Phase 1 Development Team has not changed and will consist of the following:

- Builder (Community Housing Solutions)
- Real Estate Listing Agent (Housing Consultants Group)
- Construction Financing (Pinnacle Bank)
- Project Management (Community Development & Housing)

For Information Only

[2020-53](#)

Update-Core City Homebuyer's Incentive Program

Staff is requested to give an update on the Core City Homebuyer's Incentive Program

Attachments: [Core City Homebuyer Incentive Program](#)

Mike McNair, Director of Community Development & Housing, provided an update on the Core City Homebuyer's Incentive Program. He explained there are actually two programs: one for the Core City (actual loans) and one for the city at-large (grants).

One of the goals for implementing the program was to attract middle income young homeowners into the Core of the City. Mr. McNair then shared the following details regarding the program.

Down payment/closing cost assistance : \$5,000
5-year deferred loan at 0% interest
Loan forgiven at 20% per year
Property must be primary residence and located in the Core
Property sales price not to exceed \$200,000
184 total applications since inception (136 in the Core City, 48 outside of the Core City) (148 closed, 11 pending, 19 withdrawn, 6 denied)
N.C. Housing Finance Agency Program: \$8,000 per unit
Average price: \$111,152 (prices ranged from \$200,000 to \$42,900)
Average age: 40
Average household income for all applications: \$47,610 (almost 100% of the AMI)
Total incentives expended or reserved : \$990,000 (\$645,000 Local + \$345,000 Federal)

In regards to the withdrawn applications, Committee Member Jefferson asked if the applications are ever polled to find out why. Mr. McNair replied that applications are withdrawn for a variety of reasons. Committee Member Jefferson inquired about the consumer friendliness and efficiency of the process. Mr. McNair issued an invitation to attend the lending certification workshops for lenders and realtors and noted there were about 60 in attendance at the last one held. Thanena Wilson, Assistant Director of Community Development & Housing, noted that effective July 1st, lenders can actually submit applications electronically.

For Information Only

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 5:00 p.m. upon motion duly made and seconded.

Respectfully submitted,

Lisa B. Vierling, City Clerk

Christopher Williams, Chairman
Community Development Committee