

# AGENDA

## CITY OF HENDERSONVILLE CITY COUNCIL – REGULAR MEETING

FEBRUARY 5, 2015 – 5:45 P.M.

### Council Chambers – City Hall

1. **Call to Order**
2. **Invocation and Pledge of Allegiance**
3. **Public Comment Time:** *Up to 15 minutes is reserved for comments from the public for items not listed on the agenda*
4. **Consideration of Agenda**
5. **Consideration of Consent Agenda:** *These items are considered routine, noncontroversial in nature and are considered and approved by a single motion and vote.*
  - A. Consideration of Minutes: January 8, 2015 Regular Meeting
  - B. Consideration of Budget Amendments (4)
  - C. Consideration of Endorsement of Housing Assistance Corporation Application for Grant Funds from the Asheville Regional Housing Consortium *(This is not project approval; only endorsement of their request for funds.)*
  - D. Consideration of Special Event Permits:
    - i. Intelliquest
    - ii. Walk to End Alzheimer's
  - E. Consideration of Request to Rename the (Public Works) Sanitation Department to the Environmental Services Department
  - F. Consideration of Job Description for Planner
  - G. Consideration of Waterline Extension Agreement for Seasons at Cane Creek
6. **Public Hearing – Consideration of Zoning Ordinance Text Amendment: Adding a New Subsection to Section 5-8 C-3 Highway Business Zoning District Classification and Section 5-12 I-1 Industrial Zoning District Classification Pertaining to Shelter Facilities and Day Centers as a Special Use**  
*Presenter: Planning Director Sue Anderson*

- 7. Public Hearing – Consideration of the Street Closing of a Portion of Ninth Avenue West between N. Church Street and Oakland Street - Continued from the February 4, 2014 Council Meeting**  
*Presenter: Planning Director Sue Anderson*
- 8. Presentation/Request by Mr. Tom Orr to Recognize Prominent Henderson County Citizens**  
*Presenter: Tom Orr*
- 9. Presentation/Request by Hendersonville Sister Cities President to Provide an Update on Current Activities and Request Monetary Assistance to Send the President to Verbania, Italy**  
*Presenter: Ms. Karen Hultin, President, Hendersonville Sister Cities*
- 10. Presentation by Environmental Sustainability Board**  
*Presenter: Geri Conley*
- 11. Comments from Mayor and City Council Members**
- 12. Reports from Staff**
  - a. Videos of Water Treatment Plant and Wastewater Treatment Plant Operations
  - b. Reminder of February 13, 2015 Council and Staff Retreat: Fire Station #2, beginning at 8:00 a.m.
  - c. Reminder of Town Hall Day, March 18, 2015, in Raleigh
- 13. Boards and Commissions**  
*Presenter: City Attorney Sam Fritschner, City Clerk Tammie Drake*
  - a. Consideration of Resolution Establishing Business Advisory Committee
  - b. Consideration of Appointment to Board of Adjustment
  - c. Announcement of Vacancies
- 14. New Business**
- 15. Adjournment**



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** Brian D. Pahle

**Department:** Administration

**Date Submitted:** 01/26/15

**Presenter:**

**Date of Council Meeting to consider this item:** 02/05/15

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05b

Attached are four Budget Amendments. These amendments address opportunities discovered by the City's mid-year budget report. Each attached amendment has detail explaining the purpose of the amendment. Please contact Brian Pahle or Lisa White if you have any questions or concerns.

Budget Impact: \$ 133,735 \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? No  If no, describe how it will be funded.

These amendments will increase the budgetary authority due to an expected increase in revenues for the fiscal year.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to approve the budget amendments as presented.

**Attachments:**

Budget amendments

**BUDGET AMENDMENT**

FUND: GENERAL FUND

ACCOUNT NUMBER		DESCRIPTION OF ACCOUNT	INCREASE	DECREASE
ORG	OBJECT			
100010	421400	2014 AD VAL TAX R/P	95,902.00	
100080	443800	DISCOUNTS EARNED	6,180.00	
100080	434750	STREET PAVING CUT-CUSTOMER	7,126.00	
100080	444000	INSURANCE SETTLEMENTS	20,679.00	
100080	498207	DONATIONS/CONTRIBUTIONS	3,848.00	
	REVENUE	SUB-TOTAL	133,735.00	
104310	518600	WORKER'S COMP INS	8,000.00	
104310	518900	RETIREE INS	17,766.00	
104310	545600	LIAB/PROP INS & BONDS	6,000.00	
104340	518600	WORKER'S COMP INS	1,000.00	
104340	545600	LIAB/PROP INS & BONDS	5,000.00	
104340	549900	DONATION EXPENDITURES	3,848.00	
104360	512100	SALARIES & WAGES-REG	11,440.00	
104360	518100	FICA TAX EXPENSE	875.00	
104360	518200	RETIREMENT EXPENSE	809.00	
104360	518300	GROUP MED & LIFE INS	1,262.00	
104250	518900	RETIREE INS	500.00	
104250	545600	LIAB/PROP INS & BONDS	100.00	
104520	529900	SUPPLIES & MATERIALS	10,000.00	
104510	545600	LIAB/PROP INS & BONDS	4,200.00	
104760	518600	WORKER'S COMP INS	1,000.00	
104760	545600	LIAB/PROP INS & BONDS	250.00	
109619	519000	PROFESSIONAL SERVICES	22,000.00	
109619	518500	STATE UNEMPLOYMENT INS	1,154.00	
109910	599100	CONTINGENCIES	38,531.00	
	EXPENDITURE	SUB-TOTAL	133,735.00	
<b>TOTALS IN BALANCE</b>			<b>\$ 267,470.00</b>	<b>\$ -</b>

The City Budget & Management Analyst and Finance Director conducted a mid-year report on the City's budget for FY14-15. The amendment, detailed above, is the recommendation following the results of the report. Please see the following summary of changes.

**Revenues:** The accounts listed above are expected to exceed their budgeted amounts. The levy from the County turned out higher than what was originally budgeted, P-card rebates received are higher than budgeted, and other unforeseen donations.

**Expenditures:** A variety of issues play into the selection of expenditure accounts that received an increase in budgetary authority. These include not budgeting for claims in insurance accounts, ability to fund a frozen position, ability to further street improvements, and other unforeseen expenses.

Workers Comp Ins, Retiree Ins, and Liab/Prop Ins & Bonds: These pay a premium which was budgeted for FY14-15. However, the City will pay on any additional claims as well, which was not budgeted for FY14-15. The accounts that saw claims had their budget overages corrected and a cushion was established for further claim payments.

Donation Expenditure: This account was created to fund the Fire Department's breast cancer awareness initiative. There is corresponding revenue generated, with approximately \$200 going to charity.

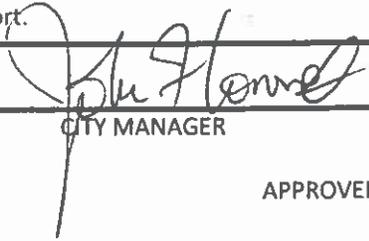
Planning Personnel Expenditures (104360): The Planning Department has a City Planner position that was frozen to start this year. However, with this additional revenue and expected capacity in the coming years (see Budget & Management Analyst for personnel evaluation) the City will go forward with filling the position and bolstering its capacity for increased customer service and development. The expenses provide for one quarter of a fiscal year's personnel costs (April-June).

Supplies & Materials: The Public Works Department will be conducting additional street improvements in the 7th Avenue area. This increase will provide the funding necessary for the improvements.

Non-Departmental (109619): The \$22,000 going towards Professional Services will be used to pay for Customer Service Excellence and the Performance Evaluation studies. The unemployment insurance account is over budget by \$1,154 and needs the additional funds to break even at year end.

Contingencies: The remaining funding will be held in the Contingencies account in case of further overages/emergencies.

Please contact the Budget & Management Analyst and/or Finance Director if you have any questions regarding the mid-year report.



CITY MANAGER

Date: 1-22-15  
2/5/2015

APPROVED BY CITY COUNCIL:

DATE:

**BUDGET AMENDMENT**

FUND: GENERAL FUND, WATER/SEWER FUND

ACCOUNT NUMBER		DESCRIPTION OF ACCOUNT	INCREASE	DECREASE
ORG	OBJECT			
104340	512250	Holiday Pay		43,991.00
104340	512200	Salaries & Wages O/T	20,000.00	
104340	512600	Salaries & Wages Temp	23,991.00	
104270	512250	Holiday Pay		920.00
104270	512200	Salaries & Wages O/T	920.00	
104250	512250	Holiday Pay		1,816.00
104250	512100	Salaries & Wages Reg	908.00	
104250	512200	Salaries & Wages O/T	908.00	
104760	512250	Holiday Pay		2,115.00
104760	512200	Salaries & Wages O/T	1,000.00	
104760	512100	Salaries & Wages Reg	1,115.00	
104510	512250	Holiday Pay		2,140.00
104510	512200	Salaries & Wages O/T	1,000.00	
104510	512900	Salaries & Wages P/T	1,140.00	
104520	512250	Holiday Pay		586.00
104520	512200	Salaries & Wages O/T	300.00	
104520	512300	Salaries & Wages Standby	286.00	
607124	512250	Holiday Pay		18,045.00
607124	512200	Salaries & Wages O/T	14,000.00	
607124	512100	Salaries & Wages Reg	4,045.00	
607134	512250	Holiday Pay		2,917.00
607134	512200	Salaries & Wages O/T	1,917.00	
607134	512100	Salaries & Wages Reg	1,000.00	
<b>TOTALS IN BALANCE</b>			<b>\$ 72,530.00</b>	<b>\$ 72,530.00</b>

Holiday pay accounts were instated to track payments for individuals that worked on holidays. However, only one department accounted for this time correctly and all of the other departments have stagnant holiday pay accounts (\$0 appropriated to date). Management concluded rather than waste time digging through each account, per pay period, that re-appropriating the funds back into regular salaries, where this funding had been drawn, would be the best option.

  
 CITY MANAGER

Date: 1-22-15  
 2/5/2015

APPROVED BY CITY COUNCIL:

DATE:

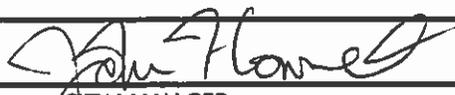


**BUDGET AMENDMENT**

FUND: GENERAL FUND

ACCOUNT NUMBER		DESCRIPTION OF ACCOUNT	INCREASE	DECREASE
ORG	OBJECT			
104120	512100	Salaries & Wages-Reg		10,000.00
104120	512900	Salaries & Wages-P/T	10,000.00	
		<b>TOTALS IN BALANCE</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>

In response to the dismissal of the City's Human Resource Director the City Manager hired an HR Consultant to manage the City's HR Department and assist in the search for a new Director. This resulted in lapse salary in the regular salaries account and an overage in the part-time account. The \$10,000 will cover the rest of salaries in part-time for the fiscal year and will not cause a problem in regular salaries.

  
 CITY MANAGER

Date: 2/5/2015

APPROVED BY CITY COUNCIL: \_\_\_\_\_ DATE:



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Return to  
Agenda**

**Submitted By:** John Connet

**Department:** Administration

**Date Submitted:** 01/28/2015

**Presenter:** Sam Fritschner

**Date of Council Meeting to consider this item:** 02/04/2015

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 05c

The Housing Assistance Corporation is applying for grant funding from Asheville Regional Housing Consortium for their Oklawaha Village project on N. Main Street. All applications must be endorsed by the Consortium jurisdiction where the project will be located prior to the submission of the grant application. If the City Council chooses to endorse this project, the City Council should stipulate that this endorsement is for the grant funding only and should not be construed to mean that project specifics have been discussed or approved prior to the public hearing at the March City Council meeting.

Budget Impact: \$262,163 Is this expenditure approved in the current fiscal year budget? No  If no, describe how it will be funded.

Asheville Regional Home Consortium grant funding

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council endorse Housing Assistance Corporation's grant application for Asheville Regional Housing Consortium funding for the Oklawaha Village project.

## Attachments:

Letter of request from Housing Assistance Corporation



# HOUSING ASSISTANCE

January 26, 2015

Mr. John F. Connet  
City Manager  
City of Hendersonville  
145 Fifth Avenue E  
Hendersonville, N.C. 28792-4328

**Re: Request by The Housing Assistance Corporation (HAC) for City of Hendersonville approval to submit an application to the Asheville Regional Consortium seeking an allocation of Home 2015 funds**

Dear City Manager Connet:

HAC will be submitting its application to the Asheville Regional Housing Consortium seeking an allocation of \$262,163 (balance of \$425,000) out of the HOME 2015 Program for the 66 MF Rental Units to be known as Oklawaha Village Apartments. The Application Instructions state:

Projects in Consortium member jurisdictions other than Asheville require the approval of those jurisdictions prior to the general deadline for submittal of this application. You must contact the appropriate Consortium member to inform them of your proposed project and to determine their application submittal deadline.

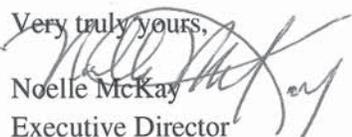
Because the entire development located at 1818 N Main St. will be within the City of Hendersonville if ultimately approved, approval for HAC's application to the Consortium is needed only from the City of Hendersonville.

The Oklawaha Village Apartments will be 66 apartment units situated in five (5) 3-story buildings located on a single Lot of approximately 11.8 acres at a density of 5.6u/a. Oklawaha Village Apartments is a separate section of a new development known as Oklawaha Village. All 66 of these Rental Units will be rented to and occupied by families earning 60% or less of the Area's Median Income (AMI).

Accordingly, the City of Hendersonville is respectfully requested to grant its approval and endorsement of HAC's application to the Asheville Regional Consortium seeking an allocation of funds out of the 2015 HOME funds allotted to the Consortium by NCHFA.

It is acknowledged that this approval is only for the submission of an application to the Consortium and in no way constitutes any decision or predisposition of the City regarding the requests by HAC for Rezoning, Special Use Permit, Annexation or any other application pertaining to the development of Oklawaha Village. All of such decisions are to be determined upon their merits and are unaffected by this limited approval to submit its application to the Consortium, this limited approval in no way binding or prejudicing the City's discretion regarding such other decisions.

Very truly yours,

  
Noelle McKay  
Executive Director

602 Kanuga Road • PO Box 2057 • Hendersonville, NC 28793  
tel. (828) 692-4744 • fax (828) 692-3009 • e-mail: [bill@housing-assistance.com](mailto:bill@housing-assistance.com) •  
web: [www.housing-assistance.com](http://www.housing-assistance.com)

CITY OF ASHEVILLE  
ASHEVILLE REGIONAL HOUSING CONSORTIUM  
Application for Funding for a  
CONSTRUCTION PROJECT  
2015-2016

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**CHECKLIST OF DOCUMENTATION INCLUDED WITH THIS APPLICATION:**  
(Check each box)

Your application must include following sections in the order listed:

- Section I: Applicant Information
- Section II: Project Description
- Section III. Financial Information
- Section IV. Agency Management
- Section V. Disclosure of Potential Conflicts of Interest

**REQUIRED ATTACHMENTS**

Please provide one electronic copy of each of the following documents:

- An **organizational chart**. Highlight staff who will be responsible for this project
- By-Laws, Articles of Incorporation, and 501c(3) determination letter**.
- A copy of your most recent financial statements and audited financial statements, including the management letter, if an audit was performed in the past year.
- A complete list of the members of your current **Board of Directors**. Include addresses, phone numbers, and relevant affiliation.



## SECTION II PROJECT DESCRIPTION

**II.A. Project Title:** Oklawaha Village Apartments

**II.B. Project Location(s)** (be as specific as possible): Oklawaha Village is located in Henderson County within the City of Hendersonville, near the intersection of North Main Street, Yon Hill Road and Duncan Hill Road and the intersection of Azalea Woods

**II.C. Type of Activity** (check one):

- |   |  |
|---|--|
| <input type="checkbox"/> New Construction for Homeownership     | <input type="checkbox"/> Rental Housing Rehabilitation                 |
| <input checked="" type="checkbox"/> New Construction for Rental | <input type="checkbox"/> Owner Occupied Housing Rehabilitation         |
| <input type="checkbox"/> Predevelopment Loan (HOME Only)        | <input type="checkbox"/> Public Facility or Infrastructure (CDBG Only) |
| <input type="checkbox"/> Acquisition/Rehab/Sale                 | <input type="checkbox"/> Commercial Property Improvement (CDBG Only)   |
| <input type="checkbox"/> Other (Specify)                        |  |

**II.D. Project Overview**

**1. Please provide a short description of your project proposal. (600 characters)**

**Oklawaha Village Apartments will be a Low Income Housing Tax Credit (LIHTC) Development of 66 units of affordable rental housing to people earning 60% or less of the area median income. 40% of the apartments will be affordable to families earning <=50% AMI. There will six (6) 1BR; thirty (30) 2BR, and thirty (30) 3BR units situated in five (5) 3-story buildings located on 11.8 acres for a density of 5.6 u/a. There will be a community building/center and playground, both being centrally located for security and accessibility.**

**2. What is the purpose of your project? (400 characters)**

To provide 66 units of affordable multi-family housing for people earning less than 60% of the area median income in the City of Hendersonville, Henderson County.

**II.E. Project Justification**

**1. Which 2010-2015 Consolidated Plan priority does your proposed program meet? Describe how your program meets that priority. If it does not meet a priority, explain why it should be considered a priority for funding. (Click [here](#) for link to the plan, 1000 characters)**

**Henderson County priorities met by the development:**

**First Priority: Provide affordable rental housing, particularly for households earning 60% of median income or less. This development will provide 66 units of LIHTC rental housing.**

**Second Priority: Coordinate housing development with transportation, jobs, and services and make efficient use of available land and infrastructure.**

**The development will be constructed within a mile of employment opportunities, an elementary school, highschool, restaurants, grocery store, and other services. The property is bordered by the Oklawaha Greenway which connects Patton Park with Jackson Park and intersects North Main, 7th Avenue, and Hwy 25.**

**Fourth Priority: Emphasize high quality, energy efficient, neighborhood compatible designs.**

**The development will be constructed to Energy Star v.2 standards, will be designed to integrate into the existing neighborhood, and constructed of high quality materials, including brick, vinyl siding & windows.**

**2. What local or regional need or market does the program address? (400 characters)**

**Market studies were recently completed for similar proposed LIHTC developments: Braeburn Apartments (2012) and Rosebay Apartments (2014). Both developments were to be located within Henderson County with 4 miles of Oklawaha Village, which is centrally located within the commercial hub of Hendersonville. Braeburn's capture rate was 2.5% and vacancy 1.6% with Rosebay having 12.3% and 2.4% respectively**

**3. Provide objective data- including information from reports, surveys, client records and other data sources- that documents your local or regional market and need. (1000 characters)**

**Affordability and availability is an issue within Hendersonville. The Hendersonville city median household income is \$38,849 compared to \$46,500 for Henderson County and the state. Demographically, the city's minority population is 20.3% compared to the county's at 6.9%. ACS data indicates that 51.7% of Hendersonville's renters pay 30% or more of their monthly income on rent. HAC's current LIHTC family developments have a 6 – 8 month waitlist. The Section 8 voucher waitlist is 6-8 months with WCCA reporting that identifying eligible units is an additional challenge.**

**Ongoing development will have a significant impact on the area. From 2000 to 2010, Henderson County saw the highest population growth rate in the Consortium area at 19.7%. Within 1.7 miles of Oklawaha Village, a joint venture of Wingate University will result in a new 60,000 sq ft. health education facility where over 400 students, faculty, and staff will be based.**

## **II.F Project Site Details**

### **1. What is the size and current use of the development site? (400 characters)**

**The 66 affordable homes of Oklawaha Village will be developed on an approximately 11.8 acre area out of an approximately 18.5 acres. The property is currently vacant, wooded land that does not contain any habitable structures. There are approximately three old wooden barnlike structures and an abandoned house to be removed.**

### **2. Please give a site description, including any existing site improvements, natural or constructed features (streams, ponds, e.g.). slope, elevation, and other relevant information about the site characteristics. (2000 characters)**

**The site is an assemblage of 5 Tax Parcels approximately 11.8 contiguous acres. The site is located along the north bank of Mud Creek, which serves as part of the site's southern boundary. N Main Street serves as the property's northern boundaries in many places.**

**The site slopes down from N Main Street with an elevation of approximately 2125 ft to about 2100 ft approaching Mud Creek at the south. Slopes are 0-16% except when nearing the pond with some slopes of 25-60%.**

**The 11.8 acre site for the proposed development slopes gently southward at 0-16% until the flood plains are reached along the southeasterly boundary of the site and slopes of 25-60% occur in those areas not to be disturbed.. Additional properties have been acquired within the flood plain of Mud Creek so that such could be kept in their pristine state while being utilized for low impact design storm water management as well as passive recreation open space. None of the proposed 66 homes is located within any flood plain.**

**The 11.8 acres upon which the Oklawaha Village Apartments will be developed do not contain any streams or other natural features except for a natural swale leading down to Mud Creek. As can be seen from the project design, use of this natural feature as part of the storm water management plan both preserves the natural benefits of ground water infiltration, but creates an attractive open space which can be enjoyed by all 66 apartment homes.**

**Regarding manmade structures, the site is bounded on both sides by a partially completed public street consisting of a stone base of unknown depth. These have been incorporated into the Site Design of the proposed development.**

### **3. What is the current site zoning and the status of any required planning reviews? (1000 characters)**

**The site is currently zoned Urban Village (UV) in the City of Hendersonville, however it's special use permit has expired and would have to be re-approved. HAC is seeking to have the property rezoned to Planned Residential Development (PRD) which will also require a special use permit. A preliminary site plan has already been filed with the City along with the re-zoning application. The PRD Zone allows for flexibility with building locations and density and would meet the program requirements for Oklawaha Village.**

**The rezoning process through the Hendersonville City Planning Department has already begun with the Neighborhood Compatibility meeting held on 1/12/15 and the Planning**

**Board hearing scheduled for 02/09/15. The proposed Okalwaha Village is substantially the same development approved by the City in 2005 for this same tract.**

**(II.F Project Site Details Continued)**

**4. What is the status of your assessment of environmental conditions at the site? Will there need to be mitigation of any existing environmental conditions before the project proceeds? (400 characters)**

**The Phase I Environmental Report was just completed. There are no known existing environmental conditions needing to be mitigated before the project proceeds.**

**Please attach the following:**

- Site plan showing lot boundaries, street access, location of structure(s), and other site features**
- General location map showing development site in relation to streets, points of interest in the surrounding neighborhood, neighborhood facilities and services (at least ½ mile radius). Interstates (within 1000 feet), airports (within 5 miles), railroads (within 3000 feet), waterways, and flood zones must be shown (show all streams or waterways on or adjacent to the property).**
- If you already own the site of property, submit a copy of the deed and describe all existing liens or deeds of trust on the property. If the site is currently under an option agreement, submit a copy of the option and purchase agreement.**
- Any environmental studies that have been completed for the property.**

**II.G. Property Acquisition**

**1. Describe the real property the agency has acquired or plans to acquire in order to carry out the project. Has the property already been acquired, or is property acquisition planned? When did closing occur, or when is closing planned? (400 characters)**

**The property has not yet been acquired, however Housing Assistance has an option agreement with the owner (attached). Closing is contingent upon numerous events. It is anticipated that all conditions precedent to Closing would occur within the next 2 months, putting Closing around May 2015.**

**2. Has property owner been notified of your intention to use federal funds for this project? If so, please attach copy of the letter. (100 characters)**

**Yes. Please see attached Exhibit to the Option Agreement.**

### **(II.G Property Acquisition Continued)**

**3. Is the property currently occupied? If so, indicate the status and number of tenants or owners and describe in detail how you will determine relocation needs and help occupants relocate in accordance with Uniform Relocation Act. Include the cost of this in your budget. If you have issued a General Information Notice to tenants informing them of their rights to relocation assistance, attach a copy of notice. (400 characters)**

The property and structures are unoccupied.

### **II.H. Construction Detail**

**1. Provide in detail the proposed construction; information such as the total square footage or lineal feet of the proposed completed project; the number of stories; the materials to be used, infrastructure in place or needed and other details to help us understand the project. (2000 characters)**

Oklawaha Village Apartments will consist of 66 rental units in 5 three-story walk-up apartment buildings plus an office and community building as shown on the accompanying Site Plan. The 66 rental units are situated on 11.8 acres including approximately 5 acres of flood plain which will not be improved but left in their pristine condition as passive open space for the residents.

In another section of the 18.5 acre tract will be 18 single family lots of 1/4 +/- acres, all of which will be affordable to families earning  $\leq 80\%$  AMI. 12 of these SF homes will be built using USDA SHOP program with the remaining 6 being New Homes. All 84 units within Oklawaha Village will share the public street to be installed on site extending from the intersection of Yon Hill Rd and N Main St.

Existing water line is approximately 1,400 lf from the property at the intersection of North Main and Signal Hill Rd. Power is adjacent to the property. Existing sewer is approximately 350 lf to the south of the property on the southern side of Mud Creek. Road improvements to be determined by a traffic impact analysis and may include improvements to North Main. Currently the site does not have any infrastructure in place.

The exterior design of the buildings will have numerous offsets as required by the Zoning Ordinance of Hendersonville. This design provides multiple styles of siding and varying heights of brick and colors of material to add visual appeal. The building is designed for low maintenance and extended life through the use of high grade materials. The design elements are intended to meet and exceed NCHFA criteria and the energy and accessibility standards of the NC Building Code criteria.

The site is designed with the needs and lifestyles of families in mind. There will be a playground, a picnic area and a covered gazebo.

**(II.H Construction Detail Continued)**

**2. How many housing units will be newly constructed? (50 characters)**

**A total of 66 units will be newly constructed .**

**3. How many housing units will be rehabilitated? (50 characters)**

**No units will be rehabilitated.**

**4. What is the square footage of each housing unit? (200 characters)**

**There will be  
six (6) 1BR=716 sf;  
thirty (30) 2BR = 928 sf, and  
thirty (30) 3BR 1,160.**

**5. What is the number of bedrooms/baths for each housing unit? (200 characters)**

**6 1BR/1BA  
30 2BR/1BA  
30 3BR/2BA**

**6. How many units will be available to people with special needs (Elderly, Disabled, Homeless, or People with HIV)? (200 characters)**

**Ten (10) units will be available to people with special needs as required by the State and NCHFA.**

**7. Describe how the project will be designed and built to provide accessibility to persons with disabilities. Include information about “visitability” on non-accessible units. (400 characters)**

**The project will provide accessibility and “visitability” to persons with disabilities in non-accessible units by including an assessable means of ingress and egress in each unit. Additionally, all interior doorways to bedrooms and bathrooms will have a 32” clear opening**

**8. Describe in detail the green building, energy conservation and use attributes of the proposed project. What fuel sources will be used for heating and cooling? What, if any, alternative energy sources will be employed? Will the project participate in an externally monitored energy efficiency program (e.g. Energy Star)? Please provide details. (1000 characters)**

**The development will be constructed to meet Energy Star Version 2.0 standards, as required by the North Carolina Housing Finance Agency.**

**Electricity will be used as the heating and cooling source for the development.**

**9. If the project is a rehabilitation project, please describe historic features of the property. How will the project comply with the requirements of the National Historic Preservation Act? Does the project include property that is in or eligible for the National Register of Historic Places? (400 characters)**

N/A

**Please attach the following:**

- Floor Plan(s)
- Site Plan
- Elevation drawings of finished building(s), and annotated sketches to emphasize design features that you consider particularly attractive.
- Photos of current street views to demonstrate neighborhood compatibility.

## **II.I. Lead-Based Paint (Repair/Rehab projects only)**

**1. Describe in detail how you plan to address lead-based paint testing and abatement or hazard control on any property built before 1978. (200 characters)**

N/A

## **II.J. Housing Affordability, Marketing and Supportive Services**

**1. What are the proposed rents or sales prices for completed housing units per unit by number of bedrooms? Estimate utility costs. (400 characters)**

Proposed rents, excluding utility costs, were determined by use of the Novogradac & Company's Rent & Income Limit Calculation and are as follows:

# BRs	Income	Rent	Utilities	Total
1	50%	410	115	525
1	60%	515	115	630
2	50%	482	148	630
2	60%	608	148	756
3	50%	551	177	728
3	60%	696	177	873

**2. Explain in detail your process for marketing to ensure an adequate pool of income-eligible renters or buyers. How will you affirmatively market the project? (400 characters)**

Marketing activities will include advertisements in local newspapers, flyers in public areas, and ads placed in the classified rental section. The development will also be listed on the Socialserve.com website. An Affirmative Fair Housing Marketing Plan, form HUD-935.2A, will be created for Oklawaha Village Apartments, ensuring that the development will be affirmatively marketed.

**3. Explain in detail your process for marketing to ensure an adequate pool of special-needs (Elderly, Disabled, Homeless, Persons with HIV/AIDS) renters or buyers. (400 characters)**

All marketing material will include fair housing language and fair housing logos to ensure that prospective tenants with special needs are aware of the rental opportunity. There will be an Affirmative Fair Housing Marketing Plan, form HUD-935.2A, created for Oklawaha Village Apartments that details the advertising plan for special-needs renters.

**4. For how long will the housing remain affordable to persons of low and moderate income? Describe in detail how you will ensure long-term affordability of housing units, including subsidy recapture, equity sharing, buy-back options, etc. (400 characters)**

Oklawaha Village Apartments is a Low Income Housing Tax Credit development and will maintain a 30 year period of affordability for the 66 rental units as required by the LIHTC program.

**(II.J. Housing Affordability, Marketing, and Supportive Services Continued)**

**5. What, if any services will be coordinated with the project that will help ensure occupants' long-term housing success? Please describe. (400 characters)**

Some tenants will be referred by a social service agency, such as Western Carolina Community Action, and the referring agency works with tenants to ensure long-term housing success. Housing Assistance Corporation will offer housing and financial counseling services to residents, but participation is not required.

**6. What services will be coordinated with the project that will help ensure the long-term housing success for special needs occupants (Elderly, Disabled, Homeless, or People with HIV/AIDS)? Please describe. (400 characters)**

Many special needs occupants will be referred by a social service provider. Current relationships include Council on Aging for elderly households at our senior developments, Thrive for people with disabilities at King Creek Cottages, and Mainstay for homeless victims of domestic violence at Mainstay Manor. The service provider will work with the tenant to ensure long-term housing success.

**II.K. Infrastructure and Public Facilities (this information not required for housing development and rehab projects). Attach maps to illustrate information below.**

**1. How many persons will have direct access to improved infrastructure or transportation accessibility? (100 characters)**

About 234 people will have access to improved infrastructure and transportation accessibility.

**2. What quantity of infrastructure will be added/improved (e.g. LF of waterline, sewer line, etc.) (400 characters)**

Existing water line is approximately 1,400 lf from the property at the intersection of North Main and Signal Hill Rd. Power is adjacent to the property. Existing sewer is approximately 350 lf to the south of the property on the southern side of Mud Creek. Road improvements to be determined by a traffic impact analysis and may include improvements to North Main. Currently the site does not have an

## II.L. Outcomes

Outcomes are measurable results that show what your beneficiaries will achieve by participating in your program/project. Outcomes do not typically list what services will be provided, but instead break out the benefits to beneficiaries of those services. Your activity may have multiple outcomes, please pick the top three (3) to report here.

*Example: 10 affordable homes will be constructed for first time homebuyers.*

*Outcomes might be –*

*A: 10 people will increase their access to affordable housing*

*B: 10 people will increase their financial wellbeing*

*C: 5 people will improve their living conditions*

### 1. What outcomes do you expect to obtain from this program? (up to 3)

**Outcome A:** 66 households will increase their access to affordable housing

**Outcome B:** 66 households will live within close proximity to shopping, employment centers, services, schools, and churches.

**Outcome C:** 66 households will live in safe, energy-efficient, rental units.

**What is the total number of UNDUPLICATED clients served from all Outcomes above?** 66 households; 234 clients

### 2. How many people/households will achieve each outcome? See Tables 2a & 2b for guidance on counting households or people. (This section should match any numbers included in question 1. If they do not, please provide an explanation about why they do not).

**Number achieving Outcome A:**

People: 234      **OR**      Households: 66

**Number achieving Outcome B:**

People: 234      **OR**      Households: 66

**Number achieving Outcome C:**

People: 234      **OR**      Households: 66

### 3. How will you measure these outcomes? (600 characters)

**The outcomes will be measured by the number of occupied units.**

## II.L. Outputs

**How many persons or households will be served? Please read the instructions carefully and provide your answers based upon the program or service you will provide.**

- 1. Client Demographics.** Please show numbers of clients, **not percentages**, in each category. Current income limits are on page VIII of the general instructions. For CDBG Applications, numbers should reflect Asheville residents only.

**NOTE:**

1. Totals must match people/households listed in II L.
2. For existing programs, the total must be consistent with data you submitted for the CAPER.

**Table 2a: Client Demographics – PERSONS**

Use if applying for:

- Public Facilities or Infrastructure

Number of <u>Persons</u> by Income Group					
Year	<30% of median	31-50% of median	51-80% of median	>80% of median	Total
2014/2015 (as now projected)					
2015/2016 (target)		90	144		234

**Table 2b: Client Demographics – HOUSEHOLDS**

Use if applying for:

- Emergency Repair
- Rental or Owner Occupied Rehabilitation
- New Construction for Homeownership or Rental

Number of <u>Households</u> Served, by Income Group					
<i>(To be completed for Emergency Repair, Rehab, New Construction projects only.)</i>					
Year	<30% of median	31-50% of median	51-80% of median	>80% of median	Total
2014/2015 (as now projected)					
2015/2016 (target)		27	39		66

**Table 2c: CBDG Area Benefit Activities only (Public Infrastructure, Public Facilities)\***

Street	Census Tract	Block Group	Total Persons`	#LMI Persons

\*If assistance is needed, please call CD staff

**Table 2d: HOME-Eligible Production Underway or Planned**

Project Name	Expected Number of HOME-eligible units in City of Asheville ONLY			Unit type: S/F or M/F	Expected completion date	Amount project receives in CDBG project delivery or HOME-funded developer fees
	New Constr.	Rehab	Down-payment assistance			
						\$
						\$
						\$
						\$
<b>Unduplicated Total:</b>						\$

**II.M. Project Design and Timetables**

**1. Who will be eligible for and served by this program Describe any specific geographic, demographic or other targeted beneficiaries and why you have established these targets. (1000 characters)**

The targeted population are those families earning 60% or less than the area median income. All households with incomes at or below 60% of the area median income are eligible for this program. This population consists of families either already residents of Henderson County and/or Hendersonville; or, those families unable to find affordable housing opportunities within the City of Hendersonville even though one or more of the family members works at a job within Henderson County or the City of Hendersonville. While populations employed within Henderson County and the city of Hendersonville are targeted, households not employed within these areas are not excluded from eligibility.

While these 66 homes are a substantial number of affordable housing opportunities, the two (2) previous Market Reports confirm and agree that the unmet need for affordable housing opportunities within the City of Hendersonville is substantial.

A subgroup of 10 families will have handicap accessible units.

**2. How will you inform potential beneficiaries about your program? What is your outreach and marketing plan? -(600 characters)**

The management company hired to maintain and rent the apartment complex, Partnership Property Management, will advertise the apartments in local publications and with signs and flyers. The management company will contact people on the waiting list they maintain and the development will be listed on SocialServe.com.

**3. Describe whether and how your marketing and outreach plan addresses minority and underserved populations. If a HOME applicant, describe how you will meet the Consortium Affirmative Marketing and HUD Fair Housing policy?(600 characters)**

Marketing and outreach for Oklawaha Village Apartments will address minority and underserved populations through print advertising in local publications, advertising on websites such as SocialServe, and through waiting lists. Affirmative marketing and fair housing policies will be met through the aforementioned advertising plans. Additionally, demographic information on applicants and approved tenants will be maintained. Fair housing information will be posted in the office for all prospective and approved tenants to view.

**4. What are the program requirements for clients? (400 characters)**

Once a client is qualified, there are no additional program requirements. An annual evaluation of each resident's income will be performed to determine if the resident maintains income eligibility.

**5. Is there anything else about the program design or implementation that is important to know? (600 characters)**

**Table 2e: Key Implementing Steps and Target Dates**

Please complete the following to identify the key implementing steps and target dates. Add rows as needed.

Action	Start date (m/d/yy)	Target date for completion (m/d/yy)
Low Income Housing Tax Credit prelim Application	1/23/15	1/23/15
HOME 2015 funding application	1/15/15	2/6/15
Rezoning/Special Use Permit	12/27/15	3/5/15
Neighborhood Compatibility meeting	1/12/15	1/12/15
Planning Board public hearing	2/9/15	2/9/15
City Council public hearing	3/5/15	3/5/15
Close title to site property	4/1/15	5/10/15
Start site work, sewer, water and public street	6/1/15	9/1/15
Start construction on rental units	3/1/16	6/1/17

**6. Do you foresee any challenges that could delay the progress or completion of the activity according to the given timeline? If yes, explain. (600 characters)**

Access to LIHTC financing in the 2015 funding cycle would delay the project until funding was successfully awarded

**II.N. Capacity**

**1. What qualifies your agency to undertake the proposed project? (1000 characters)**

The Housing Assistance Corporation is an experienced Low Income Housing Tax Credit (LIHTC) developer with five (5) LIHTC developments in its portfolio in Henderson County. Housing Assistance has also developed HUD 202, HUD 811, and Rural Development farm labor housing apartment communities.

The operation and management of Oklawaha Village Apartments will be handled by a professional property management company, Partnership Property Management.

The construction of Oklawaha Village Apartments will be carried out by a qualified general contractor with experience developing Low Income Housing Tax Credit

apartments. Staff from Housing Assistance, Noelle McKay, Don Daines and Sean Rose, will oversee the construction process and meet weekly with the general contractor to discuss the progress of the project.

**2. What other agencies in the community develop complementary or similar projects or provide complementary or similar services? Does your program duplicate services provided elsewhere? (600 characters)**

Until 2015, there were no other agencies or organizations in the community of Henderson County or Hendersonville that developed complementary or similar projects. Two for-profit entities Pendergraph and Flatiron Partners have submitted their Preliminary Applications for LIHTC for Henderson County developments. Elsewhere, in Buncombe County, MHO develops rental housing and in Transylvania County, WCCA develops rental housing. There is no duplication.

**3. How will you ensure collaboration and minimize duplication of services? Please list any specific organizations you currently work with, or plan to work with during this fiscal year, and in what capacity. (600 characters)**

HAC works closely with all of the service providers and support organizations in and around Henderson County and Hendersonville in an effort to coordinate efforts and take advantage of synergies when they exist.

**4. What other programs in your agency will support the intended beneficiaries of this project? (400 characters)**

We offer housing counseling and homebuyer education classes, which could assist a beneficiary of this project with moving along the housing continuum.

**5. What are your plans to staff the program? Please describe the function and qualifications for each staff person having responsibility for program planning and delivery. (1000 characters)**

Executive Director: Noelle McKay is responsible for the overall operations of the agency including single- and multi-family development, homebuyer education and counseling as well as the home repair program. Noelle will oversee the development process.

Director of Finance: Ellen Henion. Ellen is responsible for coordinating all reports to funding agencies which include: CDBG, Block Grant, NCHFA, HOME programs, SHOP programs, USDA 523 grants, Tax Credit developments, and United Way. Ellen will be responsible for all financial accounting activities, including funds reporting, payment requests, accounts payable and client records.

Director of Residential Development: Don Daines. Don has experience with single-family and multi-family development and will be responsible for submitting funding applications, property acquisition, reporting, assembling the development team, and project oversight.



### III.B. Operating Budget

1. What is your agency's fiscal year? **1/1/2015** through **12/31/2015**
2. Does this program budget cover significant activities outside Asheville?  Yes  
 No

**If YES:**

- Please indicate where activities will be provided: Henderson County & City of Hendersonville  
(*list all cities and/or counties this program will serve*) Henderson County & Cit of Hendersonville
- Please estimate the percentage of program activities provided **in** Asheville:  
0 %

3. What is your estimated total agency budget for FY2015? \$
4. What is the total estimated budget for this program? \$ 7,997,186

**Please complete Attachment A:**

Tab Agency Budget

Tab Sources and Uses

Tab Staff Table

Tab Program Income

**If you do not use our fiscal year (July 1-June 30) for your budgeting, please amend the column heading**

### III.C. Indirect Costs

1. Do you currently have an indirect cost agreement with the City of Asheville?  
No
2. Do you intend to request an indirect cost agreement for the coming year?  
No
3. If YES, please complete the Indirect Cost Allocation worksheet and submit with your funding application.

## SECTION IV AGENCY MANAGEMENT

### IV.A Organization

1. What is your organization mission statement? The Housing Assistance Corporation is a private, non-profit organization committed to providing safe and affordable housing for persons of limited income living in Henderson County and surrounding areas, because we believe every human being deserves the opportunity to live in a decent home.
2. Incorporation date (Month and Year)? **10 /27/1988**
3. Number of staff employed (full time equivalents) **10**

**Note: If funded, your agency must submit your most recent personnel policy, purchasing policy, code of conduct, indirect cost allocation plan, and ADA policy.**

### IV.B. Board of Directors

1. How many board members should you have according to your by-laws? **15**
2. How many do you actually have at this date? **18**
3. How often does your board meet? **11 times per year**
4. What was the actual attendance at each of the last three regular Board meetings?
  - a. Date: / / # attended
  - b. Date: / / # attended
  - c. Date: / / # attended
5. Have you failed to reach a quorum at any Board meetings in the last 12 months? Yes No  
**IF YES:** how many times?
6. Do any of your organization's staff members serve on your board? Yes No  
**IF YES:** What is the job title of the staff member(s) on the board?
7. What efforts do you make to ensure that your board represents the community it serves? Board meetings are scheduled during the evening, which tends to be more manageable given the work schedules of people who represent the community we serve. We also recruit directly from our neighborhoods and programs. Five of our current board members have lived or currently live in communities we have developed.

CHDO and CDBO

1. Are you currently an approved CBDO or CHDO? Yes
2. Is the proposed activity or program a qualified CBDO or CHDO activity?  
Yes
3. If Yes, please complete the CBDO or CHDO application and submit it with your funding application.

**SECTION V**  
**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

Are any Board Members or employees, or members of their immediate families, or their business associates;

1. Employees of or closely related to employees of the City's Planning and Development Department?  
 YES  NO
2. Members of or closely related to Members of City Council?  YES  NO
3. Current beneficiaries of the program for which funds are requested?  YES  
 NO
4. Paid providers of goods or services to the program or having other financial interest in the program?  
 YES  NO
5. Creditors (i.e. persons who have made loans to the agency or provided loan collateral)?  
 YES  NO

If you have answered YES to any question, **please attach a full explanation**. The existence of a potential conflict of interest does not necessarily make your agency ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded.



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Zoning

**Date Submitted:** 1/16/15

**Presenter:** Susan G. Frady

**Date of Council Meeting to consider this item:** 2/5/15

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05di

Intelliquest: On January 15, 2015, the Special Events Committee met and reviewed an application by Thrive, sponsor of Intelliquest, to be held May 9, 2015. This is a new event.

This event is to begin and end at the First Citizen's parking lot. The event will be a combination of a scavenger hunt and the amazing race. This event will be held downtown from 8 a.m. until noon but no streets or sidewalks will be closed. The challenge events will be inside the businesses. There will be 15 different challenges and there will be approximately 150 participants. The teams will leave at staggered times and will be doing different challenges to keep from having a large number of people in a business at one time.

This event will focus on the mind, body, soul wellness and will educate about whole body wellness.

The Special Events Committee voted unanimously to recommend that Council approve the event permit for the Intelliquest.

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council approve the special event permit for Intelliquest.

**Attachments:**

None



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Zoning

**Date Submitted:** 1/16/15

**Presenter:** Susan G. Frady

**Date of Council Meeting to consider this item:** February 5, 2015

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 05dii

Walk to End Alzheimer's

On January 15, 2015, the Special Events Committee met and reviewed an application by the Alzheimer's Association of Western Carolina sponsor of the Walk to End Alzheimer's to be held October 17, 2015. This is not a new event but this event has not been held since 2010.

This event is to begin and end at the Historic Courthouse. The walk will be through downtown but no streets or sidewalks will be closed. The Hendersonville Police Department will assist with two street crossings at Barnwell Street and 7th Avenue. The walk should be less than two hours (10 a.m. – noon).

This event is to recognize and honor those affected by Alzheimer's disease, support research and programs to educate.

The Special Events Committee voted unanimously to recommend that Council approve the event permit for the Walk to End Alzheimer's.

Budget Impact: \$0 \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council approve the special event permit for the Walk to End Alzheimer's.

**Attachments:**

None



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** Jennifer Harrell

**Department:** Administration

**Date Submitted:** 1/26/15

**Presenter:** Jennifer Harrell

**Date of Council Meeting to consider this item:** 2/5/15

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05e

A few years ago, Bo Ferguson, City Manager at the time, renamed the Sanitation Department to the Environmental Services Department when the City added a Storm Water Base charge to customer's inside City limits to help fund the Storm Water Management Department. At the time, City Council did not vote to change the name of the department. Public Works Director, Tom Wooten, is requesting the Sanitation Department be renamed the Environmental Services Department and all of the job descriptions that include Sanitation be changed to Environmental Services to reflect the correct name of the department.

Also, keeping consistent with the other Supervisor's titles in the Public Works Department he requests to change the title of Fleet Maintenance Superintendent to Fleet Maintenance Supervisor.

Budget Impact: \$0 Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council approve the renaming of the Public Works Sanitation Department to the Environmental Services Department and change the job descriptions accordingly.

**Attachments:**

None



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Jennifer Harrell

**Department:** Administration

**Date Submitted:** 1/26/15

**Presenter:** Jennifer Harrell

**Date of Council Meeting to consider this item:** 2/5/15

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 05f

The Planning Department is in the process of hiring a Planner. We found a new job description written in 2012 but cannot find where City Council approved the job description. We are updating to maintain an accurate description for the position.

**Budget Impact:** \$ 14,386.00 \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

Please see Budget Amendment in Consent Agenda

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council approve the job description for Planner.

**Attachments:**

Planner job description

PLANNER  
CITY OF HENDERSONVILLE

General Statement of Duties

Performs journey-level professional planning work for the City.

Distinguishing Features of the Class

An employee in this class performs planning work that provides coordinated guidance and regulation of the growth and development of the City. Work involves detailed review and analysis of applications for site plan approval, special use permits, certificates of appropriateness, planned developments, landscape plans, map amendments, text amendments, subdivisions and related plans/documents. Assists property owners, developers and citizens; conducts research and studies for zoning, annexation and other issues; develops various types of maps using ESRI ArcGIS 10.1 GIS software; develops publications using InDesign and provides staff assistance to advisory boards and the public. Work involves providing technical guidance with considerable public contact on issues requiring judgment, firmness, and tact. The role also includes developing a favorable relationship between the City and the community. Work is supervised by the Planning Director and is evaluated through periodic performance reviews.

Duties and Responsibilities

Essential Duties and Tasks

- Reviews development plans for compliance with adopted plans and policies; researches and prepares staff reports for council, board member and commissioner consideration; provides guidance to architects, builders, attorneys, contractors, engineers and the general public on the consistency of their interests with City land use regulations; conducts on site visits and inspections.
- Creates high quality cartographic materials to be used by city staff, elected officials, board members, commissioners and the public.
- Maintains the official City of Hendersonville GIS data sets and maps, such as but not limited to the city limits, extraterritorial jurisdictional boundary and zoning districts.
- Serves as staff coordinator to the Historic Preservation Commission.
- Participates in meetings and public hearings to present certificate of appropriateness applications and planning proposals.
- Researches and prepares planning elements necessary for decisions by management, council, boards or commissions regarding land use, historic preservation, zoning, housing, and environmental impact.
- Provides research and input into the development of ordinances, policies, procedures and publications for the City and the department; drafts ordinances, plans and publications.
- Completes grant applications and oversees grant proposals.

- Coordinates planning activities with federal, state, city, county and private agencies.
- Develops, coordinates and recommends a variety of special and continuing plans related to the growth, development and redevelopment of the City.
- Serves as staff to City Council and Planning Board when needed; serves in the absence of the Planning Director.

#### Additional Job Duties

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Knowledge of the principles and practices of community and economic development and public sector planning.

Knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.

Knowledge of the environmental and socio-economic implications of the planning process.

Knowledge of the City's zoning, land use, and other ordinances and codes.

Knowledge of grants and grant administration.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the general public.

Ability to enforce codes with firmness and tact.

Ability to prepare comprehensive reports and studies.

Ability to prepare high quality cartographic maps using GIS software.

Ability to express ideas effectively in oral and written forms.

Ability to provide leadership to committees and staff, build consensus, and work collaboratively with developers, City officials, and the community regarding development.

#### Physical Requirements

Must be able to perform the basic physical life operational functions of reaching, crouching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, operate a computer, inspect sites regarding planning issues, and do extensive reading.

#### Desirable Education and Experience

Graduation from an accredited college or university with a bachelor's degree in planning, public administration, geography, environment, landscape architecture, or a related field and 2 years professional experience in public sector planning; or an equivalent combination of education and experience. The ideal candidate must have strong analytical and graphic presentation skills, report writing and preparation, and project organizational skills along with excellent computer skills including Word, Excel, PowerPoint, ArcGIS 10.



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Rhonda Wiggins

**Department:** Water/Sewer

**Date Submitted:** January 15, 2015

**Presenter:** Lee Smith

**Date of Council Meeting to consider this item:** February 5, 2015

**Nature of Item:** Presentation Only

### Summary of Information/Request:

Item # 05g

This is a request for an extension of the existing water main located along US 25 in Fletcher. This extension is required to provide water service to the proposed 192 unit apartment complex known as Seasons at Cane Creek.

The project will consist of approximately 2,100 lf of water line with hydrants and appurtenances.

This project has been approved by the Town of Fletcher and the water service plans have been reviewed and approved by the Henderson County Fire Marshall.

The sewer service for this project will be provided by Cane Creek Sewer District.

Budget Impact: \$0 \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? No If no, describe how it will be funded.

All associated costs will be the responsibility of the developer

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to accept this water line extension project and to authorize the City manager to execute the water line extension agreement on behalf of the City.

### Attachments:

Town of Fletcher approval

Henderson County Fire Marshall approval

# TOWN OF FLETCHER

WILLIAM B. MOORE  
MAYOR

EDDIE HENDERSON  
MAYOR PRO-TEM



COUNCIL MEMBERS:  
SHEILA FRANKLIN  
HUGH CLARK  
BOB DAVY

TOWN MANAGER:  
MARK E. BIBERDORF

August 12, 2014

Triangle Real Estate of Gastonia  
Attn: Mr. William Ratchford  
165 S. York St.  
Gastonia, NC 28053

**Re: Approval of CD/SUP #2014-01—The Seasons at Cane Creek**

Dear Mr. Ratchford:

This letter is to provide written notification of the approval of your application for the project referred to as "The Seasons at Cane Creek," (CD/SUP #2014-01) by the Fletcher Town Council on August 11, 2014. The project, which is to be located on four (4) parcels of land at the intersection of US Hwy. 25 and Blake Road (PID#'s 9958852, 0701436, 1014405, & 0700081) consists of 192 apartment units and shall be designed and constructed as illustrated on the site plan of record that was submitted for consideration. Any subsequent changes to the site plan would need to be provided to Fletcher Planning and Zoning for determination on whether additional Board review would be required.

Approval by the Town Council was based on unanimous recommendation from the Planning Board and findings that the development as shown on the site plan complies with the following development standards as applicable (as specified in Article 15.9 of the Land Development Code):

- a. Satisfactory ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow, and control.
- b. Provision of off-street parking and loading areas where required, with particular attention to the items listed above, and the economic, noise, glare and odor effects of the special use on adjoining properties in the area.
- c. Adequate and proper utilities, with reference to locations, availability, and compatibility.
- d. Buffering, with reference to type, location, and dimensions.
- e. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effect, and compatibility and harmonies with properties in the district.
- f. Playgrounds, open spaces, yards, landscaping, access ways, pedestrian ways, with reference to location, size, and suitability.
- g. Buildings and structures, with reference to location, size, and use.
- h. Hours of operation, with particular reference to protecting and maintaining the character of the neighborhood.

300 Old Cane Creek Road, Fletcher, NC 28732  
(828) 687-3985 (828) 687-7133 fax  
[www.fletchernc.org](http://www.fletchernc.org)

- i. A site plan/preliminary plat has been submitted, as required in Article 16.3.

The development was also found to be consistent with the Town's Land Use Plan and Heart of Fletcher Overlay District, which promote higher density development in the center of Town.

Approval by the Town of Fletcher is also conditioned upon your receipt of approval from all other outside agencies, including, but not limited to:

- a. NCDOT for driveway permits and any other required road improvements
- b. Henderson County, for soil and erosion control, post-construction runoff control, fire code requirements, and eventually building permits
- c. City of Hendersonville for an approved water plan
- d. Cane Creek Sewer for an approved sewer plan

The Town will need verification of approvals by these agencies before you proceed with initial grading and infrastructure construction. Upon substantial completion of required infrastructure, the Town will need to process individual zoning permits for the structures associated with this development. Article 15.6 stipulates that required infrastructure be in place within 1 year of approval. You may file for an extension in writing if this time period is not sufficient. Article 15.8 also stipulates that you must have proper zoning and building permits within 1 year of your preliminary approval. Extension requests for this provision must also be submitted in writing.

The Town of Fletcher is very much appreciative of your intent to bring this development to Fletcher, as well as for your efforts in working with us through the review process. Please don't hesitate to contact me at (828) 687-3985 at any point during the development process should you have questions or concerns. I look forward to seeing this project move forward.

Sincerely,



Eric Rufa, Planning Director/Zoning Administrator  
Town of Fletcher

Cc: Mr. G. Thomas Jones III, PE; WLGA Engineering PLLC

## Wiggins, Rhonda

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**From:** Wally Hollis  
**Sent:** Monday, January 12, 2015 9:26 AM  
**To:** Wiggins, Rhonda; Eric Rufa  
**Cc:** Detwiler, Brent; Tom Jones  
**Subject:** RE: Seasons at Cane Creek

Plan is acceptable to me as is.  
Thank you,  
Wally Hollis

W. H. Hollis, Fire Marshal  
Henderson County Emergency Services  
211 First Avenue East  
Hendersonville, N. C. 28792  
Office 828-697-4728  
Fax. 828-698-6164



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**From:** Wiggins, Rhonda [REDACTED]  
**Sent:** Thursday, January 08, 2015 11:29 AM  
**To:** Eric Rufa  
**Subject:** Seasons at Cane Creek

Good Morning ,

Attached please find the water extension plans for the Seasons at Cane Creek. Brent Detwiler, City Engineer is currently reviewing the plans. I intend to present this extension request to the February 5, 2015 council.

Please respond with approval, comments or concerns as soon as possible.

Thanks,

Rhonda Wiggins  
Senior Administrative Assistant / Utilities Project Coordinator  
305 Williams Street Hendersonville, NC 28792  
(office) 828-233-3206  
[www.cityofhendersonville.org](http://www.cityofhendersonville.org)



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** Sue Anderson, Planning Director

**Department:** Planning

**Date Submitted:** January 9, 2015

**Presenter:** Sue Anderson

**Date of Council Meeting to consider this item:** February 5, 2015

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item # 06**

At the January 8th City Council meeting a public hearing was held to consider text amendments regarding shelter facilities and day centers. At that meeting City Council adopted an ordinance for that text amendment. As part of the motion, City Council voted to add shelter facilities and day centers as a special use in the C-3 Highway Business and I-1 Industrial zoning district classifications. Since a special use section does not already exist in these two zoning districts, staff found it necessary to draft a text amendment ordinance specifying the language to be added and has published notice of a public hearing for this text amendment.

Attached is the ordinance with the specific language for adding shelter facilities and day centers as a special use in the C-3 Highway Business and I-1 Industrial zoning district classifications.

Budget Impact: \$ NA Is this expenditure approved in the current fiscal year budget? No  If no, describe how it will be funded.

Not Applicable

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move City Council to adopt an ordinance amending the City of Hendersonville Zoning Ordinance adding a new subsection to Section 5-8 C-3 Highway Business and Section 5-12 I-1 Industrial allowing shelter facilities and day centers as a special use in these districts.

**Attachments:**

Ordinance

**AN ORDINANCE ADDING A NEW SUBSECTION TO SECTION 5-8 C-3 HIGHWAY  
BUSINESS ZONING DISTRICT CLASSIFICATION AND SECTION 5-12 I-1  
INDUSTRIAL ZONING DISTRICT CLASSIFICATION PERTAINING TO SHELTER  
FACILITIES AND DAY CENTERS AS A SPECIAL USE**

**WHEREAS**, the General Assembly of the State of North Carolina has granted authority to municipalities to adopt, administer and enforce zoning and subdivision regulation ordinances, building codes, and minimum housing standards and other related measures; and

**WHEREAS**, the General Assembly of the State of North Carolina has granted authority to municipalities to amend, supplement, change, modify or repeal zoning regulation ordinances; and

**WHEREAS**, the City of Hendersonville understands the need to serve all members of the community; and

**WHEREAS**, the City of Hendersonville supports organizations that supply services to those in need; and

**WHEREAS**, the City of Hendersonville desires that individual neighborhoods are not overburdened with shelter facilities and day centers; and

**WHEREAS**, the City of Hendersonville desires to amend those regulations with regards to the shelter facilities and day centers.

NOW, THEREFORE, be it ordained by the City Council of the City of Hendersonville:

1. Article V Zoning District Classifications, Section 5-8 C-3 Highway Business Zoning District Classification, is hereby amended to include the following subsection:

**5-8-5 Special Uses.** The following uses shall be permitted in the C-3 Highway Business Zoning District Classification only upon issuance of a special use permit pursuant to Article VII, and shall be subject to special requirements contained in Section 16-4, below:

Day centers

Shelter facilities

2. Article V Zoning District Classifications, Section 5-12 I-1 Industrial Zoning District Classification, is hereby amended to include the following subsection:

**5-12-5 Special Uses.** The following uses shall be permitted in the I-1 Industrial Zoning District Classification only upon issuance of a special use permit pursuant

to Article VII, and shall be subject to special requirements contained in Section 16-4, below:

Day centers

Shelter facilities

3. Any person violating the provisions of this ordinance shall be subject to the penalties set forth in Section 9-8 of the Zoning Ordinance.
4. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.
5. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.
6. The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing zoning violations.
7. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Barbara Volk, Mayor

Attest:

\_\_\_\_\_  
Tammie K. Drake, CMC, City Clerk

Approved as to form:

\_\_\_\_\_  
Samuel H. Fritschner, City Attorney



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** Sue Anderson, Planning Director

**Department:** Planning

**Date Submitted:** January 22, 2015

**Presenter:** Sue Anderson

**Date of Council Meeting to consider this item:** February 5, 2015

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item # 07**

File #P13-43-SC

The City received an application from Henderson County and the Henderson County Board of Public Education to close a portion of 9th Avenue West between N. Church Street and Oakland Street. A map is included with this memorandum.

City Council at its regular meeting of December 5, 2013, adopted a Resolution of Intent to close this street. A public hearing was held on February 6, 2014. Based on conversations with the Chairman of the School Board as well as the Superintendent of Schools, Council Member Smith moved Council to continue the remainder of this hearing to the regular Council meeting of February 2015. A unanimous vote followed.

On January 14th John Connet, City Manager, spoke with Superintendent David Jones who stated that Henderson County Public Schools is not ready to proceed with the street closure. He stated that they are at least a year or two away from knowing how they are going to use the property.

Therefore, it is recommended to open and close the public hearing and not take any action on this matter. When Henderson County Public Schools is ready to request the street closing, the Planning Department will start with a new Resolution of Intent to close and schedule a new public hearing.

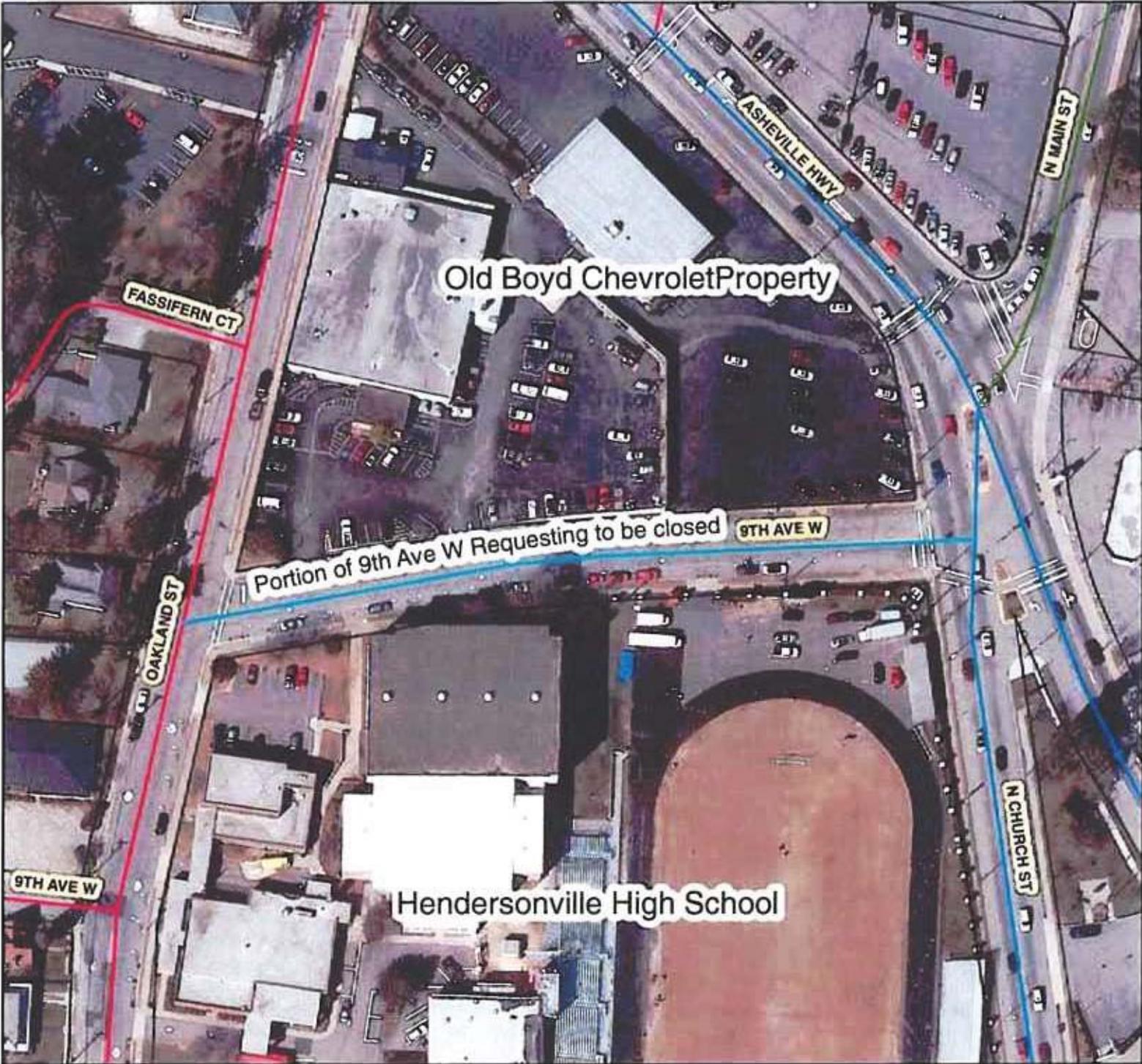
**Budget Impact:** \$ 0 \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? No  If no, describe how it will be funded.

NA

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

**Attachments:**

Map



Old Boyd Chevrolet Property

Portion of 9th Ave W Requesting to be closed

Hendersonville High School



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Administration

**Date Submitted:** 01/28/2015

**Presenter:** Tom Orr

**Date of Council Meeting to consider this item:** 02/04/2015

**Nature of Item:** Discussion/Staff Direction

### Summary of Information/Request:

**Item # 08**

Tom Orr has approached City Councilman Miller and myself regarding an idea to recognize prominent Henderson County citizens throughout our community. We have asked Mr. Orr to present a plan on how move forward with this project. We believe that he will ask for support from the City Council to approach Henderson County about forming a committee to develop this project further. If City Council supports this initiative, I request that you provide staff with direction on how you would like to proceed.

Budget Impact: \$ NA Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council support Mr. Orr's project by directing City staff to work with him and Henderson County on further developing the details of the project.

Attachments:

None



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Administration

**Date Submitted:** 01/28/2015

**Presenter:** Karen Hultin

**Date of Council Meeting to consider this item:** 02/04/2015

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 09

Karen Hultin, Hendersonville Sister City President, will update the City Council on the current activities of the Hendersonville Sister City organization. The group is working to develop a sister city relationship with Verbania, Italy and is requesting monetary assistance from the City of Hendersonville to send the president to Verbania in May to plan the official visit in September. They will be asking for additional funding assistance as part of the 2015/2016 Special Appropriations process to send a delegation to Verbania in September to formally sign the Sister City documents.

Budget Impact: \$ 1,800 Is this expenditure approved in the current fiscal year budget? No  If no, describe how it will be funded.

Money will have to be taken out of the City Council's travel budget or from fund balance.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council appropriate \$1,800 to assist with travel expenses for the Hendersonville Sister City President's trip to Verbania, Italy.

## Attachments:

Special Appropriations Form with this request. Please ignore FY15/16 .



## City of Hendersonville

### Request for Special Appropriations FY15-16

Contact: Brian Pahle, 828-233-3218, bpahle@cityofhendersonville.org

[Submit forms to City Hall room 314 by February 27, 2015]

Organization's Name: Hendersonville Sister Cities, Inc.  
Address: P.O. Box  
City, State, ZIP: Hendersonville, North Carolina 28791  
Website address: www.hendersonvillesistercities.com

#### A. GENERAL INFORMATION

1. Program Name: Hendersonville Sister Cities, Inc.  
2. Contact Person/Title: Karen Hultin, President

Telephone Number: 828-553-6550 Fax: \_\_\_\_\_

E-mail address: jkbigsky@hotmail.com

3. Total number of individuals served in the last complete fiscal year by this program: 400

4. Total number of the above individuals who are City residents: approximately 300

Please attach any documentation that supports this number.

Percent of people served who are City residents: 75%

5. Amount of Request: \$1,800 6. Total Program Budget: \$3,600

Percent of total program budget you are requesting from Hendersonville: 50%

7. Please state the mission of your agency: Hendersonville Sister Cities, Inc. fosters international cooperation and understanding by promoting education and understanding of cultural differences, travel and social interaction, and economic cooperation through formalized international partnerships."

8. Will the funding be used to:

Maintain an existing program  Expand an Existing Program  Start a new program

9. Has your organization received funds from the City in the past for this or a similar program? yes

If yes, please answer the following:

- a. Does the amount of your request represent an increase over your previous appropriation? Yes

If yes, explain the reason(s) for the increase: To add another Sister City to the City of Hendersonville's international roster by visiting Verbania, Italy to meet with Verbania's Mayor and other dignitaries to plan for the formal signing in Sept..

- b. Were any conditions or restrictions placed on the funds by the City Council? No

If yes, describe how those conditions or restrictions have been met. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Program Overview.**

**1. Statement of Need:** Identify the issue or need that the program will address (use statistical data to justify the need for the program). To what extent does this need or problem exist in the City of Hendersonville?

Hendersonville Sister Cities is a non profit organization, under the arm of the City of Hendersonville, as it's international outreach organization. The City of Hendersonville is a city of multi cultural people. People from all over the world have chosen to live and to spend their time and money in Hendersonville. By continuing our international exchange between cities we continue to learn and share and create opportunities for our residents to experience other cultures while creating economic impact.

**2. Program Summary:**

**a. Identify the target/recipients of program services.** Specify the number of City residents your program will serve during the fiscal year and explain the basis upon which this number is calculated. Indicate any eligibility requirements your program has with respect to age, gender, income or residence.

The City of Hendersonville and it's constituents, all ages, genders and religions benefit from the international and educational exchange between Sister Cities. Programs branch off to address youth exchange, economic exchange in the agricultural, educational and tourism areas. In any given year we increase awareness and educational opportunities for over 400 people of Hendersonville through travelogues, international dinners, exchange programs and events.

**b. Identify what is to be accomplished or what change will occur. (e.g., begin your sentences with "The purpose of the program is to provide ..." and describe the services to be provided.)**

The purpose of the program is to provide Hendersonville and it's people with the opportunity to learn from other cultures, exchange ideas, increase travel and tourism and create additional economic impacts.

**3. Program Funding:**

**a. Identify how City funds, specifically, will be used (i.e., funds will provide "X" amount of units of service.)**

Funds will provide air fare and room/board for one Hendersonville Sister City representative to travel to Verbania and develop appropriate government connections, plan for the festivities connected to partnering with a new Sister City and plan the formal signing of a Sister City Charter between Verbania's Mayor and Hendersonville's Mayor.

**b. List the other agencies to whom you are submitting a request for funds for this program and the amount requested. How would this program be modified should revenues be lost?**

None.

Any additional monies will be provided personally by the HSC representative.

**C. Organizational Capacity.**

1. Describe your agency's capability to provide the program including its history, previous experience providing this service, management structure and staff expertise.

Hendersonville Sister Cities, Inc. has been operating since 2007. In that time we have added one sister city, Almunecar, Spain, given over 100 international programs, increased the awareness of the organization throughout Hendersonville, Henderson County and the state of North Carolina as well as increased our presence in the International Sister cities organization. The organization is set up on a goals and objectives basis forming a yearly strategic plan. The organization has been highly successful each year in the completion of all goals and objectives having completed 99% of all goals in 2014.

2. Does your organization have a strategic plan and a strategic planning process in place? yes

The strategic plan should include a mission statement, goals, action steps to achieve the goals, and measures that assess the accomplishments of the goals. The Strategic Plan must be provided to the City upon request.

3. What is the authorized size of your board of directors? Up to 18.

How many meetings were held by the board last year? 12

4. Does your organization have an audit performed? Not in past with such a small budget.

The audit must be provided to the City upon request.

We, the undersigned, confirm the information contained herein is accurate and can be verified as such. We understand and agree if the request funds are approved the disbursement of funds are subject to all conditions established by the City Council.

  
Signature of Applicant

January 28, 2015

Date

Karen Hultin, President  
Typed Name and Title



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** Tammie Drake

**Department:** Administration

**Date Submitted:** 01/28/15

**Presenter:** Geri Conley

**Date of Council Meeting to consider this item:** 02/05/15

**Nature of Item:** Presentation Only

### Summary of Information/Request:

**Item # 10**

The Environmental Sustainability Board is planning an art contest in the schools along with the assistance of the Arts Council. The students will be asked to create a drawing or painting that reminds our citizens to recycle. John Connet had suggested that the winning art piece be converted to a vinyl wrap and place on the side of the recycling truck. This would decorate the truck and encourage everyone to recycle. They would like to have this all come to fruition on Earth Day, April 22 and have a celebration. After the wrap begins to fade, we can simply remove it.

**Budget Impact:** \$TBD \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move Council to support the project proposed by the Environmental Sustainability Board.

**Attachments:**

None



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Administration

**Date Submitted:** 01/28/2015

**Presenter:** Lee Smith and WTP and WWTP Staff

**Date of Council Meeting to consider this item:** 02/05/2015

**Nature of Item:** Presentation Only

### Summary of Information/Request:

**Item #** 12a

The Water and Wastewater Treatment Plant staffs have produced their own videos showing how their facilities work. These videos will be placed on our website. However, prior to placing them on our website, I have asked them to share them with the City Council. These videos are another great example of "Mountain Excellence" .

Budget Impact: \$ NA Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

NA

Attachments:

None



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Sam Fritschner

**Department:** Legal

**Date Submitted:** January 28 2015

**Presenter:** Sam

**Date of Council Meeting to consider this item:**

**Nature of Item:** Discussion/Staff Direction

### Summary of Information/Request:

**Item #** 13a

At its January 2014 regular meeting the City Council by consensus established a Business Advisory Committee with the understanding that the Committee would be provisional for a year to determine its usefulness.

Attached for the Council's review is a draft resolution establishing a standing committee. The resolution incorporates consensus attributes of the Committee as reflected in Council minutes of January and March 2014.

The proposed motion anticipates the naming of nine members, six of whom will be appointed by the Council. It further anticipates that five of the members, by name or otherwise, will be appointed for initial two-year terms and four for initial one-year terms.

Budget Impact: \$0 Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move adoption of the resolution establishing a standing Business Advisory Committee. I further move that the following five members be appointed to two-year terms, the remaining members to be appointed to initial one-year terms: [list holders of five initial two-year terms].

**Attachments:**

Proposed resolution.

RESOLUTION # \_\_\_\_\_

**A RESOLUTION ESTABLISHING A BUSINESS ADVISORY COMMITTEE**

**WHEREAS** the City Council has determined that the City benefits from advice from its business community, and

**WHEREAS** the City Council has further determined that the business community may offer its advice, among other ways, through a committee established for that purpose, and

**NOW, BE IT THEREFORE RESOLVED** that the City Council establish and it does by these presents establish a Business Advisory Committee as provided herein.

1. The purpose of the Committee is to advise the City Council of the particular needs of the business community in and around the City of Hendersonville, and to give such further advice as seems appropriate to the Council to receive or the Committee to give.

2. The Committee shall meet at the times established, in a place provided by the City or at such time and place as the Committee shall from time to time determine, and may meet at such other times and places at the Committee's pleasure or upon request of the City Council.

3. The Committee shall be composed of nine members, appointed to staggered two-year terms as provided in this resolution. The City Council shall designate five members to serve initial two-year terms and four to serve one-year terms. All Committee members shall be individuals, principals or other significant representatives of businesses operating or owning real property within the City, as determined by the City Council. No member shall concurrently be a member of the Committee and hold popularly elected office with any governmental body.

4. The Committee shall from time to time designate one person to chair the Committee. Selection of the chairperson shall be by those Committee members actually appointed by the City Council. In the absence of the chair the Committee shall by majority vote select a member to preside at meetings.

5. The Committee shall at all times remain in compliance with applicable statutes and

ordinances, including specifically the North Carolina Public Records Act and the North Carolina Open Meetings Act.

6. The members shall be appointed as follows:

A. Six members shall be appointed by the City Council.

B. One member shall be appointed by the Henderson County Board of Commissioners.

C. One member shall be appointed by the Henderson County Chamber of Commerce or its successor.

D. One member shall be appointed by the Henderson County Partnership for Economic Development.

7. In the absence of an appointment by the appropriate body for a period of ninety days, the City Council shall appoint a person to fill the vacancy.

8. Membership on the Committee shall expire on the first day of March in the appropriate year.

Adopted this fifth day of February 2015.

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Barbara Volk  
Mayor, City of Hendersonville

ATTEST:

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Tammie K. Drake, MMC  
City Clerk



# CITY OF HENDERSONVILLE

## AGENDA ITEM SUMMARY

**Submitted By:** Tammie Drake

**Department:** Administration

**Date Submitted:** 12/23/14

**Presenter:** Sam Fritschner/Tammie Drake

**Date of Council Meeting to consider this item:** 02/05/15

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 13abc

13a. BUSINESS ADVISORY COMMITTEE: The terms of the six members appointed by the City will expire in March. All members are willing to continue serving with the exception of Dr. Laborde. Members appointed by the Council are: Chuck Edwards, Gloria Wagner, Randy Hunter, Matt Johnes, and Beau Waddell. These members may be reappointed in accordance with the resolution, if approved, submitted by City Attorney Fritschner.

The applications of those members as well as other interested applicants are located in your Dropbox folder under "City Council Agendas and Reports\2015\Board Applicants\BAC."

I have notified Henderson County Board of Commissions, the Chamber of Commerce and the Partnership for Economic Development of their ability to (re)appoint their representatives on this committee.

13b. BOARD OF ADJUSTMENT: Last month I submitted to you the application of April Thompson. There is one vacant regular position and a vacant alternate position on this Board.

13 c. ANNOUNCEMENT OF UPCOMING VACANCIES:

SEVENTH AVENUE ADVISORY COMMITTEE; The terms of the Seventh Avenue Advisory Committee will expire April 1, 2015. I will contact each of the members to determine their interest in continuing to serve.

Budget Impact: \$ N/A Is this expenditure approved in the current fiscal year budget? Yes  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to appoint April Thompson to fill an unexpired term on the Board of Adjustment.

Attachments:

Board membership lists