

AGENDA

CITY OF HENDERSONVILLE CITY COUNCIL – REGULAR MEETING

NOVEMBER 6, 2014 – 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: October 2, 2014 Regular Meeting**
 - B. **Consideration of Budget Amendments (2)**
 - C. **Consideration of Job Descriptions for a New Position of Senior Accounting Supervisor and amended Job Descriptions for Senior Customer Services Specialist and City Tax Collector**
 - D. **Consideration of Amendment to Personnel Policy to Clarify the Transfer of Sick Leave**
 - E. **Consideration of Special Event Permit for the Rally North America 2015**
 - F. **Consideration of a Memorandum of Understanding with the Henderson County Travel and Tourism Authority for the Way-Finding Program**
6. **Recognitions:**
 - A. **Tree Board Members and Tree Planters**
 - B. **Brian Pahle - Governmental Finance Officers Association's Distinguished Budget Presentation Award**
 - C. **Police Department Employees**

- 7. Consideration of Endorsement of the Student Government Associations Sponsoring a Special Food and School Supply Drive for Homeless Students in Henderson County**
Presenter: Council Member Jerry Smith
- 8. Quasi-Judicial Public Hearing – Consideration of an Application for a Special Use Permit from Mr. Larry Winson to Complete Units at Blythe Commons**
Presenter: Planning Director Sue Anderson
- 9. Public Hearing - Consideration of Application for a Zoning Map Amendment from Mr. Art Cooley to Rezone Five Properties on Signal Hill Road, Linda Vista Drive and Tower Signal Hill Road from RCT Residential Commercial Transition to C-3 Highway Business Classification**
Presenter: Planning Director Sue Anderson
- 10. Public Hearing - Consideration of North Carolina Parks and Recreation Trust Fund Grant for Improvements to Berkeley Mills Park**
Presenter: Planning Director Sue Anderson
- 11. Consideration of an Ordinance Imposing a 60-day Moratorium with Respect to Shelter Facilities and Day Centers in Certain Zoning Districts**
Presenter: City Attorney Sam Fritschner
- 12. Consideration of a Resolution Authorizing the Submission of a Bicycle Planning Grant**
Presenter: Mr. Joe Sanders, Blue Ridge Bicycle Club
- 13. Discussion of New Stoplight at Main and Allen Streets**
Presenter: City Manager John Connet
- 14. Comments from Mayor and City Council Members**
 - a. Confirming date of January 2015 Regular Meeting: January 7, 2015
 - b. Confirming date of February 13, 2015 – Council and Staff Retreat
- 15. Reports from Staff**
- 16. Consideration of Appointments to Boards and Commissions**
Presenter: City Clerk Tammie Drake
 - a. Appointments to Boards and Commissions
 - i. Planning Board
 - ii. Tree Board
 - b. Announcement of Vacancies and Upcoming Appointments
- 17. New Business**
- 18. Adjournment**

October 2, 2014
Regular Meeting of the City Council
Assembly Room – Operations Center
5:45 p.m.

Present: Mayor Barbara G. Volk, Mayor Pro Tem Ron Stephens and Council Members: Steve Caraker, Jerry Smith and Jeff Miller

Staff Present: City Manager John F. Connet, City Attorney Sam Fritschner, City Clerk Tammie Drake, Planning Director Sue Anderson, Police Chief Herbert Blake, Fire Chief Dorian Flowers, Utilities Director Lee Smith, Finance Director Lisa White, Deputy Fire Chief Joe Vindigni, Public Works Director Tom Wooten

1. Call to Order: Mayor Volk called the meeting to order at 5:45 p.m. and welcomed those in attendance. A quorum was established with all five members in attendance.

2. Invocation and Pledge of Allegiance: A moment of silence for prayer was followed by the Pledge of Allegiance to the Flag.

3. Public Comment Time: *Up to 15 minutes is reserved for comments from the public for items not listed on the agenda.*

Dorothy Means asked questions about the rezoning of parcels on Ninth Avenue. Mayor Volk asked Ms. Means to hold her questions and comments until the public hearing on the rezoning.

4. Consideration of Agenda:

Mayor Volk noted the addition to the consent agenda: Historic Courthouse 1960's Trick or Treat. Council Member Smith requested the addition of discussion of the Downtown Advisory Committee under Comments from the Mayor and City Council members.

Council Member Caraker moved approval of the agenda with the two additions. A unanimous vote of the Council followed. Motion carried.

5. Consideration of Consent Agenda: *These items are considered routine, non-controversial in nature and are considered and approved by a single motion and vote.*

A. Consideration of Minutes: September 4, 2014 Regular Meeting

B. Consideration of Budget Amendments: Mr. Brian Pahle submitted the following budget amendments:

Budget Amendment – Water/Sewer Fund: An increase in Insurance Settlements in total of \$28,500 due to reimbursement for a totaled 2010 CAT 305 Mini-Excavator.
Amount Of Increase/(Decrease) \$28,500

Budget Amendment – Needy Persons Program Fund: Donation received from Walmart to fund operation "SHOP WITH A COP."
Amount Of Increase/(Decrease) \$5,500

C. Consideration of Special Event: Historic Courthouse 1960's Trick or Treat: Zoning Administrator Susan Frady reported the Special Events Committee voted unanimously to recommend that Council approve the event permit for the Historic Courthouse 1960's Trick or Treat. Activities will take place on the sidewalks and in the Courthouse Plaza area. The local VW club will display some of their 1960's vehicles in front of the Historic Courthouse and will utilize the parking spaces to pass out candy from the trunks of the cars. The parking spaces directly in front of the courthouse will be closed from 3 p.m. until the event ends at 7:30 p.m.

Council Member Caraker moved approval of the items listed on the consent agenda. A unanimous vote of the Council followed. Motion carried.

6. Public Hearing – City Council to Receive Public Input on an Application for a PARTF Grant for Improvements to Berkeley Mills Park: Planning Director Sue Anderson explained the City is pursuing a North Carolina Parks and Recreation Trust Fund Grant for improvements to Berkeley Mills Park. She explained the City will receive additional points for receiving public comment.

Ms. Anderson stated Council approved a Master Plan for the development of Berkeley Mills Park in 2013. The Council reviewed and prioritized the park improvements.

Ms. Anderson also reported the Planning Department is pursuing the listing of the baseball field on the National Register of Historic Places.

Ms. Anderson reviewed the park improvements included in the Master Plan: soccer field, a destination playground, walking trails, a dog park and a mountain bike course for young children and a mountain bike skills course, the extension of the greenway into the park, a boardwalk and an amphitheater. She reviewed the priority and phasing plan approved by the City Council including the entrance and parking area, park pavilion, a destination playground and memorial tree garden. She stated extension of the greenway will connect Berkeley Mills Park to Patton Park, Sullivan Park and Jackson Park and is being completed with NCDOT funding.

Ms. Anderson stated a PARTF grant of \$500,000 is possible with a 1:1 match required but the City will be applying for a \$250,000 grant; also with a 1:1 required match. She explained the funds from the grant, along with the required match by the City will help make improvements to the Park for a destination playground, restrooms, memorial tree garden with picnic pavilions, park and playground equipment and trails.

Ms. Anderson stated the City has funds earmarked in the Capital Improvement Plan for park improvements. She explained the matching funds will be used to improve the entranceway, add parking and a restroom by the playground. Mr. Connet explained the required match may be paid over three years.

There was discussion from the Council on the yearly maintenance costs, the referendum held in November for a bond that failed, etc. The Council asked to see estimated costs associated with the Park at their next meeting when they will consider applying for the grant.

Mayor Volk opened the meeting for public input at 6:07 p.m. The following addressed the Council with a brief statement of their feedback:

Larry Rogers, representing Partners for Economic Progress with approximately 75 businesses, expressed a concern that the referendum for a bond for \$6 million to construct the park failed. He expressed concerns that City taxpayers are paying a three-cent tax increase to pay debt service. He stated there will be maintenance costs, equipment, staff, security, and debt service. He cautioned City Council to consider it carefully so another tax increase is not necessary.

Dr. Jim Volk, 1654 Druid Hills Avenue, as a pediatrician who sees children frequently, he stressed the importance of exercise and getting outdoors. He expressed a concern about children inside all day are not getting enough Vitamin D from sunlight and it has health consequences. He asked the Council to consider the design of the destination playground. He remarked on the usual equipment in playgrounds that are geared for children ages 2-6. He mentioned a park in Falkirk, Scotland that is equipped for people of all ages. He asked the Council to consider a design other than a cookie-cutter design.

Joe Sanders, 206 Ewatts Hill Road, spoke in favor of the PARTF application. He expressed a concern that most parks are set up for team sports and not every child participates in team sports. This park would allow them the opportunity to be active. He expressed a concern about "revenue bleed" that occurs when our citizens go to another community to use those facilities such as the Swamp Rabbit Trail for activities and then shopping, meals, etc. Developing the facilities in Hendersonville will help stop the revenue bleed and may more than off-set the expense of this park.

Dan Kealy, 1047 Scheppegrell Drive, guidance counselor at Hendersonville High School, and mountain bike club sponsor. The club is open to middle and high school students in Henderson County. He voiced strong support of the park.

Ashley Ball, 135 Skyline Drive, a member of the mountain bike club at Hendersonville High School. She loves to mountain bike and it would be nice not to have to drive to another location to ride her bike. It is close to the school and those who can't drive far can go there. It is very convenient.

Beth Bockoven, 842 Dale Street, education coordinator for Hands On! at 318 N. Main Street and voiced support of the application for a grant to assist in the development of Berkeley Mills Park. The children's museum supports community projects that help the youth develop and spark their love for learning. She asked Council to consider utilizing their educators to bring fun and education to the walking trail or other areas of the park.

Pete Tintle, 210 Wash Creek, he is a grandparent and visits parks with his grandson in Charlotte. He enjoys the park system here and we should support the Oklawaha trail and connecting parks. He fully supported the grant application. After visiting the parks, they go downtown to enjoy a meal.

Guri Andermann, 140 Coral Drive, she was against the bond for the project because she didn't want the City incurring debt but wholeheartedly supports the City's grant application and commend them on the idea.

Ken Fitch, 1046 Patton Street, stated parks are often relegated to obligatory budget items and are subject to cuts, etc. The City's commitment is substantial and they are proceeding slowly in a phasing process and are marshalling consensus for a viable, sustainable plan worthy of this extraordinary resource that has been

entrusted to the City and its citizens. The community investment in this park goes back generations and offers more than playgrounds and soccer fields. It is a place where generations of mill workers and mill village residents gathered in community and family gatherings. Baseball teams took the field in storied contests. This place has historical significance that extends beyond its boundaries as ball teams traveled throughout the state and region. The quarry is a unique, natural landmark that provided the granite for the Biltmore House. The quarry also served as a community gathering place as a swimming hole, for frog gigging and baptisms. Nearby is the nexus to the future greenway and wetlands that will bring new generations in contact with a full range of natural history. We are not looking for easy money or a handout but a recognition of the importance of this place and its unique heritage that has shaped the character of the state and its people and is fully deserving of both local and state support. The preservation and enhancement of this special place is an initiative of which both the City and State can be proud.

Suzanne Hale, 322 Killarney Street, spoke regarding the economic benefits of the Park. She stated even if her property taxes increase she is happy to pay because she knows the Park will improve the quality of life for everyone in Hendersonville. When we improve the quality of life, it attracts new businesses and improves property values. There are significant benefits. We are facing a nationwide obesity epidemic. Other states have a new program to get children out and improve parks and she thinks Hendersonville should do the same.

Gary Eblen, 1728 Clairmont Drive, spoke to the facilities we already have and how they have expanded. He expressed appreciation to the Sellers who do clean-up on the Greenway. He sees people of all ages and shapes on the Greenway and people riding bikes, moms with strollers, bird watchers, etc. It speaks to all ages and abilities. It gets a lot of use and once connected to Berkeley Mills Park the use will increase. We have to live within our means but we need to find a way to develop the Park.

Hunter Hale, 322 Killarney Street, voiced support of the grant application. He stated they have two grandchildren who live in Japan. The children in Japan get more exercise in a day than most get in a week in this country because it is built into their life and is part of their opportunity. Thousands of people use the parks in Japan. The children were able to play with simple devices which makes a tremendous difference in their development. He offered to share pictures/videos of the Park for the design process.

Babs Newton, 1109 Fifth Avenue W., said our playgrounds are an after-thought for the children. Most parks consists of sports fields and the children do not get a lot of enjoyment out of the equipment. She has grandchildren and takes them to Jackson and Patton Parks. Berkeley Mills Park is exciting, not only for her and her husband, but would love to take her grandchildren to such a beautiful place. She agreed with Dr. Volk as she is a Vitamin D advocate and we need to get children outside. Being able to connect downtown Hendersonville with Berkeley Mills Park is a wonderful investment. She would also like to see the day that she can ride her bike on the Ecusta Trail to Brevard.

Ms. Anderson added that an e-mail was sent to the Mayor and City Council from Katherine Kyle who could not attend the meeting but as a resident supports the efforts to improve Berkeley Mills Park. The Park's plan will preserve a historic area and create a strong infrastructure for the Park and the City. It will encourage physical activity for all ages, be an added attraction for tourists and an asset when trying to attract new industry.

The public input session was closed. Ms. Anderson added that this is a public comment period, not necessarily a public hearing. The traditional methods of advertising were not required.

Mayor Volk asked for a show of hands of those in the audience if they supported the City's moving forward with the PARTF grant application. Approximately 35 people raised their hands.

The public comment time was closed at 6:30 p.m. Mayor Volk thanked everyone for attending the meeting and voicing their opinion on the City's PARTF grant application. **No action was required or taken by the Council.**

7. Public Hearing - Consideration of Application for the Rezoning of Three Parcels Located on Ninth Avenue West between North Justice Street and North Oak Street, from R-15 Medium Density Residential to R-6 High Density Residential: Ms. Anderson presented the zoning map amendment application from Peter Contrastano, Carol Dietrich and Ninth Avenue Ventures for parcel numbers 9569-50-0242, 9569-50-1202 and 9569-50-1262 located on 9th Avenue West between North Justice Street and North Oak Street. Parcel number 9569-50-0242 comprises .23 acres, parcel number 9569-50-1202 comprises .23 acres and parcel number 9569-50-1262 comprises .29 acres. The property owners are related and the parcels are adjoining, therefore this request is being processed as one application. The applicants desire to rezone these parcels from City of Hendersonville R-15 Medium Density Residential to R-6 High Density Residential.

In providing a history of the request, Ms. Anderson reported the Planning Board reviewed a request to rezone these properties to MIC Medical Institutional Cultural in March 2014. The Planning Board voted seven in favor and one opposed to recommend that City Council not rezone these properties to MIC Medical Institutional Cultural. The applicants subsequently decided to withdraw their application.

Comprehensive Plan Consistency: Ms. Anderson explained NCGS 160A-383 requires zoning amendments must be made in accordance with a comprehensive plan. She reported the 2030 Comprehensive Plan's Future Land Use Map designates these parcels as urban institutional which is intended to create a cohesive, well-defined urban campus for medical and educational institutions, with supportive office, service and residential uses that is integrated with the downtown.

Ms. Anderson reviewed the primary and secondary recommended land uses for the Urban Institutional land use Category.

Ms. Anderson explained these parcels are proposed to be rezoned to R-6 High Density Residential. This zoning district classification is intended for areas in which the principal use of land is to permit high-density residential development. She stated the surrounding land use and zoning classification of parcels to the north, east and west are zoned R-15 Medium Density Residential, parcels to the south are zoned R-6 High Density Residential. The parcel to the east contains a single family residence, parcels to the west contain single family residences, parcels to the north contain a two-unit residence and a single family residence and parcels to the south contain a four-unit residence and a single family residence.

Analysis: Ms. Anderson reviewed the dimensional requirements for the R-6 High Density Residential and the R-15 Medium Density Residential zoning districts. She reported the three parcels do not meet the minimum lot area or lot width for the R-15 Medium Density Residential zoning district but do meet the minimum lot area and minimum lot width for the R-6 High Density Residential zoning district. She provided a list of permitted and conditional uses for the R-15 Medium Density Residential and the R-6 High Density Residential zoning districts.

Ms. Anderson reviewed the density allowed in both districts as well as through a minor planned residential development. She explained the parcels do not meet the minimum lot width which would require a variance by the Board of Adjustment if the developed.

Planning Board Recommendation: Ms. Anderson reported the Planning Board initially voted three in favor and four opposed to recommend the City Council not adopt an ordinance rezoning the parcels. A second motion was made and the Planning Board voted five in favor and two opposed to recommend City Council adopt an ordinance amending the official zoning map changing the zoning designation of these parcels from R-15 Medium Density Residential to R-6 High Density Residential, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest for the reason that this rezoning will allow better use of the space for construction purposes and possibly retain more landscaping due to the setbacks.

There was discussion of the Planning Board's motion/recommendation.

Zoning Ordinance Guidelines: Ms. Anderson reviewed the factors contained Section 11-4 of the City's Zoning Ordinance that shall be considered prior to adopting or disapproving an amendment to the City's Official Zoning Map.

There was discussion of the density in the zoning classifications and in a minor planned residential development.

Mr. Peter Contrastano, applicant, provided a presentation stating the lots are non-conforming for R-15 but are conforming to R-6. Each lot is independently owned. He reviewed drawings and stated the unique feature of the lots is the topography and reviewed the contour lines. He stated in order to use the lots and meet R-15 standards, the setbacks would be greater and the wooded area would be impacted more. These lots are abutting lots zoned R-6 to the south and it conforms to the spirit of the 2030 Comprehensive Plan as the area is likely to become a high-density area and potentially commercial. He stated they do not have immediate plans for development.

Mayor Volk opened the public hearing at 6:48 p.m. in accordance with North Carolina General Statutes by notice published in the Hendersonville Lightning. No one expressed a desire to speak in favor of the application to rezone. The following spoke in opposition to the rezoning:

Bob Morrow, 901 Thornton Place, opposed development to higher density residential as a neighbor of Ninth Avenue. It is inconsistent with the current structure with single-family home or duplexes with large lots and is opposed to anything different from that. He presented a petition to the City Council with 10 signatures of those who also oppose the rezoning. He stated the largest opposition is to the character but Ninth Avenue is a narrow, high-pedestrian street that connects the high school and middle school. Students use the street each day. The street is narrow and additional traffic will increase pedestrian danger and vehicle safety danger. He stated not all the environmental concerns have been addressed: water flow on the street presents additional ice problems. A through-street could be constructed from Conner Street. He asked for a show of hands who oppose the rezoning if they did not have an opportunity to sign the petition. Approximately nine people raised their hand.

Gale Works, 834 N. Oak St., expressed concerns about traffic. She stated there is a lot of pedestrian traffic and cars speeding. Just because R-6 zoning is on other side is not a reason to rezone these parcels. There are people that have lived their entire lives there. She expressed concerns that parcels of land are getting razed. She expressed strong opposition to the rezoning because this is a place where people live and is not a commercial area.

Dorothy Means, 831 Oak St., said her parents lived there for years. Part of the parcels is connected to her property and it will affect her property. Also on 6th Avenue/Oak Street is the Wingate facility. Traffic is already bad because of the two schools. She has contacted the Police because traffic was coming through her yard. There is no speed limit on the street. Drivers speed on Oak Street and Ninth Avenue. Older neighbors have trouble crossing the street to get their mail. She feels they are being penalized being the oldest and black community. She is completely against the rezoning.

Jackie Brogie, 722 9th Ave. W., stated her property is directly east to the parcels. She is opposed to the rezoning. She has two children and they are pedestrians most of the time. She moved there because it is close to the schools. She runs, works downtown, is a taxpayer and votes. The requested rezoning would not fit the community and there's probably a better answer. With the 2030 Comprehensive Plan, the neighborhood may move toward the urban route but it doesn't change the fact that there is a school on either side of Ninth Avenue and there will always be pedestrians.

Eva Stansberry, 722 9th Ave. W., said she is a junior at Hendersonville High School. She used to walk to the high school and her sister walks to the Middle School. There were several mornings they had to wait on traffic and this may add more traffic to an already dangerous road. She does not like the idea of more construction next to her house. She stated many people walk and some use motorized wheelchairs. She voiced opposition to the rezoning.

Willie Clay, 816 N. Oak St., was born and raised here and spent 25 years in the military. The neighborhood is being squeezed by 6th Avenue. There are three day care centers in the area and two schools. They tried to get the traffic monitored on Oak Street from Ninth Avenue to Sixth Avenue because it sounds like a runway. No one comes out to monitor the traffic when called. He is a senior citizen and it takes time to cross the street to get his mail. The hospital is on one side and Wingate will be on the other side. He asked Council not to approve the rezoning.

Beth Ward, representing Appleland, Inc., 911 and 915 Tebeau Street, which is a child care on the corner adjacent to the property. She cited safety concerns. Their center serves more than 100 children. There are three child care centers serving children under the age of five plus three public schools. Anyone that uses the schools can attest to the traffic. The traffic pattern is right up Ninth Avenue right in front of the entrance to these lots. It is difficult to make turns. Council should look at the traffic statistics for the number of accidents. She asked Council to carefully consider adding more traffic to Ninth Avenue because it probably already exceeds the maximum capacity for what is already in existence.

Libby Colena, 851 Thornton Place, she is a real estate broker and licensed general contractor. The idea of a six-plex on the three parcels is not aesthetically pleasing for what is existing. She opined the three lots could easily be combined into two lots that would conform to the R-15 requirements and he could sell them and recoup his investment. She voiced opposition to the rezoning.

Johnny Washington, owns property at 803 N. Oak Street, sees the number of school children that walk through the alleys and there is a lot of traffic on that street. He urged Council to take a good look at that before they approve something to increase it. Drivers speed on Ninth Avenue and may be taking a shortcut on Oak Street. He urged Council to deny this request.

Dorothy Williams, 1406 Martin Circle, used to live in the area. She works at a day care center there and sees the traffic. She recently had a wreck there where someone ran the stop sign. She stated the traffic is bad enough. Traffic will also move to Highway 64 and they have a hard time with traffic at the church.

No one else expressed a desire to speak. The public hearing was closed at 7:15 p.m.

Council Member Smith reviewed a map of the area of Hendersonville Middle and Elementary Schools and Hendersonville High School area stating he travels Bearcat Loop every day and agreed with the comments about the speed of vehicles. He stated with the proposed change in the traffic pattern, approximately 350 cars per day will be trying to get to the school and every vehicle must exit the same way and then down Ninth Avenue and further commented on the amount of traffic going to both schools. He explained the R-6 development would be in the middle of a very crowded street. He reiterated it is very difficult to turn off of these streets. He explained this artery connects a school with 450 students, a school with more than 600 students and a school with 780 students, plus the three day care centers. He stated anything to increase the density is a mistake in this area.

Council Member Caraker noted it became evident during the public comments that speeding is not enforced. He stated the situation needs to be studied and a recommendation from a traffic consultant. He stated Wingate will also increase traffic, and Pardee Hospital continues to expand. He stated the City needs to do a better job of traffic enforcement and management. Mayor Pro Tem Stephens agreed the largest issue appears to be traffic and speed issues. He stated there are options to slow traffic down. He opined three additional housing units will not affect the traffic. He stated the hospital has purchased one lot for parking and is negotiating purchasing additional property because of the demand on medical resources. He agreed that he would like to see a traffic study and what could be done to slow traffic down instead of restricting the property.

Council Member Caraker also commented the School Board bares some responsibility because of student safety. Mayor Pro Tem Stephens suggested having school crossing guards to help the students and a patrol car on this section of Ninth Avenue with the officer issuing citations. Council Member Smith stated part of the issue is speeding but the other is the volume of cars. He stated parents are not allowed to drop off students except in front of the school. He stated the school has no geographic district and parents have to drop off their students.

Council Member Miller explained he was leaning toward approving the rezoning because of the need for housing where people can walk to and from the schools, hospital, etc. He stated he watched the traffic and it is a mess. He stated it would be difficult to police every issue but citations will help slow traffic for a while. He agreed with Mr. Washington that this is just the beginning. He stated the rezoning will take R-6 to the street. He stated six units won't be end-all for traffic but other lots could be rezoned R-6 and this is not the time.

Mayor Volk expressed agreement with Council Member Miller stating these lots have a right to be developed and the City cannot stop people from developing their property. She stated she is not ready to change the zoning at this point and would prefer they remain as individual single-family lots because it is consistent with rest of the block. She stated her opinion may change in a few years. She stated the parcels can be developed as they are. Council Member Miller agreed, stating the owner can get three units on the parcels. He stated there is plenty of R-6-zoned properties available. He stated the community may be faced with rezoning in the future. He stated the City cannot condemn the property or tell the owners that they have to leave it wooded. He stated the City is in need of high-density affordable housing where the residents can walk to amenities.

Council Member Smith expressed appreciation for those who spoke and expressed their opinions because it does affect how the City Council makes decisions.

Mayor Pro Tem Stephens also thanked them for making the City aware of the speeding issue. He agreed the area will be developed in the future and there is already a lot of pressure for affordable housing. He suggested the City address the speeding issue.

Council Member Caraker stated the City should address the bigger issue. He stated the neighborhood should prepare for requests for multi-family units. He stated about one-third of those who signed the petition are not in the neighborhood. He stated the City needs to look at traffic flow for the safety of the students.

City Attorney Fritschner discussed the motion. **Council Member Smith moved the Council to deny the application for rezoning parcel numbers 9569-50-0242, 9569-50-1202 and 9569-50-1262 from R-15 Medium Density Residential to R-6 High Density Residential finding the rezoning is not in the public interest because of the increase in density and potential effect on traffic in that area. A unanimous vote of the Council followed. Motion carried.** Mayor Volk expressed appreciation to everyone who spoke.

There was a brief recess.

8. Consideration of Mutual Aid Agreements: Fire Chief Dorian Flowers requested the City Council's approval to sign reciprocal mutual and automatic aid agreements with any department willing to assist the Fire Department when the need arises with structure fires, major incidents or multiple incidents at the same time. By signing these agreements, the City Fire Department would in turn respond with the appropriate resources to assist those neighboring departments. He stated there is no money involved. These agreements do not obligate either party to send resources if they do not have the resources to send without jeopardizing their own coverage. He stated this would provide better coverage for major incidents. He explained assisting other departments is already being done but the agreement will make it official. He stated the agreements will also play into ISO ratings as well but it provides for better safety for our staff and the departments surrounding the City.

There was discussion of the pink wrap on the fire truck for breast cancer awareness month. Council Member Miller explained most of the cost of the wrap was donated. Chief Flowers stated they are selling pink t-shirts and the proceeds will go to the Pardee Foundation and Park Ridge Hospital cancer programs. He stated no City tax money is involved and the vehicle wrap will be removed.

Council Member Caraker stated he is leading a breast cancer fundraising drive and would like to have the fire truck participating. Council Member Smith commented the cost of the wrap should possibly be included in the budget in the future if needed. Chief Flowers commented funds are in the budget for community education.

Council Member Miller moved City Council authorize the City Fire Chief to develop and sign reciprocal mutual and automatic aid agreements with other fire departments to aid in service delivery. Motion carried.

9. Update on Parking Study: Mr. John Connet, City Manager, addressed the Council and stated a parking workshop was conducted last year. One of the recommendations that came from the meeting was to move forward with a parking study.

Mr. Connet provided an update on the parking study. Dixon Unlimited is the firm performing the study and they have been in town and have conducted a baseline study. He stated they will return October 17- 22 and will be using special technology for counts and movements. They will be doing physical counts and conducting surveys.

He explained a parking steering committee is being established. They will meet four times to give feedback to the consultants. He stated there will be a focus group made up of downtown business owners and they will be interviewing employees of downtown businesses and downtown residents to hear their concerns.

Mr. Connet explained Dixon Unlimited will be looking at peak demand and current supply. A comparison will be made of cities with a similar size and in our regions to learn how they are providing parking, etc. He stated data will be compiled in October, they will work with the committee in November and expects a preliminary report by early December. A formal presentation will be made at the January meeting. **No action was required or taken by the Council.**

10. Consideration of Traffic Flow Modifications for Orleans Avenue for School Traffic: Police Chief Herbert Blake addressed the Council stating on September 17, the patrol captain, the School Resource Officer, the Parking Enforcement Officer and the principals from the middle and elementary schools met to discuss the traffic issues around the intersection of Orleans Avenue, Prince Drive, and Ninth Avenue. He stated the concern is the volume of traffic and drivers not doing what they should do, students not being let out where they should be, and some drivers that do not obey safety rules which causes problems.

Chief Blake reported the request for the following changes:

between 7:20-8:25 a.m. and 2:40-3:25 p.m. on school days:

1. the right-hand lane of the affected area of Orleans Avenue be allowed to only turn right into the elementary school;
2. the left-hand lane of the affected area of Orleans Avenue be allowed only to go straight onto Ninth Avenue toward the middle school;
3. the center turn lane on Prince Drive approaching Orleans and Ninth be allowed to only turn right.
4. the City paint a center line on Orleans Avenue in the affected area and place the appropriate signage in the area advising drivers of the changes.

Mr. Connet explained the changes will reverse traffic in the mornings and afternoons so everyone travels down Orleans during the two periods of the school day. Council Member Smith commented the problems are not totally a result of bad planning but impatient drivers and making very unsafe decisions. Chief Blake stated he is not sure if this will fix the problems but it is worth trying. Council Member Smith commented the largest issue is in the mornings because the schools dismiss at different times.

Discussion followed on the traffic around the schools and higher student enrollment at the schools. Council Member Smith reviewed the changes stating the changes should make the traffic flow faster. There was discussion of moving violations in the area, how long in advance to warn drivers of the change (two weeks) and having police officers on the site initially. Mr. Connet added the School Resource Officer at the Middle School has been involved, is on-site and will provide assistance. Chief Blake commented it is a volume issue. Council Member Smith agreed stating everyone has to use the same route.

Council Member Caraker moved the Council to approve the traffic flow modifications for Orleans Avenue for school traffic suggested by Police Chief Blake. A unanimous vote of the Council followed. Motion carried.

11. Consideration of Seventh Avenue Striping Plan: City Manager John Connet reported over the last several months members of the Seventh Avenue Advisory Committee and members of the City Council have been working on improvements to the Seventh Avenue area to stimulate growth and economic development.

Mr. Connet stated one of the suggestions from the community workshop was to consider changing the streetscape of Seventh Avenue, in particular, from the railroad tracks to Martin Luther King Boulevard. He stated Dave Hazzard, with Luther Smith and Associates submitted a new striping plan. He stated the street was just resurfaced. He stated they initially considered parking in the middle of the street but it did not work because there was not enough space. He stated the new plan will be using paint to begin "narrowing" the street to slow traffic and to identify crosswalks for a more pedestrian-friendly area. He stated they are looking for opportunities to implement a new model: a "parklet." This will utilize materials that are temporary in nature to create a parklike area or outdoor seating that is moveable and low cost. He stated the design subcommittee will work with the community to infuse colors to delineate lines instead of traditional colors to bring in an artistic aspect. They will invite community groups to participate to build enthusiasm and interest in the area. He stated the initial striping for the traffic plan has been done but asked for Council's endorsement before proceeding. He stated if the plan does is not successful the paint can be removed but more permanent features can be used if it is successful.

Council Member Miller asked Mr. Farrell Beam if they have had any interaction with the business owners in the area. Mr. Beam stated he has talked to a lot of the business owners who expressed this is a great idea. They believe it will bring energy to the area. He stated the bumpouts will tie into downtown but be different. Council Member Caraker commented it has generated a lot of positive communications and many are in agreement.

Council Member Caraker moved City Council to approve the Seventh Avenue striping plan as presented by Mr. Connet. A unanimous vote of the Council followed. Motion carried.

Mr. Connet explained the staff will move forward post haste to get in the striping in place. The initial work will be the outlining of the spaces and then color will be applied. There was discussion of restamping the crosswalk and how it will work with the plan.

12. Discussion of Business Advisory Committee (BAC) Recommendations: City Manager John Connet reported the BAC has met and challenged staff to streamline the permitting process and make it more efficient.

Mr. Connet reviewed the issues voiced by the BAC: having to make corrections to plans multiple times, they would like a single concierge to help guide applicants through the development process, they would like the ability to provide feedback through surveys or other means at the end of the process and they expressed concerns that the process takes too long.

Mr. Connet reviewed the following solutions:

- Improving communication:
 - Staff is working on developing a process guide/checklist (handout),
 - possibly fill an open position with a permitting technician (position)
 - Evaluate the need for a Planning Board review (at certain thresholds): Staff is recommending a change to the Zoning Ordinance to decrease delays for project reviews. Currently, projects have to go through review of the Planning Board even though they did not have the ability to approve or deny the project. Depending on when the application comes in, the applicant may have to wait an additional 30 days to be put on the Planning Board agenda even though the project may meet all zoning regulations. There may be an opportunity improve the process by creating a technical review committee made up of staff to meet in a timely manner to ensure compliance with ordinances. These meetings could be held more frequently than having applicants waiting to go to the Planning Board. Staff recommends removing the Planning Board stage for those particular projects. He stated it is also important to schedule meetings on-site with the contractor or property owner at the permitting approval stage to ensure a clear understanding of requirements (checklist) so a Certificate of Occupancy may be issued.
 - Preliminary and final site plan review: Staff is recommending an initial meeting with the developer/contractor at the very beginning of the process so they receive feedback for changes once which will help speed up the process.
- Other suggestions: Evaluate stormwater thresholds (meet state requirement/consistent with erosion control): Currently our stormwater permitting requires undergoing a process as it relates to federal permits: for any development greater than an acre or a structure greater than 20,000 square feet. He stated federal law now only requires this if the area is greater than an acre. Staff is recommending removal of the requirement if greater than one acre will be disturbed. This will be consistent with federal, state and Henderson County government.
 - Co-locate those involved in development process
- To improve efficiency:
 - Evaluate permitting thresholds,
 - Evaluate the need for a Neighborhood Compatibility Meeting: few residents attend these meetings and this may be done at the Planning Board meeting.

Mr. Connet asked for Council's feedback on the possible amendments. He stated an Applicant Guide has been developed by staff and it will include an evaluation.

Discussion included whether a finite time frame will be included. Mr. Connet explained a model will be developed for projects that meet the criteria.

Mayor Pro Tem Stephens commented this was received positively. He stated a lot of criticism is because of rules and regulations that have accumulated over the years and haven't been analyzed. He opined this will make a huge difference in the process. He expressed appreciation to Mr. Connet and Mr. Pahle.

Council Member Caraker commented a tiered system may be helpful for large projects so the developer may proceed. Mr. Connet stated staff will continue to meet as a group and will be glad to discuss how permits may be issued without jeopardizing the process. **No action was required or taken.**

13. Update on Privilege Licenses: City Manager John Connet explained he reviewed the changes in the law that relates to privilege license as a previous meeting. He stated staff was asked how the gross receipts process works and the amount of revenue generated for Hendersonville.

Mr. Connet stated proprietary data cannot be released but provided hypotheticals based on what typical Hendersonville businesses are paying under the gross receipts method. He explained there are several proposals being considered by the General Assembly. He reviewed examples of the fees a business could pay based on the formula in the fee schedule. The City has 986 active privilege license accounts, 815 pay \$100 or less annually, 102 businesses pay between \$100-\$500 and 69 businesses pay greater than \$500. He explained the big box retailers generate a lot of traffic and calls for service related to police and fire which is one of the justifications to go to the

gross receipts methods because they should pay more than the smaller businesses. **No action was required or taken by the Council.**

14. Comments from Mayor and City Council Members:

Downtown Advisory Committee: Council Member Smith tendered a resignation from the committee because he cannot attend the meetings on a regular basis. There was no objection to his resignation expressed by the Council. **Mayor Pro Tem Stephens volunteered to accept the position. The vote of the Council to appoint Mayor Pro Tem Stephens to the Downtown Advisory Committee was unanimous.**

15. Reports from Staff: There was none.

16. Consideration of Appointments to Boards and Commissions

a. Consideration of Appointments:

i. HSAD Board of Directors: Mr. Connet reported in order to complete the transition of the Historic Seventh Avenue District, Inc. (HSAD) Board of Directors into the Seventh Avenue Advisory Board, the HSAD membership amended their Bylaws to empower the City Council to appoint the executive board of the 501(c)(3). He explained the HSAD membership approved the changes to the Bylaws on September 22, 2014 and the provisions in the new Bylaws states that the City Council will appoint HSAD Board of Directors. He recommended the City Council appoint the Seventh Avenue Advisory Committee to serve as the Board of Directors for the Historic Seventh Avenue District. In accordance with the new Bylaws, we have received resignations from the former HSAD Board of Directors.

Council Member Caraker moved the City Council to appoint the members of the Seventh Avenue Advisory Committee as the Board of Directors for Historic Seventh Avenue District, Inc. A unanimous vote of the Council followed. Motion carried.

ii. Historic Preservation Commission: City Clerk Tammie Drake reported three members on the Historic Preservation Commission will expire in November: Ralph Bastedo, Jo Tyler and Phillip Allen. All three would like to be considered for reappointment. **Council Member Caraker nominated Ralph Bastedo, Jo Tyler and Phillip Allen for reappointment to the Historic Preservation Commission. A unanimous vote of the Council followed. Motion carried.**

b. Announcement of Vacancies and Upcoming Appointments: Mrs. Drake reminded the Council of vacancies on the Board of Adjustment, the Environmental Sustainability Board and the Tree Board.

17. New Business: There was none.

18. Closed Session for Discussion Relating to the Location or Expansion of Industries or Other Businesses under N.C.G.S. 143-318.11(a)(4): At 8:41 p.m., Council Member Caraker moved the Council to go into closed session to discuss matters relating to the location or expansion of industries or other businesses in the area served by this body under G.S. 143-318.11(a)(4). **A unanimous vote of the Council followed. Motion carried.**

The Council discussed the location or expansion of a business or industry in the City.

At 9:00 p.m., Council Member Caraker moved Council to exit the closed session. **A unanimous vote of the Council followed. Motion carried. No action was taken by the Council.**

15. Adjournment: The meeting adjourned at 9:00 p.m. upon unanimous assent of the Council.

Barbara G. Volk, Mayor

Tammie K. Drake, City Clerk



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Brian D. Pahle

Department: Administration

Date Submitted: 10/24/14

Presenter: None

Date of Council Meeting to consider this item: November, 6th, 2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 05b

This item contains two budget amendments regarding salaries.

The first, fixes the way Patton Pool employee salaries were allocated. They are part-time employees and should be paid out of the Salaries Wages - P/T account. This amendment moves the funds from Salaries Wages - Regular to Salaries Wages - P/T.

The second, provides funding for a temporary front desk receptionist at the Operations Center. The funding is provided from a Water & Sewer fund position that is vacant and has lapsed salary available.

Please see the attached budget amendments below for further information.

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 Council to approve the budget amendments for the Water and Sewer Fund and Patton Pool Division as presented.

Attachments:

budget amendments

BUDGET AMENDMENT

FUND: GENERAL FUND

ACCOUNT NUMBER		DESCRIPTION OF ACCOUNT	INCREASE	DECREASE
ORG	OBJECT			
106170	512100	Salaries Wages - Regular		109,325.00
106170	512900	Salaries Wages - P/T	109,325.00	
		TOTALS IN BALANCE	\$ 109,325.00	\$ 109,325.00

The funds appropriated to the regular salaries line item should have been appropriated to part-time salaries line item. Patton Pool employees are all part-time and have been getting paid out of the part-time account, even though it has no funds in it.



 CITY MANAGER

Date: 10/23/2014
 10/16/2014

APPROVED BY CITY COUNCIL: _____ DATE:

BUDGET AMENDMENT

FUND: Water & Sewer Fund

ACCOUNT NUMBER		DESCRIPTION OF ACCOUNT	INCREASE	DECREASE
ORG	OBJECT			
607110	519000	Professional Services	7,680.00	
607125	512100	Salaries & Wages - Reg.		7,680.00
TOTALS IN BALANCE			\$ 7,680.00	\$ 7,680.00

Funding for a temporary position to serve as the ops center receptionist. Funding is coming from a vacant position, Field Ops Manager, in the Water & Sewer Fund. \$7,680 will provide for 12 weeks at 40 hours per week.


CITY MANAGER

Date: 10/23/14
10/6/2014

APPROVED BY CITY COUNCIL: _____ DATE:



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Jennifer Harrell

Department: Administration

Date Submitted: 10-28-14

Presenter: Jennifer Harrell

Date of Council Meeting to consider this item: 11-06-14

Nature of Item: Council Action

Summary of Information/Request:

Item # 05c

Finance Director Lisa White is proposing to restructure the Finance Department to strengthen internal controls, provide better customer service and continue to implement best practices in day to day activities. This restructuring includes the reclassification of one position of Senior Accounting Supervisor that will be funded by the Business License position that was vacated due to changes in State law and and amending the job descriptions for the Senior Customer Services Specialist and the title of the City Tax Collector.

Budget Impact: \$.00 _____ 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 Council approve the job description for the new position of Senior Accounting Supervisor and the amended job descriptions for Senior Customer Services Specialist and City Tax Collector.

Attachments:

Job descriptions

SENIOR CUSTOMER SERVICES SPECIALIST

General Statement of Duties

Performs difficult paraprofessional work in support of the utility billing, and customer service functions for the City.

Distinguishing Features of the Class

An employee in this class is responsible for performing specialized and difficult paraprofessional work which involves the utility billing and collections and handling customer inquiries relating to utility billings. Employees may be assigned tasks related to more difficult aspects of utility billing, collections and customer services work. Work requires use of independent judgment and initiative. Employee also works with other employees and departments in trouble shooting problems, generating computer records and reports, and makes recommendations for computer programming and software changes. Tact, courtesy, and diplomacy are required in the frequent public contact functions, especially in complaint resolution. Work is performed under general supervision and is evaluated through conferences and by review of records and reports to determine the effectiveness of collection methods, legal compliance with applicable statutes, and independent audit of the financial records.

Duties and Responsibilities

Essential Duties and Tasks

Lead worker for Utility Customer Service.

Researches procedural improvements; writes operating procedures.

Trains coworkers. Provides backup when employees are absent; cross trains employees in several functions;

Assists customers in person or on the telephone, answering inquiries, responding to complaints and explaining department policies and procedures; researches problems, adjusts bills for leaks, incorrect meter readings, etc.

Negotiates payment arrangements with delinquent customers.

Refers customers to community agencies for customer emergencies or destitution problems.

Answers requests for information, usually from visitors or the general public who use the City's services.

Creates records by posting general program activity on established forms, files, and other record keeping devices.

Renders decisions or answers citizens questions, complaints and refers precedent setting issues to higher level management for advice and consultation.

Rotates with other employees handling the utility billing processes and handles any special problems associated with the utility billing cycles; monitors the appropriate billing cycles and assure that all records are submitted on a timely basis in order that established deadlines will be met.

Rotates with other employees to complete the utility billing balancing process.

Rotates with other employees to generate the utility billing cut off processing.

Senior Customer Service Specialist
Page 2

Rotates with other employees to account for and record payments from lockbox, AR box, ACH payments and credit card processing.

Rotates with other employees to generate Final Bill Process to include processing refunds with credit balances.

Compile information for accounts to be turned over to collection.

Fills in during co-worker absence if needed to receive and process payment of various bills, permits, license and fees; traces payments received without remittance advice to determine account to be credited.

Fills in to process requests for service for City services.

Handles institutional, commercial, or industrial accounts requiring special utility billing accounts, and collections tasks.

Establishes commercial deposit accounts and refunds accounts.

Handles charge-offs, bankruptcies working with attorneys or courts.

Tracks new construction sewer taps from beginning to completion.

Assigns new taps to meter reader routes.

Enters, updates prepares, generates reports, and compiles a wide variety of records and research and prepares a variety of special reports for management as requested on the assigned area of work

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of computer hardware, software, and their various applications for work supervised. Microsoft Excel skills are required.

Thorough knowledge of local policy and state statutes regarding utility billing, collections, rules and regulations, and utility maintenance.

Considerable knowledge of generally accepted principles of accounting for the receipt of cash payments.

Considerable knowledge of standard operating practices involved in modern office operation and public service.

Ability to deal effectively with the public in a tactful and effective manner.

Senior Customer Service Specialist
Page 3

Ability to create and maintain accurate records, reports, and files in support of a cash receipt, tax, and customer oriented operation.

Ability to operate calculator, computer terminal, typewriter, cash register, and related office equipment.

Ability to communicate effectively in oral and written forms.

Physical Requirements

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

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to work with data and figures, accounting process, perform visual inspections, operate a computer, and read extensively,

Desirable Education and Experience

Bachelor's Degree in business administration, management, accounting, or related field and considerable experience in utilities or computer service operation involving heavy public contact; or an equivalent combination of education and experience.

SENIOR ACCOUNTING SUPERVISOR

General Statement of Duties

Performs difficult professional management and accounting functions for the finance operations in the City.

Distinguishing Features of the Class

An employee in this class is performs advanced professional work and is responsible for a variety of accounting, financial reporting and management tasks involving generating a variety of financial reports, generating spread sheets and graphics on fiscal matters, preparing journal entries, oversight of budgetary accounting, assisting with year-end audit procedures, and performing related fiscal duties. Work is performed under the supervision of the Finance Director and is reviewed through conferences, review of financial reports and annual audits.

Duties and Responsibilities

Essential Duties and Tasks

Purchasing:

- Develop, implement and enforce a City Purchasing Policy and Procedure following GASB's best practices. The policy and procedures would encompass oversight of the purchasing system for the procurement of goods and services city wide.
- Provide continuous training and education to City Staff, Vendors and Citizens concerning purchasing issues.
- Researches inquiries regarding purchase orders, requisitions, payments, and other accounting issues.

Accounting:

- Ensure that the accounting activity recorded in the City's general ledger conforms to generally accepted accounting principles, makes corrective entries, writes policy manuals and instructs staffs and other departments on compliance with GAAP.
- Performs various internal audits of City accounts & funds to ensure accuracy and correct discrepancies.
- Accounts for Long-Term Obligations, including processing debt payments, preparing debt schedules, and completing statutory debt reporting.
- Accounts for Capital Projects, and grants. Preparation of annual Schedule of Expenditures of Federal and State Awards (SEFA)
- Assists with various posting, printing, and calculating of accounts for month and year end closing, including but not limited to:
 - Accrual year end revenues and expenditures
 - Preparation of Annual Powell Bill Report
 - Preparation of Annual Compensated Absences Report
 - Monitoring inter-fund balances and transfers to ensure they are in balance. Preparation of annual Schedule of Transfers.

Financial Reporting:

- Prepares and analyzes financial statements and reports at regular intervals for use by various departments, the City Manager and City Council;
- Responds to surveys or information requests from other agencies, regulatory groups or citizens.
- Prepares various monthly, quarterly, annual and special financial reports, and other reports required by supervisor, State, Federal or other external agency.
- Generates a variety of spreadsheets and graphics depicting financial conditions and status.
- Assists with annual audit and preparation of Comprehensive Annual Financial Report, including completing the Statistical section.

Procedures, Processes, Internal Controls:

- Ability to maintain or establish proper accounting and internal control standards for municipal

Senior Accounting Supervisor

Page 2

government. Write and maintain written policy and procedures manual and train employees on proper procedures. Monitor activity to ensure proper segregation of duties and strong control system is in place.

- Provides accounting/budgetary & financial support for various departmental inquiries.
- Formulate and implement ongoing innovative improvements designed to provide best practices for duties of the department and provide the best quality work.
- Problem resolution to include implementation of preventative and corrective measures.

Supervision:

- Supervise Tax Collection, Payroll, Accounts Payable and General Ledger functions.
- Manage, develop and engage and train staff to deliver excellent customer service.
- Develop best practices and procedures for all areas under supervision; ensure all areas have thorough cross training and succession plans in place .
- Monitor activity in areas under supervision to ensure proper procedures are in place.
- Communicate with other departments to assist staff in improving workflow, work load and compliance with GAAP and City fiscal policies.
- Complete time sheets and annual review for staff.

Special Projects:

- Complete RFP's as needed for financial, banking or professional services
- Research and Implement new financial modules,
- Research financial software packages, time keeping software

Additional Job Duties

Fills in for other staff members as needed. Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of governmental accounting principles and practices, (GAAP), (GASB)

Working knowledge of laws, general statutes, rules, and regulations governing specific municipal accounting tasks.

Expert knowledge of internal financial controls.

Working knowledge of budgetary policies and procedures

Advanced knowledge and skill in utilizing complex financial computer software programs.

Advanced skill in operation of standard office equipment.

Advanced skill in analyzing complex problems and identifying solutions.

Skill in preparing clear and accurate reports.

Skill in evaluating and establishing written policies and procedures.

Ability to work independently or as part of a team.

Senior Accounting Supervisor

Page 3

Ability to set and meet deadlines. Ability to manage and prioritize projects.

Skill in performing complex mathematical calculations accurately and with reasonable speed.

Skill in establishing cooperative and productive working relationships. Ability to develop and maintain interpersonal relationships with a variety of people including vendors, general public, and other employees and supervisors and provide technical guidance and/or teaching others. Ability to lead steering groups, discuss issues, and build consensus.

Ability to communicate accounting principles and practices in an understandable manner to a non-financial audience.

Exhibit leadership qualities, have vision, be innovative, and deliver excellent customer service.

Ability to compile, evaluate, and reconcile a variety of accounting records and reports.

Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Bachelor degree or higher in Accounting from an accredited University. Five to ten years of Local Government accounting experience preferred. Must be highly skilled in computerized accounting software and have high level of knowledge of Microsoft Word and Excel. Munis, Crystal Report Writing, Sequel Server Report Writing and Access Database experience helpful. Preference given to persons with a CPA.

City Tax Collector

General Statement of Duties

Perform difficult paraprofessional fiscal work in the billing and collection of taxes, and other revenues for the City.

Distinguishing Features of the Class

An employee in this class is responsible for performing specialized and difficult paraprofessional revenue collections tasks. Employees may be assigned tasks related to administering the tax collection program; coordinating tax billings with the county and handling more complex inquiries regarding taxes. Employees may be assigned tasks related to more difficult aspects of collections and customer services work. Work requires use of independent judgement and initiative. Tact, courtesy, and diplomacy are required in the frequent public contact functions, especially in complaint resolution. Work is performed under the general supervision and is evaluated through conferences and by review of records and reports to determine the effectiveness of collection methods, legal compliance with applicable statutes, and independent audit of the financial records.

Duties and Responsibilities

Essential Duties and Tasks

Administers a program for the collection of tax payments, and general inquiries in support of the municipal tax program; prepares special listings of delinquent payments of taxes, bills or assessments based on previous records and current account activity; organizes and plans for the distribution of tax bills and general tax issues; explains tax processes and answers concerns and complaints about the municipal tax program; performs liaison functions with the county tax office.

Handles charge-offs and bankruptcies related to taxes, coordinating with attorneys or court system.

Assures that required office records and accounting documents are prepared and maintained by a systematic review of such documents.

Bills and collects property tax bills, privilege licenses, beer and wine licenses, and other revenues; provides general customer service; provides trouble-shooting on customer problems on the phone or in person.

Enters updates, prepares, generates reports, and compiles a wide variety of records.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of state and local property and business licensing tax laws, collections laws and procedures, and legal collection requirements.

Considerable knowledge of local policies and ordinances regarding tax collections, privilege licenses, and related issues.

Skill in and understanding of the operations of automated systems.

Considerable knowledge of generally accepted principles of accounting for the receipt of cash payments.

Working knowledge of collection methods such as foreclosures, garnishments, attachments, and personal or individual contacts.

Working knowledge of standard operating practices involved in modern office operation and public service.

Ability to coordinate collection activities with the county, city management, employees, and the general public.

Ability to develop and maintain effective working relationships with the general public and other employees.

Ability to comply with, explain and resolve problems with tax laws and collection procedures.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to work with data and figures, performs accounting related tasks, operate a computer, do extensive research and reading.

Desirable Education and Experience

Graduation from high school, supplemented by courses in tax law and collection procedures, and considerable experience in collections work, preferably in a municipal or county finance or tax office; graduation from high school and substantial experience in collections, and customer service; or an equivalent combination of education and experience.

Special Requirements

Requires North Carolina Tax Collector's Certification or the ability to obtain same.

Hendersonville
1997

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Sam Fritschner

Department: Legal

Date Submitted: October 28 2014

Presenter: Sam Fritschner

Date of Council Meeting to consider this item: November 6 2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 05d

A request was recently made for recognition of an employee's sick leave earned by an employee for a local government that was not the employee's immediately previous employer. Although the City Manager interprets the current policy to permit credit for sick leave only when earned from the immediately preceding employer, the policy is arguably unclear.

Staff is proposing an amendment to the policy to clarify that sick leave may be carried over only from immediately preceding employers.

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 amending Article VII Section 14 of the Personnel Policy

Attachments:

Proposed resolution

RESOLUTION # _____

A RESOLUTION AMENDING ARTICLE VII SECTION 14 OF THE PERSONNEL POLICY RESPECTING TRANSFER OF SICK LEAVE

WHEREAS the City has adopted a personnel policy in order to establish and clarify its relationship with its employees, and

WHEREAS an issue has arisen with respect to the interpretation of Article VII Section 14 of the Personnel Policy respecting transfer of sick leave, and

WHEREAS the City Council wishes to clarify its intent with respect to this provision,

NOW, BE IT THEREFORE RESOLVED that the City Council amend and it does hereby amend Article VII Section 14 of the Personnel Policy as provided herein.

1. Article VII Section 14 of the Personnel Policy is hereby amended to read in full as follows:

Section 14. Transfer of Sick Leave from Previous Employer. The City will accept sick leave balances when documented by a ~~previous~~ the employee's immediately preceding employer when the employee immediately previously worked for ~~a previous~~ an employer covered by the State or Local Government Retirement System and the employee did not withdraw accumulated contributions from that employer when leaving employment. The sick leave will be treated as though it were earned with the City of Hendersonville. The sick leave amount must be certified by the previous employer and it is the employee's responsibility to provide documentation from ~~his or her previous~~ that employer within three (3) months of employment. Transferred sick leave will be credited to the employee upon completion of the probationary period.

2. This amendment shall take effect upon adoption of this resolution.

Adopted this sixth day of November 2014.

Barbara Volk
Mayor, City of Hendersonville

ATTEST:

Tammie K. Drake, CMC
City Clerk



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Susan G. Frady

Department: Zoning

Date Submitted: 10-17-14

Presenter: Susan G. Frady

Date of Council Meeting to consider this item: 11-6-14

Nature of Item: Council Action

Summary of Information/Request:

Item # 05e

Rally North America 2015

On October 16, 2014, the Special Events Committee met and reviewed an application from Rally North American Charities for the Rally North America 2015 to be held Wednesday, July 15th from 7:00 a.m. to 9:00 a.m.

The event will be held on Main Street between 3rd Avenue and Allen Street. The request is to close Main Street between 3rd Avenue and Allen. There will be approximately 160 rally participants that will line up for the rally/scavenger hunt to benefit charity. The vehicles will exit Main Street immediately following the start of the event. Both 3rd Avenue and Allen Street will be left open during the event.

The Special Events Committee voted unanimously to recommend approval of a special event permit for Rally North America 2015.

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 City Council approve the special event permit for the Rally North America 2015.

Attachments:

None



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Return to
Agenda**

Submitted By: John Connet / Lew Holloway

Department: Administration

Date Submitted: 10/27/2014

Presenter: John Connet

Date of Council Meeting to consider this item: 11/6/2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 05f

In 2013, the City of Hendersonville initiated the process of developing a way-finding program to help with parking concerns and promote our tourist destinations. Due to the cost of this program, we approached the Henderson County Travel and Tourism Authority about partnering with us on this project. They agreed and have taken the lead in developing the Request for Proposals and hiring the consultant. In return, we committed to covering 50% of the cost of the project versus 100%, if we had completed the program on our own. Lew Holloway has developed the attached Memorandum of Understanding for the City Council's approval.

Budget Impact: \$ 18,500 Not to Exceed Is this expenditure approved in the current fiscal year budget? No If no, describe how it will be funded.

Appropriate \$18,500 from the fund balance of the Downtown Special Tax District.

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 Memorandum of Understanding with the Henderson County Travel and Tourism Authority for the way-finding program.

Attachments:

Memorandum of Understanding

CITY COUNCIL:
BARBARA G. VOLK
Mayor
RON STEPHENS
Mayor Pro Tem
STEVE CARAKER
JERRY A. SMITH, JR.
JEFF MILLER

CITY OF HENDERSONVILLE

The City of Four Seasons

OFFICERS:
JOHN F. CONNET
City Manager
SAMUEL H. FRITSCHNER
City Attorney
TAMMIE K. DRAKE
City Clerk

MAIN STREET PROGRAM Lew Holloway Downtown Economic Development Director

October 30th, 2014

Beth Carden, Executive Director
Henderson County Tourism Development Authority
201 South Main Street
Hendersonville, NC 28792

Memorandum of Understanding RE: TDA Wayfinding Contract w/ Found Design LLC (d.b.a. MERJE)

To Henderson County TDA Board:

The Henderson County Tourism Development Authority (TDA) and the City of Hendersonville have jointly pursued the identification of a project consultant for a vehicular wayfinding masterplan that would address wayfinding needs in the City and County. TDA Board member and Downtown Economic Development Director Lew Holloway has and continues to serve as project manager for this effort.

Following an RFP process that saw the submission of nine separate proposals for a vehicular wayfinding masterplan in Henderson County and in the City of Hendersonville, the TDA, at its July Board meeting, selected MERJE design group to lead the wayfinding design process for the organization. This memorandum of agreement is intended to formalize the verbal discussion and agreements that have occurred between the City of Hendersonville and the TDA to date and to fully disclose the terms of the Wayfinding Contract.

The MERJE Contract and Scope of Work are included as an addendum to this memo. Highlights include;

- Total Design & Planning Project Cost – Fixed Fee of \$30,000
- Reimbursable Expenses (outlined in Section 7.0) – Estimated Cost of \$7,500
- An Optional Service for Construction Oversight/Administration – Estimated Cost of between \$3,000 to \$11,000

The City of Hendersonville agrees to pay 50% of the Total Design & Planning Project Costs, a fixed fee of \$15,000 and to cover 50% of reimbursable expenses. Should the TDA and the City wish to employ the services of MERJE for Construction Oversight/Administration an additional memorandum of agreement will be completed to define that partnership.

The TDA will be responsible for paying all MERJE design invoices and will remit invoices to the City of Hendersonville for reimbursement. These will be submitted on a monthly basis per the payment schedule defined in the contract between the TDA and MERJE.

John Connet – City Manager
City of Hendersonville
145 Fifth Ave. E.
Hendersonville, NC 28792-4328
e-mail: cityofhendersonville.org

Shannon Clarke – Chairman
Henderson County TDA Board

Phone: 828.233.3216
Fax: 828.697.3014
www.downtownhendersonville.org



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Administration

Date Submitted: 10/27/2014

Presenter: Tom Wooten

Date of Council Meeting to consider this item: 11/6/2014

Nature of Item: Presentation Only

Summary of Information/Request:

Item # 06a

The Tree Board has recently completed a tree planting project on Bearcat Loop and Mayor Volk felt that it was appropriate to recognize the Board and volunteers for this great project.

Budget Impact: \$0.00 _____ Is this expenditure approved in the current fiscal year budget? No 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:



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Administration

Date Submitted: 10/27/2014

Presenter: John Connet

Date of Council Meeting to consider this item: 11/6/2014

Nature of Item: Presentation Only

Summary of Information/Request:

Item # 06b

The City of Hendersonville has been awarded the Governmental Finance Officers Association's Distinguished Budget Presentation Award for the first time. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by our organization. The City Manager will recognize Brian Pahle for his hard work on the budget document and present the award to the Mayor and City Council.

Budget Impact: \$0.00 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:

Award Certificate



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Hendersonville
North Carolina**

For the Fiscal Year Beginning

July 1, 2014

Executive Director



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Chief Herbert Blake

Department: Police

Date Submitted: 10/22/14

Presenter: Chief Herbert Blake

Date of Council Meeting to consider this item: 11/06/14

Nature of Item: Presentation Only

Summary of Information/Request:

Item # 06c

The Hendersonville Police Department would like to recognize the following individuals:

Communications Supervisor Monica Howard for being the 1st recipient of the Ethlyn Byrd Award for outstanding volunteer work - she has participated in 12 weekend camp sessions for Camp Bob

Reserve Police Officer Zeffrey Childress - started 06-07-14

Police Officer Matt Capps - Matt started with the HPD in May 2010 as a full time Telecommunicator. Matt decided he wanted to pursue the Police Officer path and we sponsored him through BLET and he was sworn in on October 10th.

Budget Impact: \$ No Is this expenditure approved in the current fiscal year budget? No 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.*

Attachments:

None



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Administration

Date Submitted: 10/27/2014

Presenter: John Connet

Date of Council Meeting to consider this item: 11/6/2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 07

The Student Government Associations (SGAs) of each of the County's public high schools are sponsoring a special food and school supply drive for homeless students in Henderson County. The SGAs would like to collect these items at the Historic Courthouse during the Christmas parade. We have directed them to Henderson County for use of County property, but we felt it important for the City Council to approve and endorse this project.

Budget Impact: \$ _____ Is this expenditure approved in the current fiscal year budget? No 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 collection of food and school supplies by the Student Government Associations' of Henderson County high schools during the Christmas parade on December 6, 2014

Attachments:

NA



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Sue Anderson, Planning Director

Department: Planning

Date Submitted: October 14, 2014

Presenter: Sue Anderson

Date of Council Meeting to consider this item: November 6, 2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 08

File # 14-38-SUR: The City is in receipt of an application from Larry Winson for a Special Use Permit to complete Unit #'s 12, 13, 18, 19 and 20 at Blythe Commons. To date, fifteen of the original twenty townhomes approved by City Council in 2005 have been completed. The applicant is also requesting a variance to reduce the required setback of Unit # 13 from 30 feet to 20 feet. This same variance request was also approved by City Council in 2005.

Blythe Commons is located at the corner of Haywood Road and Blythe Street and the overall parcel number for this project is 9569-22-6965.

PLANNING BOARD RECOMMENDATION: The Planning Board took this matter up at its regular meeting of October 13, 2014. The Planning Board voted unanimously to recommend City Council approve the following variance request:

A variance from Zoning Ordinance Section 5-14-7.2 Setbacks reducing the required setback for Unit #13 from 30 feet to 20 feet as noted on the "As Built and Revised SUP Final Plan."

The Planning Board also voted unanimously to recommend that City Council approve the issuance of a special use permit based on the site plan submitted by the applicant, subject to the limitations and conditions stipulated on the published List of Uses and Conditions with the added condition that the applicant submit final elevations to the Planning Department prior to issuance of the Zoning Compliance permit.

Budget Impact: \$ 0 Is this expenditure approved in the current fiscal year budget? No 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.*

Due to their length, see page 4 of the attached memo for suggested motions.

Attachments:

Memo

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Planning Department
RE: Blythe Commons (File # P14-38-SUR)
DATE: October 14, 2014

PROJECT DESCRIPTION

The City is in receipt of an application from Larry Winson for a Special Use Permit to complete Unit #'s 12, 13, 18, 19 and 20 at Blythe Commons. The applicant is also requesting a variance to reduce the required setback of Unit # 13 from 30 feet to 20 feet. This same variance request was approved by City Council in 2005.

Blythe Commons is located at the corner of Haywood Road and Blythe Street and the overall parcel number for this project is 9569-22-6965.

This application is for special use review. The submitted "As Built and Revised SUP Final Plan" is subject to recommendation by the Planning Board and approval by City Council.

BLYTHE COMMONS BACKGROUND

February 3, 2005 – City Council approves the rezoning of 4.91 acres from R-15 Medium Density Residential to PRD Planned Residential Development and the issuance of a Special Use Permit authorizing 20 two story townhomes based on a Preliminary Site Plan.

June 22, 2005 – City staff approves the Final Site Plan.

Section 7-4-13.2 Completion The Zoning Ordinance requires that "...the right to construct improvements or otherwise develop land pursuant to a special use permit shall expire three years after issuance of a special use permit." An option exists to extend that date to a state mandated (§ 160A-385.1) maximum of five years.

North Carolina State Action - NC State Legislature passes legislation that stops the clock on development proposals from January 21, 2008 through December 31, 2011. Based on this legislation, the completion date for this project was February 2, 2012.

CURRENT STATUS OF THE PROJECT

To date, fifteen of the original twenty townhomes have been completed. The applicant is

requesting that the Special Use Permit be reissued so that the remaining five townhome units may be completed.

EXISTING LAND USE AND ZONING

The project site is currently zoned Planned Residential Development. The current zoning classification was approved by City Council as part of the Special Use Permit in 2005. There are fifteen townhomes located on this site.

COMPREHENSIVE PLAN

The 2030 Comprehensive Plan identifies this property as Medium Intensity Neighborhood. The Medium Intensity Neighborhood category is intended to “provide a transition between High and Low –Intensity Neighborhood areas, while providing a wide range of housing formats and price points. Promote walkable neighborhood design and compatible infill development in new neighborhoods and as a means of preserving and enhancing existing neighborhoods.”

PLAN REVIEW

A review of the site plan reflects compliance with applicable sections of the Zoning Ordinance. Please note the following which is addressed in the List of Uses and Conditions based on a recommendation from the Planning Board.

Elevations

Section 7-4-5.1(t) of the Zoning Ordinance requires projects undergoing special use review shall submit elevation drawings of all facades of site buildings. The applicant has submitted 6 sets of construction drawings which include elevations. At this time, staff is unable to determine if one or more of these sets of plans and elevations will be used for the remaining five buildings.

ANALYSIS

Section 7-4-10.1 of the Zoning Ordinance states, “no special use permit shall be approved by City Council unless each of the following findings is made.”

- (A) The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare.

Staff has not identified any issues concerning public health, safety, or general welfare.

- (B) There are, or will be at the time they are required, adequate public facilities to serve the use or development as specified in Section 7-11.

Water service and sewer service currently exist on the site.

- (C) The use or development complies with all required regulations and standards of the Zoning Ordinance or with variances thereto, if any, granted pursuant to Section 7-4-14, and with all other applicable regulations.

Section 5-14-7.2 Setbacks requires that "...buildings and structures shall be set back not less than 30 feet from any exterior property line which is not a right-of-way." The applicant is requesting a variance reducing the required setback for Unit #13 from 30 feet to 20 feet as noted on the "As Built and Revised SUP Final Plan."

- (D) The use or development is located, designed, and proposed to be operated so as to be compatible with the particular neighborhood in which it is to be located.

Since the applicant is requesting a re-issue of the special use permit, a new Neighborhood Compatibility meeting was held on September 8, 2014. Notice was provided by U.S. mail to the owners of record of all property situated within 400 feet of the subject property as required by Section 7-4-4.1 of the Zoning Ordinance.

Thirteen members of the public were present at the Neighborhood Compatibility meeting. The Report from this meeting is included on page six.

- (E) The use or development conforms to the general plans for the physical development of the City as embodied in this Ordinance and in the *Comprehensive Plan* and the *Comprehensive Transportation Plan*.

The 2030 Comprehensive Plan identifies this property as Medium Intensity Neighborhood. The Medium Intensity Neighborhood category is intended to "provide a transition between High and Low-Intensity Neighborhood areas, while providing a wide range of housing formats and price points. Promote walkable neighborhood design and compatible infill development in new neighborhoods and as a means of preserving and enhancing existing neighborhoods."

The Comprehensive Transportation Plan identifies this segment of Haywood Road (NC 191) as needing improvement. Due to existing development and steep terrain, options are limited. The Comprehensive Transportation Plan recommends the addition of two way left turn lanes, access management, geometric and intersection improvements. The buildings closest to Haywood Road are proposed to be located greater than 40 feet from the current right-of-way. This distance should provide sufficient room should NCDOT need to acquire additional right-of-way for future improvements.

PLANNING BOARD RECOMMENDATION

The Planning Board took this matter up at its regular meeting of October 13, 2014. The Planning Board voted unanimously to recommend City Council approve the following variance request:

A variance from Zoning Ordinance Section 5-14-7.2 Setbacks reducing the required setback for Unit #13 from 30 feet to 20 feet as noted on the "As Built and Revised SUP Final Plan."

The Planning Board also voted unanimously to recommend that City Council approve the issuance of a special use permit based on the site plan submitted by the applicant, subject to the limitations and conditions stipulated on the published List of Uses and Conditions with the added condition that the applicant submit final elevations to the Planning Department prior to issuance of the Zoning Compliance permit.

SUGGESTED MOTIONS

Variance Request

Approval: I move the City Council approve the following variance request:

A variance from Zoning Ordinance Section 5-14-7.2 Setbacks reducing the required setback for Unit #13 from 30 feet to 20 feet as noted on the "As Built and Revised SUP Final Plan." **[PLEASE STATE YOUR REASONS]**

Denial: I move the City Council to not approve a variance from Zoning Ordinance Section 5-14-7.2 Setbacks reducing the required setback for Unit #13 from 30 feet to 20 feet as noted on the "As Built and Revised SUP Final Plan."

[PLEASE STATE YOUR REASONS]

Special Use Permit

Approval: I move the City Council to approve the issuance of a special use permit based on the site plan submitted by the applicant, subject to the limitations and conditions stipulated on the published List of Uses and Conditions including the following:

The applicant shall submit final elevations to the Planning Department and those elevations will need to be approved by the Planning Department prior to issuance of each Zoning Compliance permit.

[ADD, IF APPLICABLE, "AND THE FOLLOWING ADDITIONAL CONDITIONS"]

Denial: I move the City Council to not approve the application of Larry Winson for a Special Use Permit. **[PLEASE STATE YOUR REASONS]**

IN RE: BLYTHE COMMONS (File No. P14-38-SUR)

List of Uses & Conditions (November 6, 2014)

I. Stipulated Uses:

Only the following uses are authorized for the referenced development:

Planned Residential Development

II. Recommended Conditions:

(1) Must Be Satisfied Prior to Issuance of Special Use Permit:

None Noted

(2) May Be Attached to Special Use Permit and Satisfied Prior to Issuance of a Zoning Compliance Permit:

The applicant shall submit final elevations to the Planning Department and those elevations will need to be approved by the Planning Department prior to issuance of each Zoning Compliance permit.

Larry Winson

By: _____

Date: _____

Planning Director's Report
Neighborhood Compatibility Meeting
Application for a Special Use Permit Amendment and Rezoning
Blythe Commons File #P14-40-SUR
Monday September 8, 2014 1:30 p.m.

Sue Anderson, Planning Director, convened the compatibility meeting at 1:30 pm in the Assembly Room of the City Operations Center. The following were in attendance:

Name	Address	Name	Address
Amy Martindale	44 Chatham Path	John & Carin Rupp	22 Chatham Path
Eric & Susan	98 Chatham Path	Harry & Charlotte Corrigan	112 Chatham Path
Gene Lazarus	88 Chatham Path	Steven Zagor	306 Somerton Court
Harold Nicholls	513 Belvidere Court	Steve Armbruster	509 Belvidere Court
Gertrude Hahn	211 Hampton Court	Russ Finton	Coldwell Banker
Lawrence D. Winson	140 4 th Avenue W	Luther Smith	129 3 rd Avenue W
Sue Anderson	City of Hendersonville	Lu Ann Welter	City of Hendersonville

Ms. Anderson opened the meeting explaining this meeting is the first in a three step process to issue a special use permit to the Blythe Commons project that was originally approved by City Council in 2005. She said the Planning Board will review this application on October 13 and City Council will hold a public hearing on November 6. She went on to say the original permit approval was for 20 housing units of which 15 have been built. In order to build the remaining five units, a new special use permit must be approved.

Larry Winson, representing the developer, explained in order to sell the remaining five lots by the estate of a former partner, the special use permit should be in place. The site plan remains the same as when it was approved and the building of the last five units will help the revenue of the current homeowners.

Steve Zagor, Plantation Walk, asked if the units will look the same as those built or will there be a new design. Mr. Winson said they will match those in place. Russ Staton said he represents new property owners in Brittain Creek and asked if the new construction will affect the view they now have across the creek. Luther Smith, landscape architect for the project, explained when Brittain Creek was built the stream buffers could be removed but with the City's current regulations, the developer will not be able to disturb the buffer currently in place on the Blythe Commons side of the creek.

Harold Nicholls, Plantation Walk, asked about the access gate on 191. Ms. Anderson said that gate is only for emergency vehicle access and not for the residents to use.

Amy Martindale, 44 Chatham Path, spoke as a representative of the property owners in Blythe Commons. She expressed concern that the new developer will not build to match the quality and price of the current units on the interior. Ms. Anderson said City Council

does not review or regulate interior construction. Ms. Anderson said that is an issue between the current homeowners and the buyers and their attorney. Mr. Winson said they are looking to protect the current owners by going through this process. Ms. Martindale said they have the exterior elevations which they are fine but are hoping the interior finishes are to the standard the existing homes are. She asked where she could get a copy of the building specs for the units. Mr. Smith recommended trying Henderson County.

Ms. Martindale pointed out several site features that have not been completed or have issues and asked if the new owner will address them. One is a missing sidewalk between units 17 and 18. Ms. Anderson said she will check on the original plan for that sidewalk. Ms. Martindale said the ditch next to unit 11 has drainage problems that affect some of the utility boxes on the areas and with two new units going in next to the ditch, the problem could get worse. Mr. Winson said Susan Frady, Zoning Administrator, said that had been taken care of. Ms. Martindale said the electrical box was moved but the AT& T and Morris Broadband boxes are still in mud. Ms. Martindale pointed out parking bumpers were not installed at unit 20. Ms. Martindale expressed concern with the elevation and drainage of the three new lots as water is an issue in that area.

Ms. Martindale asked the timeline for completion. Ms. Anderson said the developer has two years to begin construction and three years to complete the work.

With no further comments, Ms. Anderson closed the meeting at 1:59





2014 SITE PLAN



OWNER/DEVELOPER

BLYTHE COMMONS

BLYTHEWOOD LLC
113 BELLSHIRE DRIVE
FLAT ROCK, NC 28731
828 696-8898

**LAND PLANNER/
LANDSCAPE
ARCHITECT**

LUTHER E. SMITH & ASSOCIATES, P.A.
129 3RD AVENUE WEST
HENDERSONVILLE, NC 28792
828 697-2307

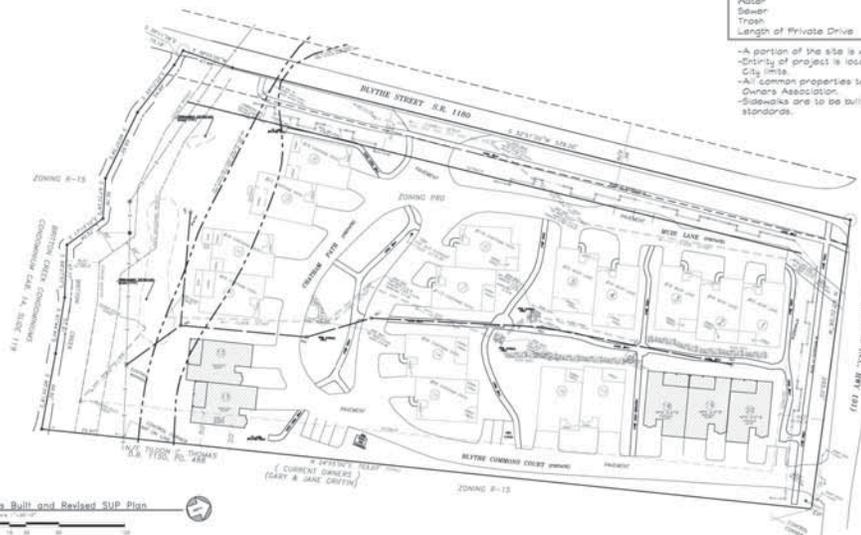
SURVEYOR

DAVID C. HUNTLEY & ASSOC. INC.
37 MAPLE STREET
HENDERSONVILLE, NC 28792
828 693-8077

PROJECT SUMMARY

Total Project Area	54.87Ac
Pin No.	4364-22-646
Zoning	PRD
Proposed Use	Residential
Single Family Attached	20 (4.07 units/acre)
Min. Dist. Between Structure	5'-0"
Max Building Height	24'
Common Open Space	8.6 Ac. (16%)
Open Space	
(Includes Sidewalks & Common Open Space)	3.04 Ac. (62%)
Parking Required	40
Parking Provided	
(Including Garages)	85
Building Coverage	42 Ac. (78%)
Paved Area	4 Ac. (7%)
Fire District	Hendersonville
Water	Public
Sewer	Public
Trash	Public
Length of Private Drive	1370 ft

- A portion of the site is within the 100 yr. floodplain.
- Entirety of project is located within the Hendersonville City limits.
- All common properties to be maintained by Property Owners Association.
- Sidewalks are to be built to City of Hendersonville standards.



As Built and Revised SUP Plan



Luther E. Smith & Associates, P.A.
Professional Engineer
No. 12345
State of North Carolina
1000 Main Street
Hendersonville, NC 28792
828-697-2307
www.luther-smith.com

USA

As Built and Revised SUP Flood Plan
Blythe Commons

S-1R

APPEAL OF DEVELOPMENT DECISIONS

Section 7-13 of the Zoning Ordinance outlines the process for appeal of development decisions by City Council. The following Sections of the Zoning Ordinance apply specifically to Special Use Review:

Section 7-13-2 (b): Preliminary site plans. Decisions of the City Council regarding appeals from development decisions concerning applications for preliminary site plan approval may be appealed to the Superior Court by any aggrieved party. Such appeals shall be in the nature of certiorari and must be filed within 30 days after the filing of the decision in the office of the City Clerk or after a written copy thereof is delivered to every aggrieved party who has filed a written request for such copy with the Clerk at the time of the hearing, whichever is later. The copy of the decision of the Council may be delivered to aggrieved parties either by personal service for by registered mail or certified mail return receipt requested.

Section 7-13-2 (d): Special use review. Judicial review of decisions regarding applications processed under the provisions of special use review, established in Section 7-4, above, require special treatment due to the fact that they involve two separate applications which, though processed simultaneously, require Council to make two separate decisions exercising two different types of decision-making authority. One application requests enactment of an ordinance amending the Official Zoning Map, and the other requests issuance of a special use permit. The first application involves a legislative decision on the part of Council, and the second a quasi-judicial decision. The quasi-judicial decision, that is, the one concerning the application for a special use permit, may be appealed to the Superior Court by any aggrieved party in the manner prescribed in paragraph b), above. Such appeal shall be in the nature of certiorari. The legislative decision, which is the one concerning the request for rezoning, may be contested, in accordance with NCGS Section 160A-364.1, by a cause of action commenced within two months of the date of the decision.

The validity of the ordinance may be challenged in accordance with North Carolina General Statute Section 160A-364.1.

§ 160A-364.1. Statute of limitations.

A cause of action as to the validity of any zoning ordinance, or amendment thereto, adopted under this Article or other applicable law shall accrue upon adoption of the ordinance, or amendment thereto, and shall be brought within two months as provided in G.S. 1-54.1. (1981, c. 891, s. 3; 1995 (Reg. Sess., 1996), c. 746, s. 7.)

City of Hendersonville

PLANNING BOARD REPORT

Project Name: Blythe Commons
Application for Issuance of Special Use Permit

File Number: P14-38-SUR

Variance Request

- Approval – Recommend granting a variance from Zoning Ordinance Section 5-14-7.2 Setbacks reducing the required setback for Unit #13 from 30 feet to 20 feet as noted on the “As Built and Revised SUP Final Plan.”

Special Use Permit and Rezoning

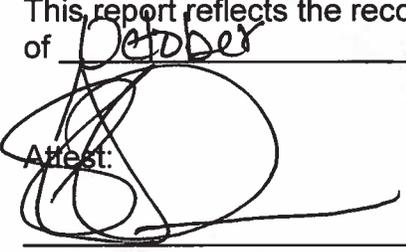
- Approval – The application is consistent with all of the objectives and policies for growth and development contained in the City of Hendersonville’s Zoning Ordinance, 2030 Comprehensive Plan and Comprehensive Transportation Plan.

- Approval With Conditions – The application is not fully consistent with all of the objectives and policies for growth and development of the City of Hendersonville’s Zoning Ordinance, 2030 Comprehensive Plan and Comprehensive Transportation Plan, so the following conditions are recommended in order to make it fully consistent.

- Denial – The application is not consistent with all of the objectives and policies for growth and development of the City of Hendersonville’s Zoning Ordinance 2030 Comprehensive Plan and Comprehensive Transportation Plan.

This report reflects the recommendation of the Planning Board, this the 13th day of October, 2014.

Attest:



Planning Board Chair



Planning Director



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Sue Anderson, Planning Director

Department: Planning

Date Submitted: October 14, 2014

Presenter: Sue Anderson

Date of Council Meeting to consider this item: November 6, 2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 09

File # P14-41-45 Z: The City is in receipt of a zoning map amendment application from Art Cooley for the following five properties:

Parcel Number	Approximate Acreage	Address
9579-06-4091	.71	332 Signal Hill Road
9579-05-4666	.63	Vacant
9579-05-4841	.64	425 Linda Vista Drive
9579-05-1935	3.79	264 Tower Signal Hill Road
9579-05-2596	.96	270 Signal Hill Road

The applicant/property owner is requesting rezoning these five properties from RCT Residential Commercial Transition to C-3 Highway Business. Since these properties are adjacent to each other and owned by the same property owner, the applications are being processed as one agenda item.

PLANNING BOARD RECOMMENDATION: The Planning Board took this matter up at its regular meeting of October 13, 2014 and voted unanimously to recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville, changing the zoning designation of parcel numbers 9579-06-4091, 9579-05-4666, 9579-05-4841, 9579-05-1935, and 9579-05-2596 from RCT Residential Commercial Transition to C-3 Highway Business, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest.

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

Does not apply.

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

I move Council to adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of parcel numbers 9579-06-4091, 9579-05-4666, 9579-05-4841, 9579-05-1935, and 9579-05-2596 from RCT Residential Commercial Transition to C-3 Highway Business, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest for the following reasons: [PLEASE STATE YOUR REASONS]

Attachments:

Memo

M E M O R A N D U M

TO: Honorable Mayor and City Council
FROM: Planning Department
RE: Cooley Rezoning
FILE #: P14-41 - 45-Z
DATE: October 14, 2014

PROJECT HISTORY

The City is in receipt of a zoning map amendment application from Art Cooley for the following five properties:

Parcel Number	Approximate Acreage	Address
9579-06-4091	.71	332 Signal Hill Road
9579-05-4666	.63	Vacant
9579-05-4841	.64	425 Linda Vista Drive
9579-05-1935	3.79	264 Tower Signal Hill Road
9579-05-2596	.96	270 Signal Hill Road

The applicant / property owner is requesting rezoning these five properties from RCT Residential Commercial Transition to C-3 Highway Business. Since these properties are adjacent to each other and owned by the same property owner, the applications are being processed as one agenda item.

Previous Rezoning

Parcel numbers 9579-06-4091, 9579-05-1935 and 9579-05-2596 were rezoned from R-20 Low Density Residential to RCT Residential Commercial Transition by City Council on June 8, 1995.

The original request was to rezone these parcels to C-3 Highway Business. The Planning Board recommended that these parcels instead be rezoned to RCT Residential Commercial Transition due to the fact that although this general area was in a state of transition of land uses, there remained neighboring residences that might be adversely affected by some of the uses permitted in C-3.

Parcel numbers 9579-05-4666 and 9579-05-4841 were rezoned from R-20 Low Density Residential to RCT Residential Commercial Transition by City Council on March 8, 2007.

COMPREHENSIVE PLAN CONSISTENCY

According to GS160A-383, zoning amendments shall be made in accordance with a comprehensive plan. The 2030 Comprehensive Plan's Future Land Use Map designates these parcels as High Intensity Neighborhood. The High Intensity Neighborhood category is intended to encourage low-maintenance high-density residential that supports Neighborhood and Regional Activity Centers and downtown and provides a transition between commercial and single-family development.

The primary and secondary recommended land uses for the High Intensity Neighborhood are as follows:

Primary

- Single family attached and multi-family residential
- Planned Residential Developments
- Open space

Secondary

- Public and institutional uses
- Office and retail along thoroughfares
- Recreational amenities

The Future Land Use map can be found on page nine.

PROPOSED ZONING CLASSIFICATION

The request is to rezone these parcels from RCT Residential Commercial Transition to C-3 Highway Business. The RCT Residential Commercial Transition zoning district classification is intended to "provide for a more orderly transition of older residential and transitional areas to commercial redevelopment."

The C-3 Highway Business zoning district is "designed primarily to encourage the development of recognizable, attractive groupings of facilities to serve persons traveling by automobile and local residents."

SURROUNDING LAND USE & ZONING CLASSIFICATION

Parcels to the east across Linda Vista Drive are zoned R-20 Low Density Residential and PCD Planned Commercial Development. The PCD parcel is vacant and adjacent to the Home Depot Store. The R-20 parcel has a commercial use. The parcel to the south of parcel number 9579-05-4666 is zoned R-20 and has a residential use.

Parcels to the west and southwest are zoned C-3 Highway Business and R-20 Low Density Residential. Uses include commercial, religious, residential and vacant land. Parcels to the north across Signal Hill Road are zoned RCT Residential Commercial Transition and R-20 Low Density Residential. Uses include residential and vacant land.

ANALYSIS

The following table lists the current uses on the individual parcels:

Parcel Number	Address	Use
9579-06-4091	332 Signal Hill Road	Commercial / Office Use
9579-05-4666	Vacant	Accessory Building on Site
9579-05-4841	425 Linda Vista Drive	Commercial / Office Use
9579-05-1935	264 Tower Signal Hill Road	WHKP Radio Tower
9579-05-2596	270 Signal Hill Road	Metal Building on Site

Listed in Table A is an outline of the dimensional requirements for the RCT Residential Commercial Transition and C-3 Highway Business zoning districts.

Table A

Zoning	RCT	C-3
Minimum Lot Area	8,000 ft ²	10,000 ft ²
Minimum Lot Width at Building Line	75'	80'
Minimum Front Yard	20'	35'
Minimum Side Yard	15'	15'
Minimum Rear Yard	15'	20'
Maximum Building Height	35'	48'
Maximum Building Size	5,000 ft ²	50,000 ft ²

Listed below are the permitted and conditional uses for the RCT Residential Commercial Transition and C-3 Highway Business zoning districts. Uses with a dotted underline under C-3 are also allowed under RCT.

RCT Residential Commercial Transition

Permitted Uses:

Accessory dwelling units
 Accessory uses & structures
 Adult care centers
 Adult care homes
 Animal hospitals & clinics

Automobile car washes
 Banks and other financial institutions
 Business services
 Child care homes
 Greenhouses & nurseries
 Home occupations

RCT Permitted Uses Continued:

Laundries, coin-operated
Music and art studios
Neighborhood community centers
Offices, business, professional and public
Parks
Personal services
Planned residential developments
Religious institutions
Residential dwellings, single-family

Residential dwellings, two-family
Retail stores
Signs
Telecommunications antennas

Conditional Uses:

Bed & breakfast facilities
Child care centers
Civic clubs & fraternal organizations
Public utility facilities
Residential care facilities
Restaurants

C-3 Highway Business

Permitted Uses:

Accessory dwelling units
Accessory uses & structures
Adult care centers
Animal hospitals & clinics
Automobile car washes
Automobile sales & service establishments
Automotive paint & body work
Banks and other financial institutions
Bed & breakfast facilities
Business services
Congregate care facilities
Construction trades facilities
Convenience stores with or without gasoline sales
Cultural arts buildings
Dance and fitness facilities
Dry cleaning and laundry establishment
Farm equipment sales & service
Food processing establishments
Funeral homes
Golf driving ranges & par three golf courses
Greenhouses & commercial nurseries
Home occupations
Hotels and motels
Laundries, coin-operated
Mobile homes sales
Music and art studios

Newspaper offices and printing establishments
Nursing homes
Offices, business, professional and public
Parking lots and parking garages
Parks
Personal services
Planned residential developments
Progressive care facilities
Public & semi-public buildings
Recreational facilities, indoors
Recreational facilities, outdoors, commercial
Religious institutions
Repair services, miscellaneous
Residential care facilities
Residential dwellings, single-family
Residential dwellings, two-family
Rest homes
Restaurants
Restaurants, drive-in
Retail stores
Schools, post-secondary, business, technical and vocational
Schools, primary & secondary
Service stations
Shelter facilities
Signs
Telecommunications antennas

C-3 Permitted Uses Continued:

Telecommunications towers
Theaters, indoor
Wholesale businesses

Conditional Uses:

Animal boarding facilities
Bus stations

Child care centers

Civic clubs & fraternal organizations

Mini-warehouses

Private clubs

Public utility facilities

PLANNING BOARD RECOMMENDATION

The Planning Board took this matter up at its regular meeting of October 13, 2014. The Planning Board voted unanimously to recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of parcel numbers 9579-06-4091, 9579-05-4666, 9579-05-4841, 9579-05-1935, and 9579-05-2596 from RCT Residential Commercial Transition to C-3 Highway Business, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest.

ZONING ORDINANCE GUIDELINES

Per Section 11-4 of the City's Zoning Ordinance, the following factors shall be considered prior to adopting or disapproving an amendment to the City's Official Zoning Map:

1. Comprehensive Plan consistency. Consistency with the Comprehensive Plan and amendments thereto.
2. Compatibility with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject property.
3. Changed conditions. Whether and the extent to which there are changed conditions, trends or facts that require an amendment.
4. Public interest. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern that benefits the surrounding neighborhood, is in the public interest and promotes public health, safety and general welfare.
5. Public facilities. Whether and the extent to which adequate public facilities and services such as water supply, wastewater treatment, fire and police protection and transportation are available to support the proposed amendment.
6. Effect on natural environment. Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural

environment including but not limited to water, air, noise, storm water management, streams, vegetation, wetlands and wildlife.

SUGGESTED MOTION FOR DENIAL

Denial:

I move City Council to not adopt an ordinance rezoning parcel numbers 9579-06-4091, 9579-05-4666, 9579-05-4841, 9579-05-1935, and 9579-05-2596.

[PLEASE STATE YOUR REASONS]

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HENDERSONVILLE

IN RE: FILE NO. P14-41 - 45-Z

Be it ordained by the City Council of the City of Hendersonville:

1. Pursuant to Article XI Amendments of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation of parcel numbers 9579-06-4091, 9579-05-4666, 9579-05-4841, 9579-05-1935, and 9579-05-2596 from City of Hendersonville RCT Residential Commercial Transition to C-3 Highway Business.
2. This ordinance shall be in full force and effect from and after the date of its adoption.

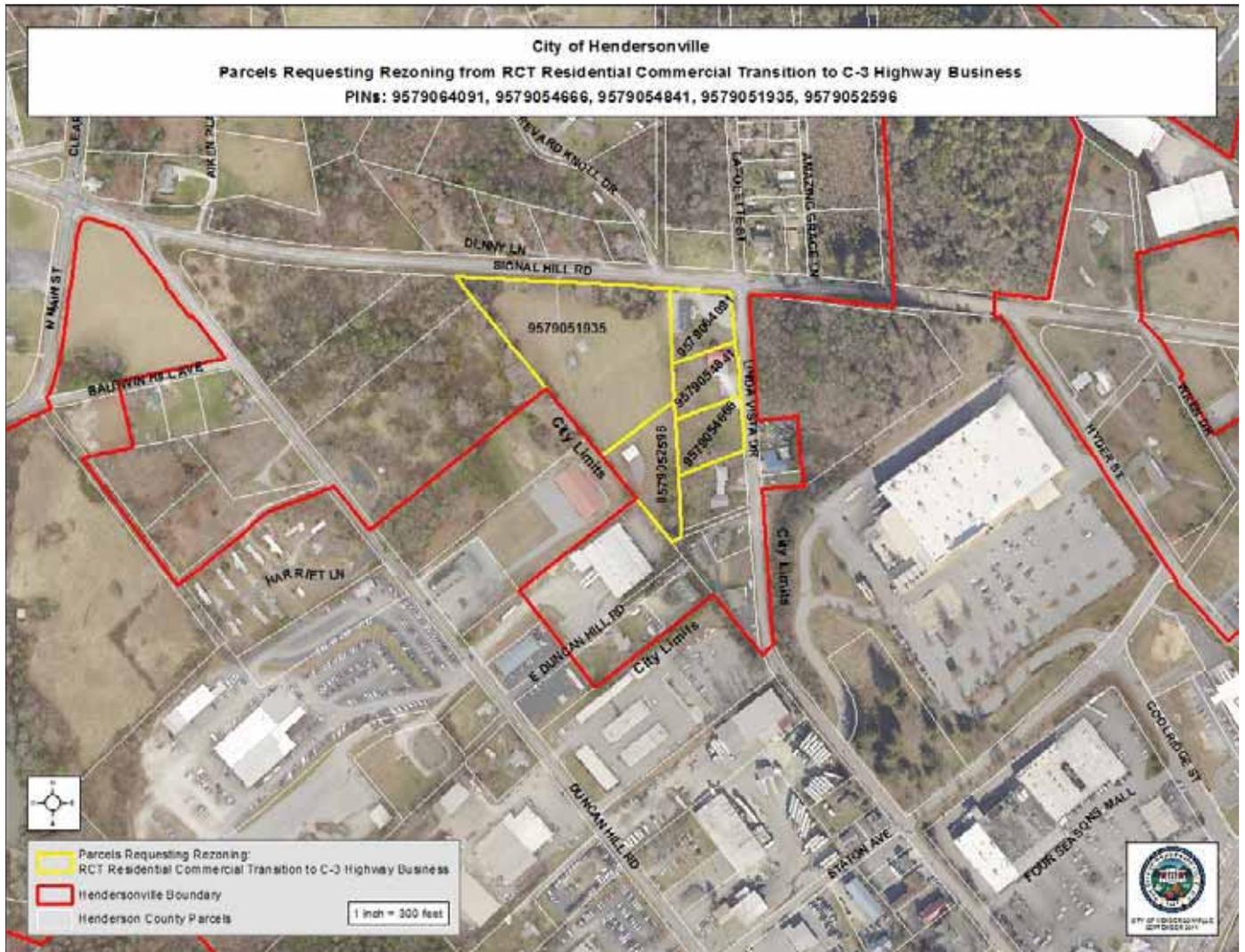
Adopted this 6th day of November 2014.

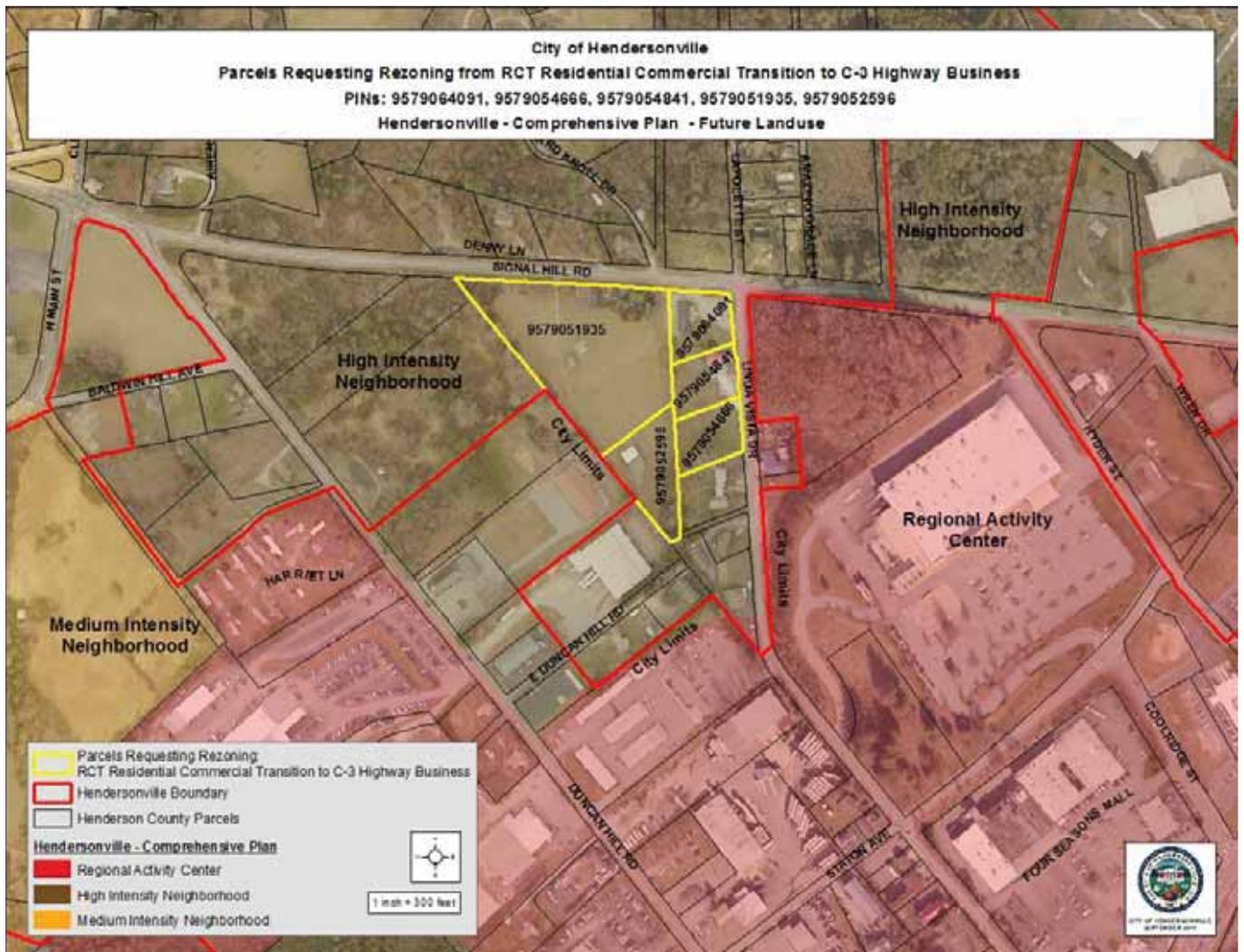
Barbara Volk, Mayor

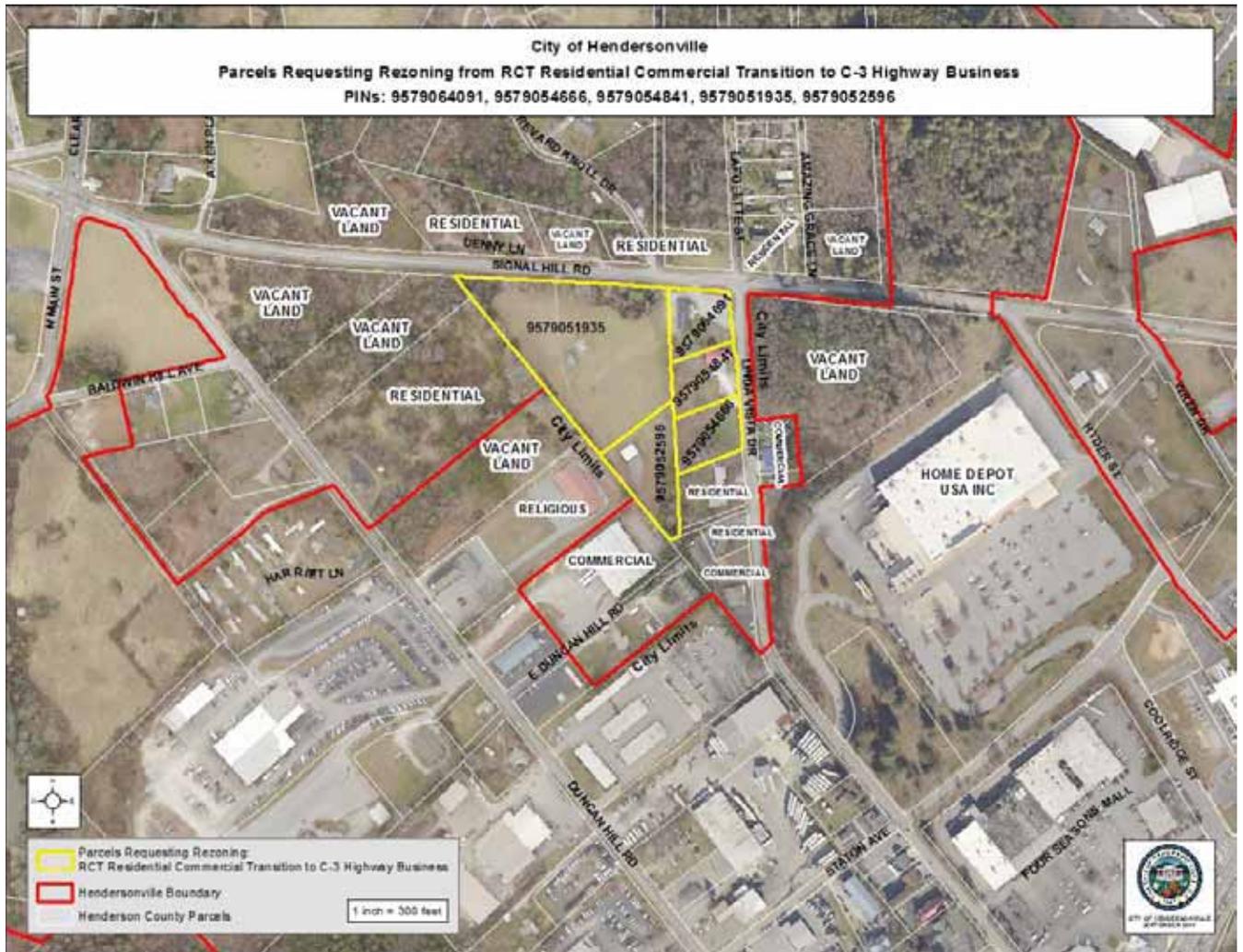
ATTEST:

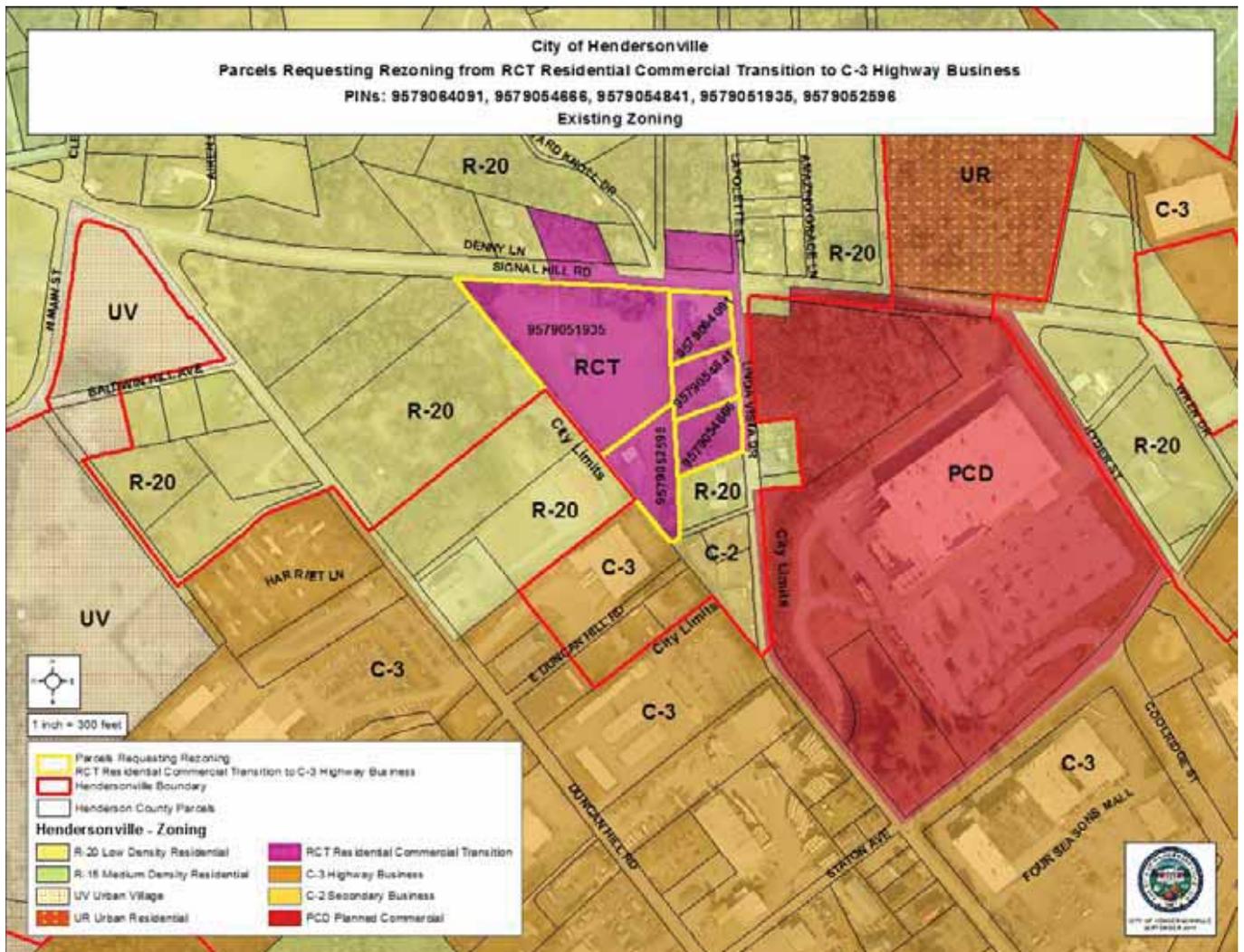
Tammie K. Drake, CMC, City Clerk
Approved as to form:

Samuel H. Fritschner, City Attorney









City of Hendersonville

PLANNING BOARD REPORT

Project Name: Cooley Rezoning

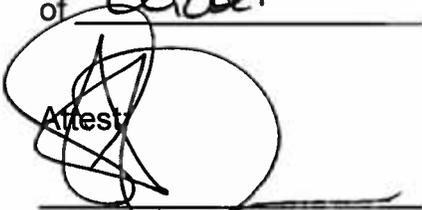
File Number: P14-41 - 45-Z

Approval – The map amendment is consistent with all of the objectives and policies for growth and development contained in the City of Hendersonville’s Zoning Ordinance, 2030 Comprehensive Plan and Comprehensive Transportation Plan.

Denial – The map amendment is not consistent with all of the objectives and policies for growth and development of the City of Hendersonville’s Zoning Ordinance, 2030 Comprehensive Plan and Comprehensive Transportation Plan.

This report reflects the recommendation of the Planning Board, this the 13th day of October, 2014.

Attest:



Planning Board Chair



Planning Director



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Sue Anderson, Planning Director

Department: Planning

Date Submitted: October 24, 2014

Presenter: Sue Anderson

Date of Council Meeting to consider this item: November 6, 2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 10

File P14-48-M North Carolina Parks and Recreation Trust Fund Grant for Berkeley Mills Park

The North Carolina General Assembly established the Parks and Recreation Trust Fund (PARTF) on July 16, 1994 to fund improvements in the state's park system, to fund grants for local governments and to increase the public's access to the state's beaches. The Parks and Recreation Authority, a nine-member appointed board, was also created to allocate funds from PARTF to the state parks and to the grants program for local governments. The North Carolina Parks and Recreation Trust Fund provides dollar-for-dollar matching grants to local governments for parks and recreational projects to serve the public.

The purpose of this public hearing is for City Council to review the North Carolina Parks and Recreation Trust Fund Grant proposal for Berkeley Mills Park and discuss whether to approve the grant application and the required match.

On October 2nd, City Council held a public meeting for discussing the project and obtaining public comments. Regarding questions raised at that meeting about maintenance at Berkeley Mills Park, staff has determined that the equivalent of one full time employee will be necessary to supplement already existing park maintenance. Total cost for that position including benefits is \$40,829.

Attached to this agenda summary are a number of documents that are required as part of the application for the grant. Staff will review these items with City Council at the public hearing and will be available for additional discussion.

Budget Impact: \$ 362,196.00 Is this expenditure approved in the current fiscal year budget? No If no, describe how it will be funded.

\$250,000 is included in the Capital Improvement Program and \$112,196 will be from the Water and Sewer Fund.

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

I move City Council to direct staff to submit an application for a \$250,000 PARTF Grant for Berkeley Mills Park and to approve a \$362,196 match.

Attachments:

CIP Sheet

PARTF Application Sheets

City of Hendersonville Capital Request Form

City of Hendersonville Capital Request Form							
Project Title	Berkely Park Improvements						
Department	Public Works	Division	Grounds Maintenance	Priority	Medium		
Budget Code(s)							
Council Goals Addressed	<input type="checkbox"/> Economic Vitality	<input checked="" type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Great Public Services	Matrix Score			
	<input type="checkbox"/> Strong Partnerships	<input checked="" type="checkbox"/> Numerous Amenities	<input type="checkbox"/> Financial Sustainability				
Total Funds Requested (including interest)	Approp. to Date	Year 1 FY14-15	Year 2 FY15-16	Year 3 FY16-17	Year 4 FY17-18	Year 5 FY18-19	Future Years
\$700,000	\$55,000	\$0	\$200,000	\$250,000	\$250,000	\$0	\$0
Project Description							
Improvements at Berkeley Park - this CIP needs to be amended by City Council to reflect their Construction/Repair schedule for the Park. The Master Plan Cost Estimate is attached for reference.							
Project Justification							
The existing pedestrian bridge has been evaluated and repaired once and so has the vehicular bridge. We can replace the two bridges with one wide bridge or stay with two bridges which would be more expensive. Our Engineering Department has suggested replacing them in a few years.							
Impact on Operating Budget							
Expenditure	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future Yrs	Total
Salaries & Benefits							\$0
Materials & Supplies							\$0
Repair & Maintenance							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Costs							
Activity	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future Yrs	Total
Professional Services							\$0
Land / ROW / Easement							\$0
Construction/Repair	\$0	\$200,000	\$250,000	\$250,000	\$0	\$0	\$700,000
Equipment / Machinery							\$0
Total Capital Cost	\$0	\$200,000	\$250,000	\$250,000	\$0	\$0	\$700,000
Operating + Capital	\$0	\$200,000	\$250,000	\$250,000	\$0	\$0	\$700,000
Financing Method(s)							
Funding Source(s)	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Future Yrs	Total
Grant/Cash	\$0	\$200,000	\$250,000	\$250,000	\$0	\$0	\$700,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$200,000	\$250,000	\$250,000	\$0	\$0	\$700,000
Additional Comments							
The bathroom renovation, reroofing projects and some asphalt paving has been completed. Entrance signs have been installed and the Park is open to the public. The master plan has been completed, and includes annual funding of \$25 per year for 5 years to get started on the master plan's recommendations.							

CIP General Fund Summary

Department/Project	Funding Source	FY14-FY15	FY15-FY16	FY16-FY17	FY17-FY18	FY18-FY19	Future Years
<i>Public Works</i>							
Fleet Maintenance Lot Resurfacing	GF/Cash	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -
Sullivan Park Improvements	GF/Cash	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Patton Park Light Replacement	GF/Cash	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Patton Park Bridge Replacement	GF/Cash	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Berkely Park Improvements	Grant/Cash	\$ -	\$ 200,000	\$ 250,000	\$ 250,000	\$ -	\$ -
Hendersonville Gateway Park	GF/Cash	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -
Southside Park Development	Grant/Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000
Shuffle Board Court Repairs	GF/Cash	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -
Resurface Parking Lot @ Whitmire	GF/Cash	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Maple Street Improvements	GF/Cash	\$ -	\$ -	\$ -	\$ 270,000	\$ -	\$ -
Maple Parking Lot Resurfacing	GF/Cash	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -
Hanging Baskets - King Street	GF/Cash	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -
Oakdale Columbarium	GF/Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Patton Pool Covers	GF/Cash	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -
Tracey Grove Road Bridge Rep.	80% NCDOT	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ -
Rotary Park Playground Upgrade	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Dump Truck (s)	GF/Cash	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -
Patton Park Admin. Bldg. Drywall	GF/Cash	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ -
Grounds Maintenance Mower.	GF/Cash	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -
Grounds Maintenance Polaris	GF/Cash	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Backhoe Replacement	Loan	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Traffic Control Monitor Tester	GF/Cash	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -
Wayfinding Signs	Grant/Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Sidearm Mower & Tractor Replacement	Loan	\$ -	\$ -	\$ 102,000	\$ -	\$ -	\$ -
Building Maintenance Shop Expansion	GF/Cash	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Environmental Services Bldg	Loan	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Nitrogen Tire Filing Station	GF/Cash	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -
Five Ton Overhead Crane	GF/Cash	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Grounds Maintenance Equip Storage	GF/Cash	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -
Sugarloaf Warehouse Roof Repair	GF/Cash	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -
Forklift-Sugarloaf	GF/Cash	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -
Sugarloaf Storage Building Improvements	GF/Cash	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -
Whitmire Bldg Floor Replacement	GF/Cash	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -
Sidewalk In-Fill	GF/Cash	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
Public Works Vehicle Replacement	GF/Cash	\$ 50,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -
Salt and Sand Spreaders	GF/Cash	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -
Street Resurfacing	GF/Cash	\$ 533,280	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -
Dept. Total		\$ 811,780	\$ 1,059,000	\$ 1,092,000	\$ 1,224,000	\$ 600,000	\$ 2,643,000

Attorney's Certification of Site Control

(For Development Projects Only)

Applicant: City of Hendersonville **Project's Title:** Berkeley Mills Park

An applicant must demonstrate adequate control of the site to be developed in order for the application to be eligible for PARTF assistance.

<p>1. TYPE OF SITE CONTROL: Indicate the type of control the applicant has for the project site. Please provide a separate form for each deed, lease, or easement within the project site. Include a copy of each deed, lease or easement for each parcel included in the project site. Also provide one map that shows the park boundary and identifies the location of all parcels, leases or easements within the project site. Please label all documents.</p>		
TYPE OF CONTROL	PORTION OF SITE	DOCUMENTATION ATTACHED
<input checked="" type="checkbox"/> Fee Simple Title	<input checked="" type="checkbox"/> Entire Site. <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Parcel A, Parcel B, etc.)	<input checked="" type="checkbox"/> Copy of deed
<input type="checkbox"/> Lease	<input type="checkbox"/> Entire Site. <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Lease A, Lease B, etc.)	<input type="checkbox"/> Signed copy of the current lease with a written description of the applicant's authority to provide public recreation for at least 25 years.
<input type="checkbox"/> Easement	<input type="checkbox"/> Entire Site <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Easement A, Easement B, etc.)	<input type="checkbox"/> Signed copy of the current easement with a written description of the applicant's authority to provide public recreation for at least 25 years.
<p>2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES: Restrictions contained in the attached deed state that 'no part of the Property shall be used directly or indirectly for any purpose whatsoever except for public recreation purposes'. Easements on the parcel, but not within the project area, include the following: Carolina Central Gas Company, Duke Power Company, Board of Water Commissioners of the City of Hendersonville, Bellsouth, and a Southern Railway easement. Users of the park include ball field rental through the Public Works department.</p>		
<p>3. CERTIFICATION: (This form must be signed by the applicant's attorney or chief administrative officer capable of certifying that the information provided is accurate).</p> <p>I hereby certify that the information provided above and attached is accurate to the best of my knowledge. I understand that the site control is an application eligibility requirement.</p> <p>NAME (Printed/Typed) Samuel H. Fritschner TITLE Hendersonville City Attorney SIGNATURE _____ Date _____</p>		

**Project Costs
Berkeley Mills Park
November 2014**

Project Elements (Include specific units - sizes, numbers, lengths, etc. - for each item.)	Unit	Unit Cost	Total Item Cost
Building Costs			
Clearing and Grubbing	1	\$1,000	\$1,000
Excavation	4000CY	\$10	\$40,000
Backfill and Grading	1000CY	\$25	\$25,000
Compacted ABC Stone (8")	1300Tons	\$27	\$35,100
Asphalt Surface Course (2" Parking and Drive)	20 Tons	\$105	\$2,100
Striping	400 LF	\$2	\$800
Stormwater Management System	1	\$20,000	\$20,000
Playground Equipment	1	\$160,000	\$160,000
Modular Restroom	1	\$70,000	\$70,000
Natural Surface Trail	2500 LF	\$15	\$37,500
Turf Surface (Play Area)	1	\$66,000	\$66,000
Picnic Shelter	1	\$20,000	\$20,000
Signage	1	\$1,200	\$1,200
PARTF Sign	1	\$300	\$300
Silt Fence	1000 LF	\$3	\$3,000
Utility Costs	1	\$56,360	\$56,360
Costs to Develop the Project			\$538,360
Contingency for the Cost of Building / Renovating			
Contingency (10%)			\$53,836
Planning Costs			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project)		\$20,000	\$20,000
Total Project Cost			\$612,196
Total PARTF Grant Request			\$250,000
Total Local Match			\$362,196

Sources of the Applicant's Matching Funds

Applicant: City of Hendersonville

Project's Title: Berkeley Mills Park

Sources of the Applicants Matching Funds

Type of Matching Funds	Amount of Funds	Funding Source	Availability
Cash	\$250,000	City's Capital Improvement Plan (CIP)	City's Approved CIP
Cash	\$112,196	Water and Sewer Fund	Cash
Fee Simple Land Donation	N/A	N/A	N/A
Federal Grant*	N/A	N/A	N/A
State Grant*	N/A	N/A	N/A
Total Matching Funds	\$362,196		

*PARTF allows other state and federal funding to be used as local match.



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Sam Fritschner

Department: Administration

Date Submitted: 10-23-2014

Presenter: Sam Fritschner

Date of Council Meeting to consider this item: 11/6/2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 11

The Zoning and Legal departments at the request of the City Manager have prepared for the City Council's consideration a proposed moratorium on Day Centers (as defined in the proposed ordinance) and any additional Shelter Facilities (as defined in the Zoning Ordinance). The proposal would permit the Council and Planning Board a reasonable period of time to consider the proper zoning of these facilities, partly in light of plans for the Seventh Avenue corridor.

North Carolina General Statutes §160A-381 permits moratoria in certain circumstances. The current moratorium would last 60 days as prescribed in the statute. Because of the change of date of the January meeting the proposed moratorium would have to begin no earlier than November 10.

The statute as recently amended requires that the ordinance contain certain statements. Statements believed by staff to satisfy these requirements are included in the proposed ordinance.

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 ordinance establishing a moratorium on Shelter Facilities and Day Centers.

Attachments:

Proposed moratorium ordinance

Ordinance No. 14-_____

AN ORDINANCE IMPOSING A MORATORIUM WITH RESPECT TO SHELTER FACILITIES AND DAY CENTERS IN CERTAIN ZONING DISTRICTS

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 impose moratoria with respect to uses in its several zoning districts; and

WHEREAS, the City Council desires to set aside a short period to study the desirability of amending the zoning regulations respecting shelter facilities; and

WHEREAS, the City Council desires to set aside a short period to study the desirability of adopting zoning regulations respecting day centers;

As required by N.C.G.S. § 160A-381(e) the City Council offers the following four statements:

(1) The Historic Seventh Avenue MSD and the Greater Green Meadows Neighborhood is home to five establishments that provide service to the homeless population in Hendersonville, including a large homeless shelter and two day centers. In addition, two services provide meals and food pantry services. Often the clients of these services inspire concern on the part of local businesses and property owners because the clients are by their nature often transient and therefore not tied to the community. There is the additional concern of panhandling and loitering on private property that often accompanies a transient population, in addition to concerns related to mental health issues that are more evident in transient populations. Minor crime issues such as public intoxication, drug use and fighting occur on an occasional basis in this area.

To address these concerns the City of Hendersonville and the Historic Seventh Avenue, Inc. have worked for a number of years with the homeless shelter and service providers to develop a positive working relationship between the property and businesses and service providers to address many of these issues, but the work is ongoing. Lower rental rates in this area have

induced additional service providers to seek to locate in this small general area.

The City of Hendersonville fully supports the concept of providing services to our homeless population and that such services should be distributed geographically throughout the entire community.

(2) There are at present no development approvals subject to this moratorium.

(3) This moratorium will take effect on November 10, 2014 and expire on January 8, 2015. This period is necessary to permit research and development of a preliminary proposed ordinance by City Staff, subsequent referral to the Planning Board, including possible prior referral to a subcommittee thereof, and subsequent advertising of a public hearing in advance of the regular January 8, 2015 City Council meeting. That meeting, normally scheduled for the first Thursday of the month, was previously moved to January 8, 2015, the second Thursday, because of the January 1 holiday.

(4) The City of Hendersonville has developed a plan to amend the City of Hendersonville Zoning Ordinance to allow day centers and homeless shelters in specific zoning districts with a special use permit. It is proposed that one of the conditions of the Special Use Permit would prohibit a large number of these similar uses from locating in close proximity to one another. Over the next sixty days the City Hendersonville staff will develop a proposed ordinance amendment and conduct the necessary hearings before the Planning Commission and City Council to amend the Zoning Ordinance.

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

1. For purposes of this ordinance, the term "Day Center" shall mean an agency that provides a combination of case management, resources or a range of like services during daytime hours only, to aid persons who are homeless.

2. There is hereby imposed a moratorium on all Shelter Facilities as defined in the Zoning Ordinance and Day Centers as defined herein within all zoning districts within the City of Hendersonville's zoning jurisdiction, such moratorium to be effective upon the adoption of this ordinance and extending for a period of 60 days hereafter. During this period no Shelter Facility not operating in conjunction with a validly-obtained City business license as of the time of the adoption of this ordinance shall be permitted in any identified zoning districts. During

this period no Day Center shall be permitted in the identified zoning districts.

3. This ordinance, for the period of its effectiveness, supersedes every other zoning ordinance respecting Day Centers, whether or not defined as such, or Shelter Facilities, or both of them, existing at the time of the adoption hereof.

4. The City Manager and the City Attorney are directed personally or through a designee to present to the Planning Board a draft ordinance for study by the Board to determine the desirability of extending this moratorium into a part of the Zoning Ordinance, with a request that the Board study particularly the appropriate zoning districts, if any, for the application hereof.

5. If any portion of this ordinance is declared by a court of competent jurisdiction to be invalid, such declaration shall not affect the validity of the remaining provisions of this ordinance.

6. This ordinance shall be effective upon its adoption.

Adopted this sixth day of November 2014.

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: John Connet

Department: Administration

Date Submitted: 10/27/2014

Presenter: Joe Sanders

Date of Council Meeting to consider this item: 11/6/2014

Nature of Item: Council Action

Summary of Information/Request:

Item # 12

The Blue Ridge Bicycle Club has approached the City of Hendersonville about submitting a grant application to NCDOT for the development of a bicycling plan. The Club has agreed to complete the application on behalf of the City of Hendersonville. However, the City Council must approve the attached resolution authorizing the submission of the grant and agreeing to providing a 30% match if the grant is approved. It is estimated that the development of the plan would cost between \$40,000 and \$70,000. Joe Sanders will present his request to the City Council.

Budget Impact: \$ 12,000 to \$21,000 Is this expenditure approved in the current fiscal year budget? No If no, describe how it will be funded.

Grant match would have to be funded in Fiscal Year 2015 - 2016.

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

I move the City Council approve the resolution authorizing the submission of a grant application to NCDOT to develop a bicycle plan for the City of Hendersonville.

Attachments:

Proposed Grant Resolution

A RESOLUTION AUTHORIZING THE SUBMISSION OF BICYCLE PLANNING GRANT

WHEREAS, Chapter 5 Community Facilities of the City of Hendersonville 2030 Comprehensive Plan discusses parks and recreation, and

WHEREAS, Section 5.2 Issues and Opportunities states, there is "a significant desire for more biking and walking paths, and

WHEREAS, the Hendersonville City Council adopted the Hendersonville Pedestrian Plan on March 8, 2007, and

WHEREAS, the Blue Ridge Bicycling Club (Club) has requested that the City of Hendersonville apply for grant funds for the development of a comprehensive bicycle plan, and

WHEREAS, The Club has volunteered to coordinate the development and submission of the grant application on behalf of the City of Hendersonville, and

WHEREAS, the City Council has previously supported the establishment of Fourth Avenue as a bicycle boulevard, and the concept of the Ecusta Trail, and

WHEREAS, It is the intent of City Council to promote and physically develop a road, trail and greenway network that offers safety and connectivity to citizens and visitors by integrating and balancing the needs of bicyclist with other modes of transportation, and

WHEREAS, it is the desire of City Council to submit a grant application to the North Carolina Department of Transportation for the development of a Bicycle Plan.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. That the City Council authorizes Blue Ridge Bicycle Club and City of Hendersonville staff to develop and submit a grant application to develop a bicycle plan.
2. That the City Council agrees to fund the 30% match (\$12,000 to \$21,000) as required by the grant program.

Adopted the sixth day of November, 2014.

Barbara G. Volk, Mayor City of Hendersonville

ATTEST:

Tammie K. Drake, MMC, City Clerk



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Administration

Date Submitted: 10/27/2014

Presenter: John Connet

Date of Council Meeting to consider this item: 11/6/2014

Nature of Item: Discussion/Staff Direction

Summary of Information/Request:

Item # 13

Councilman Jerry Smith has requested that the City Council discuss the placement of a traffic signal at the intersection of S. Main Street and Allen Street. Staff will provide an estimate of the cost of installation of the traffic signal and request the City Council provide additional direction on this matter.

Budget Impact: \$93,000 Is this expenditure approved in the current fiscal year budget? No If no, describe how it will be funded.

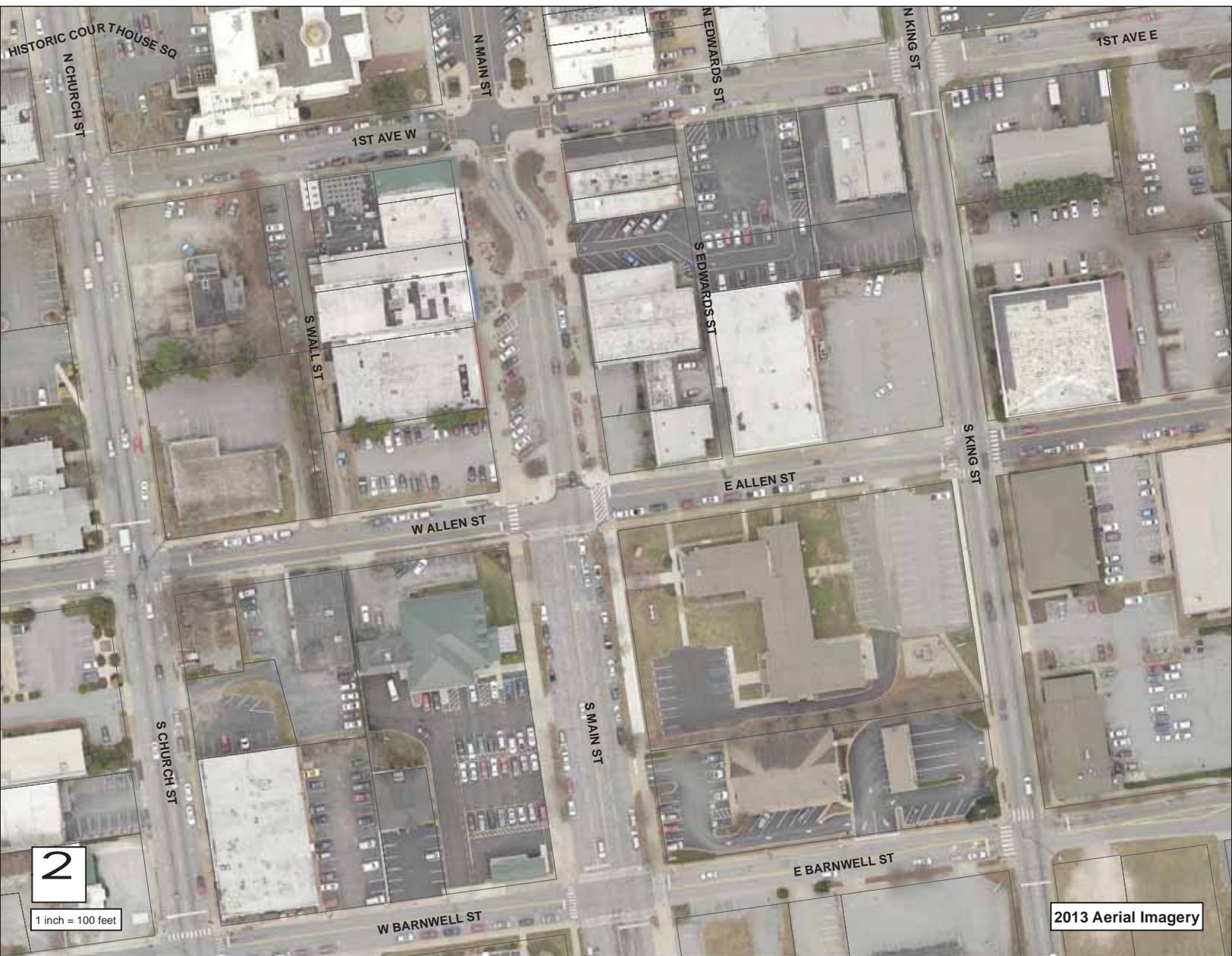
If you wish to move forward with this project, I would recommend that it be included in the FY 2015-16 Budget.

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

NA

Attachments:

Map of intersection



2

1 inch = 100 feet

2013 Aerial Imagery

City of Hendersonville
 Engineering Department
 305 Williams Street
 Hendersonville, NC 28792

OPINION OF PROBABLE COST

PROJECT: Main Street & Allen Street
 Traffic Signal Improvements

Estimate For:

- Preliminary Costs:
- Design Costs:
- Construction Costs:

Project No.

PREPARED BY:
 Brent Detwiler, P.E.

REVIEWED BY:
 Brent Detwiler, P.E.

ITEM	DESCRIPTION	EST. QUAN	UNIT	UNIT PRICE	TOTAL
1	Traffic Controller	1	EA	\$8,000.00	\$8,000.00
2	200A Service	1	EA	\$2,000.00	\$2,000.00
3	Traffic Pole w/ Top Mounted Light	4	EA	\$3,800.00	\$15,200.00
4	Signal Head	4	EA	\$1,000.00	\$4,000.00
5	Pedestrian Signal w/ Push Button	4	EA	\$2,000.00	\$8,000.00
6	2-inch Directional Bore	400	LF	\$40.00	\$16,000.00
7	6/3 Conductor	100	LF	\$6.00	\$600.00
8	4/0 Conductor	200	LF	\$6.00	\$1,200.00
9	350-3 Conductor	100	LF	\$6.00	\$600.00
10	Signal Wire	200	LF	\$3.00	\$600.00
11	Thermoplastic Striping	200	LF	\$5.00	\$1,000.00
12	Pedestrian Signal Pole	2	EA	\$1,300.00	\$2,600.00
13	Concrete Curb Ramp, Complete in Place	1	EA	\$1,000.00	\$1,000.00
14	4" Concrete Sidewalk (Including Demo of Ex)	100	SY	\$70.00	\$7,000.00
15	18" Concrete Curb and Gutter	100	LF	\$25.00	\$2,500.00
16	Asphalt Pavement Patch	1	LS	\$1,500.00	\$1,500.00

Subtotal	\$71,800.00
Contingencies (15%)	\$10,770.00
Design Costs	\$10,000.00
Total Estimated Project Cost (Rounded)	\$93,000.00



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Tammie Drake

Department: Administration

Date Submitted: 10/30/14

Presenter: Mayor Volk

Date of Council Meeting to consider this item: 11/06/14

Nature of Item: Council Action

Summary of Information/Request:

Item # 14

14. Comments from Mayor and City Council Members:

a. Confirming date of January 2015 Regular Meeting: The first Thursday in January falls on January 1. We are proposing the regular meeting be held on Thursday, January 7, 2015.

b. Confirming date for the Council/Staff Retreat. Mr. Connet is proposing Friday, February 13, 2015 for this retreat.

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.*

N/A

Attachments:

None



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Tammie Drake

Department: Administration

Date Submitted: 10/29/14

Presenter: Tammie Drake

Date of Council Meeting to consider this item: 11/06/14

Nature of Item: Council Action

Summary of Information/Request:

Item # 16ab

a. Appointments for Consideration:

-Planning Board: The terms of three members on the Planning board will expire in December: Jon Blatt, Julia Sellers and Raymond Mundy. Mr. Blatt and Mr. Mundy would like to continue serving. I hope to hear back from Mrs. Sellers before the meeting. We also have applications on file from: Guri Andermann, Ralph Freeman, Michael Egan and David Allen (currently serving on the Environmental Sustainability Board).

-Tree Board: Tamara Betteridge is relocating and has resigned from the Tree Board. We have received an application from David Wilson.

b. Announcement of Vacancies and Upcoming Appointments:

-Board of Adjustment: Reminder of vacancy in a regular position and in the alternate position. We have not received any new applications.

-Environmental Sustainability Board (ESB): There is a vacancy for a City resident and for a member residing outside the City (may be appointed for their particular areas of expertise). We have applications from Mia Freeman (serving on HPC) and Albeiro Rodriguez (serving on Tree Board).

Budget Impact: \$0 _____ Is this expenditure approved in the current fiscal year budget? No 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 nominate ... to serve a three-year term on the [Planning Board, etc.]

Attachments:

Board membership lists