

1. Agenda Packet

Documents:

[MARCH 6, 2018 AGENDA PACKET.PDF](#)

2. Meeting Materials



Photos will be [POSTED ON FLICKR](#).

Documents:

[AFTER ACTION MEMORANDUM.PDF](#)

AGENDA



**CITY OF LENOIR
CITY COUNCIL MEETING
CITY/COUNTY CHAMBERS
905 WEST AVENUE
TUESDAY, MARCH 6, 2018
6:00 P.M.**



I. CALL TO ORDER

- A. Moment of Silence & Pledge of Allegiance

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

- A. Speed Limit Request; Fairlane Drive: A public hearing will be held to consider amending the City's Code of Ordinances, Appendix B, Traffic (1), Section 114, Twenty mile per hour speed limit on the following streets, to extend the posted speed limit of 20 mph for the entire length of Fairlane Drive, allowing for posting at the discretion of the Public Works Director.

III. CONSENT AGENDA ITEMS

- A. Minutes: Approval of the minutes of the City Council Meeting of Tuesday, February 20, 2018, as submitted.
- B. Minutes: Approval of closed session minutes of the City Council Meeting of Tuesday, February 20, 2018 as reviewed by the City Attorney, City Manager and City Council.
- C. Minutes: Approval of minutes of the City Council Planning Retreat of Friday, February 23, 2018 as submitted.
- D. Approval of Purchase; Virginia Street: Approval of purchase of an 0.316861 acre lot (NCPIN# 274-944-0199, Parcel ID#06-43-3-11) located on Virginia Street and owned by Mrs. Clyde Miller Heirs for \$10,800.
- E. Amendment; Pay/Classification Plan: Approval of a Pay/Classification Plan Amendment for establishing an Assistant Fire Chief-Prevention position and an Assistant Fire Chief-Logistics position.
- F. Extension of Conditional Use Permit; 205 Greenhaven Drive: Approval of a one year extension of the Conditional Use Permit for property located at 205 Greenhaven Drive for the 60-unit multi-family senior living development in the General Business (B-2) Zoning District known as Crescent Pointe and as requested by Gardner Capital. **Note:** The Conditional Use Permit was approved by City Council on April 16, 2016 for a 24-month period and the applicant is requesting a 1-year extension to the 2-year time limit.

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

- A. Items of Information

1. The ABC Board will meet on Thursday, March 8 at 2:00 p.m. at Lenoir Store #1 located at 115 ABC Court.
2. The Lenoir Tourism Development Authority will meet on Thursday, March 8 at 3:00 p.m. at City Hall, Third Floor, former Council Chambers.
3. The Lenoir Business Advisory Board will meet on Thursday, March 8 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
4. The National League of Cities Congressional City Conference will be held in Washington, DC, from March 11 – 14. Representing the City of Lenoir will be Mayor Pro-Tem Ben Willis and City Manager Scott Hildebran.
5. The City/County Services Committee will meet on Monday, March 12 at 11:45 a.m.
6. The Caldwell County Economic Development Commission will meet on Tuesday, March 13 at 8:00 a.m.
7. The annual Leprechaun Leap (5-K and 10-K) race will be held on Saturday, March 17 at 9:00 a.m. at the Aquatic and Fitness Center.
8. The Parks and Recreation Advisory Board will meet on Monday, March 19 at 6:00 p.m. at the Mulberry Recreation Center.

B. Items for Council Action

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

IX. REPORT AND RECOMMENDATIONS OF COUNCILMEMBERS

X. ADJOURNMENT



Lenoir Police Department

1035 West Avenue NW
Lenoir, North Carolina 28645
(828) 757-2121 • Fax (828) 757-2103



Council Action Form

I. Agenda Item:

This agenda item calls for the reduction of the speed limit on Fairlane Drive from the default 35 MPH to a more safe and suitable 20 MPH. This will involve amendment to the Charter Code of Ordinances, Appendix B –Traffic, Section 114.

II. Background Information:

As a result of citizen requests, the LPD Traffic Unit conducted a study (attached) of Fairlane Drive in regards to the speed limit. Currently, speed for this street is not posted or listed in city ordinance, which means it defaults to 35 MPH. The Traffic Unit has determined that 35 MPH is too fast for this residential street and requests a 20 MPH speed limit be adopted and signage posted.

****NOTE** – This matter was heard by City Council during a Public Hearing on April 4, 2017. The measure was defeated 2 to 4. Although no additional data has been obtained, we join the original complainant in respectfully asking that the matter be re-considered.

III. Staff Recommendation:

Staff recommends that City Council call for a Public Hearing on this matter to be held Tuesday, March 6, 2018 and adopt a 20 MPH speed limit for the entire length of Fairlane Drive, allowing for posting at the discretion of the Public Works Director.

IV. Reviewed by:

City Attorney: _____

Date: _____

Assistant City Manager: _____

Date: _____

Police Chief: 

Date: 02-15-18



Lenoir Police Department

1035 West Avenue NW
 Lenoir, North Carolina 28645
 (828) 757-2121 • Fax (828) 757-2103



TRAFFIC ENFORCEMENT UNIT

TRAFFIC PROJECT

LOCATION	PURPOSE	ORIGIN	DATE COMPLETED
Fairlane Drive	Speeding complaints from residents Speed limit	Paul Propst 324 Fairlane Drive	03/15/2017



Illustration I

TRAFFIC PROJECT COMPLETED BY:

Sergeant James Moore
 Lenoir Police Department
 Traffic Enforcement Unit
 828-757-3640

This request was made by Paul Propst who lives at 324 Fairlane Drive. This request was made due to motorists using this street as a cut through between Blowing Rock Boulevard and Meadowood Drive.

The traffic unit observed vehicles traveling on Fairlane Drive on two occasions, once in April 2016 and in December 2016. Vehicles did not appear to be speeding based on current speed limit laws of 35 MPH, however, were travelling higher than the suggested speed limit of 20 MPH.

LOCATION / DESCRIPTION

Illustration II

A

B

C

D

Road width measurements are indicated below:
A-22'2" B-16'6" C-18'3" D-16'6"

Additional photos of Fairlane Drive are shown in Illustrations III, IV, and V.



Illustration III



Illustration IV



Illustration V

EVALUATION

- The Lenoir Police Department Traffic Unit spoke with Mr. Propst in early April 2016 regarding motorists speeding in the area due to no speed limit signs being posted.
- The Traffic Unit spoke with other residents who share the same concerns.
- The Traffic Unit observed traffic on Fairlane Drive in April and December 2016 and noted that speeding beyond 35 MPH was not taking place. However, the speed was estimated above the 20 MPH limit being requested by residents in the area. Based on North Carolina State Law and City of Lenoir Ordinance the speed limit is 35 MPH in the city unless otherwise posted. This speed is too fast for Fairlane Drive due to the narrow roadways, unmarked pavement, steep drop-offs on the shoulders immediately on the edge of the roadway in some areas, and contains blind curves.
- The Lenoir Police Department Traffic Unit deployed the StealthStat (Stealth Radar) on Fairlane Drive to obtain data on traffic speeds in the area. Below are the results of the Stealth Radar evaluation:

To determine the number of vehicles and their speeds, we deployed the StealthStat, which is an inconspicuous pole mounted traffic statistic device. Unlike the Smart Radar that causes many drivers to slow down, the StealthStat is nearly un-noticeable and therefore renders more accurate speeds.

The StealthStat was deployed on Wednesday, January 4, 2017, with this date being the start of the speed evaluation process. This process was ended on Monday, January 9, 2017. The data below describes, in detail, the results of this 120-hour study.

❖ ***What is the average speed of vehicles traveling on Fairlane Drive?*** **21 mph**

The city's Municode system did not have Fairlane Drive listed in their system for speed limit purposes. Since there is no posted speed limit, it is assumed the speed limit is 35 MPH. Fairlane Drive is approximately 2,300 feet long stretching from Seehorn Street NE to Meadowood Drive NE.

Speed Study Results – Fairlane Drive (2017)	
MINIMUM SPEED	10 MPH
MAXIMUM SPEED	39 MPH
AVERAGE SPEED	21.00 MPH
85th PERCENTILE	27 MPH

The call history relating to vehicle crashes for Fairlane Drive was obtained. As far back as two (2) years prior to this date, no vehicle crashes have occurred.

CONCLUSION / RECOMMENDATION

Based on the request of citizens and the information obtained from this study, the Lenoir Police Department Traffic Unit offers the following conclusions and recommendation:

- Based on characteristics, i.e. street width, curvature, sight distance, etc., Fairlane Drive is not suitable for a 35 MPH speed zone.
- Although no motor vehicle crashes have occurred on Fairlane Drive in the last two years, there is cause for concern and preventive measures should be taken to prevent future crashes.
- During two observation periods in the last year, no incidents of speeding above 35 MPH were observed by officers, however speeds slightly above the “recommended” speed limit of 20 MPH were observed.
- **We recommend that City Council adopt a speed limit of 20 MPH for the entire length of Fairlane Drive and allow for posting at the discretion of the Public Works Director.**

**LENOIR CITY COUNCIL
TUESDAY, FEBRUARY 20, 2018
6:00 P.M.**

PRESENT: Mayor Gibbons presiding. Councilmembers present were Beal, Perdue, Perkins, Rohr, Stevens, Thomas and Willis. Also in attendance were City Manager Hildebran, City Attorney Blair and City Clerk Cannon.

I. CALL TO ORDER

- A. The meeting was opened by a moment of silence followed by the Pledge of Allegiance led by Mayor Gibbons.

**SPECIAL RECOGNITION; BOY
SCOUT TROOP #254:**

- A. Mayor Gibbons welcomed Ms. Amy Green, Assistant Scout Master, Charles Stevenson and members of Boy Scout Troop #254 who were in attendance at the meeting as part of their requirements to earn a merit badge.

Prior to the meeting, Councilmember Jonathan Beal along with Mayor Joe Gibbons explained the proceedings of the City Council and reviewed the function of each City Department.

Mr. Beal stated he appreciated their interest in local government and to keep up the good work.

On behalf of City Council, Mayor Gibbons stated the Boy Scouts was a great program and wished them the best. He further commented the City would make them aware of any service projects they could do in the community to assist with their earning a merit badge. He presented each member with a City lapel pin.

Ms. Green thanked City Council for their support and the opportunity for the Scouts to learn to be responsible citizens. Ms. Green stated all the troop members were active in the program and reported they are based out of First United Methodist Church. She shared the Troop recently attended the Merit Badge University.

**PRESENTATION; THE JARHEADS,
ENVIROTHON TEAM:**

- B. The Jarheads, Envirothon Team, comprised of Renae Austin, Griffin Dilsaver, Deanna Kilby, Bailey McLean, Zachary McLean and Sam Miller, students from Caldwell Early College, presented their Service Learning Project to City Council. The presentation is a part of tier requirements for competition and geared toward Tuttle Educational State Forest. Envirothon is an Environmental Knowledge Competition and the team competes under the 4-H umbrella since the Early College does not recognize this program. The team won the state

competition in 2017.

Griffin Dilsaver, along with Team members, stated the Team's focus is environmental stewardship and emphasized their goal is to give back to the next generation. They reported the team annually participates in a community service project and competes at the regional, state and national level depending upon their success.

Sam Miller shared their project last year was stream health and they worked with the City of Lenoir to remove blockage in Zacks Fork Creek. Pictures were taken using a drone at the completion of the project and the students were able to see the difference their project made. This year they focused on formation of streams and erosion. At Tuttle State Park, the team members explained how they placed humps in ditches to help divert the water flow to prevent erosion and also repaired benches, the wooden staircase along with the handrails. It was noted that Troop #254 also assisted with raising \$150.00 to purchase identifying tags to place at the different types of trees along the Greenway.

Each student shared what they learned during this process and also reiterated their goal is to give back to the community and to educate the next generation. The students further shared their choice of career and college.

City Council stated they were very impressed with the students and their interest in preserving the environment and educating the next generation. Mayor Gibbons presented each student with a City lapel pin.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

AMENDMENT; NON-CONFORMING SINGLE FAMILY STRUCTURES:

- A. A public hearing was held to consider adoption of an ordinance amending the City's Code of Ordinances, Appendix A, Section 704.1, of the Lenoir Zoning Ordinance as related to Non-Conforming Single Family Structures.

Mayor Gibbons opened the public hearing to receive public comments regarding the ordinance.

A copy of the ordinance is hereby incorporated into these minutes by reference. (Refer to pages 57-59).

Planning Director Jenny Wheelock explained the current code does not allow for the "by right" reconstruction or repair of non-conforming structures and the proposed amendment addresses that issue in section 704.12.

There being no further public participation, Mayor Gibbons closed the public hearing and asked Council for action.

Upon a motion by Councilmember Perdue, Council voted 7 to 0 to approve the

ordinance amending Section 704.1 of the Lenoir Zoning Ordinance, as related to Non-Conforming Single Family Structures as described above and as recommended by City Staff and the Lenoir Planning Board.

III. CONSENT AGENDA ITEMS

A. Upon a recommendation by City Manager Hildebran, the following Consent Agenda items were submitted for approval:

1. Minutes: Approval of minutes of the City Council Meeting of Tuesday, February 6, 2018 as submitted.
2. Speed Limit Request; Fairlane Drive: City Staff recommends that Council call for a public hearing to be held on Tuesday, March 6, 2018 to consider adoption of a 20 mph speed limit for the entire length of Fairlane Drive, allowing for posting at the discretion of the Public Works Director. The City's Code of Ordinances, Appendix A, Traffic, Section 114, Twenty mile per hour speed limit on the following streets, will be amended to reflect this change.

Upon a motion by Councilmember Rohr, Council voted 7 to 0 to approve the above listed items on the Consent Agenda as recommended by City Manager Hildebran.

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

A. Items of Information

PLANNING RETREAT:

1. The City Council Planning Retreat will be held on Friday, February 23 from 8:00 a.m. – 2:00 p.m. at the Blue Ridge Energy Membership Corporation (BREMCO) corporate office located at 1216 Blowing Rock Boulevard.

PLANNING BOARD:

2. The Planning Board will meet on Monday, February 26 at 5:30 p.m.

COMMITTEE OF THE WHOLE:

3. The Committee of the Whole will meet on Tuesday, February 27 at 8:30 a.m. at City Hall, Third Floor, former Council Chambers.

FOOTHILLS REGIONAL AIRPORT

AUTHORITY: 4. The Foothills Regional Airport Authority will meet on Wednesday, February 28 at noon.

**RETIREMENT RECEPTION;
BECK & BRISCOE:**

5. A joint reception honoring Charles Beck, Director of Public Works, and Ken Briscoe, Fire Chief, will be held on Tuesday, March 6 from 3:30 p.m. – 5:30 p.m. at the City/County Chambers located at 905 West Avenue, Lower Level.

B. ITEMS FOR COUNCIL ACTION

SKATE PARK ORDINANCE

AMENDMENT: 1. City Staff recommends Council approve amending the City's Code of Ordinances, Chapter 13, Section 13-18, Skate Park, to read as follows: It shall be unlawful within the corporate limits of the City of Lenoir for any person riding a skateboard or similar device at or within any municipal skate park or facility unless such person is wearing appropriate protective gear including a helmet, elbow pads, and kneepads. **Appropriate signs notifying the public of this section and requirement shall be posted appropriately at the entrance(s) to such skateboard park.** The proposed amendment is in bold. The purpose of the proposed amendment is to allow citizens to use the City's Skate Park at their own risk and without supervision by City Staff.

As background information, City Manager Hildebran stated the City talked to skate park "experts" at the National League of Cities Conference last fall regarding how to increase usage at the City's park. These representatives suggested posting appropriate signage that no supervision will be provided and skaters will be required to wear appropriate gear as allowed per N.C.G. S. Article 3, Chapter 99E, which states that, "governmental entities which own or operate skate parks are relieved of liability for personal injury or property damage to those who ride skateboards in such parks, if the government has adopted an ordinance requiring such riders to wear helmets, elbow pads and knee pads, and has properly posted notice of such requirements at the facility". This step creates immunity for the City from any liability issues that may occur. It was also noted that other area municipalities including Boone, Morganton, Marion, and Newton have already made these changes. Currently, the City's park opens at noon and has to be staffed if there are any users of the park.

City Manager Hildebran further stated that City Staff has spoken with our insurance carrier and City Attorney and both believe this minimizes liability for the City. He stated this is the appropriate way for the City to move forward regarding the skate park.

Councilmember Perdue asked if there would be any change to park hours if the ordinance is approved. Recreation Director Kenny Story reiterated the park currently opens at noon and Staff has to be onsite in order for skaters to use the park which creates some issues for the Department. He stated Staff will establish park hours and will bring the schedule to Council for their approval. He also clarified there was currently not any lighting at the park, but stated the lights from the tennis courts provided some light for the area.

Councilmember Perdue also inquired about the cost to provide lighting at the park with Mayor Pro-Tem Willis stating he would like to see a report on the usage of the park first. Director Story explained the lighting could be a spotlight and doesn't have to be the type of lighting a ball field has. It was noted several other area municipalities do not provide lighting at their parks.

Councilmember Beal suggested setting park hours from dawn to dusk due to the area becoming darker later on in the evening hours.

Following a brief discussion, City Council directed Recreation Director Story to report back to Council on the usage of the skate park prior to Council considering the option of installing lighting at the park. Appropriate signage will be installed at the park upon finalization of the park's hours of operation.

Upon a motion by Councilmember Rohr, Council voted 7 to 0 to approve the above described amendment to the Skate Park Ordinance as recommended by City Staff.

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

NOTIFICATION OF BOARD

APPOINTMENTS/RE-APPOINTMENTS:

- A. Mayor Gibbons announced the following upcoming Board re-appointments will be presented to Council for their consideration of approval at the March 20 meeting. Mayor Gibbons stated that each of these individuals have requested to serve another term.

Tim Scobie	Planning Board
Dana Clark and Glenda Wilson	Lenoir Tourism Development Authority
Terese Almquist	Lenoir Business Advisory Board
Scott Barnett and Erik Rabinwitz	Recreation Advisory Board

IX. REPORT AND RECOMMENDATIONS OF COUNCILMEMBERS

COMMENDED; JOSHUA HARRIS & CITY CLERK CANNON:

- A. Councilmember Perkins thanked Joshua Harris, Public Information Officer, for the great job he is doing in keeping the Council and community informed of events happening in the City of Lenoir. Mr. Perkins also thanked City Clerk Shirley Cannon for keeping City Council informed of events as related to Council.

CLOSED

SESSION: B. Pursuant to N.C.G.S. §143-318.11(a) (4), (5), and upon a motion by Mayor Pro-Tem Willis, City Council entered into closed session to discuss economic development and a property acquisition.

OPEN

SESSION: C. Upon a motion by Councilmember Perdue, Council voted unanimously to re-enter into open session.

X. ADJOURNMENT

A. There being no further business, the meeting was adjourned at 7:12 p.m.

Shirley M. Cannon, City Clerk

Joseph L. Gibbons, Mayor

**AN ORDINANCE OF THE CITY COUNCIL OF LENOIR,
NORTH CAROLINA, AMENDING APPENDIX A SECTION 704.1
OF THE LENOIR CITY CODE RELATED TO NON-
CONFORMING STRUCTURES, PROVIDING FOR
SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

Whereas, the Lenoir Zoning Ordinance was adopted in 1978, and has been amended from time-to-time to reflect the changing needs of the community, and the adoption of these ordinances can create non-conforming structures; and

Whereas, Section 704 of the Lenoir Zoning Ordinance contains provisions to allow for the continued use of non-conforming structures, in order the limit any hardship created through the application of the zoning ordinance; and

Whereas, Section 704 establishes a threshold whereby if a non-conforming structure is damaged beyond 50% of its tax value, the non-conforming aspects of the structure are no longer “grandfathered” and any repair or reconstruction must conform to the currently adopted code of ordinances, but specifically exempts single family dwellings from this threshold; and

Whereas, the exemption for single family dwellings contains the condition that such non-conforming dwellings can only be repaired or rebuilt if their setbacks conform to the zoning district standards; and

Whereas, the vast majority of non-conforming single family dwellings are non-conforming for building setbacks, but the general development pattern of single family neighborhoods in Lenoir does not seem to be negatively impacted by the continued existence of setback encroachments; and

Whereas, a prohibition on re-building within existing building footprints when non-conforming single family homes are damaged negatively impacts neighborhoods by creating barriers to repair and renovation, potentially increasing the number of vacant and/or substandard houses and adding to the burden of minimum housing code enforcement; and

Whereas, the Lenoir Planning Board finds and declares that this ordinance and these amendments consistent with the City’s adopted Comprehensive Plan, which calls for sensible and straightforward zoning practices and the protection of the existing character of established residential areas; and

Whereas, the Lenoir City Council hereby finds and declares that this ordinance and these amendments are in the best interest of the public health, safety, and welfare; and

NOW, THEREFORE, LET IT BE ENACTED BY THE CITY COUNCIL OF THE CITY OF LENOIR, NORTH CAROLINA, AS FOLLOWS:

SECTION 1. Appendix A, Article VII, Section 704.1 of the Code of Ordinances, City of Lenoir, North Carolina, "Nonconforming Structures" is hereby amended to read as follows:

704.1 Nonconforming Structures - Nonconforming buildings or structures are declared by this ordinance to be incompatible with permitted uses in the districts involved. However, to avoid undue hardship, the lawful use of any building or structures at the time of the enactment of this ordinance or any applicable amendment thereof may be continued even though such structures does not conform with the provisions of this ordinance except that the nonconforming building or structure shall not be:

704.11 Replaced with the same or a similar building, after physical removal or relocation from the site upon which it was located when it became nonconforming;

704.12 Repaired, rebuilt, or altered after damage exceeding fifty (50%) percent of its tax value at the time of such damage. A permit for construction or repair, when legal, shall be issued no later than four (4) months after such damage occurred. However, existing single-family dwellings (excluding manufactured homes) may be repaired or rebuilt regardless of the extent of damage provided that the square-footage of the structure is not increased and the repaired/rebuilt structure maintains or reduces any encroachments into required building setbacks of the zoning district in which it is located. ~~that the dwelling complies with the setback distances of the zoning district in which it is located.~~ Permits for repair or reconstruction of a non-conforming single-family dwelling shall be issued no later than one year after damage occurred.

704.13 Enlarge or altered in a way which increases nonconformity.

Nothing in this section shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official. In addition, nothing in this ordinance shall prevent the owner from lawful occupancy or use of a nonconforming building which existed at the time of the adoption of this ordinance, or any applicable amendment thereof.

SECTION 2. SEVERABILITY. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

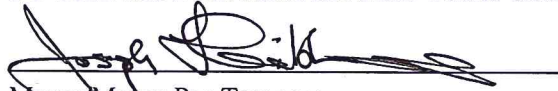
SECTION 3. CODIFICATION. The City Clerk shall cause the Code of Ordinances of Lenoir, North Carolina to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

SECTION 4. EFFECTIVE DATE. This ordinance takes effect upon adoption.

DONE, THE PUBLIC NOTICE, in a newspaper of general circulation in the City of Lenoir, North Carolina, by the City Clerk of the City of Lenoir, North Carolina, this 9th day of February and this 16th day of February, 2018.

DONE, THE PUBLIC HEARING, AND ENACTED ON FINAL PASSAGE, by an affirmative vote of the a majority of a quorum present of the City Council of the City of Lenoir, North Carolina, at a regular meeting, this 20th day of February, 2018.

BY THE MAYOR/MAYOR PRO TEMPORE OF THE CITY OF LENOIR, NORTH CAROLINA:


Mayor/Mayor Pro Tempore

ATTEST, BY THE CLERK OF THE CITY COUNCIL OF THE CITY OF LENOIR, NORTH CAROLINA:


City Clerk

CITY OF LENOIR, NC
CHARTERED
JANUARY 28, 1851

SEAL

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MINUTES

City Council Strategic Planning Meeting Blue Ridge Energy Corporate Office February 23, 2018 8:30 A.M.

Facilitator: Anthony Starr, Western Piedmont Council of Government.

Participants: Mayor Joseph Gibbons, Mayor Pro-Tem Ben Willis, T.J. Rohr, David Stevens, Todd Perdue, Crissy Thomas, Jonathan Beal, and Ike Perkins.

City Staff: City Manager, Scott Hildebran, City Clerk, Shirley Cannon, Finance Director, Donna Bean, Fire Chief, Ken Briscoe, Deputy Fire Chief (incoming Fire Chief) Ken Hair, Police Chief, Scott Brown, Economic Development Director, Kaylynn Horn, Public Information Officer, Joshua Harris, Planning Director, Jenny Wheelock, Public Utilities Director, Radford Thomas, Public Works Director, Charles Beck, incoming Public Works Director Jared Wright, Recreation Director, Kenny Story and Kyle Case, Main Street Coordinator. Customer Service Design Team Members in attendance were Daniel Clark, Zack Carter, Brent Phelps, Tim Sprouse and Chris Bumgarner.

Others in Attendance: Virginia Annable, *News-Topic*, and Jay Clapp, Ramey Kemp & Associates.

Call to Order

Mayor Gibbons welcomed everyone and stated this was a very important meeting for City Council since they would be establishing their upcoming priorities for 2018. Mayor Gibbons introduced Anthony Starr, Western Piedmont Council of Governments, Facilitator, of the Session. Mr. Starr reviewed the ground rules for the meeting and reviewed the agenda.

Customer Service Update

Zack Carter and Chris Bradshaw, co-leaders of the Customer Service Design Team, stated the City's Customer Service Program, which began in 2008, is an employee-driven program. They reviewed the City's eight customer service keys of personable, pro-active, effective communication, professionalism, timely & efficient, teamwork, equitable service and successful service delivery. Ongoing employee training sessions are held quarterly to reinforce the importance of the customer services keys to our operations.

The Team has implemented a program called "Everyday Heroes" as a way to recognize groups that may otherwise go unnoticed but are important to the operations of the City. The Team selects a group of employees who receive special recognition and a surprise visit with delivery of coffee, doughnuts, snacks, etc. They also highlighted several "thank you's" the City had received demonstrating excellent customer service. The Team has recently re-launched Team Talk, the employee newsletter, as a way information is shared with all employees. Mr. Carter mentioned the Golden Ticket award program whereby employees and/or Council may nominate an individual to receive a Golden Ticket for outstanding customer service.

Mr. Bradshaw stated Employee Appreciation Day (an event to thank city employees) was held at Bo's Entertainment last fall. The event was well attended and one of the most successful ever held.

It is the hope that the event can be held this year at Bo's as well. He also shared the Fire Department developed a callback survey program to measure their customer service. Staff made 464 call backs to customers receiving LFD service with 133 citizens participating in the survey. The department received ratings of 6.7 on a scale of 1 to 7. The Customer Service Team is exploring having another department participate in callback surveys in 2018.

Team member Joshua Harris reported the City is going to implement a Litter Sweep Campaign with the slogan "#LitterFreeLenoirNC". Tentative events dates are April 16 or April 23 and he encouraged employees to volunteer.

City Council asked about pocket guides that list all telephone numbers and contact information for Staff and inquired about additional customer service training for Council. Team members stated that would follow-up on both suggestions.

Mayor Gibbons commended the Design Team for the tremendous job they are doing and pointed out the program is continuing to grow with Council seeing the results of all their hard work.

On behalf of the Design Team, Mr. Carter and Mr. Bradshaw thanked City Council for all of their support.

Mission Statement & Vision Review

Mr. Starr requested City Council review the Mission and Vision Statement and suggest any revisions.

The mission of the City of Lenoir is:

- To serve our citizens and the community by providing a clean, safe, healthy, attractive living and business environment, through the efficient delivery of essential city services in a fiscally responsible manner.
- To identify, plan and act on opportunities for preserving and improving the quality of life of all of our citizens **and co-workers**.

The vision of the City of Lenoir is:

- We aspire to be the city of choice for ourselves and future generations- beautiful, clean and safe.

We will achieve our vision through:

- A healthy economy
- Strong businesses
- Vital neighborhoods
- A vibrant downtown
- Extensive recreational and cultural opportunities

We will preserve Lenoir's friendly, small town atmosphere and celebrate the diversity of our people.

We require a city government that is:

- Accessible **and engaged with the public**

- Accountable
- Efficient and **effective responsive**
- **Employer of choice**
- ~~Future oriented~~ **Forward thinking**
- Inclusive, Innovative, Collaborative
- Transparent
- Fiscally responsible
- With funding that is fair, affordable, and stable

All amendments approved are shown in **bold font** above. City Council also recommended publishing and posting the Mission/Vision Statement in Spanish.

State of the City Presentation – Mayor Gibbons/City Manager Hildebran

Mayor Gibbons and City Manager Hildebran reviewed a power point presentation “More in Lenoir” regarding the current state of the City.

City Manager Hildebran began by reviewing a list of new & expanded businesses that have recently opened in Lenoir and pointed out that Blue Ridge Energy has added a \$12.5 million new district office, Exela Pharma Sciences is in the process of completing a \$25 million expansion into the Old Expo Building and now has over 250 employees. Along with Exela, Woodgrain Millworks and Fairfield Chair have also completed expansions. Other expansions underway include Caldwell UNC Healthcare (\$23+ million) and an 85-room Hampton Inn & Suites. Mayor Gibbons highlighted Chick-fil-a and Golden Ticket Cinemas were two of the most requested new amenities to arrive.

Mr. Hildebran shared that 14 downtown properties have been sold and new residential construction includes the recently completed 50-unit Arbor Glen Senior Housing Complex. Approved residential construction includes Crescent Pointe at Greenhaven, which is a 60-unit senior housing complex.

Mayor Gibbons shared downtown accomplishments that include Moving Lenoir to 2nd Floor, the successful Branding Campaign “Together We Create”, Pop-out Dining, Wi-Fi and the new Duke Energy Charging Station. City Manager Hildebran related that Mayor Gibbons led efforts in raising \$125,000 for lighting at Walker Stadium and noted the City was also involved with the relocation and renovation of the Historic Rankin House which is home to Communities in Schools.

Other projects include the Lenoir Greenway, Rails to Trails Project (OVNHT) which calls for 330 miles of rail through four states. Part of the trail through Lenoir will follow an abandoned railroad along which the City’s Fairfield South Project known as “Funky Town”.

Infrastructure projects include the Clean Water Management Trust Fund (CWMTF) Conservation Easement on the Zacks Fork Property, two (2) new County EMS stations located in Valmead & Wilkesboro Boulevard and the Water Treatment Plant Improvements Projects, an \$11 million project which includes two (2) new filters, Active Flow System, and guaranteed 12 million gallons per day (MGD) service. Also, a new \$5 million project that includes a chemical storage facility with piping and control systems is almost completed.

Other infrastructure projects completed or underway include the Biosolids Project at Lower Creek WWTP, Renovation Project at Gunpowder Creek WWTP, Fire Station #3 in Lower Creek,

Mulberry Optimist Park Renovation, J.E. Broyhill Park Improvements Project, Hospital Avenue Sidewalk Project, and North Main Street Small Area Plan.

Mr. Hildebran commented that furniture is still strong in Lenoir and reviewed a list of the City's largest taxpayers. Caldwell County also moved to a Tier 2 economic status in state rankings and unemployment in the County is currently at 4.5%. The median income grew by 2.5% which will assist with growth. Future challenges are as follows:

- Vacant/Dilapidated Housing
- Market Rate Housing-New Stock of Single and Multi-Family
- Infrastructure- Repair/Replacement
- Retaining/Recruiting Youth and Millennials
- Changing Perception

City Council comments were very positive on all the activities that are underway and suggested sharing this update with the community.

Facilitated Discussion; Session 1 2017 Council Budget Priorities & Completed Activities

Mr. Hildebran reviewed the 2017 City Council Priorities as well 2017 Completed Activities.

2017 City Council Priorities

- 1) Housing
- 2) Economic Development
- 3) Employee Compensation
- 4) Staffing
- 5) Healthy Infrastructure
- 6) North Main Area Plan
- 7) Fairfield South Area Plan
- 8) US 321 Beautification Plan
- 9) Reduce unnecessary spending
- 10) Assess viability of Sister Cities

2017 Completed Activities

- Bost Lumber Sewer Replacement (Steele Street to College Avenue)
- LPD Security Fencing Project
- Public Engagement - community meetings & transparency
- Electric Vehicle Charging Stations
- Walker Stadium
- Downtown Main Street Revitalization
- Additional Staffing - Main Street Coordinator
- Downtown Branding Campaign
- Rankin House
- Downtown WI-FI Improvements (provided by Google)
- Gigabit Access - Downtown Business District
- Technology Utilization:
- Website Upgrade
- Streaming Council Meetings (Live and/or On-Demand)
- Electronic Payments

- Electronic Newsletter Re-launch
- Everbridge City Alerts (Mass Communications System)
- City IT Improvements
- Caldwell Heritage Museum – Landscaping/Signage
- UTV's Purchased (Police and Fire)

Mr. Starr asked Council to comment on the 2017 priorities and accomplishments.

Comments

- Salaries-more difficult, if any savings will apply towards compensation (Retain Staff in Fire and Police)
- Address issue of millennials
- Street Paving
- Infrastructure – discussion re: bond issue dedicated to infrastructure, educate public-let them decide, have detailed plan. Mr. Hildebran will review process and report back to Council.
- Issue of Security
- Fairfield South – sculptures
- Sister Cities – program was started years ago-now can use social media to develop relationships

Mr. Starr asked Council what issues/projects from 2017 stand out to you?

- Employee Compensation
- Housing/Code Violations
- Market Rate Housing
- Employee Retention (esp. Police & Fire)
- Infrastructure
- Marketing assets
- Street Paving
- Community Engagement
- Payment Processing –make online payment process more streamlined
- IT upgrades

Council further discussed addressing aging infrastructure and paving needs and mentioned building a documented list of these needs. Mr. Starr then asked City Council to identify what items should be continued in 2018-2019.

Items to be Continued as 2018-2019 Priorities by Rank

	Votes
Employee Compensation	7
Housing/Code Enforcement	3
Market rate housing	2
Housing	6
Employee Retention (esp. Police & Fire)	2
Infrastructure	7
Marketing Assets	1
Street paving	5

22	
Community Engagement	3
Payment Processing	1
IT upgrades	-

Facilitated Discussion; Session 2 Downtown Traffic Study; Preliminary Data

Mr. Jay Clapp, Ramey Kemp & Associates, reviewed a power point of the proposed conversion of traffic flow from one-way to two-way of Main Street and West Avenue. (A copy of the power point is attached to these minutes as information).

Council discussed the cost of the project along with the pros and cons. Mr. Clapp displayed a map of the thirteen intersections on Harper & West Avenue and the existing traffic volume. Deputy Fire Chief Ken Hair pointed out the project design could create issues for the Fire Department because the trucks take up all the lanes when responding to an emergency call.

Mr. Starr asked Council for their comments regarding the proposed two-way traffic conversion.

Downtown Traffic Study Issues

- Cost is a concern
- Impact on emergency services
- Possible reduction of parking
- Outside dining impacts/opportunities
- Traffic circles accommodating Fire Department
- Harper/Ridge/Norwood Intersection
- Feel strongly that we do this
- How it works with walkability and bike use
- Citizen education has to be spot on

It was noted the proposal needs to include alternatives for the Fire Department.

Facilitated Discussion; Session 3 Bike Plan Review

Planning Director Jenny Wheelock presented a summary report of the proposed Bike Plan. (A copy of the Bike Plan is available online at www.cityoflenoir.com).

Director Wheelock pointed out the City received a NCDOT Bicycle and Pedestrian Transportation Division Planning Grant with a 15% City match in March 2016. The Steering Committee has held four public meetings and two public “open house” meetings plus conducted an online survey. Recommendations for a combination of three types of facilities include: 1) shared w/motor vehicle traffic; 2) dedicated facilities (bike lanes-conventional, separated, buffered) and; 3) shared w/pedestrians (greenway/multi-use paths/side paths).

Next, Director Wheelock presented a list of Priority Projects including Map ID, Street, Start, End, Type, Implementation, Length, and cost estimate. The top six (6) Priority Projects are:

- | | | |
|-------------------|------------------------------|------------------------------|
| 1) Harper Avenue | 2) Google Connector, Phase 1 | 3) Google Connector, Phase 2 |
| 4) Pennton Avenue | 5) College Avenue | 6) West Avenue |

Director Wheelock emphasized the modification to street design to accommodate two-way traffic should consider inclusion of bicycle facilities. She reported the Planning Board will review the

plan at their February 26 meeting and this item will be on the City Council agenda for consideration of approval at the March 20 meeting.

Bike Plan Comments

- Pennton Avenue is the top priority (cost/benefit is huge)
- Intersection at White Tire is safety issue (Pennton/Harper Intersection)
- Is Harper right-of-way wide enough for bike lanes if made a two-way street
- Impact/Integration with two-way traffic study
- Need creative funding solutions

Note: Pennton Avenue seemed to be the consensus for the top priority.

In addition, Public Works Director Beck stated Public Works Staff could do some of the work to make the project more cost effective should the project move forward.

Facilitated Discussion; Session 4

Mr. Starr asked City Manager Hildebran to review the potential list of priorities for City Council to consider in the 2018-2019 Budget process.

Mr. Starr asked Council what new items/issues should be included as priorities for 2018-2019. Following discussion, the list is as follows:

<u>New Items/Issues/Priorities by Rank</u>	<u>Votes</u>
Neighborhood Branding Signage	5
City facilities upkeep/maintenance	3
Diversity on boards/staff (race, age, income)	2
Giving people reasons to stop and spend money in our town	-
Public engagement (neighborhood meetings & walk/think)	3
City Hall rehab depending on expense	1
Address major visibility issues (Smith Crossroads, mall, etc.)	3
Downtown/Main Street revitalization	-
Work on commercial blight (city-wide & downtown)	5
Inner City improvements around the downtown	1
Sidewalk improvements & expansion	1

General Comments at conclusion of meeting

- Established ongoing and continued projects & identified new issues. Good session, next step is funding. Staff came up with ideas on how to grow. Lot of great projects for 2018-making a lot of progress.
- Impressive on what Staff has accomplished-followed through on Council's priorities list-proud of Staff.
- Appreciate Staff-makes a good impact-able to see where we are and where we are going. Take care of employees first. Communication to community is more effective-proud of Staff.
- Appreciate all the information & seeing how things are. Amazing what employees can get done.
- Most impressive on how we come together in sync-all in effort. A lot needs to be done, but we have the best people who save the City money. Keep utilizing what we have-we value what we have and it's good to be part of a plan.

- Public Works has an attitude that “we can do it”- the department has saved money. Also, I feel like we don’t have to go outside for personnel replacements.
- Our priority has shifted from being all about economic development, but the bike lanes, sidewalks, etc. will encouraged more economic development.

Councilman Rohr asked to see the City’s previous priority lists from the past five to ten years.

Mayor Gibbons commented the City is so much better now, but asked how does Council advance these new priorities?

City Manager Hildebran stated that all issues are important and he will compile a list of the top items to share with Council. (A 2018 Priorities List is attached to these minutes as information).

Wrap-up & Adjourn:

Mr. Starr thanked City Council for the opportunity to preside over the meeting and also commended them for their great working relationship and comradery.

Mayor Gibbons thanked Mr. Starr for the great partnership between the City and the WPCOG and commented it was great to have such an outstanding organization the City can call on.

There being no further business, the meeting was adjourned at 2:05 p.m.

Attachments

Power Point (Ramey Kemp & Associates)

2018 Priorities List

Conversion of Traffic Flow from One-Way to Two-Way

Presented By



**RAMEY KEMP
&
ASSOCIATES**

February 22, 2018

Pros and Cons

Pros:

- + **Reduced traffic speeds**
- + **Increased visibility and access to businesses**
- + **Safer for pedestrians**

Cons:

- **Increased congestion**
- **Reduction of on-street parking**
- **Could be costly**



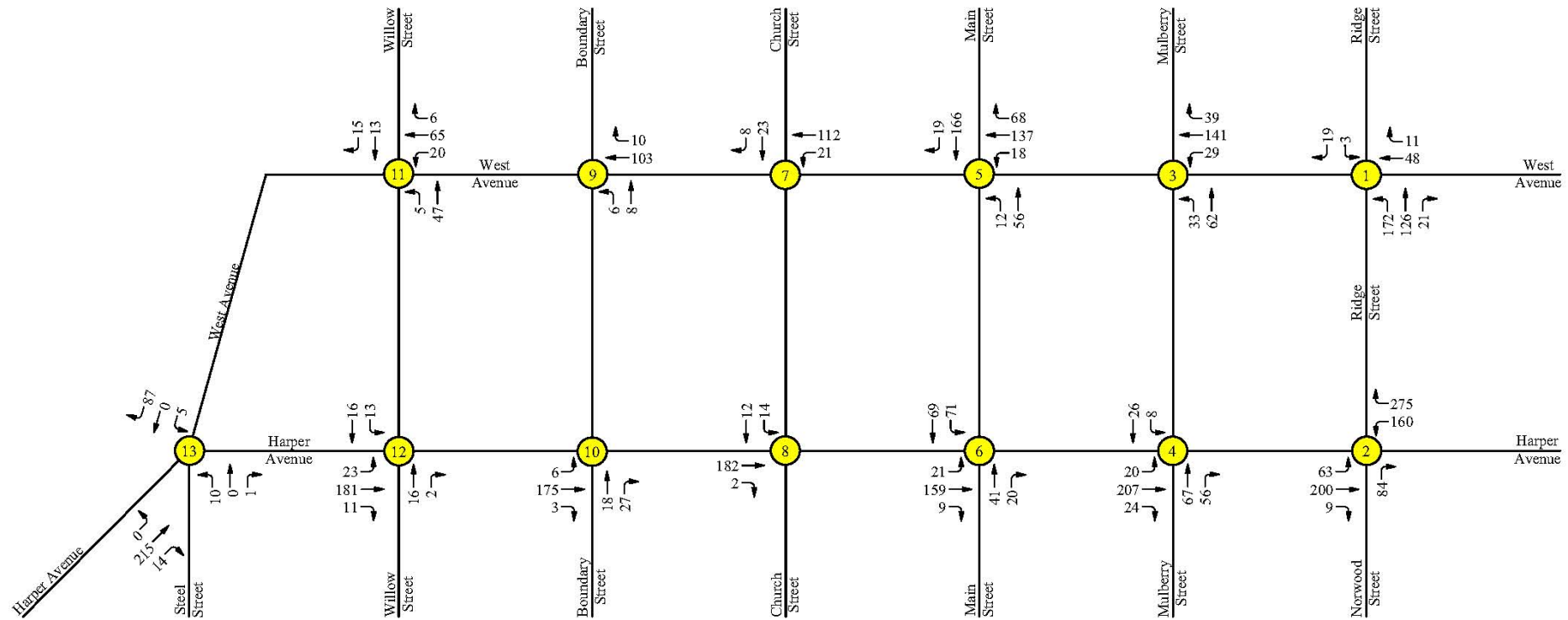
Harper Avenue / West Avenue
Two-Way Conversion Study
Lenoir, NC

Site Location Map

Scale: Not to Scale

Figure



**LEGEND**

Signalized Intersection

X Peak Hour Traffic



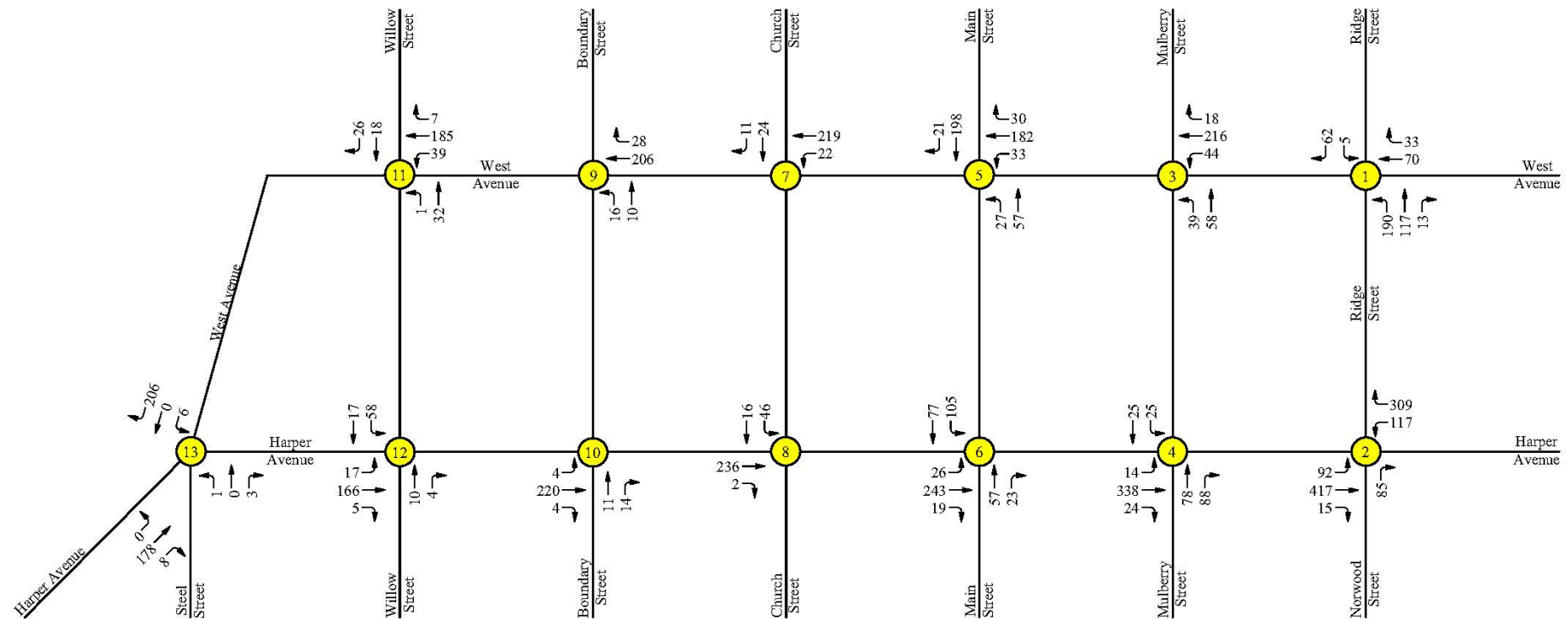
*Harper Avenue / West Avenue
Two-Way Conversion Study
Lenoir, NC*

*Existing Traffic Volumes
[AM Peak Hour]*

Scale: Not to Scale

Figure



**LEGEND**

 Signalized Intersection

X Peak Hour Traffic



*Harper Avenue / West Avenue
Two-Way Conversion Study
Lenoir, NC*

*Existing Traffic Volumes
[PM Peak Hour]*

Scale: Not to Scale

Figure



Next Steps

- ◇ Complete traffic analysis for existing one-way traffic flow pattern
- ◇ Estimate traffic diversion and adjust traffic patterns
- ◇ Complete traffic analysis for proposed two-way traffic flow pattern
- ◇ Prepare conceptual design illustrating the conversion
- ◇ Develop an opinion of probable cost for conversion

2018 Council Budget Priorities

1. Employee Compensation:

- Continue efforts to offer competitive compensation and benefits for employee recruitment and retention

2. Healthy Infrastructure:

- Street Paving
- Downtown Traffic Study
- Bike Plan (Pennton Avenue)
- Maintain City Facilities
- Water/Sewer Improvements
- Stormwater
- City Hall
- Fire Station #3
- Sidewalks/Greenway/OVT (also downtown sidewalks)
- Optimist Park/Mulberry Improvements/JE Broyhill Park Improvements
- Information Technology

3. Housing:

- Minimum Housing Enforcement
- Pursue Market Rate Housing
- Market City-owned Properties to Sell
- Encourage Downtown Living (Moving Lenoir to the 2nd Floor)
- Communicate building “spec” homes in shovel-ready areas such as Hibriten Mountain, Stonecroft, Huntington Woods & Summerhill
- Work with WPCOG Vacant & Substandard Housing Task Force

4. US 321 Beautification

- Neighborhood Branding Signage
- Work on Commercial Blight (city-wide & downtown)
- Address Major Visibility Issues (Smith Crossroad, Old Mall, etc.)
- Implement North Main Area Plan & Fairfield South Plan

5. Public Engagement

- Neighborhood Meetings
- Walk-through's
- State of the City Presentations

6. Economic Development:

- Explore what other local governments are doing with public/private partnerships
- Maintain Healthy Infrastructure
- Continue Work with EDC
- Market Quality of Life Amenities (Greenway, OVT, Bike Plan, etc.)

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Approval of purchase of a 0.316861 acre lot (NCPIN 2749440199, Parcel ID 06-43-3-11) located on Virginia Street owned by the Mrs. Clyde Miller Heirs for \$10,800.

II. Background Information:

The City owns a 14.79 acre tract which surrounds the Miller property. The acquisition of the 0.316861 acre lot would make the city property more marketable. A tentative agreement has been reached with the Miller Heirs to purchase the property for \$10,800, the current tax value, subject to the approval of City Council.

A tax map of both the Miller property and City property are enclosed for your information.

III. Staff Recommendation:

Recommend approval of purchase of a 0.316861 acre lot located on Virginia Street owned by Mrs. Clyde Miller Heirs for \$10,800.

IV. Reviewed By:

City Attorney:

City Manager:

CALDWELL COUNTY, NC 2/21/2018 8:41:50 AM

MILLER CLYDE MRS HRS C/O MARK A MILLER Return/Appeal Notes: 06- 43 - 3- 11
 VIRGINIA ST UNIQ ID 229230
 12543 ID NO: 2749.14 44 0199

Reval Year: 2013 Tax Year: 2018 COUNTY (100) CARD NO. 1 of 1
 BK 1694 PG 1771 YR 08/BK 1931 PG 1099 YR 17 93.000 FF SRC=
 Appraised by 80 on 06/29/2009 00031 NEIGHBORHOOD TW-06 C-01 EX- AT- LAST ACTION 20171207

CONSTRUCTION DETAIL		MARKET VALUE							DEPRECIATION			CORRELATION OF VALUE																																							
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BUILDING ADJUSTMENTS	01	00							% GOOD			DEPR. BUILDING VALUE - CARD 0																																							
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Owner: MILLER CLYDE 33

BK 1931 PG 1099 - 1103 (5)

This document presented and filed:
12/01/2017 08:17:28 AM

Fee \$26.00 Excise Tax: \$134.00

Caldwell County North Carolina
Wayne L. Rash, Register of Deeds

Redmond Dill v

SPECIAL WARRANTY DEED

Excise Tax: \$134.00

Tax Parcel ID Nos. 04-9W1-29-57A, 06-254-1-9, 06-43-3-11, 06-237-1-13, 06-243-1-7, 06-269-1-9,
06-260-1-7, 06-35-4-2 and 06-258-1-7

Mail/Box to: Grantee

This instrument was prepared by: Wilson, Lackey & Rohr, P.C., 606 College Avenue, SW, Lenoir, NC
28645

Brief description for the Index:

THIS DEED, made this the 28 day of November, 2017, by and between**GRANTOR:** CALDWELL HOSPICE AND PALLIATIVE CARE, INC.,
A North Carolina Non-Profit Corporation
902 Kirkwood Street
Lenoir, NC 28645; andBURKE HOSPICE AND PALLIATIVE CARE, INC.,
A North Carolina Non-Profit Corporation
1721 Enon Road
Valdese, NC 28690**GRANTEE:** KARLA OLIVIA MILLER, ELAINE RUDISILL ANDERS and
CHARLES ALAN RUDISILL, as tenants in common each with
a one-third (1/3) undivided interest
414 Mountain View Street, Lenoir, NC 28645**WITNESSETH:**For valuable consideration from Grantee to Grantor, the receipt and sufficiency of which is hereby
acknowledged, Grantor hereby gives, grants, bargains, sells and conveys unto Grantee in fee simple, subject to
the Exceptions and Reservations hereinafter provided, if any, all of Grantor's interest in and to the following
described property located in the City of _____, _____ Township, County of Caldwell, State
of North Carolina, more particularly described as follows:

See attached Exhibit A.

The drafter of this document has not searched the title to subject property and has given no opinion as
to the status of title.

All or a portion of the property herein conveyed does not include the primary residence of a Grantor.

Said property having been previously conveyed to Grantor by instrument(s) recorded in Book 1694, Page 177 Caldwell County Registry.

TO HAVE AND TO HOLD unto Grantee, together with all privileges and appurtenances thereunto belonging, i fee simple, subject to the Exceptions and Reservations hereinafter and hereinabove provided, if any.

And Grantor hereby warrants that Grantor has done nothing to impair the title as received by Grantor and that Grantor will forever warrant and defend the title against the lawful claims of all persons claiming by, through or under Grantor.

This conveyance is made subject to the following Exceptions and Reservations:

All references to Grantor and Grantee as used herein shall include the parties as well as their heirs, successor and assigns, and shall include the singular, plural, masculine, feminine or neuter as required by context.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above writer

CALDWELL HOSPICE AND PALLIATIVE CARE, INC.

By: Cathy L Swanson

BURKE HOSPICE AND PALLIATIVE CARE, INC.

By: Aaron Housh
Aaron Housh, Chief Executive Officer

SEAL

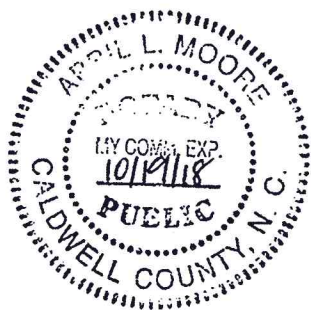
STATE OF NORTH CAROLINA
COUNTY OF CALDWELL

I, the undersigned, a Notary Public of the County and State aforesaid, certify that Cathy Swanson personally came before me this day and acknowledged that s(he) is Chief Executive Officer of CALDWELL HOSPICE AND PALLIATIVE CARE, INC., a North Carolina corporation, and that s(he), being authorized to do so, executed the foregoing on behalf of the corporation. Witness my hand and official stamp or seal, this the 28 day of November, 2017.

April L. Moore
NOTARY PUBLIC SIGNATURE

April L. Moore
NOTARY PUBLIC PRINTED NAME

My Commission Expires: 10/19/18



SEAL

STATE OF NORTH CAROLINA
COUNTY OF BURKE

I, the undersigned, a Notary Public of the County and State aforesaid, certify that Aaron Housh personally came before me this day and acknowledged that s(he) is Chief Executive Officer of BURKE HOSPICE AND PALLIATIVE CARE, INC., a North Carolina corporation, and that s(he), being authorized to do so, executed the foregoing on behalf of the corporation. Witness my hand and official stamp or seal this the 28 day of November, 2017.

KIMBERLY REED
Notary Public
Burke County, NC

Kimberly Reed
NOTARY PUBLIC SIGNATURE

Kimberly Reed
NOTARY PUBLIC PRINTED NAME

My Commission Expires: 2/1/2019

EXHIBIT A

Being all interest owned by Caldwell Hospice and Palliative Care, Inc. and Burke Hospice and Palliative Care, Inc. in the property described as follows:

TRACT 1: BEING all of Caldwell County Tax Parcel ID 04-9W1-29-57A containing approximately 5.75 acres more or less.

TRACT 2: Designed as "Lot No. 1" and described as follows: BEGINNING on an iron stake in the West edge of the Calico Road, at the intersection of a 30 foot proposed Street, and runs with the South edge of said Street, North 87° West 209 feet to an iron stake; thence South 104.5 feet to an iron stake, a new corner; thence a new line and parallel to said Street, passing through the center of a well South 87° East 209 feet to an iron stake, a new corner, in the West edge of the Calico Public Road; thence with the West margin of said road North 104.5 feet to the beginning, containing ½ ACRE, more or less, and including a one-half interest in well located on the line of this lot and the other lot designated as "Lot No. 2".

Being the same property conveyed by W. B. Annas and Elizabeth Annas to L. P. Miller by deed recorded in Deed Book 250, at Page 226, Caldwell County Registry. Being Tax Parcel ID #06-254-1-9.

TRACT 3: Beginning at a stake in the East boundary of Virginia Avenue, the South West corner of the A. L. Mallard lot; thence North 89 ½° East with the line of said Lot, 150.2 feet to a stake; thence the South east corner of the Mallard Lot; thence South 1/4-degree East 93 feet to a stake at the fence; thence South 89 ½° West with said fence 150.2 feet to a stake in the East margin of said Virginia Avenue; thence North ½ degree West with the line of said avenue 93 feet to the beginning.

Being the same property conveyed by J. A. Sigmon to Julia Clyde Sigmon Miller by deed recorded in Deed Book 103, at Page 529, Caldwell County Registry. Being Tax Parcel ID #06-43-3-11.

TRACT 4: BEGINNING AT A point in the center of the Lenoir and Morganton highway, a new corner, in Bush's line and said point being North 45° East 163 feet from the center of the creek and in the center of said Highway, Bush's original corner and runs a new line North 31° 45' West 137.8 feet to an iron stake, a new corner, 10 feet from Bush's line and fence; thence a new line and parallel to said Bush's line South 48° 30' West (present bearing) 76 feet to a point in the center of the creek, a new corner; thence with the center of said creek and Bush's line general bearing South 3° East 182.5 feet to a point in the center of said creek under the bridge, Bush's corner; thence with the center of said highway and Bush's line North 45° East 163 feet to the beginning, containing 16,455 square feet more, or less.

Being the same property conveyed by Owen J. Bush, Margaret Elizabeth Bush and Gertrude Bush to Mrs. Minnie Bell Clark by deed recorded in Deed Book 251, at Page 146, Caldwell County Registry. Being Tax Parcel ID #06-237-1-13.

TRACT 5: BEGINNING on an iron stake in J. C. Hollars line at the South edge of farm road and wit said road South 65 West 8 poles to a stake in said road; thence with Farm road North 98 West 5.3/4 poles to a stake on the South side of said road; thence a new line South 50 West 25.1/4 poles to a stake in the center of a branch, Greene and Coffey's line; thence with said line and center of branch general bearings South 65 East 31 poles to a stake in center of Lower Creek, Greene and Coffey's corner; thence up and with center of said creek North 20 East 29.1/2 poles to a stake in center of said creek; thence North 60 West 5 poles to the South edge of farm road, the beginning. Containing 4 acres, more or less.

The present location of said farm road is to remain open for use of adjoining land owners from Lower Creek to State Highway no. 18.

BEGINNING on a stake in center of Lower Creek at Tuttle and Greene's corner; thence North 68° West with the old line 140 ft. to a stake in new corner; thence a new line South 30° West 77 ft. to a stake, a new corner; thence South 60 East 190 ft. to a stake in center of Lower Creek; thence up and with center of said creek North 10° East 108 ft. to the beginning. Containing 3/8 of a acre, more or less.

Being the same property conveyed by M. F. Greene to L. P. Miller by deed recorded in Deed Book 265, at Page 337, Caldwell County Registry. Being Tax Parcel ID #06-243-1-7.

TRACT 6: BEGINNING on a stake in a gully and in the old Tuttle line and runs S. 3 ½° E. 135 P to a stake - pine, Jack Branch's corner; then with his line N. 89° W. 21 P to a stake, Oscar Martin's corner; then Northward in the lines of Martin, Coffey, Wilson and Hartland Baptist Church 60 P to the Northeast corner of the Church lot; then with the line of the Church lot West 18 P to the center of the Highway; then with the center of it W. 3° E. 81 P to a st. in Claud Setzer's line at the old pole bridge; then with Setzer's line and a gully S. 36° E. 3 P. S. 60 E. 7 2/3 P and East 13 2/3 P to the new beginning containing 20 A., more or less.

Being the same property conveyed by J. S. Silvers and wife, Ollie Silver to L. P. Miller by deed recorded in Deed Book 218, at Page 318, Caldwell County Registry. Being Tax Parcel ID #06-260-1-9.

TRACT 7: Beginning on a stone in the Morganton & Lenoir road near the store house & runs N. 40° E. with the old road 36 poles to a stake, R. C. Clarke's corner, (now Jones') thence S. 46° E. with Jones' line 58 poles to a stake his corner in the Old Tomlyn line; thence S. 3° W. with said old line to Powell's corner, then with his line and Arney's line S. 86° W. 1085 ft. to Arney's corner near the shop; then with the line of the Mag. Braitol lot N. 31° E. 17 poles to a stone; then N-W. 16 poles to a stake in the Morganton & Lenoir road in R. M. Courtney's line, thence with said road to the beginning, containing about 20 acres.

Being the same property conveyed by Lelia J. Tuttle to Mary T. Sigmon by deed recorded in Deed Book 138 at Page 564, Caldwell County Registry. Being Tax Parcel ID #06-260-1-7.

TRACT 8: BEGINNING on a stake Mrs. Campbell's N. E. corner in margin of Mulberry Street and runs S. 27° E. 50 ft. with the margin of said street to the old Swanson corner; then with the Swanson line S. 60° W. 150 ft. to a stake in Martin's line; then with Martin's line N. 27° W. 50 ft. to a stake Mrs. Campbell's corner; then with her line N. 60° E. 150 ft. to the beginning, containing 7500 sq. feet more or less.

Being the same property conveyed by S. B. McCall and Annie McCall to Mrs. Clyde Miller by deed recorded in Deed Book 190, at Page 329, Caldwell County Registry. Being Tax Parcel ID #06-35-4-2.

TRACT 9: BEING all that property described as Caldwell County Tax Parcel ID 06-258-1-7 located on Rudisill Drive and containing approximately 0.640575 acres more or less.

See Last Will and Testament of Ben Sigmon Miller in the Estate of Ben Sigmon Miller in the Office of Superior Court for Burke County, Estate File #07-E-605.



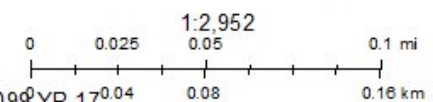
This map is NOT of land survey quality and is NOT suitable for such use.

Owner MILLER CLYDE MRS HRS
C/O MARKA MILLER
3772 HARTLAND RD
MORGANTON, NC 28655

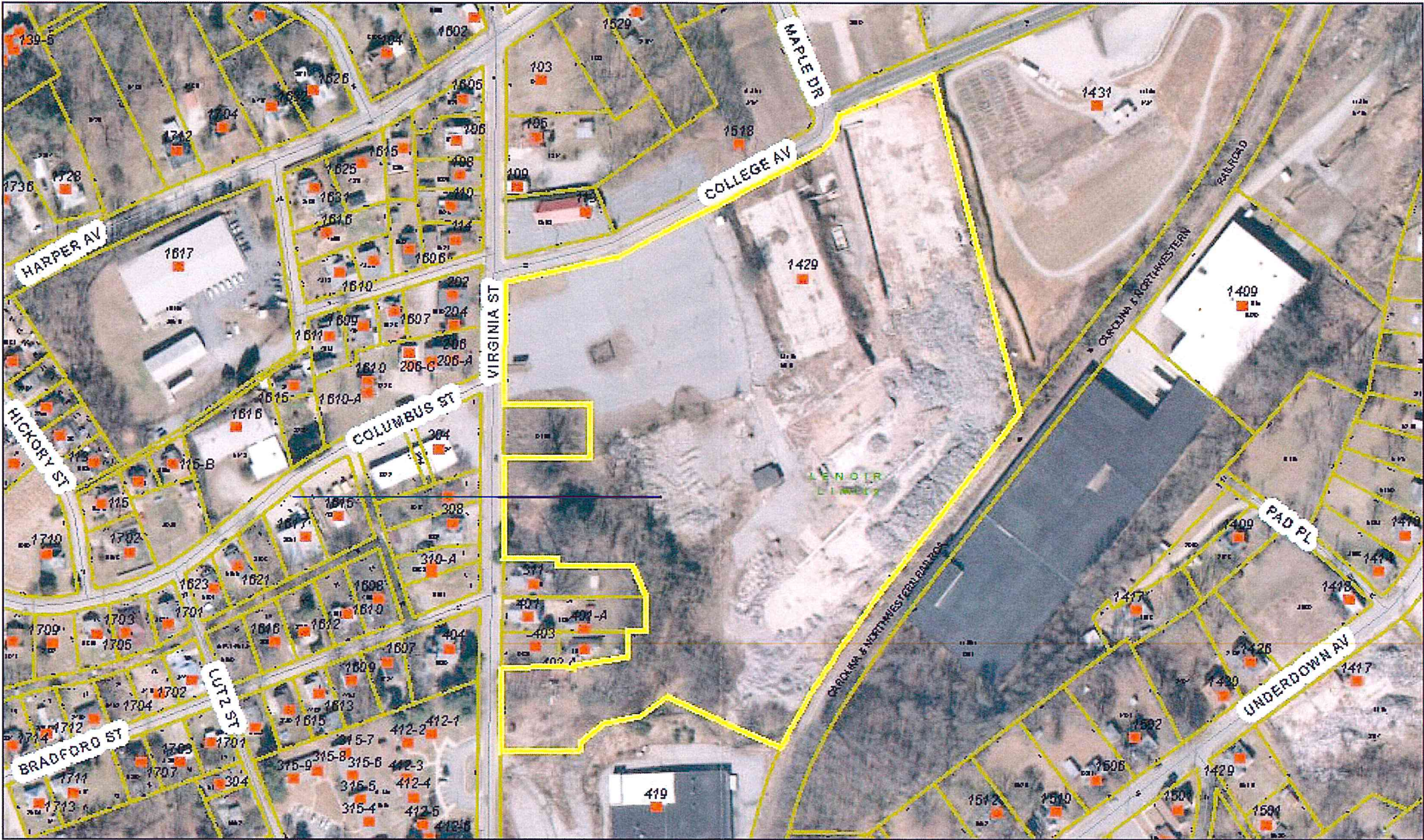
Acct Number 12543
Parcel ID 06 43 3 11
NCPIN 2749440199

Deferred Val \$0
Assessed Val \$10,800
Calc Acreage 0.316861
Land Units 93 (FF)
Legal Desc BK 1694 PG 1771 YR 08/BK 1931 PG 1099 YR 17
Plat Ref /
Property Addr 0 VIRGINIA ST

Caldwell County



March 1, 2018



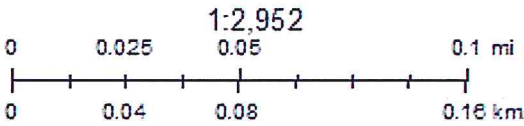
This map is NOT of land survey quality and is NOT suitable for such use.

Owner CITY OF LENOIR
PO BOX 958
LENOIR, NC 28645

Acct Number 123341
Parcel ID 06 43 3 3
NCPIN 2749445311

Deferred Val \$0
Assessed Val \$88,100
Calc Acreage 14.79
Land Units 1 (LT)
Legal Desc BK 1841 PG 1083 YR 2014 ST 80.00
Plat Ref /
Property Addr 1429 COLLEGE AV

Caldwell County



February 19, 2018

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Approval of a Pay/Classification Plan Amendment to establish an Assistant Fire Chief - Prevention position and an Assistant Fire Chief - Logistics position.

II. Background Information:

Pursuant to our Personnel Policy, City Council is responsible for establishing and approving the position classification and pay plan for the city. As discussed at our February 27th Committee of the Whole meeting, newly appointed Fire Chief Ken Hair, based on his evaluation of staffing and future organizational needs, has requested Council consideration of two (2) position changes within the structure of the department.

To provide additional oversight and focus on departmental operations for both fire prevention and logistics, staff recommends reclassifying the Battalion Chief/Fire Marshal position to Assistant Fire Chief - Prevention position and creating a new Assistant Fire Chief - Logistics position.

The Assistant Chief – Prevention would be responsible for performing management and supervisory duties in support of the department's fire prevention activities, including fire inspections, investigations, plan review, fire education efforts, etc. and serves as the City Fire Marshal.

The Assistant Chief – Logistics would be responsible for consolidating the functions of fixed facility and motor fleet maintenance, equipment and supply allocation, in addition to procurement and research to facilitate efficient and effective utilization of department resources. This position would also be responsible for the department's training coordination.

Both positions would be classified at Salary Grade 29 in our Pay Schedule. All changes would be made within existing department salary/compensation allowances.

Both jobs descriptions are attached for your information.

III. Staff Recommendation:

Recommend approval Pay/Classification Plan Amendment for establishing an Assistant Fire Chief - Prevention position and an Assistant Fire Chief - Logistics position.

IV. Reviewed By:

City Manager:

Fire Chief:

Finance Director/HR:

JOB TITLE: Assistant Chief – Prevention

FD/29

DEPARTMENT: Fire, City of Lenoir

JOB SUMMARY: This position is responsible for performing management and supervisory duties in support of the department's fire prevention activities.

MAJOR DUTIES:

- o Manages the development and implementation of goals, objectives, policies, and priorities for all fire prevention programs; analyzes performance measurements.
- o Assumes management responsibility for assigned services and activities of the Fire Prevention Bureau including fire inspections, fire investigations, plan reviews, and fire education efforts.
- o Remains current concerning changes in fire protection, building and fire codes, NFPA standards, and other regulations.
- o Attends schools, seminars, meetings and conventions.
- o Coordinates, monitors, and evaluates the work of assigned personnel; organizes work activities, projects and programs; oversees selection process for new personnel.
- o Assists in the development of the department's budget.
- o Coordinates with Deputy Chief and Fire Chief to develop and administer standard operating procedures.
- o Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to department programs, policies, and procedures.
- o Responds to and resolves citizen inquiries and complaints.
- o Evaluates alternate methods of design for major construction projects and fire protection systems.
- o Interprets appropriate application of various building and fire codes as it relates to construction projects and the appeals process.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Assistant Chief – Prevention, Fire
Page 2

- o Knowledge of fire prevention standards, practices, strategies, tactics, and equipment.
- o Knowledge of management and supervisory techniques and practices.
- o Knowledge of local, state and federal fire codes and of the principles and practices of fire code enforcement.
- o Knowledge of fire investigation practices and associated laws.
- o Knowledge of city and departmental rules, regulations, policies, and procedures.
- o Skill in oral and written communication.
- o Skill in management and supervision of personnel.
- o Skill in budgeting.
- o Skill in interpersonal relations and problem solving.

SUPERVISORY CONTROLS: The Fire Chief assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include National Fire Protection Association Standards, OSHA regulations, environmental laws and regulations, department policies and procedures, and local and state fire and building codes. These guidelines require interpretation, judgment, and selection in application. This position assists in the development of department guidelines.

COMPLEXITY: The work consists of varied administrative and supervisory duties. Frequent changes in fire codes and relevant guidelines contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the fire prevention activities of the Fire Department. Successful performance contributes to the safety of life and property.

PERSONAL CONTACTS: Contacts are typically with Fire Department personnel, vendors, representatives of state and federal regulatory agencies, the general public, members of the business community, and city and state officials.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, plan and provide services, and motivate/supervise personnel.

Assistant Chief – Prevention, Fire
Page 3

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light objects, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: Work is primarily performed in an office, fire station, and construction and building sites, where the employee may be exposed to inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The position has direct supervision over all prevention and fire code enforcement activities for the department.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to position of High School Diploma. An Associate's Degree in a course of study related to the occupational field is strongly preferred.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the National Fire Protection Association and the North Carolina Fire and Rescue Commission.
- o Meet current requirements set forth by the National Fire Protection Association as a Certified Firefighter, Fire Officer Level I and would require Fire Officer Level II within 12 months of appointment.
- o Meet current requirements set for by the North Carolina Code Officials as a Certified Fire Inspector Level I and would require Fire inspector Level II within 24 months and Fire Inspector Level III within 36 months of appointment.

JOB TITLE: Assistant Fire Chief – Logistics, Fire

FD/29

DEPARTMENT: Fire, City of Lenoir

JOB SUMMARY: This position is responsible for consolidating the functions of fixed facility and motor fleet maintenance, equipment and supply allocation; in addition to procurement and research to facilitate efficient and effective utilization of Lenoir Fire Department resources. This position is also responsible for the department's training and fire education programs coordination.

MAJOR DUTIES:

- o Performs the duties of the Deputy Fire Chief in his or her absence.
- o Manages the facilities upkeep coordination. Work closely with station officers and Public Works department for the repairs and maintenance of the Fire Department's facilities.
- o Manages the fleet upkeep coordination. Work with the City's Fleet Management Department, station officers, and outside contractors to maintain the Fire Department's fleet of vehicles. This includes preventive maintenance, repairs and refurbishment, in addition to annual testing of fire pumps and ladders.
- o Manages equipment and supply allocation. Administer the inventory and supply distribution network to meet daily and mission critical needs of the Fire Department including office and janitorial supplies, station furnishings, fire tools and equipment, yard maintenance equipment, emergency medical supplies, fitness equipment, uniform, and protective equipment.
- o Manages research and procurement. Strive for incremental improvement and effectiveness of the department's logistical resources through a commitment to research and study in the areas of protective equipment, new fire apparatus, janitorial supplies, station wear, fleet maintenance and facility upkeep.
- o Coordinates training activities with other Chief officers in order to provide an effective management team.
- o Provide administrative and practical support for the Department's overall day-to-day operations.
- o Attends schools, seminars, meetings and conventions.
- o Provides assistance to on-duty Battalion Chief(s) during their shift, including being on-call after hours at times.

Assistant Fire Chief – Logistics, Fire
Page 2

- o Make recommendations for department policies, procedures, and equipment purchases.
- o Coordinates with Deputy Chief and Fire Chief to develop and administer standard operating procedures.
- o Responds to, manages, and resolves citizen inquiries and complaints.
- o Oversees the development of the fire department training calendar and instructor schedules.
- o Ensures the completion of required reports related to training and maintenance and kept current.
- o Ensure training is conducted in order to meet ISO recommendations and meet all Federal, State, and local training objectives.
- o Develop, coordinate, and supervise overall Department Training Program including all Fire, EMS, Rescue, and Special Operation training.
- o Provide information (e.g., test scores, in-service grade, certifications, etc.) as requested by the promotional board for verification or promotional eligibility.
- o Enforce City and Departmental procedures, policies, and regulations.
- o Coordinates with other Chiefs and Officers all public fire education programs.
- o Manages and schedules all fire education programs for schools, day cares, and adult facilities; including City functions when fire educational opportunities are requested.
- o Performs our department's customer service questionnaires and follow-up with citizens we have had customer service contact with.
- o Manages, coordinates, and performs fire educational instructional opportunities.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of firefighting standards, practices, strategies, tactics, and equipment.

Assistant Fire Chief – Logistics, Fire
Page 3

- o Knowledge of management and supervisory techniques and practices.
- o Knowledge of local, state and federal fire codes.
- o Knowledge of city and departmental rules, regulations, policies, and procedures.
- o Knowledge of facilities, fleet, and resource standards and requirements.
- o Knowledge of firefighter training standards and requirements.
- o Skill in oral and written communication.
- o Skill in management and supervision of personnel in both day-to-day and emergency situations.
- o Skill in the development and implementation of training programs..
- o Skill in the operation of job related vehicles, equipment, and tools.
- o Skill in interpersonal relations and problem solving.
- o Ability to understand and follow oral/written policies, procedures, and instructions.
- o Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- o Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- o Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

SUPERVISORY CONTROLS: The Fire Chief assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include National Fire Protection Association Standards, OSHA regulations, NIMS Incident Command System guidelines, ISO guidelines, environmental laws and regulations, department policies and procedures, EMS provider guidelines, and the International Fire Prevention Code. These guidelines require interpretation, judgment, and selection in application. This position assists in the development of department guidelines.

Assistant Fire Chief - Logistics, Fire
Page 4

COMPLEXITY: The work consists of varied administrative, technical, and supervisory duties. The need to respond to emergency situations contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage and coordinate all aspects of logistical, training, and fire education activities of the Fire Department. Successful performance contributes to the safety of life and property.

PERSONAL CONTACTS: Contacts are typically with Fire Department personnel, vendors, Civil Defense officials, other emergency service providers, the general public, members of the business community, and city and state officials.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, plan and provide services, and motivate/supervise personnel.

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: Work is primarily performed in an office, fire station, and at incident scenes, where the employee may be exposed to noise, smoke, machinery with moving parts, irritating chemicals, inclement weather, and other life threatening situations. Work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The position has direct supervision over all training, maintenance and logistical activities for the department.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a specialized training in the field of work, in addition to position of a High School Diploma. An Associate's Degree in a course of study related to the occupational field is strongly preferred.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

Assistant Fire Chief - Logistics, Fire
Page 5

- o Ability to meet current requirements set forth by the National Fire Protection Association and the North Carolina Fire and Rescue Commission.
- o Meet current requirements set forth by the National Fire Protection Association as a Certified Firefighter, Driver/Operator, Fire Instructor Level I and would require Fire Instructor Level II within 12 months of appointment, and Fire Officer Level I and would require Fire Officer Level II within 12 months of appointment.
- o Possession of the State of North Carolina, or National Registered EMT certification.
- o Meet current requirements set forth by the State of North Carolina Department of Insurance as a Certified Rescue Technician.

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Conditional Use Permit Extension (CUP#1/16), submitted by Joe Chambers, Gardner Capital.

II. Background Information:

The applicant is requesting an extension to a previously approved Conditional Use Permit (CUP) for 60 multi-family units for a senior living development off Greenhaven Drive (Crescent Pointe at Greenhaven). City Council approved the CUP on April 16, 2016.

Sec. 908 of the Lenoir Zoning Ordinance states that "A review before the City Council shall be required after a 24 month period from the date of issuance of a Conditional Use Permit. If after said 24 month period construction has not begun or the permit has not been extended by the City Council, the Conditional or Special Use Permit shall become null and void."

The project has not changed significantly since the City Council approved the CUP. The applicant seeks a 1-year extension to the 2-year time limit on Conditional Use approval. See applicant's letter, attached.

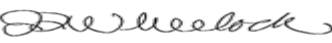
III. Staff Recommendation:

Staff recommends to City Council that the extension request be approved.

IV. Reviewed by:

City Attorney: _____

Finance Director: _____

Planning Director:  _____



205 E Central Boulevard
Suite 304
Orlando, FL 32801
Phone (407) 341-4550
www.gardnercapital.com

February 19, 2018

Ms. Jenny Wheelock, AICP
Planning Director
City of Lenoir
P.O. Box 958
801 West Ave. NW
Lenoir, NC 28645

Dear Ms. Wheelock,

We are writing to request a one year extension of the Conditional Use Permit (CUP #1/16) for the Crescent Pointe at Greenhaven senior living development. This 60-unit multifamily development was issued a Conditional Use Permit on April 16, 2016 for a 24 month period.

We have development design plans and specifications and received financing commitments from NCHFA and others. We look forward to proceeding with a financial closing and construction start this year.

We appreciate the City's support of our efforts to development this quality, affordable senior living community in Lenoir.

Yours truly,

Joe Chambers
Vice President

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott Hildebran, City Manager

Date: Wednesday, March 7, 2018

Subject: Action taken by City Council on Tuesday, March 6, 2018.
Review all information to ensure that your department maintains
action taken by City Council.

- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, February 20, 2018 as submitted.
- ✓ City Council approved the closed session minutes of the City Council Meeting of Tuesday, February 20, 2018 as reviewed by the City Attorney, City Manager and City Council.
- ✓ City Council approved an amendment to the Code of Ordinances, Appendix B, Traffic (1), Section 114, Twenty mile per hour speed limit on the following streets, to extend the posted speed limit of 20 mph for the entire length of Fairlane Drive, allowing for posting at the discretion of the Public Works Director.
- ✓ City Council approved the purchase of a 0.31681 acre lot (NCPIN #274-944-0199, Parcel ID#06-43-3-11) located on Virginia Street and owned by Mrs. Clyde Miller Heirs for \$10,800.
- ✓ City Council approved an amendment to the City's Pay/Classification Plan to establish an Assistant Fire Chief-Prevention position and an Assistant Fire Chief-Logistics position as recommended by City Staff.
- ✓ City Council approved an extension to a Conditional Use Permit as requested by Gardner Capital for property located at 205 Greenhaven Drive for the 60-unit multi-family senior living development in the General Business (B-2) Zoning District known as Crescent Pointe. Note: The Conditional Use Permit was approved by City Council on April 16, 2016 for a 24-month period and the applicant requested a 1-year extension to the 2-year time limit.
- ✓ The following events for the month of March were highlighted:
 - The ABC Board will meet on Thursday, March 8 at 2:00 p.m. at Lenoir Store #1 located at 115 ABC Court.
 - The Lenoir Tourism Development Authority will meet on Thursday, March 8 at 3:00 p.m. at City Hall, Third Floor, former Council Chambers.
 - The Lenoir Business Advisory Board will meet on Thursday, March 8 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
 - The National League of Cities Congressional City Conference will be held in Washington, DC, from March 11-14.

- The City/County Services Committee will meet on Monday, March 12 at 11:45 a.m.
- The Caldwell County Economic Development Commission will meet on Tuesday, March 13 at 8:00 a.m.
- The annual Leprechaun Leap (5-K and 10-K) race will be held on Saturday, March 17 at 9:00 a.m. at the Aquatic & Fitness Center.
- The Parks and Recreation Advisory Board will meet on Monday, March 19 at 6:00 p.m. at the Mulberry Recreation Center.