

**COMMITTEE OF THE WHOLE  
CITY HALL, THIRD FLOOR  
TUESDAY, OCTOBER 22, 2019  
8:30 A.M.**

**PRESENT:** Mayor Pro-Tem Willis presiding. Committee members, Gibbons, Perdue, Perkins, Prestwood, Thomas and Stevens.

City Clerk Cannon, Fire Chief Hair, Economic Development Director Horn, Finance Director Bean, Recreation Director Story, Planning Director Wheelock, Public Utilities Director Thomas and Public Works Director Wright, Public Information Officer Harris.

**ABSENT:** Councilmember Jonathan Beal, City Manager Scott Hildebran and Police Chief Brent Phelps.

**OTHERS:** Virginia Annable, *News-Topic*, City Attorney T. J. Rohr and Brian Smith, Police Department.

**I. CALL TO ORDER**

A. Mayor Pro-Tem Willis welcomed everyone and called the meeting to order.

B. Update: Quasi-Judicial Public Hearings: City Attorney T.J. Rohr suggested the City update its process for quasi-judicial public hearings in order to conduct the hearings more like a trial. Attorney Rohr explained that City Council makes legislative decisions, but during a quasi-judicial public hearing, Council sits as a judge and receives sworn evidence.

Attorney Rohr also mentioned he would be working with Planning Director Jenny Wheelock to amend the language in the notification letter that is mailed out to adjoining property owners in order to make them aware of the procedures for a quasi-judicial hearing and that they should have a qualified person present who is knowledgeable about the issue to represent them and be able to ask questions.

Planning Director Wheelock informed Council the state has also approved legislation to eliminate special use zoning and to change the name of the permit from a Conditional Use Permit to a Special Use Permit. She reported the North Carolina House of Representatives is currently considering this request.

Attorney Rohr also instructed Council that it is inappropriate for any Council member to form a prior opinion, have any financial interest in the project, visit the site, talk with an applicant or have a close relationship with them. If so, he stated that Council should disclose that fact prior to the public hearing. In addition, Attorney Rohr reminded Council, if a petitioner meets all of the requirements of the permit, Council's first step is to approve the permit. He clarified Council would need to have actual facts or evidence to deny a permit.

Attorney Rohr further shared if a citizen opposes a conditional use permit, Council would need to have someone with training and experience address the issue with the individual during the public hearing. He pointed out the County Attorney handles these types of disputes during Commissioners meetings and suggested City Council consider having him advise them during any future contested hearings as to whether the evidence submitted is permissible or not. It was the consensus of City Council to allow Mr. Rohr to preside over future contested hearings and, upon receiving the evidence, he will turn the meeting back over to the Mayor for any discussion and/or action.

Planning Director Wheelock referred to the housing tax credit projects and asked what type of reason is needed to deny a project. Attorney Rohr reported they could be denied if the applicant hasn't met all of the standards, but he emphasized there has to be a good reason to deny a project.

Attorney Rohr reiterated adequate proper notice has to be given and it is important for Staff to do a findings of facts list because these findings are what a judge will refer to should there be a lawsuit. Also, he reported Council has the option to strike a condition and replace it should an individual submit additional evidence.

On behalf of City Council, Mayor Pro-Tem Willis thanked Director Wheelock and Attorney Rohr for the good report.

## II. CITIZEN COMMENT PERIOD

## III. COMMITTEE ITEMS

### A. Public Works

#### 1. Public Works Director Jared Wright updated City Council on the following Projects:

- a) Paving of Greenway – sub-prep work has been done from North Main to Willow to Hospital Avenue for the greenway paving project. The project timeline is six months and should be complete in 2020. Staff continues to work on obtaining rights-of-ways. Director Wright stated there would be significant traffic impacts which the contractors would address and take care of.
- b) Update; Sanitation Study –the City will begin Phase II (Route Design) of the Sanitation Study followed by public education of the proposed change to an automated side-loading truck. Director Wright stated the route design will take around two months and carts will be ordered for City residents. A brief discussion was held regarding notifying the general public about the Hospital Avenue Sidewalk Project and the change to side-loading sanitation truck.
- c) Update; Blue Ridge Memorial Park – reported rebar is being installed at Blue Ridge Memorial Park for the purpose of making 1,500 new grave plots available.
- d) New Fuel Pump – reported this project is included in the FY2019/2020 Capital Improvements Project listing (CIP). Director Wright explained that maintenance needs to be done on the tank to try and prevent the fuel from freezing in the

tank. The maintenance should be complete by the end of the month.

- e) Educational Project; Community Gardens – reported he will be attending a presentation by Appalachian State University students that are working on the educational project at the Community Gardens.

**D. Update; Public Utilities:** Director Thomas on the following items:

- 1) Water Treatment Plant Improvements Project – paving will be completed this week and all of the piping has been changed out.
- 2) Update; Brownfields Project – reported the City has expended \$115,000 of the \$300,000 grant award and stated the City is on track to clean up all of the environmental issues for the properties as listed in the grant application.
- 3) Biosolids Project – the Notice to Proceed will be submitted in November.
- 4) MeterSys Project – the communication network is complete and two additional repeaters will be installed for the project.
- 5) Reported a guard rail contractor drove a post through the 12 inch water line. The line water pressure was reduced due to the incident.

**E. Planning Board:** The Planning Board will meet on Monday, October 28.

Planning Director Jenny Wheelock reported on the following items:

- 1) Rezoning; 103 Virginia Street SW – a public hearing will be held on Tuesday, November 12 to consider a rezoning request for property located at 103 Virginia Street SW to change the zoning from R-9 (Mixed Density Residential) to B-6 (Transitional Business) as submitted by Kathleen Kaminski.
- 2) Hospital Avenue/Stonewall Street – upcoming demolition of property.
- 3) Stormwater Ordinance – Requested Council call for a public hearing to be held on Tuesday, November 12 to consider approval of a Phase II Stormwater Ordinance.

Director Wheelock reminded Council the County previously took over stormwater in 2009. She referred to a letter received from the Western Piedmont Council of Governments (WPCOG) which states the City is required to adopt a stormwater and illicit discharge ordinance in order to comply with the North Carolina General Statutes. It was noted the adoption of the proposed changes will enhance the overall protection of stormwater. Director Wheelock stated the City's ordinance includes a few new items but generally remains unchanged.

**Motion**

Upon a motion by Councilmember Thomas, Council voted 6 to 0 to schedule a public hearing on Tuesday, November 12 to consider approval of the Phase II Stormwater Ordinance as recommended by City Staff.

**IV. COMMUNITY DEVELOPMENT**

- A. The Lenoir Tourism Development Authority (LTDA) cancelled its meeting of Thursday, October 3. A report was not given at this time.
- B. The Lenoir Business Advisory Board (LTDA) met on Thursday, October 10.

Kaylynn Horn, Economic Development Director reviewed the schedule for upcoming events. Light-Up Lenoir begins on Thursday, November 21 and the annual Rotary Christmas Festival will be held on Saturday, November 23. The annual Christmas parade is scheduled for Friday, December 6 at 6:30 p.m. in downtown Lenoir.

Director Horn also reported she has met with several business owners and currently there are two active projects ongoing in the downtown area.

#### C. Financial and Administration

1. Finance Director Bean reviewed the Financial Summary as of September 30, 2019. The over/under balance in the General Fund is \$10,779,851.19, Downtown District (\$50,423.12), and Water & Sewer Fund \$953,765.93. (A copy of the September financial summary is attached to these minutes as information).

#### D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, October 21. Minutes of the meeting will be submitted. Kenny Story, Recreation Director reported on the following:

- 1) Applications are currently being accepted for the basketball and wrestling programs. The baseball and softball programs are now finished.
  - 2) The indoor pool at the Aquatic & Fitness Center will be open for kayaking on Wednesdays from 6:00 to 8:00 p.m. through October 30.
  - 3) The annual Halloween Carnival will be held on Thursday, October 31 from 6:00 p.m. – 8:30 p.m. at the Martin Luther King, Jr. Center.
  - 4) The restrooms are under construction and paving will begin at the new parking lot located at Optimist Park once the prep work is complete.
  - 5) New basketball goals have been installed at Mulberry Recreation Center which will allow Staff to host basketball tournaments for younger children.
  - 6) Repairs are complete on the slide at the outdoor pool at the Aquatic & Fitness Center.
  - 7) The gym floors will be refinished at the Martin Luther King, Jr. Center and at Mulberry Recreation Center on Monday, November 4. The two facilities will remain closed until Tuesday, November 12.
  - 8) Two new bollards will be installed at the J. E. Broyhill Walking Park due to recent damage caused by two cars driving over the track inside the park.
- 5) Update; Public Communications: Joshua Harris, Public Information Officer, reviewed the highlights of the Communications Reports for September. (A copy of the report is attached to these minutes as information). Activity included 202 social posts, 78 photos, 2 radio spots, 6 videos, 56 notify me, 13 questions & answers and 11 news releases. In addition, the website experienced 27,517 views and the City's Facebook had 4,236 views.

In addition, Director Harris reported the first episode of "More in Lenoir" with Kaylynn Horn and Kyle Case has aired on the Caldwell County Government TV Channel. He encouraged everyone to submit ideas for new segments. A

brief discussion was held regarding doing videos onsite at several of the facilities for this program.

#### IV. PUBLIC SAFETY

##### A. Police Department

1. Update: Captain Brian Smith reported the Department has hired two new staff members and two additional staff will be hired following their graduation from the Basic Law Enforcement Training course. He also stated Staff is currently conducting in-service training.

##### B. Fire Department

1. Fire Chief Ken Hair referenced the recent fuel spill on Harper Avenue which Staff assisted with cleanup and noted the Department responded to three fires last week.

#### V. OTHER

- ##### A. November Calendar: By consensus of the Council, the calendar for the month of November was approved listing various meetings and events.

1. Caldwell is Hiring will be held on Thursday, October 31 from 8:00 – noon at the J.E. Broyhill Civic Center.

#### VI. Adjourn:

There being no further business; the meeting was adjourned at 10:05 a.m.

#### Attachments

September Financial Summary



**City of Lenoir  
Financial Summary  
As of 9/30/2019**



Minutes-Committee of the Whole Meeting  
Tuesday, October 22, 2019

| General Fund  |                     |                  |             |                              |                  |
|---------------|---------------------|------------------|-------------|------------------------------|------------------|
|               | 2019-2020<br>Budget | 9/30/2019        | % of Budget | Change from<br>Previous Year | 9/30/2018        |
| Total Revenue | \$ 17,362,391.00    | \$ 15,602,932.12 | 90%         | \$ 2,731,151.60              | \$ 12,871,780.52 |
| Expenditures  | \$ 17,362,391.00    | \$ 4,823,080.93  | 28%         | \$ 478,646.11                | \$ 4,344,434.82  |
| Over/Under    | \$ -                | \$ 10,779,851.19 |             | \$ 2,252,505.49              | \$ 8,527,345.70  |

| Downtown District |                     |                |             |                              |                |
|-------------------|---------------------|----------------|-------------|------------------------------|----------------|
|                   | 2019-2020<br>Budget | 9/30/2019      | % of Budget | Change from<br>Previous Year | 9/30/2018      |
| Revenues          | \$ 183,736.00       | \$ 286.17      | 0.2%        | \$ (1,998.44)                | \$ 2,284.61    |
| Expenditures      | \$ 183,736.00       | \$ 50,709.29   | 28%         | \$ 9,453.41                  | \$ 41,255.88   |
| Over/Under        | \$ -                | \$ (50,423.12) |             | \$ (11,451.85)               | \$ (38,971.27) |

| Water/Sewer Fund |                     |                 |             |                              |                 |
|------------------|---------------------|-----------------|-------------|------------------------------|-----------------|
|                  | 2019-2020<br>Budget | 9/30/2019       | % of Budget | Change from<br>Previous Year | 9/30/2018       |
| Revenues         | \$ 8,941,688.00     | \$ 2,472,873.64 | 28%         | \$ 179,862.57                | \$ 2,293,011.07 |
| Expenditures     | \$ 8,941,688.00     | \$ 1,519,107.71 | 17%         | \$ (44,914.72)               | \$ 1,564,022.43 |
| Over/Under       | \$ -                | \$ 953,765.93   |             | \$ 224,777.29                | \$ 728,988.64   |

**CITY OF LENOIR**  
**COUNCIL ACTION FORM**

I. **Agenda Item:** Biosolids Facility Improvements Project Ordinance - Amended

**Background Information:** The original project ordinance authorized activities for the Biosolids Facility Improvements Project, which included the expenditure of loan funds to improve the handling and treatment the City's sludge generated from wastewater treatment. The original funding approved from the Division of Water Infrastructure's State Reserve Project Loan was in the amount of \$6,600,000.00. Based on the bids received, the state of North Carolina increased the loan amount to \$6,995,000.00 and adding additional local funding in the amount of \$139,900.00 for closings costs.

II. **Staff Recommendation:** Staff recommends approval of the proposed Capital Project Ordinance to appropriate funds.

III. **Reviewed by:**

City Attorney: \_\_\_\_\_

Finance Director:

Donna Bean

Public Works/Public Utilities Director: \_\_\_\_\_

# Capital Project Ordinance for the City of Lenoir

## Biosolids Facility Improvements Project - Amended

BE IT ORDAINED by the City Council Members of the City of Lenoir, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**Section 1:** The project authorizes activities for the Biosolids Facility Improvements Project to include the expenditure of loan and local funds to improve the handling and treatment the City's sludge generated from wastewater treatment. Funding will be received from the Division of Water Infrastructure's State Reserve Project Loan and local funds.

**Section 2:** The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

**Section 3:** The following amounts are appropriated for the project:

|                      |                |
|----------------------|----------------|
| Administration Costs | 52,725         |
| Engineering Costs    | 780,000        |
| Construction Cost    | 5,970,275      |
| Closing Fees         | 139,900        |
| Contingency          | <u>192,000</u> |
| Total                | \$ 7,134,900   |

**Section 4:** The following revenues are anticipated to be available to complete this project:

|                                                               |                |
|---------------------------------------------------------------|----------------|
| Division of Water Infrastructure's State Reserve Project Loan | 6,995,000      |
| Local Funds                                                   | <u>139,900</u> |
| Total                                                         | \$ 7,134,900   |

**Section 5:** The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the Project Ordinance.

**Section 6:** The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3.

**Section 7:** The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

**Section 8:** Copies of this capital project ordinance shall be furnished to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 12<sup>th</sup> day of November 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**CITY OF LENOIR**  
**COUNCIL ACTION FORM**

**I. Agenda Item:**

Proposal Acceptance: Western Piedmont Council of Governments (WPCOG),  
Lenoir Sanitation Automated Collection Study

**II. Background Information:**

In August of 2019 the City solicited a proposal from the WPCOG to perform a feasibility study to assess a transition to automated (one-arm) garbage collection. That proposal was received on September 20, 2019. During the time between the original solicitation and the City's receipt of the proposal, the City submitted bids on two (2) automated collection trucks that were being auctioned by a nearby municipality. The City was the successful bidder, therefore we asked the WPCOG to revise the proposal, moving beyond transition feasibility to implementation, including updated customer counts, route re-design and logistics, current and future operation and maintenance budgeting, solid waste ordinance review, and public education assistance. The revised proposal was received on October 22, 2019. The proposed fee for the study is \$27,500.00.

**III. Staff Recommendation:**

After review of the scope, schedule, and deliverables proposed by the WPCOG, staff recommends acceptance of the proposal.

**IV. Reviewed by:**

City Attorney: \_\_\_\_\_

Finance Director: \_\_\_\_\_

Public Works/Public Utilities Director: \_\_\_\_\_



# City of Lenoir

## Solid Waste Automated Collection Study



**Western Piedmont**  
Council of Governments

*Planning & Transportation*

Proposal Submitted by:

## 1. Agency information

The Western Piedmont Council of Governments (WPCOG) will be the lead agency to prepare the Lenoir Solid Waste Automated Collection Study. Name, address, and contact information are listed in the tables below.

|                       |                                                                                   |                          |  |
|-----------------------|-----------------------------------------------------------------------------------|--------------------------|--|
| Name of Organization: | Western Piedmont Council of Governments, Community & Regional Planning Department |                          |  |
| Street Address:       | 1880 Second Avenue, NW                                                            |                          |  |
| City, State, Zip:     | Hickory, NC 28601                                                                 |                          |  |
| Phone Number:         | 828-322-9191                                                                      | Fax Number: 828-322-5991 |  |
| Email:                | hunter.nestor@wpcog.org                                                           |                          |  |

## 2. Established

Regional Councils of Governments were established by the State of North Carolina in 1968.

The WPCOG is a regional planning organization which serves 28 local governments in the four-county area of Alexander, Burke, Caldwell, and Catawba Counties.

Since 1968, WPCOG has provided planning services, project administration, and technical assistance to member governments throughout the region. Its professional staff of 58 persons is located in Long View, North Carolina.

## 3. Personnel

WPCOG Personnel who will work on the Lenoir Solid Waste Automated Collection Study are listed below:

- Alison Adams, MSSL, Director of Community and Regional Planning
- Taylor Dellinger, GISP, Senior Data Analyst
- Brian Horton, AICP, Transportation Planning Manager
- Averi Ritchie, Transportation Planner/ADA Administrator
- Duncan Cavanaugh, AICP, Transportation/ Planner Data Analyst
- Dustin Millsaps, Transportation/Planning Tech
- Todd Stroupe, GIS Technician
- Hunter Nestor, MPA, Community and Regional Planner
- Ashley Kale, Community and Regional Planner
- Brad Moody, Code Enforcement Officer

## 4. Statement of Qualifications

The Western Piedmont Council of Governments has extensive experience in planning and project management at the local and regional levels. WPCOG's expertise ranges from GIS mapping and economic analysis to transportation policy development and data analysis. Section 8 of this document contains a sample listing of projects which summarize WPCOG's overall project management experience.

WPCOG is a non-profit regional planning entity that maintains a strong day-to-day working relationship with the municipalities and counties within the region. Local governments are deeply familiar with WPCOG, and frequently contact WPCOG for planning and project management assistance. This distinctive relationship, cultivated over 50 years, sets WPCOG from other entities that may seek to work with local governments in the region. WPCOG's inclusive planning process ensures buy-in from key decision makers – which helps ensure that strategies are implemented. As a regional Data Center, WPCOG also has access to a significant amount of local, state and national data, and also has offers a broad array of GIS mapping services.

## 5. Overview of the Study

The purpose of the Lenoir Solid Waste Automated Collection Study is to evaluate the City's solid waste operations, and make recommendations regarding possible cost savings and implementation alternatives in the following specific areas:

- Study and analyze a conversion to automated solid waste collection for the City's residential customers.
- Develop a cost estimate and an implementation timeline for the automated program.

### Background

For the past several years Lenoir has considered moving to automated (one-arm) residential garbage collection. Their current collection method utilizes traditional, rear loading compactor trucks and is supplemented by a small (non-CDL) truck to perform service on narrow and dead-end streets. The City has purchased two automated trucks from a neighboring municipality. One-arm collection will be used for a large part of the City. Lenoir should plan, budget, and prepare staff and the community for a shift to automated collection.

Many solid waste agencies have transitioned from the manual collection of solid waste to semi/fully-automated methods. In order evaluate the advantages and disadvantages of automated collection, WPCOG Staff will conduct a solid waste collection analysis which will take into account the following factors:

- Current budget implications for automation and projected budget requirements for automated service.
- Existing sanitation routes and street analysis.
- New route design for automated collection and optimized existing rear loading
- Fleet replacement and maintenance planning for current and future trucks.
- Full-cost analysis of all capital requirements.
- Current staffing and recommend staffing for automation.
- Sanitation staff work environment/safety and associated costs.
- Transition and implementation timelines.
- Solid waste collection public education initiatives.

### Scope of Work/Study Process

The Lenoir Solid Waste Automated Collection Study will result in a report that analyzes the current state of residential solid waste collection in Lenoir and provides recommendations to establish an automated collection program. The Lenoir Solid Waste Automated Collection Study will be developed by the WPCOG using multiple data sources provided by City Staff and additional resources from the public and private sectors.

Evaluating Lenoir's solid waste system will begin with a detailed system analysis. This analysis will enable the City to select collection improvement strategies that make the most sense for the community. The analysis will also allow the City to establish a baseline measurement that can be used to develop a cost-effective, long-range plan that creates a method for continuous program improvement and re-evaluation. In addition, this plan will provide the City with the strategic flexibility it needs to address the rapid changes occurring within the solid waste management industry.

WPCOG will begin the system analysis by gathering background information, data, and other materials relevant to solid waste collection operations. WPCOG will review this information and conduct an analysis of the department's existing financial structure, procedures, and applicable ordinances.

Implementation of the automated collection program will be achieved using a phased approach – by adding subdivisions and areas of the City to the program over time. The City will begin with a pilot program where a small sector of the City is converted to the new system. This sector's size will be based roughly on the collection capacity of one vehicle (900 – 1200 households per route each day), and will be comprised of residents who are highly engaged in community activities.

WPCOG will conduct field observations of the City's collection operations. The team will first identify current routes that are suitable for automated collection and identify areas for a pilot program. Set-out volumes and pick up time will be observed. The City's current rear-end load workers are collecting materials in a variety of containers. In many cases, waste is contained in plastic or metal garbage cans, including oversized containers. In other cases, waste is being collected in bags, or loose solid waste is picked up from the ground. 95 or 96-gallon carts (depending on the supplier) are the standard sizes used in automated container programs nationwide. In cases of above average generation (e.g. large families), WPCOG will provide the City with cost projections for the provision of a second container and fee recommendations.

WPCOG staff will identify how many trash collection routes the City should plan to develop. These routes will be developed with considerable input from Sanitation Division staff. WPCOG will also examine the performance of collection vehicles and containers under various roadway, weather and traffic conditions. Narrow streets, one-way streets, streets with "bumper-to-bumper" on-street parking, and dead ends or tight cul-de-sacs present special challenges for automated collection vehicles. WPCOG staff will then provide the City with an updated route design for Solid Waste Collection. WPCOG staff will also provide policy recommendations for Solid Waste Collection and other ordinance sections that will need to be updated for optimized efficiency.

Educating the public will be a significant component of both the pilot program and the new solid waste collection routes. Community meetings, mailings, and promotional activities will be conducted by the City and WPCOG staff. These outreach efforts will begin a month and a half to two months prior to any new service, and should clearly communicate all of the requirements of the new program, information about why the City is making the change, and should proactively anticipate how the change in service will impact residents. Once the pilot community is established, public outreach planning can begin for the project's full scale implementation.

**This study will be comprised of the following:**

- I. Existing Solid Waste System – (November 2019- January 2019)
  - a) Residential Collection
  - b) Updated house count
  - c) Municipal solid waste tonnages
  - d) Daily productivity
- II. System Operations - (November 2019- January 2019)
  - a) Staffing
  - b) Equipment
  - c) Health and Safety
  - d) Current Municipal Codes and Policies
- III. Financial Overview - (December 2019- February 2020)
  - a) Operating Cost and Revenues
  - b) Capital requirements
- IV. Solid Waste Collection Automation Implementation – (January 2020-June 2020)
  - a) Pilot Program (Begin by May 1, 2020)
  - b) Full Implementation Route Design
  - c) Education and Outreach
  - d) Staffing
  - e) Fleet Plan
- V. Recommendations – (March 2020 – July 2020)
  - a) Ordinance and Policy Recommendations
  - b) Staffing
  - c) Financials

## 6. Unique Qualifications

The WPCOG has served the Unifour Region since 1968, and has extensive planning experience in the region with projects involving utility services, transportation, community planning, data and many other areas.

WPCOG has established a record of success with the region's local governments by:

- Customizing the process to meet the local government's needs.
- Serving as the region's central data warehouse.
- Utilizing in-house GIS mapping capabilities to serve the local governments.
- Demonstrating a history of successfully managing projects and meeting necessary deadlines.
- Conducting public meetings and integrating public participation into the planning process.

The members of the WPCOG team have extensive professional experience across a range of planning expertise. Personnel biographies of staff working on the Lenoir Solid Waste Automated Collection Study can be provided.

## 7. Project Track Record

The following table is a list of projects that the WPCOG completed on over the past ten years.

| Project                             | Client                                          | Year         |
|-------------------------------------|-------------------------------------------------|--------------|
| Economic Indicators Newsletter      | Unifour                                         | 1998-Present |
| Catawba County Student Growth Model | Catawba County, Catawba County Schools, Newton- | 2000-Present |

|                                                                          |                                                                         |                      |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------|
|                                                                          | Conover Schools, Hickory Public Schools                                 |                      |
| Morganton Water, Sewer, Stormwater & Electric GPS/GIS Creation           | City of Morganton                                                       | 2004-2009            |
| Western Piedmont Comprehensive Economic Development Strategy             | US Economic Development Administration (EDA), WPCOG Policy Board        | 2007<br>2012<br>2017 |
| Hildebran Zoning Ordinance                                               | Town of Hildebran                                                       | 2008                 |
| Redwood Park Master Plan                                                 | Town of Hudson                                                          | 2008                 |
| Western Piedmont Industry Growth Analysis                                | Western Piedmont Workforce Development Board                            | 2004<br>2009<br>2013 |
| Greenway Transit – Locally Coordinated Transportation Plan               | Unifour Region                                                          | 2009                 |
| Rocky Face Park Master Plan                                              | Alexander County                                                        | 2009                 |
| Urban Corridor Small Area Plan                                           | Burke County                                                            | 2009                 |
| Lake Rhodhiss Watershed Plan                                             | Carolina Land and Lakes RC&D                                            |                      |
| Hickory Stormwater GPS                                                   | City of Hickory                                                         | 2009/2010            |
| Regional Trails Plan                                                     | Unifour Region                                                          | 2009-2010            |
| An Analysis of Catawba County Hotel's Property and Visitor Related Taxes | Hickory Metro Visitor and Convention Bureau                             | 2010                 |
| 2035 Greater Hickory Long Range Transportation Plan                      | Unifour Region                                                          | 2010                 |
| Oak Hill Small Area Plan                                                 | Burke County                                                            | 2010                 |
| Hildebran Comprehensive Plan                                             | Town of Hildebran                                                       | 2010                 |
| Rutherford College Zoning Ordinance                                      | Town of Rutherford College                                              | 2010                 |
| Unifour Strategic Air Quality Plan                                       | Unifour Region                                                          | 2010                 |
| Lake Rhodhiss Watershed Management Plan                                  | Unifour Region                                                          | 2010                 |
| Burke County Broadband Commission                                        | Burke County                                                            | 2010                 |
| Burke County CAD/GIS Data Conversion                                     | Burke County                                                            | 2010                 |
| Youth Gang activity Assessment                                           | Juvenile Crime Prevention Councils, Burke Caldwell and Catawba Counties | 2010                 |
| Caldwell County Student Growth Model                                     | Caldwell County Schools, Caldwell County Government                     | 2011<br>2014<br>2017 |
| Rutherford College Comprehensive Plan                                    | Town of Rutherford College                                              | 2011                 |
| Maiden Stormwater GPS/GIS Creation                                       | Town of Maiden                                                          | 2011                 |
| Claremont Water/Sewer Utility Mapping GPS                                | Town of Claremont                                                       | 2011                 |
| Claremont Utility Mapping GPS Updates                                    | Town of Claremont                                                       | 2014<br>2017         |
| Triple Community Water Service Mapping GPS                               | Unifour Region                                                          | 2011                 |
| LOS Green Energy Initiative                                              | Unifour Region                                                          | 2011-2012            |
| Hildebran subdivision Ordinance                                          | Town of Hildebran                                                       | 2012                 |
| Lower Creek Source Water Protection Plan                                 | Caldwell County and Burke County                                        | 2012                 |
| Valdese Comprehensive Parks and Recreation Plan                          | Town of Valdese                                                         | 2013                 |
| City of Hickory Economic Indicators Report                               | City of Hickory                                                         | 2013-Present         |
| Burke County School Growth Model (BurkeGEM)                              | Burke County Schools, Burke County Government                           | 2014                 |

|                                                      |                                                                                                  |              |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------|
| Greenway Passenger Sampling and Analysis             | Greenway Transportation                                                                          | 2014-Present |
| Catawba County Early Head Start Community Assessment | Catawba Early Head Start, Catawba County Schools, Hickory Public Schools, Newton-Conover Schools | 2011, 2014   |
| Western Piedmont Source Water Protection Plan        | US EPA                                                                                           | 2014         |
| City of Newton Strategic Growth Plan                 | City of Newton                                                                                   | 2015         |
| Maiden Water, Sewer & Electric GPS/GIS Creation      | Town of Maiden                                                                                   | 2015         |
| Annual Report                                        | WPCOG                                                                                            | 2015-2018    |
| WP Workforce Development Board - Website             | Western Piedmont Workforce Development                                                           | 2016         |
| Sawmills Comprehensive Parks and Recreation Plan     | Town of Sawmills                                                                                 | 2017         |
| Drexel Comprehensive Parks and Recreation Plan       | Town of Drexel                                                                                   | 2017         |
| Taylorsville Water GPS/GIS Creation                  | Town of Taylorsville                                                                             | 2017         |
| Catawba Chamber Young Professionals Survey Analysis  | Catawba County Chamber                                                                           | 2017         |
| Comprehensive Economic Development Strategy          | WPCOG                                                                                            | 2017         |
| McGalliard Creek Watershed Plan                      | EPA/Valdese                                                                                      | 2017         |
| Town of Long View, NC - Website                      | Town of Long View                                                                                | 2018         |
| North Carolina Area Agencies on Aging - Website      | NC4A                                                                                             | 2018         |
| Rutherford College Water GPS/GIS Creation            | Town of Rutherford College                                                                       | 2018         |
| Drexel Water, Sewer & Electric GPS/GIS Creation      | Town of Drexel                                                                                   | 2018         |
| Hickory Trails Report                                | City of Hickory                                                                                  | 2018         |
| Hudson Comprehensive Parks and Recreation Plan       | Town of Hudson                                                                                   | 2018         |
| Catawba County Chamber Business Survey Analysis      | Catawba County Chamber                                                                           | 2018         |
| Bethlehem Community Plan                             | Alexander County                                                                                 | 2019         |
| Caldwell County Comprehensive Plan                   | Caldwell County                                                                                  | 2019         |
| Jacob Fork and Henry Fork Watershed Study            | Foothills Conservancy                                                                            | 2019-Present |
| Glen Alpine Town Code/Zoning/Subdivision Rewrite     | Town of Glen Alpine                                                                              | 2019-Present |

## 8. List of previous clients

|                                                                                                        |                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alexander County <ul style="list-style-type: none"> <li>Taylorsville</li> </ul>                        | Burke County <ul style="list-style-type: none"> <li>Connelly Springs</li> <li>Drexel</li> <li>Glen Alpine</li> <li>Hildebran</li> <li>Morganton</li> <li>Rutherford College</li> <li>Valdese</li> </ul> |
| Caldwell County <ul style="list-style-type: none"> <li>Cajah's Mountain</li> <li>Cedar Rock</li> </ul> | Catawba County <ul style="list-style-type: none"> <li>Brookford</li> <li>Catawba</li> </ul>                                                                                                             |

|                                                                                                                                                                   |                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Gamewell</li> <li>• Granite Falls</li> <li>• Hudson</li> <li>• Lenoir</li> <li>• Rhodhiss</li> <li>• Sawmills</li> </ul> | <ul style="list-style-type: none"> <li>• Claremont</li> <li>• Conover</li> <li>• Hickory</li> <li>• Long View</li> <li>• Maiden</li> <li>• Newton</li> </ul>                                                                                                  |
| Catawba County Schools<br>Caldwell County Schools<br>Newton-Conover City Schools<br>Hickory City Schools                                                          | Burke Development Inc.<br>Catawba County Chamber of Commerce<br>Foothills Conservancy<br>Greenway Public Transportation System<br>Hickory Metro Visitor and Convention Bureau<br>US Environmental Protection Agency<br>US Economic Development Administration |

## 9. Lenoir Solid Waste Automated Collection Study Cost

The cost for the Western Piedmont Council of Governments to complete a **Lenoir Solid Waste Automated Collection Study Cost** for the City of Lenoir will be [\\$27,500.00](#). This includes 520 hours of staff time, travel, subsistence, and supplies. All deliverables will be provided to the City in digital format.

**CITY OF LENOIR****COUNCIL ACTION FORM: November 12, 2019****I. Agenda Item:**

Resolution to Declare the Residential-Commercial properties on the western edge of Downtown as a part of the City's Central Business District, for the purposes of supporting Downtown Development Projects under NCGS 160A-458.3

**II. Background Information:**

"Downtown Development Projects" under NCGS 160A-458.3 are capital projects within the City's central business district, *as defined by the City Council*, comprising one or more buildings and including both public and private facilities.

Due to the potential for the three residential-commercial zoned properties to meet the definition of a "downtown development project," particularly given their close proximity to Downtown, the Rail Trail, the impact of housing on the Downtown area, their recent designations as Local Historic Landmarks, and their designations on the National Register of Historic Places, this resolutions clarifies Council's long-held intent to consider these properties a part of the Historic Downtown area.

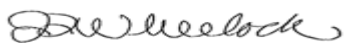
**III. Staff Recommendation:**

Adoption of the attached resolution.

**IV. Reviewed by:**

City Attorney: \_\_\_\_\_

Finance Director: \_\_\_\_\_

Planning Director:  \_\_\_\_\_



CITY MANAGER  
SCOTT E. HILDEBRAN

CITY OF LENOIR  
NORTH CAROLINA

MAYOR  
JOSEPH L. GIBBONS

CITY COUNCIL  
J. T. BEAL  
T. H. PERDUE  
J. I. PERKINS  
R. S. PRESTWOOD  
D. F. STEVENS  
C. D. THOMAS  
B. K. WILLIS

CITY OF LENOIR

RESOLUTION

**WHEREAS**, The Lenoir City Council recognizes the need for high density housing and mixed-use developments in the Downtown area; and,

**WHEREAS**, the properties shown in Exhibit A are located adjacent to the City's B-3 Central Business zoning district, and were recently re-zoned to Residential-Commercial (R-C) zoning, a newly created zoning classification specifically intended to facilitate high density housing and mixed-use developments; and,

**WHEREAS**, one of the properties is a historic rail freight depot, and all three properties abut a public multi-use greenway trail constructed on the former rail bed, forming a vital public pedestrian connection to the City's greenway network and the Downtown, as well as serving as a western gateway to the Downtown as depicted in the City's Comprehensive Plan; and,

**WHEREAS**, the three properties have all been listed on the National Register of Historic Places as well as designated as Historic Landmarks by the local Historic Preservation Commission and the City Council; and

**WHEREAS**, the properties are commonly thought of as being a part of the Lenoir's Downtown, with Lenoir's Main Street Director spending time on economic development efforts related to the preservation and re-use of these historic buildings, similar to her duties on other preservation and economic development projects located elsewhere in the Downtown area; and

**NOW BE IT THEREFORE RESOLVED THAT**, the Lenoir City Council, pursuant to the provisions of N.C.G.S. § 160A-458.3, does hereby resolve that the properties depicted in Exhibit A are considered part of Lenoir's Central Business District (CBD) and the rehabilitation and re-use of the buildings and associated site improvements are considered by the Lenoir City Council to be "downtown development projects."

Adopted this the 12th day of November, 2019.

SEAL

\_\_\_\_\_  
Joseph L. Gibbons, Mayor

ATTEST:

\_\_\_\_\_  
Shirley M. Cannon, City Clerk

