

**FAYETTEVILLE CITY COUNCIL
AGENDA
WORK SESSION MEETING
NOVEMBER 2, 2009
5:00 P.M.**

VISION STATEMENT

**The City of Fayetteville
is a GREAT PLACE TO LIVE with
a choice of DESIRABLE NEIGHBORHOODS,
LEISURE OPPORTUNITIES FOR ALL,
and BEAUTY BY DESIGN.**

**Our City has a VIBRANT DOWNTOWN,
the CAPE FEAR RIVER to ENJOY, and
a STRONG LOCAL ECONOMY.**

**Our City is a PARTNERSHIP of CITIZENS
with a DIVERSE CULTURE and RICH HERITAGE,
creating a SUSTAINABLE COMMUNITY.**



**FAYETTEVILLE CITY COUNCIL
WORK SESSION AGENDA
NOVEMBER 2, 2009
5:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE

- ITEM 1. APPROVAL OF AGENDA**
- ITEM 2. CLOSED SESSION**
- ITEM 3. FAYETTEVILLE CUMBERLAND COUNTY CHAMBER OF COMMERCE QUARTERLY ECONOMIC DEVELOPMENT REPORT
PRESENTED BY: Doug Peters, Executive Director FCCCC
PAGE: 1**
- ITEM 4. HOSPITALITY FACILITY INCENTIVE PROGRAM
PRESENTED BY: Kristoff Bauer, Assistant City Manager
PAGE: 9**
- ITEM 5. RESIDENTIAL TRAFFIC MANAGEMENT PROGRAM
PRESENTED BY: Rusty Thompson, PE, City Traffic Engineer
PAGE: 14**
- ITEM 6. SUBDIVISION/SITE PLAN SUBMITTAL CHECKLIST
PRESENTED BY: Jeffrey Brown, Engineering & Infrastructure Director
PAGE: 18**

**COUNCIL MEETING WILL BE AIRED
NOVEMBER 2, 2009 - 5:00 PM
COMMUNITY CHANNEL 7**

**COUNCIL MEETING WILL BE RE-AIRED
NOVEMBER 4, 2009 - 10:00 PM
COMMUNITY CHANNEL 7**

Notice Under the Americans with Disabilities Act (ADA): The City of Fayetteville will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities. The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities. The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communications, or a modification of policies or procedures to participate in the City program, service, or activity, should contact the office of Ron McElrath, Acting ADA Coordinator, at mcelrath@ci.fay.nc.us, 910-433-1605 or 910-433-1696, or the City Clerk at cityclerk@ci.fay.nc.us, or 910-433-1989, as soon as possible but no later than 48 hours before the scheduled event.

CITY COUNCIL ACTION MEMO

TO: Mayor and Members of City Council
FROM: Kristoff T. Bauer, Assistant City Manager
DATE: November 2, 2009
RE: **Fayetteville Cumberland County Chamber of Commerce Quarterly Economic Development Report**

THE QUESTION:

None

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Greater Tax Base Diversity - Strong Local Economy

BACKGROUND:

This past June, the City entered into the attached contract for services with the FCCCC for economic development activities. The contract requires in Paragraph 4(C) that the FCCCC present to the Council at least quarterly regarding their activities. This is the first of these quarterly updates.

ISSUES:

None.

OPTIONS:

None

RECOMMENDED ACTION:

No action is anticipated.

ATTACHMENTS:

FCCCC Contract

STATE OF NORTH CAROLINA

COUNTY OF CUMBERLAND

AGREEMENT FOR SERVICES
WITH OUTSIDE AGENCY

THIS AGREEMENT, entered into as of the _____ day of June, 2009, by and between the CITY OF FAYETTEVILLE (hereinafter referred to as "CITY"), and the FAYETTEVILLE-CUMBERLAND COUNTY CHAMBER OF COMMERCE (hereinafter referred to as "AGENCY").

WITNESSETH:

WHEREAS, the CITY desires to enter into an agreement for economic development services; and

WHEREAS, the AGENCY has agreed to perform certain economic development services for the CITY.

NOW, THEREFORE, it is mutually agreed and understood between the parties as follows:

1. **TERM OF AGREEMENT.** This Agreement shall commence July 1, 2009, and terminate June 30, 2010, unless sooner terminated as provided for in Section 5 below. The CITY, in its discretion, may terminate this Agreement at anytime prior to its normal expiration date upon sixty (60) days advance written notice to the AGENCY. If AGENCY shall at anytime breach any part of this Agreement, this Agreement shall immediately terminate upon receipt of written notice of the same, signed by the CITY, and AGENCY shall submit any unused funds to CITY within five (5) banking days. Unused funds shall mean, for purposes of this Agreement, any FUNDS appropriated by CITY that are not needed to satisfy any outstanding indebtedness of the AGENCY associated with Section 2, Services to be Performed, as validated by CITY, on the date of the breach and/or termination as provided herein.

2. **SERVICES TO BE PERFORMED.** AGENCY, in and for the consideration recited in Paragraph 3 below, agrees to perform those services stated below. In general, the CITY agrees to contract with the AGENCY for the full range of services typically provided by nonprofit agencies engaged in economic development activities on behalf of a municipality in the State of North Carolina. Examples of the range of activities typically associated with traditional economic development include, but are not limited to:

A. Economic Development Activities:

1. Retention/expansion visits to existing companies.
2. Serve as resource to existing and prospective companies for the full range of services typical to the Economic Development Industry such as maintaining up-to-date demographics, market conditions, infrastructure availability, property availability, state and local assistance availability, workforce characteristics, etc.

3. Maintain thorough knowledge of federal, state, and local Economic Development tools available including workforce development, financial incentives, etc.
 4. Devise and implement appropriate marketing and outreach strategies, activities, materials, and events to foster the increase of jobs, access to goods and services, and overall investment and economic activity in Fayetteville. (See "B.1." below)
 5. Serve as consultant/advocate to assist firms with preparing Job Training Partnership and other applications for benefits that lead to the retention, expansion, and /or upgrade of job opportunities in Fayetteville.
 6. Participate in local, regional, statewide, and/or national events as appropriate to strategically and effectively network, market, and promote the decision of firms to locate and invest in Fayetteville.
 7. Nurture a strong working relationship with state and local officials, utility companies, lenders, real estate professionals, and others to enable an efficient team approach to promoting investment in Fayetteville.
 8. Periodically carry out formal or informal impediments analysis and make recommendations to the City of Fayetteville Public Works Commission (hereinafter referred to as "COMMISSION") and the CITY to devise policies to take advantage of opportunities to become more competitive in retaining and attracting business investment desired by the CITY as identified in its Strategic Plan.
 9. Prepare presentations and host site visits by investors, location consultants, and business officials to attract additional economic activity in Fayetteville.
 10. Collaborate with CITY staff to devise and implement strategies for development/redevelopment of high profile, high priority corridors and target sites.
- B. Pass through of funding for the Fayetteville/Cumberland County Women's Center in the amount of \$9,375 per quarter with a total disbursement to the Women's Center of \$37,500.

C. Deliverables:

1. Within thirty (30) days of commencement of this Agreement, the AGENCY shall prepare a comprehensive strategic plan of action for the year covered by the Agreement. The action plan shall address the proposed allocation of resources among the various items in Section "A" above. The action plan is subject to the approval of the CITY and may be modified by the AGENCY as conditions, opportunities, and circumstances arise. Changes in excess of ten percent (10%) of the total Agreement budget shall be submitted to the CITY for review and approval.
2. The AGENCY shall no less frequently than quarterly provide reports on the following activities with the level of detail determined by AGENCY taking into consideration confidentiality and related professional standards:

- a. Number of retention visits and any noteworthy follow-ups/results.
- b. Number of site visits and noteworthy follow-ups/results.
- c. Referrals from state agencies.
- d. Noteworthy successes from direct involvement by AGENCY staff for investment, new/expanded business, and jobs.
- e. Basic demographics, statistical, property availability, workforce data, etc., as used in presentation for hosting site visits. Highlight notable trends, changes, etc.
- f. General observations, recommendations, opportunities, and challenges on strategic positioning by Fayetteville if applicable.

3. **PAYMENT.** From their respective fiscal year July 1, 2009, to June 30, 2010, the CITY has allocated \$137,500.00 (with \$37,500.00 to pass through to the Women's Center) and the COMMISSION has allocated \$315,000.00 for a combined total of \$452,500.00 for economic development services. The CITY agrees to pay four (4) equal quarterly payments of \$25,000.00 for the AGENCY plus \$9,375.00 for the Women's Center resulting in equal quarterly payments from the CITY to the AGENCY of \$34,375.00, and the COMMISSION agrees to pay the AGENCY four (4) equal quarterly payments of \$78,750.00 for a total of \$315,000.00; during the CITY's and COMMISSION's 2009-2010 fiscal year, said monies to be paid out of the CITY's 2009-2010 budget will be as follows: the first quarterly payment within twenty-one (21) days of the execution of this Agreement by all parties and the remaining balance in three (3) equal payments at the beginning of each subsequent quarter. For the purposes of receiving payments, the mailing address of the AGENCY shall be: P.O. Box 9, Fayetteville, NC 28302.

Request for funding shall be submitted during the first ten (10) days of the quarter to the CITY's Finance Department.

4. **FINANCIAL RECORDS AND REPORTS.**

- A. AGENCY shall maintain financial records of economic development activities separate and distinct from other services the AGENCY may provide.
- B. Monthly financial activity reports shall be made available for review by the CITY.
- C. Quarterly operational activity reports shall be presented to the City Council in a public forum in such detail as required by the CITY. Nonetheless, it is recognized that primary economic development functions of the AGENCY involve proprietary information that must be protected and released to the public only at appropriate times.
- D. Prior to receiving any funds, said AGENCY shall submit to the CITY Finance Department of the City of Fayetteville, a copy of its by-laws, a list of the members of the governing board, a copy of its approved budget, a copy of its articles of incorporation, and a copy of its current tax exempt letter from the Internal Revenue Service.

5. **AUDIT.** The AGENCY agrees that it will provide the CITY with a certified audit, a copy of the management letter, and management's response to the auditor recommendations, by independent auditors for the fiscal year period ending or including June 30, 2010. The audit will specifically state whether or not the CITY's funds were used exclusively for those purposes stated in Section 2 and the associated work plan described under 2.B.1., Deliverables. The audit will specifically describe any exceptions and the amount of exception. It is understood that such audits may not be available upon the commencement of this Agreement. The audit is due to the CITY ninety (90) days after the AGENCY year-end. If at any time the CITY determines the AGENCY is not in compliance with either this Agreement or N.C.G.S. Chapter 159, or any other federal, state, or local law, policy, or regulation affecting the expenditure of public funds, the AGENCY shall be notified in writing as to the nature of the deficiency. It is the responsibility of the AGENCY at its expense to rectify and/or reconcile any material deficiencies identified by audit or monthly review of financial activity by the CITY. Failure to cure a material deficiency in compliance with N.G.C.S. Chapter 159 or the terms of this Agreement within thirty (30) days of receipt of a written notice from the CITY shall constitute a default and may be cause for termination of this Agreement. At anytime the CITY deems it necessary or appropriate, the AGENCY agrees that an internal audit by the CITY may be made of the AGENCY's books or records to assess the current financial condition of the AGENCY and compliance with this Agreement.

6. **INDEPENDENT CONTRACTOR.** AGENCY is a non-profit corporation of the State of North Carolina and is an independent contractor. AGENCY is not an agent, officer, or employee of the CITY and shall have no authority to act as an agent of the CITY, nor enter any agreement for or on behalf of the CITY. AGENCY shall at all times provide CITY with satisfactory proof of its status as a non-profit corporation organized to do business in the State of North Carolina.

7. **ASSIGNMENT.** The AGENCY shall not assign its contract rights under this Agreement nor any part thereof, nor delegate or subcontract any performances hereunder in excess of ten percent (10%) of the total contract budget herein, without first obtaining the CITY's written approval thereof.

8. **AGENCY AND AUTHORITY.** The CITY hereby designates the City Manager or his/her designee as its exclusive agent with respect to this Agreement. The City Manager or his/her designee is authorized, on behalf of the CITY, to negotiate directly with the AGENCY on all matters pertaining to this Agreement. The AGENCY agrees that all of its dealings with the CITY in respect to the terms and conditions of this Agreement shall be exclusively with the City Manager or his/her designee. Further, the AGENCY specifically agrees that it shall not implement any requested modifications in the specifications of any of the services subject to this Agreement except in the manner described in the paragraph entitled MODIFICATION.

9. **MODIFICATION.** This Agreement may be modified only by an instrument duly executed by the parties or their respective successors.

10. **NOTICES.** Any notices to be given by either party to the other under the terms of this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgment of receipt, or mailed by registered or certified mail to the other party at the following addresses or to such other addresses as either party hereafter from time to time designates in writing to the other party for the receipt of notice:

AGENCY: Douglas S. Peters, IOM
President & CEO
Fayetteville-Cumberland County Chamber of Commerce
P.O. Box 9 201 Hay Street
Fayetteville, NC 28302 Fayetteville, NC 28301

Telephone: (910) 484-4242, Ext. 228
Facsimile: (910) 483-4042
Cell Phone: (910) 580-4870
Email: dpeters@fayettevillencchamber.org

CITY: Dale E. Iman
City Manager
PO Drawer D
Fayetteville, NC 28302
(910) 433-1990

Such notice, if mailed, shall be deemed to have been received by the other party on the date contained in the receipt.

11. CHANGES IN BYLAWS, INSURANCE POLICIES, OR BOARD MEMBERSHIP.

In the event of any change in the AGENCY's bylaws, governing body membership, or insurance policies, AGENCY agrees that it shall immediately notify the CITY. AGENCY shall make compliance with this Agreement a part of its bylaws or have this Agreement approved by its Board of Directors with a copy of the minutes approving this Agreement being submitted to the CITY at the time of execution.

12. CERTIFICATION.

- A. The CITY, by the signature of the City Manager affixed to this Agreement, certifies that the funds stated in Paragraph 1 above were approved as part of the 2009-2010 budget of the CITY and are available for the AGENCY's use consistent with the terms of this Agreement.
- B. AGENCY, by the signature of its chief executive officer affixed hereto, certifies that it has complied, or will comply with all requirements of this Agreement prior to the application for any approved funds, and further agrees that the CITY is under no obligation to pay any funds pursuant to this Agreement until such requirements have been met.

13. OTHER TERMS AND CONDITIONS.

- A. If this Agreement is terminated in any manner, AGENCY agrees that upon the termination it shall return all unused funds, if any, to the CITY within five (5) banking days.

14. STATUTORY FUNDING AUTHORIZATION.


- A. Funding in support of AGENCY programs described in Section 2 shall be authorized by general statute.

- B. Limitation: No expenditure to a non-CITY agency shall be made until the CITY has approved the same, and all such expenditures shall be accounted for by the AGENCY at the end of the fiscal year.
-

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the CITY and AGENCY have executed this Agreement and caused their seals to be affixed and attested as of the day and year first above written.

CITY OF FAYETTEVILLE

BY: 
DALE E. IMAN, City Manager

ATTEST:


JENNIFER K. PENFIELD
Deputy City Clerk

FAYETTEVILLE-CUMBERLAND
COUNTY CHAMBER OF COMMERCE

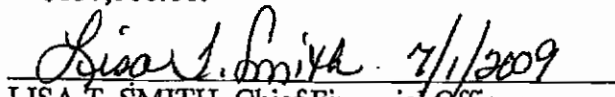
BY: 
DOUGLAS S. PETERS, President

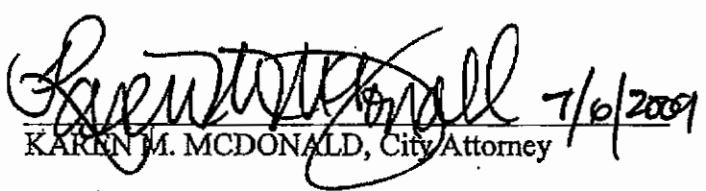
ATTEST:

Secretary

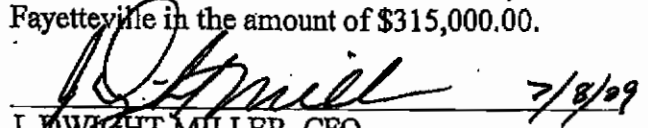
This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act in the amount of \$137,500.00.

APPROVED AS TO FORM:


LISA T. SMITH, Chief Financial Officer


KAREN M. MCDONALD, City Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act for the Public Works Commission of the City of Fayetteville in the amount of \$315,000.00.


J. DWIGHT MILLER, CFO
Public Works Commission

CITY COUNCIL ACTION MEMO

TO: Mayor and Members of City Council
FROM: Kristoff Bauer, Assistant City Manager
DATE: November 2, 2009
RE: **Hospitality Facility Incentive Program**

THE QUESTION:

Does the City Council wish to adopt a Hospitality Facility Incentive Program?

RELATIONSHIP TO STRATEGIC PLAN:

Greater Tax Base Diversity - Strong Local Economy

BACKGROUND:

The relocation of FORSCOM Headquarters from Fort McPherson to Fort Bragg brings the additional need for higher quality hotels with secured meeting space facilities. The Fayetteville-Cumberland County Chamber of Commerce (FCCCC) has been working with the City and the County to develop an incentive program with the purpose of attracting these type of hotel developers to the area. The attached draft Hospitality Facility Incentive Program document has been created to provide those incentives and to identify how the program will be managed.

The list of potential incentives is not exhaustive, that is the opportunity to discuss incentives not currently identified is specifically reserved. The key benefit of this proposed program description is its identification of roles and responsibilities among the three economic development partners; the City, County, and FCCCC. It makes it clear that FCCCC is the single entity responsible for managing this program. Both the City and the County will be required to approve any incentive packaged developed through this program.

The program also establishes a fairly comprehensive list of information that must be provided for any applying development. This information must then form the basis of public benefit analysis in support of the proposed incentives.

ISSUES:

According to FCCCC, there has been some interest expressed by a number of potential developers. The FCCCC has been waiting for direction through this kind of policy before responding to these inquiries. Staff will use Council feedback to generate a final proposal for consideration at the Council's regular meeting in December.

OPTIONS:

Council discussion regarding desired and undesirable components of this program would assist staff in developing the final program for Council consideration.

RECOMMENDED ACTION:

No action required. A proposed program will be presented to Council for consideration shortly.

ATTACHMENTS:

Hospitality Facility Incentive Program
Hospitality Facility Incentive Program - 10/20/09

Hospitality Facility Incentive Program

v.5 10/20/09

The Fayetteville-Cumberland County Chamber of Commerce (FCCCC), in coordination with the City of Fayetteville and Cumberland County has partnered to develop a comprehensive program to encourage development of full-service hotel/conference facilities meeting a minimum Four Star level rating by an internationally recognized third party hospitality facility rating agency. A letter documenting the expected rating for the proposed facility must be provided to the City and County.

As discussed in the Comprehensive Regional Growth Plan developed by the Base Realignment and Closure Regional Task Force (RTF), the buildup at Fort Bragg will necessitate additional development of full-service hotel rooms. This policy supports the findings of the RTF by establishing methods to incentivize appropriate hospitality facilities in Fayetteville and Cumberland County.

The FCCCC will serve as the initial point of contact for developers interested in accessing this incentive program. The FCCCC will pre-screen applicants for a preliminary eligibility analysis and provide early notification to the City and County at the point it appears a potentially viable candidate has begun their due diligence process for sites in Fayetteville/Cumberland County. All proprietary information is to be retained by the FCCCC until such point the developer authorizes public dissemination of the subject information.

While under contract for economic development services with the City and County, FCCCC will serve as the primary point of contact for candidates under consideration for this program throughout the process of Application, Review, and Evaluation. The FCCCC will manage and coordinate the receipt of application materials and when appropriate make a written recommendation to the City and County as to the eligibility and suitability of each proposal. Depending on circumstances this may range from an early or mid-process recommendation for denial to a final term recommendation for approval.

The final decision as to eligibility and suitability leading to a decision to apply any of the development incentives herein to any particular project rests with the City Council of the City of Fayetteville and the Cumberland County Board of Commissioners for their respective jurisdictions and associated fiscal responsibilities. Each body is required by state statute to hold a minimum of one public hearing prior to rendering a decision for economic incentive activities involving public funds and/or facilities.

This policy is intended to promote the development of four star or better rated establishments. In addition, the City and County will take into consideration the Review/Evaluation Criteria noted below with regard to the financial and project management experience of the development team as well as the location, employment, operational, design and community integration characteristics of the proposal.

Hospitality Facility Development Incentives

On a case-by-case basis for projects determined to be eligible and appropriate development projects, Fayetteville/Cumberland County offers the following potential incentives to eligible full-service hotel developments:

- Property Tax Grantback Program (defined below)
- Public Infrastructure Improvements
- Other incentives as allowed by state statute in place at the time of development.

Projects eligible for assistance may receive any combination of the above incentives dependent on the project's documented need for assistance, and the projected benefit to the community's economy and quality of life.

The FCCCC may also provide development assistance for eligible projects, including, but not limited to:

- Providing meeting space for developer during planning, negotiation and construction process.
- Providing project management personnel for local resource guidance, workforce development, facility assistance and government/community interface

Development Eligibility & Review/Evaluation Criteria

To be considered for assistance, four (4) complete application packages with contact information and quick reference application form must be submitted to the FCCCC. Development packages must include the following information:

- the financial and technical capacity of the development team as demonstrated by past participation/responsibility for projects of the type proposed;
- provide written documentation to identify the proposed corporate "flag" and property manager with a corresponding history of properties managed with references;
- the location, site characteristics and preliminary sketch site design;
- the architectural program (# rooms, meeting spaces, amenities, parking facilities, health/fitness facilities, restaurant/lounge facilities, etc.) for the project;
- the specific full service elements that will be part of the project design and operation;
- the proposed LEED elements to be incorporated into the development, construction and operation of the facility;
- number and type of FTE jobs to be created;
- the preliminary project budget;
- the physical and operational/service elements that will result in a Four Star rating by international, independent third party hospitality rating agency acceptable to the City and County;
- the type(s) and fiscal impact estimates of the proposed incentives;

- a professional Independent Third Party Market Analysis that will determine whether financial gaps exist justifying participation in the incentive program. The entity chosen for the Market Analysis must be pre-approved by the Fayetteville City Manager and the Cumberland County Manager; and
- any other information that may be requested by the City or County.

Economic Justification

The FCCCC will review all requests for incentives to evaluate eligibility of the type and amount of the request for assistance. The request for assistance must provide evidence indicating that without the assistance provided by the HFIP, the hotel could not be developed with the attributes desired by the City and County and provide the desired community benefits. This will include scrutiny of the gap analysis provided by the applicant's Third Party Market Analysis. The economic impact analysis will forecast the projected outcomes from a particular project, including, but not limited to, job generation and direct and indirect economic impacts in the community for ongoing operation of the facility. The analysis will be used in consideration of approval of the project for the HFIP, as well as in drafting potential terms of the Hospitality Facility Incentive Agreement if approved for the program. The FCCCC will provide a written recommendation to the City and County for eligibility, and level and type of assistance.

Hospitality Facility Incentive Agreement

In the event the City and County approve a project for this program, a Hospitality Facility Incentive Agreement (HFIA) will be drafted providing further detail of the physical and operational attributes of the entire scope of development. In addition, the responsibilities of the Developer, City and County will be clearly defined along with appropriate timelines for performance and remedies for breach of contract. Public funds will not be expended for any project specific improvements until a current and favorable Market Feasibility Analysis is completed by an independent, nationally recognized third party expert demonstrating the viability of the proposed project and the developer demonstrates the irrevocable financial commitments necessary to carry out the project as agreed upon.

Additionally, once an incentive package has been approved, construction on a project must commence within one year and begin operations within three years. Extensions may be granted only upon approval of the City and County.

Property Tax Grantback Program

The Property Tax Grantback program provides a successful applicant a grant based upon ad valorem taxes actually paid and is subject to the following:

Under no circumstances shall the Grantback amount exceed fifty percent (50%) of the ad valorem taxes in any benefit year even if eligible under separate incentive programs. Furthermore, no Property Tax Grantback benefit period shall exceed 5 years under the Hospitality Facility Incentive Program.

Property Tax Grantback benefits will only be paid for completed, operational projects meeting the terms of the Hospitality Facility Incentive Agreement and which remain in compliance with all applicable codes, regulations, and requirements including but not limited to those associated with environmental, building, zoning, property maintenance and upholding the facility quality rating standard established in the HFIA.

The Property Tax Grantback benefits will be determined by the City and County through the negotiation process associated with the developer documentation of financial need and the drafting of the HFIA. The Grantback benefit will be a function of the increased property value over the initial land value as determined by the County Tax Administrator for each year of eligibility. In order for projects to remain eligible, all property taxes must be paid on time in accordance with standard City and County requirements. Eligible projects will receive a Property Tax Grantback payment in accordance with the terms set out in the HFIA.

CITY COUNCIL ACTION MEMO

TO: Mayor and Members of City Council
FROM: Rusty Thompson, PE, City Traffic Engineer
DATE: November 2, 2009
RE: **Residential Traffic Management Program**

THE QUESTION:

Council asked staff to evaluate the current Traffic Management Program for Multi-Way Stops and to determine if changes or amendments needed to be made.

RELATIONSHIP TO STRATEGIC PLAN:

Growing City, Livable Neighborhoods – A Great Place to Live

BACKGROUND:

During the October 5th work session, Council instructed the City Manager to have staff evaluate the Residential Traffic Management Program in order to possibly reduce the percentage of signatures required for petitions as well as to incorporate a factor for Community Watch Groups.

ISSUES:

- Community Watch Groups are not always a good representation of the area.
- Reducing the petition percentages below 60% would not conform to typical percentages set in other NC cities.

OPTIONS:

- Amend the Residential Traffic Management Program for Multi-way Stops.
- Take no action.

RECOMMENDED ACTION:

Take no action.

ATTACHMENTS:

Residential Traffic Management Policy
Traffic Management Program Memorandum



RESIDENTIAL TRAFFIC MANAGEMENT PROGRAM

GUIDELINES TO MANAGE RESIDENTIAL TRAFFIC

GOALS

1. Improve residential livability by encouraging adherence to the speed limit.
2. Maintain access, safety and comfort for alternative transportation users on residential streets.
3. Encourage citizen involvement in solutions to residential traffic problems.
4. Appropriately channel public resources by prioritizing traffic mitigation requests according to documented criteria.
5. Effectively address the frequently conflicting, public safety interests of traffic mitigation and emergency response.

POLICIES

A request to consider modification of traffic flow on public streets shall meet all of the following criteria:

- The street must be classified as a two lane, local street and be primarily residential in nature.
- Traffic volumes must equal or exceed the threshold volumes as indicated by the specific treatment criteria.
- Police and Fire Departments review and approve for satisfactory emergency service access.
- A traffic engineering safety study has determined that the proposed traffic flow modifications will not create undue traffic congestion on the subject street or on streets which may be impacted by diverted traffic.
- **The Citizens Association or the Neighborhood must designate a contact person(s) who will be the primary contact in the neighborhood for answering residents' questions.**

CRITERIA FOR MULTI-WAY STOPS ON RESIDENTIAL COLLECTOR STREETS

Multi-way stops can be considered for installation on residential collector streets as part of the Traffic Management Program. A residential collector street is defined as a street that has residential frontage and collects traffic from other residential local streets. Multi-Way stops can be considered for installation when the street being evaluated meets the following criteria.

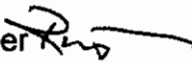
- Through street – minimum ½ mile in length
- Width of street to not exceed 36 feet
- Traffic volumes (less than 4,000 ADT, total of highest 8 hours is at least 50 % of ADT)
- Cut through traffic (minimum of 25% of cut through traffic, in one direction during any one hour of the 8th highest hours)
- Three or more accidents that are correctable by the installation of stop signs.
- The minor street must equal 40% of the main streets volume.
- The longest leg of a side street of the intersection being considered must exceed 400' in length
- The intersection must be at least 800' from another multi-way stop or from a stop condition along the main unstopped street.
- There must be considerable support as per the petition acceptance requirements. There also must be 100 percent support from any households directly adjacent to the intersection.
- A two circuit overhead flasher may be required, if determined by engineering judgement of the Traffic Services Division

PETITION ACCEPTANCE & SUPPORT REQUIREMENTS

The City Traffic Services Division determines the boundary of the “affected area” to be included in the petition directly and indirectly affected areas. The petition requesting traffic flow modifications must be supported by 75 percent of the total number of households directly affected by the proposed changes; one household, one signature minimum, 85 percent of all affected households that may need to use the street(s) on a daily basis must be contacted for petition to be accepted by the City. Persons submitting a petition must attempt to contact all affected parties. The households immediately adjacent to the proposed improvement must accept the proposal 100%.

An eligible household is a single residential or commercial unit and shall include property owners, tenants, businesses and long-term tenants such as mobile park residents within the “affected area”. In case of conflict between property owner and tenant, the property owner’s vote takes precedence over the tenant.

MEMO

TO: Dale Iman, City Manager
THRU: Doug Hewett, Assistant City Manager
FROM: R. W. Thompson, PE, City Traffic Engineer 
DATE: October 26, 2009
RE: Multi-Way Stop Criteria

This is in regards to Councils' request for staff to investigate petition requirements and active community watch group participation for multi-way stops. Traffic Services contacted twelve other cities in North Carolina with Multi-way stop programs to understand how their process worked and to see if our existing policy needed any updates since approved in 2001. All twelve cities did require a petition with percentages ranging from 60% to 75%. An emerging trend some cities are investigating and several cities have implemented requiring an initial 40% minimum petition due upon request for a study. None of the cities have used the community watch groups as a factor for approval.

We met and reviewed the current criteria with the Fayetteville Police relating to community watch groups. Based on their protocol, an active community watch group is defined as one that group meets with the police at least once per year and has more than one person in the group. The police department had reservations as to whether the community is well represented by a community watch group of possibly one or two or even a few more self designated citizens when traffic calming devices are being recommended.

Based on this research, it is our recommendation that the existing residential traffic management policy is consistent with the majority of other cities policies and should not be revised at this time.

If we can be of further assistance, please advise.

CITY COUNCIL ACTION MEMO

TO: Mayor and Members of City Council
FROM: Marsha Bryant, Planner
DATE: November 2, 2009
RE: **Revised checklist of data required to be shown on subdivision and siteplan submittals.**

THE QUESTION:

For informational purposes.

RELATIONSHIP TO STRATEGIC PLAN:

More Efficient City Government - Cost Effective Service Delivery

BACKGROUND:

The Technical Review Committee (TRC) which is comprised of staff members from various departments, reviews and approves proposed new development plans and subdivision requests within the city limits. After review of submittal requirements from other communities in North Carolina the TRC believes that the proposed submittal information is in keeping with the basic professional standards that are being used elsewhere (see attached matrix). In April 2009, the Chief Development Officer, Rob Anderson met with the local Engineers group and also the Home Builders group to present a draft of the checklist and ask for feedback. After receiving none staff finalized the checklist. On October 13, 2009 staff met again with the local Engineers group, provided an overview of the checklist and responded to questions. We again asked for specific concerns, comments and recommendations be provided in writing to the Development Services Department. As of October 23, 2009 we have received no written comments from either the April or October meetings.

ISSUES:

The Technical Review Committee has determined that more thorough and efficient review of plans can be accomplished if the submittal information provided is complete. It is currently commonplace for TRC to develop comments based upon incomplete submittals only to have some of those comments addressed and new issues be created by a later versions of the submittals. This back and forth is inefficient for both the City and the applicant and often results in criticism of the City's practices and timing.

Use of the new checklists will ensure that the Committee has all relevant information during the first review alleviating the need for multiple submittals and/or revisions, improve coordination of requirements by the various departments involved, and ensure that all applicable regulations are being met.

OPTIONS:

This is for informational purposes only as staff seeks to improve clarity, communication and predictability for procedures consistent with industry standards for development.

RECOMMENDED ACTION:

No action required.

ATTACHMENTS:

Proposed Subdivision Submittal Application
Proposed Site Plan Submittal Application
Requirements from other locations



| OFFICE USE ONLY | |
|-----------------------------------|---|
| Case Number: | |
| Date Received: | |
| Received By: | |
| Payment: | <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card |
| Planning Staff Meeting Date: | |
| Planning Commission Meeting Date: | |
| Board of Adjustment Meeting Date: | |
| Watershed: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Zoning: | |
| Reference related case numbers: | |

SUBDIVISION SUBMISSION FORM

Select Type of Request: (20 Copies Required for New Preliminary Reviews, 10 Copies for Final Reviews, and 10 Copies for Revision Reviews).

After you receive approval of the Final submission you may submit your Final Plat for Approval to the Planning Department. Applicable signature blocks should be included on the Final Plat.

Subdivision of Land **\$200.00** (Indicate if Zero Lot Line) Revision Review **\$50.00**

Note: The fee is due upon submittal. If a variance from the Board of Adjustment is requested an application and a fee of \$500.00 is required. If a waiver is requested from the Planning Commission a letter stating the reason for the request is required.

| | |
|---------------------------------|--------------------------|
| Development Name: | Development Location: |
| Number of Lots Existing: | Number of Lots Proposed: |
| PIN: | |
| Acreage: | Plat Book & Page: |
| Owner Name: | Address: |
| Developer Name: | Address: |
| Surveyor/Engineer Contact Name: | Address: |
| Contact Phone: | Contact Fax: |

Required Open Space: Is it your intent to:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Reserve usable open space (if so indicate the land and the acreage) |
| <input type="checkbox"/> | Dedicate usable open space to a homeowner's association (if so indicate the land and the acreage) |
| <input type="checkbox"/> | Dedicate usable open space to the City of Fayetteville (if so indicate the land and the acreage) |
| <input type="checkbox"/> | Make payment in lieu of dedication of open space (if so payment is required prior to final plat approval and is based on the tax value of the land) |

**Note: The Technical Review Committee meets every Wednesday to review submittals. Conditions of Approval will be mailed to the individuals listed on this form. Approvals are valid for 2 years. If projects are not completed within the 2- year period a new review shall be required.*

It will be necessary for the developer/engineer to work directly with the City Engineering Dept., City Inspections Dept., and the Public Works Commission to obtain approval of driveways, drainage plans, streets, signs, landscaping, water and sewer plans, etc.

Provide information regarding any previous approval that has been issued for this property, i.e., variances, rezonings, special use permits, etc.

A preconference prior to preliminary submittal is recommended for larger developments.

Incomplete applications and plans submitted with insufficient information will not be reviewed until the required information is received.

General Site Information Requirements

Contact: Marsha Bryant, Planning Department, 433-1416

Preliminary Final

| | | |
|---|--|--|
| ✓ | | The Name, Address, and Phone Number of the Developer, Property Owner and Engineer/Surveyor |
| ✓ | | Name of the Development and its Location and Acreage |
| ✓ | | Date the Plan was Prepared |
| ✓ | | Vicinity Map (no more than 1 inch to 1000 feet) and North Arrow |
| ✓ | | Sheets no larger than 36"x24" and Drawn to a Scale of no more than 1" inch to 50' |
| ✓ | | Property Lines with Metes and Bounds, Zoning Lines, Phase Lines, and City Limit Lines |
| ✓ | | Adjacent Properties with Identifying Information |
| ✓ | | Existing Structures (indicate if they are to be removed or to remain) if they are to remain indicate: Setbacks, Dimensions, Height Information, Façade Orientation, Square Footage and Use Information |
| ✓ | | Existing Structures on Adjacent Properties (within 100 feet of subject property) |
| ✓ | | Common Areas and Open Space Recreation Area (include Acreage) |

Permitting Information Requirements

Contact: Dave Steinmetz, Inspections Department, 433-1705

Preliminary Final

| | | |
|---|---|--|
| ✓ | | Buffer Areas |
| | ✓ | Fences and Walls |
| ✓ | | Existing and Proposed Sidewalks along Rights-of-Ways |
| | ✓ | Existing and Proposed Landscaping with Summary (indicate if existing is to be removed) |
| ✓ | | Floodplains and Floodways |
| | ✓ | Existing and Proposed Signage with Summary |

Traffic Information Requirements

Contact: Rusty Thompson, Traffic Services, 433-1153

Preliminary Final

| | | |
|---|---|---|
| | ✓ | Existing and Proposed Traffic Signs and Signals |
| | ✓ | Right-of-Way Reservations and Dedications |
| ✓ | | Indicate Street Intersections within 500 feet of Subject Property |
| | ✓ | Turn Lanes with Details |
| | ✓ | Pedestrian Crossings, Bus and Bike Linkages |
| ✓ | | Dimensions of Medians |
| ✓ | | Sight Triangles |

Engineering Information Requirements

Contact: Jeffery Brown, Engineering Department, 433-1691

Preliminary Final

| | | |
|---|--|--|
| ✓ | | Existing and Proposed Streets Labeled with Dimensions, Name, Curbing, Public or Private Status (indicate if existing streets will be closed) |
| ✓ | | Alignment of Existing and Proposed Streets |
| ✓ | | Right-of-Way and Pavement Width, Material, Curb & Gutter, Ditches, and Shoulder Width |
| ✓ | | Easements (labeled and include applicable Deed Book and Page) |
| ✓ | | Wetlands |
| ✓ | | Water bodies (ponds, lakes, streams, etc.) |
| ✓ | | Location of Permanent Storm Water Detention Facilities |
| ✓ | | Contours and Topographic Information |

Fire Department Information Requirements

Contact: Roger Sullivan, Fire Department, 433-1413

Preliminary Final

| | | |
|---|--|---|
| ✓ | | Location of all Gated Entrances and Exits and indicate Knox Box Locations |
|---|--|---|

Comments/Additional Information:



| OFFICE USE ONLY | |
|--|--|
| Case Number: | |
| Date Received: | |
| Received By: | |
| Payment: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card | |
| Planning Staff Meeting Date: | |
| Planning Commission Meeting Date: | |
| Board of Adjustment Meeting Date: | |
| Watershed: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Zoning: | |
| Reference related case numbers: | |

SITE PLAN SUBMISSION FORM

Select Type of Request: (20 Copies Required for New Preliminary Reviews, 10 Copies for Final Reviews, and 10 Copies for Revision Reviews)

After you receive Preliminary Approval you may resubmit your plans for Final Review and Approval.

- Site Plan Review (Non-Residential Buildings Greater than 2500 square feet in Size) **\$200.00**
- Group Development Review (More than one Principle Building on a Parcel of Land) **\$200.00**
- Projects Requiring a TIA Review **\$200.00** Revision Review **\$50.00**

Note: The fee is due upon submittal. If a variance from the Board of Adjustment is requested an application and a fee of \$500.00 is required. If a waiver is requested from the Planning Commission a letter stating the reason for the request is required.

| | |
|---------------------------------------|---------------------------------------|
| Development Name: | Development Location: |
| Number of Lots and/or Units Existing: | Number of Lots and/or Units Proposed: |
| PIN: | |
| Acreage: | Plat Book & Page: |
| Owner Name: | Address: |
| Developer Name: | Address: |
| Surveyor/Engineer Contact Name: | Address: |
| Contact Phone: | Contact Fax: |

Revised 9/2009

Required Open Space: Is it your intent to:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Reserve usable open space (if so indicate the land and the acreage) |
| <input type="checkbox"/> | Dedicate usable open space to a homeowner's association (if so indicate the land and the acreage) |
| <input type="checkbox"/> | Dedicate usable open space to the City of Fayetteville (if so indicate the land and the acreage) |
| <input type="checkbox"/> | Make payment in lieu of dedication of open space (if so payment is required prior to final plat approval and is based on the tax value of the land) |

**Note: The Technical Review Committee meets every Wednesday to review submittals. Conditions of Approval will be mailed to the individuals listed on this form. Approvals are valid for 2 years. If projects are not completed within the 2- year period a new review shall be required.*

It will be necessary for the developer/engineer to work directly with the City Engineering Dept., City Inspections Dept., and the Public Works Commission to obtain approval of driveways, drainage plans, streets, signs, landscaping, water and sewer plans, etc.

Provide information regarding any previous approval that has been issued for this property, i.e., variances, rezonings, special use permits, etc.

A preconference prior to preliminary submittal is recommended for larger developments.

Incomplete applications and plans submitted with insufficient information will not be reviewed until the required information is received.

General Site Information Requirements

Contact: Marsha Bryant, Planning Department, 433-1416

Preliminary Final

| | | |
|---|---|--|
| ✓ | | The Name, Address, and Phone Number of the Developer, Property Owner and Engineer/Surveyor. |
| ✓ | | Name of the Development and its Location and Acreage |
| ✓ | | Date the Plan was Prepared |
| ✓ | | Vicinity Map (no more than 1 inch to 1000 feet) and North Arrow |
| ✓ | | Sheets no larger than 36"x24" and Drawn to a Scale of no more than 1" inch to 50' |
| ✓ | | Property Lines with Metes and Bounds, Zoning Lines, Phase Lines, City Limit Lines |
| ✓ | | Adjacent Properties with Identifying Information |
| ✓ | | Existing Structures (indicate if they are to remain or be removed) |
| ✓ | | Existing and Proposed Structures with Setbacks, Dimensions, Height Information, Façade Orientation, Square Footage and Use Information to include Secondary Uses |
| ✓ | | Temporary Structures |
| ✓ | | Existing Structures on Adjacent Properties (within 100 feet of subject property) |
| | ✓ | Bike Racks and Internal Sidewalks |
| ✓ | | Common Areas and Open Space Recreation Area with Acreage |

Permitting Information Requirements

Contact: Dave Steinmetz, Inspections Department, 433-1705

Preliminary Final

| | | |
|---|---|--|
| ✓ | | Buffer Areas |
| | ✓ | Fences and Walls |
| ✓ | | Existing and Proposed Sidewalks along Rights-of-Ways |
| ✓ | | Loading Areas, Dumpster and Recycling Areas with Screening |
| | ✓ | Location of Heating/AC Units, Telephone Boxes, etc. |
| | ✓ | Site Lighting |
| | ✓ | Existing and Proposed Landscaping (indicate if existing will remain or be removed) |
| ✓ | | Existing and Proposed Parking, Handicap Spaces, Number of Spaces Required and Provided |
| ✓ | | Drive Aisle and Bay Dimensions |
| ✓ | | Floodplains and Floodways |
| | ✓ | Existing and Proposed Signage with Summary |

Traffic Information Requirements

Contact: Rusty Thompson, Traffic Services, 433-1153

Preliminary Final

| | | |
|---|---|--|
| ✓ | | Existing and Proposed Driveways with Internal and External Traffic Flow Schemes (note if existing will remain) (indicate City standard driveway details on plan) |
| ✓ | | Adjacent Driveways |
| ✓ | | Street Intersections within 500 feet of Subject Property |
| | ✓ | Street Lighting |
| | ✓ | Traffic Calming Devices, Wheels Stops and Traffic Barriers |
| | ✓ | Existing and Proposed/Required Traffic Signs and Signals |
| | ✓ | Right-of-Way Reservations and Dedications |
| | ✓ | Turn Lanes with Details |
| ✓ | | Drive Aisle Widths |
| | ✓ | Pedestrian Crossings, Bus and Bike Linkages |
| ✓ | | Dimensions of Medians |
| ✓ | | Sight Triangles |

Engineering Information Requirements

Contact: Jeffery Brown, Engineering Department, 433-1691

Preliminary Final

| | | |
|---|---|--|
| ✓ | | Dimensions and Curve Radii |
| ✓ | | Existing and Proposed Streets Labeled with Dimensions, Name, Curbing, Public or Private Status (indicate if existing streets will be closed) |
| ✓ | | Alignment of Existing and Proposed Streets |
| ✓ | | Right-of-Way and Pavement Width, Material, Curb & Gutter, Ditches, and Shoulder Width |
| ✓ | | Easements (labeled and include applicable Deed Book and Page) |
| ✓ | | Wetlands |
| ✓ | | Water bodies (ponds, lakes, streams, etc.) |
| | ✓ | Utility Distribution Lines, Water and Sewer Lines |

| | | |
|---|---|---|
| | ✓ | Amount of Impervious Surface Before and After Development |
| | ✓ | Location of Permanent Storm Water Detention Facilities |
| ✓ | | Contours and Topographic Information |

Fire Department Information Requirements

Contact: Roger Sullivan, Fire Department, 433-1413

Preliminary Final

| | | |
|---|---|--|
| | ✓ | Fire Hydrant Locations (in accordance with NFPA, NC Fire Code, and PWC) |
| | ✓ | Water Lines to include Location and Size (minimum 6 inches in size) |
| ✓ | | Indicate if Buildings have Sprinkler Systems |
| ✓ | | Fire Department Connection (FDC) Locations |
| ✓ | | Fire Lanes |
| ✓ | | Turning Radius Drawings |
| ✓ | | Building Overhang and Drive thru Locations and Height Dimensions |
| ✓ | | Buildings Main Entrance and Exit Locations |
| ✓ | | Location of all Gated Entrances and Exits and indicate Knox Box Locations |
| ✓ | | Fire Access Road (min. 20' wide and must be within 150 feet (300 feet if buildings have sprinklers) of all exterior portions of buildings) |

Comments/Additional Information:

SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

5/2009

| REQUIREMENTS | CITY OF FAYETTEVILLE REQUIREMENTS Pop.2009-209,476 | CITY OF WILMINGTON REQUIREMENTS Pop.2007-99,623 | CITY OF MONROE (SUBDIVISION) Pop.2000-26,228 | TOWN OF PITTSBORO (SUBDIVISION) Pop.2000-2,226 | TOWN OF FRANKLIN Pop.2000-3,490 | CITY OF CONOVER Pop.2000-7,461 | CITY OF BURLINGTON Pop.2007-50,000 |
|---|--|---|--|--|------------------------------------|-----------------------------------|---------------------------------------|
| Engineering Scale (no greater than 1" to 50') | X | X | X | X | X | X | X |
| North Arrow | X | X | X | X | X | X | X |
| Vicinity Map (no more than 1" to 1000') | X | X | X | X | X | X | X |
| Name of Project | X | X | X | X | X | X | X |
| Owner's Name | X | X | X | X | X | X | X |
| Preparer's Contact Information | X | X | X | X | X | X | X |
| Date Plan Prepared | | X | X | X | X | X | X |
| Zoning Lines | X | X | X | X | X | X | X |
| Acreage | X | X | X | X | X | X | X |
| City Limit Line | X | X | X | X | X | X | X |
| Property Lines with Metes and Bounds | X | X | X | X | X | X | X |
| Phase Lines | X | X | | | X | X | |
| Adjacent Properties with Identifying Information | X | X | X | X | X | X | X |
| Existing Structures to be Removed | X | | | | | | |
| Existing Structures to Remain with Setbacks, Dimensions, & Height | X | X | X | X | X | X | X |
| Proposed Structures | X | X | X | X | X | X | X |
| Facade Orientation | X | | | | | | |
| Breakdown of Square Footage of Structures | X | X | X | | X | | X |
| Existing and Proposed Uses of Structures | X | X | X | X | X | X | X |
| Temporary Structures | X | | | | | | |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

5/2009

| REQUIREMENTS | CITY OF FAYETTEVILLE REQUIREMENTS Pop.2009-209,476 | CITY OF WILMINGTON REQUIREMENTS Pop.2007-99,623 | CITY OF MONROE (SUBDIVISION) Pop.2000-26,228 | TOWN OF PITTSBORO (SUBDIVISION) Pop.2000-2,226 | TOWN OF FRANKLIN Pop.2000-3,490 | CITY OF CONOVER Pop.2000-7,461 | CITY OF BURLINGTON Pop.2007-50,000 |
|---|--|---|--|--|------------------------------------|-----------------------------------|---------------------------------------|
| Existing Structures on Adjacent Property | X | X | | | | X | |
| Dimensions and Labeling of all Site Elements | X | X | X | X | X | X | X |
| Bike Racks | X | | | | | | |
| Internal Sidewalks | X | | | | | | X |
| Common Area | X | | X | | | | X |
| Open Space Recreation Area | X | X | X | X | X | X | X |
| Buffer Areas | X | X | X | X | X | | X |
| Projected Future Impacts on Area | | | | X | | | |
| Locate Hardwood Trees/Grove Areas | | X | | | X | X | X |
| Fences/Walls | X | | | | | X | X |
| Existing and Proposed Sidewalks Along Right-of-Way | X | X | | X | | X | |
| Loading Areas | X | X | | | | | X |
| Dumpster and Recycling Areas with Screening | X | X | | | X | | X |
| Site Lighting | X | | | X | X | | X |
| Existing and Proposed Landscaping w/Details (indicate if existing will remain/remove) | X | X | X | | X | X | X |
| Existing and Proposed Parking Numbered per aisle | X | X | | | X | | X |
| Handicap Spaces | X | X | | | X | | X |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

5/2009

| REQUIREMENTS | CITY OF FAYETTEVILLE REQUIREMENTS Pop.2009-209,476 | CITY OF WILMINGTON REQUIREMENTS Pop.2007-99,623 | CITY OF MONROE (SUBDIVISION) Pop.2000-26,228 | TOWN OF PITTSBORO (SUBDIVISION) Pop.2000-2,226 | TOWN OF FRANKLIN Pop.2000-3,490 | CITY OF CONOVER Pop.2000-7,461 | CITY OF BURLINGTON Pop.2007-50,000 |
|---|---|--|---|---|---------------------------------------|--------------------------------------|--|
| Location of Off-Site Parking | | X | | | | | |
| Number of Space Required/Provided | X | X | | | X | | X |
| Floodplains/Floodways | X | X | X | | X | X | X |
| Existing and Proposed Signage with Summary | X | X | | | X | | X |
| Existing and Proposed Driveways with Traffic Flow Schemes (Note if existing will be closed) | X | X | | | X | | X |
| Adjacent Driveways | | X | | | X | X | X |
| Street Lighting | X | | | X | X | | |
| Traffic Calming Devices | X | X | | | | | |
| Existing and Proposed Traffic Signs and Signals | X | | | | | | |
| Right-of-Way Reservations and Dedications | X | | X | | | | |
| Turn Lanes with Details | X | X | | | | X | |
| Drive Aisle Width | X | X | | | | | X |
| Internal Traffic Flow Scheme | X | | | | | | X |
| Pedestrian Crossing | X | X | | | | | |
| Bus and Bike Linkages | X | | | | | | |
| Dimensions of Medians | X | X | | | | | |
| Site Triangles | X | X | | | X | X | X |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

5/2009

| REQUIREMENTS | CITY OF FAYETTEVILLE REQUIREMENTS Pop.2009-209,476 | CITY OF WILMINGTON REQUIREMENTS Pop.2007-99,623 | CITY OF MONROE (SUBDIVISION) Pop.2000-26,228 | TOWN OF PITTSBORO (SUBDIVISION) Pop.2000-2,226 | TOWN OF FRANKLIN Pop.2000-3,490 | CITY OF CONOVER Pop.2000-7,461 | CITY OF BURLINGTON Pop.2007-50,000 |
|---|--|---|--|--|------------------------------------|-----------------------------------|---------------------------------------|
| Wheel Stops and Traffic Barriers | X | X | | | | | |
| Dimensions and Curve Radii | X | X | | | | | |
| Existing and Proposed Streets Labeled with Dimensions, Name, Curbing, Public/Private Status (Note if existing will be closed) | X | X | X | X | X | X | X |
| Alignment of Existing and Proposed Streets | X | X | | | | X | X |
| Street Intersections w/n 500 feet | | X | | | X | X | X |
| Right-of-Way and Pavement (Width, Materials, Curb & Gutter, Ditches & Shoulder Width) | X | X | X | X | X | X | X |
| Easements (labeled) | X | X | X | X | X | X | X |
| Wetlands | X | X | X | | | | X |
| Utility Distribution Lines | X | X | X | X | X | X | X |
| Location of heat/ac units and telephone boxes, etc | | X | | | | | |
| Water and Sewer Lines | X | X | X | X | X | X | X |
| Drainage Facilities | X | X | | X | | | |
| Permanent Stormwater Detention Facilities | X | X | | X | X | X | X |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

5/2009

| REQUIREMENTS | CITY OF FAYETTEVILLE REQUIREMENTS Pop.2009-209,476 | CITY OF WILMINGTON REQUIREMENTS Pop.2007-99,623 | CITY OF MONROE (SUBDIVISION) Pop.2000-26,228 | TOWN OF PITTSBORO (SUBDIVISION) Pop.2000-2,226 | TOWN OF FRANKLIN Pop.2000-3,490 | CITY OF CONOVER Pop.2000-7,461 | CITY OF BURLINGTON Pop.2007-50,000 |
|--|--|---|--|--|------------------------------------|-----------------------------------|---------------------------------------|
| Erosion and Sediment Measures | X | X | | X | X | X | X |
| Contours and Topographic Info. | X | X | X | X | X | X | X |
| Waterbodies | X | X | X | X | X | X | X |
| Amount of Impervious Surface Before and After Development | | X | | X | X | | X |
| CAMA Classification | | X | | | | | |
| Fire Hydrants Locations (in accordance with NFPA, NC Fire Code, and PWC) | X | X | | | X | X | X |
| Water Lines to include location and size (no less than 6 inches in size) | X | X | X | X | X | X | |
| Fire Department Connections (FDC) Locations | X | | | | | | |
| Water and Sewer Taps, Valves, and Meters | | | | | | X | |
| Fire Lanes | X | | | | | | |
| Driving Lane Markings | X | | | | | | |
| Turning Radius Drawings | X | | | | | | |
| Landscape Details | X | | | | | | |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

5/2009

| REQUIREMENTS | CITY OF FAYETTEVILLE REQUIREMENTS Pop.2009-209,476 | CITY OF WILMINGTON REQUIREMENTS Pop.2007-99,623 | CITY OF MONROE (SUBDIVISION) Pop.2000-26,228 | TOWN OF PITTSBORO (SUBDIVISION) Pop.2000-2,226 | TOWN OF FRANKLIN Pop.2000-3,490 | CITY OF CONOVER Pop.2000-7,461 | CITY OF BURLINGTON Pop.2007-50,000 |
|---|--|---|--|--|------------------------------------|-----------------------------------|---------------------------------------|
| Overhang and Drive-thru Locations to include height dimensions | X | | | | | | |
| Building Entrances and Exits Locations | X | | | | | | |
| Building Fire Flow Requirements | X | | | | | | |
| Temporary Street Signs | X | | | | | | |
| NFPA 241 Letter | X | | | | | | |
| Fire Access Road (min. 20' wide and w/n 150' of all exterior portions of bldg.) | X | | | | | | |
| Access Roads during Construction | X | | | | | | |
| Location of all gated entrances/exits with Knox Box Locations | X | | | | | | |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

5/2009

| REQUIREMENTS | CITY OF FAYETTEVILLE REQUIREMENTS | WAKE COUNTY (SUBDIVISION) (by past employee) Pop.866,410 - Ral. 486,237 | TOWN OF CARRBORO Pop.2007-17,931 | CITY OF GREENVILLE (SUBDIVISION) Pop.2007-75,482 | TOWN OF APEX Pop.2007-31,453 | CITY OF DURHAM Pop.2007-251,847 | |
|---|-----------------------------------|---|----------------------------------|--|------------------------------|---------------------------------|--|
| Engineering Scale (no greater than 1" to 50') | X | X | X | X | X | X | |
| North Arrow | X | X | X | X | X | X | |
| Vicinity Map (no more than 1" to 1000') | X | X | X | X | X | X | |
| Name of Project | X | X | X | X | X | X | |
| Owner's Name | X | X | X | X | X | X | |
| Preparer's Contact Information | X | X | X | X | X | X | |
| Date Plan Prepared | | X | X | X | X | X | |
| Zoning Lines | X | X | X | X | X | X | |
| Acreage | X | X | X | X | X | X | |
| City Limit Line | X | X | X | X | X | X | |
| Property Lines with Metes and Bounds | X | X | X | X | X | X | |
| Phase Lines | X | X | X | | X | X | |
| Adjacent Properties with Identifying Information | X | X | X | X | X | X | |
| Existing Structures to be Removed | X | X | | | X | X | |
| Existing Structures to Remain with Setbacks, Dimensions, & Height | X | X | X | X | X | X | |
| Proposed Structures | X | X | X | X | X | X | |
| Facade Orientation | X | | | | X | | |
| Breakdown of Square Footage of Structures | X | | X | | X | X | |
| Existing and Proposed Uses of Structures | X | | X | | X | X | |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

5/2009

| REQUIREMENTS | CITY OF FAYETTEVILLE REQUIREMENTS | WAKE COUNTY (SUBDIVISION) (by past employee) Pop.866,410 - Ral. 486,237 | TOWN OF CARRBORO Pop.2007-17,931 | CITY OF GREENVILLE (SUBDIVISION) Pop.2007-75,482 | TOWN OF APEX Pop.2007-31,453 | CITY OF DURHAM Pop.2007-251,847 | |
|---|-----------------------------------|---|----------------------------------|--|------------------------------|---------------------------------|--|
| Temporary Structures | X | | | | X | X | |
| Existing Structures on Adjacent Property | X | | | X | X | X | |
| Dimensions and Labeling of all Site Elements | X | X | X | X | X | X | |
| Bike Racks | X | | X | | X | X | |
| Internal Sidewalks | X | X | X | | X | X | |
| Common Area | X | | | X | X | X | |
| Open Space Recreation Area | X | X | X | X | X | X | |
| Buffer Areas | X | X | X | | X | X | |
| Projected Future Impacts on Area | | | | | X | X | |
| Locate Hardwood Trees/Grove Areas | | X | X | X | X | X | |
| Fences/Walls | X | | X | | X | X | |
| Existing and Proposed Sidewalks Along Right-of-Way | X | X | X | | X | X | |
| Loading Areas | X | | | | X | X | |
| Dumpster and Recycling Areas with Screening | X | | X | | X | X | |
| Site Lighting | X | | X | | X | X | |
| Existing and Proposed Landscaping w/Details (indicate if existing will remain/remove) | X | | X | | X | X | |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

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|---|-----------------------------------|---|----------------------------------|--|------------------------------|---------------------------------|--|
| Existing and Proposed Parking Numbered per aisle | X | | X | | X | X | |
| Handicap Spaces | X | | X | | X | X | |
| Location of Off-Site Parking | | | | | | X | |
| Number of Space Required/Provided | X | | X | | X | X | |
| Floodplains/Floodways | X | X | X | X | X | X | |
| Existing and Proposed Signage with Summary | X | | X | | X | X | |
| Existing and Proposed Driveways with Traffic Flow Schemes (Note if existing will be closed) | X | X | X | X | X | X | |
| Adjacent Driveways | | X | | | X | X | |
| Street Lighting | X | | X | | X | X | |
| Traffic Calming Devices | X | | X | | X | X | |
| Existing and Proposed Traffic Signs and Signals | X | | | | X | X | |
| Right-of-Way Reservations and Dedications | X | X | | | | X | |
| Turn Lanes with Details | X | X | | | X | X | |
| Drive Aisle Width | X | | | | X | X | |
| Internal Traffic Flow Scheme | X | | | | X | X | |
| Pedestrian Crossing | X | X | | | X | X | |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

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|---|-----------------------------------|---|----------------------------------|--|------------------------------|---------------------------------|--|
| Bus and Bike Linkages | X | X | X | X | X | X | |
| Dimensions of Medians | X | | | | X | X | |
| Site Triangles | X | | | X | X | X | |
| Wheel Stops and Traffic Barriers | X | | X | | X | X | |
| Dimensions and Curve Radii | X | | | | X | X | |
| Existing and Proposed Streets Labeled with Dimensions, Name, Curbing, Public/Private Status (Note if existing will be closed) | X | X | X | X | X | X | |
| Alignment of Existing and Proposed Streets | X | X | | | X | X | |
| Street Intersections w/n 500 feet | | X | | | X | X | |
| Right-of-Way and Pavement (Width, Materials, Curb & Gutter, Ditches & Shoulder Width) | X | X | X | | X | X | |
| Easements (labeled) | X | X | X | X | X | X | |
| Wetlands | X | | | X | X | X | |
| Utility Distribution Lines | X | | X | X | X | X | |
| Location of heat/ac units and telephone boxes, etc | | | X | | X | X | |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

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|--|---|---|--|---|-------------------------------------|---|--|
| Water and Sewer Lines | X | X | X | X | X | X | |
| Drainage Facilities | X | | X | X | X | X | |
| Permanent Stormwater Detention Facilities | X | | X | X | X | X | |
| Erosion and Sediment Measures | X | X | X | | X | X | |
| Contours and Topographic Info. | X | X | X | X | X | X | |
| Waterbodies | X | X | X | X | X | X | |
| Amount of Impervious Surface Before and After Development | | X | | | X | X | |
| CAMA Classification | | | | | | | |
| Fire Hydrants Locations (in accordance with NFPA, NC Fire Code, and PWC) | X | X | X | X | X | X | |
| Water Lines to include location and size (no less than 6 inches in size) | X | | | X | X | X | |
| Fire Department Connections (FDC) Locations | X | | | | | X | |
| Fire Lanes | X | | | | X | X | |
| Driving Lane Markings | X | | | | X | X | |
| Turning Radius Drawings | X | | | | X | X | |
| Landscape Details | X | | | | X | X | |

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SUBDIVISION AND SITE PLAN SUBMITTAL CHECKLIST/REQUIREMENTS COMPARISON

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|---|-----------------------------------|---|----------------------------------|--|------------------------------|---------------------------------|--|
| Overhang and Drive-thru Locations to include height dimensions | X | | | | X | X | |
| Building Entrances and Exits Locations | X | | | | X | X | |
| Building Fire Flow Requirements | X | | | | | | |
| Temporary Street Signs | X | | | | X | X | |
| NFPA 241 Letter | X | | | | | | |
| Fire Access Road (min. 20' wide and w/n 150' of all exterior portions of bldg.) | X | | | | X | X | |
| Access Roads during Construction | X | | | | X | X | |
| Location of all gated entrances/exits with Knox Box Locations | X | | | | | X | |

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