



Town of Blowing Rock

Date: Tuesday, March 14, 2023, 6:00 p.m.

Location: 1036 Main Street, Blowing Rock, NC 28605

Agenda

<i>Item</i>		<i>Present & Participants</i>
I.	CALL TO ORDER – ROLL CALL FOR ATTENDANCE	Mayor Charles Sellers
II.	PLEDGE OF ALLEGIANCE	Mayor Charles Sellers
III.	APPROVAL OF MINUTES – By Roll Call 1. February 15, 2023 – Regular and Closed Session Meeting Minutes 2. February 28, 2023 – Special Meeting Minutes REGULAR AGENDA ADOPTION	Mayor & Council Mayor & Council
IV.	CONSENT AGENDA: 1. Tax Releases - #2022-08 2. Tax Refunds - #2022-03 3. 2022 Tax Advertisement Request 4. Budget Amendment - #2023-07	Mayor & Council
V.	PUBLIC COMMENTS..... <i>comments shall be limited to three (3) minutes</i>	
VI.	PRESENTATION: 1. New River Conservancy – Update on Stream Restoration Project	Restoration Director of the New River Conservancy Katie Krogmeier
VII.	PUBLIC HEARING: 1. ST Overlay District Request 2. Blowing Rock Academy CUP 2023-02	Planning Director Kevin Rothrock Town Manager Shane Fox

<p>VIII.</p>	<p>REGULAR AGENDA:</p> <ol style="list-style-type: none"> 1. Comprehensive Plan Bid Approval 2. Main Street – Water, Sewer and Sidewalk Bid Approval 3. Memorial Park – PARTF 4. Eagle Scout Project 5. Board of Adjustment Alternate 	<p>Planning Director Kevin Rothrock Town Engineer Doug Chapman Town Engineer Doug Chapman Parks and Rec Director Jennifer Brown Planning Director Kevin Rothrock</p>
<p>IX.</p>	<p>OFFICIALS REPORTS & COMMENTS:</p> <ol style="list-style-type: none"> 1. Mayor 2. Council Members 3. Town Attorney 4. Town Manager 	
<p>X.</p>	<p>CLOSED SESSION – – NCGS 143-318.11. (a)(3) – <i>Attorney/Client update on current litigation.</i></p> <p>NCGS 143-318.11. (a)(5) – <i>To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease</i></p>	
<p>XI.</p>	<p>ADJOURNMENT/RECESS...<i>Mayor Charles Sellers entertains a motion and second to adjourn or recess the meeting.</i></p>	

Town Council Meeting - Wednesday, February 15th, 2023

Wed, Mar 01, 2023 4:14PM • 1:37:06

SUMMARY KEYWORDS

parking, pay, town, retreat, funds, park, meeting, council, board, bids, motion, includes, plan, town council, people, mayor, issuance, TDA, bank, gave

SPEAKERS

All, Thomas Steele, Hilari Hubner, David Harwood, Aaron Miller, Albert Yount, Wendy Patoprsty, Shane Fox, Nicole Norman, Doug Matheson, Melissa Pickett, Pete Gherini, Charlie Sellers

The Town of Blowing Rock Town Council met for their regular monthly meeting on Wednesday, February 15, at 6:00 p.m. The meeting took place at Town Hall located at 1036 Main Street Blowing Rock, NC. Present were Mayor Charlie Sellers, Mayor Pro-Tem Doug Matheson and Council Members Albert Yount, David Harwood, Melissa Pickett and Pete Gherini. Others in attendance were Town Manager Shane Fox, Town Attorney Allen Moseley, Town Engineer Doug Chapman, Police Chief Aaron Miller, Planning Director Kevin Rothrock, Public Works Director Matt Blackburn, Emergency Services Director Kent Graham, Finance Officer Nicole Norman, IT Director Thomas Steele and Town Clerk Hilari Hubner who recorded the minutes.

Charlie Sellers

I call this meeting to order this Wednesday February 15, 2023. Thank you for coming this evening and thank you for attending. Roll call. All were present. Please stand for Pledge of Allegiance. Okay, Council do I have a motion to approve minutes from January 9, 2023.

Melissa Pickett

So moved.

Pete Gherini

Second.

Charlie Sellers

Any discussion?

All

All in favor of the motion.

Charlie Sellers

Motion to approve the minutes from January 30th, 31st and February 1 from the Council retreat.

Pete Gherini

So moved.

Charlie Sellers

Do I have a second?

David Harwood

Second.

Charlie Sellers

Any discussion?

All

All in favor of the motion.

Charlie Sellers

Okay. All right, moving right along to regular agenda adoption. Council I would ask, David would you make a motion to add to the agenda, it needs to go under the consent portion of the agenda, increase in legal services?

David Harwood

Yes, I would like to do that.

Charlie Sellers

Okay, so we have a motion. Do we have a second?

Melissa Pickett

Second.

Charlie Sellers

And we'll go ahead and do a vote on the consent agenda. That's tax released 2022-07, tax refunds 2022-02, Budget Amendment and of course, the addition of the increase legal services fee. Do I have a motion to approve the consent agenda.

David Harwood

So moved.

Charlie Sellers

Do I have a second.

All

All in favor of the motion.

Albert Yount

Second.

Charlie Sellers

Okay. Consent agenda is approved. Now we're down to the public comments. If there's somebody in the audience that would like to up to three minutes. Give your name to Ms. Hilari. Okay, we did have one that came through via email from Mrs. Lowery. She could not make it this evening. But she asked that this be read. Mayor Sellers read her email. Chief Aaron Miller has a few new Officers to be sworn in.

Aaron Miller

Thank you, Mayor and Council for your time this evening. As you know, historically we like to recognize our new police officers formally when they come on board with us. Chief introduced the two newest police officers, William Byrd and William Bradley. Town Clerk Hilari Hubner gave the oath of office to both.

Charlie Sellers

I tell you hats off to the Council, the chief, Town Manager. I mean, we've got a great police force, as a citizen I am very proud of it. Middle for Greenway presentation.

Wendy Patoprsty

Gave an update on the Middle Fork Greenway, the current progress as well as the upcoming plans for the next phase.

David Harwood

That was great.

Charlie Sellers

Thank you for all your hard work. We're moving into the regular agenda. This is further update on paid parking. For this evening Council we will have to make a motion to approve this group moving forward to continue assessing paid parking and to take it to the next level.

Aaron Miller

The Mayor summarized it pretty well, at the retreat a few weeks ago, we went over this pretty extensively, I can do a quick run through if you'd like for the audience that's here that might not have heard all the information last time. So as a result of a study that was done by the Tourism Development Authority, back in 2021, Roger Brooks, one of his recommendations was that the Town increase the amount of parking, and one of his recommendations to fund that parking was a pay to park program. So as a result of that recommendation from the consultant from the TDA, we began looking at some different options for pay to park that we could present. First thing we did was established a committee

to look at some of the different aspects of parking. Some of the things they looked at was the time the duration of parking in different locations. And what we would charge to park in different locations. We tried to get a group that well-represented our community, we had people from our churches, Town Council members, the TDA, the Chamber of Commerce, we had business owner representatives, we had community representatives at large. So we think we had a pretty well rounded group to make some recommendations. That work went on throughout 2022. Some of the things that committee came up with was they were in favor of recommending to the Town, that we pursue a pay to park program. And that that would include all of our parking areas, with the exception of one in Town. That our pay to park times would be 9am until 5pm, except on Sundays, and it was 1pm to 5pm. So, we could accommodate our church traffic. They recommended that we have a two hour per hour rate for parking on street, which includes Main Street, Sunset Drive, Pine Street, and a couple of other areas. And then we have \$1.50 cent per hour rate for our off-street parking, which includes the Maple Street lot, our parking decks, the Broyhill Park and pool area. One area that we did designate as free parking, to try to alleviate some of the concerns like we heard in the letter earlier, where would the employees for some of our merchant's park and that sort of thing. So, we tried to leave the parking area at Davant Field as a free parking area. That parking area is also underutilized. So, the thought process there was we could try to move some of the parking to the underutilized parking areas and free up the space on Main Street. Some of the goals that we set out to accomplish by having a pay to park program were to provide funds to be used for additional parking to be built to keep our parking program financially self-sufficient to ensure that there's adequate parking available downtown for business customers to help with the flow of traffic through Town and to continue to provide positive customer service. So we tried to come up with a plan that covered all of those goals. It was also recommended by the committee that we have a few spaces in the Maple Street parking lot that were reserved for residents only, they would still be a cost to that you would still have to pay the hourly rate to park. But through a permitting system that would be assigned to residents only. There would be no restriction for any employees of our merchants to park anywhere they like if they want to pay the fee. Many of the businesses have their own parking lots. Some rely on Town parking lots, but again, we did provide a free parking option at the Davant Field. They also recommended that the parking fines for failure to pay for parking would result in a \$25 fine. So, we've been over these recommendations with Council a couple of times and after we presented those findings and that committee wrapped up its work with the staff. We set up another committee that was made up of staff, the TDA, the Chamber was there for a meeting or two. And the purpose for that group was to talk about things like the design, the placement and accessibility of pay stations, phone app requirements, vendor qualification criteria, technical requirements, and integrations for the all the system to work, finance processes and IT requirements. So, our pay to park plan includes being able to pay for your parking spot by two different methods. One would be an app that's on your smartphone, the second would be a multi space pay station, that would be scattered about through town fairly sporadically, but there and available for those folks that do not have a smartphone or would rather pay by cash or some other traditional means. Part of the plan was that the separate parking funds, separate funds would be set up to handle these parking monies. There are some state laws that dictate some of how we have to do that. But these special funds will be set up and those monies to be set aside to offset the cost of our parking enforcement. And also, to build additional parking and maintain the parking that we have. Prior to moving forward with the parking program, we are required to amend our town code giving us the authority to charge for parking and to regulate that. Prior to the town codes being changed, we are required to have a public hearing that's publicized at least 30 days in

advance. So the next step if the Council decides to move forward tonight, would be to move forward with that public hearing. And vote on the code amendments. We've also talked with Mr. Fox, and we think it would probably be a good idea for us to also between this meeting, if you choose to move forward. And the next public hearing to maybe hold a town hall style meeting, we could advertise for the public. The public could come in ask questions, we could cover a lot of things that maybe the public has some concerns about. Some of the concerns that I've heard, that have been relayed back to me recently has been that charging park will ruin our tourism in Blowing Rock. But I'd like to remind everybody that this recommendation comes from the Tourism Development on parking. They're the one that commissioned the study. This recommendation is from their consultant who has a great deal of experience. One of the other things that I've heard recently is we're punishing, and we heard it again in the letter tonight. And it's a valid question, that we're punishing the residents who pay taxes already. One of the purposes of trying to establish a pay to park program is to avoid punishing residents who are already paying taxes. One of the concerns that residents have is that they're already paying to provide the services and the support and the structures for the tourists that are coming in. A pay to park program is a way to share those expenses with tourist without having to have a tax increase for the residence of Blowing Rock to help pay and fund these things that we need. But we do think that a town hall style meeting might be helpful, we would like to get that scheduled between now and the time of the public hearing. Some of the things in the Town Code that would have to be amended would be adding a chapter to deal with pay to park, amending our parking fines and fees. Following those code amendments and approval of the code amendments, we would have some contract approvals for some vendors. We talked in our town retreat about some vendor selection process that we were utilizing. All the vendors that we were interested in and looking at are members of the National Cooperative Purchasing Alliance, that Purchasing Alliance solicits bids, request for qualifications and all that information is there so it would save us duplicating those efforts. We tried to look at a company's particularly our phone payment app. We tried to look at companies who are already established and had a large footprint in North Carolina, where a lot of our visitors come from. The company that we have decided on is passport parking. Another reason for passport parking is they also have an enforcement module enforcement software that's available so that would eliminate the need for a separate company to provide us with software and support for enforcement software. Passport, they've been in business for 12 years through a North Carolina based company. Some of the areas that they're already in is Raleigh, Charlotte, Asheville, Carolina Beach, Hickory, Davidson, Atlantic Beach, I know they are in North Myrtle Beach and some other places where we draw some of our visitors from. The multi space meters, we looked at several different vendors that provide multi space meters, we wanted to select one that was solar, one that would work out from LTE or wireless, so we didn't have to run lines. We also wanted one that was going to be very easy for us to service in house, it was modular, so we could swap out those components. So, we did look at a company flow bird. Flow bird is a company that already works with passport in their back-office system. So, the setup will be very, very easy. Flow bird is an international company. They have meters in 80 countries, 4,350 cities around the world. Some of their meters, if you're in Raleigh I know Raleigh has flow bird multi space meters on their streets, they're a very nice design, very small footprint, so they won't take up much space. We talked during this process many times about the revenue potential. The revenue potential is somewhat of a difficult number to come up with, because we've never done anything like this before. So, there's been multiple projections. I know Mr. Brooks, when he did the TDA presentation, he had a revenue projection, I came up with revenue projection. Ms. Norman also reached out to one of our finance

companies that we work with, they came up with a revenue projection as well. But all these projections are based on a similar formula that was taking the numbers from the TDA, as far as occupancy percentages, and coming up with what we believe would be the percentage of occupancy for our parking spaces at certain times. For example, if our hotel occupancy rate is 60%, in June, we could anticipate that our parking occupancy would be 60% in June as well. So, we took those numbers and were able to come up with some revenue projections. The lowest of those revenue projections was \$1.3 million per year. The program cost are laid out, there will be some initial capital expenses. If the parking program was to be implemented in this fiscal year, there were some costs. We know now that that after our retreat, we discussed that and we know that it will not be implemented before the next fiscal year. But our annual reoccurring expenses would be approximately \$280,000. So, it's very easy. It's we're pretty certain on the program costs, those are easy numbers to come up with and calculate. Although everything is going up at a an extraordinarily rapid rate. So that makes it a little difficult. So, we know that our annual reoccurring costs are somewhere in the neighborhood of \$300,000. Some of our revenue potential, or if we reach our revenue projection of \$1.2 or \$1.3 million, you know, that's \$700,000 or \$800,000 that we shouldn't be able to set aside for additional parking, parking maintenance and that sort of thing. We also have a plan developed and ready to go for public private partnerships. The thought process behind that is we wanted to create revenue for the individual organizations who have surplus parking during certain days and times, identify additional parking that can be utilized by the public and help private parking managers, owners manage their parking areas to prevent abuse. So, we know going into this if the Town elects to move forward with the pay to park plan, we're probably going to put some pressure on private parking lots like Rumble Church, perhaps like for First Citizens Bank. So, we wanted to have a plan upfront to try to help manage those problems. And give those folks and opportunity to make some revenue as well. And hopefully the Town can utilize some of those private parking spaces that are out there. These private parking spaces that are underutilized through the week on the private parking lots are probably as much if not more as the parking spaces in the Town owns. So, to be able to leverage those parking lots is a huge benefit. So that's a quick rundown of what we talked about during Council retreat and the plan that's been proposed. So that's all I have tonight unless you have additional questions.

David Harwood

I assume we would set up a separate enterprise fund for this, is that correct?

Shane Fox

Yeah, Ms. Norman, if you will.

Nicole Norman

We have talked about potentially an enterprise fund and a special revenue fund. The funds that are generated from a parking, they will have to go back into the parking to support as an enterprise. However, funds above that, that are derived could be set up in a special revenue account where they can be utilized later.

Charlie Sellers

Someone like to make a motion.

David Harwood

Chief, thank you so much.

Aaron Miller

If there are no questions, I'll step out and let you discuss.

David Harwood

Particularly thanks to the parking committee and all the beyond what you have to do on a daily basis, everything that you have put into this, thank you. Mayor, I would love to make a motion to instruct the parking committee to move forward with their work. And then I guess the next step would be a public hearing?

Shane Fox

So, our thought process and it can change, we would have to give a 30-day notice prior to a public hearing, so if we do it at a regular Town Council meeting, April would be the earliest of which we would plan on doing it. So that's two meetings from now, if we would like to do a town hall meeting, I think that may be beneficial. Even prior to that it could be even done on the same day, if it needs to be done an hour earlier, it could be done. You know, days before that. We might want to use a facility like the American Legion or something similar in case we have a good turnout. And that wouldn't necessarily have to be Town Council driven that could be parking committee or staff driven and helping answer some of those questions or at least start gathering some of those comments to bring back to you all for that public hearing. So that was kind of our split balling it, so to speak, of what we would look at as a potential schedule. If that's fair to you.

David Harwood

I love you handling it.

Shane Fox

Facilitating it, maybe the better word.

Charlie Sellers

Alright, we have a motion on the table.

David Harwood

Second.

Charlie Sellers

Ok Albert second. Do we have any additional discussion? Yes, Pete.

Pete Gherini

I would echo Aaron's comments about taking care of local residents, because I've heard from a number of people that they would like to see more specifically how we're going to do that. Where we're going to do that. You've mentioned that on field. I think that's good. But I think we need to really hone in on that.

And then Shane, I had asked you some time ago about the use of parking funds, and you went through a litany of things. So would you just repeat that so that the audience will know.

Shane Fox

So, parking funds and again, just to kind of further Ms. Norman's point, are a little bit complicated, depending on the location of the parking. So, there's a general statute, I can't recall and recite the exact statute that requires any parking funds that are derived from on street parking. So that would be our Main Street, Sunset, Park Avenue, Wallingford parking would have to go into a special fund or an enterprise fund that would have to then offset the parking cost. The other parking so the parking decks, the pool parking, the parking lots that the town owns, would go into a special revenue zone that could be used for additional parking, capital needs, fundings, things of that nature. And then you have also a potential private public partnership that Chief Miller spoke of, that more than likely would go into that same special revenue fund. So, the on-street parking is an old statute that's still out there that exists that restricts the Town's use of those funds only to pay for the parking enforcement itself, and the parking process parking program. So, we'd have set that up in a separate fund.

Pete Gherini

The only thing else I would say is it's really critical that we have this meeting for the public so that they have a chance, and we ought to be prepared for a lot of people to show up because a lot of people are talking about it. So, I don't know if this is the right facility or how you stage it, but that's really important to make sure we do.

Charlie Sellers

I think the Legion Hall would be good.

Pete Gherini

Yes.

Aaron Miller

Well, I realized after our Town Council retreat, and we started having some additional feedback, a lot of people said they hadn't heard about a parking even though we've talked about it, I think six public meetings already, that it might be a good idea to go ahead and have that town hall meeting, answer some questions, let people ask questions, and we'll try and try to answer them. There may be some things that we need to shift in our plan. So, once we have that feedback, and we look at some things that we need to shift we can certainly do that.

Pete Gherini

Yeah, no, that's most important, because we may gather from citizens some other things that maybe we haven't talked about or thought about.

Aaron Miller

I am quite certain that whatever we implement now will probably have to be tweaked and changed as we go along. And we've never done this before. So, I'm sure that we'll have to make some changes in the upcoming months.

Doug Matheson

I would like to know if it would be still worth it to, even though we're looking at, we don't know whether we're going to do paid parking or not do paid parking, as we need to go ahead and still start these code amendments. And look at code enforcement for parking period. Whether we go ahead with pay parking or not, in my opinion,

Aaron Miller

You have draft code amendments that are already in the plan. You can look over those will be the identical code amendments that will be presented to be adopted following the public hearing or thinking that will be the April regular schedule Town Council meeting. And we already have that in place in the packet.

Shane Fox

If I may, Mr. Matheson, are you referring to the enforcement piece of it?

Doug Matheson

Right.

Shane Fox

Okay. So, if we, the timing of pay to park we discussed at the retreat was going to be pushed back to next fiscal year, which begins July 1, but more than likely fall is what I believe we all heard is kind of the earliest implementation of pay to park. So, are you referring?

Doug Matheson

We are going to need some type of enforcement for this summer.

Shane Fox

Okay.

Aaron Miller

One thing that Mr. Fox and I have talked about was we do have funds that are in our regular budget for parking enforcement. There are still monies available. We typically start parking enforcement around Memorial Day, is typically when we try to start. So, there are still some funds available to be used during that last part of May and the first part of June. So perhaps we could go ahead if the Town Council moves forward with the plan. You know Town Council moves forward with the code amendments, we could probably go ahead and move forward with hiring at least one of our additional staff that we proposed, maybe bringing them in Memorial Day to be here over those summer months until we fully implement the plan. Would be one suggestion.

Albert Yount

Believe me, I've been here long enough to know that people sometimes don't hear what people should sometimes hear. Now I want everybody to know I seconded a motion tonight made by David and I think

David will back me up. Our next move is not approval. Our next move is to hear what the people that own this Town have to say.

Aaron Miller

Right, all we're asking for tonight is Council's approval to move forward. We've been working on this for over 12 to 14 months. And there's not been an official vote by Council. So, the vote tonight we're asking for just to approve the plan so that we can move forward to schedule a public hearing and on the code amendments. But until the code amendments are approved the pay to park plan is not approved. Did that answer your question?

Albert Yount

It wasn't a question. It was just spitting out how I felt.

Charlie Sellers

Alright, so we have a motion we have a second.

All

All in favor of the motion.

Charlie Sellers

Chief thanks for all your hard work. Thanks to all the committee members and have a good evening. All right moving to Wi Fi expansion, Thomas Steele.

Thomas Steele

So, to follow up on what Chief Miller was talking about, a big part of paid parking, and even if paid parking doesn't happen will be expansion of Wi Fi. We currently have it mostly just in the park. So, we're going to try to expand it to both parking decks, up and down Sunset, up and down Main Street, out to Davant and also the Broyhill pool parking area. This will, especially if you do paid parking due to cell service around here will help people to be able to get on the app to actually pay. Or else you're going to have some problems. So, we covered this in retreat, we're just going to go back over it really quick. \$65,000 for everything, install and equipment, about three months to get that hardware, two to three weeks for installation and then we can probably do that in one to two weeks. But the plan is to by the end of June, before the big summertime to have this up and running. We're going to significantly improve the coverage of the Town's Wi Fi, seamless integration with our current system. We don't have to switch anything over, this is not an entire overhaul, we're just integrating with what we have. We can do a summer stress test before paid parking. Less rely on some of that cell service and easier to upgrade in the future because at some point we will probably be expanding even further. I want to point out we do now have up here near Speckled Trout originally that's kind of a dark spot. We are in communications with some business owners down there to utilize their buildings. We have verbal consent. We don't have anything official, but we will get something on that end of Main Street. Does anyone have questions?

Charlie Sellers

Any questions Council?

Albert Yount

This will be beneficial regardless.

Thomas Steele

Yeah, I mean, Tracy has alluded to what people will expect coming into a town as a tourist. Wi Fi availability is now one of the things that is kind of expected. So, we do have it in the park, it's not great right now. So, part of this expansion will also be improving the speed and strength of what we currently have. And really, if you're on a town property or within the park system, you should have access to some sort of Wi Fi through the town.

David Harwood

Thomas, does this take into account the private lots that we were talking about?

Thomas Steele

It does not, it has no inclusion of the private lots. Now if Rumble were on board, we'll be right next to Rumble so that one would be fairly easy if we wanted to go in that direction. The others would be more difficult, but this is not included private lots.

David Harwood

Something we might have to re-address.

Shane Fox

It would be so what we felt like, if I may, start with the town property, the public property and the public lots and then we know by the time we get to this point that we need to expand one or two more areas. This system was very easy to expand, right Thomas, it could be done relatively easily.

Thomas Steele

Yeah, for the Rumble one, especially the other ones we would have to be a little more creative, but it's not impossible.

David Harwood

Are these just repeaters?

Thomas Steele

Not necessarily so all of these, we have fiber down to Edgewood so that's not going to be repeating or the one down towards the other side of Main Street is going to be not necessarily repeater we're going to shoot from this building down. And it's wireless, but it's like a wired connection. So, it's not really a repeater. None of these, currently only about two of these are repeaters and that's a big deal because they don't work near as well. So, we have fiber at school as well. So going down Sunset will not be any kind of repeater. Thomas this quote does include the security cameras that we talked about, right? Yes, this also includes security cameras at all the main parking locations.

Charlie Sellers

Thomas, how about Glen Burney Trail, at the trail head? Has that been thought about?

Thomas Steele

It has been thought about, it's not a part of this, but we could, it's possible but it's not a part of this That would involve finding some electricity down there to tie into. And we could, yeah, we could come off the Legion with a shot to get down there. If y'all wanted to add that we can figure it out.

Charlie Sellers

Just a thought. Well, now also we're putting the lift station down there and that's going to be communicating with the plants, is it not?

Shane Fox

It will have an alarm system on it.

Charlie Sellers

Council, does someone want to make a motion? I make a motion to approve the expansion of the Wi Fi. Albert made a motion to approve the expansion of the Wi Fi and of course the security cameras. Do I have a second?

Pete Gherini

Second.

Charlie Sellers

Any further discussion Council?

All

All in favor of the motion.

David Harwood

Thank you, Thomas.

Charlie Sellers

Moving right along phase four of the 2014 Bonds approval of bank bids.

Nicole Norman

Well, here we are nine years after the bond referendum in 2014. Ready to issue the last of our bonds very exciting times. Following a rate market analysis, in concert with the Town's financial advisors, First Tryon Bank, I'm sorry, First Tryon Financial Advisors, it was determined to be in the Town's best interest to issue our final general obligation bonds via direct bank placement loan versus a public sale. As we have done with the prior issues, the dollar amount, and then the market rates were the main factors and that decision that it was, would be better to do a privately placed bond issuance. So, funds remaining to be issued total \$1,695,000. That's comprised of \$650,000 in the transportation and sidewalk portion of the bonds, \$420,000 in the parks portion of the bonds, \$590,000 in the water, and \$35,000 in the sewer, portions of the bonds. Details on the bond spending and plans for those bonds

were reviewed at the recent Town Council retreat. And then on March 16, 2023, bank bids were received to issue the final debt we sent out as I mentioned at the retreat we've been able to utilize our financial advisors, mailing list for financial institutions. So we've expanded our list to 30 different banks and we did receive bids back from five financial institutions including JP Morgan Chase Bank NA, Zions Bank, Key Government Finance, First Horizon Bank and Huntington Public Capital rates that were offered ranged from 3.29% to 4.43%. And we did receive both 15 year and 20 year term offers. Following an analysis of the proposals as well as an initial discussion of the offers with the local government commission. The recommended award is to JP Morgan Chase Bank NA at a rate of 3.29% in a term of 15 years, that initial term will have a fixed rate and there will be a call option without penalty after the initial 10 years of the loan, so that would be in 2033. There are closing fees of \$5,500 to JPMorgan Chase Bank. And we can also expect LGC closing cost Financial Advisor service fees and bond attorney fees. I will note that looking at our previous issuances on the public market, this is actually a less expensive issuance option. So that is a positive and following Town Council consideration of the proposal the LGC will consider the financing for final approval at their March 7, 2023, regular meeting. Should final approval be received the loan will be scheduled for closing on or before March 16. In order to proceed with issuance of the debt it is necessary for Town Council to adopt the enclosed resolution, including form of the bond authorizing issuance of the bond as well as acceptance of the proposal offered by JP Morgan Chase Bank. There are documents enclosed in this for your review, we have the resolution that provides for the issuance of the funds, as well as the proposal for JP Morgan Chase and bid summary, all the bids received. I'm happy to answer any questions that anyone has on any of these documents.

Charlie Sellers

Okay, do we have a motion to approve the bid placed by JP Morgan, which will finalize phase four of the bond referendum moving forward.

Doug Matheson

So moved.

David Harwood

Second.

Charlie Sellers

Any further discussion?

All

All in favor of the motion.

Charlie Sellers

Thank you very much. Thank you. Retreat update.

Shane Fox

Manager Fox gave recap update of the Town Council Retreat.

Hilari Hubner

Handed out ballots and gave instructions for voting on the Board Appointment.

Shane Fox

Okay, if you're ready I'll read the results: Planning Board does have three spots open, filling those will be Greg Bergstrom, Lindsay Cook and Bill McCarter. The Board of Adjustment has two full time and one alternate the two full time members selected Sarah Murphy and Jerry Starnes with the alternate Brandon Walker. ABC Board has one position open, that goes to Susie Greene. TDA one position open and that goes to Zika Rea.

David Harwood

That is the smoothest that has ever gone.

Charlie Sellers

Relatively smooth yes. Well, I would like to as Mayor, thank all those that sent their applications in for these boards. I think it means a lot when people jump up to the plate and want to be that involved in the community and as Mayor and citizen, I want to say thank you so very much. Official reports and comments. First off, once again, I would like to thank all those applicants who applied for the boards. If you didn't make this year, please stick around because it's very possible it could happen next year. All these people on these boards through the years have done a lot of work, helped the council accomplish a lot, and the Town. And last but not least, I would like to thank the County Commissioners, they did meet with representatives from our Town, one being myself to discuss 24/7 transport. This was a few weeks ago. And they contacted us, and they want to meet again this week, which I think it's very favorable, the dialogue is good. Moving forward, I feel very positive about this. But of course, as we all know, in government things move slow. But thanks to Doug for all his efforts, and we'll see how this goes moving forward and all the citizens and Shane. So that being said, I will defer to Mr. Albert.

Albert Yount

Well, I think in rejoicing that the collegiality of this meeting doesn't always occur.

David Harwood

I want to welcome Officer Byrd and Officer Bradley. I appreciate their service. And I think we're very fortunate to have people with their experience come on our force. So, I want to thank you so very much. Again, thanks to Chief Miller and the parking committee for all the work they've done over the last 12 months. That was a heavy lift to assemble all that information. So, thank you to them. I want to congratulate Commissioner Gherini on your new chairmanship thank you for doing that, and, and representing us.

Pete Gherini

My pleasure.

David Harwood

And then certainly, lastly, but not least, thank you to Manager Fox and the staff for a wonderful retreat. Kept us on track for three days had lots of good information. We appreciate I know, there's a lot of behind the scenes work that goes into that. So, thank you to everybody.

Melissa Pickett

David took all mine.

Doug Matheson

I echo what David said about congratulating Pete on his new role, wish him a lot of luck and all that. And I'll be heading to where I'm sitting on the Board of Trustees for Risk Management, I'll be heading to our meeting is March 1. And we expect to set the rates for all the municipalities for the risk management insurance this meeting.

Pete Gherini

Thank you. Just a couple updates. We had our first Economic Development Commission meeting last week. Very enthusiastic board of people that are serving, and David Jackson, and Joe Furman are integral parts to making things happen. We talk just briefly about some of the issues. And I think we all know the issues, workforce, affordable housing, childcare, and communications, just a small list of things that was discussed. And happy to say that the next meeting is going to be here in Blowing Rock on March 16. And it is open to the public. So, any of you that are interested in what's going on? Happy to have you come, Charlie, will do the welcoming, and then Shane's going to talk about childcare and some things along those natures. So anyway, that's, we have, it's a big task. And it'll be interesting to see how far we get down the road because there's, I won't say obstacles because obstacles are always meant to be overcome. But anyway, I welcome the support for many of you in town talking about issues. So please feel free to yak at me. And finally, a thanks to a local resident Dave Rogers for his letter to the Watauga Board of Commissioners and I think that was copied to the Watauga Democrat and to High Country Press and I think all of it I think Shane sent it to all of you and it's really a good letter. So, thank you.

Shane Fox

Thank you, Mayor and Council, a couple of updates from a scheduling standpoint. I'll start by reminding everyone our planning board meeting is tomorrow night at 5:30. We do have a special meeting I mentioned earlier on February 28. That's a Tuesday night at 5 pm to review our bids for our water meter AMR technology that we solicited bids for again, and the bank financing as well. Our next Town Council meeting is scheduled for March the 14th. That's a Tuesday of course of which we are hoping at that meeting to go over the bid results for the comprehensive plan, our PARTF project and then we'll discuss between now and then our Main Street project and what the timeline may look like for that, along with also setting a date for a town hall neighborhood meeting question and answer on paid parking. I also mentioned on March the 16th at 1 pm at the American Legion as the EDC meeting that open to the public so that will be held here at the American Legion at 1pm. I would end by saying I thought this retreat was absolutely fantastic. He put a quote in the paper about this being the best one ever. I thought this was a very smooth retreat. All of town staff spent weeks leading up to it in preparation of getting all the materials ready to be presented. I thought everyone did a fantastic job very concise and efficient retreat and the information that was presented to you all, I thought was

tremendous. And I say thank you to you all for taking three days that is somewhat unheard of, for a town or county retreat to last three days, but it seems to always be filled up and we seem to have plenty of things to speak and talk about and discuss over those three days. So again, thank you to the entire town staff, all the department heads that participated, whether that is through presentations, whether that's through meals and lunches and running errands and all the things that take place for those three days and three nights that we have our retreat. Again, just a thank you for me to them. And thank you to you all for being willing to take time off from work and time away from your other important duties to spend three full days and three nights discussing Town business and setting the stage for us as staff to be able to move forward in 2023 and beyond. That's all I have.

Charlie Sellers

Ladies and gentlemen, we're going to go into closed session after we take a ten-minute break.

Albert Yount

Under North Carolina General Statute 143-318.11 (a)(3).

Draft
MINUTES
Town of Blowing Rock
Town Council Meeting
February 28, 2023

The Town of Blowing Rock Town Council met for a special meeting on Tuesday, February 28, 2023, at 5:00 p.m. The purpose of the meeting was to hold a public hearing for a proposal to finance the purchase and installation of Advanced Metering Infrastructure (AMI) Water Meter Equipment. The meeting took place at Town Hall located at 1036 Main Street Blowing Rock, NC. Present were Mayor Charlie Sellers, Mayor Pro-Tem Doug Matheson and Council Members Albert Yount, David Harwood and Pete Gherini. Council Member Melissa Pickett was unable to attend the meeting. Also present were Town Manager Shane Fox, Public Works and Utilities Director Matt Blackburn, Finance Officer Nicole Norman and Town Clerk Hilari Hubner who recorded the minutes.

Council met to hear water meter vendor/financing bid results.

Council Member Gherini made a motion to approve the agenda, seconded by Mayor Pro-Tem Matheson.

Public Works Director Matt Blackburn presented the results via Power Point. He stated Fortline was the recommended vendor.

Finance Officer Nicole Norman presented the bank bid results and advised Key Government Finance was the lowest bidder at a rate of 3.8330%.

Mayor Sellers opened the public hearing for the water meter vendor bid results. With no public comment or input Council Member Gherini made a motion to close the public hearing, seconded by Council Member Yount. Unanimously approved.

Council Member Harwood made a motion to approve Fortline as the vendor for the AMI meters, seconded by Council Member Gherini. Unanimously approved.

Mayor Sellers opened the public hearing for the water meter financing bid results. With no public comment or input Mayor Pro-Tem Matheson made a motion to close the public hearing, seconded by Council Member Yount. Unanimously approved.

Council Member Gherini made a motion to approve Key Government Finance for the water meter financing seconded by Council Member Harwood. Unanimously approved.

Mayor Pro-Tem Matheson made a motion to approve the LGC application, seconded by Council Member Harwood. Unanimously approved.

ADJOURNMENT

At 5:25 p.m. Mayor Pro-Tem Matheson made a motion to adjourn, seconded by Council Member Yount. Unanimously approved.

MAYOR _____
Charlie Sellers

ATTEST _____
Hilari Hubner, Town Clerk



TOWN OF BLOWING ROCK

1036 Main Street • Post Office Box 47 • Blowing Rock, NC 28605

Release Request No: 2022-8

I Hereby Request Release of Tax Under G.S. 105-381 for the Following Year(s):

Assessment Release	Tax Release	Interest/ Penalty	Total	Tax Year
\$80,280	\$297.04		\$297.04	2022

Reason for Releases: Per Watauga County the above personal property that was overbilled for 2022.

Approved By: _____ Date: _____



TOWN OF BLOWING ROCK

1036 Main Street • Post Office Box 47 • Blowing Rock, NC 28605

Tax Refund Request No. 2022-03

Refund Request pursuant to NC General Statute 105-381 For Year 2022

Year	Value Amt. Released	Int/Penalties	Total Refund
2022	\$80,280	\$0	\$297.04

Specific Reason for Refund: Per Watauga County – US Bank was over billed in value on their personal property. They paid full amount, so therefore due a refund back for the difference in amount.

Person Receiving Refund: US Bank (personal property 4137)

Check No. _____ Check Amt. \$ _____ Date Pd _____

Council Meeting Date:

Approved By _____ Tax Collector _____

Town of Blowing Rock

Request for Council Action

FROM: Hilari H. Hubner, Town Clerk/Tax Collector
SUBJECT: 2022 Tax Advertisement Request
TO: Mayor and Council
DATE: March 14, 2023
REQUESTED BY: Tax Collector

Public Hearing Yes No Not required NA
Properly Advertised Yes No Not required NA

BACKGROUND:

Pursuant to North Carolina General Statute 105-363(a), I herein submit the following report under oath.

The total 2022 real property tax levy billed is \$6,048,606.02; as of February 28, 2023, \$5,873,757.53 or 99% of the total net levy has been collected.

Unless otherwise directed, I will advertise for 2022 past due taxes on April 19, 2023.

Following Council approval to advertise the tax liens outstanding per North Carolina General Statutes 105-369(B1) each property owner will be notified by first class mail on or before March 14, 2023 to allow 30 days for payment prior to publishing the real property owner names and amounts outstanding at that time.

ATTACHMENTS:

STAFF RECOMMENDATION:

Approve the request to advertise delinquent taxes on April 19, 2023.



Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, North Carolina 28605

To: Mr. Shane Fox, Mayor Sellers, and Members of Town Council
From: Nicole Norman, Finance Officer
Subject: Budget Amendment Ordinance to Account for Various Items
(Ordinance #2023-07)
Date: March 14, 2023

Enclosed please find a Budget Amendment Ordinance for the fiscal year 2022-2023 for your consideration.

Section 1 (General Fund) allocates funding as follows:

- Allocates insurance proceeds (\$12,190) received towards the repair of the Town's leaf truck that was damaged in fall of 2022.

Section 2 (Water/Sewer Fund) allocates funding as follows:

- Allocates additional budget remaining in the property & liability insurance expense line (\$5,000) as well as additional revenues received for Water System connection fees (\$2,500) and Sewer System connection fees (\$2,500) towards financial advisor costs (\$10,000) for First Tryon Advisors assistance in the AMI project funding and LGC application process.

Section 3 (Water/Sewer Capital Projects Fund) allocates funding as follows:

- Allocates loan funds (\$1,200,000) towards the AMI project as fully approved. Closing on loan funds is expected by 3/16/2023.

Please let me know if you need further details on the proposed amendment.

The following Internal Budget Amendments (moving funds across line items within departments) were approved by the Town manager and executed by the Finance Officer during the month of February 2023:

Internal Budget Adjustment Request # 2023-01—Parks & Rec. (\$1,300) moved funds from Employee Development to Maint./Repair Office. – Police Department (\$3,700) moved funds from Materials/Supplies to Employee Development.

**2022-2023
Budget Amendment Ordinance 2023-07**

Be it ordained by the Town Council of the Town of Blowing Rock, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-20-4500-500	Capital Outlay- Street Dept.	\$ 139,395	\$ -	\$ 12,190	\$ 151,585
			<u>\$ -</u>	<u>\$ 12,190</u>	

This will result in a net increase of \$12,190. in the appropriations of the General Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-00-3400-335	Miscellaneous	\$ 44,230	\$ -	\$ 12,190	\$ 56,420
			<u>\$ -</u>	<u>\$ 12,190</u>	

Section 2. To amend the Water/Sewer Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
30-91-7110-054	Property & Equipment Insurance	\$ 95,000	\$ 5,000	\$ -	\$ 90,000
30-91-7110-720	Financial Advisor Fees	\$ -	\$ -	\$ 10,000	\$ 10,000
			<u>\$ 5,000</u>	<u>\$ 10,000</u>	

This will result in a net increase of \$5,000 in the appropriations of the Water/Sewer Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
30-91-3400-374	Water System Connection Fees	\$ 30,000	\$ -	\$ 2,500	\$ 32,500
30-91-3400-375	Sewer Sysytem Connection Fees	\$ 35,000	\$ -	\$ 2,500	\$ 37,500
			<u>\$ -</u>	<u>\$ 5,000</u>	

Section 3. To amend the Water/Sewer Capital Projects Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
50-91-4000-100	AMI- Application Fees/Issuance Costs	\$ -	\$ -	\$ 12,000	\$ 12,000
50-91-4000-102	AMI- Project Costs	\$ -		\$ 1,175,675	
50-91-4000-103	AMI- Project Costs-Contingency	\$ -	\$ -	\$ 12,325	\$ 12,325
			<u>\$ -</u>	<u>\$ 1,200,000</u>	

This will result in a net increase of \$1,200,000 in the appropriations of the Water/Sewer Capital Projects Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
50-60-5000-100	AMI Project Installment Loan Funds	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000
			<u>\$ -</u>	<u>\$ 1,200,000</u>	

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Finance Officer for their implementation.

Adopted this 14th day of March, 2023.

Attested by: _____ Charles Sellers, Mayor

Hilari Hubner, Town Clerk

Staff Report –Presentation Agenda Item

To: Mayor Charlie Sellers and the Blowing Rock Town Council

From: Shane Fox, Town Manager

Subject: New River Conservancy Presentation

Date: March 14, 2023

Information: Katie Krogmeier, Restoration Director, with New River Conservancy will present to the Town Council an update of the Blowing Rock Stream Restoration Project along with some various updates of other projects in the area.

Attachment:

NRC PowerPoint

Town of Blowing Rock

Upcoming Projects From New River Conservancy

Blowing Rock
3.14.2023

Elizabeth S. Underwood, Ph.D.
Executive Director, New River Conservancy

Katie Krogmeier
Restoration Director, New River Conservancy



New River Conservancy

*Protecting the waters, woodlands and wildlife
of the New River Watershed*



Ford Signs New River Legislation

CHESD C. BLACK, Editor EUGENE L. ROBERTS JR., Executive Editor
Foes of New River Dam Picket 976 Page 6-A

The New River is in peril, as is all it symbolizes

Secretary of the Interior Thomas S. Kleppe, in our office the other day, was talking about the difficulties of balancing public and private interests. We asked him about the decision he made in designating North Carolina's New River to be part National Wild and Scenic River. "I have never had an easier call," he said. "The sentiment saving that river was overw...

A 14-year legal battle that began in 1962 culminated on September 11, 1976, when President Ford signed legislation designating the New River a National Scenic River.



Ervin 'campaigns' to save river



1976



What does NRC do?

- Restoration Projects
- River Clean-ups
- Water Quality Monitoring
- Land Stewardship
- Land Acquisition
- New River Symposium
- Public Policy & Advocacy
- Work with Higher Education



New River Conservancy

*Protecting the waters, woodlands and wildlife
of the New River Watershed*



1795 1849
JAMES KNOX POLK
OF
MORRISTOWN COUNTY
PRESIDENT
1845 - 1849
HE ENLARGED OUR
NATIONAL BOUNDARIES

1767 1845
ANDREW JACKSON
OF
UNION COUNTY
PRESIDENT
1829 - 1837
HE REVITALIZED
AMERICAN DEMOCRACY

1809 1875
ANDREW JOHNSON
OF
WAKE COUNTY
PRESIDENT
1865 - 1869
HE DEFENDED
THE CONSTITUTION

Trashy Numbers

6,836 volunteers

13,139 tires

422,330 lbs of trash



Fun Facts about Blue Whales



- They are the largest animal ever recorded to live on earth
- They are 80 to 100 feet long and 441,000 pounds
- Their tongue weighs as much as an elephant
- They are the loudest animals on the planet
- They live 80 to 90 years on average

River Builder since 1998

- 864,611 shrubs and trees planted
- 104.1 miles of stream planted
- At least 11 landowners on waitlist for next season with site visits ongoing

River Builder April 2022 on the North Fork of the New River



New River Water Trail



GILES COUNTY, VA

Points of Interest	Waterfall
New River	Appalachian Trail
Creeks & Tributaries	Appalachian Trail Camping
Public Boat Landing	Great Eastern Trail
Private Boat Access	Mary Center Inlet Trail
Lodging	Mountain Biking Trails
Cabin Rentals	Scenic Biking Routes
Dining	Primitive Camping
Rt. 460 / 4 Lane	RV Camping
Secondary Road / 2 Lane	Day Hikes
Narrow or Gravel Road	Information/Visitor Center
Stocked Trout Streams	
Special Regulation Trout Streams	



OUTLETERS AND GUIDES

- New River's Edge:** Outdoor specializing in family and group activities. Lodging, tubing, canoeing, kayaking, shuttle, food and beverages. *Play for a day 10:00am-4:00pm. Fee. Private boat access. www.newriversedge.com | (540) 539-8383
- Lange Outdoors:** Full service outdoor and guide service, specializing in canoeing, tubing, riding, mountain biking and guided fishing. www.langeoutdoors.com | (540) 626-4567
- New River Outdoors Co.:** New River Outdoor Co. specializes in professionally guided fishing trips on the smallmouth- and brook-trout-rich waters of the nationally recognized New River and private, watershed woodland retreats along the hidden banks of Walker Creek. www.newriveroutdoors.com | (540) 621-7435

Please visit www.newriverwatertrail.com for more information and detailed paddle maps.



PUBLIC & PRIVATE BOAT ACCESS

- New River Junction:** 2500 Big Falls Rd., Newburgh. Private river access available only when the New River Junction is open. Fee applicable. 540-636-8992
- New River Park (Private Access):** 111 New River Park Ln., Newport. Private management. Reservations: 540-636-2771
- Lodging and Boat Access:** Eggleston Rd. to Rt. 460 River Rd. Turn left toward bridge. Public gravel parking lot just west of bridge. 540-636-1363
- Appalachian Trail Private Access:** 3400 Cowan St., Fossilville. Private camp access for Mt. Cammerford and primitive camping. 540-636-8389
- Pennington Boat Landing:** Take Rt. 460 to Dryden Rd. in Pennington. Turn right. Turn left into New River Boat Landing sign can be seen. Follow gravel road over the adjacent bridge. Boat ramp is on left just before bridge. 540-142-2
- MTA Campground:** Opposite side of the bridge from Pennington Boat Landing. Primitive camping. 540-636-9671. 540-142-2
- New River's Edge Private Access:** 260 Rocky Hollow Rd., Pennington. 540-636-8389
- Appalachian Trail Access:** 260 Appalacian Rd., Appalacian Trailhead. Primitive camping. 540-636-8389. 540-142-2
- Public Landing and Boat Use:** Turn onto Good Rd. at east end of Rt. 460 bridge and at end of gravel lot on Thomas Dr. Turn right onto Tappan Rd. Go across bridge under the bridge. 540-636
- Clayton Boat Landing:** Take Rt. 460 to Narrows. Cross over the New River and take your first right turn onto Lynch Rd. Camp landing is on your right. Take gravel gravel road to go to the boat ramp. Primitive camping and bathrooms. 540-157-4
- Lynch Road Boat Landing:** Take Rt. 460 to Narrows. Cross over the New River and take your first right turn onto Lynch Rd. Park Camp landing is on your right. Approximately 2 miles boat ramp will be on your right side past the Narrows Falls. 540-157-4
- Rich Creek Boat Landing:** Located near Stanley's Landing on US 460 in Park Creek. Public boat ramp mostly of concrete. The site is within walking distance to the Stanley's Landing Campground. 540-156-2
- Stanley's Landing:** 2750 Virginia Ave., Rich Creek. Primitive river boat access. Mt. Cammerford and Newbliss. 540-152-7
- Good Line Boat Landing:** 270 Cammerford Dr., Glen Lyn. Public riverboat launch ramp. The ramp is adjacent to an RV campground. 540-152-7
- Appalachian Trail Boat Landing:** 410 Shuman Falls Rd., Glen Lyn. Public gravel parking lot and boat ramp. Boat for Cammerford launch. 540-154-2
- Shuman Falls Boat Landing:** 410 Shuman Falls Rd., Glen Lyn. Public gravel parking lot and boat ramp. Boat for Cammerford launch. 540-154-2
- Good Line Boat Landing:** 2750 Shuman Falls Rd., Glen Lyn. Public gravel parking lot and boat ramp. Boat for Cammerford launch. 540-154-2
- Shuman Falls Boat Landing:** 2750 Shuman Falls Rd., Glen Lyn. Public gravel parking lot and boat ramp. Boat for Cammerford launch. 540-154-2

Middle Fork New River Restoration Updates



New River Conservancy

*Protecting the waters, woodlands and wildlife
of the New River Watershed*

Stream Restoration Expectations

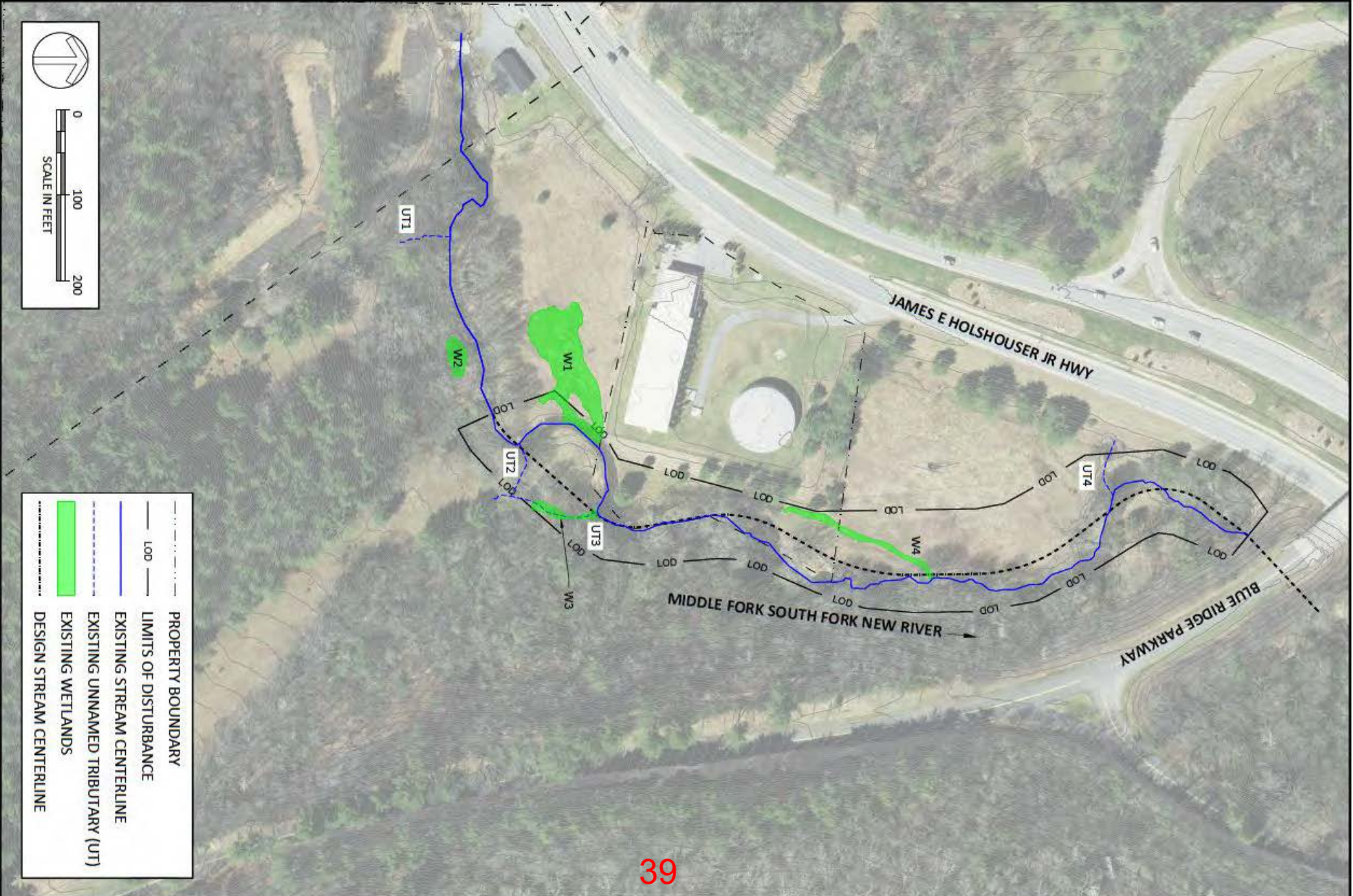
A healthy stream/river includes:

- Riparian buffer with woody plants
- No erosion
 - no sediment input into the water
 - no loss of property
- Thriving aquatic habitat
 - good water quality



Current Conditions - Location

Middle Fork South Fork New River Stream Restoration - Reach 1
Stream and Wetland Map



- PROPERTY BOUNDARY
- LIMITS OF DISTURBANCE
- EXISTING STREAM CENTERLINE
- EXISTING UNNAMED TRIBUTARY (UT)
- EXISTING WETLANDS
- DESIGN STREAM CENTERLINE





2019

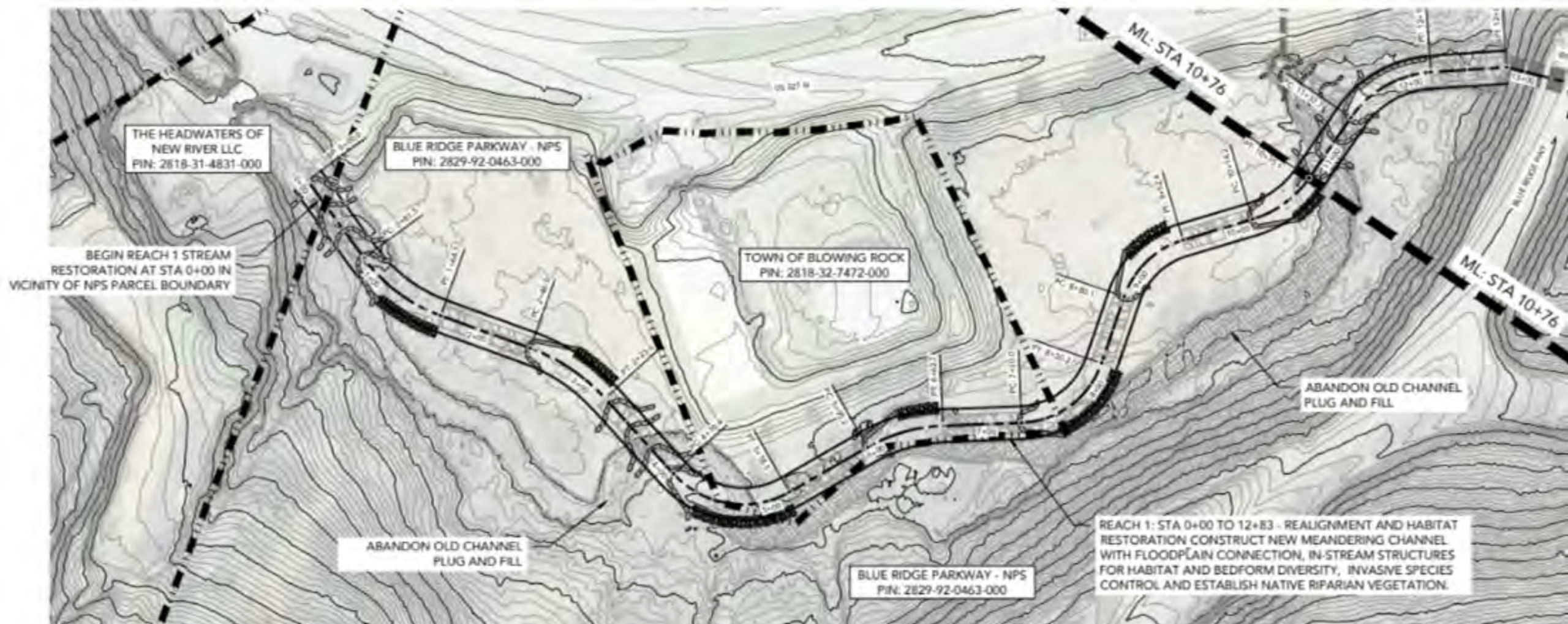


2020



2021





Restoration will include:

- Enhancement of the riparian buffer
- Realignment of ~1,200 linear ft of channel
- Creation of off-channel wetlands



Project Status

Design & Engineering - COMPLETE - \$75,000

Funded by: NC Land & Water Fund, USFWS, Middle Fork Greenway, Jennings Environmental

Restoration Construction - FULLY FUNDED - \$590,000

Funded by: NC Land & Water Fund, Section 319

Environmental Assessment - \$50,000

Funded by: Blowing Rock

Project Timeline

2022

- Q1 Chose EA team
- Q2 Team worked on EA
- Q4 Blowing Rock provides financial support for EA

2023

- Q1 Secured Contractor
EA submitted to NPS for review
- Q2 EA submission for public comment & review
Final permit requirements & begin construction
- Q3 Complete construction
- Q4 Restore riparian vegetation & begin project closeout

At This Time... We Could Use Your Support!

1. Support for the comprehensive New River Water Trail

Thank you for letting us present to you!

Q&A

TO: Mayor Charlie Sellers and the Blowing Rock Town Council

FROM: Kevin Rothrock, Planning Director

SUBJECT: RZ 2023-01 Derrick Land - Short-term Overlay District

APPLICANT: Derrick Land Company, LLC

DATE: March 7, 2023

Derrick Land Company, LLC is requesting a rezoning for a Short-Term Rental Overlay District (STR). The property is located at 8530 Valley Blvd, zoned R-6M, Multi-family. The property will maintain a base zoning district of R-6M and the overlay district, if approved, would allow short-term rentals. The property consists of one tri-plex building (3 total units). The property is further identified by Caldwell County PIN 2817-13-0321-000.

The R6-M zoning district does not permit short-term rentals by right but only if a STR overlay district is applied through rezoning. Royal Oaks Condominiums is currently the only property with the Short-Term Rental Overlay District applied.

Short-Term Rental Overlay Districts require that the property be a multi-family residential complex with a homeowner's association with the authority to regulate short-term rentals within the complex. The ordinance section pertaining to the establishment of the Short-Term Rental Overlay District is shown below.

16-9.3.1 Short-Term Rental Overlay District. The purpose of the short-term rental overlay district is to provide areas within the underlying multi-family residential zoning districts that are appropriate for short-term residential rental uses. As an overlay district, the Short Term Rental Overlay District does not replace or restrict the range of uses allowed in the underlying zoning district, but allows for additional uses within the boundaries of the overlay district.

- a) *Designation of Overlay District.* Following approval by the Board of Commissioners of an area to be included in the Short-Term Rental Overlay District, the area so designated shall be labeled as "STR" on the Official Zoning Map.
- b) *Permitted Uses.* In addition to the uses permitted within the underlying zoning district, short-term rental of a dwelling unit is allowed within the Short-Term Rental Overlay District.
- c) *Adoption Criteria.* A Short-Term Rental Overlay District may be established if the proposed map amendment application meets the following standards, criteria, and conditions:

- 1) The map amendment may only be initiated by the Board of Commissioners, the Planning Board, the Town Administration, or an owner of property located within the proposed district. Unless a map amendment is Town-initiated (by the Board of Commissioners, the Planning Board, or the Town Administration), an application for a map amendment must be endorsed by a majority of the property owners of all lots, parcels, and units to be included within the boundary area of the proposed map amendment. The public notice, public hearing, and procedural requirements for the map amendment shall be as provided in Article 23.
- 2) The area proposed for the short-term rental district must be located within an existing R-10M or R-6M zoning district.
- 3) The area proposed for the short-term rental district may only include an existing or proposed multi-family residential complex that has a homeowner's or property owner's association with the authority to regulate or manage short-term rental uses within the complex.
- 4) The proposed short-term rental use must be compatible with established land uses in the immediate vicinity of the lots or parcels to be designated STR.
- 5) The proposed short-term rental use will not result in so many additional vehicle trips that adverse traffic impacts will be felt upon the streets and within the neighborhoods bordering the proposed STR district.
- 6) In addition to the requirements contained in Article 22 (Screening and Trees), the Council may require that the STR district be screened from any other adjacent residential use if it finds that any existing screening is inadequate or that there is insufficient separation between the proposed STR district and the adjacent residential uses.

The applicant is requesting the STR Overlay be applied to their property through this rezoning request. If approved, the owner would have to apply for short-term rental permits prior to operating.

There are currently 3 dwelling units in the structure which can be renovated, modified and improved. If additional dwelling units are proposed in the future, the project would require a Special Use Permit for review.

POTENTIAL ACTION

Whether the Town Council decides to approve or deny the request, NCGS 160D-605 requires that the governing board approve a "Reasonableness Statement" whether they approve or deny the request. The reasonableness statement needs to address:

1. the consistency or inconsistency with the approved comprehensive plan; and
2. a reasonableness statement considering,
 - (i) the size and physical attributes of the subject property,

- (ii) the benefits and detriments to the landowners, the neighbors, and surrounding community,
- (iii) the relationship between the current actual and permissible development on the tract and the adjoining areas under the proposed amendment,
- (iv) why the action is in the public interest; and
- (v) any changed conditions warranting the amendment.

Note: The draft ordinance included is written from the position of approving the rezoning. If so desired, the ordinance can be re-written to deny the rezoning application.

PLANNING BOARD RECOMMENDATION

At the February regular meeting, the Planning Board made a recommendation to deny the rezoning request. Some factors submitted by the Planning Board include:

1. The overall benefit to the property owner is primarily financial with no benefit to the neighbors.
2. Additional vehicle trips in the immediate area could have a negative effect.

ATTACHMENTS

1. Draft Ordinance 2023-05
2. Zoning map of subject property
3. Aerial map of property
4. Photos of the house and driveway area
5. Letter from Dirk Derrick
6. Letters from adjacent property owners

ORDINANCE 2023-05**TO ESTABLISH A SHORT-TERM RENTAL OVERLAY DISTRICT
FOR THE DERRICK LAND CO. LLC PROPERTY**

WHEREAS, Dirk Derrick on behalf of Derrick Land Co., LLC has submitted a petition for the creation of a Short-Term Rental Overlay District for his property at 8530 Valley Blvd; and

WHEREAS, the Land Use Ordinance provides for situations where STR Overlay Districts may be requested where the base zoning district is either R-6M, Multi-family or R-10M, Multi-family; and

WHEREAS, the Blowing Rock Planning Board has reviewed the rezoning request but recommended denial of the Short-Term Rental Overlay District request; and

WHEREAS, the Board of Commissioners agree that the STR Overlay District is a reasonable change to the subject property thereby allowing short-term rental of the dwelling units as:

- (i) the short-term rental is not a detriment to the neighboring property values; and
- (ii) any increases in vehicle traffic do not negatively affect neighboring properties as the access to the subject property is made directly through a driveway onto Valley Blvd, and not through neighboring properties; and
- (iii) the R-6M zoning district is one that allows the STR Overlay District if the specific locations meets the criteria in Section 16-9.3.1 of the Land Use Ordinance; and
- (iv) the proposed STR use is sufficiently separated from adjacent land uses thereby not requiring additional screening; and
- (v) multi-family type uses and zoning districts are in the immediate vicinity of the proposed rezoning parcel; and

WHEREAS, a public hearing on the question of rezoning was held by the Board of Commissioners at the Blowing Rock Town Hall at 6:00 P.M., on the 14th day of March 2023, after due notice by publication, posting, and mailing.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Blowing Rock, North Carolina, that:

Section 1. In accordance with the provisions of Chapter 16 of the *Blowing Rock Town Code*, the following described territory is hereby established as a Short-Term Rental Overlay District, effective as of the 14th day of March, 2023:

Being that parcel located at 8530 Valley Blvd, Blowing Rock, further identified by Caldwell County PIN 2817-13-0321-000.

Section 2. The property is currently a three-unit dwelling. To increase the number of dwelling units beyond three (3), a Special Use Permit will be required. To modify the structure by addition, expansion, renovation, demolition and rebuild, with up to a total of three (3) dwelling units a zoning permit is required.

Section 3. A short-term rental zoning permit is required for each unit to be rented on a short-term basis. A parking space that meets the Land Use Ordinance specifications will be required for each bedroom.

Section 4. The Zoning Administrator shall cause the *Official Zoning Map for the Town of Blowing Rock* to be amended to reflect the above changes in zoning.

Section 5. Effective Date. This rezoning ordinance shall be effective immediately.

Adopted this the ____ day of _____, 2023.

Charlie Sellers, Mayor

ATTEST: _____
Hilari H. Hardin, Town Clerk

RZ 2023-01 Derrick Land Co. - Short-Term
Overlay District



RZ 2023-01 Derrick Land Co. - Short-Term
Overlay District



RZ 2023-01 Derrick Land Co. - Short-Term
Overlay District





DERRICK LAW FIRM

Dirk J. Derrick
 S. Taylor Hooven *(admitted in SC & GA)*
 Dakota J. Derrick
 Dorsey W. Strickland
 Allyson R. Pittman
 Fred H. Oliver
 AJ Holloway
 T. Dyllan Rankin
 J. Brandon Hylton
 Robert D. Corney

Mailing Address:
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 Justin J. Arenas
 Ralitsa C. François
 Jessica A. Stokes
 Michael H. Ellis
 W. Coleman Lawrimore
 Alexis K. Poling
 Benjamin J. Tripp
 Thomas F. Drazan

February 15, 2023

Members of the Town Council of Blowing Rock
 Members of the Planning Board of Blowing Rock

Re: Derrick Land Company, LLC – Rezoning to Short-Term Rental Overlay District

Dear Town Council and Planning Board members:

I would like to give you all some background on me and the request that is presently before you regarding 8530 Valley Blvd. I am not a slumlord or a developer. The purchase of this property and the request before you are my attempts to fulfill a promise, I made to my wife-to-be in 1985.

I was a graduate assistant football coach at East Tennessee State University when I met Michelle. She grew up one of eight children in a large Irish family in Cary N.C. She loved the mountains. I was raised near the beach. I had no money for a ring and was preparing to enter law school in the fall. I convinced her to marry me and follow me to South Carolina by promising her I'd get her back to the mountains one day.

Fast forward to 2017 when we came up to see my youngest son who was playing football for App State. We got a short-term rental for the weekend. It was "cloud walk" located at 8530 Valley Blvd. While sitting on the back porch, looking at God's beautiful creation, I was told that this was the house Michelle wanted when I fulfilled my promise. She loved the beauty, the town, the shops, and the people she had met. She began calling it "Michelle's Mountain House" and looking often to see if it was on the market.

In December of last year while Michelle was sleeping, I opened Zillow to see if "Michelle's Mountain House" was miraculously available as a Christmas present. It was. It had been on the market for 4 hours. I woke up Michelle who quickly recognized "divine intervention". We hit the road to Blowing Rock and made an offer shortly thereafter. We closed on the 3rd of February and my wife wouldn't go home with me. She stayed on the mountain to make some needed repairs, talk to contractors, sit on the back porch, and make her daily walk to downtown for some coffee.

If the application before you is granted, our plan is to renovate or build to create one of the most spectacular places on the gorge, totally isolated from the world as our mountain retirement home. We would put millions of dollars into the property. While the multi-family zoning allows up to five units on this property, we would keep it at three, centrally owned and controlled by us. We will be up here a lot. Michelle has horses she intends to bring up in the summer. This will be the first fall in over 20 years that we don't have a son playing football which will allow us to enjoy the fall up here. With technology, I can do much of my work while sitting on the back porch.

We want the ability to do short term rentals, at least temporarily, in units when our family and friends are not using them to maximize the money we can put in the project. Michelle will be the gate keeper as to who stays. She is more protective of "Michelle's Mountain House" than any neighbor we have. Properly managed high value properties attract responsible people.

Before finalizing my due-diligence, I looked closely at the law, the recent NC Ct of Appeals decision regarding your zoning laws, the long history of this property being used as a short term rental, the fact that it is one of a few properties zoned R-6M and given the right to make the STR request, the fact the STR overlay ends across Highway 321 from my entrance, the fact that with the planting of some evergreens the property will totally be outside the sight and sound of anyone, the fact that it enters from Highway 321 instead of thru a neighborhood, the fact that it abuts an empty lot on one side and multi-family condos that share walls, floors and ceilings with other families on the other, the fact some R-6M properties outside the overlay seem to have received the STR designation, and the fact that if ever there's a property that satisfies the criteria, this property sitting in Caldwell County facing the gorge is the property.

I wish we would have had time to meet our neighbors and talk to them before this application was filed to see if we could have given them assurances about what we were going to do, what types of properties we build and own, and the types of people that will be staying on our property.

In response to the concerns mentioned by the two condo HOA's, I would first ask if there has been a crime problem, a noise problem, or a harm to the way of life of the surrounding neighbors during the years in which this property has been rented as a short-term rental? Has the value of the condos done anything but rise sitting next to this property, even though the property was rented and has not been well maintained?

I can't help but wonder what the residents of Blowing Rock said when a developer first sought to put condos overlooking the gorge. Was it going to ruin the gorge, the town and the way of life of the locals? Finding the minutes of that planning board meeting may be my first research project.

The truth is that if this application is granted and we can build what we want to build, and use our property the way we wish, the values of the surrounding property will increase, the effect on the neighborhood's way of life will be zero, and you will not be setting a bad precedent (slippery slope) because the number of R-6M lots are minimal and the two condo units have already voted not to seek the STR overlay.

Fear is a powerful tool, maybe the most powerful, to coerce results. Politicians and the media use it endlessly. Attorneys use it in the courtroom. I understand there's both relational and political pressures being leveraged to seek your denial of this application. I would only ask that you apply the zoning laws to the **facts** surrounding our property as if neither existed. Thank you and please let me know if you would like anything else from me before the hearing.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Dirk J. Derrick', with a long horizontal flourish extending to the left.

Dirk J. Derrick

**HAMPTONS OF
BLOWING ROCK**

164 Prudden Lane
Blowing Rock NC 28605
February 10, 2023

TOWN OF BLOWING ROCK
Planning Board Members
Elected Town Council Members
Blowing Rock NC 28605

Dear Officials,

On behalf of the 17 Property owners of The Hamptons, our Board **strongly opposes** this rezoning request and ask the Planning Board and Town Council to **deny** it. The parcel is immediately next door to our properties.

Inconceivably, such rezoning would allow the *first and only* STR from S. Main Street near Chestnut all the way past the Green Park Inn – changing the character of the residential neighborhood, and allowing STR on one of the most dramatic vistas of the Johns River Gorge!

STR in this tri-plex from the 1920s will negatively affect property values and likely lead to quality-of-life disruptions, ongoing concerns of noise, parking havoc, and safety issues. It is *not compatible with land uses* in the vicinity, and will add traffic of one-way-only turns off and on Valley Boulevard – where 12-16,000 vehicles travel daily.

Our property owners are long-term taxpayers of BR, dating back to 1995. We have fulltime residents and registered voters in Watauga County. Board members represent 70 years of collective ownership.

Re: OPPOSE

Rezoning for STR

8530 Valley Blvd

17 Owners

Oppose

Bad precedent

Honor the Gorge

**Hurts Property
Values**

Incompatible

Congested traffic

Longtime Owners

Our Association's policies prohibit STR and support the BR standard of no rental less than 28 days, although *none* of our homes are used as rentals. STR is antithetical to our ownership.

**HOA Policies
prohibit STR**

We ask that you **deny this request** - and take steps to prohibit STR on the ridge of the Gorge *at any location*.

**Protect
Homeowners**

Your leadership is much needed to protect the very essence of Blowing Rock! Please protect homeowners.

Thank you,

Laura Bingham, President
164 Prudden Lane, since 1999

Jim Green, Treasurer
130 Prudden Lane, since 2016

Hamptons

Anne McClintock, Grounds
130 Prudden Lane, since 2018

HOA

Board of Directors

Dale McKillop, Capital Improvements
160 Prudden Lane, since 2008

Renee Wickline, Secretary
150 Prudden Lane, since 2004



JAMES P. CAIN

AMBASSADOR OF THE UNITED STATES OF AMERICA (Ret.)

Members of the Town Council of Blowing Rock
Members of the Planning Board of Blowing Rock
1036 Main Street
Blowing Rock, North Carolina 28605

February 14, 2023

Re: Derrick Land Company, LLC - Rezoning to Short-Term Rental Overlay District

Dear Neighbors:

I write on behalf of the Board of Directors of Chateaux Cloud Club and Condominium Association, representing the twenty-two neighboring homeowners of Chateaux Cloud. Chateaux Cloud is located at 1966 and 1968 Main Street, immediately adjacent to the subject property.

My wife Helen and I have owned our home at Chateaux Cloud for more than twenty-three years. Some families have owned their homes here for more than fifty years. Chateaux Cloud does not allow short-term rentals; our homeowners having elected decades ago to require a minimum rental period of three months. My wife and I spend on average at least six months in our home here. To our knowledge, none of our homeowners actually offer their homes for rent, even for the minimum three months.

We, the Board and homeowners of Chateaux Cloud, oppose the request by Derrick Land Company for the rezoning of 8350 Valley Blvd for a Short-Term Rental Overlay District.

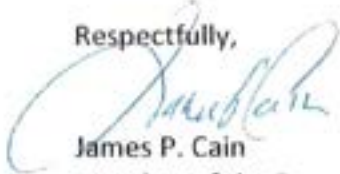
8350 Valley Blvd is the property directly adjacent to ours: to the East of Chateaux Cloud on the ridge overlooking Globe Valley. The Town Council of Blowing Rock has, wisely, never before, to our knowledge, allowed a short-term rental overlay on the ridge overlooking Globe Valley. As we understand the current zoning, along the entire 1.5 mile stretch between Shadow Lane and Green Hill Road there is no property that has been allowed a designation for short term rental. We are advised that landowners to the east of our property, on the ridge between 8350 Valley Blvd and "Wheelies", sought a rezoning for short-term rental within the last few years, but were denied. We understand there was also a denial of a request for a rezoning along Ransom Street a few years ago. We believe the Council's refusal to expand the Short-Term Rental district on those occasions was a wise one and believe it would be arbitrary to allow it in this case.

The properties along the ridge are unique in that they offer stunning, unparalleled views to the West, views almost as magnificent as from the world-famous "Blowing Rock" itself. Our objection is not to deny the owners of 8350 Valley Blvd the enjoyment of these remarkable views, but to suggest that the character and use of transitory, short term, rentals is inconsistent with the character of the surrounding neighborhood. Allowing short term rentals at 8350 Valley Blvd would start this town down the slippery slope of developer-demands for short-term rentals all along the Blowing Rock ridge. This would not be an enhancement of the quality of life of our town but would be just the opposite.

We urge the Planning Board and the Town Council to take into consideration the precedent that would be set by granting the applicants rezoning request, and the detrimental potential impact on the surrounding neighborhood.

We urge the Planning Board to recommend against the requested rezoning and urge the Town Council to deny the request.

Respectfully,



James P. Cain

Member of the Board of Chateaux Cloud Club and Condo Assn.
1968 Main Street, Blowing Rock, Unit #19

Joined by the unanimous support of the Board:

Charles Cain
Tony Gilliam
Luis Gutierrez
Jenifer Hofmann
Peg Thornburg
Drew Veach

Staff Report –Regular Agenda Item

To: Mayor Charlie Sellers and the Blowing Rock Town Council

From: Shane Fox, Town Manager

Subject: Blowing Rock Academy

Date: March 14, 2023

Information: The Blowing Rock Academy is a proposed child development center to be utilized for child care of children from 6 weeks of age to 5 years of age (Preschool). The facility would be operated by Town of Blowing Rock employees and would be open each day from 7:30 – 5:30. In order to be eligible, you must be a full-time employee of the Town of Blowing Rock and the child must reside within your household. The Blowing Rock Academy would not be open to the public, just for employees. The NCDHHS will govern the center under the requirements under the center of Child Development and Early Education. I will present to the Town Council a presentation to demonstrate the need along with providing some area data.

Action: To consider the request for SUP to allow for the Blowing Rock Academy (Child Development Center) to be housed at 108 Lakeside Drive. Staff is also asking for approval of up to \$60,000 in construction monies to move forward with the needed repairs and improvements to the building for the facility, as required by the NCDHHS Division of Child Development and Early Education.

Attachment:

SUP Application

SUP Staff Report

Diagram of proposed building changes

Pictures of the Community Building (4)

TO: Mayor Charlie Sellers and the Blowing Rock Town Council
FROM: Kevin Rothrock, Planning Director
SUBJECT: SUP 2023-02 Blowing Rock Daycare
APPLICANT: Town of Blowing Rock
DATE: March 3, 2023

REQUEST

The Town of Blowing Rock is requesting a Special Use Permit to create a day care center in the Community Club building located at 108 Lakeside Drive. The property is currently being used for occasional community events. The property is 0.219 acres and is zoned R-15, Single-family. The property is further identified by Watauga County PIN 2807-88-1739-000.

SITE PLAN

The Town of Blowing Rock is requesting a Special Use Permit to locate a daycare at the community club building, formerly the Ruritan building. Based on the available space between the building and the property line on the south side and rear of the building, a small deck may be added.

Purpose

The purpose of the request is to provide daycare services to Town employees. The predominate age bracket for the daycare is birth/infant to school age. Due to the size of the building, the Town anticipates not more than 10 children at any one time will be kept in the daycare facility but could potentially but up to 20. The Watauga County Health and Human Services Department would determine the maximum number of children and the various state requirements for daycare facilities.

Parking

There is no parking directly on the property but there is parking at the pool and the gravel lot across Clark Street. Parking would be mainly for the childcare workers and drop-off/pick-up would be at the pool parking area.

PLANNING BOARD RECOMMENDATION

At the February 16, 2023 meeting, the Planning Board made a recommendation to approve the Special Use Permit.

ATTACHMENTS

1. Draft Special Use Permit
2. Aerial site plan and street level photo

NORTH CAROLINA

WATAUGA COUNTY

**TOWN OF BLOWING ROCK SPECIAL USE PERMIT
Town of Blowing Rock Daycare Center
SUP No. 2023-02**

On the date listed below, the Board of Commissioners of the Town of Blowing Rock met and held a public hearing to consider the following application:

Applicant: Town of Blowing Rock

Project Name: Town of Blowing Rock Day Care Center

Property Location: 108 Lakeside Drive

Tax Parcel No.: 2807-88-1739-000

Property Owners of Record: Town of Blowing Rock

Proposed Use of Property: Daycare Center and Community Events

Current Zoning Classification of Property: R-15, Single-Family

Meeting Date: March 14, 2023

Having heard all of the evidence and arguments presented at the above-referenced hearing, the Board finds that the application complies with all applicable requirements of the Code of Ordinances of the Town of Blowing Rock, and that, therefore, the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable conditions of the Land Use Code and the following additional conditions:

1. The Applicant shall complete the development of the subject property in accordance with the plans submitted and approved by this Board, except as amended by the following conditions. Where said plans are in conflict with the provisions of the Land Use Code, the provisions of the Land Use Code shall prevail, except as specifically provided herein. Copies of said plans are made a part hereof as if fully rewritten herein, and shall be maintained in the Special Use Permit file in the Town Clerk's office. Any deviations from or changes in the plans must be pointed out to the Administrator in writing and specific written approval must be obtained as provided in the Blowing Rock Land Use Code.
2. The property is hereby approved for a daycare center and occasional community events as historically used. The daycare center will have the potential to provide childcare services for up to 20 pre-school age children.
3. Parking for employees and drop off for daycare will be at the pool parking lot.
4. All electric, phone, and cable utilities shall be placed underground. No building shall be constructed over any part of any utility easement.
5. The Applicant shall be responsible for the perpetual maintenance of all trees, plants, and landscaping required herein. Any dead, unhealthy, or missing vegetation, or any vegetation disfigured by severe pruning, shall be

replaced with new vegetation.

- 6. Before any building permit is issued, the Applicant shall submit a revised site plan, in such form as shall be required by the Zoning Officer, that incorporates the terms and conditions of this Special Use Permit. All utility easements shall be signed and recorded prior to final approval of the site and grading plan.
- 7. Failure to comply with any provision herein shall subject the Applicant to forfeiture of the Permit and a stop work order on any further construction.
- 8. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this Permit shall be void and of no effect.

IN WITNESS WHEREOF, the Town of Blowing Rock has caused this Permit to be issued in its name and the undersigned being property owner(s) and/or agent(s) of the property owner(s) does hereby accept this Special Use Permit, together with all of its conditions as binding upon them and their successors in interest.

TOWN OF BLOWING ROCK

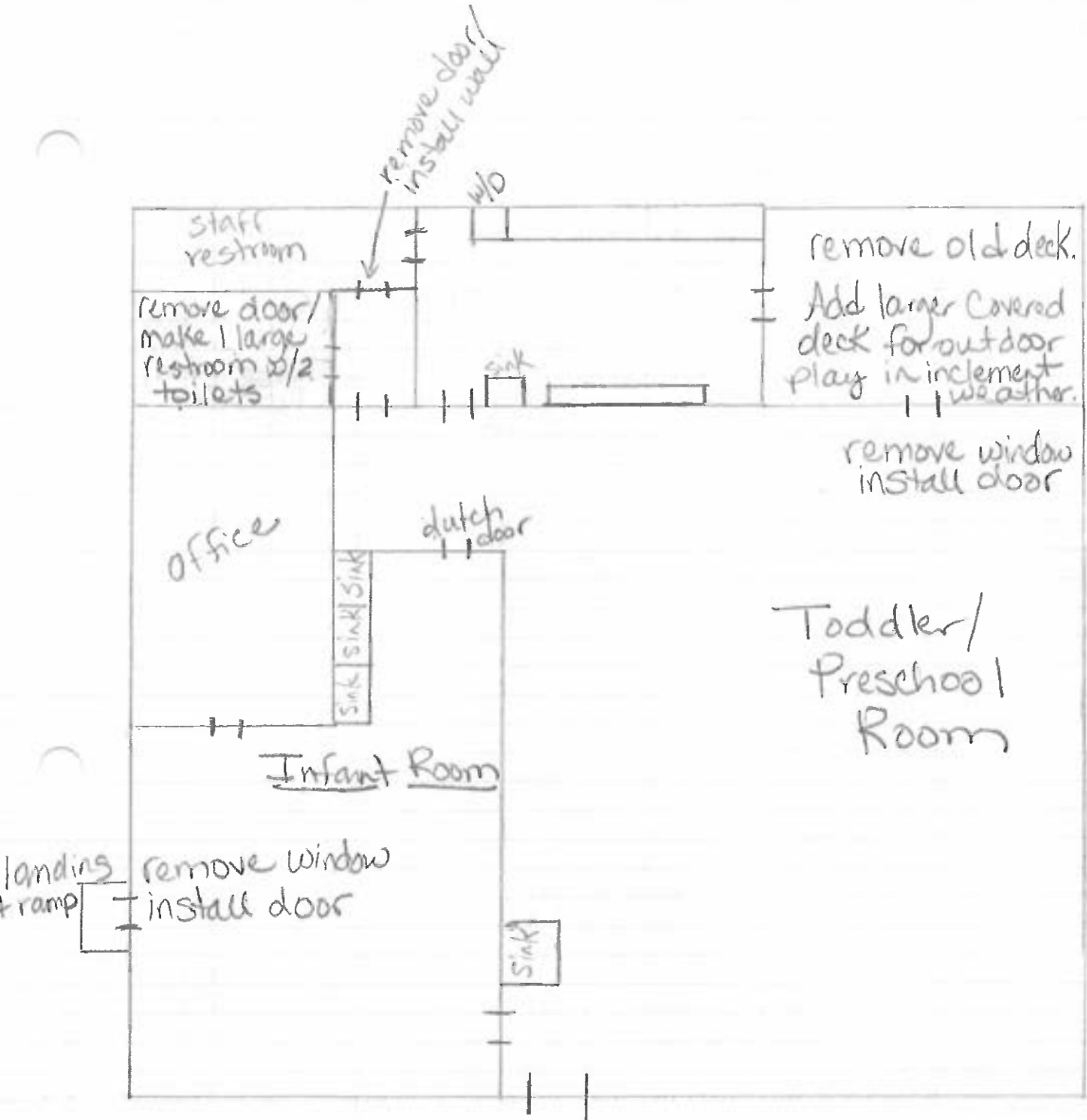
By: _____
Charlie Sellers, Mayor

ATTEST: _____
Hilari H. Hubner, Town Clerk

(CORPORATE SEAL)

SUP 2023-02
Town of BR Daycare Center





Blowing Rock Academy



120







TO: Mayor Charlie Sellers and the Blowing Rock Town Council

FROM: Kevin Rothrock, Planning Director

SUBJECT: Comprehensive Plan Consulting Services

DATE: March 9, 2023

A Request for Proposal (RFP) for Comprehensive Planning Consulting Services was sent out in January 2023 and the Town received a proposal from Benchmark Planning in the amount of \$88,200. The proposal is attached as well as the agreement for services. Funds are set aside in the 2022-23 Budget for \$50,000, and staff will request the \$38,200 for the remainder of the contract in the Budget for 2023-24.

Staff recommends moving forward in contract with Benchmark as they have a history of service with the Town. Benchmark completed the 2014 Comprehensive Plan Update, consulted, and rewrote the sign ordinance in 2018, and assisted with the 321 Visioning study in 2019.

The Scope of Services in Attachment A of the Service Agreement provides an outline for the Comprehensive Plan process. Initiation begins in March 2023, Background Research in March and April, Initial Public Input in May, Preparation of Draft Plan in June through September, Public Input in Sept/Oct, and Preparation and Presentation of Final Plan in November through January.

Staff requests:

1. approval of the Service Agreement with Benchmark; and
2. appointment of 2 members of Council to serve on the Comprehensive Plan Steering Committee



COMPREHENSIVE PLAN UPDATE TOWN OF BLOWING ROCK, NC

Submitted by:

B E N C H M A R K

400 CLARICE AVE STE 130
CHARLOTTE, NC 28204
704.933.5990 • 800.650.3925
www.benchmarkplanning.com

CONTENT

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“ We listen intently to your community’s concerns and ideas to create places worth celebrating.”



Weaverville, North Carolina



Shepherdstown, West Virginia



Suffolk, Virginia



**BENCHMARK
PLANNING**

400 Clarice Ave, Suite 130
Charlotte, NC 28204-2768

VIA EMAIL

February 13, 2023

Kevin Rothrock, AICP, Planning Director
Town of Blowing Rock
PO Box 47
Blowing Rock, NC 28605

RE: Comprehensive Plan Update RFP

Dear Mr. Rothrock and Selection Committee:

On behalf of Benchmark, I would like to thank you for the opportunity to submit our firm's qualifications for assisting the Town with preparing an update to your Comprehensive Plan. For nearly 40 years, Benchmark has worked with local governments to develop meaningful, action oriented, and community-driven plans. Our team is comprised of planning, economic development, transportation, and urban design professionals who are passionate about their work, and commit the full depth of their experience and talent to each of the projects that we work on.

As our qualifications demonstrate, the core team members assigned to this project possess a diverse array of experience working on similar projects in communities across the country. Jason Epley, AICP, Benchmark's President, will co-manage the project with Vagn Hansen, AICP, Benchmark's Principal Planner. Specifically, we have experience working with communities that have strong downtowns and tourism-based economies, which includes Blowing Rock. Over the last 10 years we have assisted the Town of Blowing Rock with the preparation of the 2014 Comprehensive Plan, updates to the sign regulations, facilitation on a variety of topics at Town Council retreats, and the preparation of the Valley Boulevard Study in 2019.

If you have any questions or need additional information that is not covered in our proposal, please feel free to contact me by telephone at 704.305.4381 or by email at jepley@benchmarkplanning.com.

Respectfully,

Jason M. Epley, AICP
President & CEO



SECTION 1. COMPANY DESCRIPTION

COMPANY INFORMATION:

Benchmark CMR, Inc.
(d.b.a.) Benchmark Planning
400 Clarice Ave, Suite 130
Charlotte, NC 28204-2768
704-933-5990
admin@benchmarkplanning.com
www.benchmarkplanning.com

STAFF ASSIGNED:

Jason Epley, AICP
Vagn Hansen, AICP
Bridget Callea, AICP
Monika Gehl, AICP
Erin Burris, AICP
Kris Krider, AICP

COMPANY ESTABLISHED:

North Carolina - 1982

COMPANY INCORPORATED:

North Carolina - 1989

TYPE OF CORPORATION:

S - Corporation

AUTHORIZED NEGOTIATOR:

Jason M. Epley, AICP
President & CEO
Benchmark Planning
400 Clarice Ave, Ste. 130
Charlotte, NC 28204-2768
704-933-5990 | (m) 704-305-4381
jepley@benchmarkplanning.com

OVERVIEW

Since our founding in 1982, Benchmark Planning's dynamic leadership in the field of urban planning and design has helped our client communities achieve their aspirations through an approach that is best described as the **ART + SCIENCE OF PLANNING** - a philosophy which blends our creative talent with the practical application of our technical expertise.

Headquartered in Charlotte, the Benchmark team has a national planning practice that is focused on comprehensive planning, urban design, land use regulations, public engagement, and military community planning. Our talented team of planners has a breadth of experience that provides our clients with the innovative ideas and solutions that are necessary to solve complex problems and develop plans that are grounded in reality and focused on implementation.

COMPREHENSIVE PLANNING

Preparing comprehensive plans and land use plans for municipal and county governments is a core component of Benchmark's practice. For 40 years, Benchmark's team has worked closely with local governments to prepare plans that address our client communities' unique growth and development challenges. Our client base spans a wide range of community types, ranging from small rural communities with several thousand residents to growing suburbs, to larger urban cities and regional organizations spanning multiple counties with hundreds of thousands of residents.

Our team has prepared plans that range from city or county comprehensive plans, to small area plans for revitalizing urban neighborhoods, to planning at the regional scale to address land use compatibility conflicts around military installations. All of our planning efforts are focused on achieving our clients' goals through the development of sound strategic land use guidance that is based on our significant experience and understanding of best practices in the field.

PUBLIC OUTREACH AND ENGAGEMENT

Our team members facilitate successful public involvement and consensus building through stakeholder interviews, charrettes, pop-up events, focus group meetings and workshops. We leverage the power of technology to support our public engagement activities and facilitate ongoing engagement throughout the planning process, which includes the use of interactive online engagement and real-time digital polling during public meetings.

GIS MAPPING AND ANALYSIS

Our team of GIS analysts and cartographers focus on using the significant power of digital mapping to both produce complex analyses of issues in our client communities and prepare digital mapping products that clearly convey complex ideas in a straightforward and easily understandable manner.

GROWTH MANAGEMENT

Benchmark's team can help your community develop practical plans and strategies to both manage and direct growth to maximize the benefits of your infrastructure investments. We achieve this through complex development capacity and cost/benefit analyses that allow a community to measure both their capacity for growth and its potential impacts. We use the results of these analyses to prepare strategies and policy recommendations that help your community realize the preferred growth scenario and maximize the benefits that it realizes from new growth.

DEVELOPMENT REGULATIONS

Benchmark's team of planning professionals has a wealth of experience both writing and administering a wide variety of development ordinances, including both standalone zoning and subdivision regulations, unified development ordinances, and specialized ordinances dealing with design regulation and similar matters. Our team regularly advises both local governments and private developers on regulatory matters, keeping our team grounded in the practical realities of development practices. This in turn helps to inform and improve the effectiveness of the ordinances that we author.

URBAN DESIGN AND PLACEMAKING

Our interdisciplinary urban design team can help your community prepare practical design concepts and standards based on the unique typologies and character (e.g. downtown centers, commercial corridors, neighborhood infill sites) of your focus area. Our urban designers will identify design solutions and strategies that are based on their practical experience with implementation and best practices that our team has learned through many years of national and international practice in the field.

ECONOMIC DEVELOPMENT

Benchmark has extensive experience with assisting local governments with strategic economic development planning and implementation projects. Recent experience includes preparing a working lands study for the Central Midlands Council of Governments in Columbia, SC, and brownfields redevelopment projects in

Chapel Hill, NC and Greenwood, SC, and an Innovation District Plan for Portsmouth, VA. Benchmark also works with private entities on economic development planning, including work with the Multi-State Environmental Response Trust on the redevelopment of a former Kerr-McGee industrial site in Navassa, NC and developing a statewide inventory and GIS database of potential rail-served industrial sites for the North Carolina Railroad Company.

TRANSPORTATION PLANNING

Our planners understand the critical linkages between transportation and land use, and we strive to seek innovative solutions to our clients' transportation needs. Whether it is identifying new highway corridors to spur economic development, re-imagining a downtown streetscape, or planning routes for a greenway system, our team brings a wealth of experience in solving complex transportation issues. In North Carolina, Benchmark is an NCDOT prequalified consultant for a variety of Transportation Planning tasks and projects.

SUSTAINABILITY

The Benchmark team is committed to sustainable development practices, and we regularly incorporate these principles into our plans and studies. Our planners have worked on projects that promote sustainable growth coupled with habitat protection for endangered species, coastal resource protection and the conservation of working lands across the country. Beyond environmental sustainability, our team strives to provide our client communities with development strategies and policy guidance that foster growth patterns that limit the impact on finite community resources (school and transportation capacity, public safety services, utilities, etc.), while allowing growth to continue in an orderly and rational manner that is responsive to market demands.



Mount Airy, NC - Recent Public Workshop

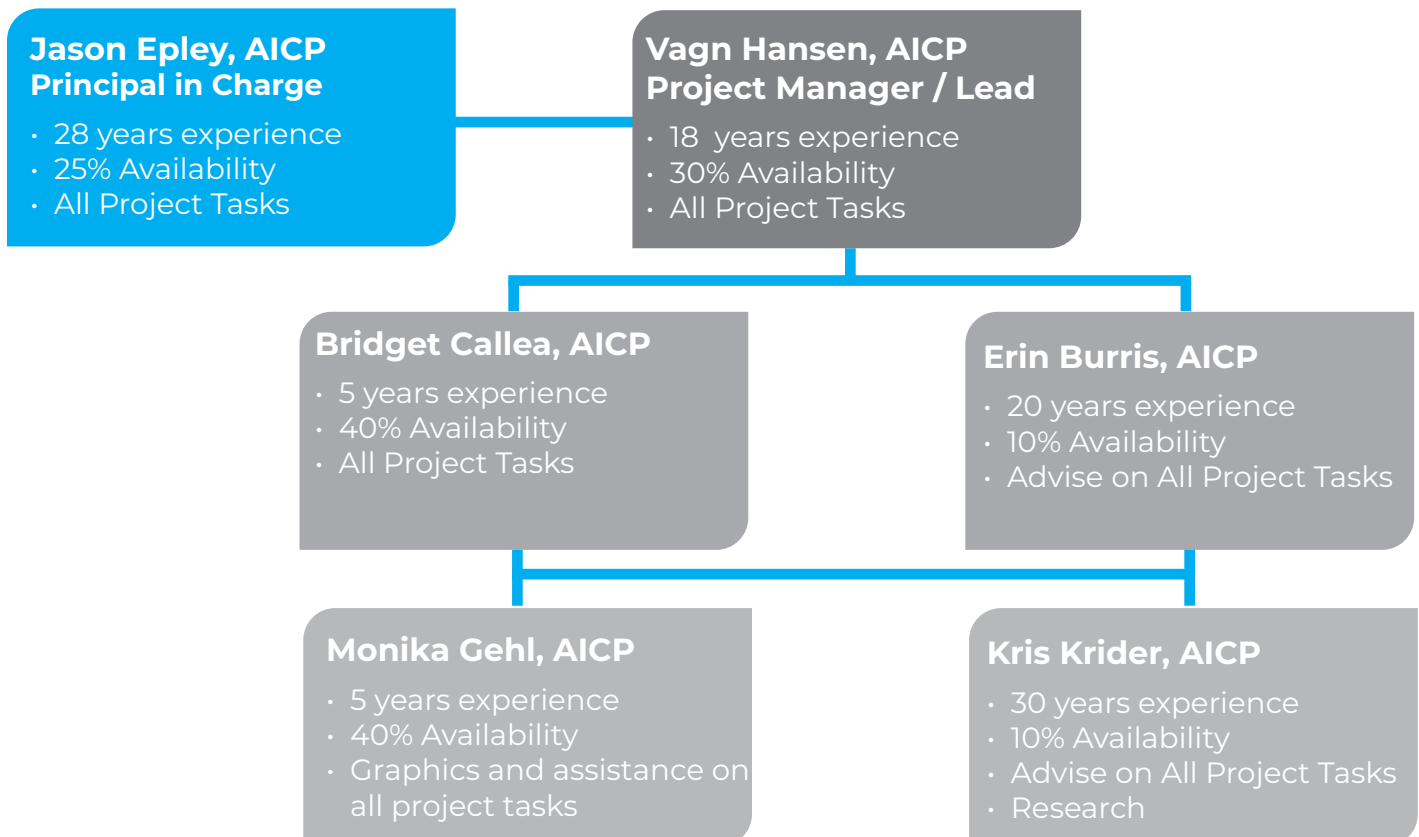


SECTION 2. TEAM QUALIFICATIONS

PERSONNEL

The project team was chosen based on their unique skills and extensive experience working with similar communities. Benchmark's President, Jason Epley, AICP, will be the principal in charge, responsible for the completion of the project on-time and on-budget. Jason has over 28 years of experience in the planning profession, and has served in a variety of planning and urban design leadership roles over his career, including as a downtown manager, as a planner for local governments in North and South Carolina, as a regional planner with the North Carolina Department of Commerce, and, for the last 15 years, as a consultant in private practice serving a national client base. Vagn Hansen, AICP will be serving as the Project Manager and Lead Planner - assisting Mr. Epley with the overall scope of the project, organizing the project team, and directing the day-to-day planning effort. With 20 years of professional planning experience, Mr. Hansen brings national experience preparing plans for a range of client communities to the project team. Mr. Epley and Mr. Hansen have led Benchmark's team on all planning projects that our firm has completed for the Town of Blowing Rock.

Other senior members of the consulting team include Erin Burris, AICP, and Kris Krider, AICP, who will advise on all project tasks and worked on the 2014 Comprehensive Plan for Blowing Rock as well. Additional staff support will be provided by Bridget Callea, AICP in the areas of background research, transportation/mobility, and general project support. Bridget assisted with the 2019 Valley Boulevard Study. Monika Gehl, AICP, LEED Green Associate, will provide assistance with research and graphic production, and research assistance. Other team members from Benchmark will be on stand-by as needed during the process.





JASON M. EPLEY AICP

President & CEO | Benchmark

Mr. Epley brings 28 years of national experience in the planning profession to Benchmark’s consulting team. Currently the President of Benchmark CMR, Inc., Jason’s past positions have included working with municipal, county, regional and state government planning programs throughout North Carolina. He specializes in land use and comprehensive planning, economic development, urban design, public involvement, and meeting facilitation. Jason brings additional expertise and experience with downtown development and design, and currently serves in the role of Executive Director of the North Carolina Downtown Development Association. He has a wealth of experience helping communities develop meaningful plans and sound implementation strategies through ordinance preparation and adoption, with project experience in well over 150 communities across the country.

Education

Master of City and Regional Planning, Clemson University
BA Geography, University of North Carolina - Greensboro

Professional Certifications/Affiliations

Member, American Institute of Certified Planners
Member, American Planning Association
Member, National Society of Certified Public Managers
Member, National Trust for Historic Preservation

Other Professional Associations

Executive Director, NC Downtown Development Association
Deputy Director, Ft. Bragg Regional Land Use Advisory Commission

Relevant Experience

- Comprehensive Plan
Blowing Rock, NC
- Comprehensive Plan
Mount Airy, NC
- Comprehensive Plan
Archdale, NC
- Comprehensive Plan
Aiken, SC
- Comprehensive Plan
Alleghany County, VA
- Comprehensive Plan
Jamestown, NC
- Comprehensive Land Use Plan
Cleveland County, NC
- Comprehensive Plan
Covington, VA
- Comprehensive Plan
Shepherdstown, WV
- Downtown Master Plan
Suffolk, VA
- Comprehensive Plan
Weaverville, NC
- Comprehensive Land Use Plan
Person County, NC
- Downtown Master Plan
Myrtle Beach, SC
- Multi-Jurisdictional Land Use Plan
Lee County / Sanford, NC
- Downtown Master Plan
Concord, NC



VAGN K. HANSEN AICP

Senior Planner | Benchmark

Mr. Hansen brings 20 years of experience in the planning profession to the consulting team. He has professional experience as a local government planner with both large and small municipalities, as a consultant for the NC Department of Commerce, and has been in private practice for the last 14 years. Mr. Hansen specializes in comprehensive planning, military land use compatibility planning, land use regulations, and geographic information systems (GIS).

A primary focus of his practice is performing complex spatial analyses to help local governments make informed decisions on land use, infrastructure, and related growth management policies. In addition to his consulting practice, Mr. Hansen has supervised municipal planning and zoning administration services for several of Benchmark’s client communities in North Carolina and South Carolina over the years, including the municipalities of Aiken, Harrisburg, Mount Pleasant, Midway, and Wesley Chapel.

Education

MA Applied Geography, University of North Carolina - Greensboro

BA Geography, University of North Carolina - Wilmington

Professional Certifications / Affiliations

Member, American Institute of Certified Planners

Member, American Planning Association

Other Professional Associations

Executive Director, Ft. Bragg Regional Land Use Advisory Commission

Advisor, Elizabeth Community Association Land Use Committee

Relevant Experience

Comprehensive Plan
Aiken, SC

Comprehensive Plan
Gatesville, TX

Comprehensive Plan
Archdale, NC

Comprehensive Plan
Covington, VA

Comprehensive Plan
Jamestown, NC

Comprehensive Plan
Blowing Rock, NC

Neighborhood Plan
Cape Girardeau, MO

Downtown Master Plan
Suffolk, VA

Redevelopment Plan
Chapel Hill, NC

Redevelopment Plan
Navassa, NC

Multi-Jurisdictional Land Use Plan
Sanford, NC

Zoning and Subdivision Ordinances
Onslow County, NC

Comprehensive Plan
Bermuda Run, NC

Comprehensive Plan
Weaverville, NC

Comprehensive Plan
Mount Pleasant, NC



ERIN BURRIS AICP

Senior Associate | Benchmark

Ms. Burris brings 20 years of experience in the planning field to the consulting team. Her professional experience has been focused primarily in North Carolina where she has served as a planner for municipal governments and now in the private sector. Ms. Burris specializes in comprehensive planning, development ordinances, and zoning and subdivision administration. With a background in both architecture and planning, Ms. Burris focuses a significant portion of her practice on urban design issues and assisting communities with the development of standards and guidelines that achieve high quality outcomes in the built environment.

Education

MA Geography, University of North Carolina - Charlotte

BA Architecture, University of North Carolina - Charlotte

Certifications/Memberships

Member, American Institute of Certified Planners

Member, American Planning Association

Relevant Experience

Comprehensive Plan
Bermuda Run, NC

Comprehensive Plan
Mount Airy, NC

Comprehensive Plan
Archdale, NC

Comprehensive Plan
Blowing Rock, NC

Comprehensive Plan
Weaverville, NC

Comprehensive Plan
Marshall, NC

Comprehensive Plan
Yadkinville, NC

Comprehensive Plan
Mount Pleasant, NC

Long Range Plan Review
Fayetteville, NC

Zoning Ordinance
Morganton, NC

Unified Development Ordinance
Mineral Springs, NC

Unified Development Ordinance
Yadkinville, NC

Zoning Ordinance
Colleton County, SC

Sign Ordinance
Concord, NC

Unified Development Ordinance
Walterboro, SC



BRIDGET CALLEA AICP

Urban Planner | Benchmark

Ms. Callea joined Benchmark Planning in June of 2019. Prior to joining Benchmark, Ms. Callea was a Planner with WGI, a national design firm in the public and private infrastructure markets.

Ms. Callea holds a Master’s degree in Urban and Regional Planning from Florida State University, where she received the APA-FL Chapter Outstanding Planning Student of the Year, and a Bachelor of Arts degree in Architectural Studies from Hobart & William Smith in Geneva, New York. Ms. Callea specializes in comprehensive planning, transportation planning, and urban design, assisting the Benchmark Planning team with meeting facilitation, background research, plan illustration, GIS mapping, and related project tasks.

Education

MSP Urban & Regional Planning, Florida State University
BA Architectural Studies, Hobart & William Smith Colleges

Certifications/Memberships:

Member, American Institute of Certified Planners
Member, American Planning Association
Member & Communications Chair, Regional and Intergovernmental Planning Division of APA
Certified Charrette System, National Charrette Institute

Relevant Experience

- Comprehensive Plan Archdale, NC
- Comprehensive Plan Person County, NC
- Comprehensive Plan Roxboro, NC
- Comprehensive Plan Colleton County, SC
- Comprehensive Plan Jamestown, NC
- Comprehensive Plan Cleveland County, NC
- Industrial Redevelopment Feasibility Fletcher, NC
- Valley Boulevard Study Blowing Rock, NC
- Future Land Use Amendments Palm Beach County, FL
- Complete Streets Project West Palm Beach, FL
- Downtown Parking Approvals Lake Worth, FL
- Comprehensive Land Use Plan, Midway, NC
- Outdoor Activity/Entertainment Overlay District Feasibility St. Lucie County, FL
- Corridor Streetscape Plan Palm Beach County, FL
- Comprehensive Plan, Lake Park, NC



MONIKA GEHL AICP

Urban Designer and Urban Planner | Benchmark

Ms. Gehl joined Benchmark Planning in June of 2017 after receiving her Bachelors of Urban & Environmental Planning and Bachelor's in Global Studies: Environment and Sustainability from the University of Virginia, School of Architecture. In addition to her work with Benchmark, Ms. Gehl worked with the Piedmont Development Group where she assisted with a variety of development applications and entitlements, technical writing and project illustrations. Ms. Gehl assists the Benchmark Planning team in the areas of background research, comprehensive plan drafting, GIS mapping, plan illustration and related project tasks.

Ms. Gehl's greatest contribution to the Benchmark team is her exceptional ability to prepare high-quality graphics and illustrations that effectively communicate complex planning and development concepts for our clients. Whether preparing site plans depicting alternative development scenarios or 3D renderings of a downtown block, her combination of practical planning knowledge, technical skill, and artistic ability provide our client communities with a firm understanding of each project's vision.

Education

MS Community and Regional Planning, University of Texas
BUEP Urban & Environmental Planning, University of Virginia
BA Global Studies, University of Virginia

Certifications/Memberships

Member, American Institute of Certified Planners
Member, American Planning Association
LEED Green Associate

Relevant Experience

Comprehensive Plan
Jamestown, NC

Downtown Master Plan
Suffolk, VA

Downtown Master Plan
Myrtle Beach, SC

Comprehensive Plan
Seneca, SC

Comprehensive Plan
Jamestown, NC

Redevelopment Study
Chapel Hill, NC

Comprehensive Plan
Archdale, NC

Neighborhood Plan
Cape Girardeau, MO

Comprehensive Plan
Covington, VA

Comprehensive Plan
Gatesville, TX

Multi-Jurisdictional
Land Use Plan
Sanford / Lee County, NC

Regional Land Use Study
Fayetteville, NC

Redevelopment Study
Navassa, NC

Small Area Plan
Killeen, TX

Regional Land Use Study
Little Rock, AR



KRIS KRIDER AICP

Senior Associate - Urban Design | Benchmark

Mr. Krider brings more than 30 years of national public and private planning and design experience to the Benchmark team. A member of the Benchmark team since 2011, Kris currently directs the Urban Design and Research Division in the Arlington County, Virginia Planning Department while continuing his role as a senior advisor for Benchmark on urban design and sustainable growth. Prior to joining Benchmark, Kris served as the Planning Director in the Town of Davidson, North Carolina where he led a number of high profile urban design projects, including the planning and development of the Griffith Street corridor at Exit 30 on Interstate 77, and numerous downtown development projects in the town's historic business district, which is also home to Davidson College. Prior to his tenure in Davidson, Mr. Krider served as Senior Urban Designer for two nationally recognized design firms in San Francisco after receiving his graduate training in architecture from the University of California - Berkeley.

Education

MA Architecture, University of California at Berkeley

BA Architecture, University of North Carolina - Charlotte

Certifications/Memberships

Member, American Institute of Certified Planners

Member, American Planning Association

LEED Green Associate

Relevant Experience

Comprehensive Plan
Weaverville, NC

Comprehensive Plan
Shepherdstown, WV

Comprehensive Plan
Blowing Rock, NC

Comprehensive Plan
Archdale, NC

Urban Design Plan
Winston-Salem, NC

Courthouse Square Sector Plan
Arlington County, VA

Walnut Hills Redevelopment Plan
Cincinnati, OH

Oak to 9th Development Plan
Oakland, CA

NC 73 Land Use & Economic Plan
Davidson, NC

Huntington Main Street Plan
Huntington, WV

Bicentennial Master Plan
Lawrenceburg, IN

Lawndale Drive Corridor Plan
Greensboro, NC

Downtown Workshop
Mayodan, NC

Downtown Master Plan
Suffolk, VA

Urban Design Master Plan
Concord, NC

Comprehensive Plan

Archdale, North Carolina



Archdale, NC (pop. 11,538) engaged Benchmark in mid-2019 to prepare a new Comprehensive Plan for the city that would focus on four major themes that had emerged during previous planning processes that the City had undertaken - Placemaking, Growth Management, Economic Diversification and Livability. Benchmark's consulting team prepared an extensive public engagement process that included robust digital outreach, coupled with a series of interactive community meetings that took place over a period of three months during the middle of the planning process. This included a week-long placemaking workshop that focused on the identification of a location and concept development to establish a new downtown.

A unique aspect of this planning process was the incorporation of the AARP Livable Communities data into the process, and the use of the program's livability factors to guide the development of recommendations for the Livability focus area of the plan. As implementation of the plan moves forward, the City is developing standing committees to focus on groups of aligned livability factors to ensure that they receive the necessary attention and priority in line with the recommendations for the other three focus areas of the plan.

Contact: Jason Miller, PhD, AICP, Planning Director
Phone: 336.434.7334
Email: jmiller@archdale-nc.gov

Comprehensive Plan

Jamestown, North Carolina



The historic Town of Jamestown is part of the Piedmont Triad region and is located in Guilford County, North Carolina. Jamestown shares a border with both the City of High Point and the City of Greensboro and is positioned near I-85 Business and I-73, only 10 miles southeast of Piedmont Triad International Airport. The Town, approximately 4,300 in population, continues to identify ways to preserve and enhance a high quality of life for all residents to enjoy. The Town hired Benchmark Planning to work closely with a Comprehensive Plan Committee to prepare a Plan that identified strategies and actions to support economic diversification, growth management, and the preservation of the Town's character and sense of place.

Contact: Matthew Johnson, AICP
Assistant Town Manager / Planning Director
Phone: 336.454.7386
Email: mjohnson@jamestown-nc.gov

Comprehensive Plan

Blowing Rock, North Carolina



In 2013, Benchmark Planning was engaged by the Town of Blowing Rock to prepare an update to its comprehensive plan. Blowing Rock is an historic mountain resort community that serves as the gateway to the NC High Country, and is the de facto cultural capital of the region. With numerous ski resorts, National and State Parks, and a direct connection to the Blue Ridge Parkway, Blowing Rock is a year-round destination for vacationers. Blowing Rock has also emerged as a highly regarded retirement destination, which has led to significant increases in economic activity in the local healthcare industry.

Benchmark led the community through a year-long planning process, engaging with the community through intensive workshops that were designed to explore different scenarios that could shape the town's future. Among the focus areas in the plan were downtown development, the ongoing expansion of Valley Boulevard (US 321 Bypass), the redevelopment of the former hospital site and the anticipated growth around the site of the new hospital. The resulting plan that was adopted by the Town Council established a 10 year vision for the community that defines a policy framework that will guide the community toward achieving the vision that it established through the planning process.

Contact: Kevin Rothrock, AICP, Planning Director
Phone: 828.295.5240
Email: kevin@townofblowingrocknc.gov

Comprehensive Plan

City of Aiken, South Carolina



The City of Aiken, SC (pop. 29,524) commissioned Benchmark Planning to prepare an update to its comprehensive plan in 2016. With a thriving historic core that represents one of the few planned cities in the South of its vintage, the city has blossomed over the years into a destination for equestrian activities and golfing. Located in close proximity to both the Department of Energy's Savannah River Site and Augusta, GA, Aiken has benefited significantly from the economic growth in the region. The focus of the planning effort will be to establish a framework for continued growth and economic development that also preserves the city's character.

The Comprehensive Plan examined key focus areas and growth outside of the City's municipal boundary within the utility service area. The key themes of the plan included 1) Growth; 2) Connectivity; 3) Transformation; 4) Consistency; 5) Balance; and 6) Investment. Public engagement has included, workshops across the City, stakeholder/focus group meetings, an online website, and meetings with the Planning Commission.

Contact: Maryra Moultrie, Interim Director
Phone: 803.642.7608
Email: mmoultrie@cityofaikensc.gov

Comprehensive Plan

Covington, Virginia



Allegheny County and the City of Covington leveraged their resources and worked collaboratively in updating their Comprehensive Plans, last adopted in 2013, by having a joint planning process. In that effort, Benchmark Planning worked closely with a joint steering committee to develop a common vision, goals, and objectives for the County and the City. Benchmark helped craft tailored implementation strategies for each jurisdiction to implement the common vision. While this was a joint planning process with a common vision and set of goals, each jurisdiction received a separate plan. The joint planning process will help ensure that both the County and the City will grow together cohesively. The plans were adopted in March 2019.

Contact: Jon Lanford, County Manager
Phone: 540.863.6600
Email: janford@co.alleghany.va.us

Contact: Eric Tyree, Dir. of Development Services
Phone: 540.956.6356
Email: etyree@covington.va.us

Comprehensive Plan

Shepherdstown, West Virginia



Shepherdstown is a historic university town that is situated on the Potomac River in the far western exurban reaches of the Washington, DC metro region. As the oldest incorporated municipality in the state of West Virginia, Shepherdstown's rich history is well preserved in its historic downtown and neighborhoods that grew up around the bustling river trade associated with the Chesapeake & Ohio Canal. From its beginnings as a center of river trade, Shepherdstown has evolved into a hub for artists and cultural events, including the internationally renowned Contemporary American Theater Festival

In 2013, Shepherdstown engaged Benchmark to prepare an update to its comprehensive plan. The primary focus of the plan was the need to preserve the rich historic, cultural and environmental fabric of the community and surrounding agricultural landscape. The successful planning effort led to the adoption of a Growth Management Boundary in coordination with Jefferson County, which, along with a range of new land use policies, has established a clear path toward a sustainable future for the community.

Contact: Jim Auxer, Mayor
Phone: 304.876.2312
Email: jimauxer@yahoo.com

Comprehensive Land Use Plan

Cleveland County, North Carolina



Nestled in the foothills of the beautiful Blue Ridge mountains at the center of two of the largest metropolitan areas in the Carolinas, Cleveland County, North Carolina is a gateway to Charlotte and Asheville. Cleveland County is anchored by the charm of its small towns and community-centered values. The County is poised to take advantage of the many opportunities that are ahead.

In order to be prepared for the future, the Board of Commissioners engaged Benchmark Planning in 2020 to develop the Land Use Plan. The updated plan includes strategies that encourage growth around the major cities, while maintaining the agricultural and scenic landscapes of the rural areas throughout the County. The Plan was developed through extensive public engagement that included a community survey, public forums, and meetings held across the County. The Plan also includes land use plans for the five municipalities that have contracted with the County to manage their planning and zoning services. The Plan provides a long-range strategic direction to elected officials, appointed boards, and staff as they develop and implement projects, programs, and policies to move the County forward in a well-organized manner.

Contact: Chris Martin, Planning Director
Phone: 980.484.4947
Email: Chris.Martin@clevelandcountync.gov

Downtown Master Plan

Concord, North Carolina



Concord, NC (pop. 107,697) commissioned Benchmark to prepare a Downtown Urban Design Plan and final Master Plan document in 2016. Concord is on the northern border of Charlotte, NC and is home to several large tourism draws including the Charlotte Motor Speedway, zMAX Dragway, Concord Mills Mall, and Great Wolf Lodge. Concord is also the home of Carolina's Medical Center and an array of related medical facilities serving the northern Charlotte metro area. In addition, Concord continues to grow its economy with industrial and distribution facilities being developed in its International Business Park and at its burgeoning commercial airport.

The 2016 Downtown Master Plan recommended catalytic public infrastructure investments in the streetscape, parking and an entertainment venue, to leverage private development for "opportunity sites" in downtown. The recommended public investments included return on investment projections in order to establish a clear framework for public and private investment in the city's thriving downtown. Due to the implementation success of the Plan, Benchmark was hired to lead the five-year update to the Downtown Master Plan that was adopted in November 2021.

Contact: Steve Osborne, AICP, Planning Director
Phone: 704.920.5132
Email: osbornes@concordnc.gov

Comprehensive Plan

Bermuda Run, North Carolina



Benchmark has prepared two Comprehensive Plan's for the Town of Bermuda Run and is currently preparing a 2023 update to the Plan. The development of each plan has included significant public input and web-based participation methods. Benchmark utilized public workshops, online surveys and the project website to allow residents a variety of opportunities to express their ideas and vision for the future of the Town.

The last updated plan was adopted in November 2017 and sets the "blueprint" for the future of Bermuda Run with a bold, clear vision and focused goals with a ten-year time frame and five-year implementation focus. The Plan looks at past and current development trends and plans, analyzes demographic and economic data, captures an image of what the community desires, and presents prioritized methods to fulfill the vision. It is the vision of what the community wants to become and the strategies to follow in order to realize that vision. The Plan is comprised of goals and strategies that provide a framework for decision-making and the allocation of resources as they relate to the long-term development of the town. It builds upon existing assets while taking advantage of opportunities for improvement and growth. The Plan is implemented over time through annual budgeting, departmental work programs, zoning decisions, and development projects.

Contact: Andrew Meadwell, Town Manager
Phone: 336.998.0906
Email: ameadwell@townofbr.com

Comprehensive Plan

Mount Airy, North Carolina



The City of Mount Airy (pop. 10,417), (known famously as the inspiration for Andy Griffith's fictional Mayberry) is located in North Carolina's Yadkin Valley wine region, with breathtaking views of the Blue Ridge mountains and the rugged pinnacle of nearby Pilot Mountain. Benchmark prepared the city's very first Comprehensive Plan, building on previous land use and strategic planning efforts, engaging citizens, business leaders and elected officials through a participatory process.

Benchmark worked closely with the Planning Board and the public throughout the process to develop this meaningful and action oriented comprehensive plan. In addition to traditional comprehensive plan topics, this plan focused heavily on branding and aesthetic improvements, particularly in the city's downtown core in an effort to enhance the city's standing as premier regional tourism destination. The resulting plan has led to significant investment in the city and surrounding area, with a focus on projects that have enhanced the community as a tourism destination, particularly focused on the growing wine tourism industry and outdoor recreation tourism.

Contact: Stan Farmer, City Manager
Phone: 336.786.3502
Email: sfarmer@mountairy.org

Land Use Plan

Sanford/Lee County, North Carolina



Benchmark developed a multi-jurisdictional land use plan for the City of Sanford, Lee County, and the Town of Broadway under the guidance of the Joint Planning Commission, which is a standing committee comprised of elected and appointed officials of each participating jurisdiction. The land use plan is intended to serve as both a physical and policy plan to guide each jurisdiction over the next 10 to 20 years; directing urban growth to areas that are readily served by urban services and infrastructure, while designating significant portions of the county for ongoing use for agriculture and other working lands.

The plan utilizes a “place type” system for the future land use map. This system incorporates traditional land use designations with character, infrastructure, and transportation guidance to provide the communities with a full spectrum of land use and development guidance. Following its adoption, the communities plan to begin a joint project that will realign their land use regulations with the guidance developed for the plan, enabling them to incorporate the land use guidance into their regulatory framework and begin implementing the desired land use vision for their communities.

Contact: Marshall Downey, AICP
Planning Director
Phone: 919.718.4657
Email: marshall.downey@sanfordnc.net

Comprehensive Plan

Waxhaw, North Carolina



Waxhaw, a historic town with over 16,000 population, is located in the southern Piedmont region of North Carolina, approximately twenty miles south of Charlotte. Established in 1889, Waxhaw has a rich history that spans several decades. Waxhaw is striving to strike a healthy balance between growth pressures from the Charlotte metropolitan region and the preservation of their historic character. Benchmark prepared the Town of Waxhaw’s update to its Comprehensive Plan in 2015, combing existing plans into the new and revised document. The plan update included extensive public participation through surveys, public meetings and events, and online engagement through a project website. The final plan document had a strong implementation and prioritization focus to guide the future of the Town.

Contact: Jeffrey Wells, AICP, Town Manager
Phone: 704.843.2195
Email: jwells@waxhaw.com

Comprehensive Plan

Chapin, South Carolina



The Town of Chapin, South Carolina is located within the Columbia metropolitan area of South Carolina and is known by many as the Capital of Lake Murray. The population within the town limits is 1,600 people; however, the broader Chapin community encompasses a much larger area of nearly 30,000 people. The Town and its surrounding area are growing at a fast rate with new residential and commercial development underway. In order to maximize the Town's growth opportunities, the Town selected Benchmark Planning to prepare the update to its 10-year Comprehensive Plan.

The Comprehensive Plan, adopted in December 2021, focused on developing strategies to foster a sense of community, quality of life, and small town values, while incorporating smart growth strategies that expand opportunities for the Town and greater area surrounding Chapin. The goals emphasize planning with the greater Chapin Community, facilitating well-planned growth, improving transportation connections, creating a central gathering place, expanding housing choice, preserving the natural and cultural heritage, and growing the local economy. The Town is currently implementing many of the Plan's strategies including the rewrite of the Town's Unified Development Ordinance.

Contact: Kevin Singletary Jr., Planner
Phone: 803.575.8045
Email: Kevin@chapin.sc

Redevelopment Plan

Wilmington, North Carolina



Over the past five years, Downtown Wilmington has experienced significant growth and development with over \$346 million worth of new investments transforming the historic Downtown. New Hanover County, working with Wilmington Downtown Incorporated (WDI) selected the Benchmark Planning team to conduct a Market Demand Analysis to determine viable development opportunities for the Downtown central business district and a Site Analysis to examine land use codes and architectural issues that could lead to the redevelopment of the entire one block site. At the conclusion of the study, the County contracted with Benchmark to lead Phase Two of the project, helping the County prepare a request for proposal to select a development team to redevelop the entire downtown county-owned block.

Implementation Status

On March 15, 2021, the County Commissioners approved a Memorandum of Understanding (MOU) with a developer to move forward with the project to create a civic and arts district in downtown Wilmington, inclusive of the Public Library and Cape Fear Museum, office space, and private development with residential & mixed use.

Contact: Jennifer Rigby, AICP
Strategy & Policy Coordinator
Phone: 910.798.7237
Email: jrigby@nhcgov.com
Date: Completed September 2018

Comprehensive Plan

Seneca, South Carolina



On the even of their sesquicentennial, the City of Seneca hired Benchmark Planning to guide the development of its new Comprehensive Plan. Seneca is located in the heart of the Lake Keowee region next door to Clemson University, bordering the mountains of North Carolina and Northeast Georgia. Seneca is the largest municipality in Oconee County, SC, serving as the county's cultural and economic centerpiece. The city of just over 9,000 population, attracts visitors to its charming downtown for events and entertainment in the popular Ram Cat Alley historic district. Benchmark worked closely with the City Staff and Planning Commission to engage the community in preparing a vision and action plan as it moves forward into the next 150 years.

One of the highlights of the Plan is the growth management and annexation strategy for the areas around Seneca that extend toward the City of Clemson and the areas around Lake Keowee where Seneca provides water and sewer services. The Plan presents a phased approach to annexation of these potential growth areas. The Plan was adopted on January 10, 2023.

Contact: Ed Halbig, Planning Director
Phone: 864.885.2726
Email: ehalbig@seneca.sc.us

Downtown Master Plan

Myrtle Beach, South Carolina



The City of Myrtle Beach hired Benchmark Planning to work closely with City Council on the development of a Downtown Master Plan. The Myrtle Beach area is currently ranked as the second fastest-growing metropolitan area in the country and is one of the major centers of tourism in the United States, attracting an estimated 18 million visitors each year. Myrtle Beach was built on tourism, and while the City and the surrounding community has experienced unprecedented residential growth for a number of years, tourism is still at the core of the local economy. Benchmark engaged local business owners, property owners, elected officials, leaders of various public agencies, SCDOT, city department heads and others in an extensive stakeholder input process, meeting with over 100 key stakeholders in listening sessions. The master plan process included a day-long work shop that attracted over 400 residents. Benchmark is currently under contract to assist the city with the Master Plan implementation process.

Contact: Brian Tucker, Assistant City Manager
Phone: 843.918.1012
Email: BTucker@cityofmyrtlebeach.com

Downtown Vision Plan

Pilot Mountain, North Carolina



The Town of Pilot Mountain is nestled within the Yadkin Valley Appellation at the foot of its landmark namesake; the striking pinnacle knob that rises from the ancient Sauratown Mountain chain. The town provides opportunities to connect with nature by exploring the beautiful Pilot Mountain State Park and enjoying the richness of its charming downtown and wineries. Benchmark Planning worked closely with Pilot Mountain on the development of a downtown vision and streetscape master plan to support private investment in downtown. The plan examined the physical layout of the pedestrian, parking and vehicular zones to prepare a vision and strategy for improving the downtown and overall function and design of the streetscape. The plan includes an entertainment venue and amphitheater positioned to preserve views of the pinnacle knob of the mountain at Pilot Mountain State Park.

Plan Implementation

The Town has hired an engineering firm to begin working on the construction plans for the Streetscape Master Plan.

Contact: Michael Boaz, Town Manager
Phone: 336.444.3000
Email: mboaz@pilotmountainnc.org
Date: Completed November 2018

Downtown Master Plan

Mount Airy, North Carolina



The City of Mount Airy is a thriving city of almost 10,000 people with a growing and vibrant downtown. The City has retained Benchmark Planning to help prepare a Downtown Master Plan to guide the growth and development of downtown over the next 5 to 10 years. Historic Downtown Mount Airy offers urban living that is enhanced by the serene beauty of the rolling foothills of the Blue Ridge Mountains. The downtown is home to local art, live music, abundant shopping, local wine, craft brews, and authentic dining experiences. Fostering a diverse variety of small businesses, services, and friendly people, Mount Airy is a true Southern Town with all the charm of Mayberry.

The Plan establishes a vision for a new Main Street streetscape, connection to the planned convention and conference center, the development of approximately 200 housing units, a wayfinding system, tourism and entertainment opportunities, and a complete street transformation for major roads bounding downtown. The Plan's implementation strategies are organized by fiscal year through 2027.

Contact: Lizzie Morrison, Main Street Coordinator
Phone: 336.401.0885
Email: coordinator@mountairydowntown.org
Date: Expected June 2022

SECTION 3. CURRENT PROJECTS

CAPACITY OVERVIEW

Based upon the number of projects that are nearing completion over the next two to three months, we are currently operating under expected project capacity levels for staff and can complete this project with the envisioned 12 month timeframe.

Active Projects	Project Location	Primary Role	Status	
			% Complete	End
Unified Development Ordinance	Archdale, NC	Principal Firm	90%	2/23
Compatible Use Implementation Plan	Little Rock, AR	GIS / Land Use	90%	2/23
Compatible Use Implementation Plan	Miami County, IN	GIS / Land Use	90%	2/23
OBX YMCA Affordable Housing Study	Nags Head, NC	Principal Firm	75%	2/23
Business District Feasibility Study	Raleigh, NC	Principal Firm	90%	2/23
Comprehensive Plan	Bermuda Run, NC	Principal Firm	88%	3/23
Downtown Master Plan	Clayton, NC	Shared Lead	60%	5/23
Downtown Strategic Plan	High Point, NC	Principal Firm	45%	5/23
Comprehensive Plan	Lancaster County, SC	Principal Firm	50%	7/23
Comprehensive & CAMA Plan	Cedar Point, NC	Principal Firm	50%	7/23
Innovation District Planning	Portsmouth, VA	Principal Firm	35%	9/23
Strategic Plan	Lake Toxaway, NC	Principal Firm	10%	9/23
Comprehensive Plan	Pine Ridge, SC	Principal Firm	30%	9/23
Comprehensive Plan	City of Lancaster, SC	Principal Firm	20%	10/23
Unified Development Ordinance	Person County, NC	Principal Firm	45%	10/23
Comprehensive & CAMA Plan	Onslow County, NC	Principal Firm	10%	3/24
Downtown Master Plan Implementation	Myrtle Beach, SC	Principal Firm	N/A	Ongoing
Elizabeth Neighborhood Planning	Charlotte, NC	Principal Firm	N/A	Ongoing
Regional Planning Implementation	Fayetteville, NC	Principal Firm	N/A	Ongoing

SECTION 4. REFERENCES

Client: **Town of Jamestown, NC**
Contact: Matthew Johnson, AICP, Assistant Town Manager / Planning Director
Phone: 336.454.7386
Email: mjohnson@jamestown-nc.gov
Projects: Development Plan Review, Comprehensive Plan (2021)

Client: **City of Archdale, NC**
Contact: Jason Miller, PhD, AICP, Planning Director
Phone: 336.434.7334
Email: jmiller@archdale-nc.gov
Projects: Comprehensive Plan (2020)

Client: **Town of Bermuda Run, NC**
Contact: Andrew Meadwell, Town Manager
Phone: 336.998.0906
Email: ameadwell@townofbr.com
Projects: Comprehensive Plan (2012, 2017, 2023 - Current Project)

Client: **Town of Louisburg, NC & Colleton County, SC**
Contact: Philip Slayter, AICP, Planning & Zoning Administrator
Phone: 919.497.1003
Email: pslayter@townoflouisburg.org
Project: Comprehensive Plan (Louisburg 2022)
Comprehensive Plan (Colleton County 2009 & 2019)
Zoning & Subdivision Ordinances (Colleton County 2010)

Client: **City of Sanford, NC**
Contact: Marshall Downey, AICP, Planning Director
Phone: 919.718.4657
Email: marshall.downey@sanfordnc.net
Projects: Land Use Plan (2018)

Client: **City of Seneca**
Contact: Ed Halbig, Planning Director
Phone: 864.885.2726
Email: ehalbig@seneca.sc.us
Projects: Comprehensive Plan (2023)

OVERVIEW

Over the last 40 years, Benchmark has worked in well over 400 communities across the country leading a wide variety of comprehensive planning projects. Based on our understanding of the project and our extensive experience, we have outlined our initial thoughts on the approach we would take to prepare the update to the Comprehensive Plan. Our process includes a total of 6 tasks distributed over the next 12 months. If selected to move forward with the project, we will work with the Town to refine our approach to meet your expectations and address any unique issues or needs that would necessitate an alternate approach in terms of schedule or the components of the project.

SCOPE OF WORK, PUBLIC PARTICIPATION, & SCHEDULE

TASK 1. PROJECT INITIATION

The initial step in the planning process is to meet with Town Staff, and the Planning Board Planning Subcommittee to discuss the Comprehensive Plan update in more detail. The purpose of this task is to gain insight into the current planning issues, gather all existing plans/ordinances, and set the stage for the rest of the planning process. In addition, Benchmark plans to meet with subject matter experts and hold listening sessions with other stakeholders during this step to develop a firm foundation of local knowledge and issues prior to moving forward with Task Two. A communication strategy will also be developed to help encourage maximum participation from the citizens of Blowing Rock and other stakeholders in the process. Additionally, Benchmark will establish a project website similar to the website Benchmark prepared for the 2014 Comprehensive Plan that will provide more information about the planning process and provide a forum for the community to provide further input. It is anticipated that a link to the project website will be established on the Town of Blowing Rock's website. Please see www.Lancaster2040.com for an example project website.

Action Items:

- ▶ Meet with Town Staff and Planning Subcommittee.
- ▶ Meet with subject matter experts and key stakeholders.
- ▶ Develop a public engagement plan, meeting announcements, materials and overall approach to encourage participation in the Comprehensive Plan process.
- ▶ Collect existing plans and ordinances.
- ▶ Develop a website to provide updates and an additional avenue for citizen input throughout the process.

Time Frame:

- ▶ February / March 2023

TASK 2. BACKGROUND RESEARCH

The background research step in the planning process will involve collecting all geographic information about the Town and mapping features such as existing land use, environmental features, community facilities, infrastructure, and related information. Also included in this phase, is an examination of the future land development patterns. The most important part of this task is thoroughly reviewing every adopted plan and gleaning information necessary to produce a cohesive update to the Comprehensive Plan. This includes identifying the key recommendations in each adopted plan, all implementation strategies recommended in each adopted plan, and the status of those implementation strategies. The existing plan documents to be incorporated into the review process include, at a minimum, the current Comprehensive Plan, Parks and Recreation Master Plan, Master Streetscape Plan, Water and Sewer Capital Improvement Plan, Watauga County Comprehensive Transportation Plan, Middle Fork Greenway, and the Blowing Rock TDA Tourism Management Plan.

Action Items:

- ▶ Prepare Background Research to include:
 - Review of all existing plans, studies, ordinances and documents
 - Key issues identified by Town Staff, Planning Subcommittee, subject matter experts, and stakeholders
 - Population, Demographic, Housing and Economic Development Profile
 - Land Use Analysis and Maps – Existing and Future
 - Land Use/Growth Management Opportunities and Conditions
 - Parks and Recreation Facilities/Plans and Maps
 - Community Services and Infrastructure as applicable to land use
 - Transportation Facilities/Plans and Maps (coordinating closely with NCDOT)
 - Cultural and Historic Resources Inventory
 - Open Space Analysis and Maps
 - Natural Resources Analysis and Maps
 - Municipal Services
- ▶ Planning Subcommittee meeting to review background research in late March/early April prior to holding the first round of public input meetings.
- ▶ Update project website with background research.

Time Frame:

- ▶ February – April 2023

TASK 3. INITIAL PUBLIC INPUT

Once a sufficient base of information has been collected and reviewed by the Planning Subcommittee, community input will be gathered to supplement the initial background research and begin developing a community vision and goals for the plan. After review and direction provided by the Planning Subcommittee, the first round of public workshops will be scheduled for residents and stakeholders to review background information and provide input regarding their ideas and vision for the Town's future. At the initial meetings, residents will have the opportunity to learn about the process and participate in small group discussions about topics related to the future of the Town to help develop the key issues and future vision for the Town. It is anticipated that the initial workshops will be held over two days in late April or early May.

Action Items:

- ▶ Review background research with the Planning Subcommittee.
- ▶ Finalize workshop agenda and details with the Planning Subcommittee.
- ▶ Advertise and hold interactive workshops (x2) to receive input on the vision and goals for the future.
- ▶ Post workshop results on the website.

Time Frame:

- ▶ The workshop date(s) will be scheduled and held according to the public engagement strategy developed with staff and the Planning Subcommittee as part of the Project Initiation and Background Research work elements.
- ▶ April / May 2023



2014 Comprehensive Plan Public Workshop
Town Hall - Day Meeting



2014 Comprehensive Plan Public Workshop
Blowing Rock School - Evening Meeting

PUBLIC ENGAGEMENT ACTIVITIES



4th of July Public Engagement - Archdale, NC



Archdale Growth Management Game



Project Website - Waxhaw, NC



Alive after Five Event - Lumberton, NC



Drop-In Meeting - Cleveland County, NC



Walking Tour - Jamestown, NC

TASK 4. PREPARE FIRST DRAFT OF THE COMPREHENSIVE PLAN

Throughout the process, Benchmark will meet with the Planning Subcommittee (a total of 8 times) to present data and receive input from that group. Utilizing the initial citizen input, the Planning Subcommittee's guidance, and the background data, an initial draft of the Comprehensive Plan, including the Town's vision, goals, and objectives will be prepared. The draft plan will also include relevant illustrations, GIS maps, charts, tables, and diagrams. The plan will include at a minimum an introduction, vision statement and plan goals, background research (that includes the general elements listed in Step Two) and implementation strategies and polices for the Town to utilize in guiding the Town's future growth and land use decision making.

Action Items:

- ▶ Benchmark will prepare the first draft of the Comprehensive Plan.
- ▶ Planning Subcommittee to review and refine sections of the plan with Benchmark at monthly meetings.
- ▶ As the Planning Subcommittee completes their review, draft sections of the plan will be posted on the website for public review and comment.

Time Frame:

- ▶ June - August 2023

TASK 5. PUBLIC INPUT ON DRAFT COMPREHENSIVE PLAN

Following the completion of the initial draft of the Comprehensive Plan update, the planning team, along with the Planning Subcommittee, will host two community input meetings to present the Plan and gather citizen feedback on the proposals contained in the Plan. Once the community input meetings are completed, the Planning Subcommittee will meet with the project team to finalize any necessary changes prior to the preparation of the final draft of the Plan.

Action Items:

- ▶ Advertise and hold community input meetings (x2) to present the draft Plan and receive feedback.
- ▶ Meet with Planning Subcommittee to determine any necessary changes to the draft Plan.
- ▶ Post updates on the project website.

Time Frame:

- ▶ September - October 2023

TASK 6. PREPARATION & PRESENTATION OF THE COMPREHENSIVE PLAN

Benchmark will prepare a final draft of the Plan and formally present it to the Planning Board for its consideration and recommendation to the Town Council at the November Planning Board meeting. In January of 2024, the project team will present the final draft of the Plan to the Town Council, which, following its review and consideration, may adopt the plan or, based on citizen input, may request further modifications. Once adopted, and all changes have been addressed, the Town will receive 25 final copies of the Plan as well as a digital version of the plan and associated mapping products within 21 days.

Action Items:

- ▶ Benchmark will prepare a final draft of the Comprehensive Plan by November.
- ▶ Benchmark will facilitate a public meeting on the final draft of the plan at the November Planning Board meeting.
- ▶ Benchmark will facilitate a final public meeting on the final draft Plan at the January 2024 Town Council meeting.
- ▶ Benchmark will revise the Plan, if necessary, and prepare the final Comprehensive Plan document .
- ▶ Benchmark will deliver 25 full color, printed and bound copies of the plan and digital copies of the Plan and mapping products within 21 days after the plan is adopted and all changes have been addressed.
- ▶ Post final Comprehensive Plan on project website.

Time Frame:

- ▶ By November 2023 – Final Draft of Document completed.
- ▶ November 2023 – Formal presentation and public meeting with Planning Board
- ▶ January 2024 – Formal presentation and public meeting with Town Council
- ▶ 21 days after the adoption and all changes are addressed, Town will receive deliverables

	2023											2024
	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Task One Initiation	█											
Task Two Background Research	█											
Task Three Initial Public Input			█									
Task Four Prepare Draft Plan				█								
Task Five Public Input on Draft Plan							█					
Task Six Prepare Final Plan / Adoption										█		

SECTION 6. COST ESTIMATE

As requested, please find a full cost estimate based upon the services and deliverables as described in our scope of work. Based upon our experience with similar projects, our understanding of Blowing Rock, and the proposed project tasks, we estimate the total base fee for this project to be **\$88,200**. The Town will receive the specific services and deliverables as outlined below.

Tasks	Cost
Task 1 Project Initiation	\$3,750
Task 2. Background Research	\$17,450
Task 3. Initial Public Input	\$10,100
Task 4 Prepare the Draft Comprehensive Plan	\$36,000
Task 5. Public input on the Draft Comprehensive Plan	\$8,500
Task 6. Preparation & Presentation of the Comprehensive Plan	\$12,400
Total Cost	\$88,200

Services / Deliverables
Town Staff Meetings (10 to 12)
Project Website (establish, maintain and update)
Public Engagement Plan
Planning Subcommittee Meetings (8 meetings)
Subject Matter Expert / Stakeholder Meetings (1 day)
Background Research
First Round of Public Input Meetings (x2)
Comprehensive Plan First Draft
Second Round of Public Input Meeting (x2)
Comprehensive Plan Final Draft
Planning Board Presentation
Town Council Presentation
Prepare Final Plan Document
25 Full Color Bound Copies of the Plan (+ Digital Copy, GIS Layers, and Files)

BENCHMARK

400 CLARICE AVE STE 130
CHARLOTTE, NC 28204

704.933.5990 • 800.650.3925
www.benchmarkplanning.com

THIS AGREEMENT, made and entered into this ____ day of _____, by and between Town of Blowing Rock, North Carolina, herein and after referred to as the Local Government, and Benchmark CMR, Inc., a North Carolina Company located in Charlotte, North Carolina.

WITNESSETH:

WHEREAS, the Local Government requested assistance for the preparation of a Comprehensive Plan update; and

WHEREAS, Benchmark CMR, Inc. has expertise in response to the request pertaining to same; and

WHEREAS, the Local Government and Benchmark CMR, Inc. desire to memorialize Benchmark CMR, Inc.'s proposal and award of a contract,

NOW THEREFORE, the Local Government and Benchmark CMR, Inc. agree as follows:

- 1. SCOPE OF SERVICES:** Benchmark CMR, Inc. agrees to provide and perform for the Local Government all of those services stipulated in Attachment A: Scope of Services, which is hereby incorporated as a part of this contract as if fully set forth herein. Any different or additional Scope of Services shall be approved and authorized by the Local Government in advance.
- 2. COMPENSATION FOR SERVICES:** In the provision of the work set forth in the Scope of Services, Benchmark CMR, Inc. shall receive compensation in the amount of \$88,200.00. This fee shall be paid to Benchmark CMR, Inc. in accordance with Section 3 below.
- 3. METHOD OF PAYMENT:** Upon the approval of this contract, Benchmark CMR, Inc. will invoice the Local Government as follows: Beginning on April 1, 2023 through June 30, 2023, Benchmark CMR, Inc. will invoice the Local Government in four equal increments of \$12,500. Beginning on August 1, 2023 through January 1, 2024, Benchmark CMR, Inc. will invoice the Local Government in six equal increments of \$5,000. When the project is completed, Benchmark will invoice the Local Government in the amount of \$8,200 as the final payment. The Local Government shall remit payment to Benchmark CMR, Inc. within thirty (30) days following the receipt of each monthly invoice.
- 4. TERMINATION OF CONTRACT FOR CAUSE:** If Benchmark CMR, Inc. shall fail to fulfill in a timely, professional and proper manner all obligations under this contract, or should Benchmark CMR, Inc. violate any of the covenants, agreements, or stipulations of this contract, the Local Government shall have the right to terminate this contract immediately by giving written notice to Benchmark CMR, Inc. of such termination and specifying the effective date thereof. In a like manner, Benchmark CMR, Inc. shall have the right to terminate this contract immediately by giving written notice to the Local Government of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Benchmark CMR, Inc. under this contract shall, at the option of

the Local Government, become the property of the Local Government and Benchmark CMR, Inc. shall be entitled to receive just and equitable compensation for any work satisfactorily completed pursuant to this contract. However, the Local Government shall not be obligated to pay any remaining charges for work satisfactorily completed where there exists a right in favor of the Local Government for refund, reimbursement or offset in connection with any obligations arising from Benchmark CMR, Inc. to the Local Government.

5. LEGAL REMEDIES: Benchmark CMR, Inc. shall not be relieved of any liability to the Local Government for damages sustained by the Local Government by virtue of any breach of this contract by Benchmark CMR, Inc. It is specifically understood that the Local Government may withhold any payments to Benchmark CMR, Inc. for the purpose of offset until such time as the exact amount of damages due the Local Government from Benchmark CMR, Inc. is determined. The Local Government otherwise reserves all legal remedies as may be provided by law.

6. INDEMNITY: Benchmark CMR, Inc. will indemnify and save harmless the Local Government, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from a willful or negligent act or omission of Benchmark CMR, Inc., its officers, agents, servants and employees in the performance of this Contract; provided, however, that Benchmark CMR, Inc. shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorneys' fees arising out of the award of this Agreement or a willful or negligent act or omission of the Local Government, its officers, agents, servants and employees.

7. CHANGES: The Local Government may, from time to time, request changes in the Scope of Services of Benchmark CMR, Inc. to be performed hereunder. Such changes, including any increase or decrease in the amount of Benchmark CMR, Inc.'s compensation, which may be mutually agreed upon between the Local Government and Benchmark CMR, Inc. shall be incorporated in written amendments to this contract after appropriate authorization as called for in Section 1 of this Agreement.

8. EQUAL EMPLOYMENT OPPORTUNITY: Benchmark CMR, Inc. shall not discriminate against any employee or applicant for employment on account of race, color, religion, sex, national origin, age, because of handicapping condition, or Vietnam Era Veteran status. Benchmark CMR, Inc. shall take affirmative action to ensure equal employment opportunity with respect to all of its employment practices.

9. FEDERAL AND STATE COMPLIANCE: Benchmark CMR, Inc. acknowledges responsibility for compliance with any and all applicable corporate, partnership or individual taxation laws. Benchmark CMR, Inc. shall pay all applicable taxes and insurance premiums stipulated by applicable law and shall hold harmless the Local Government for the payment thereof. Benchmark CMR, Inc. acknowledges exemption from withholding of applicable taxes or other deductions from compensation agreed to in Section 2 of this contract. Benchmark CMR, Inc. agrees to furnish Federal Form W-9, upon execution of this contract and prior to issuance of any compensation from the Local Government. Benchmark CMR, Inc. represents and warrants that it is in compliance with applicable North Carolina regulations.

10. FINAL DELIVERABLES: Benchmark shall deliver final products as outlined in Attachment A: Scope of Services.

11. ENTIRE AGREEMENT: This is the entire agreement between the parties and there are no terms, conditions, representations or warranties relating to the work to be performed hereunder which are not specifically set forth herein.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

ATTEST

LOCAL GOVERNMENT

Signature

BY: _____
Signature

Date

Date

Name

Name

Title

Title

ATTEST

BENCHMARK CMR, INC.

Signature

BY: _____
Signature

Date

Date

Vagn K. Hansen II
Name

Jason M. Epley
Name

Planning Manager
Title

President
Title

Attachment A: Scope of Services

The following scope of services as described in greater detail in the full proposal submitted by Benchmark on February 13, 2023, will serve as the basis for the process of developing the Comprehensive Plan update.

Scope of Services
Town Staff Meetings (10 to 12)
Project Website (establish, maintain and update)
Public Engagement Plan
Planning Subcommittee Meetings (up to 8 meetings)
Subject Matter Expert / Stakeholder Meetings (1 day)
Background Research
First Round of Public Input Meetings (x2)
Comprehensive Plan First Draft
Second Round of Public Input Meeting (x2)
Comprehensive Plan Final Draft
Planning Board Presentation
Town Council Presentation
Prepare Final Plan Document
25 Full Color Bound Copies of the Plan (+ Digital Copy, GIS Layers, and Files)

Tasks	Month
Task 1 Project Initiation	March
Task 2. Background Research	March - April
Task 3. Initial Public Input	May
Task 4 Prepare the Draft Comprehensive Plan	June - September
Task 5. Public input on the Draft Comprehensive Plan	September - October
Task 6. Preparation & Presentation of the Comprehensive Plan	November - January

Staff Report –Regular Agenda Item

To: Mayor Charlie Sellers and the Blowing Rock Town Council

From: Shane Fox, Town Manager

Subject: Main Street Project – Water, Sewer, and Sidewalk

Date: March 14, 2023

Information: In early 2022, the Town of Blowing Rock was awarded funding from the NC General Assembly via Federal American Rescue Plan Act (ARPA) in the amount of \$4.8 Million dollars to replace the main water and sewer lines that service Main Street. These lines have been in service since the early 1900s and are nearing the end of their expected service life according to the material the current lines are comprised of. Over the years, the Town has experienced repeated leaks on the lines, also indicating the replacements are due. Funding requests were championed by NC House Representative Ray Pickett working in concert with the Town on applying for the funds. The project includes replacement of existing water lines with a new 8-inch water line along Main Street from Broyhill Furniture on the south end to Chetola Lake on the north end. The replacement will also include new fire hydrants and service connections to the meters. Also included is replacement of an 8-inch gravity sewer line from Chestnut Drive North to Park Avenue, replacing a line also installed in the early 1900s. This element will include the main line, manholes, and service connections to the sidewalk. Sidewalks will also be extended at the north end of Main Street from the area around Speckled Trout to Hill Street.

The project was bid twice during the months of December, January and February receiving a total of one bid. Doug Chapman with McGill will present the overview of the bid result and answer any questions that you might have with regards to the Water, Sewer, and Sidewalk portion of this project. The Underground Utilities will be discussed at a later date to be determined.

Action: We are asking the Town Council to review the bid results for the Water, Sewer and Sidewalk portion of the project with Doug Chapman and consider approval of these items. The Underground Utilities portion of the project is not ready for presentation at this time, staff is hoping to bring it to the Town Council prior to the Aril TC Meeting.

Attachments:

- Award Recommendation Letter
- Bid Tab
- PowerPoint

March 7, 2023

Mr. Shane Fox
Town Manager
Town of Blowing Rock
Post Office Box 47
Blowing Rock, North Carolina 28605

RE: Award Recommendation
Main Street Infrastructure Improvements
Town of Blowing Rock, North Carolina

Dear Mr. Fox:

After having an insufficient number of bids at the original bid opening, one (1) bid was received on February 21, 2023 for the Main Street Infrastructure Improvements Re-Bid. Iron Mountain Construction Co., Inc. was the lowest responsive, responsible bidder with a total base bid amount of \$8,628,791.45 for all five (5) divisions of work.

Iron Mountain Construction Co., Inc. is appropriately licensed with the NC General Contractor Licensing Board and has completed similar projects. Based upon the funding available, we recommend that the Town award the project to Iron Mountain Construction Co., Inc. in the amount of \$4,363,850.45. The contract amount includes Division 1 (Water) in the amount of \$3,156,070.45, Division 2 (Sewer) without the 18" sewer section in the amount of \$801,640, and Division 3 (Sidewalk) in the amount of \$326,502. The award should be made **contingent** upon approval by NC DEQ Division of Water Infrastructure (DWI).

Due to unknowns associated with existing utilities in the project area, it is recommended that the City establish a construction contingency in the amount of \$207,753 of the contract price. Finally, to maintain the project schedule, it is recommended that the Town Council grant the Town Manager the authority to approve change orders within the contingency amount.

Enclosed for your use is the Certified Bid Tabulation. If you have any questions, please do not hesitate to contact us.

Sincerely,
McGILL ASSOCIATES, P.A.

A handwritten signature in blue ink, appearing to read "D. Chapman".

DOUGLAS CHAPMAN, PE
Vice President + Regional Office Manager

DGC:tmr

Enclosures

Certified Bid Tab

ITEMIZED BID TAB**Blowing Rock Main Street Infrastructure Improvements****WATAUGA COUNTY, NORTH CAROLINA****Thursday, February 21, 2023; 2:00 pm local time****Blowing Rock Town Hall****1036 Main Street, Blowing Rock, North Carolina 28605**

DIVISION 1: WATER LINE REPLACEMENTS					
				Iron Mountain	
ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENSION
1	Mobilization (maximum 3%)	1	LS	\$94,599.45	\$94,599.45
2	8" DIP Class 350 Water Line	6,065	LF	\$103.00	\$624,695.00
3	8" DIP Class 350 Restrained Joint Water Line	3,240	LF	\$112.00	\$362,880.00
4	6" DIP Class 350 Restrained Joint Water Line	400	LF	\$105.00	\$42,000.00
5	4" DIP Class 350 Restrained Joint Water Line	100	LF	\$119.00	\$11,900.00
6	8" Gate Valve and Box	60	EA	\$3,927.00	\$235,620.00
7	6" Gate Valve and Box	32	EA	\$2,500.00	\$80,000.00
8	4" Gate Valve and Box	5	EA	\$2,186.00	\$10,930.00
9	2" Gate Valve and Box	8	EA	\$1,708.00	\$13,664.00
10	Bridge Attachment with pipe, fittings, and valves	1	LS	\$28,161.00	\$28,161.00
11	Connection to Existing Water System	32	EA	\$11,000.00	\$352,000.00
12	Fire Hydrant Assembly with Valve and Tee	30	EA	\$10,920.00	\$327,600.00
13	Water Service with Meter Box in Sidewalk	33	EA	\$5,166.00	\$170,478.00
14	Water Service with Meter Box in Grass	52	EA	\$3,900.00	\$202,800.00
15	Compact Ductile Iron Fittings	12,500	LBS	\$0.00	\$0.00
16	Inlet Protection	30	EA	\$200.00	\$6,000.00
17	Asphalt Road Pavement Repair (Per Detail ST-4 without Overlay)	12,000	LF	\$42.00	\$504,000.00
18	Combination Air Release/Vacuum Valves	1	EA	\$6,720.00	\$6,720.00
19	Pressure Reducing Valve (PRV) Vault	1	LS	\$82,023.00	\$82,023.00
TOTAL BID PRICE FOR DIVISION 1					\$3,156,070.45

* Mathematical error

DIVISION 2: SEWER LINE REPLACEMENTS					
				Iron Mountain	
ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENSION
1	Mobilization (maximum 3%)	1	LS	\$ 35,000.00	\$ 35,000.00
2	18" Class 350 DI Gravity Sewers 6-8 Ft. Cover	145	LF	\$ 446.00	\$ 64,670.00
3	18" Class 350 DI Gravity Sewers 8-10 Ft. Cover	145	LF	\$ 446.00	\$ 64,670.00
4	18" Class 350 DI Gravity Sewers 10-12 Ft. Cover	380	LF	\$ 446.00	\$ 169,480.00
5	10" PVC Gravity Sewers, All Depths	10	LF	\$ 350.00	\$ 3,500.00
6	8" PVC Gravity Sewers 0-6 Ft. Cover	750	LF	\$ 205.00	\$ 153,750.00
7	8" PVC Gravity Sewers 6-8 Ft. Cover	420	LF	\$ 205.00	\$ 86,100.00
8	6' Diameter Doghouse Manhole 0-8 Ft. Depth with Watertight Lid	3	EA	\$ 13,860.00	\$ 41,580.00
9	5' Diameter Standard Manhole 0-8 Ft. Depth with Watertight Lid	1	EA	\$ 10,845.00	\$ 10,845.00
10	5' Diameter Standard Manhole 8-10 Ft. Depth with Watertight Lid	1	EA	\$ 12,665.00	\$ 12,665.00
11	5' Diameter Standard Manhole 10-12 Ft. Depth with Watertight Lid	1	EA	\$ 14,500.00	\$ 14,500.00
12	5' Diameter Standard Manhole 12-15 Ft. Depth with Watertight Lid	1	EA	\$ 17,521.00	\$ 17,521.00
13	4' Diameter Standard Manhole 0-8 Ft. Depth with Watertight Lid	4	EA	\$ 7,737.00	\$ 30,948.00
14	4' Diameter Standard Manhole 8-12 Ft. Depth with Watertight Lid	3	EA	\$ 10,077.00	\$ 30,231.00
15	Manhole Vent Assembly	1	EA	\$ 4,710.00	\$ 4,710.00
16	Connect to Existing Manhole with Inside Drop Connection	1	EA	\$ 5,040.00	\$ 5,040.00
17	Connect to Existing Manhole and Rebuild Invert	2	EA	\$ 4,095.00	\$ 8,190.00
18	4" Sewer Service Connection	18	EA	\$ 5,500.00	\$ 99,000.00
19	Manhole Line Abandonments	10	LS	\$ 1,260.00	\$ 12,600.00
20	Manhole Demolition and Abandonment (DOT Roads)	8	EA	\$ 2,520.00	\$ 20,160.00
21	12" Abandon Sewer Line with Flowable Fill	620	LF	\$ 16.00	\$ 9,920.00
22	8" Abandon Sewer Line with Flowable Fill	300	LF	\$ 11.00	\$ 3,300.00
23	Silt Fence	200	LF	\$ 7.00	\$ 1,400.00
24	Asphalt Road Pavement Repair (Per Detail ST-1)	3,500	LF	\$ 88.00	\$ 308,000.00
TOTAL BID PRICE FOR DIVISION 2					\$1,207,780.00

DIVISION 3: SIDEWALK IMPROVEMENTS					
				Iron Mountain	
ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENSION
1	Mobilization (maximum 3%)	1	LS	\$9,500.00	\$9,500.00
2	Construction Surveying	1	LS	\$12,600.00	\$12,600.00
3	Traffic Control	1	LS	\$20,412.00	\$20,412.00
SITE DEMOLITION					
4	Removal of Asphalt, Concrete, Curb and Gutter	600	SY	\$32.00	\$19,200.00
5	General Demolition, Salvage and Restoration	1	LS	\$25,200.00	\$25,200.00
GENERAL CONSTRUCTION					
6	Grading	1	LS	\$31,500.00	\$31,500.00
7	Asphalt Pavement	250	SY	\$70.00	\$17,500.00
8	Stormwater Asphalt Trench Repair	30	SY	\$126.00	\$3,780.00
9	4" Concrete Sidewalk	170	SY	\$152.00	\$25,840.00
10	6" Concrete Drive Apron	180	SY	\$187.00	\$33,660.00
11	2'-6" Curb and Gutter	420	LF	\$44.00	\$18,480.00
12	6" Concrete Stand-up Curb	50	LF	\$81.00	\$4,050.00
13	Thermoplastic Markings 4" 90-mils	140	LF	\$15.00	\$2,100.00
14	Thermoplastic Markings 8" 120-mils	80	LF	\$18.00	\$1,440.00
15	4" White Painted Stripe	120	LF	\$14.00	\$1,680.00
16	Plant Bed Preparation and Mulch	200	SF	\$30.00	\$6,000.00
17	Cast Iron Detectable Domes	100	SF	\$152.00	\$15,200.00
EROSION & STORM DRAINAGE					
18	Stormwater Catch Basin	3	EA	\$7,560.00	\$22,680.00
19	Modify Existing Stormwater Structure to Replace with Manhole	1	EA	\$7,560.00	\$7,560.00
20	Stormwater Drop Inlet	1	EA	\$8,820.00	\$8,820.00
21	Stormwater Open Throat Catch Basin	1	EA	\$8,820.00	\$8,820.00
22	Curb Inlet Protection	3	EA	\$315.00	\$945.00
23	Wattle Inlet Protection	3	EA	\$315.00	\$945.00
24	8" Straw Wattle Erosion Control Protection	120	LF	\$13.00	\$1,560.00
25	Erosion Matting	1,000	SF	\$7.00	\$7,000.00
26	Silt Sak	1	EA	\$630.00	\$630.00
27	15" RCP Class IV	15	LF	\$200.00	\$3,000.00
28	18" RCP Class IV	80	LF	\$205.00	\$16,400.00
TOTAL BID PRICE FOR DIVISION 3					\$326,502.00

DIVISION 4: DOWNTOWN UNDERGROUND UTILITIES					
				Iron Mountain	
ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENSION
1	Mobilization (maximum 3%)	1	LS	\$82,000.00	\$82,000.00
	DUCTBANKS				
2	Ductbank A-A	185	LF	\$253.00	\$46,805.00
3	Ductbank A-B	95	LF	\$316.00	\$30,020.00
4	Ductbank A-C	20	LF	\$265.00	\$5,300.00
5	Ductbank A-D	50	LF	\$253.00	\$12,650.00
6	Ductbank A-F	150	LF	\$332.00	\$49,800.00
7	Ductbank A-G	100	LF	\$316.00	\$31,600.00
8	Ductbank A-H	40	LF	\$253.00	\$10,120.00
9	Ductbank A-I	75	LF	\$316.00	\$23,700.00
10	Ductbank A-J	35	LF	\$253.00	\$8,855.00
11	Ductbank A-K	90	LF	\$328.00	\$29,520.00
12	Ductbank A-L	35	LF	\$316.00	\$11,060.00
13	Ductbank A-M	50	LF	\$316.00	\$15,800.00
14	Ductbank A-N	30	LF	\$316.00	\$9,480.00
15	Ductbank A-O	10	LF	\$253.00	\$2,530.00
16	Ductbank A-P	115	LF	\$316.00	\$36,340.00
17	Ductbank A-Q	45	LF	\$316.00	\$14,220.00
18	Ductbank A-R	5	LF	\$253.00	\$1,265.00
19	Ductbank B-A	85	LF	\$379.00	\$32,215.00
20	Ductbank B-B	135	LF	\$379.00	\$51,165.00
21	Ductbank B-C	160	LF	\$379.00	\$60,640.00
22	Ductbank B-D	45	LF	\$316.00	\$14,220.00
23	Ductbank B-E	85	LF	\$253.00	\$21,505.00
24	Ductbank B-F	50	LF	\$265.00	\$13,250.00
25	Ductbank B-G	55	LF	\$253.00	\$13,915.00
26	Ductbank B-H	140	LF	\$379.00	\$53,060.00
27	Ductbank B-I	215	LF	\$410.00	\$88,150.00
28	Ductbank B-J	170	LF	\$253.00	\$43,010.00
29	Ductbank B-K	35	LF	\$253.00	\$8,855.00
30	Ductbank B-L	35	LF	\$0.00	\$0.00
31	Ductbank B-M	75	LF	\$253.00	\$18,975.00
32	Ductbank B-N	65	LF	\$253.00	\$16,445.00
33	Ductbank B-O	185	LF	\$379.00	\$70,115.00
34	Ductbank B-P	75	LF	\$253.00	\$18,975.00
35	Ductbank B-Q	50	LF	\$379.00	\$18,950.00
36	Ductbank B-R	15	LF	\$253.00	\$3,795.00
37	Ductbank B-S	55	LF	\$253.00	\$13,915.00
38	Ductbank B-T	10	LF	\$253.00	\$2,530.00
39	Ductbank B-U	30	LF	\$265.00	\$7,950.00
40	Ductbank B-V	15	LF	\$253.00	\$3,795.00
41	Ductbank B-W	40	LF	\$253.00	\$10,120.00
42	Ductbank B-X	25	LF	\$253.00	\$6,325.00
43	Ductbank B-Y	30	LF	\$253.00	\$7,590.00
44	Ductbank B-Z	100	LF	\$253.00	\$25,300.00
45	Ductbank C-A	110	LF	\$379.00	\$41,690.00
46	Ductbank C-B	155	LF	\$316.00	\$48,980.00
47	Ductbank C-C	50	LF	\$379.00	\$18,950.00
48	Ductbank C-D	320	LF	\$379.00	\$121,280.00
49	Ductbank C-E	130	LF	\$391.00	\$50,830.00
50	Ductbank C-F	40	LF	\$316.00	\$12,640.00
51	Ductbank C-G	125	LF	\$379.00	\$47,375.00
52	Ductbank C-H	30	LF	\$391.00	\$11,730.00
53	Ductbank C-J	30	LF	\$391.00	\$11,730.00
54	Ductbank C-K	55	LF	\$391.00	\$21,505.00
55	Ductbank C-L	30	LF	\$253.00	\$7,590.00
56	Ductbank C-M	45	LF	\$253.00	\$11,385.00

57	Ductbank C-N	35	LF	\$379.00	\$13,265.00
58	Ductbank C-O	30	LF	\$253.00	\$7,590.00
59	Ductbank C-P	35	LF	\$253.00	\$8,855.00
60	Ductbank C-Q	45	LF	\$253.00	\$11,385.00
61	Ductbank C-R	25	LF	\$253.00	\$6,325.00
62	Ductbank C-S	40	LF	\$253.00	\$10,120.00
63	Ductbank D-A	110	LF	\$316.00	\$34,760.00
64	Ductbank D-B	105	LF	\$391.00	\$41,055.00
65	Ductbank D-C	65	LF	\$391.00	\$25,415.00
66	Ductbank D-D	90	LF	\$442.00	\$39,780.00
67	Ductbank D-E	175	LF	\$316.00	\$55,300.00
68	Ductbank D-F	195	LF	\$442.00	\$86,190.00
69	Ductbank D-G	40	LF	\$316.00	\$12,640.00
70	Ductbank D-H	50	LF	\$379.00	\$18,950.00
71	Ductbank D-I	15	LF	\$379.00	\$5,685.00
72	Ductbank D-J	15	LF	\$316.00	\$4,740.00
73	Ductbank D-K	20	LF	\$442.00	\$8,840.00
74	Ductbank D-L	60	LF	\$253.00	\$15,180.00
75	Ductbank D-M	60	LF	\$253.00	\$15,180.00
76	Ductbank D-N	55	LF	\$253.00	\$13,915.00
77	Ductbank D-O	30	LF	\$253.00	\$7,590.00
78	Ductbank D-P	50	LF	\$379.00	\$18,950.00
79	Ductbank D-Q	50	LF	\$253.00	\$12,650.00
80	Ductbank D-R	50	LF	\$404.00	\$20,200.00
81	Ductbank D-S	35	LF	\$316.00	\$11,060.00
82	Ductbank D-T	30	LF	\$253.00	\$7,590.00
83	Ductbank D-U	20	LF	\$253.00	\$5,060.00
84	Ductbank D-V	20	LF	\$253.00	\$5,060.00
85	Ductbank D-W	70	LF	\$253.00	\$17,710.00
86	Ductbank D-X	60	LF	\$253.00	\$15,180.00
87	Ductbank D-Y	15	LF	\$253.00	\$3,795.00
88	Ductbank D-Z	45	LF	\$253.00	\$11,385.00
89	Ductbank E-A	165	LF	\$265.00	\$43,725.00
90	Ductbank E-B	35	LF	\$379.00	\$13,265.00
91	Ductbank E-C	35	LF	\$379.00	\$13,265.00
92	Ductbank E-D	100	LF	\$379.00	\$37,900.00
93	Ductbank E-E	20	LF	\$379.00	\$7,580.00
94	Ductbank E-F	20	LF	\$316.00	\$6,320.00
95	Ductbank E-G	40	LF	\$253.00	\$10,120.00
96	Ductbank E-H	85	LF	\$265.00	\$22,525.00
97	Ductbank E-I	140	LF	\$379.00	\$53,060.00
98	Ductbank E-J	190	LF	\$379.00	\$72,010.00
99	Ductbank E-K	30	LF	\$253.00	\$7,590.00
100	Ductbank E-L	50	LF	\$379.00	\$18,950.00
101	Ductbank E-M	60	LF	\$253.00	\$15,180.00
102	Ductbank E-N	25	LF	\$379.00	\$9,475.00
103	Ductbank E-O	25	LF	\$253.00	\$6,325.00
104	Ductbank E-P	15	LF	\$253.00	\$3,795.00
105	Ductbank E-Q	35	LF	\$253.00	\$8,855.00
106	Ductbank E-R	20	LF	\$253.00	\$5,060.00
107	Ductbank E-S	30	LF	\$253.00	\$7,590.00
108	Ductbank E-T	35	LF	\$253.00	\$8,855.00
109	Ductbank F-A	130	LF	\$379.00	\$49,270.00
110	Ductbank F-B	30	LF	\$631.00	\$18,930.00
111	Ductbank F-C	70	LF	\$379.00	\$26,530.00
112	Ductbank F-D	120	LF	\$379.00	\$45,480.00
113	Ductbank F-E	95	LF	\$379.00	\$36,005.00
114	Ductbank F-F	20	LF	\$631.00	\$12,620.00
115	Ductbank F-G	30	LF	\$316.00	\$9,480.00
116	Ductbank F-H	20	LF	\$379.00	\$7,580.00
117	Ductbank F-I	25	LF	\$316.00	\$7,900.00

	DETAILS				\$0.00
118	Detail A-1	1	LS	\$4,410.00	\$4,410.00
119	Detail A-2	1	LS	\$6,930.00	\$6,930.00
120	Detail A-3	1	LS	\$4,410.00	\$4,410.00
121	Detail A-4	1	LS	\$6,930.00	\$6,930.00
122	Detail A-5	1	LS	\$4,410.00	\$4,410.00
123	Detail A-6	1	LS	\$4,410.00	\$4,410.00
124	Detail A-7	1	LS	\$4,410.00	\$4,410.00
125	Detail B-1	1	LS	\$4,410.00	\$4,410.00
126	Detail B-2	1	LS	\$6,930.00	\$6,930.00
127	Detail B-3	1	LS	\$4,410.00	\$4,410.00
128	Detail B-4	1	LS	\$0.00	\$0.00
129	Detail B-5	1	LS	\$1,890.00	\$1,890.00
130	Detail B-6	1	LS	\$1,890.00	\$1,890.00
131	Detail B-7	1	LS	\$4,410.00	\$4,410.00
132	Detail B-8	1	LS	\$4,410.00	\$4,410.00
133	Detail B-9	1	LS	\$4,410.00	\$4,410.00
134	Detail B-10	1	LS	\$1,890.00	\$1,890.00
135	Detail C-1	1	LS	\$6,930.00	\$6,930.00
136	Detail C-2	1	LS	\$4,410.00	\$4,410.00
137	Detail C-4	1	LS	\$4,410.00	\$4,410.00
138	Detail C-5	1	LS	\$0.00	\$0.00
139	Detail D-1	1	LS	\$13,230.00	\$13,230.00
140	Detail D-2	1	LS	\$4,410.00	\$4,410.00
141	Detail D-3	1	LS	\$13,230.00	\$13,230.00
142	Detail D-4	1	LS	\$13,230.00	\$13,230.00
143	Detail D-5	1	LS	\$4,410.00	\$4,410.00
144	Detail D-6	1	LS	\$4,410.00	\$4,410.00
145	Detail D-7	1	LS	\$1,890.00	\$1,890.00
146	Detail E-2	1	LS	\$1,890.00	\$1,890.00
147	Detail E-5	1	LS	\$13,230.00	\$13,230.00
148	Detail E-6	1	LS	\$6,930.00	\$6,930.00
149	Detail E-7	1	LS	\$1,890.00	\$1,890.00
150	Detail E-8	1	LS	\$13,230.00	\$13,230.00
151	Detail F-1	1	LS	\$1,890.00	\$1,890.00
152	Detail F-2	1	LS	\$6,930.00	\$6,930.00
153	Detail F-3	1	LS	\$4,410.00	\$4,410.00
154	Detail F-4	1	LS	\$4,410.00	\$4,410.00
TOTAL BID PRICE FOR DIVISION 4					\$2,804,085.00

DIVISION 5: PAVING					
				Iron Mountain	
ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENSION
1	Mobilization (maximum 3%)	1	LS	\$33,000.00	\$33,000.00
2	Milling – 1-1/2" Depth	37,000	SYD	\$4.50	\$166,500.00
3	Asphalt Surface Course (1-1/2" Overlay)	3,500	TON	\$105.00	\$367,500.00
4	Pavement Markings – match existing	1	LS	\$33,600.00	\$33,600.00
5	Stamped Concrete Crosswalks	700	SYD	\$352.00	\$246,400.00
6	Laurel Lane Paver Replacement	1	LS	\$101,794.00	\$101,794.00
7	Asphalt Binder Plant Mix (Liquid)–OVERLAY ASPHALT ONLY – Bid Item 3, DIV 5	250	TON	\$700.00	\$175,000.00
8	Non-Cast Iron Snowplowable Pavement Markers	120	EA	\$88.00	\$10,560.00
TOTAL BID PRICE FOR DIVISION 5					\$1,134,354.00
* Mathematical error					
OVERALL TOTAL BID PRICE					\$8,628,791.45
* Mathematical error					

This is to certify that the bids tabulated herein were accompanied by a 5% bid bond or certified check and were publicly opened and read aloud at 2:00 pm local time on the 21st day of February 2023, at Blowing Rock Town Hall, 1036 Main Street, Blowing Rock, North Carolina 28605

DOUGLAS CHAPMAN, PE



1240 19th Street Ln NW
Hickory, North Carolina 28603
License No. C-0459



Main Street Infrastructure Improvements Bid Award





Division Structure

- Water Replacements – *State Earmark*
- Sewer Replacements – *State Earmark*
- North Main Sidewalk – *Bonds*
- Underground Utilities – On Hold Pending Final Budget
- Paving – *NCDOT* – On Hold Pending Payment Agreement

Water Replacements

- Water Main – portions built in early 1900s, cast iron
- Water Main breaks – over 31 leaks in last 10 years
- Highest Priority Water Line for Replacement
- Improve Water Quality and Pressure Management



Sewer Replacements

- Aged Sewer to be Replaced Concurrently
- Segment 1 – 8-inch Chestnut to Park
- Segment 2 – 12-inch with 18-inch Main Interceptor parallel to Chetola – ON HOLD



North Main Sidewalk



Budget/Bid Comparison

Division	Budget	Low Bidder	Difference
Water Replacements	\$3,250,990	\$3,156,070.45	(\$94,919.55)
Sewer Replacements	\$835,610	\$801,640	(\$33,970)
North Main Sidewalk	\$425,000	\$326,502	(\$98,498)
Contingency	Included Above	N/A	\$207,753
Bid Award		\$4,363,850.45	

Underground Utilities and Paving to be awarded at a later date.

Town of Blowing Rock

Request for Council Action

FROM: Jennifer Brown, Director of Parks & Recreation
SUBJECT: Parks & Recreation Memorial Park Project
TO: Town Council
DATE: March 14, 2023
REQUESTED BY: Parks Strategy Committee/Blowing Rock Parks & Recreation

BACKGROUND:

During the Town Council retreat in January 2021, the Parks Strategy Committee presented a drawing of park improvement needs to Town Council. Town Council encouraged the Parks Strategy Committee to pursue applying for a Parks & Recreation Trust Fund Grant (PARTF). The Parks Strategy Committee worked with McGill & Associates and the High-Country Council of Governments and submitted a PARTF Grant application by the end of April 2021. The total projected cost is \$1,285,000. The Town has approximately \$430,000 in bond money and PARTF awarded \$500,000 in grant money. The \$355,000 difference will be provided with ABC and TDA funds.

We advertised the project to receive bids in January and received no bid results. We re-advertised the project in February and received one bid result. The bid exceeded the original cost estimate by more than double.

Doug Chapman with McGill will provide details on the bid result and the next steps of the project.



- PROPOSED RESTROOM BUILDING EXPANSION
- PROPOSED VOLLEYBALL RENOVATION
- PROPOSED WALL
- PROPOSED SIDEWALK
- PROPOSED SEATWALL
- PROPOSED STAIRS (TYPICAL)
- PROPOSED RAMP
- PROPOSED PARKING
- PROPOSED RETAINING WALL
- PROPOSED TENNIS
- PROPOSED LANDSCAPE
- ALTERNATE STAIR, SIDEWALK, AND RETAINING WALL
- PROPOSED DUMPSTER
- ALTERNATE SIDEWALK EXISTING
- PROPOSED COURT LIGHTING
- RESURFACE EXISTING BASKETBALL COURT FOR PICKLEBALL

- PROPOSED SIDEWALK
- PROPOSED PLAYGROUND EXPANSION
- RELOCATED GAGA BALL WITH SEAT WALL
- PROPOSED PICNIC SHELTER
- PROPOSED PICKLEBALL COURT
- PROPOSED WALL
- PROPOSED WALL
- RELOCATED HORSE SHOE PITS
- PROPOSED SIDEWALK
- PROPOSED SHUFFLEBOARD COURT

MEMORIAL PARK IMPROVEMENTS
TOWN OF BLOWING ROCK
 WATAUGA COUNTY, NORTH CAROLINA

Town of Blowing Rock

Request for Council Action

FROM: Jennifer Brown, Director of Parks & Recreation
SUBJECT: Eagle Scout Project
TO: Town Council
DATE: March 14, 2023
REQUESTED BY:

BACKGROUND:

Evan Cutlip is an eighth grader at Blowing Rock Elementary School who is pursuing his Eagle Scout rank. In order to attain his Eagle Scout rank, he must earn at least 21 merit badges, fulfill leadership roles and display outdoor skills, demonstrate by example the Scout Oath and Law, and complete a comprehensive service project in the community.

Blowing Rock Parks and Recreation has worked with previous Eagle Scouts to help them attain their rank. They have made signs for the Glen Burney Trail, built picnic tables for the picnic shelter at the pool, and made way finding signs for our parks in the past.

Evan is wanting to build a children's bike trail around the Davant ballfield area. He has proposed a location and is looking for approval to build the bike trail. He will show a rendering at the Town Council meeting.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: <u>Evan cutlip</u>		Birth date: <u>12/19/2008</u>	
Email Address: <u>evancolecutlip@gmail.com</u>		BSA PID number	
Address: <u>276 H Watauga village DR</u>		City: <u>Boone</u>	State: <u>NC</u> Zip: <u>28607</u>
Preferred telephone(s): <u>(828)-434-3736</u>		Life Board of Review date	

Current Unit Information

Check One: <input type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship	Unit Number
Name of District	Name of Council

Unit Leader Check One Scoutmaster Crew Advisor Skipper

Name: <u>Tim Waker</u>		Preferred telephone(s): <u>828-964-0134</u>	
Address: <u>356 hidden valley circle</u>		City: <u>Boone</u>	State: <u>NC</u> Zip: <u>28607</u>
Email Address			

Unit Committee Chair

Name		Preferred telephone(s)	
Address		City	State: Zip
Email Address			

Unit Advancement Coordinator (if your unit has one)

Name		Preferred telephone(s)	
Address		City	State: Zip
Email Address			

Project Beneficiary (Name of religious institution, school or community)

Name: <u>Town of Blowing rock</u>		Preferred telephone(s): <u>828 295 5222</u>	
Address: <u>1036 main street</u>		City: <u>Blowing rock</u>	State: <u>NC</u> Zip: <u>28605</u>
Email Address: <u>Jbrown@ToBr.us</u>			

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: <u>Jennifer Gore Brown</u>		Preferred telephone(s): <u>828 295 5222</u>	
Address: <u>1036 main street</u>		City: <u>Blowing rock</u>	State: <u>NC</u> Zip: <u>28605</u>
Email Address: <u>JBrown@ToBr.us</u>			

Your Council Service Center

Contact Name		Preferred telephone(s)	
Address		City	State: Zip
Email Address			

Council or District Project Approval Representative (Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name		Preferred telephone(s)	
Address		City	State: Zip
Email Address			

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: <u>Ronald cutlip</u>		Preferred telephone(s): <u>646 765 5540</u>	
Address: <u>Ronald cutlip golf design.com</u>		City: <u>Boone</u>	State: <u>NC</u> Zip: <u>28607</u>
Email Address: <u>276 H Watauga village DR</u>			

Project Description and Benefit

Briefly describe your project

My project is going to be a small Bike park (pump track) that will be made from a mixture of stone dust and dirt.

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project will be helpful to the town of Blowing Rock because it will provide a space for all the people biking to not only ride around the tracks at Devant Field but to be able to take it to the next level and experience the berms and jumps of the new pump track.

This project is a good addition to all of the sports surrounding the area.

When do you plan to begin carrying out your project?

April 2023

When do you think your project will be completed?

May 2023

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

1. The first place I will recruit from is my Boy Scout troop
2. friends
3. family.

What do you think will be most difficult about leading them?

It is a unique project and would need to be relied on design wise by other bicycle riders.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4

- 10-12 Dump truck loads of soil
- 1 Dump truck load stone dust
- 200lbs. of ~~the~~ fescue grass seed
- 20-25 bales of straw

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

1. Garbage Bags
2. Bottled water 2 cases
3. 5 pizzas
4. work order list.
5. Diesel fuel
6. gasoline fuel

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required

1. excavator excavator	9,6 cans of spray paint
2. Dump trailer	10. Spray gun
3. pickup trucks	11. telephone pole
4. Compactor	12. pressure treated 2x4x4
5. tractor with front loader	
6. 10 shovels	
7. 5 rakes	
8. pocket knife	

Other Needs

Items that don't fit the above categories, for example, parking or postage, or services such as printing or pouring concrete, etc

What other needs do you think you might encounter?

Bathrooms existing
Parking existing

Permits and Permissions

Note that property owners should obtain and pay for permits

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

approve from town council

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below (include sales tax if applicable)

Materials	<input type="text"/>
Supplies	<input type="text"/>
Tools	<input type="text"/>
Other	<input type="text"/>
Total Costs:	<input type="text"/>

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

<p>1. heavy equipment: Nelson Bahegas 2. Pole: Will Tomson 3. Soil: by land landscape supplies 4. trucking: Sw Hampton 5. lumber: NR Building supply 6. Stone dust: volcanic material 7.</p>
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Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated. Brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1	Use of... Design + Approval
2	Collection of Supplies + Material
3	Construction
4	Cleanup
5	Maintenance
6	
7	
8	
9	
10	

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

<p>The plan is to get every body their own role in helping.</p>

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues

Describe the hazards and safety concerns of which you and your helpers should be aware

Read the "Age Guidelines for Tool Usage" at Scouting.org

Some safety issues could be people getting in the way of the excavator, or getting hit with either shovels or rakes. We will also make sure to have minimal people at the sight while using the heavy equipment.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings"

To prepare for this project I will be going the night before to mark the trails on the grass and in the weeds. I will also help the Boy Scouts understand what is happening.



MEMORANDUM

TO: Mayor Charlie Sellers and Blowing Rock Town Council

FROM: Kevin Rothrock, Planning Director

SUBJECT: Board of Adjustment – alternate member appointment

DATE: March 7, 2023

At the February regular meeting, Council appointed citizens to various volunteer Town boards. After the initial vote, there remains a spot available for an alternate member of the Board of Adjustment as a current alternate member Sarah Murphy was moved to a regular member. After reviewing the volunteer applications, I recommend the appointment of Brooks Mayson to serve as Board of Adjustment alternate member for a 3-year term.

Mr. Mayson's volunteer board application and letter is attached.



TOWN OF BLOWING ROCK

APPLICATION FOR APPOINTMENT TO A VOLUNTEER BOARD

FULL NAME:

Brooks Heaton Mayson

HOME ADDRESS:

117 Fairway 11 Court

Blowing Rock, NC, 28605

PREFERRED CONTACT ADDRESS (if different from home address):

EMAIL ADDRESS:

BOOCATLLC@GMAIL.COM

TELEPHONE: day: 336-601-6833 evening: same

BOTH THE PLANNING AND BOARD OF ADJUSTMENT HAVE ONE MEMBER WHO RESIDES IN THE ETJ.

FULL-TIME RESIDENT OF THE TOWN OF BLOWING ROCK: YES NO

FULL-TIME RESIDENT OF THE TOWN OF BLOWING ROCK ETJ: YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BLOWING ROCK? 8 months

NAME OF VOLUNTEER BOARD FOR WHICH APPOINTMENT IS SOUGHT (list one only):

Planning, but will consider other appointments.

WHY DO YOU WISH TO OBTAIN THIS APPOINTMENT?

~~— An opportunity to serve the Town and Community. Preserve the uniqueness and feel~~
~~— while remaining vigilant to inevitable change. I have the expertise, want, and time~~
~~— to serve.~~

ARE YOU FAMILIAR WITH THE TOWN'S COMPHENSIVE LAND USE PLAN? (It can be accessed at: Town of Blowing Rock 2014 Comprehensive Plan)

Yes No

RATE YOUR SUPPORT FOR THE VISION STATEMENT (on page 1-3 of The 2014 Comprehensive Plan) AND COMPREHENSIVE LAND USE PLAN (using a scale of 1 to 10. "1" signifying no support and "10" signifying great support): 9

PLEASE EXPLAIN YOUR LEVEL OF SUPPORT FOR THE COMPREHENSIVE PLAN:

I have read the Plan in its entirety and find it a well thought out and dynamic document. That it continues its relevancy after 20 some years is exceptional.

My support for the Mission Statement is a 10. The only reason my support for the Comprehensive Plan is less than 10 is because, though the document allows for adjustment, there may be issues that arise requiring greater relief.

Much of my perspective arrives from vacationing and either the family or myself owning property on Hilton Head Island since the 1970s. They too have sought guidance on how best to position their community for the future and how they wish their community to look.

Many of the issues Hilton Head has faced and issues that continue to evolve are similar to those facing the Blowing Rock Township and community.

WHAT SKILLS, EDUCATION, TRAINING, EXPERIENCE OR AREA(S) OF EXPERTISE WOULD YOU BRING TO THIS APPOINTMENT?

I am a long term businessman from the Triad area having bought, developed, and lease multiple properties. Twice oversaw the purchase of land to the completion of automotive retail establishments within two different municipalities. Though never developed, sought and received a variance for an unimproved lot in a third municipality.

I understand all aspects required of permitting to complete a project IMUD and ECCRs, if applicable. Additionally, knowledge concerning business purchases and lease agreements.

HAVE YOU HAD ISSUES WITH THE TOWN OF BLOWING ROCK WHICH RELATE TO THE WORK OF THE BODY TO WHICH YOU SEEK APPOINTMENT? IF YES, PLEASE EXPLAIN:

No.

DO YOU HAVE ANY KNOWN CONFLICTS OF INTEREST THAT MIGHT ARISE IF YOU ARE APPOINTED? IF YES, PLEASE EXPLAIN:

No.

HAVE YOU EVER SERVED ON ANY OTHER TOWN'S BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE? IF SO, PLEASE STATE THE NAME OF THE TOWN OR ENTITY IN WHICH YOU SERVED, AND THE BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE, AND THE APPROXIMATE DATES OF SERVICE:

Community Water Board: 2003-2005. Member

Kernersville Rotary Club: 2008-2019. Multiple appointments including President.

Franchise Advisory Council, EOC&TE: 2019-2020. Member

IF YOU HAVE PREVIOUSLY SERVED ON A COUNTY OR TOWN BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE, PLEASE EXPLAIN THE QUALITY OF YOUR EXPERIENCE:

I hereby certify that the foregoing answers are true, and that should I be appointed to the board, and should a conflict of interest exist or develop with regard to a specific matter, I will disclose the conflict of interest and request recusal from the deliberations and action involved. Conflicts of interest include, but are not limited to: a direct or indirect financial interest by me or a member of my family, and/or other interest which impairs my ability to participate fairly in the deliberations and actions in question.

Signature  Date January 20, 2023

The Honorable Charlie Sellers, Mayor
Town Council Members
1036 Main St.
Blowing Rock, NC 28605

Brooks Mayson
117 Fairway 11 Court
Blowing Rock, NC 28605

January 20, 2023

Dear Mayor Sellers and Councilmembers,


I am including this cover letter with my "Application for Appointment to a Volunteer Board" to better introduce myself to the community as I just recently moved to Blowing Rock.

My wife, Millie, and my family recently lived in High Point, NC where I engaged in the automotive repair business since 2008. Prior to this, I was a commercial airline pilot beginning with Piedmont Airlines in 1987.

In August 2021 we sold the automotive operation, sold the High Point residence, and moved to our Villa in Sea Pines Resort on Hilton Head Island. The plan was to build our permanent retirement home on the lot we purchased, some nine years previous, located in the Mayview subdivision of Blowing Rock. In the between years, we have stayed in most motels/hotels in Blowing Rock. All wonderful! When the Kentner homeplace was listed for sale, we adjusted our plan. We purchased their house, now our home. Technically we remain South Carolina residents and will continue to own our Villa, but please rest assured, our commitment to Blowing Rock and its community are lifelong.

I am available to discuss concerns or answer questions about my application at the Council's convenience.

Thank you for your consideration and regards,


Brooks Mayson