

A G E N D A

LINCOLNTON CITY COUNCIL

March 6, 2014

7:00 p.m.

Council Chambers

City Hall

**FOR YOUR CONVENIENCE A COPY
OF TONIGHT'S AGENDA
IS AVAILABLE, LOCATED TO THE
RIGHT OF THE ENTRANCE TO THE
COUNCIL CHAMBERS**

**ANYONE WISHING TO SPEAK
DURING THE PUBLIC COMMENT
PORTION OF THE AGENDA
PLEASE SEE THE CITY CLERK
PRIOR TO THE MEETING TO SIGN
UP**

**NON-AGENDA ITEMS WILL BE
DISCUSSED AND SPEAKERS WILL
BE LIMITED TO THREE (3)
MINUTES**

**A COPY OF THE RULES FOR PUBLIC
COMMENT ARE AVAILABLE AT THE CITY
CLERK'S DESK**

**THANK YOU FOR ATTENDING
OUR MEETING
AND FOR YOUR INTEREST
IN THE CITY OF LINCOLNTON**

A G E N D A

LINCOLNTON CITY COUNCIL

March 6, 2014

7:00 p.m.

CALL TO ORDER – Mayor John O. Gilleland, Jr.

PLEDGE OF ALLEGIANCE

1. Approval of REGULAR AGENDA

2. Approval of CONSENT AGENDA

All items placed under Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

3. Approval of the following minutes February 6, 2014 Regular Meeting

4. Call to Public Hearing for April 3rd meeting:

- **CU-ZMA-1-2014 – Application from the BTR Communities Group, LLC requesting the conditional use rezoning of 9.77 acres of land from Planned Business (PB) to Conditional Use Residential Multi-Family (CU-RMF). The applicant wishes to construct a 56 unit residential multi-family development. The subject property is located on the west side of North Generals Blvd approximately 1000 feet north of the intersection of North Generals Blvd and Tait Mill Road (Parcel ID 21103)**
- **ZTA-1-2014 – Application from Radwan Yousef requesting an amendment to Section 153.113 of the Lincolnnton Unified Development Ordinance to allow Hookah Cafes as a permitted use in the Central Business (CB) District.**

REGULAR AGENDA:

PUBLIC HEARINGS

- 5. CUP-2-2014 – Application from Lincolnton Business Center requesting a conditional use permit to operate a distillery in the General Manufacturing and Commercial (GMC) District. The subject property is located at 315 Motz Avenue (Parcel ID 00419)**

Laura Simmons, Planning Director

- 6. CUP-3-2014 – Application from Skygroup Carolinas, LLC requesting a conditional use permit to construct an Urgent Care Facility in the Planned Business (PB) and Special Highway Overlay (SHO) Districts. The subject property is located at the southeast corner of East Main Street and US Highway 321 (parcel ID 87366)**

Laura Simmons, Planning Director

PRESENTATION

- 7. Report from Business & Community Development Department**

Brad Guth, B&CD, Director

BUDGET AMENDMENT
(BA-01-14)

- 8. Proposed Budget Amendments to the 2013-14 FY Budget as follows:**

- Solid Waste Fees (From \$ 5 to no fee) \$ 237,500 from Fund Balance**
- CMAQ Grant-East Main St. & Generals Blvd \$ \$ 116,250 from Fund Balance**
- Flood Insurance Proceeds \$ 185,000 credit to Recreation Miscellaneous-Other Revenue**
- Unemployment Insurance (UI) & HVAC-Council Chambers \$ 53,000 from Fund Balance**
- Flood Insurance Proceeds \$ 40,000 credit to W&S Fund debit of \$ 305,000 from Fund Balance**

Jeff Emory, City Manager

RESOLUTION

(R-05-14)

- 9. Resolution endorsing submission of an application for a Main Street Solutions Fund Grant to assist FBSM and CSG's upper floor expansion project**

Brad Guth, B&CD Director

CONTRACTS

(C-03-14)

- 10. Consideration of contract between the City and Downtown Development Association for 2014 Alive After Five Concert Series**

Brooke Sherrill, DDA Board Chair

(C-04-14)

- 11. Consideration of contract between the City and Downtown Development Association for 2014 Hog Happenin Event to be held June 6 & 7**

Brooke Sherrill, DDA Board Chair

OTHER BUSINESS

- 12. Endorsement from City Council to request funding from the Tourism Development Authority for use of monies from the Occupancy Tax Fund for a Legacy Band for the 2014 Hog Happenin**

Brooke Sherrill, DDA Board Chair

- 13. Update on proposals received for BOD (Biochemical Oxygen Demand) Study for the Waste Water Treatment Plant**

Jeff Emory, City Manager

- 14. Consideration of grant match for Lincolnnton-Lincoln County Airport – through NC Department of Aviation - \$ 150,000 grant which requires a 10% local match of \$ 8333.50 from City**

Jeff Emory, City Manager

OTHER BUSINESS

15. Monthly Financial Report/Overtime Report

Jeff Emory, City Manager

PUBLIC COMMENT

*Speakers will be limited to three (3) minutes to address Mayor and City Council
concerning Non-Agenda items.*

You must sign in with the City Clerk to be eligible to speak

NEWS MEDIA

ADJOURNMENT

ITEM #

1

APPROVAL

OF

REGULAR

AGENDA

ITEM #

2

APPROVAL

OF

CONSENT

AGENDA

ITEM #

3

REGULAR MEETING - FEBRUARY 6, 2014

The Mayor and City Council met in regular session on Thursday, February 6, 2014 at 7:00 p.m. in the Council Chambers of City Hall, located at 114 West Sycamore Street Lincolnton.

Mayor Gilleland called the meeting to order and led in the Pledge of Allegiance. The following Council members were in attendance:

RHYNE CLONINGER EADDY HOVIS

Councilman Eaddy made the motion unanimously approved the **REGULAR AGENDA**.

Councilman Cloninger made the motion unanimously approved the **CONSENT AGENDA** as follows:

- Approved of January 9th regular meeting minutes
- Approved (R-04-13) Resolution of approval of local Water Supply Plan
- Approved(C-02-14) Mutual Aid and Assistance Agreement – Fire Marshal Services
- Approved the following Calls to Public Hearing for the March 6th, 2014 meeting:
 - CUP-2-2014 – Application from Lincolnton Business Center requesting a conditional use permit to operate a Distillery in the General Manufacturing and Commercial (GMC) District. The subject property is located at 315 Motz Avenue (Parcel ID 00419)
 - CUP-3-2014 – Application from Skygroup Carolinas, LLC requesting a conditional use permit to construct an Urgent Care Facility in the Planned Business (PB) and Special Highway Overlay (SHO) Districts. The subject property is located at the southeast corner of East Main Street and US Highway 321 (Parcel ID 87366)

REGULAR AGENDA:

APPLICATION FROM SBA NETWORK SERVICES, LLC REQUESTING A CONDITIONAL USE PERMIT TO CONSTRUCT A CELL TOWER (250 FEET IN HEIGHT) IN THE RESIDENTIAL-25(R-25) DISTRICT. THE SUBJECT PROPERTY IS 28.99 ACRES IN SIZE AND LOCATED AT 257 BETHEL CHURCH ROAD (PARCEL ID 16976):

CUP-1-2014

Mayor Gilleland opened the Public Hearing. The City Clerk administered the oath to all those wishing to speak for or against the request. Laura Simmons, Planning Director reviewed the above stated request, the site description, the

REGULAR MEETING - FEBRUARY 6, 2014

proposed tower location, the applicant's compliance with the LUDO noting exceptions. Laura then read through the seven staff review committee comments and reviewed the five findings of fact that would need to be considered prior to approval of the request.

Laura concluded recommending on behalf of Planning Board and staff that the conditional use permit be approved subject to the staff review committee requirements being met. Laura did note that the concerns with the vegetation issue had been met.

Mr. Dave Pokela and Mr. Lewis Johnson of Nexson & Pruitt spoke on behalf of the request. Mr. Pokela asked that all materials regarding this request be made part of the record, including the letter from the FAA approving the tower height. He presented a short slide show for Council depicting the exact location of the tower. He discussed the rising demand for data transmission, noting high usage puts additional demand on infrastructure and increases additional needs. He told Council he felt all requirements of the staff and Planning Board had been met and recommended approval of the permit.

Mr. Robert Tomlinson, a resident of 501 S. Grove Street, spoke in favor of the request and suggested to Council that the tower be camouflaged if possible similar to the water tower on I-85 south that is shaped as a peach. This tower also houses a cell tower. He encouraged the multipurpose use of towers suggesting that we could erect an apple or solidier as we are known statewide as host of the annual Apple Festival and Battle of Ramseur's Mill.

Upon conclusion of those signed to speak to the request, Councilman Cloninger made the motion unanimously approved to close the Public Hearing.

Councilman Rhyne made the motion unanimously approved to consider the conditional use permit.

Findings of Fact:

1. Councilman Eaddy made the motion unanimously approved that the use would not endanger the public health or safety subject to compliance with the recommended conditions outlined by the staff review committee.
2. Councilman Hovis made the motion unanimously approved that the proposed site plan meets all required conditions and specifications with the noted exceptions.
3. Councilman Cloninger made the motion unanimously approved that the use should not substantially injure the value of adjoining or abutting property.

REGULAR MEETING - FEBRUARY 6, 2014

4. Councilman Eaddy made the motion unanimously approved that the use was in general conformity of the Lincoln Land Use Plan and should be in harmony with the area in which it is to be located subject to compliance with the recommended conditions noted by staff review committee.
5. Councilman Rhyne made the motion unanimously approved that the tower will not result in interference with the safe operation of aircraft in relation to existing or planned airport facilities.

Councilman Eaddy made the motion unanimously approved granting the conditional use permit as requested contingent upon the staff review committee comments being met.

A PUBLIC HEARING TO RECEIVE COMMENTS ON A PROPOSED AMENDMENT TO THE CITY'S CODE OF ORDINANCES AS FOLLOWS:

TITLE VII – Traffic Code

Chapter 74 Traffic Schedules

SCHEDULE VII. Bonview Avenue, from North Aspen Street to Grove Street, reduce speed limit from 35 mph to 25 mph

Mayor Gilleland opened the Public Hearing. Rodney Jordan, Chief of Police, reviewed the proposed amendment to the City's Code of Ordinances as stated above.

He told Council that due to recent concerns of speed on Bonview Avenue. Ms. Sandy Dellinger, of 602 Bonview Avenue, appeared before Council in January asking the City to take a look at possibly putting the stop light back up on Bonview. Currently it is a caution light. She expressed concerns about not being able to get out of her driveway due to the volume and speed of traffic.

Chief Jordan met with Ms. Dellinger and discussed several options. The Chief felt the best course of action would be to reduce the speed limit on Bonview from 35 mph to 25 mph. He said if this was found not to remedy the problem then he may take a look at stop signs at the intersection of Bonview and High Street.

Councilman Rhyne made the motion to close the Public Hearing.

Councilman Cloninger made the motion unanimously approved to amend the City's Code of Ordinances as recommended, lowering the speed limit to 25 mph. The speed limit change will become effective upon erection of signage. The Public Works Director was instructed to have signage up as soon as possible.

REGULAR MEETING - FEBRUARY 6, 2014

A PUBLIC HEARING TO RECEIVE COMMENTS ON A PROPOSED AMENDMENT TO THE CITY'S CODE OF ORDINANCES AS FOLLOWS:

TITLE XI. BUSINESS REGULATIONS

Chapter 114: Sidewalk Dining

Sections 114.01 through 114.09 – To allow any business that currently possesses or obtains through the Alcohol Law Enforcement (ALE) an “on premise” permit to be eligible to serve customers

Mayor Gilleland opened the Public Hearing. Brad Guth, Business & Community Development Director, reviewed the proposed amendment to the City's Code of Ordinances as stated above.

Brad said currently the City regulates what a business owner can do on the sidewalk in front of their business. Currently our ordinance allows alcohol to be served in a designated area but only if accompanied by food. The proposed change would permit a business to use the sidewalk in front of their building- as prescribed by the ordinance- for any use the business is permitted to use its building.

He told Council the request stemmed from a recent business outreach meeting as Southern Charm Winery requested help from Business & Community Development to permit their patrons to enjoy being served a glass of wine in a sidewalk café in front of their business.

Council noted two key points regarding the proposed ordinance; (1) that it would not allow any business in downtown to serve alcohol without proper permitting from the Alcohol Beverage Control. (2) That Southern Charm Winery would be the only business affected at this time.

City Attorney TJ Wilson said a zoning compliance form would have to be submitted with any permit requests to Alcohol Law Enforcement (ALE), so no business would be allowed to sell on street without the proper permitting.

Several citizens spoke regarding this request. Those who spoke in favor of the request were; Dwight Ramseur, Chris Goodson, Danielle Rhodes, Cindy Sherrill, Brooke Sherrill, John Anderson and Christine Poinsett.

Those speaking against the request were; Tom Hawk, Linda Auton, Dale Punch, and Robert Tomlinson. All expressed concerns lowering ordinance standards allowing the sale of alcohol without the food provision. They expressed concerns about the image drinking on the sidewalk may project for Lincoln.

REGULAR MEETING - FEBRUARY 6, 2014

After some discussion Councilman Cloninger made the motion unanimously approved to close the Public Hearing.

Councilman Eaddy made the motion unanimously approved to amend the ordinance as recommended by staff.

UPDATE FROM LINCOLNTON POLICE DEPARTMENT:

Rodney Jordan, Chief of Police, provided Council an overview on behalf of his department as to the services they provide to the citizens. He reviewed the personnel within the Police Department, thanking all staff and officers for the great job they do protecting and serving our community.

He reviewed the Police Activities report for 2013 noting there were 15,924 calls for service. 2,518 actual reportable crimes, 802 arrests made, 1110 citations issued and 744 motor vehicle crash reports. He compared these statistics to 2011 and 2012. Community service programs provided by the PD are the RUOK program, Adopt-A-Cop, School Resource Officer, Church Security, Personal Security, Business Alerts, Children' Library Readings, Boy Scout Talks, and unlocking vehicles for citizens who have locked there keys in their car.

Chief Jordan said the Police Department assisted with more than 30 planned special events in 2013 as well as numerous other events that did not fall under the special events category. He noted several recent changes adding a training facility, a Quartermaster Room where new officers can go through gently used uniforms and equipment, utilizing these items in an effort to save money. He said one challenge he faces is officer retention. Retention is more difficult since the City no longer provides family coverage to new hires. He concluded thanking the City and Mayor and Council for their continued support and funding for the department.

APPLICATIONS WERE RECEIVED FOR A VACANCY FOR THE HISTORIC PROPERTIES COMMISSION – ONE (1) VACANCY - TWO APPLICANTS – MR. WILLIAM STARK AND MS. ELLEN SHUFORD STONE (VACANCY DUE TO THE RESIGNATION OF BECKY BURKE):

(APPT-02-14)

Mayor Gilleland reviewed two applications that were received within the advertised timeframe for a vacancy to the Historic Properties Commission. Mr. Bill Stark and Mrs. Annette Stone both very qualified applicants submitted applications to serve on the HP Commission. Mayor Gilleland called for nominations from the two said applicants.

Councilman Hovis made the motion unanimously approved to appoint Mrs. Annette Stone to begin serving the unexpired term of Becky Burke on the Historic Properties Commission. Mrs. Stone will begin serving effective immediately

REGULAR MEETING - FEBRUARY 6, 2014

through December 2016. At that time Mrs. Stone would be eligible for appointment to a first three year term should Council elect to appoint her. The City Clerk was directed to notify both individuals of Council's decision expressing their appreciation for their interest in serving the City.

APPOINTMENT TO THE MPO BOARD – A CITY COUNCILMEMBER WHO WILL BE THE VOTING DELEGATE REPRESENTING LINCOLNTON:

(APPT-03-14)

Mayor Gilleland called for a volunteer from City Council to begin serving on the Metropolitan Planning Organization (MPO) as a delegate for Lincolnton. Councilman Eaddy agreed to serve if nominated. He would be the voting member for the City for this organization.

Councilman Rhyne made the motion unanimously approved to appoint Councilman Eaddy to the MPO. Planning Director Laura Simmons will also attend these meetings on behalf of the City. The City Clerk was directed to notify the appropriate MPO official of Dr. Eaddy's appointment.

CONSIDERATION OF CONTRACT BETWEEN THE CITY AND EAST COAST PYROTECHNICS FOR THE 2014 JULY 4TH CELEBRATION:

(C-01-14)

Jeff Emory, City Manager, reviewed a proposal from East Coast Pyrotechnics to provide the 2014 fireworks display for the City. There has been no increase in price from this company in several years. Jeff explained the City has had an excellent working relationship with the company and their technicians. He recommended Council approve the contract as proposed.

Councilman Rhyne made the motion unanimously approved to enter into the contract with East Coast Pyrotechnics for the 2014 Fireworks Display for the City of Lincolnton in the amount of \$ 10,000. The City Clerk will execute the contract and forward a copy to East Coast.

REGULAR MEETING - FEBRUARY 6, 2014

RESOLUTION SUPPORTING TRAIL GRANT APPLICATION:

(R-05-14)

Jeff Emory, City Manager, reviewed the following proposed resolution:

**RESOLUTION IN SUPPORT OF APPLICATION FROM WANDERING AROUND
LINCOLN COUNTY (WALC) FOR TIMKEN GRANT
FOR CAROLINA THREAD TRAIL**

WHEREAS, the Carolina Thread Trail is a regional trail network that will eventually reach 15 counties and over 2 million people, preserve the region's natural areas and provide opportunities for the exploration of nature, culture, science and history; and

WHEREAS, Wandering Around Lincoln County (WALC) is a group of community advocates dedicated to the establishment and construction of those sections of the Carolina Thread Trail network located within the boundaries of Lincoln County; and

WHEREAS, WALC has designated six sections of the planned Carolina Thread Trail network as its top priorities; and

WHEREAS, WALC's Priority One for Lincoln County is the construction of a 2.4 mile segment of the South Fork Cross County Trail which will include a bridge across the South Fork River; and

WHEREAS, despite being one of the smallest and less densely populated counties of the 15- county Carolina Tread Trail region, Lincoln County has been in the forefront of the planning process and when the South Fork Cross County Trail is completed, Lincoln County will have approximately 8 miles of trail on the ground which represents 11% of its total planned goal; and

WHEREAS, the Lincoln County Thread Trail project provides an opportunity for Timken to sponsor this particular section of the trail and bridge with signage for maximum visibility; and

WHEREAS, WALC is requesting a \$200,000 grant from the Timken Foundation for construction of this 2.4 mile section of the South Fork Cross County Trail;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lincolnton, North Carolina that it supports WALC's application to the Timken Foundation for grant funding for the South Fork Cross County Trail segment.

Adopted this 6th day of February, 2014.

Councilman Eaddy made the motion unanimously approved to adopt the resolution as presented and to forward a copy to the Timken Foundation.

REGULAR MEETING - FEBRUARY 6, 2014

PROPOSAL FROM PEASE AND ASSOCIATES REGARDING BOD (BIOCHEMICAL OXYGEN DEMAND) LIMITS AT THE WASTEWATER TREATMENT PLANT:

Jeff Emory, City Manager and Steve Peeler, Director of PW&U reviewed a quote for a study to determine the cost to increase BOD limits for area industrial users that are currently or could become sewer customers of the City.

The City Manager and Mr. Peeler both reiterated to Council that while they feel we need a plan for the future should a industry increase usage or consider locating within the corporate limits, there is no immediate demand for a study. In the proposed scope of work, a study would be completed determining the maximum biological and hydraulic capacity of the City's existing Wastewater Treatment Plant based on historical loading values over the past five years. Work would also be done to optimize the City's existing pretreatment program. The total cost for a study to be completed from Pease and Associates was \$ 18,300.00, and could be completed by April 1st if approved.

The City Manager said there are no current funds budgeted for this study so a budget amendment would be necessary. Funds would have to be expended from the Water and Sewer Fund. Mr. Emory and Mr. Peeler both felt Pease and Associates, who designed the Wastewater Treatment Plant upgrade, would be the best engineering firm to provide a study as they would know the workings of the plant.

After some discussion, Council directed the City Manager to get several quotes for completion of a study and report his findings at our March City Council meeting.

UPDATE ON THE PROPOSED INTERSECTION PROJECT – GENERALS BLVD AND EAST MAIN STREET:

Laura Simmons, Planning Director, told Council that staff is continuing to work with NCDOT on this project. They have been discussing the possibility of a City/State partnership on the project in which the City and the State pool their resources to allow for a more comprehensive project that works for both the City and the State.

Several options have been discussed, one which could include a complete resurfacing of the intersection, additional southbound left turn lane on Generals Blvd which provide for more efficient traffic flow, and as well as installation of medians for safety reasons.

Laura concluded saying, "There are still many details that need to be discussed and finalized and any conceptual agreement or formal agreement between the City and the State would be subject to City Council approval. Laura will continue to keep Council abreast of the status of this project.

REGULAR MEETING - FEBRUARY 6, 2014

MONTHLY FINANCIAL/ OVERTIME REPORT:

Jeff Emory, City Manager, gave a brief review of the City's current finances and monthly overtime report. He noted the report provided from Finance was as of December 2013 and we are at the half way point for this fiscal year.

Jeff said while the General Fund balance is up from last year, he still remains concerned about the Water and Sewer Fund as this fund is \$ 347,000 to the negative as compared to last year and \$ \$ 33,884.17 to the positive compared to last year in the Electric Fund.

A copy of the report for each month is maintained in the Finance Directors office and can be obtained for review.

PUBLIC COMMENT:

Mr. Dale Punch spoke to Council regarding Medal of Honor Recipient Ty Carter coming to Lincolnton on Friday, May 23rd. Plans are ongoing for the event but Mr. Carter will be at the Lincoln Cultural Center at 9:00 am for the event and he would like for Mayor and Council to attend if possible. Invitations will follow by mail closer to the date.

Mr. Robert Tomlinson spoke thanking the Fire and Police Chief along with Mr. Peeler and other City workers for the great job performed during the recent snow storm. He referenced a letter to the editor that appeared in the Lincoln Times News formally thanking everyone for their service. He expressed concerns about Mr. Brad Guth's, B&CD Director, attendance at City Council meetings. The City Manager replied that no department head is required to attend the meeting unless he ask them to attend, provided they have no part in the meeting or have to address and agenda item.

Mr. Steve Peeler, Director of PW&U, signed to speak but declined when called upon.

NEWS MEDIA:

There were no questions from the news media.

CLOSED SESSION:

Councilman Rhyne made the motion unanimously approved to enter into Closed Session in accordance with NCGS 143-318.11(a)(6) to discuss personnel.

Mayor Gilleland told those in attendance that Council would meet in the conference room for the closed session portion of their meeting. Others could stay seated in the Council Chambers. Councilman Eaddy was assigned to take the minutes of the Closed Session portion of the meeting.

REGULAR MEETING - FEBRUARY 6, 2014

Councilman Rhyne made the motion unanimously approved to return to Regular Session.

Mayor Gilleland reported there was no action taken in Closed Session.

ADJOURNMENT:

Councilman Cloninger made the motion unanimously approved to adjourn the meeting.

DONNA C. FLOWERS, CMC
CITY CLERK

JOHN O. GILLELAND, JR.
MAYOR

ITEM #

4

MEMO TO: Jeff Emory
Donna Flowers

FROM: Laura Simmons

SUBJECT: Agenda Packet for the March 6, 2014 City Council Meeting

DATE: February 25, 2014

CALLS TO PUBLIC HEARING

We have three items that need to be called to public hearing at the March City Council meeting as follows:

- CU-ZMA-1-2014- Application from The BTR Communities Group, LLC. requesting the conditional use rezoning of 9.77 acres of land from Planned Business (PB) to Conditional Use Residential Multi-Family (CU-RMF). The applicant wishes to construct a 56 unit residential multi-family development. The subject property is located on the west side of North Generals Blvd approximately 1000 feet north of the intersection of North Generals Blvd. and Tait Mill Road (Parcel ID 21103).
- ZTA-1-2014-Application from Radwan Yousef requesting an amendment to Section 153.113 of the Lincolnton Unified Development Ordinance to allow Hookah Cafes as a permitted use in the Central Business (CB) District.

ITEM #

5

MEMO TO: Mayor and City Council Members

FROM: Laura Simmons, Planning Director

THROUGH: Jeff Emory, City Manager

SUBJECT: Application from Lincolnton Business Center requesting a conditional use permit to use a portion of the existing warehouse property for a distillery in the General Manufacturing and Commercial (GMC) District.- CUP-2-2014

DATE: March 6, 2014

BACKGROUND

This application is a request for a conditional use permit to allow re-use of a portion of the Lincolnton Business Center for a distillery. The property is approximately 20.48 acres in size and is located on the south side of Motz Avenue across from Grier Street. The address is 315 Motz Avenue.

The applicant plans re-use of approximately 16,000 square feet of existing warehouse space located in the southern portion of the site. No additional buildings or driveways are planned. (See attached maps).

COMPLIANCE WITH CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS

Section 153.236 of the Lincolnton Unified Development Ordinance requires that conditional use permit applications contain specific terms and meet specific conditions. The application meets all the requirements of that section.

OTHER CONDITIONAL USE PERMIT REQUIREMENTS

Section 153.237 of the Lincolnton Unified Development Ordinance requires that the City Council make the following findings:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to plan, and
2. The use meets all required conditions and specifications, and
3. The use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity, and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be

located and will be in general conformity with the Lincolnton Land Use Plan and other plans for the physical development of the city as officially adopted by the City Council.

ADDITIONAL FINDINGS OF FACT REQUIRED FOR MANUFACTURING USES UNDER SECTION 153.238

5. The use will not overly impact the ability of the city to collect and/or treat any wastewater generated by the use or the ability of the city to treat and distribute any potable water needed by the use.
6. The use will not overly impact (impact beyond capacity) the system of streets serving the use or that improvements will be made to the streets in consort with the development of the use, the result of which will be adequate handling of the additional traffic generated.
7. Not only will the use meet the minimum screening requirements of this chapter, but also that such additional screening will be installed, as necessitated by the visual characteristics of the particular use, that the use will be screened from view of adjoining residential districts, or that the nature of the topography makes the screening from distant view from such residential areas impossible and that other measures such as heavy on-site landscaping will be taken to lessen any near or distant visual impacts.

COMPLIANCE WITH SECTION 153.237

1. It does not appear that the use will endanger the public health or safety.
2. The proposed use meets all required conditions and specifications.
3. The use does not appear to be one that will have any negative impacts on the value of adjoining or abutting properties.
4. The use is in conformity with the Lincolnton Land Use Plan in that the site is located within an Industrial planning area. The Land Use Plan encourages adaptive reuse of older manufacturing buildings for both manufacturing and other compatible non-industrial uses. The use conforms to the Land Use Plan and should be in harmony with the area in which it is to be located.

COMPLIANCE WITH SECTION 153.238

5. Public Works staff has assessed the anticipated water usage as well as the impact on wastewater treatment capacity and indicates there should be no negative impacts to the system.

6. The site is located on a minor thoroughfare with excess traffic capacity. No negative impacts to the street system are anticipated.
7. No additional screening is required under the Ordinance.

STAFF REVIEW COMMITTEE COMMENTS

The Staff Review Committee had the following comments:

1. The use must conform to State building and fire codes.
2. The use must comply with the City of Lincolnton water and sewer ordinances.
3. No outdoor storage permitted between the buildings and Motz Avenue and any outdoor storage must be screened from view from abutting properties.
4. The use must comply with all applicable state ABC regulations including those controlling consumer tasting events.

PLANNING BOARD AND STAFF RECOMMENDATION

Planning Board and Staff recommend approval of the conditional use permit subject to the Staff Review Committee conditions.

Scale: 1 Inch = 415 Feet

LINCOLN COUNTY

GIS

Wed Jan 29 11:31:27 EST 2014



Map Features	Right-of-Ways	Parcels	ETJ
Road Easement	Roads	Private Roads	Town of Maiden
Conflict Line	Railroads	City Jurisdictions	Lake Norman
Major Rivers, Creeks (cont)	Public Walkway	City of Lincoln (cont)	2010 State Ortho
Creeks			
Interior Lot Line			
Drainage Easement			
Utility Easement			

Lincoln County and its mapping contractors assume no legal responsibility for the information contained on this map. This map is not to be used for land conveyance. The map is based on NC State Plane Coordinate System 1983 NAD. Lincoln County, NC Office of the Tax Administrator, GIS Division

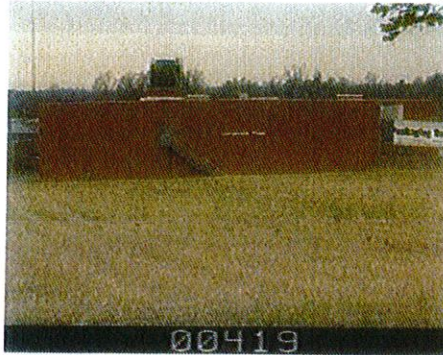
LINCOLN COUNTY IMPROVEMENT PHOTOS

PIN 3623-70-7306

1/29/2014



00419



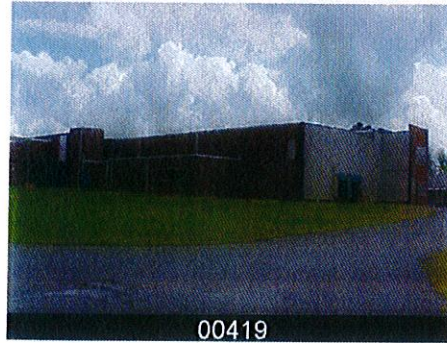
00419



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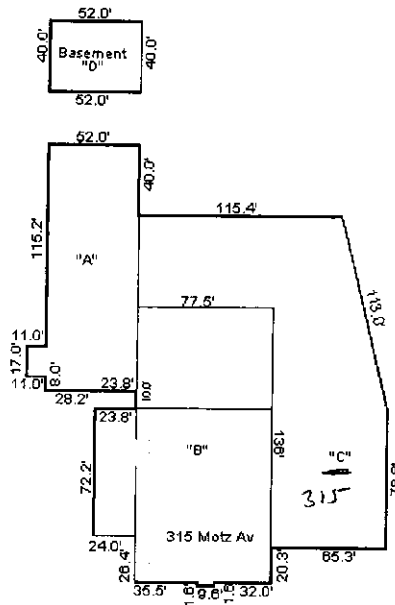


00419

All values are for tax year 2013.

Parcel ID	00419	Deed	999-310	Improvement	Area	Basement	Year Built	Value
PIN	3623-70-7306	Sale Date	7/22/1997					
Account	0123813	Sale Price	\$600,000	#1	(2) OFFICE/WAREHOUSE	82469	0	
Owner	CARMICHAEL CORWIN	Land Value	\$232,754	Market Value				\$297,258
Mailing	18723 VINEYWARD	Total Value	\$973,739	#11	BUSINESS CENTER	27275	0	
Address	POINT LN	Deed Acres	0	Market Value				\$294,497
Description	CORNELIUS NC 28031	Tax Acres	20.48	#9	WAREHOUSE/PICKER ROOM	35200	0	
Address	OLD BURLINGTON PLANT	Zoning	GMC	Market Value				\$108,800
Township	311 15 MOTZ AV	Fire District	CITY OF LINCOLNTON	#3	ASPHALT PAVING	60000	0	
	LINCOLNTON			Market Value				\$30,375
				#4	FENCE W/ BARB WIRE 6' HI	1880	0	
				Market Value				\$6,345
				#5	RAILROAD SIDING	150	0	
				Market Value				\$3,417
				#13	PUMP HOUSE	180	0	
				Market Value				\$293

Building Sketch



Comments:

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GBAL	315 Motz Av	36163.2	36163.2
BSMT	Basement	2080.0	2080.0
Net BUILDING Area		(Rounded)	36163

BUILDING AREA BREAKDOWN		
Breakdown	Subtotals	
315 Motz Av	1.6 x 9.6	15.4
0.5 x	27.2 x 109.7	1491.9
	109.7 x 115.4	12659.4
	72.2 x 166.4	12014.1
	0.5 x 142.6	71.3
	26.4 x 77.1	2035.4
	6.1 x 65.3	398.3
	11.0 x 17.0	187.0
	52.0 x 140.2	7290.4
9 Items	(Rounded)	36163

ITEM #

6

MEMO TO: Mayor and City Council Members

FROM: Laura Simmons, Planning Director

THROUGH: Jeff Emory, City Manager

SUBJECT: Conditional Use Permit Application from Skygroup Carolinas, LLC (CUP-3-14)

DATE: March 6, 2014

SITE AND AREA DESCRIPTION

Skygroup Carolinas, LLC is requesting a conditional use permit to construct a new urgent care medical office building on property located at the southeast corner of U.S. Highway 321 and East Main Street. (See attached maps).

The property is zoned Planned Business (PB) and Special Highway Overlay (SHO) districts.

The property is bounded by East Main Street to the north, vacant property to the east, CSX Railroad to the south, and U.S. Highway 321 to the west.

PROPOSED SITE PLAN

The site plan proposes a new urgent care medical office building of approximately 5,000 square feet to be accessed off of a newly created access point to East Main Street. The new building will be one story in height and have parking for 27 vehicles.

COMPLIANCE WITH CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS

Section 153.236 of the UDO requires that a conditional use permit application contain specific terms and meet specific requirements. The site plans needs to be updated to show the following information:

1. Parking schedule and Parking Lot Dimensions
2. Detailed Landscaping plan.
3. Utility information (water, sewer, etc..)
4. Water Supply Watershed impervious surface amounts (70% maximum unless disturbing less than one acre of land).

5. Detailed information regarding signage must be submitted.

OTHER CONDITIONAL USE PERMIT REQUIREMENTS

Section 153.237 of the Unified Development Ordinance requires that four findings be determined by City Council. They are as follows:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to plan, and
2. The use meets all required conditions and specifications, and
3. The use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity, and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Lincolnton Land Use Plan and other plans for the physical development of the City as officially adopted by the City Council.

COMPLIANCE WITH ORDINANCE

1. It does not appear that the use will endanger the public health or safety.
2. The use meets all required conditions and specifications with the exception of those items listed above.
3. It does not appear that the use will substantially injure the value of adjoining or abutting property.
4. The use, if approved, should be in harmony with the area.

STAFF REVIEW COMMITTEE

The Staff Review Committee made the following comments:

- (1) Additional screening must be placed between U.S. Highway 321 and the parking lot. Additional screening must meet minimum screening requirements of the Unified Development Ordinance.
- (2) Erosion control plans must be submitted to and approved by Lincoln County.
- (3) Building plans must be approved by Lincoln County Inspections and the City Fire Marshal prior to development of the site.

- (4) A subdivision plan must be submitted and approved prior to development.
- (5) NCDOT driveway permit must be reviewed and approved by the NCDOT prior to development.
- (6) Utility plans must be coordinated with and approved by the Public Works and Utilities Department prior to development.
- (7) Building must be located within 500 feet of a fire hydrant. The installation of a new fire hydrant will be the responsibility of the developer.

PLANNING BOARD AND STAFF RECOMMENDATION

Planning Board and Staff recommend approval of the conditional use permit subject to all requirements of the UDO and the Staff Review Committee comments.

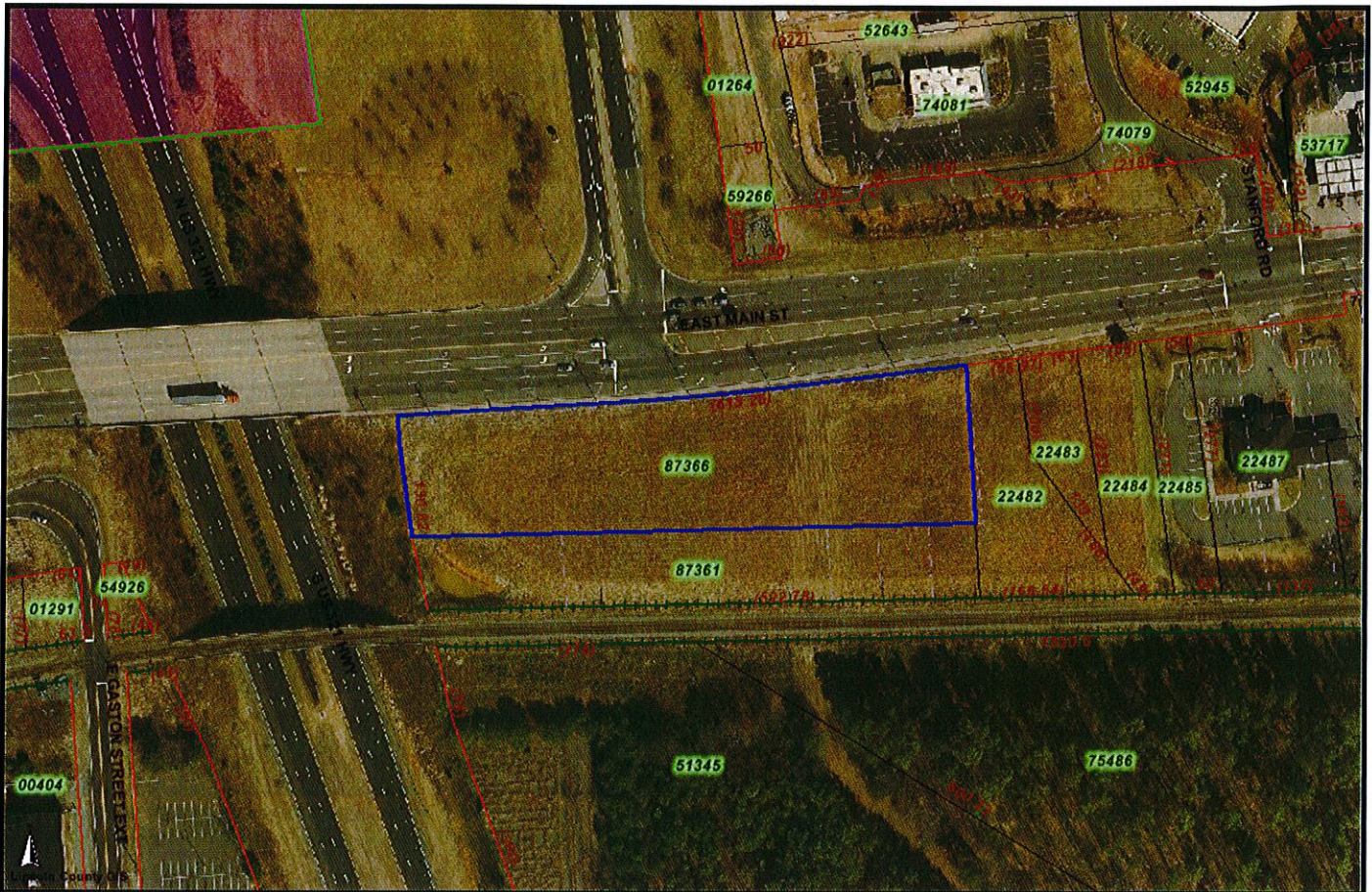


Lincoln County, NC

Office of the Tax Administrator, GIS Mapping Division

Lincoln County and its mapping contractors assume no legal responsibility for the information contained on this map. This map is not to be used for land conveyance. The map is based on NC State Plane Coordinate System 1983 NAD.

Date: 2/11/2014 Scale: 1 Inch = 200 Feet



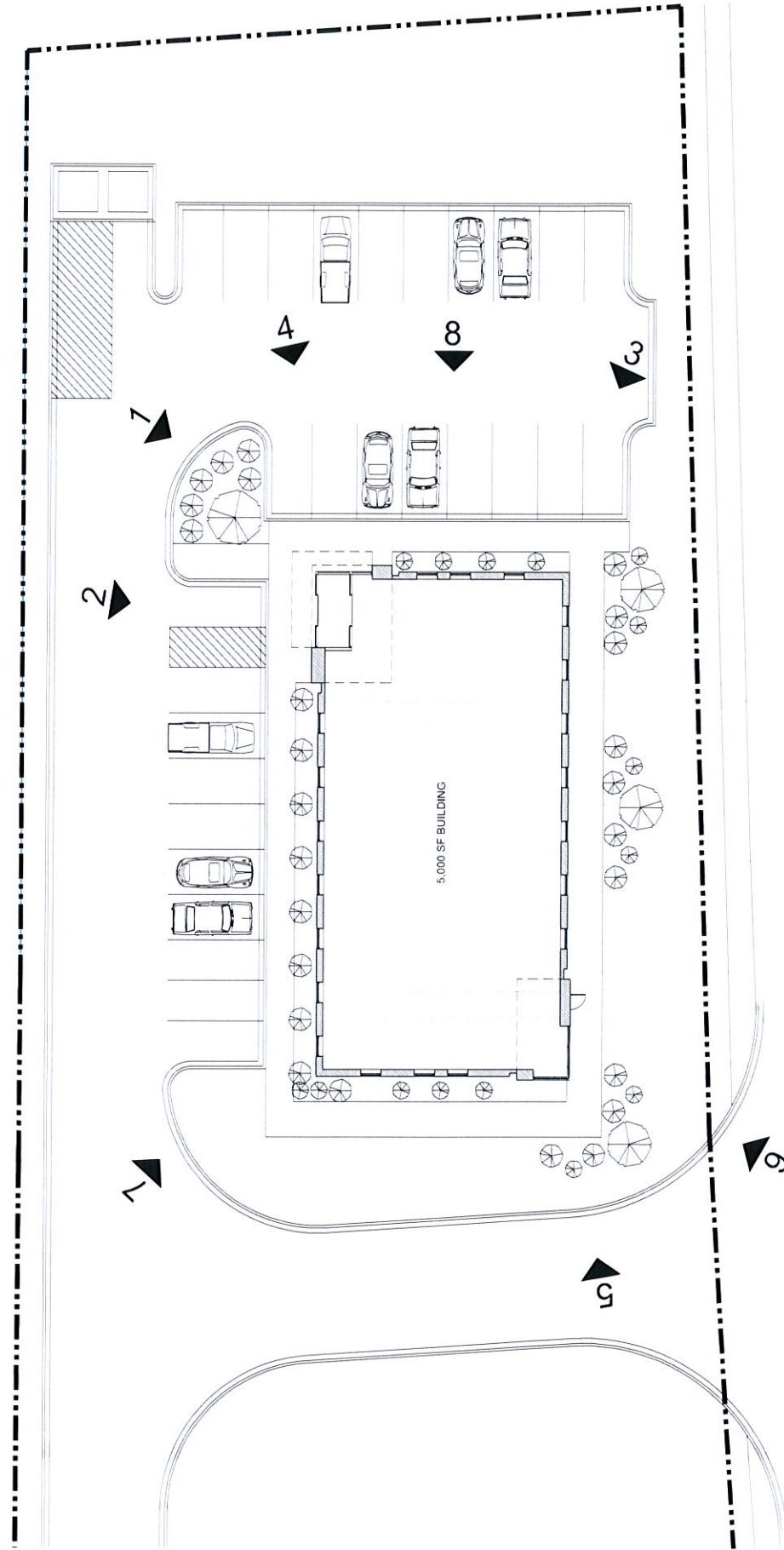
PHOTOS



Photo Not Available

PARCEL INFORMATION FOR 3633-66-9139

Parcel ID	87366	Owner	BOYD WILLIAM GLENN	
Map	3633-11	Mailing	1122 GENERAL HOKE DR	
Account	06686	Address	PO BOX 762	
			LINCOLNTON NC 28093-0762	
Deed	1211-152	Recorded	12/21/2000	Sale Price 0
Land Value	\$272,880	Total Value	\$272,880	Previous Parcel 50047
----- All values are for tax year 2014. -----				
Description	FRON NC DEPT OF TRANS			Deed Acres 0
Address	EAST MAIN ST			Tax Acres 2.03
Township	LINCOLNTON			CITY OF LINCOLNTON
Improvement	No Improvements			
Zoning	Calculated	Voting Precinct	Calculated Acres	
District	Acres	BOGER CITY (BC13)	2.03	
P-B CU	2.03			
Watershed Class		Sewer District		
WS-IVP	2.03	Not in the sewer district	2.03	
2000 Census County		Tract	Block	
37109		070200	1020	2.03
Flood	Zone Description	Panel		
X	NO FLOOD HAZARD	3710363300	2.03	

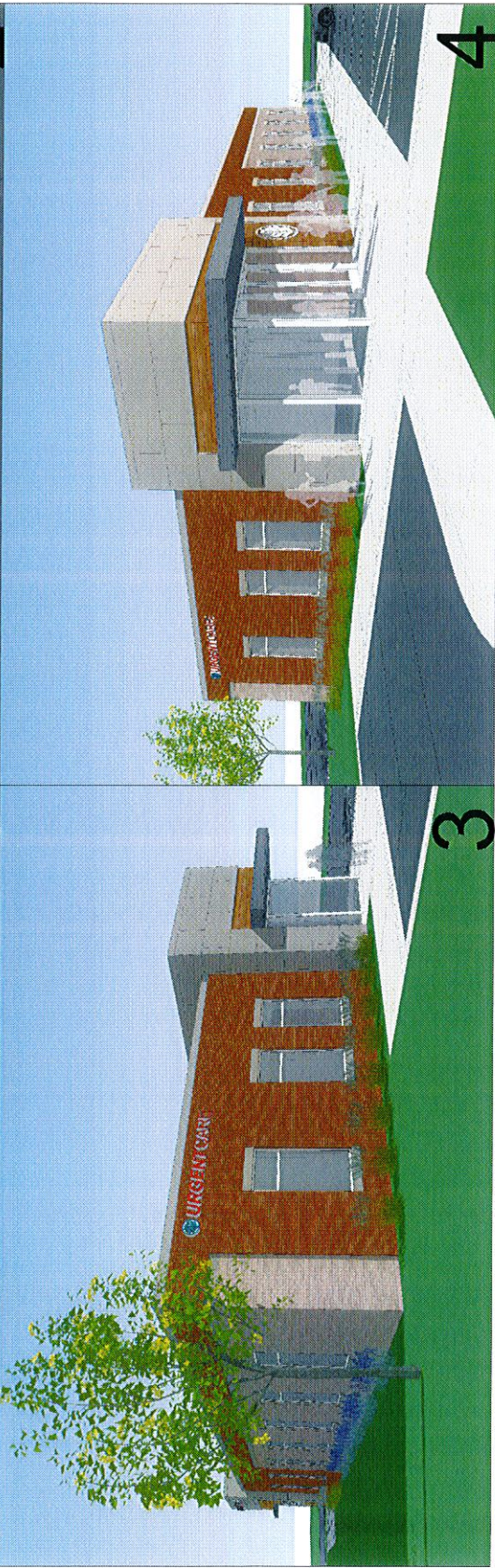
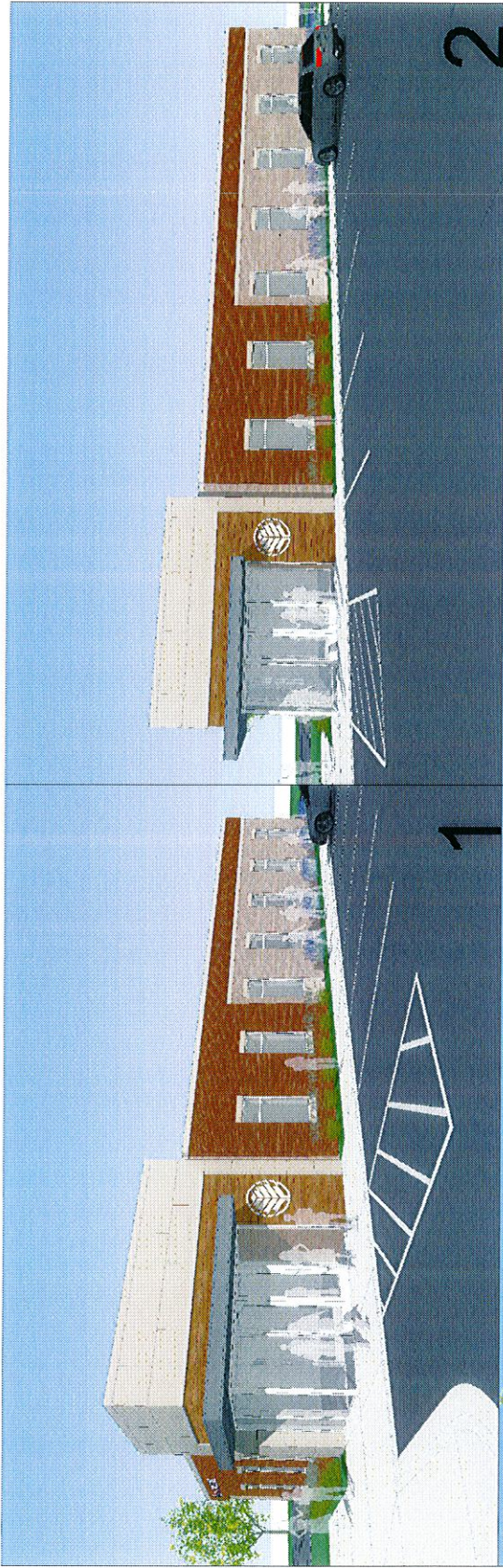


Carolina's HealthCare System

LINCOLNTON URGENT CARE

PROPOSED SITE PLAN
07 NOV 2013 SCALE 1" = 20'-0"

LS3P

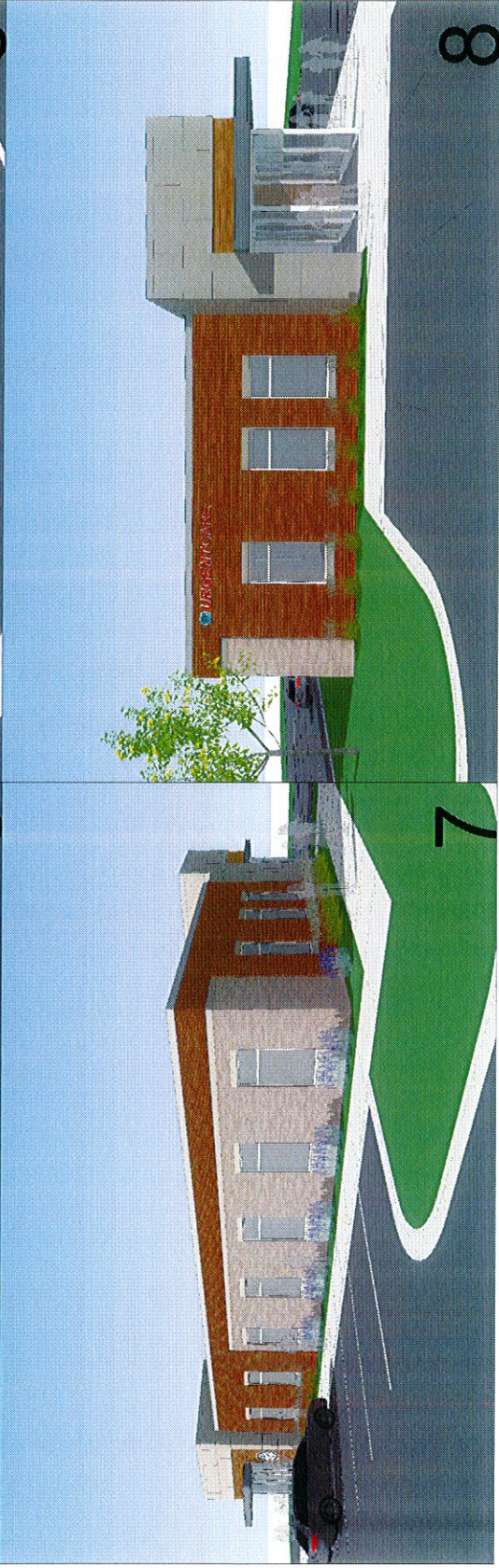
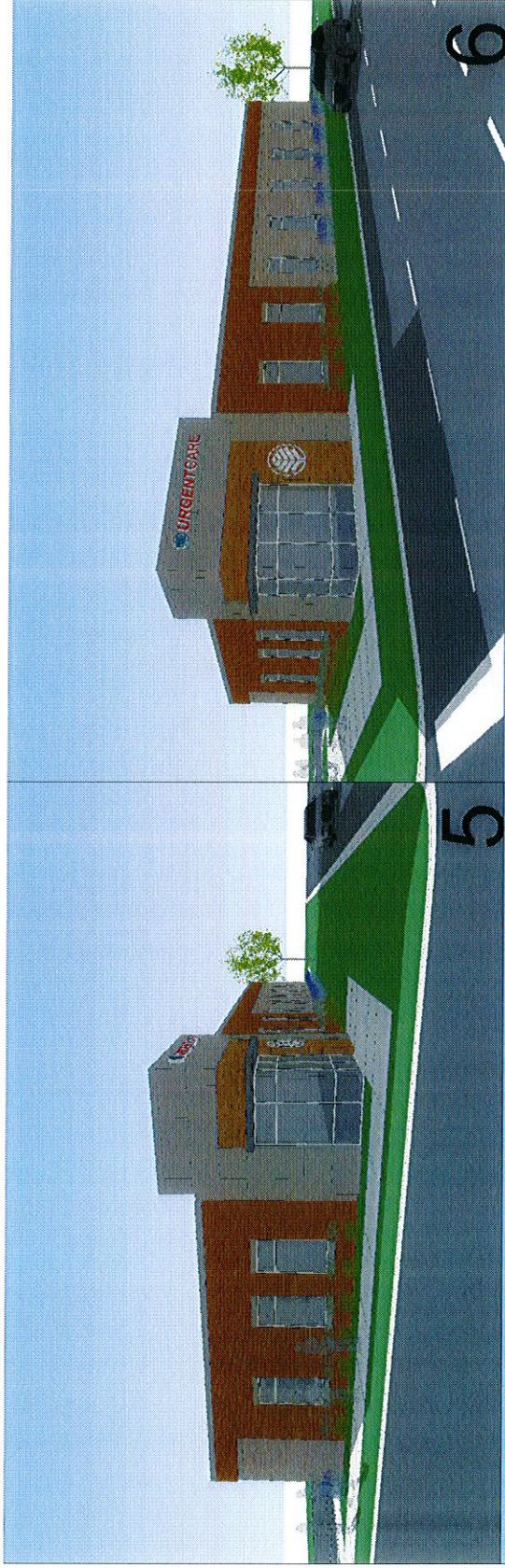


Carolina's HealthCare System

LINCOLNTON URGENT CARE

PROPOSED RENDERING
07 NOV 2013 SCALE
N.T.S.

LS3P



Carolina's HealthCare System

LINCOLNTON URGENT CARE

07 NOV 2013 SCALE N.T.S.
PROPOSED RENDERING

LS3P



design resource group

- landscape architecture
- civil engineering
- urban design
- land planning
- traffic engineering
- transportation planning

2400 Westchester Boulevard, Suite 200
Charlotte, NC 28203
704.366.1000
www.drg.com

LINCOLN TON US 321 TIA

LINCOLN, NC



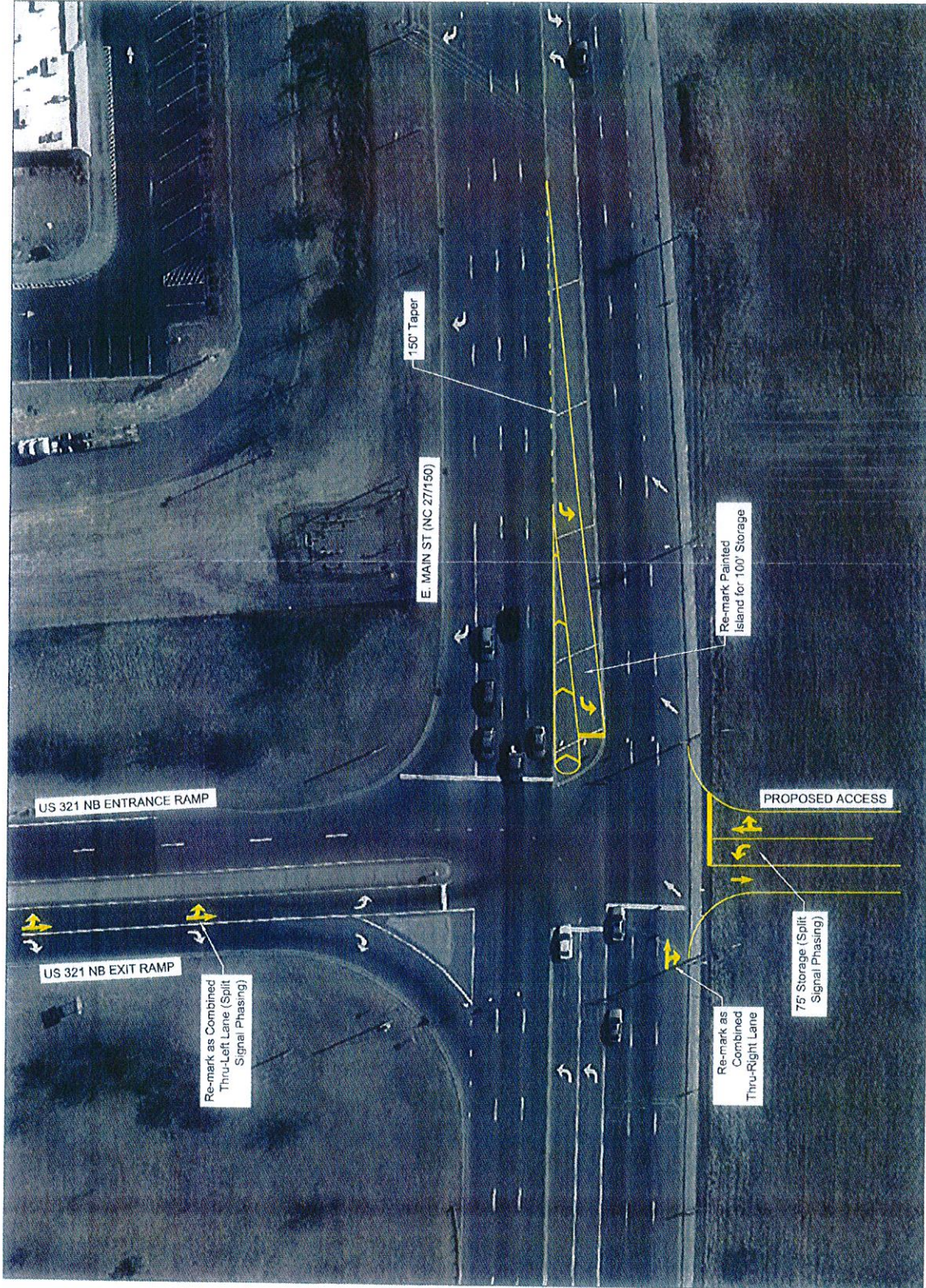
PROJECT # 407-001
DATE: 10/13/17
BY: RVS

CONCEPTUAL IMPROVEMENTS

NOVEMBER 2017

REVISIONS
1. 0A

Figure 8



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ITEM #

7

ITEM #

8

CITY OF LINCOLNTON

CITY COUNCIL

John O. Gilleland, Jr., Mayor
 Larry Mac Hovis, Mayor Pro-Tem
 Devin Rhyne
 Martin A. Eaddy
 John L. Cloninger



CITY MANAGER

JEFF EMORY
 jeffemory@ci.lincolnton.nc.us

CITY CLERK

DONNA C. FLOWERS, CMC
 donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

THOMAS J. WILSON, JR.

BA-01-14

BE IT ORDAINED by the Governing Board of the City of Lincolnton, North Carolina, that the following amendment be made to the Annual Budget Ordinance for the fiscal year ending June 30, 2014.

Section 1: To amend the General Fund, the revenues and expenditures are to be changed as follows:

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT/ACCOUNT DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
	<u>Solid Waste Fees (From \$5 to no fees)</u>		
10-00-3470-400	Solid Waste fees-Revenue	237,500.00	
10-00-3991-900	Appropriation from Fund Balance		237,500.00
	Net effect to budget is zero		
	<u>CMAQ Grant-East Main St & Generals Blvd.</u>		
10-00-3315-300	State Grants-Revenue	465,000.00	
10-00-3991-900	Appropriation from Fund Balance	116,250.00	
10-40-4910-500	Planning & Zoning-Capital Expense		581,250.00
	Net effect to budget is decrease of (\$ 581,250)		
	<u>Flood-Insurance Proceeds of \$ 185K for Recreation</u>		
10-00-3840-800	Miscellaneous-Other Revenue		185,000.00
10-80-6100-351	Recreation-Building Maintenance	26,993.00	
10-80-6100-359	Recreation-Parks & Trail Maintenance	36,469.00	
10-80-6100-500	Recreation-Capital Expense	121,538.00	
	Net effect to budget is increase of \$ 185,000		
	<u>Unemployment Insurance (UI) Fund & HVAC-Council Chambers</u>		
10-00-3991-900	Appropriation from Fund Balance		53,000.00
10-00-4280-185	General Expense-Unemployment Insurance	44,000.00	
10-00-4280-500	General Expense-Capital Expense	9,000.00	
	Net effect to budget is increase of \$ 53,000		
		<u>1,056,750.00</u>	<u>1,056,750.00</u>

This will result in a \$ 343,250 decrease in the expenditures and revenues of the General Fund.

Section 2:: To amend the Water and Sewer Fund, the revenues and expenditures are to be changed as follows:

<u>ACCOUNT NUMBER</u>	<u>DEPARTMENT/ACCOUNT DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
	<u>Flood Insurance Proceeds of \$ 40K for Water & Sewer Fund</u>		
61-91-3839-800	Miscellaneous-Other Revenue		40,000.00
61-91-3991-900	Appropriation from Fund Balance		305,000.00
61-91-7110-500	Distribution & Collections-Capital Expense	345,000.00	
	Three Lift Stations have to be replaced:		
	Betty Ross Station \$103,000		
	Generator \$70,000		
	Rhyne's Mill \$140,000		
	Hwy 150 Southfork \$32,000		
	Net effect to budget is increase of \$ 345,000		
		<u>345,000.00</u>	<u>345,000.00</u>

This will result in a net increase of \$ 345,000 in the revenues and expenditures of the Water & Sewer Fund.

Section 3: Copies of these budget amendments shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Director for their direction.

Adopted this 6th day of March, 2014.

Donna C. Flowers, MMC
City Clerk

John O. Gilleland, Jr.
Mayor

ITEM #

9

Memorandum

To: Jeff Emory
From: Brad J. Guth
Date: February 28, 2014
Re: Main Street Solutions Fund

The Department of Commerce established a reimbursable matching grant program available for active North Carolina Main Street Communities called the Main Street Solutions Fund [MSSF]. The purpose of the MSSF is to provide maximum support to small businesses in designated North Carolina Main Street communities. The grants will be used to assist with efforts to revitalize downtowns by creating jobs, funding infrastructure improvements and rehabilitating buildings.

We would like to apply for these funds on behalf of two local projects Farmer Baker Sausage Maker and Court Street Grille.

Main Street communities can apply for a MSSF grant up to \$200,000 with a match of a minimum of two non-state dollars (\$2.00) for every one dollar (\$1.00) provided by the state from the MSSF.

Eligible grants are calculated based on the following formula: Applicants may apply for a maximum of \$25,000 per full-time permanent job retained or created per business. In order for a community to receive \$200,000 in grants funds, they must:

- 1) Retain or create 8 full-time permanent jobs in the businesses that will directly benefit from the funding AND
- 2) Commit \$400,000 in non-state or federal funding to match the grant award AND
- 3) Spur private investment

The required match in Lincolnton's structure would be provided by the two businesses benefiting from the grant Farmer Baker Sausage Maker and Court Street Grille. No local government funds will be a part of the match.

Main Street Solutions Funds proposals are accepted on a first come-first serve basis. All applicants must attend a required information workshop. Applications will be accepted until all funds are exhausted.

The application must contain an original signature of the chief elected official, the signature of the Chair of the Downtown Development Association AND the signature of the CEO/CFO of all small businesses that will directly benefit from these funds.

The local government grant recipient must prepare and file an annual written progress report to the North Carolina Main Street Center prior to July 1 of each year AND quarterly progress reports to the North Carolina Main Street Center prior to October 15, January 15 and April 15 of each year

Each application is scored competitively on criteria derived from statutory, regulatory and policy considerations. Ratings are based on general review criteria, performance and timeliness, and application response and materials received as a result of these guidelines.

CITY OF LINCOLNTON

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CITY ATTORNEY

THOMAS J. WILSON, JR.

**RESOLUTION
AUTHORIZING MAYOR TO SUBMIT
A NORTH CAROLINA MAIN STREET SOLUTIONS FUND APPLICATION
(R-05-14)**

WHEREAS, the City of Lincolnton's Council has previously indicated its desire to assist in economic development efforts within the City; and,

WHEREAS, the Council heard at its regular meeting on the 7th day of March, 2014 concerning the proposed application for a North Carolina Main Street Solutions Fund Grant; and,

WHEREAS, the Council recognizes the benefit to the community by providing employment opportunities and adaptive reuse of existing downtown buildings,

WHEREAS, the Council wishes the City to pursue a formal application for a North Carolina Main Street Solutions Fund Grant to benefit Farmer Baker Sausage Maker and Court Street Grille,

WHEREAS, the Council certifies it will meet all applicable federal regulatory and statutory requirements,

NOW, THEREFORE BE IT RESOLVED, by the City Council that the City of Lincolnton Mayor is authorized to submit a formal application for up to \$200,000, to the North Carolina Main Street Program for approval of a North Carolina Main Street Solution Fund Grant.

Adopted this the 6th day of March, 2014.

**JOHN O. GILLELAND, JR.
MAYOR**

ATTEST:

**DONNA C. FLOWERS, MMC
CITY CLERK**



North Carolina
Main Street

NORTH CAROLINA MAIN STREET SOLUTIONS FUND OPERATING GUIDELINES (2010-2011 Guidelines used for OPEN ROUND)

I. FUND

A fund to be known as the Main Street Solutions Fund (the “Fund”) is established in the Department of Commerce (the “Department”) through N.C. Gen. Stat. § 143B-472.35 (the “Act”). This Fund shall be administered by the Department of Commerce. The Department of Commerce shall be responsible for receipt and disbursement of all funds as provided in the legislative language and in these guidelines.

The Main Street Solutions Fund is a reimbursable, matching grant program. The Department of Commerce and the North Carolina Main Street Center are authorized to award grants from the Main Street Solutions Fund totaling not more than two-hundred thousand dollars (\$200,000) to each eligible local government. Funds from eligible local governments, main street organizations, downtown organizations, downtown economic development organizations, and sources other than the state or federal government must be committed to match the amount of any grant from the Main Street Solutions Fund on a basis of a minimum of two non-state dollars (\$2.00) for every one dollar (\$1.00) provided by the State from the Main Street Solutions Fund.

Only limited funds remain available.

II. PURPOSE OF THE PROGRAM

The Program’s purpose is to provide economic development planning assistance and coordinated grant support to designated micropolitans located in Tier 2 and 3 counties and to active North Carolina Main Street communities. To achieve the purposes of the program, the North Carolina Main Street Center has developed criteria for community participation and shall provide technical assistance and strategic planning support to eligible local governments. Local governments, in collaboration with a main street organization, downtown organization, or downtown economic development organization, and the small businesses that will directly benefit from these funds, may apply for grants from the Main Street Solutions Fund.

The Program is intended to strengthen the local economy and its role as a regional growth and employment hub. This is accomplished by leveraging the state’s resources for small business development, spurring private investment, and providing economic development planning assistance and coordinated grant support.

The goals of this Program are:

- To provide direct financial benefit to small businesses.
- To retain and create jobs in association with small business.
- To spur private investment in association with small business.

III. ELIGIBLE APPLICANTS

Monies in the Fund shall be available to designated micropolitans located in Tier 2 and Tier 3 counties and to active North Carolina Main Street communities, including communities in a Tier 1, 2 or 3 county that have been selected by the Department to participate in the Main Street Program or the Small Town Main Street Program and that have met the reporting and eligibility requirements of the respective program by the last working day of July of the current fiscal year. Newly designated Main Street and Small Town Main Street Programs are eligible to apply and must meet the reporting and eligibility requirement of the respective program by the last working day of July of the next fiscal year. Any community that is awarded funds but does not meet the annual reporting and eligibility requirements for its program by the publicized deadline for each year in which the community has an open grant acknowledges that the Department can rescind its grant and that the Department can require repayment of any funds already paid. For purposes of these guidelines, a micropolitan is a geographic entity containing an urban core and having a population of between 10,000 and 50,000 people, according to the most recent federal decennial census (2010).

Eligible communities must meet at least ONE of the following designations:

- a. Designated as a micropolitan in Tier 2 and 3 counties OR
- b. Designated as an ACTIVE North Carolina Main Street community in Tier 1, 2 or 3 counties OR
- c. Designated as an ACTIVE Small Town Main Street community in Tier 1, 2 or 3 counties.

In addition, the final list of eligible communities is determined by attendance at a required Main Street Solutions Information Workshop. At least one representative from either the public or the private sector from each community MUST attend one of the mandatory workshops offered within the last two years, in order to be eligible to submit an application for the Main Street Solutions Fund. Applicants already receiving funds from the 2010-2011 Main Street Solutions Fund are eligible to apply for additional funds if their original grant award was under the maximum amount of \$200,000 per community. If a community has an active grant open and has been awarded the maximum in grants funds, then the community is not eligible to apply for additional funds.

Municipalities are the proper legal applicants for money from the Main Street Solutions Fund. If a local Main Street organization, downtown organization, or local downtown economic development organization exists within the municipality, the municipality must submit the application jointly with the organization AND the small businesses that will directly benefit from these funds. The Main Street organization, downtown organization or downtown economic development organization may develop and propose projects to the city, which in turn may submit applications on their behalf. In addition, a small business owner, private property owner or developer may develop and propose projects to the city, Main Street organization, downtown organization or downtown economic development organization, but the projects must support the communitywide vision and economic development goals for the community and must directly benefit small businesses

Conflict of Interest Policy:

Every Main Street Solutions Fund applicant, including joint applicants, shall file with its application copies of that applicant's policy addressing conflicts of interest that may arise involving the applicant's management employees and its members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the applicant's employees or members of its board or other governing body, from the applicant's disbursing of monies from the Fund, and shall include actions to be taken by the grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. Applicants that are municipalities should include the resolution or policy they have adopted pursuant to NCGS 160A-86. Applicants that are non-profit corporations should include any resolutions, charters or bylaws they have adopted addressing the conflict of interest provisions of NCGS 55A-8-31.

Additionally, every applicant should identify for the Department any conflicts of interest existing at the time of its application or up to and until the grant agreement is executed. Municipalities that are sole applicants should also inquire of any business or non-profit corporation with which they are coordinating the project(s) proposed in the application whether the businesses or non-profit corporations are aware of any such conflicts of interest. Finally, throughout the administration of any grant, each grant recipient has the duty to promptly inform Commerce of any conflict of interest in the administration of the grant of which it becomes aware.

IV. ELIGIBLE ACTIVITIES

Monies in the Fund shall be used for the following activities:

1) Downtown economic development initiatives that do any of the following:

- ✓ Encourage the development or redevelopment of traditional downtown areas by increasing the capacity for mixed-use centers of activity within the downtown core area. Funds may be used to support the rehabilitation of properties, utility infrastructure improvements, new construction, and the development or redevelopment of parking lots or facilities.
 - Projects must spur private investment.
 - Projects must provide direct benefit to small business retention, expansion or recruitment.
 - Projects must retain or create jobs in association with small business.
- ✓ Attract and leverage private sector investments and entrepreneurial growth in downtown areas through strategic planning efforts, market studies and downtown master plans.

- Projects must spur private investment.
 - Projects must provide direct benefit to small business retention, expansion or recruitment.
 - Projects must retain or create jobs in association with small business.
 - Projects must provide community education that builds a local entrepreneurial environment.
- ✓ Attract and stimulate the growth of business professionals and entrepreneurs within downtown core areas.
- Projects must spur private investment.
 - Projects must provide direct benefit to small business retention, expansion or recruitment.
 - Projects must retain or create jobs in association with small business.
 - Projects must provide community education that builds a local entrepreneurial environment.
- ✓ Establish a revolving loan program for private investment and small business assistance in downtown historic properties.
- Projects must spur private investment.
 - Projects must provide direct benefit to small business retention, expansion or recruitment.
 - Projects must retain or create jobs in association with small business.
 - Projects must foster long-term property improvements and/or provide operating capital with direct benefit to small businesses.
 - Projects must demonstrate business commitment to use funds at the time of application.
 - Managing entities must have extensive experience and must demonstrate and document previous success with a revolving loan program.
- ✓ Encourage public improvement projects that are necessary to create or stimulate private investment in the designated downtown area.
- Projects must spur private investment.
 - Projects must retain or create jobs in association with small business.
 - Projects must provide direct benefit to small business retention, expansion or recruitment
- 2) Historic Preservation initiatives outside the downtown core area:
- Projects must spur private investment.
 - Projects must enhance community economic development initiatives.
 - Projects must enhance small business retention, expansion and recruitment.
 - Projects must enhance community or regional job retention or creation in association with small business.
 - Projects must provide proof of historic designation at the time of application.
- 3) Public improvement and public infrastructure outside of the downtown core area.
- Projects must spur private investment.
 - Projects must demonstrate sound municipal planning.
 - Projects must provide support for community economic development initiatives.
 - Projects must provide direct benefit to small business retention, expansion and recruitment.
 - Projects must enhance community or regional job retention or creation in association with small business.
- 4) Interlocal small business economic development projects.
- Projects must spur private investment.
 - Projects must provide direct benefit to small business retention, expansion and recruitment.
 - Projects must retain or create community or regional job creation in association with small business.
 - Projects must enhance community or regional economic growth.

Applications will be accepted where funds will be used to develop new projects or for developing another phase of an existing project, within the context of the eligible activities. Funds are not eligible for projects that are currently under construction or underway.

V. DEFINITIONS

- 1) Active North Carolina Main Street Community – A community in a Tier 1, 2 or 3 County that has been selected by the Department of Commerce to participate in the Main Street Program or the Small Town Main Street Program and that meets the reporting and eligibility requirements of the respective Programs.
- 2) Tier 1, 2 or 3 Counties – North Carolina counties annually ranked by the Department of Commerce based upon the counties' economic well-being and assigned Tier designations. The 40 most distressed counties are designated as Tier 1, the next 40 as Tier 2 and the 20 least distressed as Tier 3.
- 3) Main Street Program - The program developed by the National Trust for Historic Preservation to promote downtown revitalization through economic development within the context of historic preservation. The Office of Urban Development, under the North Carolina Department of Commerce, Division of Community Assistance, is the designated agency to administer this program for North Carolina.
- 4) Small Town Main Street Program – A program based upon the Main Street Program, developed by the National Trust for Historic Preservation to promote downtown revitalization through economic development within the context of historic preservation. The purpose of the Small Town Main Street Program is to provide guidance to local communities that have a population of less than 7,500 and do not have a downtown manager.
- 5) Designated Micropolitan – A geographic entity containing an urban core and having a population of between 10,000 and 50,000 people, according to the most recent federal decennial census (2000).
- 6) Designated Downtown Area – A designated area within a community that is considered the primary, traditional downtown business district of its community.
- 7) Downtown Economic Development Organization – An agency that is part of a public-private partnership intended to develop and recruit business opportunities or to undertake economic development projects that will create jobs.
- 8) Downtown Organization – An agency that is part of a public-private partnership on the local level whose core mission is to revitalize the traditional downtown business district.
- 9) Eligible Local Government – A municipal government that is located in a designated micropolitan or an active North Carolina Main Street community.
- 10) Historic Properties – Properties that have been designated as historically significant by the National Register of Historic Places or a local historic properties commission.
- 11) National Register of Historic Places – The official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.
- 12) Local Historic Properties Commission – In North Carolina, the creation of such commissions is a local option authorized and governed by N.C.G.S. 160A-400.1-400.14, which enables local governing boards to establish commissions to study and recommend designation of local historic districts and landmarks. Commissions are appointed by the local governing board and operate in strict adherence to procedures and standards required by the enabling legislation.
- 13) Interlocal Small Business Economic Development Project – A project or a group of projects in a cluster of communities and counties or in a region that share a common economic development strategy for small business growth and job creation.
- 14) Mixed-Use Centers – Areas zoned and developed for a mix of uses, including retail, service, professional, governmental, institutional and residential.

- 15) **Main Street Organizations** – An agency working in public-private partnership on the local level, guided by a professional downtown manager, board of directors or revitalization committee, and charged with administering the local Main Street Program initiative and facilitating revitalization initiatives in the traditional downtown business district through appropriate design, promotion and economic restructuring activities.
- 16) **Main Street Center** – The North Carolina Main Street Center is located within the North Carolina Department of Commerce, Division of Community Assistance, Office of Urban Development, and shall receive applications and make decisions in respect to the Main Street Solutions Fund grant applications from eligible local governments.
- 17) **Private Investment** – A project or a group of projects in a designated area that will spur private investment and improve property. A project must be owned and maintained by the private entity and must provide a direct benefit to small businesses.
- 18) **Public Improvements and Public Infrastructure** – The improvement of property or infrastructure that is owned and maintained by a city or county.
- 19) **Revolving Loan Programs for Private Investment** – A property redevelopment or small business assistance fund that is administered on the local level and that may be used to stabilize or appropriately redevelop properties located in the downtown area in connection with private investment or that may be used to provide necessary operating capital for small business creation or expansion in connection with private investment in a downtown area.
- 20) **Operating Capital** – Capital that is available for the operations of a business.
- 21) **Small Business** - An independently owned and operated business with less than 100 employees and with annual revenues less than \$6 million.
- 22) **Program** – the Main Street Solutions Fund Program and the associated grant.
- 23) **Grant** – Monies awarded to eligible grantees for activities that carry out the specific purposes of the Program.

VI. GRANT AMOUNTS

The Main Street Solutions Fund is a reimbursable, matching grant program. The Department of Commerce and the North Carolina Main Street Center are authorized to award grants from the Main Street Solutions Fund totaling no more than a maximum of two-hundred thousand dollars, (\$200,000), to each eligible local government. The minimum grant that may be requested is twenty-five thousand dollars, (\$25,000). Funds from eligible local governments, main street organizations, downtown organizations or downtown economic development organizations and sources other than state or federal government must be committed to match the amount of any grant from the Main Street Solutions Fund on a basis of a minimum of two non-state/federal dollars (\$2.00) for every one dollar (\$1.00) provided by the State from the Main Street Solutions Fund.

Eligible grants are calculated based on the following formula: Applicants may apply for a maximum of \$25,000 per full-time permanent job retained or created per business. Part-time jobs may not be added together to equal a full-time job. The maximum grant award per community is \$200,000, therefore, in order for a community to receive \$200,000 in grants funds, they must:

- 1) Retain or create 8 full-time permanent jobs in the businesses that will directly benefit from the funding **AND**
- 2) Commit \$400,000 in non-state or federal funding to match the grant award **AND**
- 3) Spur private investment

If, in the performance of a particular Program, the requisite number of jobs are not created, the Department may choose to reduce the amount of the Grant available to the Grantee in an amount proportional to the level of non-performance (e.g., for a \$200,000 grant, if only 6 positions are created or retained, then the total grant may be reduced to \$150,000).

The grant match may constitute a combination of any of the following; local public or private funding which may include:

- Cash, **AND/OR**
- Local community grant, **AND/OR**
- Investments, **AND/OR**
- The donation of property (an appraisal completed by a licensed appraiser, must be submitted to document value), **AND/OR**
- Administrative costs to administer the Main Street Solutions Grant, up to 10% (ten percent) of the total amount of the Grant, or \$20,000, whichever is less.

VII. APPLICATION DATES

Main Street Solutions Funds proposals are now accepted in an open round, on a first come-first serve basis. All applicants must attend a required information workshop. Applications will be accepted until all funds are exhausted. Only completed applications will be considered. One original plus three complete copies of the application must be submitted in 3-ring loose-leaf notebooks. The original must contain an original signature of the chief elected official, the signature of the President or Chair of the Main Street Organization, Downtown Organization, or Downtown Economic Development Organization **AND** the signature of the CEO/CFO of all small businesses that will directly benefit from these funds on the Application Summary Form. Applications should be directed to Liz Parham, Director, Office of Urban Development, 4313 Mail Service Center, Raleigh, NC 27699-4313.

VIII. GRANT AWARDS AND GRANT ADMINISTRATION

Representatives of the North Carolina Department of Commerce – Office of Urban Development programs, including but not limited to the Division of Community Assistance and the North Carolina Main Street and Small Town Main Street Programs shall:

- (1) Review a local government's application.
- (2) Determine whether the activities listed in the application are activities that are eligible for a grant.
- (3) Determine which applicants are selected to receive funds from the Main Street Solutions Fund.

A city whose application is denied may file a new or amended application.

However, award selections are not final (and the North Carolina Main Street Center and the State are not bound by any award determinations or selections of any applicant or grant) until all applicable local government parties have:

- (1) Signed a grant agreement with the State regarding the grant funds **AND**
- (2) Submitted applicable sub-recipient grant agreements or loan documents that have been signed by the local government and all small businesses that will receive funds **AND**
- (3) Have received clearance from the State Environmental Policy Act ("SEPA") **AND**
- (4) Have received clearance from the State Historic Preservation Office ("SHPO").

The local government grantee is responsible for monitoring any private entity benefitting from Main Street Solutions Fund money to ensure that all Project commitments are being carried out in accordance to the grant application and in a timely fashion. Main Street Solutions Fund money may not be used to pay for administrative costs; however, administrative costs may constitute up to 10% (ten percent) of the Grant, or \$20,000, whichever is less, of the applicant's matching funds or a portion of the project's leverage. Projects that use administrative costs as a portion of the match or as leverage must document these costs.

The local government grantees shall agree to release, indemnify and hold the State harmless with respect to any Main Street Solutions Funds. Additionally, grantees are required to ensure compliance with all applicable laws, rules, regulations, requirements and policies. Such requirement applies to all Project activities, whether or not the work is performed by the grantee or some other third party and whether or not Grant funds have been awarded or distributed to any third parties or sub recipients. To the extent that applicable laws, rules, policies or requirements are not followed (including, but not limited to representations made by a grantee in its application,), the State can take a variety of corrective actions, including but not limited to those remedies described in 4 N.C.A.C. 19L .1104. Among other things, this includes the right of the State to (i) withhold or deny reimbursement of the full amount of the Grant to grantee where there is noncompliance with any applicable law, rule, policy or requirement (even when such noncompliance is the result of a third party's action) and/or (ii) require the local government to repay all or part of a Grant where improper use of the funds or non-compliance with any law, rule, regulation or requirement has occurred.

IX. ACCOUNTS

The Department shall establish an account in the amount of the grant for each city that is selected. Disbursements from the Department to grant recipients will be made on a reimbursement basis upon completion of the entire Program (or distinct portions of the Program), including but not limited to revolving loan programs, and upon the Department's approval, after the grant recipient's submission of required back-up and supporting documentation and certifications to the Department.

- 1) A local government that has been selected to receive a grant shall use the full amount of the grant for the activities that were approved pursuant to the provision of this section. Funds are deemed used if the local government is legally committed to spend the funds on the approved activities.
- 2) A local government that fails to satisfy the condition set forth in subdivision (1) of this subsection shall lose any funds that have not been used within three years of being selected. These unused funds shall be credited to the Main Street Solutions fund. A local government that fails to satisfy the conditions set forth in subdivision (1) of this subsection may file a new application.
- 3) Any funds repaid or credited to the Main Street Solutions Fund pursuant to subdivision (2) of this subsection shall be available to other applicants as long as the Main Street Solutions Fund is in effect.

X. MONITORING

The North Carolina Main Street Center staff will monitor the project through phone/email/letter correspondence, quarterly and annual reports (submitted by the grant recipient), all published press articles about the project (provided by the local government), on-site staff visits and other methods as the Department may deem necessary.

North Carolina Main Street Center staff will notify the grantee at least 10 days before on-site monitoring visits and will provide copies of monitoring forms to be used. Any performance findings or administrative concerns resulting from the monitoring review must be mutually resolved before a grant can be formally closed.

XI. REPORTING

The local government grant recipient must prepare and file an annual written progress report to the North Carolina Main Street Center prior to July 1 of each year AND quarterly progress reports to the North Carolina Main Street Center prior to October 15, January 15 and April 15 of each year. In addition to any other information requested by the Department (or other State entity), the local government shall include the following in its annual report:

- 1) The total amount of public and private funds that was committed and the amount that was invested in the designated micropolitan or designated downtown area during the preceding fiscal year.
- 2) The total amount of grants received from the Main Street Solutions Fund during the preceding fiscal year.
- 3) A description of how the grant and funds from public private investors were used during the preceding fiscal year.
- 4) A description of the economic impact on small business, including jobs retained or created.
- 5) Details regarding the types of private investment created or stimulated the dates of this activity, the amount of public money involved, and any other pertinent information, including any jobs created, businesses retained or started, and number of jobs retained due to the approved activities. Grant recipients will be required to verify the job numbers through a certification sent to the Department and by submitting Employment Security Commission reports at the time of the grant award, annually, and six months following the close of the project.
- 6) Prior to the Department's payment of any Grant funds to a local government, the local government will also be required to provide the Department with detailed certifications of compliance with all other terms of the Grant and the Program, in such form as may be provided by the Department (unless otherwise allowed by the Department in its sole discretion).

Local government grant recipients will be subject to state audits.

In addition, The North Carolina Main Street Center will expect participants to share their success stories with the North Carolina Main Street Center. The North Carolina Main Street Center requests copies of all published press articles, TV coverage, scheduled ribbon cuttings, and other events and milestones. Periodic photographs should document project stages, events and successes.

If the proposed project requires changes prior to completion, the applicant must submit a revised application request which outlines the reasons and timeline for these changes. This must be submitted prior to additional expenses being incurred.

The North Carolina Main Street Center requires thirty (30) days to review the proposed changes. The North Carolina Main Street Center will respond in writing to the applicant. All project revision requests will be rated on the same criteria as the initial application and may be approved or disapproved in the sole discretion of the North Carolina Main Street Center.

After a project financed in whole or in part pursuant to this Act has been completed, the applicant must report the actual cost of the project to the North Carolina Main Street Center.

XII. RULES

The Department may adopt, modify, and repeal rules establishing the procedures to be followed in the administration of the Act and regulations interpreting and applying the provisions of the Act as provided in the Administrative Procedure Act.

Additionally, the Department of Commerce, Division of Community Assistance, or the North Carolina Main Street Center may amend or supplement these operating guidelines and/or application requirements at any time.

XIII: REVIEW CRITERIA

All Main Street Solutions Fund project applications will be reviewed to ensure that they meet the minimum eligibility requirements and that proposals are complete. Incomplete proposals and those that do not meet the eligibility requirements will be rejected. Alternatively, the Department (in its sole discretion) may allow applicants to repurpose aspects of a proposal to ensure eligibility.

The representatives selected to review applications will determine which applicants are recommended to receive money from the Fund. A city whose application is denied may file a new or amended application if funds are available.

Grant Selection Criteria:

- | | |
|---|-------------------------|
| 1) Develops innovative solutions that directly address the needs of small businesses. | 0 - 20 points |
| 2) Spurs private investment. | 0 - 15 points |
| 3) Commits job creation and retention. | up to 15 points |
| 4) Outline benefits and impact on the community, the project area and small business. | 0 - 15 points |
| 5) Demonstrates understanding of small business priorities and needs. | 0 - 15 points |
| 6) Establishes economic make-up and physical condition needs of project area. | 0 - 15 points |
| 7) Supports the vision and goals for project area | 0 - 15 points |
| 8) Establishes economic need based on NC County Tier Designation. | up to 15 points |
| 9) Establishes timeline for implementation and use of Grant funds. | up to 15 points |
| 10) Demonstrates financial feasibility. | 0 - 15 points |
| 11) Commits all project financing sources. | 0 - 15 points |
| 12) Establishes small business sustainability. | 0 - 15 points |
| 13) Leverages public and private resources (federal, state and local) for maximum impact. | 0 - <u>15 points</u> |
| TOTAL | up to 200 POINTS |

XIV: RATING, RANKING & SCORING

Each application is scored competitively on criteria derived from statutory, regulatory and policy considerations. Ratings are based on general review criteria, performance and timeliness, and application response and materials received as a result of these guidelines. Each application that is determined to be complete and eligible will be scored on a two hundred (200) point scale, based on the following criteria. *Additionally, applicants that develop innovative solutions that directly address the needs of small businesses within the project area which are ready for implementation and demonstrate measurable outcomes will receive the highest scores.*

- A. **Economic Need (up to 45 points)** – Measures the applicants’ understanding of the current small business needs and conditions in the project area. Applications should outline public and private infrastructure needs, environmental needs, socio-economic needs, financial needs, etc. Applicants with the greatest need will receive the highest scores.

Criteria:

- | | |
|--|---------------|
| ▪ Demonstrates understanding of small business priorities and needs | 0 - 15 points |
| ○ Application must outline all factors that <u>hinder</u> small business growth and success. | |
| ▪ Establishes economic make-up and physical condition needs of project area. | 0 - 15 points |

- Application must document baseline need of all property that will directly benefit.

- Establishes economic need based on current NC County Tier Designation up to 15 points
 - (Tier 1-15 points, Tier 2-10 points, Tier 3-5 points)

UP TO 45 POINTS

- B. Economic Innovation (up to 50 points)** – Measures the applicants’ ability to develop an innovative proposal for the Main Street Solutions Fund. The proposal described must provide direct support to small businesses in project area. The strategies should be innovative, creative and sustainable, and they must address the small business needs of downtown. Applicants that develop the most innovative solutions will receive the highest scores.

Criteria:

- Develops innovative solutions that directly address the needs of small businesses. 0 - 20 points
 - Solutions must directly address the needs of small business in the project area.
- Supports the vision and goals for the project area. 0 - 15 points
 - Proposal must outline directly how the local economy will be strengthened and improved.
- Establishes small business sustainability. 0 - 15 points
 - Strategies should establish best practices that offer long-term economic change.

UP TO 50 POINTS

- C. Project Timeline & Capability (up to 45 points)** – Measures the applicants’ ability to complete the proposed scope of the project within the estimated timeframe as outlined in the proposal. Applicants must demonstrate that the project is ready for implementation. Proposals should exhibit a clear understanding of the costs and timeline for project completion, indicate the financial feasibility of the project based on the local market, and provide commitment from all project funding sources. Applicants that demonstrate immediate results will receive the highest scores.

Criteria:

- Establishes timeline for implementation and use of Grant funds. Up to 15 points
 - (15 points – 1 year, 10 points – 2 years, 5 points – 3 years)
 - Applicant must attach project timeline.
- Demonstrates financial feasibility. 0 - 15 points
 - Applicant must attach project budget/pro forma analysis.
- Commits all project financing sources. 0 - 15 points
 - Applicant must attach commitment letters.

UP TO 45 POINTS

- D. Economic Impact (up to 60 points)** – Measures the impact that the proposed project will have on small business. The project proposed must effectively leverage public and private resources; demonstrate small business and job retention, expansion and/or creation; and spur private investment. Applicants that demonstrate the greatest impact will receive the highest scores.

Criteria:

- Spurs private investment. 0 - 15 points
 - Proposal must outline how investments will support small businesses.
- Commits job creation and retention. Up to 15 points
 - Proposal must outline job commitment.
 - (15 points – > 8 full-time permanent jobs plus any number of part-time jobs,
10 points – Between 4 and 8 full-time permanent jobs plus any number of part-time jobs,
5 points - Between 1 and 3 full-time permanent jobs plus any number of part-time jobs)
- Outlines benefits and impact on the community, the project area and small business. 0 - 15 points
 - Proposal must outline the short-term and long-term benefits and impact the project will have.
- Leverages public and private resources (federal, state & local) for maximum impact. 0 - 15 points
 - Proposal must outline how small businesses will directly benefit both financially and through services.

UP TO 60 POINTS

MAIN STREET SOLUTIONS FUND APPLICATION SUMMARY

1. Applicant:

2. Date:

- a. Name:
- b. Street/P.O. Box:
- c. City:
- d. State
- e. Zip Code:
- f. Contact Person:
- g. Telephone Number:

3. Main Street Solutions Fund Grants Administrator:

- a. Name:
- b. Street/P.O. Box:
- c. City:
- d. State
- e. Zip Code:
- f. Contact Person:
- g. Telephone Number:

4. Identify all current grants that your community has applied for or is administering. (Do not include Main Street Solutions fund). Do any of these grants relate to your proposed project or the project area?

Source of Grant	Contact information for Grants Administrator	\$ Amount of Grant	Use of Grant	Applied for or committed	Anticipated date of completion or close out of the grant	Does this grant relate to your proposed project or project area (yes/no)

If any proposed grants do relate to your proposed project or project area, please identify how:

5. Project Category:

- ☐ Private Improvement Project
- ☐ Public Improvement Project
- ☐ Public and Private Improvement Project

6. Project Name: _____

7. Main Street Solutions Funds Requested: \$ _____

8. Typed name and title of Chief Elected Official:

Name: _____ Title _____

Signature: _____ Date: _____

9. Typed name and title of Main Street Organization's, Downtown Organization's and/or Downtown Economic Development Organization's President or Chair:

Name: _____ Title _____

Name of Organization: _____

Signature: _____ Date: _____

10. Typed name and title of each small business that will directly benefit from Main Street Solutions Fund:

Name: _____ Title _____

Name of Business: _____

Signature: _____ Date: _____

Typed name and title of each small business owner that will directly benefit from Main Street Solutions Fund:

11. Name: _____ Title _____

Name of Business: _____

Signature: _____ Date: _____

(Each small business that will directly benefit from the Main Street Solutions Fund must sign the application as a joint-applicant with the city and downtown organization. Copy and paste signature line #10 as needed to provide a line for each small business owner).

FOR OUD USE ONLY

10. Date Received: _____ 11. Action Taken:

- ☐ Recommended for Funding
☐ Not Recommended for Funding

Comments Regarding Funding: _____

12. Amount Funded: \$ _____

13. Application Number: _____

MAIN STREET SOLUTIONS FUND APPLICATION

Only completed applications will be considered. One original plus three complete copies of the application must all be submitted in 3-ring loose-leaf notebooks, tabbed according to instructions on the last page of this document. The original application must have an original signature of the chief elected official, the signature of the President or Chair of the Main Street Organization, Downtown Organization, or Downtown Economic Development Organization AND the signature of the CEO/CFO of each small business that will directly benefit from these funds on the Application Summary Form. Applications should be directed to Liz Parham, Director, Office of Urban Development, 4313 Mail Service Center, Raleigh, NC 27699-4313. Fed Ex address is: 100 E. Six Forks Road, Raleigh, NC 27609.

Name of Community: _____ County: _____

County Tier Designation: _____

<http://www.nccommerce.com/research-publications/incentive-reports/county-tier-designations>

Date of Application: _____

Total Projected Cost of the Project: _____

MSSF Amount Requested: Total \$ _____

Project Category:

- ☐ Private Improvement Project
- ☐ Public Improvement Project
- ☐ Public and Private Improvement Project

Eligible Activity: (Please check the Activity for which you are applying for funds)

Within Designated Downtown Area and/or Downtown Core:

- ☐ Development or redevelopment of traditional downtown area by increasing the capacity for mixed-use centers of activity within downtown core area. Funds may be used to support the rehabilitation of properties, utility infrastructure improvements, new construction, and the development or redevelopment of parking lots or facilities.
- ☐ Private sector investments and entrepreneurial growth in downtown area through strategic planning

- ☐ Growth of business professionals and entrepreneurs within downtown core area.

Within Designated Downtown Area and/or Downtown Core Continued:

- ☐ Revolving loan program for private investment and small business assistance in downtown historic properties.
**Must document extensive experience administering such a fund and must document business commitment to use funds if grant funds are awarded.*
- ☐ Public improvement project that is necessary to create or stimulate private investment in the designated downtown area.

Outside Downtown Core:

- ☐ Historic Preservation initiative outside downtown core area.
**Must provide proof of historic designation at the time of application.*
- ☐ Public Improvement and Public Infrastructure outside of downtown core area.
- ☐ Interlocal small business economic development projects.

NARRATIVE:

1. Please list your community's **top three** economic drivers or industry clusters: (e.g., tourism, education, arts & cultural development, viticulture, boating, etc.)

1.

2.

3.

Please reference the source(s) of this information and provide website addresses as needed:

2. Please briefly describe the community's **top five** small business priorities: (e.g., local entrepreneurship, technology and broadband development, sustainability, diversity, etc.)

1.

2.

3.

4.

5.

Please reference the source(s) of this information and provide website addresses as needed:

3. Please describe the economic makeup of your project area.

*Attach a full-color map, at a legible scale, showing the downtown area if applicable, the project area and the uses outlined below:

Types of Use	Number of Businesses/Units	Description of Types/Varieties of Business
		Residential – Please identify how many buildings/units are owner occupied and how many are rental.
Retail		
Restaurant		
Professional Services (Attorney, Accounting, Medical, etc.)		
Service Businesses (hair salon, barber, dry cleaning, etc.)		
Governmental		
Institutional (school)		
Nonprofit		
Warehouse/Distribution		
Manufacturing		
Residential		

Please complete and attach a complete property inventory of all properties in the project area. Include address, contact information, condition report and photographic documentation.

4. Please describe the occupancy/vacancy rates of your project area.

*Attach a full-color map, at a legible scale, showing the project area and the occupied/vacant property outlined below:

Occupancy/vacancy	Number of Buildings/Units	Total Square Footage
Occupancy Rate		
Vacancy Rate		
Total		*(Must = 100%)

5. What is the average rent per square foot of retail, restaurant, professional, service, governmental, institutional, nonprofit, warehouse/distribution, manufacturing and residential space in your project area? How has this changed over the past three years?

Type of Business	Average Rent Per Square Foot	% Change (+, -) over the past 3 years
Retail		
Restaurant		
Professional Services (Attorney, Accounting, Medical, etc.)		
Service Businesses (hair salon, barber, dry cleaning, etc.)		
Governmental		
Institutional (school)		
Nonprofit		
Warehouse/Distribution		
Manufacturing		
Residential		

To what do you attribute the change?

6. Please describe your community's **top five** small business needs: (e.g., access to capital, workforce development, property-related issues, marketing, entrepreneurship education, etc.)

1.

2.

3.

4.

5.

Please reference the source(s) of this information and provide website addresses as needed:

7. Please describe your Local Government and the Main Street Organization's, Downtown Organization's and/or Downtown Economic Development Organization's small business vision for the project area.

How and when was this vision plan adopted?

Do you have a strategic plan, master plan, market analysis report or any other documents to support your vision for the project area? If so, please identify the source and date of these reports and please attach these documents to your application.

8. Please describe the Local Government and the Main Street Organization's, Downtown Organization's and/or Downtown Economic Development Organization's goals for the project area to achieve the small business vision for the project area.

Please outline the process for development and adoption of these goals.

9. Please describe in detail the project being proposed and the activities for which Fund monies are to be used. How will this project, public or private, support the small business vision and goals for the project area, provide direct benefit to small business and leverage private investment and address any other required factors listed in Section IV (“Eligible Activities”) above?

How is the project an innovative solution that will directly address the needs of small businesses?

10. The proposed project should promote positive change in the project area and in your community that will better support a small business environment. Please describe how this project will establish long-term sustainable change for small businesses.

11. Please explain how much time will be needed to complete the proposed activities. At a maximum, the awardees have three years to complete the project; however, those proposals that are ready to be implemented over the next twelve (12) months will be the most competitive. Please attach a detailed timeline for implementation.

12. Budget – Please indicate the source, amount, proposed use, status and date of availability for each funding source anticipated to fund the entire project.

Source of Funds (Include all public & private funding sources plus all other grants)	Amount	Proposed Use of Funds	Proposed or Committed	Date Funds will be Available
	\$			
	\$			
	\$			
	\$			
	\$			
MS Solutions Fund	\$		Proposed	
Total	\$			

*Please attach a detailed budget (revenue and expenditures) of all costs associated with the project and please indicate the source of funds that will cover each expense. If more than one business will benefit, please include a detailed budget for each business.

**Please attach letters of commitment from all sources of revenue for the project, submitted on company letterhead and signed by the chief official of each business, financial institution or organization that has made a financial commitment. If a loan, personal capital or business capital is pledged, the applicant must include a letter from the institution where the funds are held attesting to an available balance as necessary to support the commitment.

13. Please describe how you will use the Main Street Solutions Fund dollars to leverage federal, state and local partners/resources, for funds and services, to provide direct support to small businesses; spur private investment; and strengthen the local economy and its role as a regional growth and employment hub.

List <u>each</u> federal, state or local partner.	List the resources (funds and services) that are anticipated to accomplish this project.	Are the resources Proposed or Committed?	Measure the anticipated impact of the project as a result of the resource.

14. Please outline the anticipated job retention or creation that is expected as a result of this project. Please attach signed job commitment letters from each business that will directly benefit from grant funds. The letters should include the number of existing employees at the time of application (baseline) and the number of jobs to be retained or created. The letters must be printed on company letterhead and executed by the company CEO/CFO.

List <u>each</u> business that will retain or create jobs as a direct result of grant funds.	Total Number of existing permanent full-time employees at the time of application.	Total Number of existing permanent part-time employees at the time of application.	Total Number of permanent full-time jobs <u>retained</u> as a direct result of grant funds.	Total Number of permanent part-time jobs <u>retained</u> as a direct result of grant funds.	Total Number of permanent full-time jobs <u>created</u> as a direct result of grant funds.	Total Number of permanent part-time jobs <u>created</u> as a direct result of grant funds.	If Job Creation, when are Jobs Anticipated? Month/Year

**Please note that the total dollars of grants funds that a community is eligible to receive is calculated on the number of full-time permanent jobs that a business is retaining or creating, not part-time jobs. Part-time jobs should be counted but may not be added together to equal a full-time job in order to determine eligible grant funds. The funding that each business is eligible to receive may be different*

than the number of jobs generated and funding will be determined based on the scope of project for each business.

15. Please describe the short-term and long-term direct benefit and the impact that this project will have on the community, the project area and small business. Applicants must show how this project will directly strengthen small business, retain and create jobs and spur private investment in association with small business. Please explain how much time will be needed to realize the results from the proposed activities.

Short-Term Benefits:

Benefits	Impact on the community	Impact on the Project Area	Impact on Small Business	Time needed to realize the results of the Proposed Activities

Long-Term Benefits:

Benefits	Impact on the community	Impact on the Project Area	Impact on Small Business	Time needed to realize the results of the Proposed Activities

16. Does this project involve any of the following?

	Yes	No
a. Property listed on the National Register of Historic Places	___	___
b. Locally designated historic property	___	___
c. Demolition of buildings	___	___
d. New construction	___	___
e. Historic Investment Tax Credits	___	___
f. Historic Mills Tax Credits	___	___
g. New Markets Tax Credits	___	___
h. Housing Tax Credits	___	___
i. State/Federal Energy Tax Credits	___	___
j. Housing	___	___
k. Public Improvements	___	___
l. LEED Certification _____ level	___	___
m. Planning studies (Market, design, etc.)	___	___
n. Energy Efficiency Plan	___	___
o. Federal Grants (list) _____	___	___

- p. Other State Grants (list) _____
- q. Local Grants (list) _____

17. Your application packet should include one (1) original plus three (3) complete copies of the application, all submitted in 3-ring loose-leaf notebooks, tabbed according to instructions on the last page of this document.

Please check off each one to verify that it has been included. If not applicable, mark N/A.

- ____ Vision, Strategic Plan, Master Plan, Market Analysis, other planning efforts & Goals for the project area and small business development.
- ____ Letters of commitment from the downtown organization, developers, property owners, small business owners and others involved with the project
- ____ City Council resolution in support of the project and specifically designating an appropriate agent (who is the person signing the application) to (i) make application for Main Street Grant funds on behalf of the city and (ii) to sign a grant agreement on behalf of the city regarding the Grant
- ____ Conflict of Interest Policies
- ____ Full color map identifying the locally designated downtown district if applicable and the identified project area.
- ____ Detailed Project Budget (All Revenue and Expenditures Allocated)
- ____ Three (3) years of financial statements from all private entities that will financially benefit from the Main Street Solutions Fund. If it is an existing business, please provide tax returns. If the business is new, please provide personal tax returns. (*Black out personal information including social security numbers/birthdates*)
- ____ Business Plans from all private entities that will financially benefit from the Main Street Solutions Fund
- ____ Proof of property ownership and control
- ____ Lease agreements
- ____ Property Inventory
- ____ Project Timeline
- ____ Documentary photos
- ____ Preliminary architectural plans and cost estimates
- ____ Development pro forma analysis with at least a three year projection
- ____ If grant funds are to be used to create a revolving loan program, attach detailed guidelines for the program and documentation to demonstrate entities level of experience and previous success in administering such a program.
- ____ Copies of any other legal commitments related to the project
- ____ Other _____

18. Instructions for Notebook Tabs

- Tab 1- Main Street Solutions Summary and Main Street Solutions Fund Application.
- Tab 2 - City Council resolution and Conflict of Interest Policies
- Tab 3 – Property inventory of the project area including documentary photographs
National register and/or local landmark designation documentation.
- Tab 4 – Full color map of the project area showing the occupied/vacant property.

- Tab 5 – Vision, goals, strategic plan, market analysis or other planning documents.
- Tab 6 – Project timeline for implementation
- Tab 7 – Detailed budget, architectural plans, cost estimates and letters of financial commitment from all entities that are participating in the project
- Tab 8 – Proof of property ownership, lease agreements and copies of any additional legal commitments
- Tab 9 – Job creation or retention commitment letters
- Tab 10 – Business plans
- Tab 11 – Pro-forma analysis
- Tab 12 – Revolving loan program guidelines and documentation to demonstrate entities' level of experience and previous success in administering such a program.

ITEM #

10

Memorandum

To: Jeff Emory
From: Brad J. Guth
Date: February 28, 2014
Re: Beer Sales at 2014 Alive After Five Concerts
CC: Chief Jordan; Steve Peeler; Rob Buff

The Downtown Development Association Board of Directors would like to sell beer and wine again at the Alive After Five concerts this year. The concerts will be Thursday May 29th, June 26th, July 31st, August 28th and September 25th.

It is DDA's intent to serve beer from a 'draft wagon' positioned on the northside of the 100 Block of West Main Street between 6:00p.m. and 9:00p.m. the day of each event. Purchasing and consumption of beer would be restricted to that area between Government Street and Court Square. DDA volunteers will supervise and monitor the area. Everyone purchasing beer will be required to be 21 years of age and be wearing a tyvex wristband. Drink sales will be limited.

DDA will secure all required permits and purchase alcohol liability insurance at a cost of just over \$3,000 to cover itself and name the City as an additional insured.

STATE OF NORTH CAROLINA

CONTRACT

COUNTY OF LINCOLN

THIS CONTRACT AND AGREEMENT made and entered into on this the 4th day of April 2013, by and between the **DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.**, a corporation existing and doing business under the laws of the State of North Carolina, party of the first part, (hereinafter referred to as DDA), and the **CITY OF LINCOLNTON**, a municipal corporation created and existing under the laws of the State of North Carolina, party of the second part, (hereinafter referred to as CITY);

WITNESSETH:

The parties to this Contract hereby recite and declare that:

- a. The Code of Ordinances of the City of Lincolnton was so amended by the Lincolnton City Council at its regular meeting on April 4th, 2002 to allow the City to authorize and regulate the possession and consumption of malt beverages and unfortified wine on the public streets, alleys, and parking lots which have been temporarily closed to regular traffic for special events.
- b. The DDA is the sponsor, promoter, and operator of a series of events known as "Alive After Five", which are staged in the 100 Block of West Main Street on the West side of the Court Square in downtown Lincolnton during the afternoon and evening hours of selected spring days throughout the year.
- c. At the request of the DDA, the City Council agreed, subject to the provisions and conditions hereinafter set forth, to allow the DDA to sell malt beverages and unfortified wine to the public and to supervise and monitor the consumption of said alcoholic beverages at and during the "Alive After Five" events in downtown Lincolnton in 2014.

NOW, THEREFORE, in consideration of the reasons and facts recited above, the mutual promises and covenants of the parties as herein set out and for other good and valuable consideration, the receipt of which is hereby respectively acknowledged by the parties, the parties agree as follows:

I.

That in accordance with and subject to the terms and conditions herein set forth, the DDA is authorized to sell malt beverages and unfortified wine at its "Alive After Five" events in 2014, which are scheduled to be held on the last Thursday of the month for the dates of May 29th, June 26th, July 31st, August 28th and September 25th.

II.

That all alcoholic beverages sold and served by the DDA will be sold and consumed within the confines of a contained area or "BeerGarden," the design and location of which must be approved by the City. The DDA agrees to obtain, pay for, and comply with all governmental permits and licenses necessary for the sale and consumption of the alcoholic beverages.

That DDA agrees to provide at its expense capable and competent personnel to administer, and monitor the sale and consumption of alcoholic beverages for the duration of the events. The DDA agrees that its personnel will exercise all due care and circumspection to refuse service or sell of alcoholic beverages to any minor or to any person who may appear to be under the influence of alcohol or any controlled substance.

That DDA will not sell or allow the consumption of any alcoholic beverage before 6:00 p.m. or after 9:00 p.m. on the day of the event.

III.

That DDA hereby agrees to indemnify and hold the City and its employees harmless from any claims, causes of action, loss, or injury resulting from the sale of alcoholic beverages and subsequent consumption thereof by the public at "Alive After Five" events. That DDA agrees to defend the City against any such claims of loss or injury filed against the City.

IV.

That DDA will obtain and pay for liability insurance coverage (in an amount satisfactory to the City) for itself and the City as a result of the sale of alcoholic beverages on the streets of the City during "Alive After Five." That DDA will promptly provide a copy of said insurance policy (ies) to the City. All policies will designate the City as a named insured.

V.

That the City reserves the exclusive right to modify, cancel, and rescind this Contract at any time hereafter if, in its sole discretion, the sale and consumption of alcoholic beverages at any "Alive After Five" event has resulted in problems that are detrimental to the health, welfare, or well-being of the City or its citizens.

VI.

That it is further understood and agreed by both parties that no promises or agreements not herein expressed have been made to or by either party hereto, and that this Contract contains the entire agreement between the parties hereto, and that the terms and conditions of the Contract are contractual and not a mere recital.

VII.

That this Contract may be amended only by written instrument signed and executed by the parties hereto.

IN WITNESS WHEREOF, the party of the first part has caused this instrument to be signed in its corporate name by its duly-authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, and the party of the second part has caused this instrument to be signed by its Mayor and attested by its Clerk, the day and year first above written.

DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.

By: _____
President

Attest:

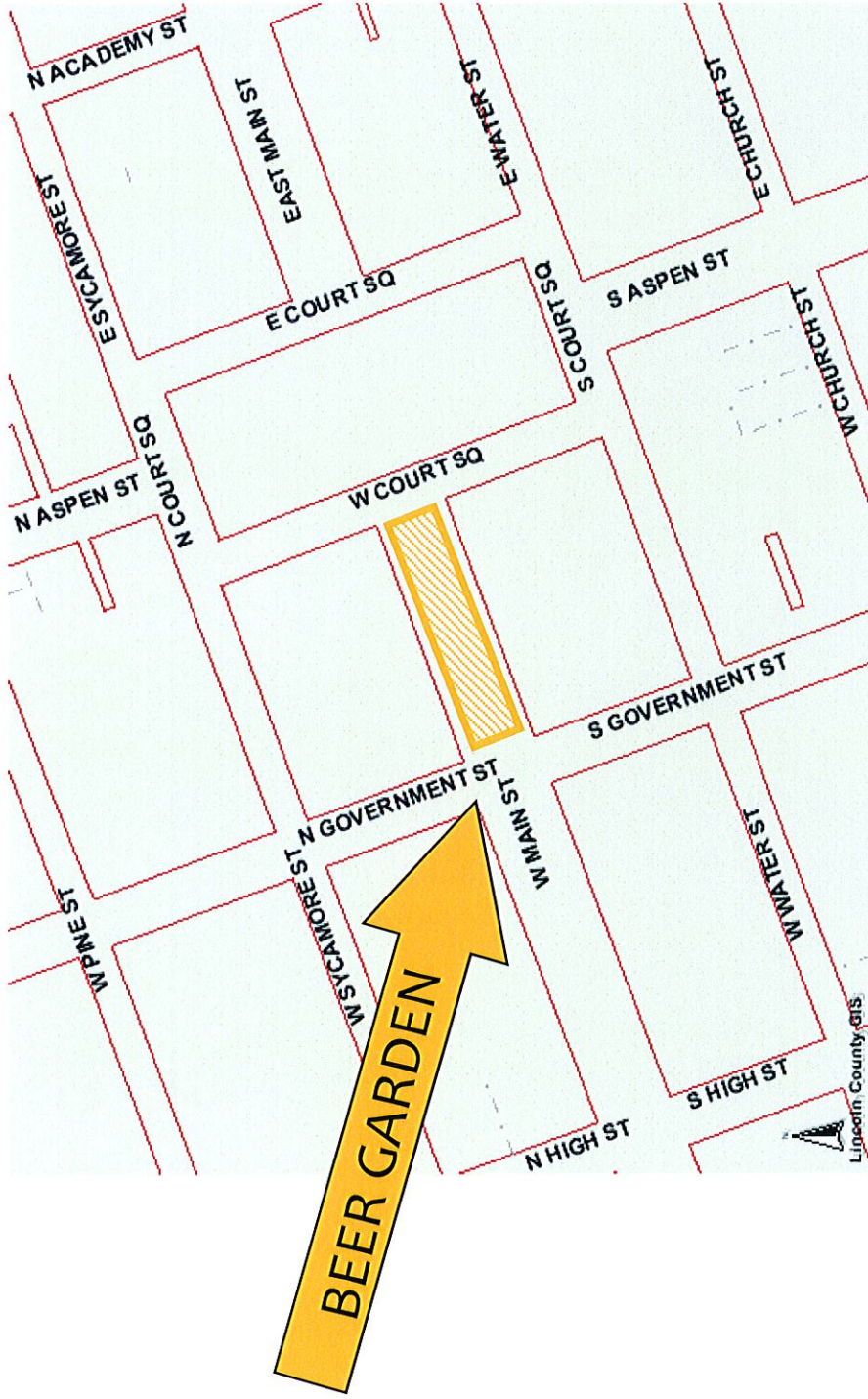
Secretary (Corporate Seal)

CITY OF LINCOLNTON

By: _____
John O. Gilleland, Mayor

Attest:

Donna C. Flowers, City Clerk (Municipal Seal)



2014 Alive After Five Beer Garden Map
100 Block West Main Street
Government Street to West Court Square

ITEM #

11

Memorandum

To: Jeff Emory
From: Brad J. Guth
Date: February 28, 2014
Re: Beer Sales at 2014 Hog Happenin' Event
CC: Chief Jordan; Steve Peeler; Rob Buff

The Downtown Development Association Board of Directors would like to sell beer again at the Hog Happenin' this year June 6th and 7th, 2014. Non-profit organizations are permitted by state law to obtain temporary permits to sell alcohol at events. Organizations selling beer at events is a common practice throughout the Charlotte Region primarily because beer sales are a major source of revenue for underwriting the costs of these events.

It is DDA's intent to serve beer from 'draft wagons' positioned in the 200 and 300 block of West Main Street between 5:00p.m. and 10:00p.m. on Friday, June 6th and 11:00a.m. to 7:00p.m. Saturday June 7th. Purchasing and consumption of beer would be restricted to the area of West Main Street between Grove Street and the Government Street (see attached map). DDA volunteers will supervise and monitor the area.

Last year was the second year the Main Stage and Beer Garden was on West Main Street. This location worked well according to feedback from the police department and NC Alcohol Law Enforcement. DDA would like to extend the area to the intersection of Government Street to accommodate a national qualifying corn hole tournament hosted by Tailgating For Troops.

DDA will secure all required permits and purchase alcohol liability insurance at a cost of just over \$3,000 to cover itself and name the City as an additional insured.

This location will also require West Main between Grove and Government Streets be closed to through traffic all day Friday to permit the installation of the main stage. All other roads will remain open until 3:30p.m. at which time the entire festival area will be closed to through traffic and detours will be in place.

STATE OF NORTH CAROLINA

CONTRACT

COUNTY OF LINCOLN

THIS CONTRACT AND AGREEMENT made and entered into on this the 6th day of March, 2014, by and between the **DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.**, a corporation existing and doing business under the laws of the State of North Carolina, party of the first part, (hereinafter referred to as DDA), and the **CITY OF LINCOLNTON**, a municipal corporation created and existing under the laws of the State of North Carolina, party of the second part, (hereinafter referred to as CITY);

W I T N E S S E T H:

The parties to this Contract hereby recite and declare that:

- a. The Code of Ordinances of the City of Lincolnton was so amended by the Lincolnton City Council at its regular meeting on April 4th, 2002 to allow the City to authorize and regulate the possession and consumption of malt beverages and unfortified wine on the public streets, alleys, and parking lots which have been temporarily closed to regular traffic for special events.
- b. The DDA is the sponsor, promoter, and operator of a weekend festival known as "Hog Happenin", which is staged in downtown Lincolnton on June 6th and June 7th, 2014.
- c. At the request of the DDA, the City Council agreed, subject to the provisions and conditions hereinafter set forth, to allow the DDA to sell malt beverages and unfortified wine to the public along the 200 & 300 Blocks of West Main Street and to supervise and monitor the consumption of said alcoholic beverages at and during the "Hog Happenin" in downtown Lincolnton in 2014.

NOW, THEREFORE, in consideration of the reasons and facts recited above, the mutual promises and covenants of the parties as herein set out and for other good and valuable consideration, the receipt of which is hereby respectively acknowledged by the parties, the parties agree as follows:

I.

That in accordance with and subject to the terms and conditions herein set forth, the DDA is authorized to sell malt beverages and unfortified wine at its "Hog Happenin" in 2014, which is scheduled to be held on June 6th and 7th.

II.

That all alcoholic beverages sold and served by the DDA will be sold and consumed within the confines of a contained area or "BeerGarden," the design and location of which must be approved by the City. The DDA agrees to obtain, pay for, and comply with all governmental permits and licenses necessary for the sale and consumption of the alcoholic beverages.

That DDA agrees to provide at its expense capable and competent personnel to administer, and monitor the sale and consumption of alcoholic beverages for the duration of the events. The DDA agrees that its personnel will exercise all due care and circumspection to refuse service or sell of alcoholic beverages to any minor or to any person who may appear to be under the influence of alcohol or any controlled substance.

That DDA will not sell or allow the consumption of any alcoholic beverage before 5:00 p.m. or after 10:00 p.m. on June 6th or before 11:00 a.m. or after 7:00 p.m. on June 7th, 2014.

III.

That DDA hereby agrees to indemnify and hold the City and its employees harmless from any claims, causes of action, loss, or injury resulting from the sale of alcoholic beverages and subsequent consumption thereof by the public at "Hog Happenin". That DDA agrees to defend the City against any such claims of loss or injury filed against the City.

IV.

That DDA will obtain and pay for liability insurance coverage (in an amount satisfactory to the City) for itself and the City as a result of the sale of alcoholic beverages on the streets of the City during "Hog Happenin." That DDA will promptly provide a copy of said insurance policy (ies) to the City. All policies will designate the City as a named insured.

V.

That the City reserves the exclusive right to modify, cancel, and rescind this Contract at any time hereafter if, in its sole discretion, the sale and consumption of alcoholic beverages at any "Hog Happenin" event has resulted in problems that are detrimental to the health, welfare, or well-being of the City or its citizens.

VI.

That it is further understood and agreed by both parties that no promises or agreements not herein expressed have been made to or by either party hereto, and that this Contract contains the entire agreement between the parties hereto, and that the terms and conditions of the Contract are contractual and not a mere recital.

VII.

That this Contract may be amended only by written instrument signed and executed by the parties hereto.

IN WITNESS WHEREOF, the party of the first part has caused this instrument to be signed in its corporate name by its duly-authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, and the party of the second part has caused this instrument to be signed by its Mayor and attested by its Clerk, the day and year first above written.

DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.

By: _____
President

Attest:

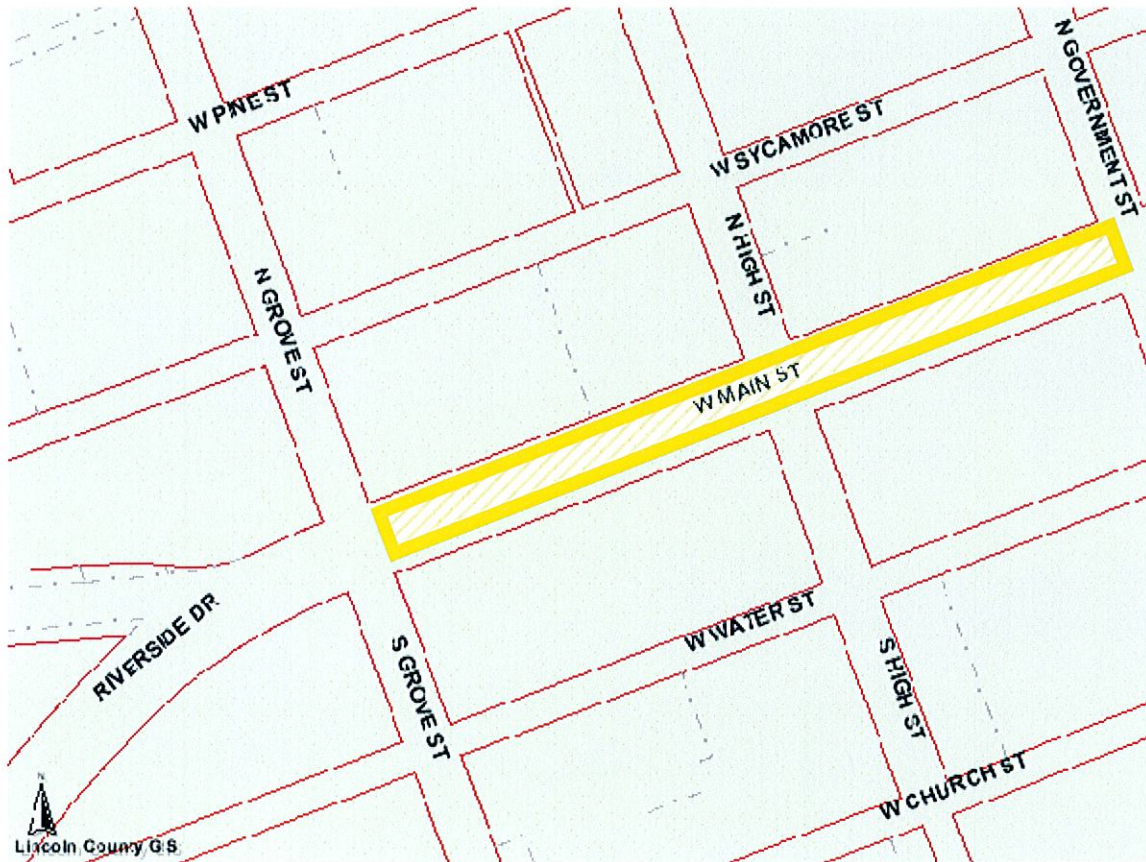
Secretary (Corporate Seal)

CITY OF LINCOLNTON

By: _____
John O. Gilleland, Mayor

Attest:

Donna C. Flowers, City Clerk (Municipal Seal)



2014 Hog Happenin' Beer Garden Map
West Main Street
Grove Street to Government Street

ITEM #

12

***NO BACK UP PROVIDED
TO CITY CLERK
FOR THIS ITEM***

***(SHOULD BE PROVIDED
AT THE CITY COUNCIL
MEETING)***

ITEM #

13

***NO BACK UP PROVIDED
TO CITY CLERK
FOR THIS ITEM***

***(SHOULD BE PROVIDED
AT THE CITY COUNCIL
MEETING)***

ITEM #

14

CITY OF LINCOLNTON

CITY COUNCIL

John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John L. Cloninger



CITY MANAGER

JEFF EMORY
jeffemory@ci.lincolnton.nc.us

CITY CLERK

DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

THOMAS J. WILSON, JR.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Jeff Emory, City Manager

SUBJECT: Airport Grant Matching Funds

DATE: February 28, 2014

During the City's last two budget seasons, we discussed at length the status of the Airport's operating budget, and grant matches the City has made over the past several years. It was determined that after the last major grant was matched, the City would take a break from matching anymore major grants. The current fiscal year is the final year for the major grant the Airport secured a little over two years ago. The amount in the current year's budget for the Airport is \$204,000.00. Of this \$204,000.00, \$60,000.00 is for operating expense.

While the City made the decision to not fund any additional specialized grants for the Airport, no decision was made on an annual grant that each aviation airport in North Carolina is eligible for. This is a yearly \$150,000.00 grant that requires a ten percent match. The City's portion of this match is \$8,333.50. The County provides the other half of the match. This grant is for the 2017 year. The City already has two of these grants that have been previously approved that have not yet been paid out. If the City funds this grant, it will be the third grant that we will be obligated to for \$8,333.50.

In summary, the City will have paid out its final large Airport grant at the end of the fiscal year. Next year we will be responsible for our share of the operating cost which I expect to

MEMORANDUM

Airport Grant Matching Funds

Page 2

be around \$60,000.00. This grant in question is a standard yearly grant the Airport receives and would cost the City \$8,333.50. I appreciate the Airport coming before Council to gain approval, as we had asked them to do. If you have any additional questions please feel free to contact me.

Jeff Emory

From: Joe Tate [joetatejr@gmail.com]
Sent: Tuesday, February 04, 2014 12:36 PM
To: Jeff Emory; John Gilleland
Cc: David Lowe; Martin Eaddy
Subject: Matching Funds for Airport Grant
Attachments: DOC020414.pdf

Dear Jeff,

Attached please find the letter from NC DOA offering another annual grant in the amount of \$150,000.00...this would require a match of \$8,333.50 from the City & County. This grant may be used to address safety issues or almost any other items such as routine repairs and maintenance at our airport. This type of grant is offered to each General Aviation Airport in North Carolina and does require a local match of 10%.

The grants are issued with a 4-year shelf life...the airport can combine 2 or more to tackle bigger projects. All grant projects are reviewed and approved by NC Division of Aviation.

I hope this clarifies this grant type which "must be fully expended by July 1st, 2017" as stated in the attached Grant Letter. It will be great if you can get this on your March City Council Agenda for approval of matching funds. Please contact me with any additional questions.

Thanks for your continued support and efforts on behalf of the Lincolnton/Lincoln County Regional Airport!

Sincerely,

Joe Tate/Airport Manager
Lincolnton/Lincoln County Regional Airport
704-735-0602



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

December 20, 2013

Mr. David Lowe, Chairman
Lincolnton-Lincoln County Reg'l Airport Authority
716 Airport Drive
Iron Station, NC 28080

Dear Mr. Lowe,

On behalf of Governor Pat McCrory, Transportation Secretary Anthony J. Tata, and the NC Board of Transportation, please be advised that FAA *Non-Primary Entitlement* funds have been allocated under the State Block Grant Program for Federal Fiscal Year (FFY) 2013 for the Lincolnton-Lincoln County Regional Airport. Please note, these funds are intended for airside safety needs first, at which point other needs can be considered. Furthermore, this award must be fully expended no later than July 1, 2017, or any unspent funds will be taken down.

The specific funding allocation is noted below:

Project #	Description	Federal Funds	Local Funds
36237.27.13.1	Airfield Improvements	\$150,000.00	\$16,667.00

The NCDOT -- Division of Aviation is excited to partner with you and we appreciate your commitment and contribution to our state's aviation system. Please work closely with your Airport Project Manager for grant execution.

Sincerely,

Bobby L. Walston, P.E.
Director of Aviation

BLW/ns

cc: Governor Pat McCrory
Anthony J. Tata, Secretary NCDOT
Richard Walls, P.E., Deputy Secretary for Transit
Kay Hagan, United States Senate
Richard Burr, United States Senate
Patrick McHenry, United States Congress
Lou Wetmore, BOT Representative
John D. Lennon, BOT Member At Large

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
1560 MAIL SERVICE CENTER
RALEIGH NC 27689-1560

TELEPHONE: 919-814-0550
FAX: 919-840-9287

LOCATION:
RDU AIRPORT
1050 MERIDIAN DRIVE
RDU NC 27623

ITEM #

15

March 2014 Council Meeting

Executive Summary

January 2014 Year-To-Date

Comparative for Budgetary Purposes - After Closing 2013 Fiscal Year

General Fund		13-14	% of Budget	12-13	Difference
Fund 10	Revenues	5,792,976.54	53.02%	5,295,396.13	497,580.41
	Expenses	4,901,857.10	49.11%	5,113,309.02	(211,451.92)
	Difference	891,119.44		182,087.11	709,032.33
Water & Sewer Fund					
Fund 61	Revenues	4,938,677.39	56.64%	5,148,695.41	(210,018.02)
	Expenses	3,324,821.75	43.21%	3,271,736.03	53,085.72
	Difference	1,613,855.64		1,876,959.38	(263,103.74)
Electric Fund					
Fund 63	Revenues	4,096,967.00	52.08%	3,980,611.42	116,355.58
	Expenses	4,023,336.15	70.51%	3,959,763.31	63,572.84
	Difference	73,630.85		20,848.11	52,782.74
Overtime		168,661.45		162,617.99	6,043.46