



October 22, 2018
Council Work Session Meeting

Mayor Bryan Hough
Mayor Pro-Tem Perry Toomey
Councilwoman Carolyn Breyare
Councilman Charles McCorkle
Councilman Jeff Meadows
Councilman David Moore
Councilwoman Lauren Shoemaker
Kemp Michael, City Attorney
Danny Jackson, City Manager

**CITY OF MOUNT HOLLY
MOUNT HOLLY CITY COUNCIL WORK SESSION
Location: Council Chambers**



**October 22, 2018
6:30 P.M.**

CALL TO ORDER BY THE MAYOR

INVOCATION

SET THE AGENDA

CONSENT AGENDA

Approval of Surplus Property

PUBLIC HEARING

Public Hearing on the Intent to Close a Portion of Fite Road

Marie Anders

AGENDA

1. Consideration and approval of a Consultant for Materials Testing/Inspection Services for Various Construction Projects
Jonathan Wilson
2. Discussion of the Property/Zoning as it relates to the Street and Solid Waste Property
Greg Beal
3. Discussion of Rules of Procedure for Remote Participation by Members of City Council in Official Meetings
Marie Anders
4. Discussion of Proposed Draft of the City Summit MOU
Danny Jackson
5. Adjourn



City of Mount Holly Action Agenda Item

To: Mayor and City Council	Date: October 17, 2018
From: Miles Braswell, Asst. City Manager	Meeting Date: October 22, 2018
Agenda Item to be considered:	
Surplus Property	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request:	
The following attachment contains items that need to be considered surplus.	
Fiscal Impact:	
Will Item affect current budget	☐ YES ☒ NO ☐ N/A
Reviewed by Finance Director	☒ YES ☐ NO ☐ N/A
Preaudit Certification required	☐ YES ☒ NO ☐ N/A
Capital Project Ordinance required	☐ YES ☒ NO ☐ N/A
Budget Transfer required	☐ YES ☒ NO ☐ N/A
Total City Dollars:	
Budget Code	
Reviewed by City Attorney	☐ YES ☒ NO ☐ N/A
Manager/Staff Recommendation: Declare property surplus per the attachment	
Result of City Council Decision:	
Attachments: Resolution and Surplus Property List	

**RESOLUTION OF THE CITY OF MOUNT HOLLY, NORTH CAROLINA FOR
DECLARATION OF SURPLUS PROPERTY AND SALE OF PROPERTY VIA
PUBLIC OR ELECTRONIC AUCTION OR BY MEANS OF EXCHANGE OF
PROPERTY**

WHEREAS, G.S. 160A-267 authorizes the City Council to dispose of surplus property, and authorizes the sale of surplus property by means of private sale, public auction, electronic auction or exchange of property, and

WHEREAS, the City Manager has reviewed the attached list "Attachment A" and declared the items surplus and unusable personal property; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mount Holly does hereby authorize the City Manager to conduct a sale of the surplus and unusable City personal property by means of a private sale, public or electronic auction, or an exchange of property.

Adopted on this 22nd day of October, 2018.

SIGNED:

Bryan Hough, Mayor

ATTEST:

Amy Miller, City Clerk

SURPLUS

10/16/2018

<u>Department</u>	<u>Qty</u>	<u>Equipment/ Vehicle Year</u>	<u>Equipment/ Vehicle Make</u>	<u>Model</u>	<u>VIN or Serial #</u>	<u>Description</u>	<u>Known problems</u>	<u>Date to Council</u>
Police	1	2007	Ford	Crown Victoria	2FAFP71W97X140163	Police Interceptor Package	Rear main seal oil leak, shocks & struts on front end need replacing; Mileage 81,700	10/22/2018
Police	1	2007	Ford	Crown Victoria	2FAFP71W27X140165	Police Interceptor Package	No known issues; Mileage 91,674	10/22/2018
Police	1	Speed Monitor 18 Speed Trailer	MPH Industries Inc.	Speedview 991070	VIN: 1M9US116AD597008 Computer Serial Number: 0165R-0048	Radar Trailer	Trailer Displays speeds however the data storage device no longer collects and retains data	10/22/2018
Fire	1	NA	Radio Waves	SEC-2H-5V-60	204	100 Foot Steel Tower, Two 20 Foot Antennas, 7 Foot Triangular Base	None	10/22/2018



City of Mount Holly Action Agenda Item

To: City Council

Date: October 18, 2018

From: Jonathan Wilson

Meeting Date: October 22, 2018

Agenda Item to be considered: *Consideration and Approval of a Consultant for Materials Testing/Inspection Services for various construction projects.*

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request :

The Utilities Department released a Request for Qualifications for the Materials Testing and Inspection Services for the City of Mount Holly. The RFQ was released on Tuesday, September 4th, 2018. Statements of Qualifications were due no later than Monday, September 24th, 2018 at 3:00 P.M. The City received Statements of Qualifications from the following firms: ESP Associates, Inc., S&ME, Inc., SEPI Engineering & Construction, Inc., Stewart Engineering, Inc., and Froehling & Robertson, Inc.

On Thursday, October 4th, 2018 Staff met to discuss the qualifications of each of the five firms. The Staff members were: Miles Braswell, Assistant City Manager; David Johnson, Utilities Director/City Engineer; Becky Conder, Utilities & Engineering Administrator; Derek Dixon, City Inspector and Jonathan Wilson, Planner. During this meeting Staff voted on one firm to bring in for interviews based on the information that each consultant provided in their proposal. The firm that was asked to come in for an interview was ESP Associates, Inc.

On Wednesday, October 10, 2018 Miles Braswell, Derek Dixon and Jonathan Wilson met with ESP Associates, Inc. for an interview. The interview lasted approximately 45 minutes with the following topics being discussed:

- Methodology to manage projects
- Methods of communication between the City, Consultant and Contractor
- Lead time for scheduling inspections/testing
- Point of contact within ESP Associates, Inc
- Sub-consultant SKA Consulting Engineers (Mechanical Electrical Plumbing Evaluation, Building Envelope Assessments and Facility Condition Assessments)
- Previous work experience

Once the interview was complete City Staff made a recommendation to present ESP Associates, Inc. to City Council as the preferred consulting firm for Materials Testing/Inspection Services for various construction projects. Staff believes that ESP Associates, Inc. is the best firm to handle these services for the City of Mount Holly.

Fiscal Impact:

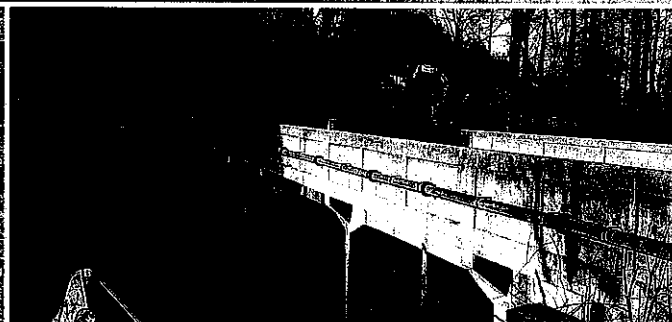
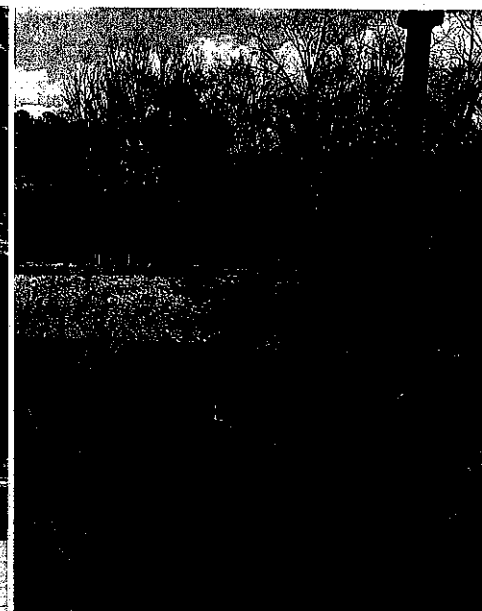
Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	\$		
Budget Code			
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

Manager/Staff Recommendation:

City Staff recommends that Council allow Staff and the City Attorney's office to move forward with the negotiation of a Master Services Agreement allowing ESP Associates, Inc to be the preferred Materials Testing/Inspection Services consultant for various construction projects that the City of Mount Holly undertakes.

Result of City Council Decision:
_____***Attachments:***

- 1.
- 2.



STATEMENT OF QUALIFICATIONS

City of Mount Holly

MATERIALS TESTING/INSPECTION SERVICES



Submitted By:
ESP Associates, Inc.

September 24, 2018

September 24, 2018

Attn: Becky Conder
City of Mount Holly
400 East Central Avenue | Mount Holly, NC 28120



Re: RFQ for Materials Testing/Inspection Services for Various Construction Projects

Dear Ms. Conder,

ESP Associates, Inc. (ESP), is pleased to submit this Statement of Qualifications to provide materials testing/Inspection services for the City of Mount Holly. We are uniquely qualified, staffed, and equipped to perform the field quality control services, building envelope assessments, MEP evaluation/design, facility condition assessments, portland cement concrete testing, bituminous concrete testing, structural steel field inspection, environmental testing/monitoring, soil testing and laboratory testing required for this contract and are pleased to share the following strengths of our team:

LOCAL FIRM PARTICIPATION.

We are a North Carolina corporation that maintains eight offices across the Carolinas, including **north and south Charlotte Metro Area offices**. Having multiple offices in the Charlotte region will allow us to efficiently and effectively staff multiple projects across Mount Holly with qualified, local personnel.

ESP PERSONNEL. We employ over 400 personnel with more than 85 professionals and staff providing materials testing/inspection services. Our proposed personnel have and maintain all of the necessary certifications for this contract, including but not limited to NCDOT, ACI and ICC. Our teaming partner (SKA) is a renowned expert in the building envelope, MEP and facility condition assessment portions of this request.

LABORATORIES. Both of our local laboratories are accredited by AASHTO and are NCDOT certified, allowing the work to be completed in-house, saving time and money as well as meeting project specifications for testing facilities. **Having 2 certified laboratories in the Charlotte MSA will allow us to efficiently process samples under this contract.**

CULTURE OF INNOVATION. Efficient data collection and communication are critical to project success. We use electronic field and laboratory data collection and electronic data transfer using MetaField®, eBuilder, pLog, Agileport, and more. This technology allows us to resolve issues quickly and provide Mount Holly with expedited reporting. Efficient communication of results and enhanced tracking of specimens through the testing process has resulted in time and cost savings while greatly increasing quality assurance confidence.

ESP LEADERSHIP. QA/QC support and contract management will be provided by Marty J. Smith, PE. Mr. Smith has more than 25 years of experience in materials testing/inspections and has been a key team member on numerous municipal contracts throughout his career.

Thank you for your time and your consideration of ESP. We look forward to working with you.

Sincerely,

ESP Associates, Inc.

Jacob L. Sarna, PG | Point-of-Contact
T 704.583.4949 ext. 177
E jsarna@espassociates.com

Brian F. Welch, PE | Principal-in-Charge
T 704.583.4949 ext. 234
E bfwelch@espassociates.com

1. COMPANY OVERVIEW



LEGAL ENTITY

ESP Associates, Inc.

COMPANY HEADQUARTERS

South Charlotte MSA Office
3475 Lakemont Blvd.
Fort Mill, SC 28241

Mailing Address

P.O. Box 7030
Charlotte, NC 28241

ADDITIONAL CHARLOTTE MSA OFFICE LOCATIONS

Concord, NC
Cornelius, NC

TYPE OF BUSINESS

C-Corporation

STATE OF INCORPORATION

North Carolina

FEDERAL EMPLOYER ID

56-1531467

PERSONS LEGALLY AUTHORIZED TO ENTER INTO AGREEMENT

Brian F. Welch, PE
Principal-in-Charge

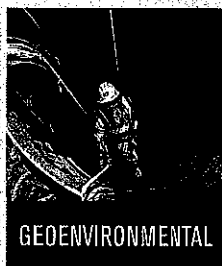
ADDITIONAL CAROLINA OFFICES

Raleigh, NC
Greensboro, NC
Wilmington, NC
Columbia, SC
N. Charleston, SC

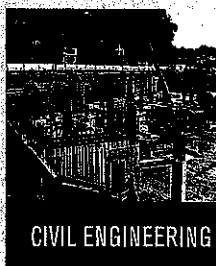


ESP Associates, Inc. (ESP) is a multi-discipline firm serving various phases of project development and public safety. Through our geoenvironmental services, civil engineering, survey and mapping, planning, and water resource management, ESP is a partner in our clients' success. With more than 400 professionals and staff in offices across the U.S., ESP has the resources and talent to meet the requirements of our clients. Our approach to service is focused on three objectives: **Listen. Deliver. Improve.**

ESP CORE SERVICE DISCIPLINES



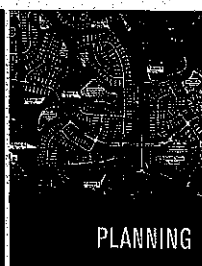
GEOENVIRONMENTAL



CIVIL ENGINEERING



LAND SURVEYING



PLANNING

- | | | | |
|---|-------------------------------|--|--------------------------|
| ▪ Geotechnical Engineering | ▪ Materials Testing | ▪ Conventional and GPS | ▪ Land Planning |
| ▪ Environmental Consulting | ▪ Special Inspections | ▪ Mobile LiDAR | ▪ Landscape Architecture |
| ▪ Transportation Geotechnical Engineering | ▪ Site Civil Engineering | ▪ 3D Laser Scanning | |
| ▪ Geophysics | ▪ Water Resources Engineering | ▪ Subsurface Utility Engineering (SUE) | |
| ▪ Dam Consulting | ▪ Applications Development | ▪ Hydrographic Surveys | |
| | ▪ GIS Services | ▪ Aerial Mapping | |
| | ▪ CEI | ▪ UAS Services | |

BRIEF HISTORY OF THE FIRM

In 1986, ESP Associates, P.A., was founded to answer the increasing demand for "under one roof" engineering, surveying and planning services. In 1991, we diversified into serving the public-sector and have been serving Carolina municipalities and counties ever since. From CIP projects to on-call support, our local professionals provide the responsive and knowledgeable professional services needed to support local infrastructure and facility project needs.

Over the last 30 years, ESP has grown and evolved by staying on the cutting-edge of technological advances and maintaining the philosophy that our success is based on the success of our clients.

In 2018, ESP Associates, P.A. merged with EA Industries, Incorporated (established in 1954) to form **ESP Associates, Inc.** Through this change in corporate structure, ESP will continue to expand our geographic reach and service offerings to better meet the needs of our clients.

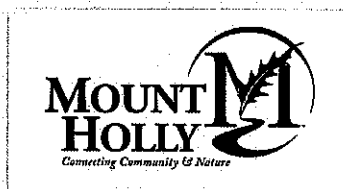
2. ORGANIZATIONAL CHART

ESP's key team members are presented in the organizational chart below. These key team members have collaborated together on materials testing/inspection projects for more than a decade, including extensive experience in the scope of services requested by the City.

Additionally, we have multi-year established working relationships with the subconsultant included, which will help streamline project communication and coordination. ESP and SKA Consulting Engineers have extensive experience working together in the Charlotte area. We have built a unique team bond and have developed internal QA/QC procedures between our groups.

ORG CHART KEY

- Subconsultants | Charlotte
- South Charlotte MSA
- Throughout, NC
- * Key Team Member



■ Anthony S. White, CHST
Safety Director

Jacob L. Sarna, PG
Point-of-Contact

Marty J. Smith, PE
QA/QC / Contract Manager

■ Brian F. Welch, PE
Principal-in-Charge

MATERIALS TESTING/INSPECTION SERVICES TEAM

- | | | |
|--|--|---|
| ■ David E. McNally, PE
Sr. Engineer | ■ Christopher J. Ward, PG, RSM*
Sr. Environmental Geologist | ■ Nora A. Zirps, PE, RSM
Sr. Environmental Engineer |
| ■ Odise Adams, EIT*
Project Manager | ■ David W. Head, CWI*
Roadway Technician /
Special Inspector | ■ Jeremy Finley, CAWI*
Roadway Technician /
Special Inspector |
| ■ Jesse R. Bosnak
Roadway Technician /
Special Inspector | ■ Antione E. Grant
Engineering Technician | ■ Edgar E. Rogers
Environmental Staff
Scientist |
| ■ C. Devin Arnett, CIEC*
Asbestos/LBP Inspector | ■ Anthony M. Summers
Laboratory Technician | ■ Stephen D. Moorefield, PE*
MEP Evaluation/Design |
| ■ Thomas D. Muse, PE*
MEP Evaluation/Design | ■ Eric Crouch, PE*
Building Envelope
Assessments | ■ Jeff Molby, PE*
Facility Condition
Assessments |

80+ technicians available to support testing/inspection activities as needed. Additional accredited laboratory located in Concord available to assist as needed.



Certified Laboratories



Roles and Responsibilities of Key Team Members

Please reference the chart below, which indicates each of our staff roles and responsibilities for this project.

TITLE	PROJECT ROLES AND RESPONSIBILITIES
Point-of-Contact (Jake Sarna)	Coordinate staff roles and responsibilities for the project. Primary contact person for Mt. Holly and Construction Team.
QA/QC / Contract Manager	Provide management and direction of the project team along with oversight of implementation of all quality control/quality assurance procedures.
Sr. Engineer	Responsible for senior level review of analyses, calculations, technical evaluation, and planned deliverables prior to publication and distribution.
Sr. Environmental Geologist	Responsible for management of environmental testing services and compliance with applicable state and federal regulations.
Sr. Environmental Engineer	Responsible for management of environmental testing services and compliance with applicable state and federal regulations. Provide/Review of environmental design elements.
Project Manager	Lead the team and organize staff to meet project objectives.
Roadway Technician/Special Inspector	Materials testing and Special Inspections related to soil, concrete, masonry, structural steel, retaining walls, stone base and asphalt testing.
Engineering Technician	Materials testing related to soil, concrete, masonry, retaining walls, stone base and asphalt.
Environmental Staff Scientist	Responsible for environmental testing services.
Asbestos/LBP Inspector	Responsible for environmental testing related to asbestos and lead based paint (LBP).
Laboratory Technician	Responsible for the daily calibration of equipment along with the testing of samples.
MEP Evaluation/Design	Responsible for MEP evaluation/design.
Building Envelope Assessments	Responsible for building envelope assessments.
Facility Condition Assessments	Responsible for facility condition assessments.

» 3. PROPOSED SUB-CONSULTANTS



Charles E. Cardwell, PE, LEED AP
4651 Charlotte Park Dr., Ste 150
Charlotte, NC 28217
T 704.424.9663

For this contract, ESP will be teaming with SKA Consulting Engineers (SKA) to provide building envelope assessments, MEP evaluation/design and facility conditions assessments. Although we are separate firms, we recognize that meeting the client's needs – your needs – together is the only way to make these projects successful. With that in mind, we will maintain near-constant communication.

SKA is an intelligent engineering firm, serving the built environment, committed to enhancing the communities where our clients live and work. From its proud roots as a sole proprietorship in 1957 to a nationally recognized, thriving, diversified firm, SKA's reputation for solving the most complex engineering challenges resulted in the firm's recognition as the #1 Engineering Firm in the Triad by the Triad Business Journal. SKA spans the Southeast with offices in Asheville, Charlotte, Greensboro, and Wilmington, NC, as well as Charleston, SC and Charlottesville, VA.

➤ 4. CONFLICTS OF INTEREST

ESP Associates, Inc. and our proposed sub-consultant, have no conflicts of interest for this project or with the City of Mount Holly.

➤ 5. SIMILAR PROJECT EXPERIENCE

1. CITY OF CHARLOTTE E&PM CONTRACT

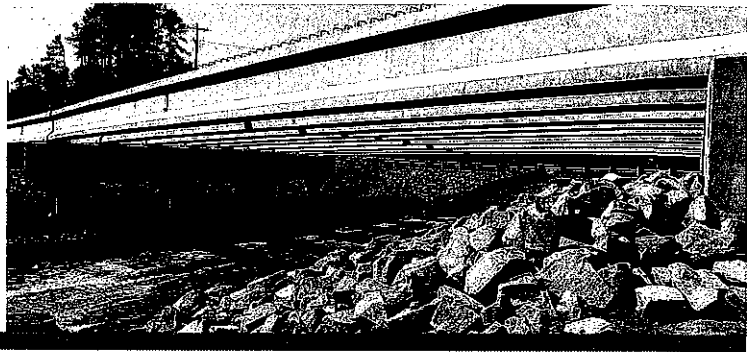
2016 - PRESENT

POINT OF CONTACT REFERENCE

Andy Babson | City of Charlotte
600 East Fourth Street
Charlotte, NC 28202
T 704.336.4333
E ababson@ci.charlotte.nc.us

CONTRACT AMOUNT

\$750,000



ESP is providing construction materials testing and roadway inspection services for the City of Charlotte projects. Our services include subgrade evaluations, density testing of fill soils, undercut monitoring, modular retaining wall inspections, shallow foundation evaluations, deep foundation (driven piles and drilled shafts) inspections and testing of bridge support, reinforced concrete inspection and testing, aggregate base course evaluation and testing, and quality control and quality assurance asphalt testing services, including verification of approved mix design placement, temperature verification, monitoring placement process and performing nuclear gauge density testing. Services on select projects are performed in general accordance with NCDOT standards and specifications. The following projects are associated with this contract to date:

- Ayrlesley Town Boulevard
- Rea Road Sidewalk and pedestrian Safety
- Little Rock Sidewalk
- West Morehead and I-77 Pedestrian Underpass
- Shopton Road West Sidewalk
- West Morehead Street Pedestrian Safety
- Beatties Ford Road Widening
- Park Road and East Woodlawn Road
- West 4th Street Extension
- Beatties Ford Pedestrian Crossing
- Sunset Road Sidewalk
- South Boulevard and Kingston Avenue
- Ardrey Kell Road and Highway 521
- South Mint Street
- Elizabeth Avenue
- John Kirk Drive
- South Tryon Street Rail Trail Median

2. CITY OF CHARLOTTE STORMWATER CONTRACT

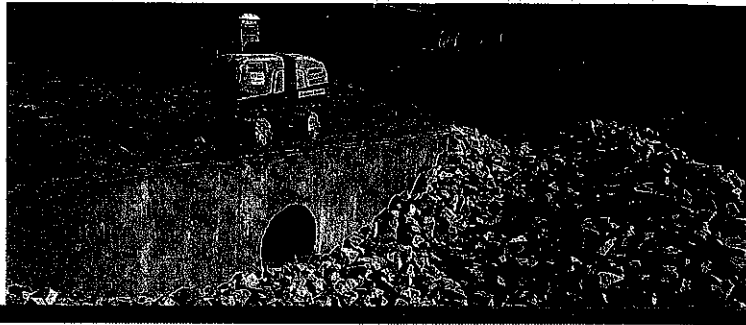
2016 - PRESENT

POINT OF CONTACT REFERENCE

Susan Tolan | City of Charlotte
600 East Fourth Street
Charlotte, NC 28202
T 704.336.0407
E stolan@charlottenc.gov

CONTRACT AMOUNT

\$500,000



ESP is providing geotechnical engineering and construction materials testing services for the City of Charlotte stormwater related projects. Our services include soil and aggregate base course evaluations, undercut monitoring, density testing of soil, aggregate base course and asphalt, foundation bearing materials evaluations, reinforced concrete testing and inspections, structural masonry inspections and structural steel inspections. The following project are a sampling of the projects associated with this contract to date:

- | | | |
|--|--------------------------|---------------------------|
| ▪ 3115 Westerworld Drive | ▪ 8914 Tendering Court | ▪ Milhaven Lane 5216 |
| ▪ 4010 Hartley Street | ▪ 1109 Reece Road | ▪ 6557 Rumble Road |
| ▪ Misty Wood SDIP | ▪ 11018 Megwood Drive | ▪ 1118 Yale Place |
| ▪ 1523 Bonnie Lane | ▪ 6708 Old Savannah Road | ▪ 6450 Tuckaseegee Road |
| ▪ 2513 Monet Terrace | ▪ 6900 Stillmeadow Drive | ▪ Parkwood storm Drainage |
| ▪ 7212 Rothmore Street | ▪ Dow Road 8403 | ▪ 8412 Filbert Lane |
| ▪ Marlwood-Waverly Pond
Rehabilitations | ▪ Keeneland Lane 4723 | ▪ 542 Belmorrow Drive |
| ▪ McAlway Churchill | ▪ 3024 Glen Summit Drive | ▪ 8408 Quarry Road |
| ▪ 2148 Selwyn Avenue | ▪ Old Wayside Road 10635 | ▪ Sunnymede Lane |
| | ▪ Overstream Lane 1201 | ▪ Meadow Ridge Drive |

3. CITY OF CHARLOTTE FACILITIES CONTRACT

2016 - PRESENT

POINT OF CONTACT REFERENCE

Bruce Miller | City of Charlotte
600 East Fourth Street
Charlotte, NC 28202
T 704.336.7276
E bemiller@ci.charlotte.nc.us

CONTRACT AMOUNT

\$500,000



ESP is providing geotechnical engineering, construction materials testing and Special Inspection services for the City of Charlotte projects noted below. Our services included subsurface explorations, testing and inspections related to soils, foundations, masonry, reinforced concrete, structural steel, fireproofing, seismic resistance, aggregate base course and asphalt.

- | | |
|-------------------------------|--------------------------------|
| ▪ Discovery Place Renovations | ▪ Hickory Grove Police Station |
|-------------------------------|--------------------------------|

4. CHARLOTTE WATER CONTRACT

2018 - PRESENT

POINT OF CONTACT REFERENCE

Marcus King | Charlotte Water
5100 Brookshire Boulevard
Charlotte, NC 28216
T 704.336.1097
E marcus.king@charlottenc.gov

CONTRACT AMOUNT

\$500,000



ESP is providing geotechnical engineering, construction materials testing, and roadway inspection services for Charlotte Water projects under this contract. Our geotechnical services may include soil borings and sampling, laboratory testing and analyses, pavement section design and analyses, full depth reclamation mix design and recommendations, and general roadway support evaluation and recommendations. Construction materials testing services may include subgrade evaluations, density testing of fill soils, undercut monitoring, base course evaluation and testing, and asphalt testing. Blast monitoring services may include pre and post blast surveys, blast monitoring, damage claim investigations and reports and preparation and submittal of measurement records. Environmental testing services may include yield testing, environmental site assessments, well sampling, ground water sampling, asbestos and PCB assessments and sediment analysis. The following project is associated with this contract to date:

- Gum Branch Road Infrastructure Upgrade

5. CDBG-DR TIER 1 & TIER 2 ENVIRONMENTAL REVIEW

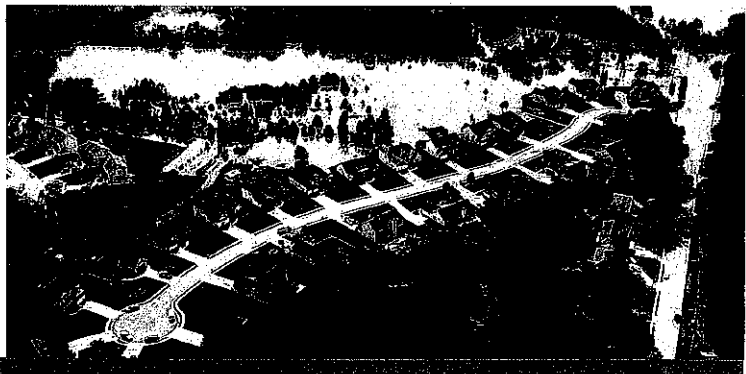
2017 - 2018

POINT OF CONTACT REFERENCE

John Dorman | Emergency
Management
4218 Mail Service Center
Raleigh, NC 27699
T 919.715.5711
E jdorman@ncem.org

CONTRACT AMOUNT

\$135,000



The US HUD appropriated Community Development Block Grant - Disaster Recovery (CDBG-DR) funding to the State of North Carolina for Hurricane Matthew disaster recovery. From 2017 to 2018, under contract to the NC Division of Emergency Management (NCEM) and working in conjunction with AECOM, ESP prepared separate Tier 1 Environmental Review Records (ERRs) for Cumberland, Edgecombe, and Wayne Counties. To allow for a broad range of disaster recovery options (including relocation of homes) and to address clusters of impacted single-family residences, the Tier 1 ERRs were prepared such that they met the requirements of an Environmental Assessment including alternatives analysis. ESP

was responsible for the Tier 1 broad-level review for clean air and radon. ESP was also responsible for developing Tier 2 site-specific review strategies and checklists for airport hazards, flood insurance, contaminated and toxic substances, lead-based paint, asbestos, mold, endangered species, floodplain management, and wild & scenic rivers. Development of the Tier 2 site-specific review strategies involved coordination with US Fish & Wildlife Service, NC Wildlife Resources Commission, USEPA, NCDEQ, National Park Service, and NC Parks & Recreation. ESP identified mitigation measures for these review topics. With regard to floodplain management, ESP prepared the Programmatic 8-Step Compliance Process Document for Floodplain Management including analysis of alternatives and drafting early & final public notices for each of the three counties. ESP also prepared the Finding of No Significant Impact / Notice of Intent to Request Release of Funds public notices and the Request for Release of Funds form for each of the three counties.

6. RENAISSANCE PARK

2018

POINT OF CONTACT REFERENCE

David Hanley, PE | Geosyntec
Consulting
300 S. Mint Street, Suite 300
Charlotte, NC 28203
T 704.227.0846
E dhanley@geosyntec.com

CONTRACT AMOUNT

\$3,500



ESP performed hazardous materials surveys on above-ground structures and facilities of Renaissance Park off West Tyvola Road in Charlotte, North Carolina. The study area included five adjoining baseball fields, soccer fields, associated support structures and infrastructure, and asphalt surface parking. Support structures and infrastructure included numerous light poles, bleachers, dugouts, scoreboards, electrical panels, a concessions/restroom building, a ticket booth, and an open space picnic canopy. The asbestos survey identified nine separate homogenous areas of suspect asbestos containing material (ACM), which were sampled and shipped to the laboratory for analysis of asbestos. No sampled suspect ACM samples tested positive for asbestos above the 1.0% asbestos AHERA limit. As part of the hazardous materials survey, fluorescent light fixtures with the potential to contain PCBs in their ballast along with HID lamps and various electrical switches were observed throughout the study area. HID lamps and large relay and breaker electrical switches have the potential to contain mercury. Additionally, transformers have the potential of containing dielectric fluid with PCBs. ESP recommended that any removed fluorescent light fixtures, HID lamps, relay and breaker electrical switches, and transformers be properly disposed or recycled per applicable Federal, State and local regulations based on their potential to contain PCBs or mercury.

7. BUNCOMBE COUNTY - HEALTH AND HUMAN SERVICES

2018

POINT OF CONTACT REFERENCE

Keith Hargrove | Architect, PC
795 Merrimon Avenue, Suite 2
Asheville, NC 28804
T 828.232.1190
E patricia.hargrove@gmail.com

CONTRACT AMOUNT

\$39.7 M



SKA performed structural, mechanical, electrical and fire protection engineering design services for the Human Services Building addition and new parking deck. The new office building addition and parking deck were designed based on high rise occupancy. Design of smoke pressurization systems, fire alarm, emergency power, fire command center, standpipe/sprinkler, underground water storage tank for fire protection and fire pump were included in the scope of the project. The lighting for the parking deck was designed to save energy through the use of occupancy sensors located throughout each parking level. The lighting for the office includes occupancy sensing and new LED technology to save energy on illumination and on cooling costs. A new standalone mechanical system was designed for the new office building using variable refrigerant volume equipment, including both heat pump and heat recovery type units. Ventilation for the building is provided by a dedicated rooftop outside air unit providing outdoor air and exhaust air.

8. CHARLOTTE-MECKLENBURG GOVERNMENT CENTER

2015 - 2018

POINT OF CONTACT REFERENCE

Jonathan Sossamon | City of Charlotte
600 East Fourth Street
Charlotte, NC 28202
T 704.432.0406
E jsossaman@charlotte.gov

CONTRACT AMOUNT

\$1.05 M



The Charlotte-Mecklenburg Government Center is a 3 story and 15 story building located in uptown Charlotte constructed in approximately 1987. SKA performed a condition assessment of the exterior facade sealants and cladding system. The purpose of our work was to provide an opinion on the current condition and the anticipated remaining service life of the existing facade sealants, and to prepare an Engineer's Opinion of Cost for replacement of the sealants. Included as part of the facade condition assessment was an investigation of leaks within the basement of the building and to provide conceptual repair recommendations in order to halt those leaks. SKA provided engineering design, bidding services and construction contract administration services for the replacement of sealants, repair/replacement of damaged granite cladding panels and localized replacement of plaza waterproofing membranes.

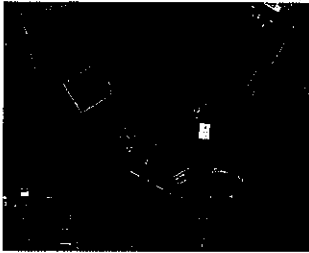
➤ 6. PROJECTS FOR THE CITY OF MOUNT HOLLY

9. WOODLAWN CULVERT CROSSING IMPROVEMENT

PROJECT DATE: 2013

FIRM COSTS | \$1,850

UNRESOLVED CLAIMS/DISPUTES | None



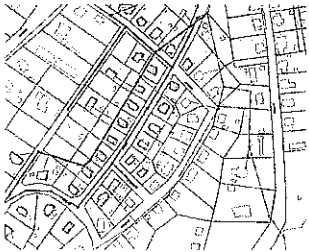
ESP provided a drainage study at an existing culvert crossing near the intersection of Woodlawn Avenue and North Main Street. Responsibilities included setting initial GPS control, deed research, right-of-way computations, location surveys including gravity utility lines, non-gravity utility lines (telephone, cable, power, etc.), and physical locations of structures and buildings along with cross-sections for existing stream and existing roadway.

10. BELL STREET/SANITARY SEWER IMPROVEMENTS

PROJECT DATE: 2012

FIRM COSTS | \$9,850

UNRESOLVED CLAIMS/DISPUTES | None



ESP provided surveying services for a neighborhood sanitary sewer study in the City of Mount Holly. Services included setting up initial GPS control for all design surveys and future construction of approximately 1800 LF gravity sewer relocation. Design surveys included deed research for 40+ properties, right-of-way computations, detailed location surveys including gravity utility lines, non-gravity utility lines (telephone, cable, power, etc.), and physical locations of structures and buildings within existing and proposed sanitary sewer corridor.

11. EAST CATAWBA AVENUE

PROJECT DATE: 2013

FIRM COSTS | \$6,837

UNRESOLVED CLAIMS/DISPUTES | None



ESP provided geotechnical engineering, pavement engineering/design, and construction materials testing services for the design and construction of the rehabilitation of approximately 1,000 linear feet of roadway reconstruction. Our geotechnical services included existing pavement, asphalt thickness and stone base thickness evaluations along with subsurface soil explorations. Subsurface explorations included performing hand auger borings with Dynamic Cone Penetrometer (DCP) testing, as well as Kessler DCP's for estimating in-situ California Bearing Ratios to be used in section design. Laboratory testing was also performed on recovered soil samples. ESP provided recommended pavement sections for new and overlay roadway design for flexible pavement systems, included stabilized sections using geotextile stabilization grid to reduce section thickness and to aid in reducing undercut depths that would cause utility disturbance. During construction, ESP monitored and tested the various construction activities during the roadway construction operations. Our services included subgrade evaluations, undercut monitoring, observations of stabilization techniques and density and thickness testing of stone base material and asphalt.

12. RANKIN AVE BRIDGE REPAIRS

PROJECT DATE: 2015

FIRM COSTS | \$3,750

UNRESOLVED CLAIMS/DISPUTES | None



SKA prepared Bidding Documents to repair delaminated and spalled areas on the existing Rankin bridge concrete deck and supports that had been identified during a NCDOT inspection. SKA assisted the City of Mt. Holly to obtain competitive bids and to provide field observations and contract administration during the repair work.

13. PRELIMINARY STRUCTURAL STUDY WATER WORKS BLDG

PROJECT DATE: 2016

FIRM COSTS | \$9,000

UNRESOLVED CLAIMS/DISPUTES | None



SKA performed field observations and measurements to create partial as-built drawings of the existing decommissioned water works building. The purpose was to assist Mt. Holly with potential structural renovations being considered to re-purpose the building.

7. PROJECT MATRIX

The chart below represents our key team member's involvement with the referenced projects in sections 5 and 6.

KEY TEAM MEMBERS	PROJECT												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Jacob L. Sarna, PG	✓	✓	✓	✓									
Marty J. Smith, PE	✓	✓	✓	✓							✓		
Christopher J. Ward, PG, RSM				✓	✓	✓							
Odise Adams, EIT	✓	✓	✓	✓									
David W. Head, CWI	✓	✓	✓										
Jeremy Finley, CAWI	✓	✓	✓										
C. Devin Arnett, CIEC					✓	✓							
Stephen D. Moorefield, PE, LEED AP							✓	✓				✓	✓
Thomas D. Muse, PE							✓	✓				✓	✓
Eric Crouch, PE							✓	✓				✓	✓
Jeff Molby, PE							✓	✓				✓	✓

➤ 8. RESUMES

Jacob L. Sarna, PG

POINT-OF CONTACT



Mr. Sarna has more than 18 years of experience in geotechnical engineering, construction materials testing, Special Inspections and more than 13 years of experience in environmental consulting. Major project experience includes educational, power generation facilities, highway transportation

systems, river facilities, airports, industrial sites, distribution warehouses, hotels, hospitals, retail centers and large residential developments. During construction, Mr. Sarna has performed and supervised engineering and testing services related to soil, aggregate, concrete, asphalt, geotextile reinforced soils, dewatering and deep foundation installation.

LOCATION: South Charlotte, MSA

EDUCATION: BS, Geology

LICENSURE/CERTIFICATION:

Professional Geologist: NC

#2174, SC #2492, TN #4696;

ESP Nuclear Density/HazMat;

ICC Spray-applied Fireproofing;

Structural Masonry, Soils

RELEVANT PROJECT EXPERIENCE:

City of Charlotte, On-Call Geotechnical Engineering and Materials Testing | Charlotte, NC: Senior project manager for construction materials testing and inspection services for multiple contracts for the City of Charlotte. Projects included the widening and realignment of Rea Road which consisted of new bridge construction, sewer, storm and water line utility placement, asphalt and concrete paving and segmental retaining wall construction.

Marty J. Smith, PE

QA/QC / CONTRACT MANAGER



Mr. Smith has over 25 years of experience in the geotechnical, materials testing, Special Inspection and environmental engineering arena. His geotechnical engineering experience includes subsurface explorations, shallow and deep foundation evaluations and recommendations, shear wave velocity testing, Seismic Site Class

determination, earth retaining structures, settlement studies and analysis, slope stability studies and analysis, rigid and flexible pavement section analysis and design, and providing recommendations for temporary and permanent site dewatering. During construction, Mr. Smith has performed and supervised inspections and engineering and testing services related to soil, stone, concrete, reinforcing steel, asphalt, geotextiles, dewatering, masonry, structural steel and fireproofing. He has also managed underground storage tank (UST) removal and closure projects and has prepared UST Closure and environmental site assessment reports.

LOCATION: South Charlotte MSA

EDUCATION: BS, Civil Engineering

LICENSURE/CERTIFICATION:

Professional Engineer: NC

#25519, SC #21079

RELEVANT PROJECT EXPERIENCE:

East Catawba Avenue Rehabilitation | Mount Holly, NC: Project Manager for the design and construction of the rehabilitation of approximately 1000 linear feet of roadway reconstruction. Our geotechnical services included existing pavement evaluations, asphalt thickness evaluations, stone base thickness evaluations, and subsurface soil explorations. Materials testing services included, existing soil sub-grade evaluations, undercut monitoring, observations of stabilization techniques, density and thickness testing of stone base material, density and thickness testing of asphalt.

Christopher J. Ward, PG, RSM

SR. ENVIRONMENTAL GEOLOGIST



Mr. Ward began his environmental career in 1987 and joined ESP in 2004 to manage environmental services at the firm. Mr. Ward has successfully managed a wide-range of environmental projects including petroleum distribution terminals and pipelines, UST, NPL, landfill, Brownfields, roadway, industrial and

metal plating sites. His experience in environmental geology includes multi-media sampling, stratigraphic mapping, aquifer characterization, monitor and recovery well network design and installation, fate and transport modeling, remedial system design, installation and operation, soil vapor studies, RBCA, expert witness, surface water sedimentation studies, Phase I ESAs, NEPA reviews, Brownfields, RCRA, asbestos/LBP/mold/radon surveys, environmental permitting, and compliance management. He has used electromagnetic conductivity, GPR, seismic refraction and gravity surveys to locate USTs, characterize stratigraphy, and delineate contaminant plumes.

LOCATION: South Charlotte MSA

EDUCATION: BS, Geology

LICENSURE/CERTIFICATION:
Professional Geologist NC #1600,
SC #980; NCDEQ Registered
Site Manager; OSHA 40 Hour
HAZWOPER / 8 Hour Refreshers;
XRF Radiation Safety Training

RELEVANT PROJECT EXPERIENCE:

Historic Second Ward Gymnasium | Charlotte, NC: The Historic Second Ward Gymnasium project included renovating an existing building which included a gymnasium. The new facility consisted of ADA improvements, roof, window and door replacements, lighting upgrade, general finishes and a new parking lot. ESP provided an asbestos inspector to survey the floor components for potential asbestos containing material. Laboratory results documented the absence of asbestos.

Odise Adams, EIT

PROJECT MANAGER



Mr. Adams began his geotechnical and construction materials testing career in 2014. Prior to joining ESP as a Project Manager in 2016, he was employed in the geotechnical engineering and construction materials testing field as a field technician and project manager. His geotechnical engineering experience

includes subsurface explorations, shallow and deep foundation recommendations, shear wave velocity testing, Seismic Site Class determination, earth retaining structures, settlement analysis, and rigid and flexible pavement section analysis and design. During construction, Mr. Adams has performed and supervised Special Inspection and testing services related to soil, aggregate, reinforcing steel, concrete, masonry, asphalt, geotextile reinforced soils, shallow and deep foundation installation.

LOCATION: South Charlotte MSA

EDUCATION: BS, Civil,
Environmental and Infrastructure
Engineering; ASS Computer Science

LICENSURE/CERTIFICATION:
Engineer In Training VA
#0420066358

RELEVANT PROJECT EXPERIENCE:

University Pointe Boulevard | Charlotte, NC: Project manager for the project that included a new bridge across I-85, extending University Pointe Boulevard from its terminus near Ikea Boulevard to IBM Drive. Provided construction materials testing and inspection services utilizing NCDOT certified personnel for the bridge construction operations and CDOT approved personnel for City roadway improvements. Services included: subgrade evaluations, undercut monitoring, testing of fill soils, concrete testing and inspection, and stone and asphalt testing and inspection.

David W. Head, CWI

ROADWAY TECHNICIAN / SPECIAL INSPECTOR



Mr. Head joined ESP in 2004 with one and a half years' experience. His construction materials testing and special inspection experience includes shallow foundations, deep foundations, soil, stone, concrete, masonry, asphalt, steel, retaining walls, fireproofing, and post-tensioned concrete.

RELEVANT PROJECT EXPERIENCE:

Charlotte-Mecklenburg Police Department, Providence Station | Charlotte, NC: Sr. Engineering Technician and Special Inspector for the project which consisted of the construction of a new police station, garage facility, parking and infrastructure. Special inspections and materials testing services included: soil and aggregate evaluation, sampling and testing, reinforced concrete inspection and testing, structural steel welded and bolted connection inspection and testing, masonry inspection and testing and monitoring the installation of the geothermal well system.

LOCATION: South Charlotte MSA

EDUCATION: BS, Civil Engineering Technology; AAS, Drafting and Design

LICENSURE/CERTIFICATION:

ACI Concrete Field Testing Tech. - Grade 1; **AWS** Certified Welding Inspector **ESP** Nuclear Density/HazMat; **ICC** Reinforced Concrete; Spray-applied Fireproofing; Structural Masonry, Structural Steel & Bolting; Soils; **NCDOT** Conventional Density Tech.; Concrete Field Tech.; Introduction to Asphalt Pavements; QMS Roadway Tech. **NSC** First Aid & CPR Course; **PTI** Level II Unbonded PT Inspector

Jeremy Finley, CAWI

ROADWAY TECHNICIAN / SPECIAL INSPECTOR



Mr. Finley joined ESP's geotechnical, testing, and inspection team in 2004 with more than four years of previous experience. His construction materials testing and Special Inspection experience includes shallow foundations, deep foundations, soil, stone, concrete, masonry, asphalt, steel, retaining walls, fireproofing, roofing and post-tensioned concrete.

RELEVANT PROJECT EXPERIENCE:

City of Charlotte On-call Geotechnical Engineering and Materials Testing | Charlotte, NC: ESP provided construction materials testing services for multiple projects for the city of Charlotte. Projects include the widening and realignment of University Point Boulevard which consists of new bridge construction, sewer, storm and water line utility placement, asphalt and concrete paving and segmental retaining wall construction. Projects also included improvements to Park Road, South Mint Street, South Tryon Boulevard and Beaties Ford Road along with asphalt resurfacing to numerous city of Charlotte streets.

LOCATION: South Charlotte MSA

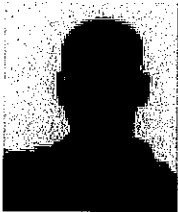
EDUCATION: Engineering Technician Certification

LICENSURE/CERTIFICATION:

ACI Concrete Field Testing Tech. - Grade 1; **AWS** Certified Associate Welding Inspector; **ESP** Nuclear Density/HazMat; **ICC** Reinforced Concrete; Spray-applied Fireproofing; Structural Masonry; Soils; **NCDOT** Conventional Density Tech.; Concrete Field Tech.; **NSC** First Aid & CPR Course; **PTI** Level II Unbonded PT Inspector

C. Devin Arnett, CIEC

ASBESTOS/LBP INSPECTOR



Mr. Arnett has been a certified NC Lead-Based Paint Inspector/Risk Assessor and a certified NC Asbestos/LBP Inspector for over twenty years performing inspections/risk assessments at hundreds of sites across North Carolina. Additionally, Mr. Arnett maintains the Certified Indoor Environmental Consultant (CEIC)

certification through the American Indoor Air Quality Council.

LOCATION: Charlotte, NC

EDUCATION: BA, Environmental Science

LICENSURE/CERTIFICATION:
Certified Indoor Environmental Consultant; **NC/SC** Asbestos/LBP Inspector

RELEVANT PROJECT EXPERIENCE:

- Parkwood Station
- Bellamy Apartments
- Carowinds
- Elizabeth Glen Apartments

Stephen D. Moorefield, PE, LEED AP

MEP EVALUATION/DESIGN



Stephen Moorefield is a project manager and design engineer in the Mechanical Engineering Department with 15 years experience in HVAC systems design and construction administration. His primary responsibilities include mechanical design and construction administration for commercial and institutional projects and

investigative analysis of building moisture.

LOCATION: Charlotte, NC

EDUCATION: BS, Mechanical Engineering

LICENSURE/CERTIFICATION:
Professional Engineer: NC
#032552, VA #0402055412, FL
#79885

RELEVANT PROJECT EXPERIENCE:

- Montgomery County Courthouse
- NC Charlotte Union Parking Deck

Thomas D. Muse, PE

MEP EVALUATION/DESIGN



Tom Muse is a Project Manager with SKA's mechanical, electrical, plumbing and fire protection department. His engineering experience includes electrical design and construction administration services for construction budgets up to \$57 million. Specific design experience includes power, lighting,

security, telephone, data, fire alarm, arc flash, and emergency distribution systems.

LOCATION: Charlotte, NC

EDUCATION: BS, Electrical Engineering

LICENSURE/CERTIFICATION:
Professional Engineer: NC
#034496

RELEVANT PROJECT EXPERIENCE:

- Buncombe County Health & Human Services
- UNC Charlotte Union Parking Deck

Eric Crouch PE

BUILDING ENVELOPE ASSESSMENTS



Eric Crouch is a Project Engineer in the Building Solutions Group. Eric performs condition assessments, construction material evaluations and forensic analyses of existing facilities. Typical projects include the evaluation of distress conditions, water intrusion issues, project management, and construction administration

LOCATION: Charlotte, NC
EDUCATION: BS, Civil Engineering
LICENSURE/CERTIFICATION:
Professional Engineer: NC #39733

services. His experience consists of building cladding systems, masonry, EIFS, hard coat stucco and window and door systems. Additionally he has experience in wood structures, precast and cast-in-place concrete parking structures.

RELEVANT PROJECT EXPERIENCE:

- Charlotte Mecklenburg Government Center
- Charlotte Mecklenburg County North Jail

Jeff Molby, PE

FACILITY CONDITION ASSESSMENTS



Jeff Molby is a Senior Engineer who joined SKA Consulting Engineers in 1996 and has more than 25 years of experience with specialties in condition assessments of various existing structures and building envelope/cladding systems, construction material evaluations, forensic analyses,

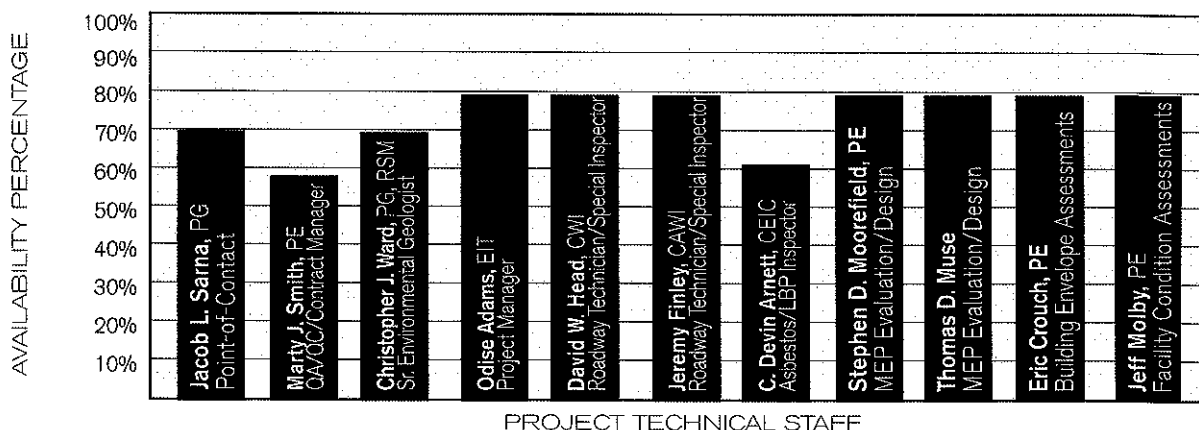
LOCATION: Charlotte, NC
EDUCATION: BS, Mechanical Engineering
LICENSURE/CERTIFICATION:
Professional Engineer: NC #028382, SC #28076

restoration and remedial repair design, and project management of restoration/remedial repair projects. Typical projects include assessment of concrete structures, exterior cladding systems (masonry, EIFS, stucco, stone, etc.), window units, curtain walls and glass systems.

RELEVANT PROJECT EXPERIENCE:

- City of Mount Holly Rankin Bridge
- City of Mount Holly Condition Assessment

Availability of Key Team Members



» 9. EXPERIENCE AND CAPABILITIES

Our proposed project team is fully capable of providing the materials testing/inspections services required for this contract.

Geotechnical Engineering Services

ESP provides consultative geotechnical engineering to clients regarding subsurface conditions for the benefit of cost and proforma analysis and to assist in site and building design.

- Expansive soil problem solving
- Soil modification through chemical treatment
- Rock characterization and consultation
- Site dewatering design
- Seismic site class analysis
- Deep and shallow foundation analysis
- Foundation settlement analysis
- Pile load testing
- Alternative foundation and soil improvement consultation
- Liquifaction potential
- Slab subgrade support
- Slope/Dam stability and seismic stability analysis
- Embankment/Dam seepage analysis
- Yield testing
- Pavement evaluation design

Construction Materials Testing Services

ESP monitors the quality of materials used from the beginning to the end of the construction phase. These services are provided by our certified engineering technicians.

- Soils evaluation and testing
- Earthwork monitoring and testing
- Lime stabilization evaluation
- Geosynthetic liner inspection
- Soil cement analysis
- Foundation construction monitoring
- Deep foundation load testing
- Reinforcing steel inspection
- Post-tension tendon inspection
- Concrete testing
- Floor flatness testing
- Weld inspection and NDT testing
- Masonry inspection
- Fireproofing inspection
- Pavement evaluation and monitoring
- Aggregate testing
- Asphalt testing
- CQA/CQC testing

Special Inspections Services

ESP has provided special inspection services for many years (dating back to versions of the Unified Building Code) on a wide variety of projects of varying sizes and scope.

- Soil and foundation inspections
- Reinforcing steel inspections
- Reinforced concrete inspections
- Post-tensioned concrete inspections
- Wall panel/veneer inspections
- Cold-formed steel framing inspections
- Masonry inspections
- Structural steel inspections
- Steel fabrication plant inspections
- Structural weld and/or bolt inspections
- Fireproofing inspections
- Wood framing inspections

Environmental Services

ESP has a long history of providing environmental consulting services to private, educational, commercial, industrial and governmental agency clients.

- Asbestos, LBP, mold, radon, and indoor air
- Phase I and II environmental site assessments
- UST closures
- Multi-media sampling and analysis
- Landfill delineation, characterization, mitigation and associated monitoring
- Orphan UST locating and closures
- Geophysical Studies
- Monitoring well installation and sampling
- Risk-based corrective action
- Surface water sedimentation studies
- Remedial system design, permitting and implementation
- NEPA
- Brownfields
- Erosion and sediment control plans
- Water supply well sampling
- REC program
- RCRA

Building Solutions

SKA has the technical expertise essential for proper evaluation and long-term repair of building envelopes and facades. Their expertise includes in-house testing and computer analysis of wall and window systems. They combine these capabilities with their extensive experience in investigation of failed envelopes to develop practical, effective designs for repairs of building envelopes and facades. If your facility is experiencing damage, deterioration, corrosion, leakage, or maintenance challenges, SKA engineers get to the root of the issue with intelligent solutions.

From steep and low slope roof systems to green roof systems to plaza waterproofing systems to below-grade waterproofing systems, SKA has engineered it. SKA not only has the technical expertise to properly evaluate the building's roof - their engineers have decades of repair and design for all roofing and waterproofing systems. Their expertise doesn't stop at the roof either; it includes walls, HVAC, plumbing and structural systems, and their interactions with the roof system.

MEP Evaluation/Design

SKA specializes in the design of new facilities and complex renovations through mechanical, electrical, plumbing, and fire protection engineering. Focused on the design and renovation of industrial processes, central boiler plants (solid, liquid, and gas fueled), cogeneration plants, central chilled water plants, central compressed air plants, and the storage, pumping, and piping of chemicals, our engineers are well-versed in the design, repair, and commissioning of most building systems. From engineering investigations and studies to peer reviews, design documents, construction administration and commissioning, the engineer that is responsible for designing a system is also responsible for ensuring it is installed as specified.

- Plumbing
- Condition assessment
- Fire protection
- Forensics
- Electrical
- Repair and renovation
- Air and water
- Peer review
- Mechanical
- Contract administration
- Commissioning
- Litigation

ESP Staff Qualifications & Certifications



ESP MATERIAL TESTING/INSPECTION SERVICES TEAM

POSITION/ROLE	ESP STAFF
NC Professional Engineers (PE)	11
NC Professional Geologists (PG)	5
Project Managers	17
Senior Geologists / Geophysicists	4
Environmental Scientists	3
Transportation Technicians	24
Senior Engineering Technicians	9
Engineering Technicians/Special Inspectors	29

Our engineering and environmental technicians are required to complete a variety of certification programs in specific testing fields. We strongly support educational and certification programs.

CURRENT CERTIFICATIONS HELD BY ESP PERSONNEL

- | | |
|--|---|
| 1 ACI Aggregate Testing Technician - Level 1 | 16 NCDOT Borrow Pit Sampling Technician |
| 34 ACI Concrete Field Testing Technician - Grade 1 | 2 NCDOT Bridge Coating Level 1 |
| 1 ACI Concrete Laboratory Testing Tech - Level 1 | 7 NCDOT Chemically Stabilized Subgrade/Base QA |
| 4 ACI Concrete Strength Testing Technician | 29 NCDOT Concrete Field Technician |
| 1 ACI Masonry Lab Testing Technician | 20 NCDOT Conventional Density Technician |
| 2 ASNT | 11 NCDOT Erosion & Sedimentation Control/Stormwater |
| 2 AWS Certified Associate Welding Inspector | 23 NCDOT Introduction to Asphalt Pavements |
| 4 AWS Certified Welding Inspector | 3 NCDOT Nuclear Safety & Hazardous Mat. Training |
| 19 CCS Card | 3 NCDOT PC Concrete Pavement Field Tech |
| 11 First Aid / CPR Course | 5 NCDOT PC Concrete Pavement Technician |
| 36 ESP Nuclear Density/HazMat | 1 NCDOT QC/QA Aggregate Sampling |
| 2 ICC Master of Special Inspections | 6 NCDOT QMS Density Gauge Technician |
| 2 ICC Prestressed Concrete | 20 NCDOT QMS Roadway Technician |
| 9 ICC Reinforced Concrete | 2 NCDOT Soil Laboratory Technician |
| 25 ICC Soils | 2 NCDOT Welding Inspection |
| 9 ICC Spray-applied Fireproofing | 9 OSHA 10 Hour Outreach Training Program |
| 13 ICC Structural Masonry | 1 OSHA 30 Hour Construction Training |
| 3 ICC Structural Steel & Bolting | 13 OSHA 40 hour HAZWOPER |
| 2 ICC Structural Welding | 3 OSHA Confined Space Entry |
| 2 NCDEQ Registered Site Manager | 1 PTI Level I Unbonded PT Field Installation |
| 1 NCDHHS Asbestos Air Monitor | 4 PTI Level II Unbonded PT Inspector |
| 1 NCDHHS Asbestos Inspector | 3 XRF Radiation Safety Training |
| 2 NCDOT ABC Nuclear Density Technician | |
| 17 NCDOT ABC Sampling Technician | |



Laboratory Testing Capabilities and Accreditations

ESP maintains two fully equipped laboratories accredited by AASHTO and NCDOT in the Charlotte MSA, allowing laboratory testing to be performed in-house and local, saving time and money. ESP strives to provide laboratory results and data immediately upon the completion of our testing operations. The amount of time required to perform specific laboratory testing is directly related to the type of testing and the condition of the sample obtained. Our testing services are provided by certified employees, under the supervision of experienced professionals with the use of our accredited laboratories.

ESP LABORATORIES HAVE THE FOLLOWING DESIGNATIONS:

- AASHTO Accredited
- NQA-1 Compliant
- NCDOT Certified
- 10 CFR 50, App. B Compliant

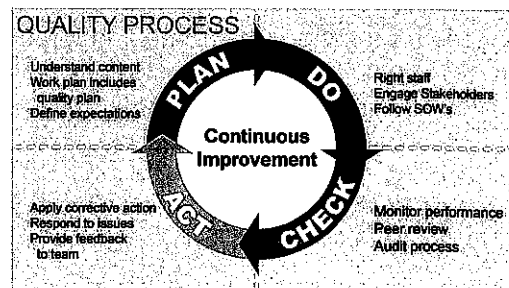
➤ 10. PROCEDURES, PROCESSES AND MUNICIPAL INVOLVEMENT

Project Management

ESP's approach to team coordination and management is centered on a strong project manager and a single point-of-contact for our clients. Our organizational structure puts key personnel on the team directly under the authority of the project manager from project initiation to project closeout. This ensures that the project is executed in a manner consistent with project management "best practices" and serves to eliminate confusion and inefficiencies that can arise with multiple contact points. With the organizational structure in place for this contract, our project manager is entrusted with a high degree of authority, allowing for the establishment of work plans, prioritizing tasks, allocating resources, and directing daily operations of the team. The project manager interacts directly with the client throughout the course of a project to understand the goals, the budget, the desired property use and to address the specific needs and concerns of the client.

Quality Control

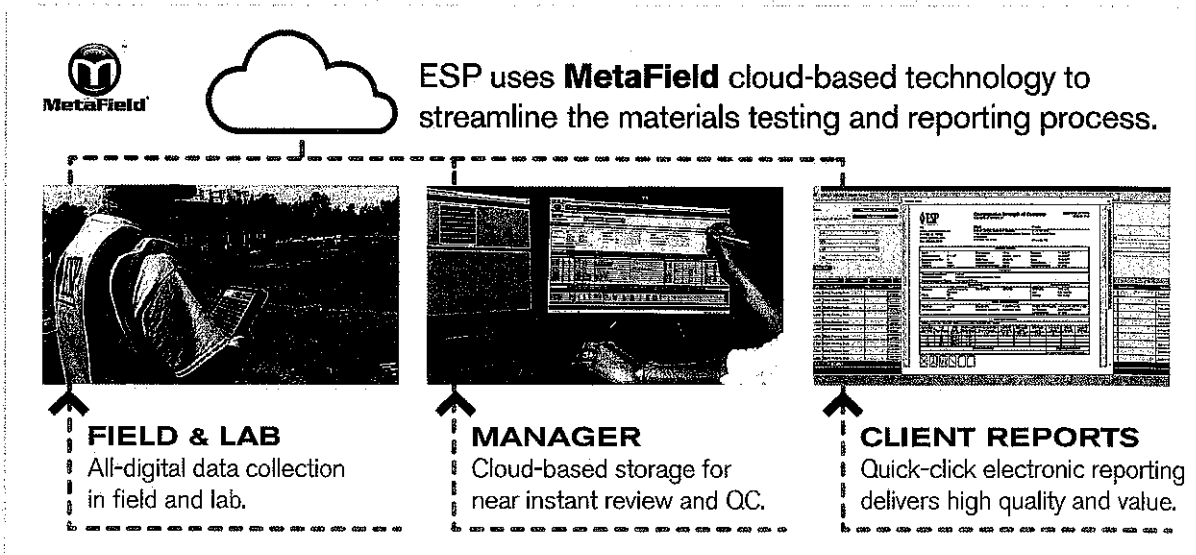
The mission of the ESP team's quality control program is to provide quality services that meet the needs of the project, are consistent with current and emerging practices, compliant with contractual and regulatory requirements, are completed on time and within budget, and provide added value to the design team. Specifically, ESP will institute the following strict controls:



- Contracts and subcontracts are required to meet licensing, certification, and health and safety program goals.
- Project schedules are tailored to reflect adequate time for independent review of work.
- Work will be performed under our Senior Review program, whereby analyses, calculations, technical evaluation and planned deliverables are reviewed by a senior level associate prior to publication and distribution.
- Health and safety performance is monitored by our Safety Manager, Mr. Anthony White.
- QA/QC audits are performed to verify project quality goals are achieved.

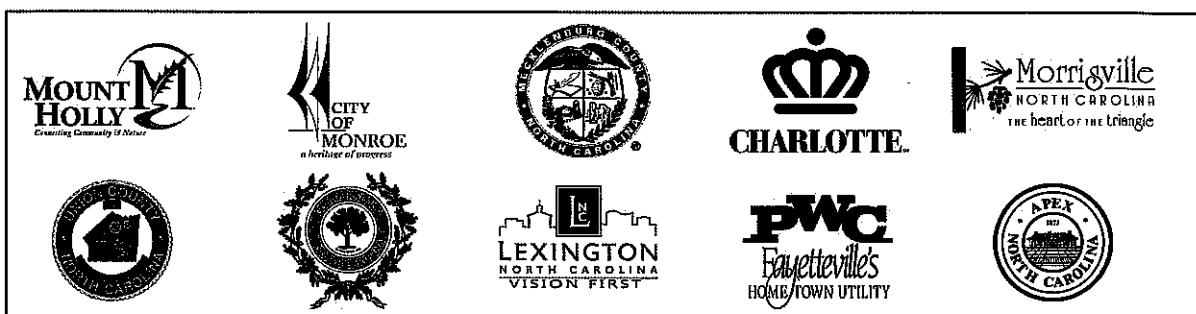
Innovative Technology and Cost-Saving Techniques

ESP employs in-field electronic data collection during the materials testing and Special Inspection phase of a project utilizing MetaField, adaptive web-based software. The adoption of MetaField has greatly enhanced our Quality Assurance program. All of our in-field technicians are equipped with smart phones and/or tablets that can access ESP's MetaField website while at the project site. Testing results are uploaded immediately as data is entered using cloud technology and readily accessible to our office staff and the client. **Efficient communication of results with our clients and enhanced tracking of specimens through the testing process has resulted in time and cost savings while greatly increasing quality assurance confidence.**



Past Involvement with Municipalities

ESP has provided our professional services to cities, towns and counties throughout North Carolina. This experience gives us both the unique insight into the project development process for local governments and the strategies to effectively manage the project scope, budget and schedule to successfully deliver the services for the City's projects. The below list provides a brief snapshot of some of our municipal clients.



11. WORK ALLOCATION

The work for the City of Mount Holly will be performed from our Charlotte MSA offices (located 20 to 30 minutes from Mount Holly, NC) or from the closer office of our subconsultant (SKA).



ESP Corporate Office
3475 Lakemont Boulevard
Fort Mill, South Carolina 29708
704.583.4949

Mailing
PO Box 7030
Charlotte, North Carolina 28241

Greensboro
7011 Albert Pick Rd.
Suite E
Greensboro, NC 27409
336.334.7724

Concord
7144 Weddington Rd., NW
Suite 110
Concord, NC 28027
704.793.9855

Raleigh
2200 Gateway Centre Blvd
Suite 216
Morrisville, NC 27560
919.678.1070

Lake Norman
20484 Chartwell Center Dr.
Suite D
Cornelius, NC 28031
704.649.2863

Columbia
2711 Alpine Rd.
Suite 200
Columbia, SC 29223
803.705.2229

Wilmington
211 Racine Drive
Suite 101
Wilmington, NC 28403
910.313.6648

Indianapolis
8673 Bash Street
Indianapolis, IN 46256
317.537.6979

Pittsburgh
One Williamsburg Place
Suite G-5, Box 13
Warrendale, PA 15086
724.462.6606

Bradenton
5455 W. Waters Avenue
Suite 210
Tampa, FL 33634
813.314.2662

Nashville
500 Wilson Pike Circle
Suite 310
Brentwood, TN 37027
615.760.8300



City of Mount Holly Action Agenda Item

To: City Council Greg Beal, Economic Development	Date: October 19, 2018
From: Coordinator, Planning Director	Meeting Date: October 22, 2018
Agenda Item to be considered: <u>Discussion of Property/Zoning as it relates to the Street and Solid Waste Property.</u>	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request: <u>At the last Council meeting, Council unanimously gave direction to move forward with a property owner initiated Conditional District Zoning for the City-owned Street and Solid Waste Property. Since this is a voluntary process, one must own the property before choosing this route.</u>	
<u>A conditional district zoning process can be as complex as one wants to make it with voluntary conditions being attached to the use of the property. However, extra conditions, outside of minor ones and permitted uses that the Mayor and Council seek to allow on this property, will only limit the perspective tenants.</u>	
<u>In lieu of a site specific plan with location of proposed buildings, and even more detail, the Zoning Ordinance allows for a general development plan to be submitted for consideration. The general development plan, sometimes referred to as a bubble plan, must include ingress/egress, parking areas and buildable or developable areas. This is similar to the plan and zoning attached to the Crescent Business Park tract, which Council approved several months ago.</u>	
<u>Based on some previous discussions, Council may want to limit the uses to the ones below:</u>	
1) <u>Restaurant</u> 2) <u>Brew Pub</u> 3) <u>Microbrewery</u> 4) <u>Brewery</u> 5) <u>Distillery</u>	
<u>The above uses were sought during the RFP process. Secondary uses, incidental to the primary use, could be allowed, uses such as a Coffee Shop, Bed and Breakfast, Hotel, Bottle Shop, Bike Shop, Outfitter and Sporting Goods Store.</u>	
<u>Without having direct water access, the likelihood of attracting a Tailrace Marina type of development is slim. However, would Council entertain residential uses like townhomes and apartments if they were in conjunction with one of the five primary uses listed above?</u>	
<u>Flexibility should be allowed with parking and building area. A statement reading, "All uses will confirm to the parking requirements found in Section 8 in the City of Mount Holly Zoning Ordinance. Permitted uses should take advantage of the existing parking area on the site; however, flexibility in the location of the parking area will be allowed during site plan review."</u>	

The developable area should read that it will confirm to Section 5.20 as it relates to Architectural Standards for Commercial Buildings.

The developable area could also read that building footprints can be expanded so long as it confirms to Section 5.15 Watershed Overlay District requirements.

Fiscal Impact:

Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	\$		
Budget Code			
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

Manager/Staff Recommendation: **I have attached the Table of Permitted Uses and the requirements for Conditional Zoning, Section 14.5 of the Ordinance. Should you have any suggestions on allowed uses for this property, please bring them up on Monday night. Staff is recommending calling for the public hearings in November, holding the Public Involvement Meeting in mid-November, and holding the public hearing on the rezoning in December.**

Result of City Council Decision:

Attachments: **Section 14.5 Conditional District Zoning**
Article 6 Table of Permitted Uses
General Development Plan (separate attachment)
Zoning Map

SECTION 14.5 **CONDITIONAL DISTRICTS (CD)****A. Application**

1. Petitioning for a CD zoning district is a voluntary procedure and can be initiated only by the owner(s) of the property (ies) in question or by his/her authorized agent. Every application for the rezoning of property to a CD district shall be accompanied by a site plan, drawn to scale containing all of the information outlined in Section 14.5 (B) of this Ordinance. The Administrator shall schedule a meeting with the applicant, prior to any public involvement meeting (PIM) being advertised and/or held to review the rezoning application and site plan to make sure that it meets, at a minimum, all minimum requirements of this Ordinance.
2. Furthermore, no application shall be considered complete unless it is accompanied by a fee, in accordance with a fee schedule approved by the governing board for the submittal of an application for rezoning to a CD district. Said fee shall be waived for any application submitted by any official or agency acting on behalf of the City of Mount Holly or the State of North Carolina.
3. The Administrator may require the petitioner to submit more than one copy of the rezoning application in order to have enough copies available to circulate to other government agencies for review and comment. When dealing with the conditional zoning district process, it may be desirable to request additional information in order to evaluate a proposed use and its relationship to the surrounding area. Therefore, the Planning Commission and/or City Council may request additional information [in addition to that required above], as they deem necessary.

B. Procedures

A pre-application meeting between the applicant and the Administrator shall be required in order to familiarize the applicant of the procedure for securing approval of a conditional use permit. The Administrator shall accept no conditional use permit application for review without such meeting having first occurred unless the Administrator determines that such meeting would not serve any meaningful purpose and waives the meeting requirement.

Procedures for application submittal are as follows:

- A. A complete conditional use permit application that is signed by the applicant and which is accompanied by a submittal fee (in accordance with a fee scheduled approved by City Council) shall be filed with the Administrator.

- B. The application shall be accompanied by a drawing or plan, drawn to scale, that includes or is accompanied by the following:
1. Name, address and phone number of the property owner (or his agent) and the property identification number of the property. (Note: The property owner or his authorized agent are the only two parties who may initiate a request for a conditional use permit).
 2. A boundary survey and vicinity map, showing the property's total acreage, general location in relation to adjoining streets, railroads and/or waterways, date and north arrow. The zoning classification of the property in question and contiguous properties shall also be shown. (In lieu of the boundary and survey maps, one or more up-to-date tax maps depicting the area in question may be submitted. Any required drawing or depiction of the proposed development or use shall not appear on the tax maps but rather shall appear on the drawing or plan.)
 3. The name and addresses of all owners, tax parcel numbers and existing land use(s) of all contiguous properties.
 4. Proposed use of all land and structures including the number of residential units proposed, if any, and total square footage of nonresidential development.
 5. Location of all proposed structures, their approximate area and exterior dimensions, height, and proposed number of structures.
 6. A description of all screening and landscaping required by the Zoning Ordinance and/or proposed by the applicant; the delineation of any wooded, landscaped or grassed areas existing prior to development and proposed to remain on the property once the development is completed.
 7. All existing easements, reservations and rights-of-way.
 8. Proposed phasing, if any, and approximate completion time for the project.
 9. Delineation of areas within the regulatory floodplain as shown on the official Federal Emergency Management Agency (FEMA) flood hazard boundary maps for Gaston County.
 10. Traffic, parking and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets.

11. A list, if any, of all additional development conditions or standards that differ from those that would normally apply to that use. Only conditions that exceed the Zoning and Subdivision Ordinance minimum standards can be considered and listed by the applicant.
12. The Administrator reserves the right to waive the depiction of some or all of the information contained in paragraphs (5) through (10) when, in his opinion, such information is not a requirement of this Ordinance for the particular conditional use being requested. Notwithstanding, if either the Planning Commission or City Council determines that additional information as set forth in paragraphs (5) and (10) of this subsection is needed to render a recommendation or decision on the application, they may require the applicant to submit such additional information.
13. In lieu of showing all of the information in paragraphs (5) through (11) of this subsection, the applicant may submit a general development plan which shows on the proposed site, by land use type, the areas to be developed for buildings and parking and shall show all points of ingress and egress onto thoroughfares and collector streets.

C. Public Involvement Meeting

1. Once the requisite number of complete applications has been submitted to the Administrator and the requisite fees have been paid, and prior to the public hearing on the rezoning request, a Public Involvement Meeting (PIM) shall be scheduled and held. Such meetings shall occur prior to any recommendation by the Planning Board and approval by the City Council. The PIM is designed to provide a framework for creating a shared vision with community involvement directed by the applicant in accordance with the following requirements:
 - a. The applicant shall provide an agenda, schedule, location, and list of participants such as landscape architects, engineers, etc. to answer questions from citizens and service providers for the PIM in cooperation with the Administrator.
 - b. It is recommended that the PIM last 2-4 hours, depending on the nature of the proposed development and its location. A minimum of one (1) hour should be scheduled during normal business hours to allow service providers and other public agencies (such as public works officials, NCDOT, NCDENR,

QNRC, etc) to participate as needed and to allow for citizens to drop in at a convenient time throughout the period. It is recommended (but not mandated) that this portion of the PIM take place at the proposed development site. In addition, a second one (1) hour (minimum) meeting should be scheduled at a conveniently located meeting site agreed upon by the applicant and the Administrator.

Notwithstanding the above, a PIM may last for different amounts of time, depending on the nature of the development, its location, and the number of parties involved and/or attending the meeting.

c. Notice of the PIM shall at a minimum, be given as follows:

ii. A public notice shall be sent by the City of Mount Holly to a newspaper having general circulation in the City of Mount Holly not less than 10 days or more than twenty-five (25) days prior to the date of the PIM.

iii. A notice shall be sent by first class mail by the City of Mount Holly to the applicant and to the owners of all properties that lie in Gaston County within two hundred fifty (250) feet as measured from the exterior boundaries of the proposed development and which are located within an annexation agreement boundary that such City/Town has with any other municipality. The applicant shall furnish the City of Mount Holly with mailing labels that depict the names and addresses of the owners of all properties within said two hundred fifty (250) foot area. Such notice shall be sent not less than ten (10) days prior to the date of the PIM. The notification shall contain information regarding the PIM time and location(s) as well as a general description of the proposal.

iv. With respect to Subsection (c) above, the applicant shall reimburse the City of Mount Holly for all postage and advertising expenses incurred for such notifications.

v. A PIM notification sign shall be posted by the City of Mount Holly in a conspicuous place at the property

vi. not less than 10 days prior to the PIM. The sign shall indicate date, time, and location(s) of the PIM. In lieu of any or all of this information to be contained on this

posted notice, the notice may give a phone number where interested parties may call during normal business hours to get further information on the PIM.

- d. The Administrator will keep notes of comments received during the PIM. A summary of the comments made shall be included in any staff report prepared by the Administrator relative to the rezoning request.
2. Following the PIM, the applicant shall have the opportunity to make changes to the application to take into account information and comments received. One or more revised copies of the application shall be submitted to the Administrator for review. No additional fee shall be required to be paid for making such changes provided the Administrator receives the revised application within thirty (30) days following the PIM. If a revised application is not received during said thirty (30) day period, the Administrator shall review the original application submitted.

D. Administrator Approval

The Administrator shall have up to thirty (30) days following any revision of the application to make comments. If the Administrator forwards no comments to the applicant by the end of any such thirty-day period, the application shall be submitted to the Planning Board for their review without any further comment.

E. Plans and Other Information to Accompany Petition

1. Every application for the rezoning of property to a CD district shall be accompanied by a site plan, drawn to scale containing all of the information outlined in Section 14.5 (B) of this Ordinance.
2. Furthermore, no application shall be considered complete unless it is accompanied by a fee, in accordance with a fee schedule approved by the governing board for the submittal of an application for rezoning to a CD district. Said fee shall be waived for any application submitted by any official or agency acting on behalf of the City of Mount Holly or the State of North Carolina

F. Public Hearing Notification Requirements

1. Before any property is rezoned to a CD district, the Planning Commission and City Council must hold a public hearing after the public information meeting has been concluded. Any complete application shall be submitted to the Administrator at least thirty (30) days prior to the first public hearing before the Planning

Commission. This shall be sufficient time period for the staff to review the application and produce a staff report and to ensure that all applicable notification requirements can be met. The second public hearing shall take place before City Council after the Planning Commission has been given an opportunity to review and make a recommendation on the application. Notification of the public hearing shall be as follows:

- d. A notice shall be published in a newspaper having general circulation in the City of Mount Holly once a week, for two successive weeks; the first notice to be published not less than ten (10) days or more than twenty-five (25) days prior to the date established for the first public hearing.
- e. The Administrator shall post at least one notice on the site proposed for rezoning or an adjacent public street or highway right-of-way at least ten (10) days prior to the governing board public hearing. Where multiple parcels are included within a proposed zoning map amendment, a posting on each individual parcel is not required, but the City of Mount Holly shall post sufficient notices to provide reasonable notice to interested persons. Such notice shall state the nature of the public hearing and its date, time, and location at which it is to be held. The notice shall be removed only after final action has been taken on the matter. In lieu of any or all of this information to be contained on this posted notice, the notice may give a phone number where interested parties may call during normal business hours to get further information on the conditional use permit requested.
- f. A notice of the public hearing shall be sent by first class mail by the Administrator to the applicant and to all adjacent property owners at least ten (10) days prior to the first public hearing.

- 3. Any public hearing notice published or mailed shall state the nature of the public hearing, the date, time, and place at which the hearing is to occur, and who to call and/or see for more information.

G. Planning Commission Review

The Planning Board shall have at least forty-five (45) days to make a recommendation on the proposed change, said forty-five (45) days being measured from the date of the date of initial referral of the amendment by staff to the Planning Commission. If a recommendation is not made during said time period, the application shall be forwarded to City Council without a

recommendation. Any such Planning Commission recommendation shall be accompanied by statements that address (1) whether the proposed amendment is consistent with any comprehensive plan that has been adopted by the governing board and any other officially adopted plan that is applicable, and (2) other matters that the Planning Commission deems appropriate and (3) why it considers the action taken to be reasonable and in the public interest.

H. Action by City

Conditional Zoning District decisions are a legislative process subject to judicial review using the same procedures and standard of review as apply to general use district zoning decisions. Once the public hearing has been held, City Council shall take action on the petition. The public hearing, once opened, can be continued to a later date and action take at that time. City Council shall have the authority to:

1. Approve the application as submitted.
2. Deny approval of the application
3. Approve the application with modifications that are mutually agreed to by the applicant and the governing board. Such conditions shall be in compliance with Subsection F herein.
4. Submit the application to the Planning Commission for further study. The Planning Commission shall have up to thirty (30) days from the date of such submission to make a report to the governing board. If no report is issued, the governing board can take final action on the petition. City Council reserves the right to schedule and advertise a new public hearing based on the Planning Commission's report.

I. Conditions to Approval of Petition

In approving a petition for the reclassification of a piece of property to a CD district, the Planning Commission may recommend, and City Council may require that reasonable and appropriate conditions be attached to approval of the petition. Such conditions shall be limited to those that address the conformance of the development and use of the site to City of Mount Holly ordinances and an officially adopted comprehensive or other plan and those that address the impacts reasonably expected to be generated by the development or use of the site. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the governing board. In no instance shall any of these conditions be less restrictive than any requirements that would otherwise pertain to that particular development if it were located in a general or parallel conditional use zoning district. Such conditions may exceed any performance criteria or minimum requirements listed

elsewhere in this Ordinance that pertain to that development. Statements that (1) analyze whether the rezoning is consistent with an adopted comprehensive plan and any other officially adopted plan, and (2) other matters that the City Council deems appropriate and (3) why it considers the action taken to be reasonable and in the public interest shall be prepared and accompany each final decision relative to the CD rezoning request

J. Effect of Approval; Zoning Map Designation

If a petition for a CD district is approved, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to the district's zoning classification, the approved site plan for the district, and any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district and are binding on the property as an amendment to these regulations and to the Zoning Map. Following the approval of the petition for a CD district, the subject property shall be identified on the Zoning Map by the appropriate district designation followed by the letters CD (i.e., CD-RSF.) Notwithstanding, the Administrator may make minor changes to the approved site plan administratively without necessitating a need to rezone the property to a different conditional district classification.

Article VI **Table of Permitted and Special Uses**

The district or districts in which a particular listed use may be permitted is indicated by an "X" or an "S" in the district columns opposite the listed use. The meanings of the entries in the Table are as follows:

- X indicates the use is permitted by right and a zoning permit may be obtained.
- S indicates the use requires approval of a Special Use Permit in accordance with the procedures described in Section 12.6.

Note The column labeled "Note" means that there are special additional performance requirements that the use must comply with in its development. These requirements are contained in Article VII, "Special Requirement Notes to the Table of Uses." For Special Uses, the requirements listed in the Note for the particular use shall also represent the minimum conditions for issuance of a Special Use. For any other use subject to a Note, the Note requirement shall also represent the minimum conditions for issuance of a Conditional Use Permit as part of the Conditional Use rezoning process.

SIC The 1987 Standard Industrial Classification Manual was utilized in the preparation of this table and shall be consulted as a guide for purposes of interpretation by the Zoning Enforcement Officer. The reference SIC column refers to SIC classifications. Entries with "0000" in the reference SIC column do not correspond to any classification in the SIC manual.

The listing of a use in the Table of Permitted, Special and Conditional Uses in no way relieves that use of having to meet all local, state and federal laws pertaining to the establishment and operations of that use.

The City of Mount Holly recognizes that if a use listed or not listed in this article is not found to have a definition in Article 3 of this Ordinance then the latest version of Merriam-Webster Dictionary should be utilized to define said use.

The Table of Permitted (X), Conditional (C) and Special (S) Uses follows:

Section 6.1 Residential Uses

Use Types	Note	SIC	R-A	R-20	R-12	R-10	R-8 SF	R-8 MF	R-D	M-H-M-U	O & I	B-1	B-2	B-3	L-1	H-1
accessory use or building (noncommercial)		0000	X	X	X	X	X	X	X	X	X					
bed and breakfast	1	7011									X					
short term rental			X	X	X	X	X	X	X							
dwelling, mixed-use		0000							X	X	X	X				
dwelling, multi-family	5	0000						X		S	X	X				
dwelling, single-family detached		0000	X	X	X	X	X	X	X							
dwelling, townhome; condominium	5	0000						X	X	S	X	X				
family care home (6 or less)	2	8351	X	X	X	X	X	X	X	X	X					
family day-care home (5 or less)	2	8322	S	S	S	S	S	S	S	S	X					
home occupation	3	0000	S	S	S	S	S	S	S	S	X					
mobile home, class "A"	4	0000					X	X								
mobile home, class "B" (#, see Manufactured Home Overlay District)		0000	#	#	#	#	#	#								
mobile home park (#, see Manufactured Home Overlay District)		0000	#	#	#	#	#	#								
modular homes		0000	X	X	X	X	X	X	X	X	X					
planned unit developments (PUD)	6	0000	S	S	S	S	S	S	S	S	S					
swimming pools, accessory	7	0000	X	X	X	X	X	X	X	X	X	X	X	X	X	
yard sales (no more than 1 per every three months; 4 per year)	23	7389	X	X	X	X	X	X	X	X	X	X				
solar energy systems	28	0000	X	X	X	X	X	X	X	X	X	X	X	X	S	S

Section 6.2 Recreational Uses

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
amusement arcades & indoor places of entertainment; including bowling alleys, skating rinks, & indoor theaters		7999								X	X			X		
amusement or water parks	8	7996												X		
associations or organizations, social & fraternal	9	8640	X	X						X	X	X	X	X		
auditorium, assembly hall		0000								X	X	X	X	X		
batting cages	8	7999												X		
billiard parlor, pool room		7999												S		
bingo games		7999										X	X	X		
dance studios & schools, including aerobics		7911								X		X	X	X		
dance halls including night clubs & lounges	24	5810								S		S		S		
fortune tellers, astrologers		7999										X		X		
go-cart raceways	8	7999												X		
golf course, including pro shop	10	7997	X	X	X	X	X	X			X	X	X	X		
golf driving ranges	8	7999												X		
marinas		4493												X		
martial arts instructional schools		7999								X		X	X	X		
miniature golf facilities	8	7999												X		
outdoor resort	29	7011												S		
indoor miniature golf	8	7999								X				X		
physical fitness centers		7991								X		X	X	X		
public parks		7990	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Recreational Uses (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
recreational facilities, public		7999	X	X	X	X	X	X	X	X	X	X	X	X	X	X
recreational facilities, private; including country clubs, private neighborhood parks & multi-family recreation areas where the principal use is permitted in a zone		7997	X	X	X	X	X	X	X	X	X	X	X	X		
recreational facilities; health club, spa & gymnasium (principal use)		7997								X	X	X	X	X		
shooting ranges, indoor		7999												X		
shooting ranges, outdoor, local government only		7999														X
swim & tennis clubs	11	7997	X	X	X	X	X	X	X	X	X	X	X	X		
swimming pools, private	11	7997	X	X	X	X	X	X	X	X	X	X	X	X		

Section 6.3 Education and Institutional Uses

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
ambulance services		4119									X	X	X	X		
cemetery		6553	X	X	X						X		X	X		
churches, synagogues & other associated activities	12	8661	X	X	X	X	X	X	X	X	X		X	X		
colleges or universities		8220									X					
correctional institutions		9223														X
day care centers (6 or more)	13	8322	X	X						X	X		X	X		
governmental, offices & facilities		0000	X	X	X	X	X	X	X	X	X	X	X	X	X	X
health and behavioral care facility		8059									X	X	X	X		
hospitals, public & private		8026								X	X	X	X	X		
libraries		8231								X	X	X	X	X		
museums or art galleries		8412								X	X	X	X	X		
nursing and convalescent homes; congregate or group care	12	8050	X	X							X		X	X		
orphanages		8361									X		X	X		
philanthropic institutions		8399								X	X	X	X	X		
post offices		7389									X	X	X	X		
psychiatric hospitals		8063									X		X	X		
public water & sewer lines; provided minimum water line is 6 inches & minimum sewer line is 8 inches unless otherwise specified by City		0000	X	X	X	X	X	X	X	X	X	X	X	X	X	X
retreat centers		0000	X	X						X	X	X	X	X		

Education and Institutional Uses (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
schools, including public schools & private schools, having a curriculum similar to those given in public schools		8211	X	X	X	X	X	X	X		X					
schools, specialty training, such as cosmetology, vocation or trade services, not elsewhere classified, where no retail, wholesale, or repair is conducted		8249									X					
specialty hospitals		8069								X	X	X	X	X		
studios		0000								X		X	X	X		

Section 6.4 Business, Professional and Personal Services

Use Types	Note	SIC	R-A	R-20	R-12	R-10	R-8 SF	R-8 MF	R-D	M-H-M-U	O-I	B-1	B-2	B-3	L-1	H-1
accounting, auditing, or bookkeeping		8271								X	X	X	X	X		
administrative or management services		8741								X	X	X	X	X		
advertising agencies or representatives		7311								X	X	X	X	X		
agencies & offices rendering specialized services not involving retail trade such as real estate, insurance, advertising, architecture, engineering, & accounting and not listed elsewhere		0000								X	X	X	X	X		
animal clinics & hospitals; including totally enclosed kennels operated in connection with animal clinics or hospitals		0742											X	X		
animal grooming (no overnight boarding)		0000														
automobile body shop		0000												X		
automobile parking lots & facilities for permitted uses in the district		7521	X	X	X	X	X	X	X	X	X	X	X	X	X	X
automobile parking (commercial)		7521											X	X		
automobile rental or leasing		7510											X	X		
automobile repair & service (excluding storage of wrecked or junked vehicles)		0000												X		
automobile storage	14	0000												X		

Business, Professional and Personal Services (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
automobile towing & storage services	14	7549												X		
automobile washing facilities		7542												X		
automobile wrecking or junk yards	14	5093														X
banking, including loan offices & investment houses		6000								S	X	X	X	X		
banking; ATM (stand-alone)		6000												X		
barber and beauty shops		7241								X	X	X	X	X		
building maintenance services		7349												X		
bus stations		4140												X		
chiropractor offices		8041								X	X	X	X	X		
clothing alterations or repairs		0000								X	X	X	X	X		
communicative facilities, including radio & television broadcasting excluding towers that exceed the height limits		0000									X		X	X		
computer maintenance and repair		7378								X		X	X	X		
computer services		7370								X		X	X	X		
contractors' facilities with open storage		0000												X		
contractors' offices (no storage)		0000								X		X	X	X		
convenience food stores		5411								X		X	X	X	X	
dental offices & laboratories		8071								X	X	X	X	X		

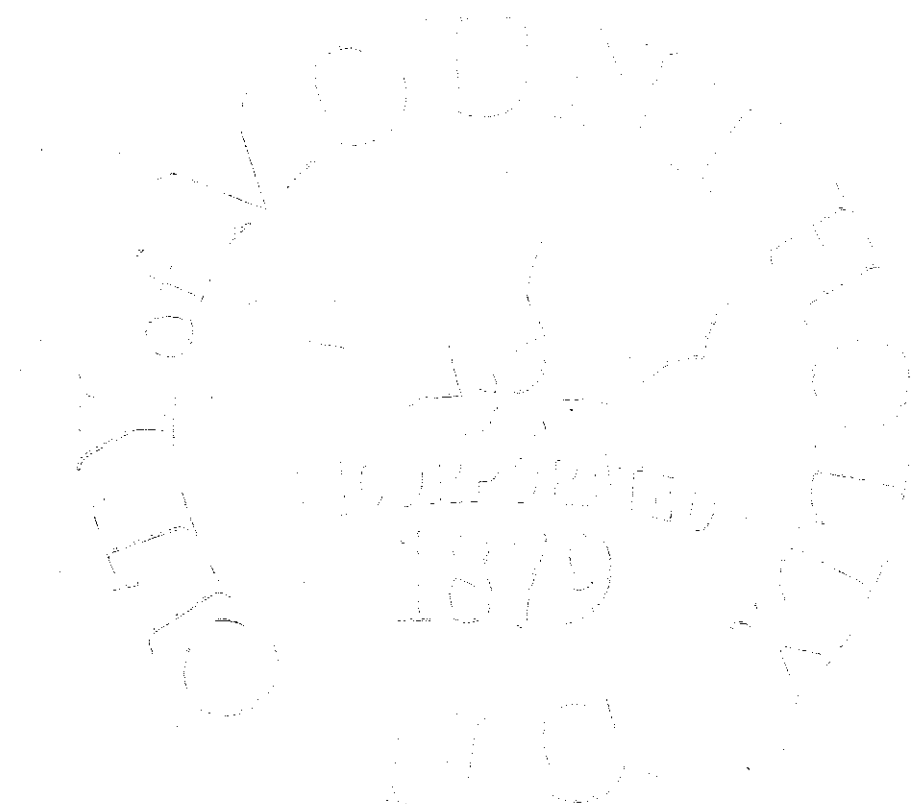
Business, Professional and Personal Services (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
doctor's offices & laboratories		8000								X	X	X	X	X		
drive-in theaters	15	7833												X	S	
dry cleaning & laundry-facilities		7211								X		X	X	X		
economic, sociologic, or educational research		8732								X	X	X	X	X		
employment agencies, personnel agencies		7360								X	X	X	X	X		
equipment rental & leasing		7350										X		X		
equipment repairs, heavy		7690														X
equipment repairs, light		7690												X		X
exterminating services		7342												X		
finance or loan offices		6100								S	X	X	X	X		
food catering facility		0000									X	X	X	X		
fraternal organizations		8641	X	X							X	X	X	X		
freezer lockers		4222												X	X	
funeral homes		7261									X		X	X		
insurance agencies		6411								X	X	X	X	X		
Internal service facilities incidental to permitted uses including cafeterias, day care facilities, snack bars, pharmacies, optical stores & similar retail activities when conducted solely for use of employees, patrons or occasional visitors; provided, such activities are within the principal building & neither the facility in itself nor advertising for it are permitted beyond the premises		0000	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Business, Professional and Personal Services (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
laundromats		7215										X	X	X		
law offices		8111								X	X	X	X	X		
locksmith shops, including repair		7699										X	X	X		
medical, dental or related offices		8000								X	X	X	X	X		
medical or dental laboratories		8071								X	X	X	X	X		
mini-storage units or warehouses		4225													X	X
motels & hotels		7011								X		X		X		
motion picture production		7810										X		X		
non-commercial research organizations		8733									X	X	X	X		
office not classified else- where; where no retail business is conducted		0000								X	X	X	X	X		
optometrists & ophthalmologists		8000								X	X	X	X	X		
photocopying & duplicating services		7334										X	X	X		
photo finishing laboratory		7384										X		X		
photography studio		7221								X	X	X	X	X		
picture framing shop		7699										X	X	X		
private clubs		0000												X		
psychologists' offices		8000								X	X	X	X	X		
radio, television or communication towers	16	0000													X	X
real estate offices		6500								X	X	X	X	X		
recreational vehicle parks or campsites		7033													X	
refrigerator or large appliance repair		7623												X		

rehabilitation or counseling services		8300								X	X	X	X	X		
--	--	------	--	--	--	--	--	--	--	---	---	---	---	---	--	--



Business, Professional and Personal Services (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
repair shops not classified elsewhere		7699												X	X	
research, development, or testing services		8730									X	X	X	X		
septic tank service		7699												X	X	
service stations (not including truck stops)		7530											X	X	X	
shoe repair or shoeshine shops		7251										X	X	X		
sign shop		7389									X	X	X	X		
stock, security or commodity brokers		6200									X	X	X	X		
structures & uses clearly incidental to a permitted use		0000	X	X	X	X	X	X	X	X	X	X	X	X	X	X
tanning salons		7299								X		X	X	X		
taxi terminals		4121										X		X		
taxidermists		7699										X	X	X		
tire recapping		7534												X		
travel agencies		4724								X	X	X	X	X		
truck driving schools		8249												X		
truck & utility trailer rental, sale & leasing, light		0000												X	X	
truck & utility trailer rental, sale & leasing, heavy		0000													X	X
truck washing		7542														X
upholstering & furniture refinishing		7641												X		
utility company offices		0000								X	X	X	X	X		
utility stations & plants		0000														X
veterinary services		0740												X	X	
vocational, business or secretarial schools		8240								X	X	X	X	X		
watch or jewelry repair shops		7631										X	X	X		

Section 6.5 Retail Trade Uses

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
antique shops		5932								X		X	X	X		
apparel sales		5600								X		X	X	X		
appliance sales & service		5722								X		X	X	X		
art studios & galleries		8412								X	X	X	X	X		
arts & crafts sales		5999								X		X	X	X		
auction house (totally enclosed)		5999									X	X	X	X		
automobile & truck dealers; new & used		5511												X	X	
automobile parts & supply store		5531								X		X	X	X		
bakeries; retail		5461								X		X	X	X		
bicycle sales & repair		5941								X		X	X	X		
boat dealer; sale or repair		5551												X		
book stores		5942								X		X	X	X		
bottle shop												X				
brew-pub										X		X	X	X	X	
building supply dealers		5211												X		
camera & photography; sales & service		5946								X		X	X	X		
candy stores		5441								X		X	X	X		
carpet sales & storage		5713								X		X	X	X		
catalogue stores		5961								X		X	X	X		
clothing shops		5600								X		X	X	X		
computer sales		5734								X		X	X	X		
dairy product stores		5451								X		X	X	X		
department & variety stores		5300								X		X	X	X		
drug stores & pharmacies (no drive-thru)		5912								X		X	X	X		
drug stores & pharmacies (w/ drive-thru)		5912								S		X	X	X		
electronic product sales		5730								X		X	X	X		

Retail Trade Uses (continued)

Use Types	Note	SIC	R-A	R-20	R-12	R-10	R-8 SF	R-8 MF	R-D	M H M U	O & I	B-1	B-2	B-3	L-1	H-1
fabric or piece goods store		5949								X		X	X	X		
farm machinery sales & service		5083												X		
farmer's or produce market	26	5431										X		X		
flea market		5999												X		
floor covering, drapery or upholstery		5710								X		X	X	X		
florist shop		5992								X		X	X	X		
fuel oil sales		5980												X		
furniture sales		5712								X		X	X	X		
furniture repair, including upholstery		7641												X		
garden centers or retail nurseries		5261										X	X	X		
gift, novelty & souvenir shop		5947								X		X	X	X		
grocery store (over 3,000 sq ft)		5400								X		X	X	X		
hardware store		5251								X						
hardware store (w/ outside storage)		5200											X	X		
hobby & toy stores		5945								X		X	X	X		
home furnishings, misc.		5719								X		X	X	X		
HVAC, etc sales & service		5070								X		X	X	X		
jewelry sales & repair		5944								X		X	X	X		
leather goods sales		5948								X		X	X	X		
lighting good sales		3648								X		X	X	X		
liquor stores		5921								X		X	X	X		
Microbrewery	30									S		S	S	S	X	X
misc. retail sales		5999								X		X	X	X		
mobile home sales & service		5271												X	X	
motorcycle assembly & retail parts sales	27	5571										S		X		

Retail Trade Uses (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
Music stores including instrument dealers & repair		5736								X		X	X	X		
newsstands		5994								X		X	X	X		
office supply store		5040								X		X	X	X		
optical goods sale		5995								X		X	X	X		
Outfitter										X		X	X	X	X	X
paint, glass & wallpaper stores		5231								X		X	X	X		
pawn shop		5932											X	X		
pet stores		5999								X			X	X		
radio & television, stores & repairs		5731								X		X	X	X		
record stores (cd's)		5735								X		X	X	X		
recreation vehicles sales & service		5571												X	X	
restaurant		5812								X		X	X	X	X	
restaurant (w/ drive-thru)		5812										X		X	X	
restaurant (within other facilities; as long as principal use is permitted)		5812								X		X	X	X	X	X
service stations (gasoline)		5541											X	X		
shoe sales and/or repair		7251								X		X	X	X		
shopping centers & malls		5600								X		X	X	X		
sporting goods stores		5941								X		X	X	X		
tire dealers & service		5531												X		
tobacco stores		5993								X		X	X	X		
truck stops		5541												X		
video tape (dvd) rental & sales		7841								X		X	X	X		
woodworking shops (retail)		3553								X		X	X	X		

Section 6.6 Wholesale Trade Uses

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
agricultural, chemical, pesticides, fertilizers		5191													X	X
agricultural products, other		5159													X	X
ammunition		5099													X	X
animals & animal products, other		5159														X
apparel, piece goods & notions		5130												X	X	X
bakeries, wholesale		2050												X	X	X
beer, wine, distilled alcoholic beverages		5180												X	X	X
books, periodicals & newspapers		5192												X	X	X
bulk mail & packaging		4212												X	X	X
chemicals & allied products		5169												X		X
courier service, central facility		4215												X	X	X
courier service substation		4215												X	X	X
drugs & sundries		5122												X	X	X
durable goods, other		5099												X	X	X
electrical goods		5060												X	X	X
farm supplies, other		5191												X	X	X
flowers, nursery stock & florist supplies		5193												X	X	X
forest products		5099												X	X	X
furniture & home furnishings		5020												X	X	X
grain & field beans		5153												X	X	X
groceries & related products		5140												X	X	X
hardware		5072												X	X	X
jewelry, watches precious stones & metals		5094												X	X	X

Wholesale Trade Uses (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
livestock		5154														X
lumber & other construction materials		5030												X	X	X
machinery, equipment & supplies		5080												X	X	X
market showrooms (furniture, apparel, etc)		5399												X	X	X
metals & minerals		5050												X	X	X
motor vehicles, parts & services		5010												X	X	X
moving & storage firms		4214												X	X	X
paints & varnishes		5198												X	X	X
paper & paper products		5110												X	X	X
petroleum & petroleum products		5170													X	X
plastic materials		5162												X	X	X
plumbing & heating equipment		5070												X	X	X
professional & commercial equipment & supplies		5040												X	X	X
resins		5162												X	X	X
scraps & waste materials	14	5093														X
sporting & recreational goods & supplies		5091												X	X	X
tobacco & tobacco products		5194												X	X	X
toys & hobby goods & supplies		5092												X	X	X
trucking or freight terminals		4210												X	X	X
utility equipment & storage yards		0000												X	X	X
wallpaper & paint brushes		5198												X	X	X

Wholesale Trade Uses (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1	
warehousing & storage, not including storage of any hazardous materials or waste as determined by any agency of the federal, state or local government		4220													X	X	X

Section 6.7 Manufacturing and Industrial Uses

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
Brewery	30											S	S	X	X	X
chemicals, except acids & glues		2800														X
clothing & hosiery		2300													X	X
coffee		2095													X	X
computer & office equipment		3570													X	X
concrete, cut stone & clay products		3200														X
costume jewelry & notions		3960													X	X
dairy products		2020													X	X
Distillery	30											S	S	X	X	X
electronic & electronic components & products		3600 3670													X	X
fabricated metal products & can manufacturing		3400														X
fabricated valve & wire products		3490													X	X
fats & oils, animal		2077														X
fats & oils, plant		2070													X	X
fish, canned, cured or frozen		2091														X
floor coverings (including carpet)		3996														X
food & food products except stockyards & slaughterhouses		2000														X
food & related products, miscellaneous		2090														X
furniture products		2500													X	X
glass, including fiberglass		3200													X	X
grain mill products		2040													X	X
graphite & graphite products		3999													X	X

Manufacturing and Industrial Uses (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
heating equipment & plumbing fixtures		3430													X	X
household appliances		3630													X	X
hydroelectric power, dams & related facilities																X
ice		2097													X	X
industrial & commercial machinery		3500													X	X
jewelry & silverware (no plating)		3910													X	X
leather & leather products, excluding tanning		3100														X
lighting & wiring equipment		3640													X	X
lumber & wood products		2490													X	X
machine shops		3500													X	X
machinery products		3400													X	X
manufactured housing & wood buildings		2450													X	X
measurement, analysis & control instruments		3800													X	X
meat/poultry, packing & processing (no rendering)		2010														X
medical, dental & surgical equipment		3840													X	X
metal coating & engraving		3470														X
metal fasteners (screws, bolts, etc)		3450													X	X
metal processing		3350													X	X
metal plating		3471														X
millwork, plywood & veneer		2430													X	X
mining & quarrying	20	1000														X

Manufacturing and Industrial Uses (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
mixing plants, concrete & asphalt		0000														X
motor vehicle assembly		3710														X
motor vehicle parts & accessories		3714													X	X
motorcycle assembly		3751									S				X	X
musical instruments		3930													X	X
paint, varnish & finishes		2851														X
paper & allied products, except manufacture of the raw product		2600														X
paper products (no coating or laminating)		2670													X	X
paper products (coating or laminating)		2670														X
paperboard containers & boxes		2650													X	X
pens & art supplies		3950													X	X
petroleum & related products	21	2900														X
pharmaceutical preparations		2834													X	X
photographic equipment		3861													X	X
pottery & related products		3260													X	X
plastics		2820														X
poultry operations, including hatcheries		0254														X
preserved fruits & vegetables (no can manufacturing)		2030													X	X
primary metal products & foundries		3300														X
printing & publishing		2700										X			X	X
railroad terminal or yard		4010													X	X
refuse & raw material hauling		4212														X

Manufacturing and Industrial Uses (continued)

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
rubber products		3000														X
salvage yards, scrap processing	14	5093														X
sawmill or planning mills		2420														X
signs		3993													X	X
soaps & cosmetics		2840													X	X
sporting goods & toys		3940													X	X
stone & clay products		3200														X
sugar & confectionary products		2060													X	X
surface active agents		2843														X
textile products (no dyeing & finishing)		2200													X	X
textile products (with dyeing & finishing)		2260														X
tires & inner tubes		2296														X
tobacco products		2100														X
tool products		3420													X	X
transportation & heavy equipment parts		3490													X	X
welding operations		7692													X	X
wood containers		2440													X	X
Winery	30											S	S	X	X	X

Section 6.8 Other Uses

Use Types	N o t e	S I C	R- A	R- 20	R- 12	R- 10	R- 8 SF	R- 8 MF	R D	M H M U	O & I	B- 1	B- 2	B- 3	L- 1	H- 1
adult oriented businesses (@, see Adult Oriented Business Overlay District, Section 5.16)		0000													@	
agricultural production (crops)		0100	X	X	X	X	X	X	X					X	X	X
agricultural production (livestock)		0200	X	X											X	X
coexisting											S	S	S	S		
forestry		0810	X	X	X	X	X	X						X	X	X
horticultural specialties		0180	X	X										X	X	X
private greenhouses		0000	X	X	X	X	X	X	X	X	X	X	X	X	X	

MEMORANDUM

TO: Mayor and City Council, City of Mount Holly

FROM: Marie M. Anders, Assistant City Attorney

RE: Remote participation by Council members in official meetings

DATE: October 19, 2018

At the September 10, 2018, Council meeting, you considered a proposed policy which would allow members of the City Council to attend official meetings of the Council via telephone or electronic means, such as Skype or Facetime. After discussion, I was asked to bring back a few different options for Council to consider. The following is an outline of the options before you:

Option A: This is the identical option you reviewed at the September 10 meeting. This policy, if adopted by Council, would allow up to three Council members per meeting to remotely participate in a regular meeting, work session, or special meeting via telephone or some audio or audiovisual means. The Council member would have all of the abilities to participate in the meeting as a member physically present (with one exception), including to make motions, second motions, vote, ask questions, and take part in discussion. The one exception is that a Council member would be unable to participate in quasi-judicial proceedings, such as special use permit hearings. As we discussed at the last meeting, this is a gray area under current state law. Therefore, according to the NC School of Government, until there is an explicit statute enabling remote participation or a court case directly on this issue, actions taken by City Council involving a remote participant are subject to legal challenge if the remote participant was necessary to establish a quorum in the meeting or if the remote participant casts the deciding vote on any matter voted upon in the meeting. Many other municipalities in North Carolina have decided that the risk of legal challenge to actions taken during a meeting involving a remote participant is outweighed by the benefit of increasing the ability of Council members who are sick, caring for a loved one, or out of town to be able to attend meetings even if unable to be physically present. This option is based upon the policy which Greensboro passed in 2008.

Option B: This option allows a Council member to listen and participate in debate during a council meeting, but does not allow the member to be counted nor a quorum nor vote. This is based upon the policy adopted by the Town of Davidson and follows a conservative view on current state law.

Option C: This option is based upon the belief that there are some circumstances where the need to meet and act as a Council outweighs the risk of a legal challenge if the remote participant was necessary to establish a quorum in the meeting or if the remote participant casts the deciding vote on any matter voted upon in the meeting. This is not an option which allows a Council member to participate remotely at a regular meeting for their convenience due to travel or sickness. Instead, this is an option where the Council member can remotely participate in an emergency meeting (so, there was very little notice beforehand). In addition, this option would allow a Council member to remotely participate in a regular meeting or special meeting under unusual

circumstances that would all have to be met: (1) their attendance is necessary to achieve a quorum; (2) attendance is precluded due to weather, civil unrest, emergency, etc.; AND (3) the meeting needs to be continued or Council needs to take action on matters that cannot be delayed. This option is based upon the policy adopted by the City of Charlotte, and would be used rarely and for emergency purposes.

These options are being presented to you for your consideration. You may choose to adopt one, modify one, or reject all of them.

**RESOLUTION APPROVING RULES OF PROCEDURE FOR
REMOTE PARTICIPATION BY MEMBERS OF THE CITY COUNCIL
IN OFFICIAL MEETINGS**

WHEREAS, the Mayor and City Council of the City of Mount Holly have determined that there are times when meetings of the City Council are held and a member of Council is not available to physically attend but wishes to participate from a remote location via telephone or electronic means due to the importance of the matters being discussed; and,

WHEREAS, some cities have established rules of procedures to allow for Council Members to participate in official meetings remotely via telephone or electronic means relying on the Open Meetings Law that authorizes electronic meetings as set out in the North Carolina General Statutes section 143-318.13; and,

WHEREAS, it is deemed in the best interest of the City of Mount Holly to adopt rules of procedure to be followed when a member of the Council participates in an official meeting of the City Council remotely via telephone or electronic means.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MOUNT HOLLY:

That the attached "Rules of Procedure For Remote Participation by Members of the City Council in Official Meetings" are hereby adopted by the City Council of the City of Mount Holly as a supplement to all other rules of procedure followed by the City Council and are effective immediately upon adoption.

This the ____ day of _____, 2018.

CITY OF MOUNT HOLLY

By: _____
Bryan M. Hough, Mayor

Attest: _____
Amy Miller, City Clerk

CITY OF MOUNT HOLLY
RULES OF PROCEDURE FOR REMOTE PARTICIPATION BY MEMBERS OF THE CITY
COUNCIL IN OFFICIAL MEETINGS

The City Council of the City of Mount Holly hereby adopts the following rules of procedure to be followed during official meetings in which a member of Council participates via telephone or electronically from a remote location. The purpose of this policy is to utilize technology to allow Council members to participate in official meetings of the City Council in which the Council member cannot be physically present. Council members should continue to make all efforts to physically attend regular meetings, work session meetings, and special meetings. The Rules of Procedure For Remote Participation by Members of the City Council in Official Meetings shall be supplemental to all other rules of procedure followed by the City Council.

1. NOTICE

To the extent practical, a member of Council shall notify the Mayor and other members of Council of his/her intent to remotely participate in an upcoming meeting during the Council meeting occurring immediately prior to the meeting that member plans to attend remotely. However, in the event of an unforeseen situation in which a member of Council will not be able to physically attend a meeting, such member shall give immediate notice of his/her intent to participate from a remote location to the Mayor and City Manager so that appropriate arrangements can be made.

2. ANNOUNCEMENT OF PRESENCE AT MEETING

At the beginning of a meeting in which a Council member is participating remotely, the Mayor shall announce that such Council member is remotely participating in the meeting. Immediately thereafter, the aforementioned Council member shall himself/herself announce that he/she is present and participating from a remote location and state the communication method. Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email, and web chat without audio are not acceptable methods of remote participation. The communication method shall be in the discretion of the City Manager using resources reasonably available to him/her.

3. PARTICIPATION IN GENERAL.

Except as otherwise noted herein, a Council member remotely participating at a meeting may participate in the meeting to the same extent as a Council member physically present at a meeting. By way of illustration and not limitation, a Council member participating electronically may make motions, second motions, vote on motions, and ask questions and take part in discussions just as he/she would be able to if physically present. Such Council member participating remotely shall first request to be recognized by the Mayor prior to taking the floor. The Council member shall not be counted as present for the purposes of establishing a quorum.

4. MATTERS IN WHICH A COUNCIL MEMBER MAY NOT PARTICIPATE

A Council member remotely participating in a meeting may not participate in quasi-judicial proceedings; including, but not limited to, special use permit hearings.

5. VOTING

The procedure for voting shall be as follows:

(a) The Mayor will ask for the vote of members of Council physically present at the meeting by asking for a show of hands or a voice vote. The Mayor will then ask the member of Council participating remotely to vote by voice. The City Clerk shall record the votes.

(b) If a Council member remotely attending a meeting wishes to leave the meeting, such Council member must first be excused in accordance with NCGS 160A-75. A failure to vote or termination of the remote participation by a member without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

6. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the members of Council, provided that such amendment is presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted by the City Council of the City of Mount Holly effective _____ (date).

**RESOLUTION APPROVING RULES OF PROCEDURE FOR
REMOTE PARTICIPATION BY MEMBERS OF THE CITY COUNCIL
IN OFFICIAL MEETINGS**

WHEREAS, the Mayor and City Council of the City of Mount Holly have determined that there are times when meetings of the City Council are held and a member of Council is not available to physically attend but wishes to participate from a remote location via telephone or electronic means due to the importance of the matters being discussed; and,

WHEREAS, some cities have established rules of procedures to allow for Council Members to participate in official meetings remotely via telephone or electronic means relying on the Open Meetings Law that authorizes electronic meetings as set out in the North Carolina General Statutes section 143-318.13; and,

WHEREAS, it is deemed in the best interest of the City of Mount Holly to adopt rules of procedure to be followed when a member of the Council participates in an official meeting of the City Council remotely via telephone or electronic means.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MOUNT HOLLY:

That the attached "Rules of Procedure For Remote Participation by Members of the City Council in Official Meetings" are hereby adopted by the City Council of the City of Mount Holly as a supplement to all other rules of procedure followed by the City Council and are effective immediately upon adoption.

This the ____ day of _____, 2018.

CITY OF MOUNT HOLLY

By: _____
Bryan M. Hough, Mayor

Attest: _____
Amy Miller, City Clerk

CITY OF MOUNT HOLLY
RULES OF PROCEDURE FOR REMOTE PARTICIPATION BY MEMBERS OF THE CITY
COUNCIL IN OFFICIAL MEETINGS

The City Council of the City of Mount Holly hereby adopts the following rules of procedure to be followed during official meetings in which a member of Council participates via telephone or electronically from a remote location. The purpose of this policy is to utilize technology to allow Council members to participate in official meetings of the City Council in which the Council member cannot be physically present. Council members should continue to make all efforts to physically attend regular meetings, work session meetings, and special meetings. The Rules of Procedure For Remote Participation by Members of the City Council in Official Meetings shall be supplemental to all other rules of procedure followed by the City Council.

1. NOTICE

To the extent practical, a member of Council shall notify the Mayor and other members of Council of his/her intent to remotely participate in an upcoming meeting during the Council meeting occurring immediately prior to the meeting that member plans to attend remotely. However, in the event of an unforeseen situation in which a member of Council will not be able to physically attend a meeting, such member shall give immediate notice of his/her intent to participate from a remote location to the Mayor and City Manager so that appropriate arrangements can be made.

2. ANNOUNCEMENT OF PRESENCE AT MEETING

At the beginning of a meeting in which a Council member is participating remotely, the Mayor shall announce that such Council member is remotely participating in the meeting. Immediately thereafter, the aforementioned Council member shall himself/herself announce that he/she is present and participating from a remote location and state the communication method. Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email, and web chat without audio are not acceptable methods of remote participation. The communication method shall be in the discretion of the City Manager using resources reasonably available to him/her.

3. PARTICIPATION IN GENERAL.

A Council member remotely participating at a meeting may take part in debate, however the member may neither be counted toward a quorum nor vote on any matter before the board. Such Council member participating remotely shall first request to be recognized by the Mayor prior to taking the floor.

4. MATTERS IN WHICH A COUNCIL MEMBER MAY NOT PARTICIPATE

A Council member remotely participating in a meeting may not participate in quasi-judicial proceedings, including, but not limited to, special use permit hearings.

5. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the members of Council, provided that such amendment is presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted by the City Council of the City of Mount Holly effective _____ (date).

**RESOLUTION APPROVING RULES OF PROCEDURE FOR
REMOTE PARTICIPATION BY MEMBERS OF THE CITY COUNCIL
IN OFFICIAL MEETINGS**

WHEREAS, the Mayor and City Council of the City of Mount Holly have determined that there are times when meetings of the City Council are held under special or emergency situations and a member of Council is not available to physically attend but wishes to participate from a remote location via telephone or electronic means due to the importance of the matters being discussed; and,

WHEREAS, some cities have established rules of procedures to allow for Council Members to participate in official meetings remotely via telephone or electronic means relying on the Open Meetings Law that authorizes electronic meetings as set out in the North Carolina General Statutes section 143-318.13; and,

WHEREAS, it is deemed in the best interest of the City of Mount Holly to adopt rules of procedure to be followed when a member of the Council participates in an official meeting of the City Council remotely via telephone or electronic means.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MOUNT HOLLY:

That the attached "Rules of Procedure For Remote Participation by Members of the City Council in Official Meetings" are hereby adopted by the City Council of the City of Mount Holly as a supplement to all other rules of procedure followed by the City Council and are effective immediately upon adoption.

This the ____ day of _____, 2018.

CITY OF MOUNT HOLLY

By: _____
Bryan M. Hough, Mayor

Attest: _____
Amy Miller, City Clerk

CITY OF MOUNT HOLLY
RULES OF PROCEDURE FOR REMOTE PARTICIPATION BY MEMBERS OF THE CITY
COUNCIL IN OFFICIAL MEETINGS

The City Council of the City of Mount Holly hereby adopts the following rules of procedure to be followed during official meetings in which a member of Council participates via telephone or electronically from a remote location. The purpose of this policy is to utilize technology to allow Council members to participate in official meetings of the City Council in which the Council member cannot be physically present due to special or emergency circumstances. Council members should continue to make all efforts to physically attend regular meetings, work session meetings, and special meetings. The Rules of Procedure For Remote Participation by Members of the City Council in Official Meetings shall be supplemental to all other rules of procedure followed by the City Council.

1. APPLICATION

- A. Council members may attend Council meetings by telephone or other electronic means as set forth herein for emergency meetings as defined in NCGS 143-318.12(f).
- B. In addition, Council members may attend regular meetings or special meetings by telephone or other electronic means as set forth herein only under the following circumstances, as determined by the Mayor in his or her reasonable discretion:
 - (i) Attendance is necessary to achieve a quorum; and
 - (ii) Attendance is precluded due to weather, civil unrest, emergency, or other similar circumstances; and
 - (iii) The meeting needs to be continued (e.g., need to open and continue a public hearing to avoid the need to readvertise) or Council needs to take action on matters that cannot be delayed.

2. ANNOUNCEMENT OF PRESENCE AT MEETING

At the beginning of a meeting in which a Council member is participating remotely, the Mayor shall announce that such Council member is remotely participating in the meeting. Immediately thereafter, the aforementioned Council member shall himself/herself announce that he/she is present and participating from a remote location and state the communication method. Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email, and web chat without audio are not acceptable methods of remote participation. The communication method shall be in the discretion of the City Manager using resources reasonably available to him/her.

3. PARTICIPATION IN GENERAL.

Except as otherwise noted herein, a Council member remotely participating at a meeting may participate in the meeting to the same extent as a Council member physically present at a meeting. By way of illustration and not limitation, a Council member participating electronically may make motions, second motions, vote on motions, and ask questions and take

part in discussions just as he/she would be able to if physically present. Such Council member participating remotely shall first request to be recognized by the Mayor prior to taking the floor. The Council member shall be counted as present for the purposes of establishing a quorum.

4. MATTERS IN WHICH A COUNCIL MEMBER MAY NOT PARTICIPATE

A Council member remotely participating in a meeting may not participate in quasi-judicial proceedings, including, but not limited to, special use permit hearings.

5. VOTING

The procedure for voting shall be as follows:

(a) The Mayor will ask for the vote of members of Council physically present at the meeting by asking for a show of hands or a voice vote. The Mayor will then ask the member of Council participating remotely to vote by voice. The City Clerk shall record the votes.

(b) If a Council member remotely attending a meeting wishes to leave the meeting, such Council member must first be excused in accordance with NCGS 160A-75. A failure to vote or termination of the remote participation by a member without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

6. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the members of Council, provided that such amendment is presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted by the City Council of the City of Mount Holly effective _____ (date).



City of Mount Holly Action Agenda Item

To: City Council	Date: October 17, 2018
From: Danny Jackson, City Manager	Meeting Date: October 22, 2018
Agenda Item to be considered: <i>Agenda Item #4 – Discussion of Draft City Summit Memorandum of Understanding</i>	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request : <i>The City Summit last met on Monday, October 15, 2018 to discuss the draft Memorandum of Understanding (MOU) as a prelude to submission to the City Council for consideration of approval. The City Summit by consensus agreed that the draft MOU would be submitted to the City Council. Therefore, the document is hereby placed before for purposes of consideration and providing feedback if necessary. The goal is to have the City Council be fully educated on the intent of the City Summit before approval which could take place at the November 12th Regular City Council meeting. The draft MOU is attached for your review.</i>	
Fiscal Impact:	
Will Item affect current budget	☐ YES ☒ NO ☐ N/A
Reviewed by Finance Director	☐ YES ☒ NO ☐ N/A
Preaudit Certification required	☐ YES ☒ NO ☐ N/A
Capital Project Ordinance required	☐ YES ☒ NO ☐ N/A
Budget Transfer required	☐ YES ☒ NO ☐ N/A
Total City Dollars:	\$
Budget Code	
Reviewed by City Attorney	☐ YES ☒ NO ☐ N/A
Manager/Staff Recommendation: <i>N/A</i>	
Result of City Council Decision: _____	
Attachments: <i>Draft Memorandum of Understanding</i>	

THIS MEMORANDUM OF UNDERSTANDING made and entered into this the _____ day of _____, 2018, by and between the City of Mount Holly, North Carolina, hereinafter called "the City"; and Mount Holly Community Development Foundation; Mount Holly Farmers Market; Mount Holly Community Garden; Mount Holly Chamber of Commerce; Mount Holly Community Relief Organization; Mount Holly Tourism Development Authority; Friends of the Greenway; Mount Holly Black History Forum; Mount Holly Rotary Club; Mount Holly Historical Society; Representatives from the restaurant, retail and corporate citizen sector; and City Public Relations;

WHEREAS, the above mentioned entities are representatives of Mount Holly non-profit organizations, committees and the business community; and,

WHEREAS, the above mentioned entities have decided to participate and become members of the City Summit, which is hosted by the City of Mount Holly. The purpose, of which, is to share ideas and provide feedback on how best to work together as a cohesive unit in promoting the greater good of the City, while simultaneously providing support to each member organization; and,

WHEREAS, all of the above entities share the goal of promoting economic development and enhancing the overall quality of life in Mount Holly.

NOW, THEREFORE, the City, and all of the above, in consideration of the mutual agreements set forth herein, would like to put in written form as follows:

1. That all parties will become members of the City Summit, which is comprised of leaders from Mount Holly non-profit organizations, committees and representatives from the business community, as described herein.
2. That all parties will attend periodic City Summit meetings, as called for, to discuss matters pertinent to fostering the overall purpose of the group, as described herein.
3. That all parties do hereby understand and agree that there is not a financial burden placed on others without expressed written consent between the affected parties.
4. That all parties understand and agree to fully communicate to others what assistance is needed to carry out the objective of the group.
5. That all parties understand and agree to notify the City Manager or his designee in writing when there is an item that needs to be brought before the group during a scheduled City Summit Meeting.
6. That all parties agree to follow the proper regulatory protocol to hold certain events that involve assistance of others named herein.