



September 24, 2018
Council Work Session 0Meeting

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**



**September 24, 2018
6:30 P.M.**

CALL TO ORDER BY THE MAYOR

INVOCATION

SET THE AGENDA

CONSENT AGENDA

1. Call for a Public Hearing on a Text Amendment to Article 5.20 Design Standards in the South Gateway

AGENDA

1. Consideration and Approval of a Preferred Roadway Alignment in the South Gateway District.
Brian DuPont
2. Consideration and Approval of a Consultant for 2030 Comprehensive Land Use Plan, Recreation Master Plan Update and Downtown Park Feasibility Study
Mark Jusko, Brian DuPont and Jonathan Wilson
3. Consideration and Approval of a modification to the Business Incentive Grant Process
Greg Beal
4. Consideration and Approval of RFQ Process for the Streets and Solid Waste Property
Miles Braswell
5. Consideration and Approval of a Resolution Accepting the Offer of the Highest Bidder on the Property located at 214 Adrian Street
Marie Anders
6. Adjourn



City of Mount Holly Action Agenda Item

To: Planning Commission Greg Beal, Economic Development	Date: September 20, 2018
From: Coordinator, Planning Director	Meeting Date: September 24, 2018
Agenda Item to be considered: <u>Call for a Public hearing and recommendation to Council to consider amending Article 5.20 South Gateway Overlay District, C. Design Regulations, Subsection 3. Building Materials, concerning the use of EIFS building materials.</u>	
Will this require a public hearing? ☒ YES ☐ NO	
Background/Purpose of Request: <u>In 2006, the City established the South Gateway Overlay District. In 2008, this was the first district, outside of downtown, which had architectural requirements placed on it. We have gone nearly 10 years without any development in the area. With the attention that has been given to this area recently, staff has been meeting with developers that would like more flexibility in utilizing EIFS stucco (Exterior Insulation Finish Systems), as prior to April 2018, the Ordinance only allows for its use as accent or trim but does not define what percentage constitutes accent or trim (i.e. 49% or 10%). Conversely, the Ordinance allows for an all stucco building and for the developer to match existing building materials in the area, which include EIFS Stucco on the Holiday Inn Express.</u>	
<u>Fast forward to April 2018..., Council unanimously approved changes to this Ordinance to allow for EIFS-type stucco in the South Gateway, which would enable the construction of a brick, stone and EIFS Stucco constructed, 4-story 95-room hotel. We were engaged with architects and with our Vision Plan consultants to carry that amendment forward.</u>	
<u>During the review of the hotel, the developer claims there was a miscommunication on what was approved and what was requested. The new Ordinance requires all brick or stone on the first floor, which is proposed to not change and has been agreed upon by the City and developer. EIFS stucco can be utilized on the upper floors up to 70%. The remaining 30% of the upper floors, per the April text amendment, had to be clad in heavier materials, such as brick or stone. The developer states that he cannot meet the standard, and is asking for the 30% to be EIFS faux brick or EIFS faux stone, which staff supports.</u>	
<u>It is important to note that when researching this matter, staff has found the following:</u>	
<u>Town of Huntersville: No restriction on EIFS Stucco, allows façade materials, including painted concrete block (side and rear), cast concrete, vinyl and masonry siding, which is prohibited in Mount Holly's South Gateway Overlay District.</u>	
<u>Town of Cornelius: No restriction on EIFS Stucco; allows façade materials, including cast concrete, masonry siding, which is prohibited in Mount Holly's South Gateway Overlay District.</u>	
<u>Town of Davidson: Restricts EIFS Stucco to no more than 25% on any façade; allows façade materials to be brick, masonry, or stone; integrally tinted, textured masonry</u>	

block ; stucco, wood or cementitious siding; glass

Town of Belmont: EIFS Stucco and Regular or decorative concrete block and may be used on building walls not visible from a public street or as an accent material only; Commercial building walls shall be brick, cast concrete, stone, marble, or other materials similar in appearance and durability. All accessory buildings shall be clad in materials similar in appearance to the principal structure

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: **Staff recommends calling for the text amendment.**

Result of City Council Decision:

Attachments: **Section 5.20 Building Materials**

Section 5.20 South Gateway Overlay District

C. Design Regulations South Gateway Corridor:**Architectural Requirements:**

1. **General Principals:**
 - a. Design regulations are not intended to promote the repetition of the existing built form of Mount Holly, but to allow imaginative design that is respectful of its unique location.
 - b. Roof forms are to be pitch or flat.
 - c. Architectural elements like openings, sills, bulkheads, columns, and other architectural features shall be used to establish human scale at the street level.
 - d. Where any approved, new commercial construction is taking place along an adopted portion of greenway, per the 2007 Catawba River Corridor Plan, regardless of the zoning of the property or the zoning overlay district, in which the property lies, the developer/property owner must build that portion of the greenway on his or her property to City standards, which are found in the Land Development Guidelines and Standard Detail Manual.
 - e. **Required Design Submittals:** Building elevations of all visible sides and samples of exterior materials and colors shall be submitted to the Planning Department for approval.
2. **Configurations:**
 - a. All visibly exposed facades should have: A recognizable base course consisting of, but not limited to:
 - i. Thicker walls, ledges or sills
 - ii. Integrally textured materials, such as stone or other masonry materials.
 - iii. Integrally colored and patterned materials such as smooth finished stone or tile.
 - iv. Lighter or darker materials, mullions, or patterns and planters.
 - v. Cornice treatments, other than just colored stripes or bands, with integrally textured materials.
 - vi. A roof overhang with brackets.
 - vii. Stepped parapets.
 - viii. A cornice capping the top of a building wall.
 - b. No frontage wall shall remain unpierced by a window or functional general access doorway for more than thirty-two (32) feet.
 - c. Window and door openings should be proportioned so that verticals dominate horizontals. Upper story windows shall

-
- be vertically aligned with the location of windows and doors on the ground level, including storefront or display windows.
 - d. All sides of the building shall use materials consistent with those on the front if visible from a public street or way.
 - e. Two or more wall materials may be combined horizontally on one façade. The heavier material should be below.
 - f. Flat roofs shall incorporate parapet walls at minimum of three (3) feet to conceal the flat portions of the roof that are visible on the front and side elevations from any public street. The parapet must also conceal any HVAC or other utility equipment that may be located on the roof of a building.

3. Building Materials

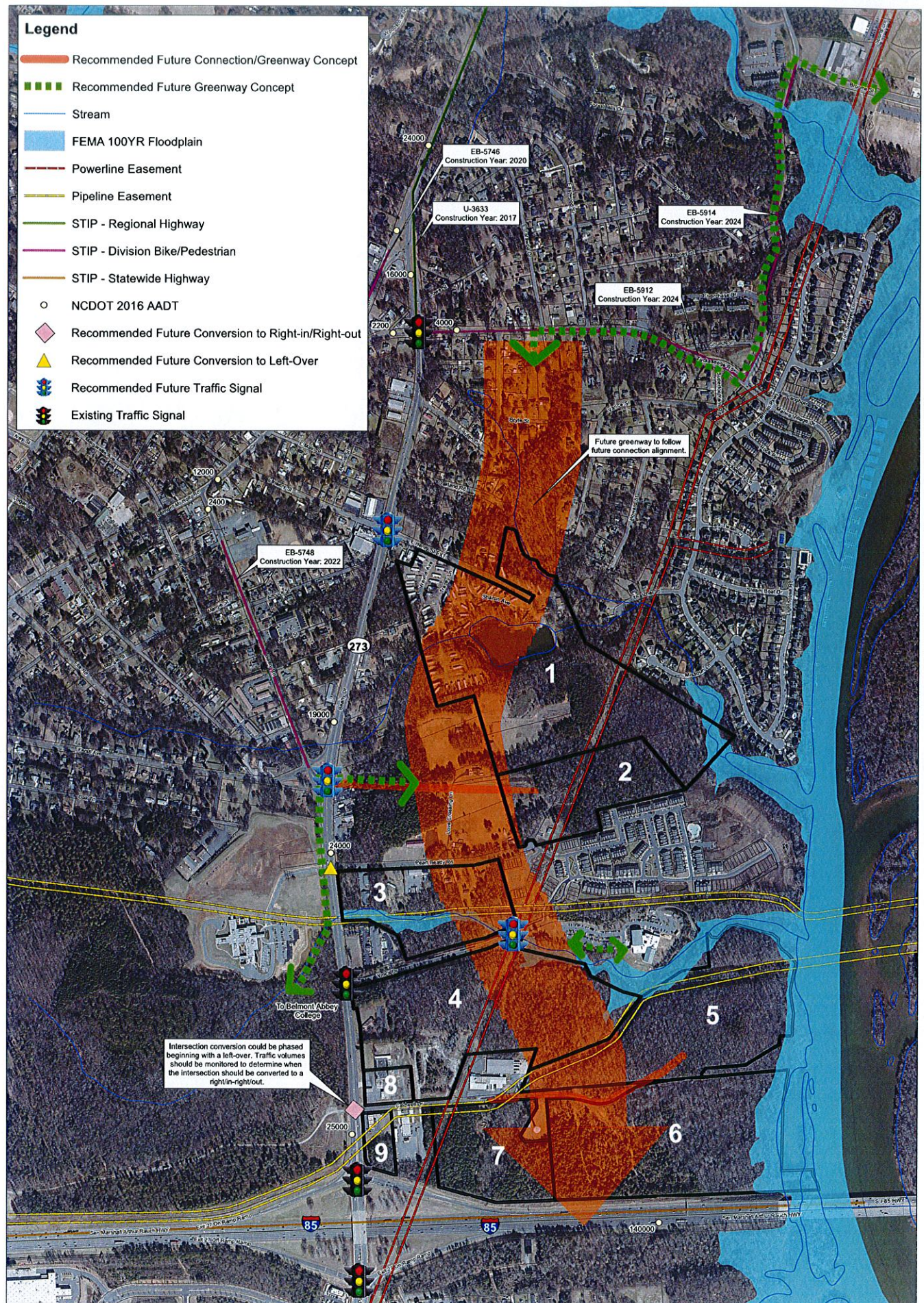
- a. Building finishes shall be in the form of brick, cast concrete, stone, marble, or other materials similar in quality, appearance and durability, as determined during the Commercial Plan Review process by the Planning Director or his designee.
- b. Decorative concrete block and EIFS-type stucco may be used as trim or for accent materials, **defined as no more than 25% of a façade that is visible from a public street. EIFS-type stucco may not be utilized below eight (8) feet from the base of the building.**
- c. **In the event that EIFS-type stucco is sought to be utilized as a non-accent building material, the following conditions must be met:**
 - **For multistory buildings, the first floor shall be clad in a heavier material such as brick or stone on all sides**
 - **For single story buildings, EIFS shall not be utilized below eight (8) feet from the base of the building.**
 - **70% of the remainder of the building may utilize EIFS-type stucco in the event that columns and ends of buildings are clad in heavier materials, such as brick or stone. If this option is utilized, the remaining 30% of the building may utilize EIFS-type stucco; however, this type of EIFS stucco must be faux brick or faux stone.**
 - **Barring the requirements for the 30%, as outlined above, EIFS-type stucco shall be of float finish.**
- d. All accessory buildings shall be clad in materials similar in appearance to the principal structure.
- e. Sloped roofs or structural canopies shall be covered with asphalt shingles, diamond tab asphalt shingles, clay tile, slate, concrete tile, standing seam metal, corrugated metal, ribbed metal material, wood shakes or shingles.

- f. The color of roof stacks, flashing, vents, power exhaust fans, and metal chimney caps shall blend with roof colors.
- g. A building canopy, awning, or similar weather protection may be provided and should project 3-5 feet from the façade.
- h. Building materials and colors shall be similar to the materials already being used in the neighborhood, or if dissimilar materials are being proposed, other characteristics such as scale, proportion, form, architectural detailing, color, and texture shall be used to ensure that enough similarity exists for the building to relate to the rest of the neighborhood.
- i. Façade and roof colors shall be of low reflectance earth tone, muted, subtle or neutral colors. Building trim may feature brighter colors as an accent material only, the use of fluorescent, day-glow or neon colors shall be prohibited.
- j. Exterior Metal or aluminum siding on buildings shall be prohibited as a primary material.
- k. Front and side yard fences and walls shall be brick, stucco, wrought iron, stone, or materials similar in appearance and durability. Maximum fence height shall be five (5) feet. Rear yard fences and walls shall be made of brick, stucco, wrought iron, stone, wood, or similar materials. Maximum fence height shall be eight (8) feet.
- l. Brick façade for existing buildings shall not be painted or covered by any material.



City of Mount Holly Action Agenda Item

To: City Council From: Brian DuPont	Date: 9-19-18 Meeting Date: 9-24-18
Agenda Item to be considered: Consideration and Approval of a Preferred Roadway Alignment in the South Gateway District.	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request : At the direction of City Council, staff including Kimley-Horn have been working on determining a preferred north-south alignment between Caldwell Drive and YMCA Drive. The South Gateway Transportation Study conducted by Kimley-Horn looked at all of the development opportunities in the District and determined that Highway 273 would fail to function appropriately without certain connectivity improvements as well as improvements along Highway 273. Kimley-Horn will be presenting on a preferred route after evaluating alternatives and coordinating with the property owners in this area. The presentation will include cost estimates for the preferred alignment.	
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: Discuss and provide direction to staff.	
Result of City Council Decision: _____	
Attachments: 1. Kimley-Horn Presentation 2. 3.	





CATAWBA RIVER

RIVERVIEW

LAT PURSER

COLONIAL

DUKE

YMCA

YMCA DRIVE

CHARLES SALEH

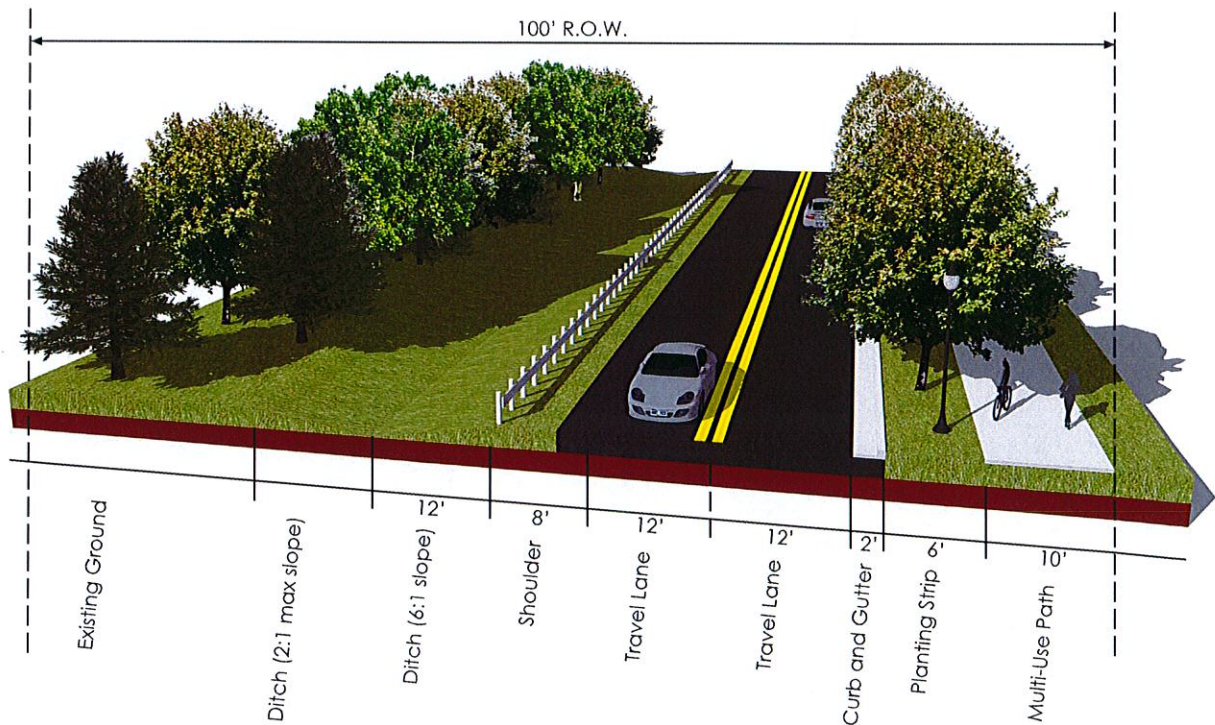
TEXTUME

CALDWELL DRIVE

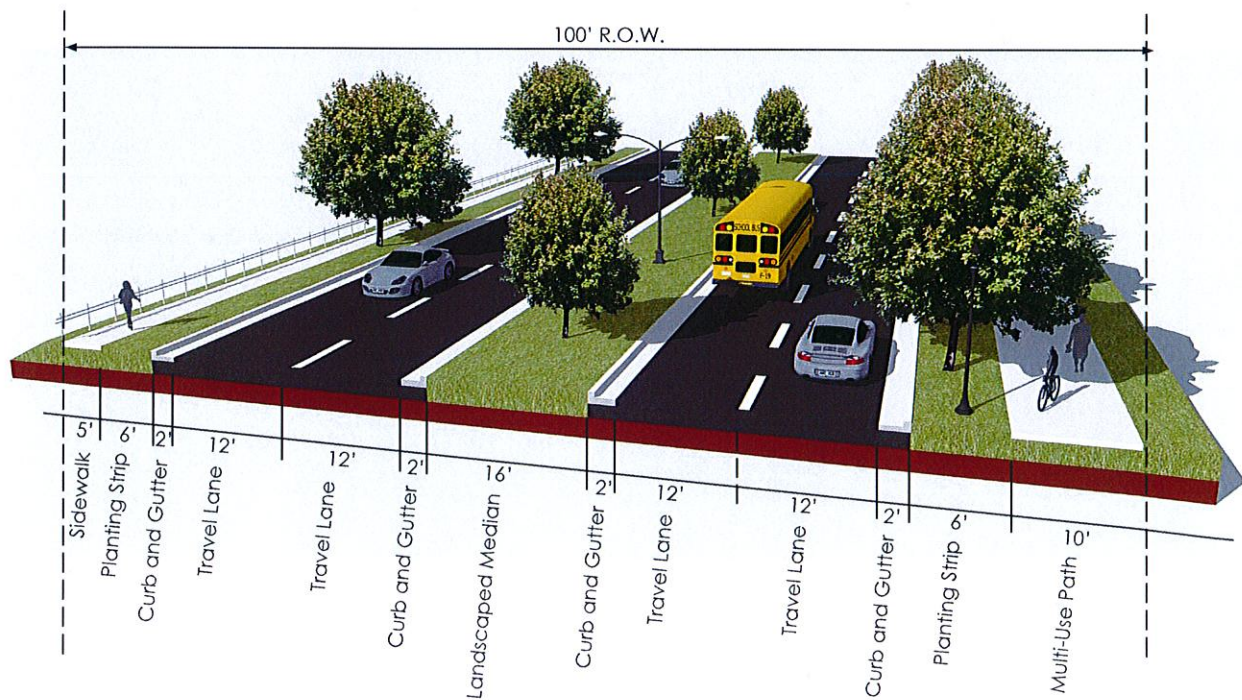
273

85

INTERIM SECTION



ULTIMATE SECTION



Objective Statement

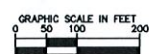
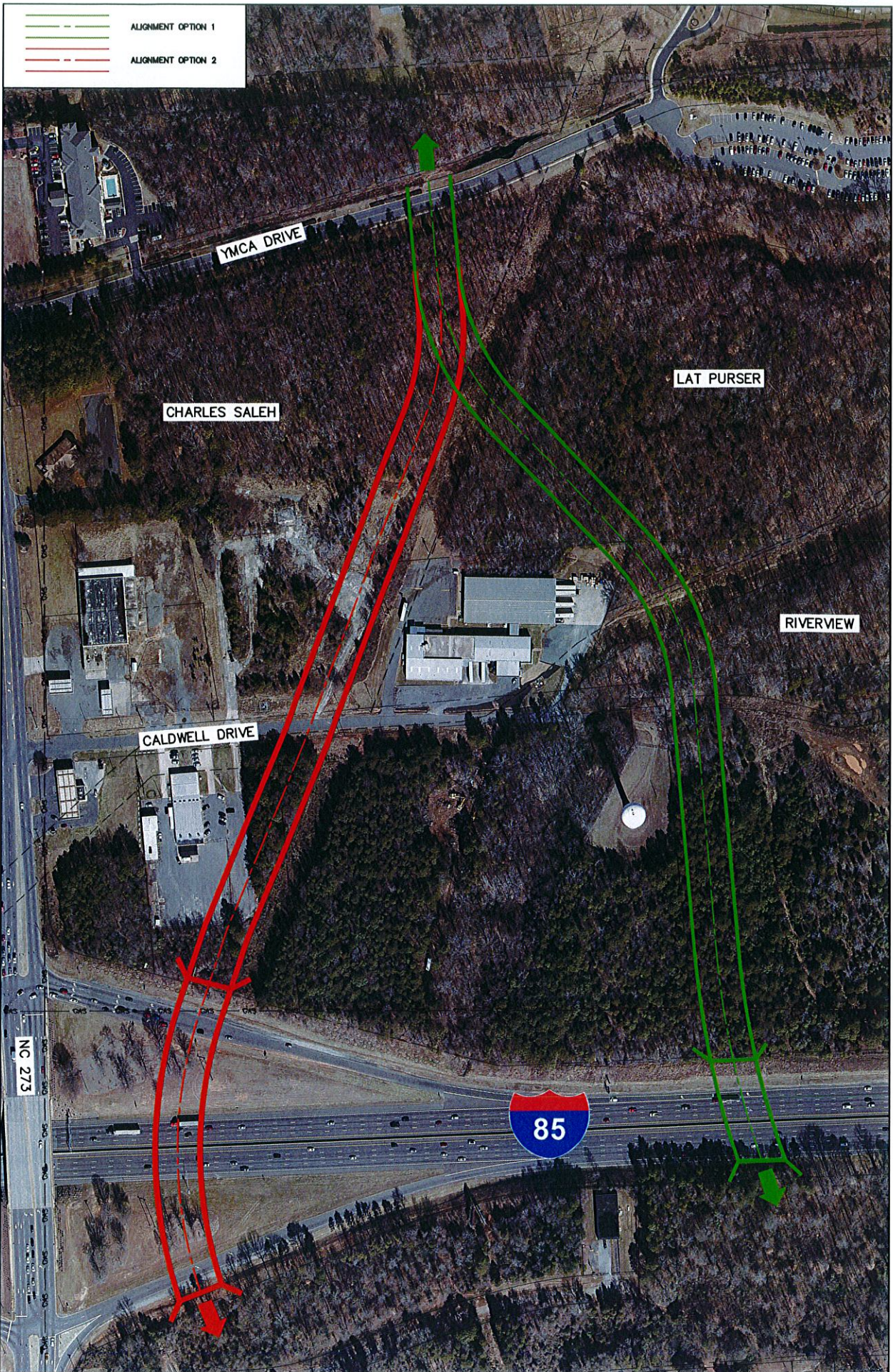
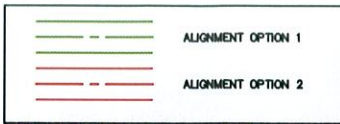
To identify a transportation alignment within the South Gateway District that serves and promotes healthy economic development while also preserving the mobility along, and extending the life of, the NC 273 corridor. The alignment will balance environmental and existing infrastructure impacts, promote the character and vision for the gateway, and enhance healthy living through greenway and multimodal connectivity. Over time, the alignment will serve as a regional multimodal connection for eastern Gaston County.

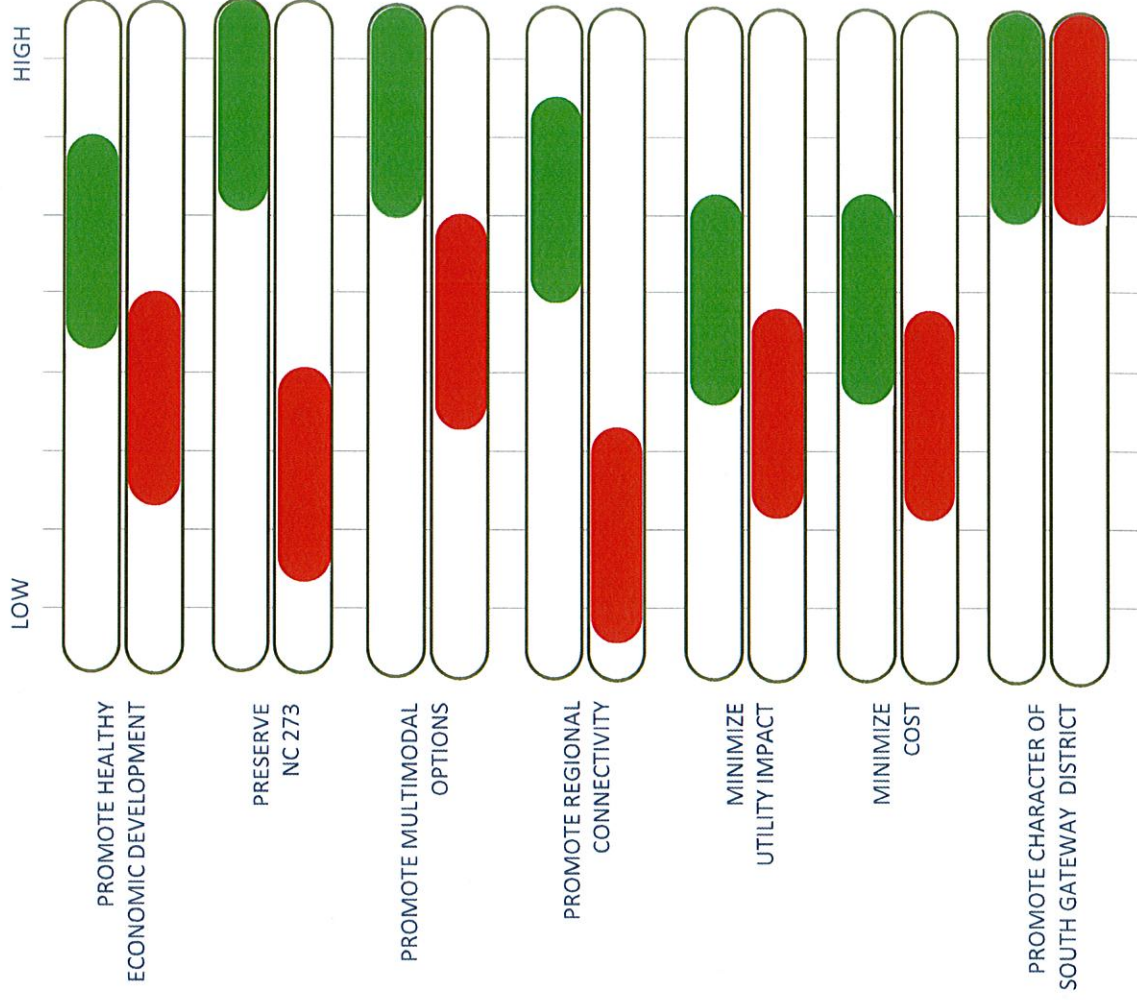
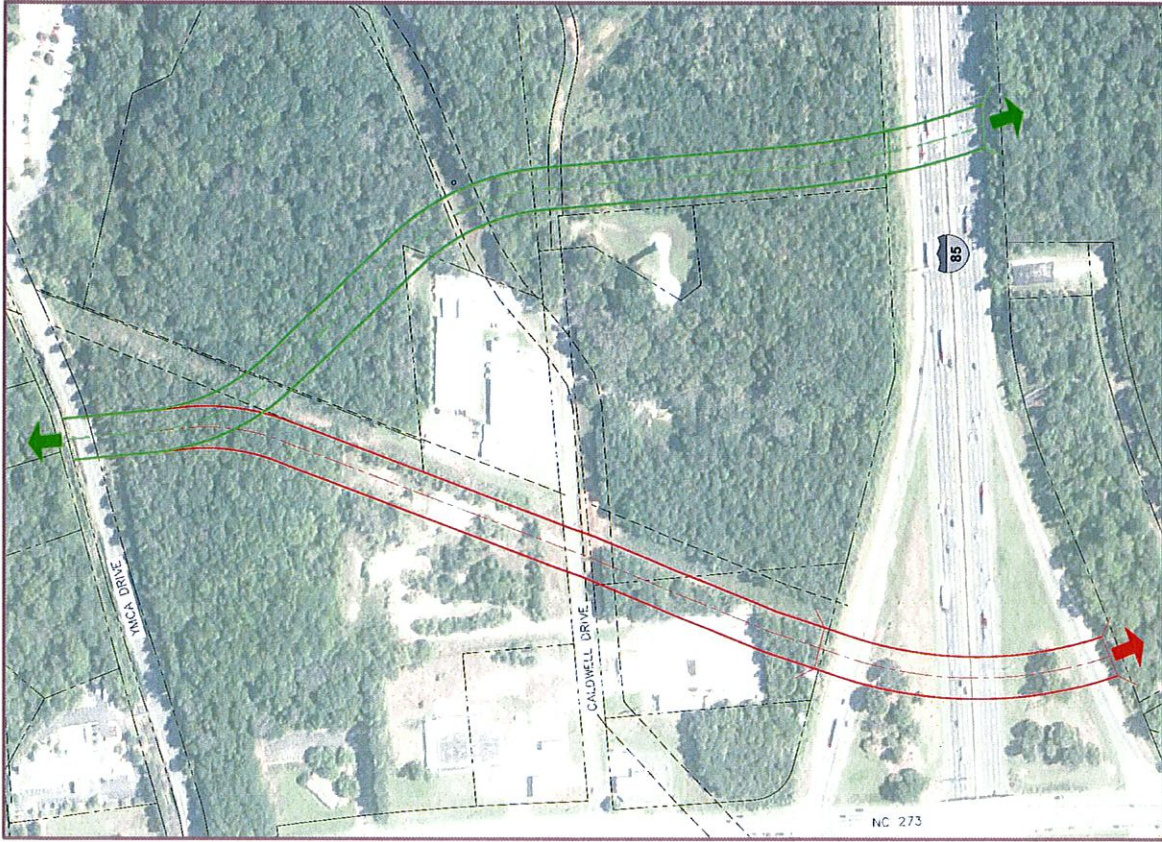
Project Goals

- Promote healthy economic development.
- Preserve the mobility along, and extend the life of, NC 273.
- Promote healthy living by providing multimodal options.
- Provide a regional connection across I-85 to access future transit options.
- Minimize impact of major utilities.
- Minimize costs and increase likelihood of future funding options.
- Promote the character of the South Gateway District.

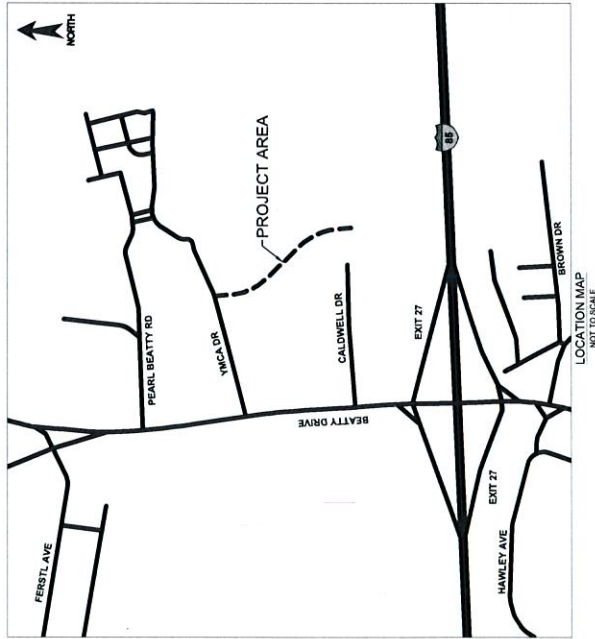
What's occurred since Transportation Evaluation was finalized in June?

- Met with the stakeholders twice
- Developed and reviewed alignment alternatives
- Coordinated with Duke, Colonial and Plantation
- Met w/ NCDOT and City of Belmont
- Developed functional roadway plans through on-going coordination with City staff

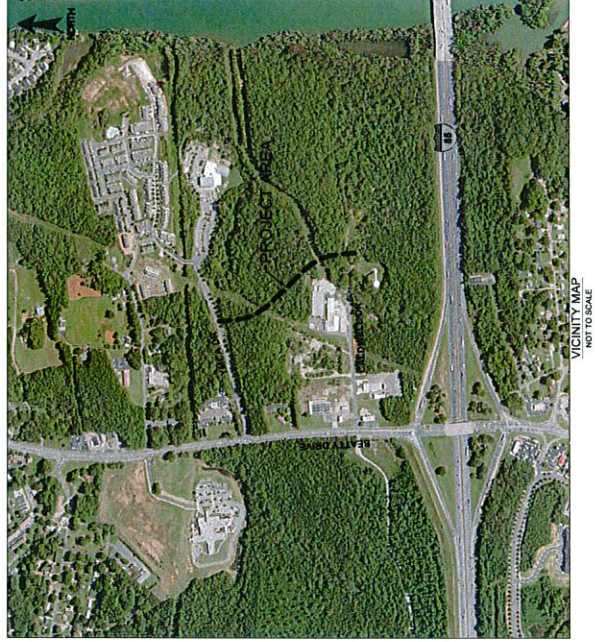




CITY OF MOUNT HOLLY
GASTON COUNTY
PLANNING AND DEVELOPMENT DEPARTMENT
SOUTH GATEWAY CONNECTOR
URBAN COLLECTOR
FROM CALDWELL DRIVE TO YMCA DRIVE



DESIGN CRITERIA
URBAN COLLECTOR
V = 40 MPH
R = 335' MIN
Grade = 4.0%
MAX GRADE = 10%
MIN K CREST = 44
MIN K SAG = 64



SHEET INDEX	
SHEET No.	SHEET TITLE
C1	COVER SHEET
C2	TYPICAL SECTIONS
C3	OMITTED
C4	PLAN SHEETS
C5	PROFILE SHEETS
X-1 - X-11	CROSS SECTIONS
EARTHWORK VOLUME	
CUMULATIVE FILL VOL	CUMULATIVE CUT VOL
53,500 CY	24,775 CY

COVER SHEET

MT. HOLLY S. GATEWAY
CONNECTOR
PREPARED FOR
CITY OF MT. HOLLY
NC

SHEET NUMBER
C1

No.	REVISIONS	DATE	BY

Kimley»Horn
© 2018 KIMLEY-HORN AND ASSOCIATES, INC.
200 SOUTH TRYON STREET, SUITE 200, CHARLOTTE, NC 28202
PHONE: 704-333-5131
WWW.KIMLEY-HORN.COM

PROJECT NO. 13135002
DATE 08/31/2018
SCALE AS SHOWN
DESIGNED BY A.H.
CHECKED BY A.S.
DATE 03/24/2017
NC LICENSE NUMBER 204207
TINY SHADEX
LICENSED PROFESSIONAL



City of Mount Holly Action Agenda Item

To: City Council Jonathan Wilson, Brian DuPont,	Date: September 20, 2018
From: Mark Jusko	Meeting Date: September 24, 2018
Agenda Item to be considered: <i>Consideration and Approval of a Consultant for the 2030 Comprehensive Land Use Plan, Recreation Master Plan Update and Downtown Park Feasibility Study.</i>	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request : The Parks and Recreation Department in concert with the Planning and Development Department released a Request for Proposals for the 2030 Comprehensive Land Use Plan, Recreation Master Plan Update and Downtown Park Feasibility Study on August 5, 2018. On August 15, 2018 Staff held a Pre-Proposal Meeting with any interested parties wishing to submit a proposal. Mike Barnes from Thomas & Hutton and Richard Smith from McGill Associates attended the meeting and Staff answered general questions regarding the RFP. On September 5, 2018 at 3:00 PM all proposals were due and the City received proposals from five firms. Those firms were J.M. Teague Engineering & Planning (Waynesville, NC), McGill Associates (Hickory, NC), Design Workshop (Asheville, NC), McAdams (Charlotte, NC) and Kimley-Horn (Charlotte, NC). On September 12, 2018 Staff met to discuss the proposals from each of the five firms. The Staff members were: Danny Jackson, City Manager; Miles Braswell, Assistant City Manager; David Johnson, Utilities Director/City Engineer; Mark Jusko, Recreation Superintendent; Greg Beal, Planning Director/Economic Development Coordinator; Brian DuPont, Planner and Jonathan Wilson, Planner. During this meeting Staff voted on three firms to bring in for interviews based on the information that each consultant provided in their proposal. The firms that were asked to come in for interviews were McAdams, Design Workshop and Kimley-Horn. On September 19, 2018 the above City Staff representatives along with Henry Massey, Parks and Recreation Commission Chairman and Myles Biggerstaff, Planning Commission Chairman met with each firm for an interview. Each interview was scheduled in one-hour timeslots with approximately 15 minutes for the consultant to present and 30 minutes for the selection committee to ask questions. Once all three interviews were completed the selection committee discussed each consultant in detail and a vote from each committee member was given, ranking the three consultants 1-3. Design Workshop was voted as the number 3 consultant by each of the 9 selection committee members. McAdams received 7 votes as the number 2 consultant and Kimley-Horn received 2 votes as the number 2 consultant. Kimley-Horn received 7 votes as the number 1 consultant and McAdams received 2 votes as the number 1 consultant. As you can see, Kimley-Horn received the most votes as the number 1 preferred consultant with 7 votes. The Selection Committee discussed several factors which resulted in the above voting. Those factors were:	

- An overall understanding of Mount Holly prior to the work that will be associated with these plans;
- The ability to be present/local to Mount Holly and workload availability to actually take on the projects;
- The fact that the City has previously done work with Kimley-Horn and is currently working with Kimley-Horn on several projects and therefore, the Committee feels that we "know what we will be getting when working with Kimley-Horn";
- Kimley-Horn will not be bringing on any sub consultants which the Committee feels is a positive regarding the ability to manage the project and ensure that the work is being completed in a timely manner;
- Kimley-Horn is a national firm with many experts in Parks & Recreation and Land Use Planning at the teams disposal;
- Kimley-Horn has the ability to build on information already obtained through previous and current projects and plans that they are working on for Mount Holly.

Additionally, each consultant was asked to submit a proposed fee for the associated plans. This fee was based off of the RFP and was not taken into account with the selection process for the most qualified firm. Staff will negotiate with the selected firm for the best price to complete the work. Staff has also already provided each of you with the proposals from each of the three interviewed firms.

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:

The Selection Committee recommends that Council allow Staff to move forward with the negotiation of a fee to complete the 2030 Comprehensive Land Use Plan, Recreation Master Plan Update and Downtown Park Feasibility Study with Kimley-Horn.

Result of City Council Decision:

Attachments:

1. Kimley-Horn Proposal
2. McAdams Proposal
3. Design Workshop Proposal



City of Mount Holly Action Agenda Item

To: City Council Greg Beal, Economic Development	Date: September 20, 2018
From: Coordinator/Planning Director	Meeting Date: September 24, 2018

Agenda Item to be considered: Consideration and approval of a Modification to the Business Incentive Program

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request: The Business Incentive Program was established in June 2011, as a way to help assist building owners/business owners in upfitting their buildings.

Purpose of the Grant Program

The purpose of the Business Incentive Grant program is to create quality employment opportunities and expand the tax base by offering NEW or EXPANDING small businesses cash grants to partially defray the cost associated with start-up improvements or expansion projects, thereby freeing business capital at a time when it is most urgently needed. This program will benefit the City of Mount Holly with increased tax base, expanded job opportunities, and increase payroll in our community. One will find the above purpose statement on the Business Incentive Grant Program Guidelines.

It is important to note that the grant was not restricted to Downtown Mount Holly, but out of the 15 grants awarded by the City, totaling \$211,668, all have been downtown.

The Need for a Modification

Recently, I have received several requests, inquiries and even applications from building and/or new business owners for a business incentive grant from the City. At times, this has been my very first conversation with the business owner. At other times, all the work has been done and on two occasions, no permits from the City or County were obtained for the work. What the Incentive Review Committee wrestles with in these instances is the question, "If the business was relocating or establishing itself in Mount Holly regardless of the grant program, why should City funds be expended, especially if no permits were issued by the City/County and the work has already been completed?"

Are there benefits to business expansion and new businesses locating or establishing themselves in Mount Holly? Absolutely. However, staff and the committee feel that if the majority of businesses have met with the committee and/or me, as the Economic Development Coordinator, on the grant process, the scope of work, the process of acquiring permits, it must be a one-size-fits all approach to maintain a fair and equitable approach.

The first modification that is needed would be made we be the requirement of a pre-submittal meeting for perspective businesses and existing businesses wishing to expand.

"To be eligible for a Business Incentive Grant, the applicant must meet with the Incentive Review Committee, prior to the formal submittal of an application, where

things such as, but not limited to, the grant submittal process and guidelines, the type of business that is seeking the grant, the scope of work, the permitting process, which includes City of Mount Holly Zoning, Gaston County Building Inspections and the City of Mount Holly Fire Marshall and the benefits of the applicant business as it relates to heightened foot traffic, increased property values, expanded job opportunities and life safety needs, resulting in positive economic development impacts in the City of Mount Holly. No work, relating to the applicant business, shall commence prior to the pre-submittal meeting with the Incentive Review Committee."

Secondly, staff is seeing an increase in businesses asking for more funds than the grant allows, which is a maximum of \$15,000 per business. Council discussed ways to increase funding for businesses such as restaurants at the last retreat, in a way to encourage their establishment in downtown, particularly. Staff felt this was not an indication from Council that every business could receive more than the grant allows. The Incentive Review Committee is seeking clarification on this matter because the guidelines offer no room for awarding over the maximum grant amount of \$15,000.

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: Staff recommends that the pre-submittal meeting requirement be added to the grant guidelines to avoid "after-the-fact" funding. Staff is seeking clarification on the maximum grant award.

Attachments:

- 1. Business Incentive Grant Guidelines**
- 2. Business Incentive Grant Application**
- 3. Summary of Awarded Grants**



City of Mount Holly Business Incentive Grant Application
Life-safety Needs, Building Renovations, Façade improvements, which encourage economic development in Mount Holly

Business Incentive Grant Program

Purpose

The purpose of the Business Incentive Grant program is to create quality employment opportunities and expand the tax base by offering new or expanding small businesses cash grants to partially defray the cost associated with start-up improvements or expansion projects, thereby freeing business capital at a time when it is most urgently needed. This program will benefit the City of Mount Holly with increased tax base, expanded job opportunities, and increase payroll in our community.

The citizens of Mount Holly have described their future vision for the City in the Strategic Vision Plan. The vision states:

“Mount Holly is a neighborly place where we seek to preserve and enrich our community’s distinctive small town character, historic downtown, and unique setting along the Catawba River. We welcome development that practices sound environmental stewardship, and creates good jobs and good neighborhoods. As we grow, we will develop a safe and expanded transportation network while promoting active living through walking, biking, and other recreational opportunities.”

The Business Incentive Grant program will be an economic development activity that supports the goals and objectives of the City of Mount Holly Strategic Vision Plan. The following set of guidelines shall govern the Business Incentive Grant program. This set of guidelines shall be subject to periodic review and revision. Funding for the program may be discontinued at any time at the discretion of City.

Guidelines

1. A completed business plan must be submitted with application.
2. A personal financial statement or proof from a lending source must accompany application.
3. Applicants must adhere to applicable City of Mount Holly Ordinances and code requirements, such as building codes, Downtown Development Guidelines, zoning regulations (including signage), etc.
4. Grants are provided to help with life-safety needs, building renovations and façade improvements. Only one grant will be provided to a business. However, the business may also apply for a waiver of system development fees when applicable. Funds are not for inventory, furnishings or non-fixed items.
5. The applicant must secure a two-year lease, if leasing.
6. Cash Grants shall be awarded up to \$15,000, but the City may not award the total amount requested.

7. Funding for the Business Incentive Grant program shall be made available from funds set aside for such purposes by City Council.
8. Each application shall be treated on a case-by-case basis
9. Since each application will be different, and reviewed on a case-by-case basis, the applicant may be required to submit additional information.
10. The Business Incentive Grant program is not intended to provide financial assistance to fiscally unsound businesses.
11. Business Incentive Grant program applications will be reviewed by a committee designated by Council with final consideration and approval given on each grant application by City Council.
12. Business Incentive Grant program approval shall be made at the sole discretion of the City Council and will depend on the availability of funds.
13. Business Incentive Grant program preferences may be given to the types of preferred businesses that include, but are not limited to a: restaurant, grocery store, gift shop, specialty store, antique store, coffee shop, men's/women clothing store, wine/cheese store, house wares store, health food store, museum, art gallery, book store
14. The intent of the Business Incentive Grant program application process is not to burden the applicant business with extensive research, but to provide the EDC and City Council with information to make appropriate recommendations and decisions.
15. The offer of business assistance from the grant program shall require the applicant to enter into a performance agreement to document the use and impact of Business Incentive Grant program financial assistance.
16. Only one Business Incentive Grant may be awarded to an individual business per calendar year. The business, receiving such grant, must wait 365 days before applying for another Business Incentive Grant through this program.

Business Incentive Grant program applications will be evaluated on each of the following factors. The application should be developed according to the following criteria for each factor:

Business/Organization/Business Plan Description (15%): Does the application describe the business/organization history or business plan? Does the application describe the nature of the business conducted in the City of Mount Holly? Does the application provide previous year business financial information and cash flow? Does the application clearly demonstrate sound and sustainable business financing? Does the application describe the value of resources other than labor purchased in the City of Mount Holly? Does the application describe the percentage of goods and services performed in the City of Mount Holly? Does the application describe the number of fulltime and part-time workers employed by the business/organization? Does the application describe the benefits provided to employees?

Project Description (30%): Does the application clearly describe the project? Does the application clearly delineate the project's expected costs and revenues? Does the application clearly describe the project's timeline? Does the application clearly describe the project's management? Does the application describe how the project is sustainable over a period of time? Does the application describe the project's direct and measurable results with full economic impact within three years? Does the application describe project risks and mitigation plans?

Scope of Impact (20%): Does the application clearly describe how the project supports the economic development goals and objectives of the City of Mount Holly Business Incentive

Grant program? Does the application describe how the project supports increased economic activity in the City of Mount Holly? Does the application project the economic impact to the City of Mount Holly over three years? Does the application describe how Mount Holly residents will benefit from this project?

Leveraging Resources (20%): Since projects that leverage additional sources of support will be given preference in the Business Incentive Grant program, does the application describe any and all additional sources of cash and in-kind support for the project? Does the application clearly indicate matching/leveraged resources in the project budget? Does the application describe how Business Incentive Grant program funds will be applied?

Accountability (15%): Does the application describe predicted results that will be reported to the EDC and City Council annually over three years? Does the application clearly describe how predicted results are easily measured, reported, and verified? Does the application describe how predicted results link to project goals, objectives, and activities?

Contact:

Greg Beal, Economic Development Coordinator

Director of Planning & Development

400 East Central Avenue

Mount Holly, NC 28120

(704) 951-3012



City of Mount Holly Business Incentive Grant Application
Life-safety Needs, Building Renovations, Façade improvements, which encourage economic development in Mount Holly

DATE: _____
NAME OF APPLICANT: _____
BUSINESS NAME: _____
ADDRESS: _____

TELEPHONE: _____

If Property Owner differs from Business Owner

PROPERTY OWNER NAME: _____
ADDRESS: _____

TELEPHONE: _____
PROJECT ADDRESS: _____

ATTACHMENTS REQUIRED (*incomplete applications shall be disqualified*)

1. Provide an itemized estimate of all materials, supplies and labor costs of this project. Proposed budget and licensed contractors cost estimates. Please provide a copy of their NC Contractors license number. (***Attach to application***)
2. Provide a sketch or scaled drawing of the proposed renovation work. (***Attach to application***)
3. Provide a current photograph of (1) the building itself and (2) within the context of the streetscape clearly showing the existing conditions of the proposed area of improvement. (***Attach to application***)
4. Written plans for future improvements to the building and proposed time frame for such work. (***Attach to application***)
5. Samples of all paint colors and awning fabrics to be used (***if applicable***).

6. Provide anticipated start date and a proposed schedule of completion for the proposed improvements. These dates must conform to the 90-day time line following Notification of Approval to Proceed.

START DATE: _____
ANTICIPATED COMPLETION: _____

Waiver of System Development Fee

If the applicant seeks to waive the system development fee for installation of a water meter (fees are not charged for sprinkler systems), please list the proposed size of the water meter and corresponding system development fee to be waived.

Meter Size: _____ **System Development Fee:** _____

I have consulted with the Mount Holly Economic Development Committee, and/or _____, Architectural Consultant about this proposed project. I have read and fully understand the requirements and guidelines of the City of Mount Holly Business Incentive Grant Program and agree to comply with all its requirements in full.

Signature of Applicant

PROPERTY OWNER CONSENT

If property owner differs from the business owner, I _____ Owner of the aforementioned property, consent to the proposed work being undertaken by _____, the business owner. I as the property owner have read and fully understand the requirements of the City of Mount Holly Business Incentive Grant Program and agree with all the requirements set forth by the Grant Application and Guidelines.

Signature of Property Owner (if different from business owner)

Office Use Only

Date Received: _____

Comments: _____



City of Mount Holly Business Incentive Grant
*Life-safety Needs, Building Renovations, Façade improvements,
 which encourage economic development in Mount Holly*

Summary of Awarded Grants

Address	Name of Business	Project Scope	Amount Awarded	Date Awarded
119 North Main St.	Backwoods Restaurant	Hood System; Kitchen Walls	\$15,000	July 25, 2011
117 North Main St.	Caravan Coffee	HVAC and Electrical Upgrades	\$12,662	July 25, 2011
111 W. Central Ave.	Jolie Boutique	Electrical Upgrades & Dressing Room	\$4,970	April 9, 2012
104 North Main St.	William Henry Signature Salon & Spa	Exterior Staircase	\$15,000	November 12, 2012
111 North Main St.	Time Flies Country Store	1,000 sq ft expansion; HVAC; Demo Porch	\$15,000	March 11, 2013
108 South Main St.	Queen Bee Bakery	HVAC; Display Cabinetry; Demo	\$15,000	January 13, 2014
123 South Main St.	The Salon & Spa on Main	Fire Separation Wall, Plumbing & Electrical	\$15,000	February 9, 2014
125 South Main St.	RTR Renovations & Property Mgmt	Interior Stairwell; ADA Restroom	\$15,000	February 9, 2014
121 South Main St.	Derr's Boutique	ADA Restroom; Storage; HVAC & Electrical Upgrades	\$15,000	February 9, 2014
123 North Main St.	Jacqueline's Boutique	New Roof	\$15,000	May 11, 2015
105 North Main St.	Time Flies Country Store	Window Replacement HVAC, Electrical and Plumbing Upgrades	\$14,036	October 12, 2015
119 South Main St.	The Vintage Nest	Roof Repair; HVAC and Electrical Upgrades	\$15,000	November 14, 2016
128 South Main St.	128 South Main Chophouse	HVAC, Electrical and Plumbing Upgrades	\$15,000	February 14, 2017
107 West Central Ave	Art Studios Fine Art Gallery	Exterior Stairwell Façade Improvements	\$15,000 \$15,000	May 22, 2017
TOTAL:			\$211,668	





City of Mount Holly Action Agenda Item

To: Mayor and City Council	Date: September 18, 2018
From: Miles Braswell, Asst. City Manager	Meeting Date: September 24, 2018
Agenda Item to be considered:	
Request for Qualifications Process for the Streets and Solid Waste Property Redevelopment	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request:	
During the 2018 City Council Retreat, one topic the City discussed was the redevelopment of the former Streets and Solid Waste Department property. It was determined that a Request for Proposals (RFP) was to be developed in-house and advertised to entice developers to submit their development plan for consideration. This RFP was prepared, issued on July 1, 2018 and advertised on July 1, 2018 by posting in the Charlotte Observer and placing on our website. A pre-proposal conference was scheduled for July 20, 2018 but unfortunately, no one attended. The RFP was then re-advertised in the Charlotte Observer on July 29, 2018. Proposals were due on September 21, 2018 by 12:00 PM. Since no developers have reached out to the City as of September 18, 2018, it is anticipated that no proposals will be submitted. During the September 24, 2018 Council Meeting, I will provide an update if any Proposals are received. With the anticipation of no Proposals, a new approach will be discussed with Council. This involves developing a Request for Qualifications (RFQ), where the City may select a Firm to market the mentioned property and assist with structuring lease/sale/upfit or combination thereof. If this RFQ method is approved by Council, the Firm will be selected based on their qualifications, not price. Staff will prepare the RFQ and work through the process to present a Firm to Council. Below is an estimated timeline for the RFQ development, selection process and presentation to Council for approval.	
RFQ Selection Timeline	
• 09/24/18: Pending Council Approval • 09/25/18 – 10/20/18: RFQ Development • 10/21/18: Advertise RFQ • 11/02/18: Pre-proposal conference with potential Firms • 11/16/18: Qualifications Packages Due • 11/19/18 – 11/23/18: Packages Reviewed by Selection Committee • 11/26/18 – 11/30/18: Firm Interviews by Selection Committee • 12/10/18: Firm Selection Presented to City Council	

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: Approval for staff to proceed with preparing the Streets and Solid Waste Property Redevelopment Request for Qualifications and moving forward with the process to select a Firm to assist with marketing and structuring the developers agreement.

Result of City Council Decision: _____

Attachments: *None*

MEMORANDUM

TO: Mayor and City Council, City of Mount Holly

FROM: Marie M. Anders, Assistant City Attorney

RE: Offer to purchase Adrian plant

DATE: September 20, 2018

The City Council accepted a duly advertised bid from National Mills LLC to purchase the Adrian Plant for \$950,000, which contract was dated May 16, 2018. As you know, during the due diligence period, due to the condition of the building the buyer asked to amend the purchase price to \$675,000 and waive any further due diligence period. Council directed staff to re-advertise the amended bid, and after re-advertisement, the new upset bid period will expire at close of business on September 24, 2018. Therefore, I am including this proposed resolution for Council to accept the amended bid in the event that no upset bids are filed by Monday.

RESOLUTION TO ACCEPT OFFER TO PURCHASE

WHEREAS, received an amended offer from National Mills LLC to purchase the old Adrian Plant property located at 214 Adrian St., Mount Holly, NC, being a portion of tax parcel number 124366 (the "Property"), for the purchase price of \$675,000.00; and,

WHEREAS, National Mills LLC has deposited the sum of \$47,500, which represents earnest money which is more than the statutory required 5% of this bid, with the City Clerk of the City of Mount Holly; and,

WHEREAS, the offer was advertised for upset bids in the Gaston Gazette in accordance with NCGS 160A-269 and the time period for upset bids has expired; and,

WHEREAS, NCGS 160A-269 empowers the City Council to accept this offer and the City Council proposes to accept said offer.

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

That the City Council hereby accepts the amended offer from National Mills LLC to purchase the property under the terms and conditions in the "Offer to Purchase" dated May 16, 2018, and amended September 13, 2018, and hereby authorizes and directs the City Manager to sign the aforesaid amended "Offer to Purchase," and further hereby authorizes and directs the Mayor of the City of Mount Holly to sign a deed to National Mills LLC for the property upon receipt of the balance of the bid price.

This the ____ day of _____, 2018.

CITY OF MOUNT HOLLY

By: _____
Bryan M. Hough, Mayor

Attest: _____
Amy Miller, City Clerk