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Message From the Director

This annual report is designed to provide information on planning and development activities in High Point during 2005. It contains information on the department's key accomplishments, ongoing projects and key initiatives, and a variety of development information, including information on the activities of the city's planning related boards and commissions.

In 2005, representatives from the Planning & Development, Electric, Parks and Recreation, and Public Services Departments began meeting as the Urban Forestry Committee. This committee was established by the City Council in 2004 to implement the city's urban forestry ordinance, which governs the planting, maintenance and removal of trees on city-controlled property. By year end, the committee completed their work on the development of a set of guidelines and standard practices by which all city departments and others will use when planting, maintaining or removing trees on city property.

A couple of large-scale planning initiatives began during 2005. A comprehensive planning effort for the core city, which includes the downtown, surrounding neighborhoods, corridors and industrial areas, officially kicked off in December of 2005. Earlier in the year, the city selected The Walker Collaborative of Nashville Tennessee to lead the planning process that will be completed in the fall of 2006 when the Core City Plan is completed. In 2004, the leaders of the cities of High Point, Greensboro, Kernersville, and Winston-Salem and the counties of Guilford and Forsyth met and began discussions on a regional project that is now known as The Heart of the Triad. This end result of this regional cooperative effort will be the development of a plan for land generally north of US 311 and south of Business 40 in the vicinity of the Forsyth/Guilford county line. During 2006, the plan will be completed and presented to the six jurisdictions that exercise land use control for the area.

For 2006, the department will be focusing on some important initiatives that include a variety of plans and regulatory changes related to greenways, the corporate park zoning district, and scenic corridor district standards. One very important project that staff should begin work on during 2006 is the selection of a new development software system. The city's current system of processing and coordinating the development review and approval process is handled by a mainframe computer system designed many years ago. The aim is to make the development review process more effective and efficient through the acquisition of a software system designed to handle the city's current and future needs. To prepare for the installation of this system, the department will be reviewing and changing some plan review practices to insure improved effectiveness and efficiency. Some of those plan review changes may occur in 2006 prior to the acquisition of a new system.

After you read this report, if there is other information that you desire to see in future annual reports, then please let me know.

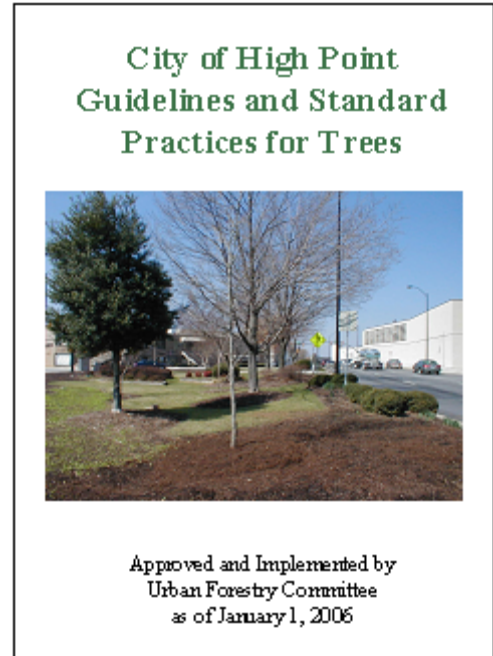
G. Lee Burnette, AICP
Director of Planning & Development

Key Accomplishments

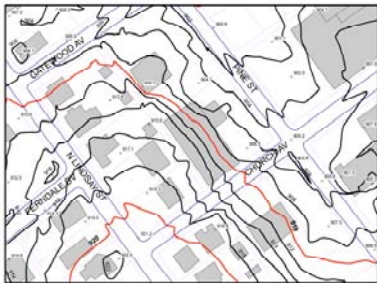
Among numerous activities, the Planning and Development Department had several notable accomplishments between January 1 and December 31, 2005, including:

➤ ***Guidelines and Standard Practices for Trees In High Point***

Following the adoption of the city's urban forestry ordinance in October 2004, an Urban Forestry Committee, including representatives from the Parks and Recreation, Public Services, Electric, and Planning and Development Departments was established. The Committee's primary responsibility during 2005 was to create a comprehensive set of guidelines outlining the proper procedures for planting, maintenance and/or removal of trees in city spaces. Specifically the guidelines apply to areas under city control (city property, city rights-of-way and public easements) and are designed to conserve and maintain the city's tree resources. The "City of High Point Guidelines and Standard Practices for Trees" were completed at the end of 2005.



➤ ***Topography***



As part of its contract with Sanborn, the City spent approximately \$192,000 in order to receive its first comprehensive topographical data since 1985 to integrate with its GIS database. Contours for the entire High Point Planning Area are now available at 2 and 10 foot intervals and include spot elevations. Data is accessible via the web using the City of High Point's (CHP) mapping application and have been made available for download.

➤ ***North Carolina Rehab Code***

The North Carolina Rehab Code is designed to ease the reuse of abandoned or underutilized structures by providing flexibility for new property uses that would be cost prohibitive under existing building codes. The NC Rehab Code requires the services of a licensed architect and a more thorough design and review process than typical building codes, but encourages more innovative reuse of existing buildings. Locally two projects were evaluated during 2005 using the NC Rehab Code standards, under the State's pilot program, with one underway by the end of the year and the other pending. These projects involved the conversion of two residential buildings for business uses with minor structural changes and repairs. The NC Rehab Code was officially adopted by the State of North Carolina on January 1, 2006.

City of High Point Planning and Development Department

➤ *Tree City USA Designation*



TREE CITY USA.

During 2005, the city completed all necessary requirements for its second year of Tree City USA designation. The High Point Mid-Week Garden Club hosted the city's Arbor Day celebration on March 18th, which included a tree planting and several guest speakers. The City's Urban Forestry Committee met 11 times during the year and refined its procedures to better track annual tree related activities and expenditures.



➤ *NPDES Compliance Assessment*

This project involves the assessment of items, done in conjunction with other city departments, needed to meet the requirements of Phase II of the National Pollutant Discharge Elimination System (NPDES), which relates primarily to controls for stormwater runoff. The assessment of items needed to meet the NPDES Phase II requirements was completed during 2005. These action items include changes to regulations controlling post-construction stormwater runoff, enhanced stream protection, discouraging the introduction of prohibited materials into the stormwater system, the detection and removal of illegal discharges, and developing programs to educate the public about stormwater issues.



➤ *CHP Mapping Application Update*

Using input from department staff, other city employees, and the public, the Planning and Development and Information Services Departments worked on updates for various aspects of the internet based CHP Map program. These updates were intended to make the application easier to use while increasing its ability to provide up to date data on a variety of topics. CHP Map can be accessed via the Department's web address: <http://high-point.net/plan>

➤ *Board/Commission Agendas on Web*

As part of continuing efforts to provide the public and local decision makers with timely information regarding the department's various boards and commissions, all monthly agendas and associated staff reports were added to the Planning and Development Department's website: <http://www.high-point.net/plan/>. Agendas and reports for the Planning and Zoning Commission are available by 3:00 p.m. on the Friday preceding each meeting.

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➤ *Office Improvements*



In order to make the best use of space to serve our customers, new conference spaces and terminals allowing direct public access to the city's mapping program (CHP Map) were completed in 2005. These improvements allow better flow of people throughout the department, provide quicker access to information and offer space for maintaining client confidentiality when needed.



➤ *Updated Forms/Applications*

Based on previous staff experiences, and feedback from our customers, the Department has worked to update and standardize all of its forms and applications. The forms are now easier to use and provide more pertinent and timely information for both decision makers and staff. All forms and applications are available as PDF documents on the Department's website (<http://www.high-point.net/plan/>)



Current Projects/Programs

Projects in this section commenced during the 2005 calendar year but were not completed by December 2005. Most projects are anticipated for completion by the end of 2006, but could continue further as necessary.

➤ **Core City Plan**



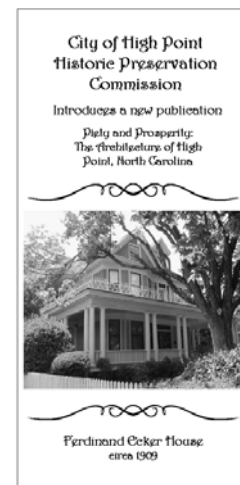
Early in 2005 the High Point City Council initiated a comprehensive planning process to address the downtown and surrounding neighborhoods, commercial corridors and industrial areas. The project, the Core City Plan, is a citizen-involved process identifying a clear vision for the city's future and creating a plan to guide development, redevelopment and revitalization of the core city area. Staff developed goals and expectations for the project, and with review committees engaged in a two-step RFQ/RFP process over the course of several months to find a consultant to assist the city with this planning project. In September 2005, the High Point City Council awarded a \$150,000 contract to The Walker Collaborative, a Nashville, TN planning firm, to lead the planning process and develop the vision and core city plan. The project was officially kicked-off on December 12, 2005 with a public meeting at High Point University.

A substantial public involvement stage to occur between February and May of 2006 includes surveys, workshops, neighborhood meetings, stakeholder group meetings and public presentations. Staff will provide continually updated information on upcoming events and project details via the project website (<http://www.high-point.net/plan/> and click on the "Core City Plan" button), mailings, and newspaper ads. Key steps in this planning process will include a background study, growth survey, vision statement, consumer survey, concept plan, and core city plan. The project will be completed in the fall of 2006.

➤ **High Point Historic Resources Publication**

Through funding provided by the State Department of Cultural Resources and a local match, the Historic Preservation Commission hired a consultant in 2000 to create an inventory of various historic and architecturally significant properties within and surrounding its core area. A second grant, also matched by the City, was obtained in 2003 to produce a manuscript based on the inventory that would be focused on High Point's architectural history. The manuscript was completed by the same consultant in late 2004.

In 2005, the Commission developed an informational brochure to assist in raising money for the design, layout and publication of



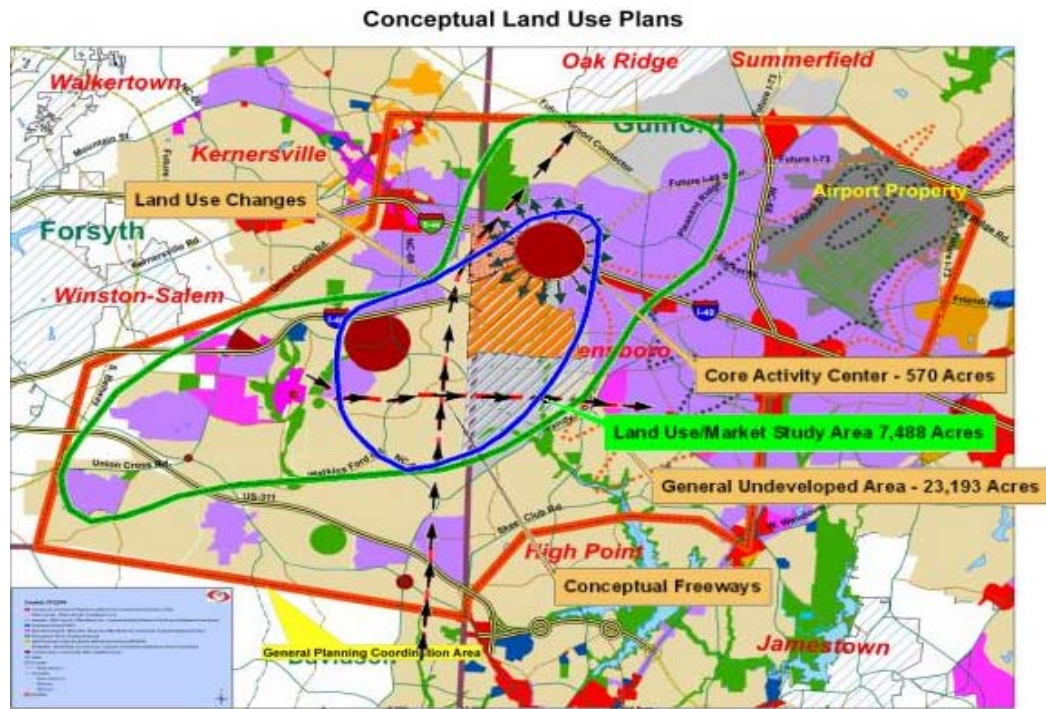
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the new book, titled “*Piety and Prosperity: The Architecture of High Point, North Carolina*”. The Commission solicited funding from corporate and private sources during 2005, and in December it received a \$9,500 grant from the High Point Community Foundation. Department staff will be preparing an RFP and will be assisting the Historic Preservation Commission in selecting a book designer/printer, with the hope of going to print with “*Piety and Prosperity: The Architecture of High Point, North Carolina*” by the end of 2006.

➤ *Heart of the Triad (HOT)*

Participation in the “Heart of the Triad” effort brought the cities of High Point, Winston-Salem, Greensboro and Kernersville, along with Forsyth and Guilford counties, together to develop long-term growth plans and create a unique identity for an area along I-40 and the Business 40 split that is considered the “heart” of the Triad region. All of these jurisdictions signed off on the planning process for this initiative during 2005. A Steering Committee was formed to guide the overall process, and HDR, Inc. was contracted through the Piedmont Authority for Regional Transportation (PART) to conduct a 6-month study of the project area and introduce development options. A project kick-off meeting was held on December 8, 2005.

With HDR, Inc. guiding the process, public forums and a weeklong design charette will be conducted to develop preferred options for development in the Heart of the Triad study area. Draft and final plans are scheduled for release and adoption by the HOT Steering Committee in late July 2006.



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➤ ***Planning Public Education Program***



In order to encourage more active citizen participation in Department related programs and initiatives, Department staff is working on a public education program to inform interested persons on the basics of planning, development and building processes in High Point. This program will describe how these topics affect people on a daily basis and present opportunities for citizens to become more involved in the development process. The web based program will be offered in a casual arrangement that seeks to convey concepts in easy to understand language and an inviting format.

➤ ***NPDES Watershed Regulation Amendments***

Following completion of the assessment of needed action items during 2005, additional proposals and recommendations related to stormwater management were completed, including limitation on grading in Watershed Critical Areas, the protection of steep slopes near streams, and bonding requirements for engineered stormwater control devices. The Public Services Department has begun implementing these enhanced bonding requirements and Planning and Development staff are focused on needed changes to the Development Ordinance. A draft ordinance should be completed in 2006.

➤ ***Online Census Application***

An online application displaying a variety of census data at the census tract and block group levels was implemented in 2005 for use by all city employees. Staff from the Planning and Development and Information Services Departments has continued to refine this application to make the data easier to use and to ensure that the application can be updated with future census data as it becomes available.

Key Initiatives in 2006

Projects in this section are scheduled to begin during 2006, or achieve significant progress during the year, with continuance into 2007 as warranted.

➤ ***Preparations for New Development Software***

To more fully integrate the inspections and planning functions, particularly permitting and parcel data, the Department will assess and evaluate its software needs. The intent is to provide more accurate and current information on all city parcels and the ability to track development from its initial concepts all the way through final building construction and periodic future inspections.

➤ ***Urban Forestry***

With the completion and adoption of the city's Tree Guidelines, the Urban Forestry Committee will begin the implementation process, including identifying key contacts with area utility providers and city tree contractors and reviewing projects involving trees in city controlled spaces. The Committee will develop its first formal work plan for 2006, work to identify priority areas for tree related activities, and investigate the merits of several new tree related programs. The Committee intends to use these investigations to develop ideas to request funding from the State through its Urban and Community Forestry Grant program. The Committee will also continue to oversee the collection of data needed to produce the City's annual Tree City USA application.

➤ ***Parks and Recreation Master Plan Assistance***

The department will provide staff support to the Parks and Recreation Department and their consultant, including GIS services. This plan will assess the city's recreational needs and existing facilities. Based on this assessment the Plan will outline proposed creation, expansion and reconfiguration of parks and recreation facilities, including open space and greenways, for a period of 10 to 20 years.

➤ ***Greenway Strategy***

This project will define the basic greenway system serving the central portion of High Point, determine the missing components of the existing system, and set out a strategy to complete these existing components. It will set initial goals and objectives, prioritize routes, establish construction standards and timelines, and provide cost estimates for completion of the initial greenway system. The proposed plan will look at the greenway system beyond its current commitments.



➤ ***Corporate Park District Revisions***

A complete revision of the Corporate Park zoning district regulations is under way and is expected to be complete in 2006. The goal of the revision is to foster office, warehouse, research and development, and assembly uses on sites located in campus-like settings that emphasize both aesthetics and function of the buildings and grounds. The staff hopes to

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address some of the criticisms of the present CP district, build in some needed flexibility and at the same time “raise the bar” as it relates to the quality of site design and building design.

➤ Scenic Corridor Overlay District Standards

Staff will assess the current Scenic Corridor Overlay District and revise these provisions to designate standards common to all scenic corridors in High Point. Following the creation of “boiler plate” standards for all districts, staff will work on more specific standards for the US 311 Bypass corridor (and all associated interchanges), as well as the corridor along W. Lexington Avenue, in cooperation with the Davidson County Planning Department.

➤ Local Codes Enforcement Program Enhancements

Staff will examine several items in an effort to make local codes enforcement more efficient and effective. These include revisions to the current lien process related to enforcement actions, pursuing the selection of one or more vendors to demolish dwellings due to housing code action (making this process more efficient) and implementing previously approved local legislation for dwelling closings and unsafe buildings in community development target areas.

➤ Fee Schedule Changes

In order to ensure Department fees accurately reflect the costs of providing various services, yet are in line with other area jurisdictions, the Department is adjusting its fee schedule for all aspects of the development process.

➤ Plan Review Process Revisions

Staff will examine its current planning review processes to create a more efficient process that integrates storm water review, consolidates review functions, revises review phases and considers use of a gatekeeper concept to create a single point of contact throughout the process.

High Point Land Area and Population

The City of High Point continues to annex areas in its planning jurisdiction each year to facilitate new residential and commercial development. Typically the City adds additional property to its incorporated boundaries through voluntary annexations, usually in exchange for access to city services such as water and sewer. As shown in Table 1, while the number of annexations has grown steadily over the three year period, the associated acreage with these annexations was significantly less in 2004 and 2005 than in 2003.

Table 1: High Point Annexations and Incorporated Limits

Year	Annexations During Year	Acreage Annexed	Total Incorporated Area
2003	13	613.11	53.21 sq. miles
2004	14	230.06	53.80 sq. miles
2005	19	313.06	54.29 sq. miles

The Planning and Development Department annually estimates the city’s population based on issued building permits, estimates from the State’s Office of Budget and Management and Center for Health Statistics and U.S. Census municipal estimates. Projections are calculated using projected trends for annual dwelling unit increases and estimated population figures, Office of State Planning projections for counties (pulling percentages for areas in High Point’s jurisdiction) and U.S. Census projections for municipalities.

Table 2: Annual Population Estimates and Projections

Year	Estimated/Projected Population	Change Since Previous Year	Change Since April 1, 2000 (pop. 85,839)
2003	90,522	1,216*	4,683
2004	92,489	1,967	6,650
2005	93,352	863	7,513
2010**	103,483	8,690	17,644
2015**	114,207	10,724	28,368
2020**	125,544	11,337	39,705

* Based on 2002 population estimate of 89,306

** Projections based on previous and anticipated population trends

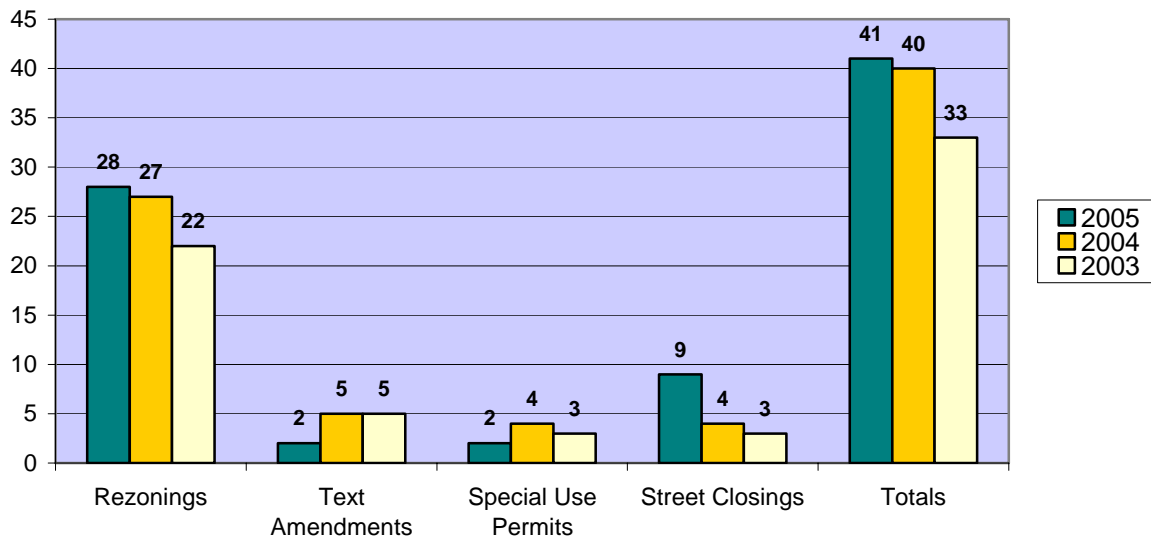
Department Activities

Appointed Boards

Planning & Zoning Commission

In 2005, the Planning and Zoning Commission reviewed a total of 41 cases. A breakdown of the numbers and types of cases reviewed, along with comparative data from 2004 and 2003, is shown in Chart 1.

Chart 1: Cases Reviewed by Planning & Zoning Commission



As shown in Chart 1 above, the Planning and Zoning Commission’s overall caseload increased steadily from 2003 to 2005, primarily from rezoning and street closing activities. Table 3 shows the amount of acreage involved with these rezoning cases and the primary use for these acreages. Residential includes all forms of dwellings (single family homes, townhomes, apartments, etc.), Non-Residential includes all other uses (commercial, office, industrial, institutional, etc.) and Mixed Use refers to a combination of residential and non-residential uses in the same area.

Table 3: Rezoning Cases and Associated Acreage for Different Uses

Year	Total Rezoning	Residential Acreage	Non-Residential Acreage	Mixed Use Acreage	Total Acreage
2005	28	218.25	175.93	0.08	394.26
2004	27	108.80	400.71	0.00	509.51
2003	22	605.17	122.40	33.50	761.07

The 2005 rezoning cases show a relative balance between residential and non-residential acreage reviewed, versus 2003 and 2004. It is also readily apparent that while the number of rezonings reviewed by the Planning and Zoning Commission increased steadily over the three year period,

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the overall acreage for these rezonings decreased significantly. This steady decrease in total acreage reviewed for rezonings between 2003 and 2005 may be the future trend as most easily developed large tracts within the city's planning area have already been developed or approved for development in the near future.

As shown in Table 4, most of the cases reviewed by the Planning and Zoning Commission over the last three years have been given favorable recommendations. Recommended approval rates, either favorable or favorable with amendments, for the three year period were 87.8% (2005), 95% (2004) and 87.8% (2003).

Table 4: Recommendations for Cases Reviewed by Planning & Zoning Commission

	Favorable	% of Total	Favorable w/Amendments	% of Total	Unfavorable	% of Total	No Recommendation	% of Total	Total Cases Reviewed
2005	29	70.7%	7	17.1%	3	7.3%	2	4.9%	41
2004	33	82.5%	5	12.5%	2	5.0%	0	0.0%	40
2003	18	54.5%	11	33.3%	2	6.1%	2	6.1%	33



As shown in Table 5, agreement between Department staff and the Planning and Zoning Commission on recommendations for proposals increased overall from 2003 to 2005. Interestingly the overall increase in concurrence over the three year period occurred at the same time the total number of cases reviewed increased, which would tend to create more opportunities for disagreement on recommendations.

Table 5: Concurrence of Recommendations Related to Development Proposals

	Total Cases Where Recommendations By Both Staff and P&Z Commission Concurred	Rate of Concurrence	Total Cases Where Recommendations By Both P&Z Commission and City Council Concurred	Rate of Concurrence
2005	39 of 41	95.1%	33 of 37	89.2%
2004	36 of 40	90.0%	36 of 38	94.7%
2003	31 of 33	93.9%	27 of 30	90.0%

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Several cases reviewed by the Planning and Zoning Commission were withdrawn from consideration prior to review and final decisions by High Point City Council. Of the cases reviewed by both groups, City Council and Planning and Zoning’s concurrence on recommendations decreased slightly from 2003 to 2005, as would be expected as the number of cases reviewed by both groups increased.

Board of Adjustment

As shown in Table 6, the vast majority of cases heard by the Board of Adjustment in any given year are for variances. Staff works closely with potential applicants to ensure cases coming before the Board involve reasonable concerns that are the result of strict interpretation and enforcement of applicable regulations, and are not the result of the applicant’s own actions.

Table 6: Cases Reviewed By Board Of Adjustment

Year	Total Variances Requested	Total Special Exceptions Requested	Total Appeals Requested	Requests Approved	Requests Approved w/Conditions	Requests Denied
2005	10	1	0	10	0	1
2004	15	0	0	6	5	4
2003	8	0	0	3	0	5

Historic Preservation Commission

One of the primary responsibilities of the Historic Preservation Commission is to review applications for Certificates of Appropriateness. Certificates of Appropriateness are needed for any exterior renovations of designated historic structures to ensure such renovations are in line with the historic characteristics of the property and the Commission’s design guidelines.

Table 7: Certificates of Appropriateness

Year	Certificates of Appropriateness Requested	Certificates of Appropriateness Approved	Percent Approved
2005	4	4	100%
2004	2	2	100%
2003	4	3	75%

In addition to the Commission’s review of the Certificates of Appropriateness shown in Table 7, staff can approve a variety of limited activities related to general maintenance and repair of historic structures and properties that follow established architectural and historic guidelines; referred to as minor works. Staff approved 2 minor work projects in 2005, 1 minor work project in 2004 and 11 minor work projects in 2003.

As noted in the key accomplishments section, during 2005 the Historical Preservation Commission completed the manuscript for a publication of areas of historic architectural interest in High Point and is securing funding to produce and distribute this publication. Two Commission members also attended an historic preservation workshop in Salisbury during the year.

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Staff Committees

Technical Review Committee/Watershed Review Committee

It is important to note that each individual project reviewed by the Technical Review Committee may have multiple submittals as it moves through the review and approval process. In 2005 TRC reviewed a total of 421 submittals, of which 297 received final approval, with the remaining items still pending or withdrawn as of the end of the calendar year. Similarly in 2004 TRC reviewed a total of 349 submittals, of which 263 received final approval, and in 2003 the Technical Review Committee reviewed a total of 420 submittals, of which 322 received final approval by the end of the calendar year.

As outlined in Table 8, TRC reviewed 156 separate projects in 2005, 151 projects in 2004 and 158 projects in 2003. While the composition of the total projects varied, this information shows a relatively stable number of projects being reviewed by TRC each year. In 2005 the TRC reviewed projects with more acreage and lots/units than the previous years. Significantly more non-residential square footage (primarily commercial development) was reviewed in 2004 than the other years, while the highest number of total projects reviewed occurred in 2003.

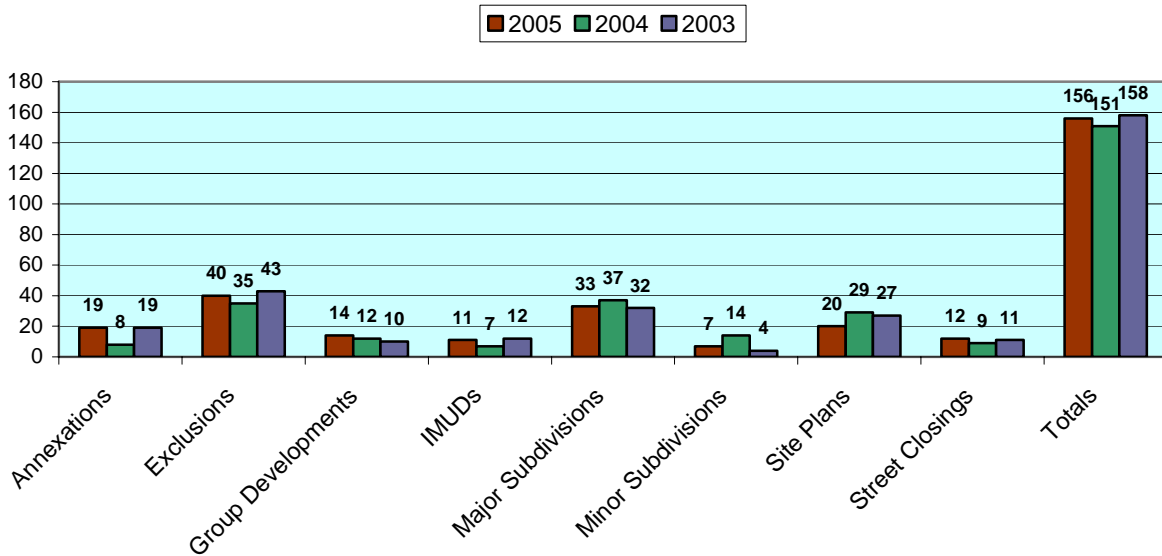
Table 8: Projects (and Characteristics) Reviewed by the Technical Review Committee

	2005				2004				2003			
	Projects	Lots/Units	Non-Residential Square Footage	Acreage	Projects	Lots/Units	Non-Residential Square Footage	Acreage	Projects	Lots/Units	Non-Residential Square Footage	Acreage
Street Closings	12	N/A	N/A	N/A	9	N/A	N/A	N/A	11	N/A	N/A	N/A
Annexations	19	N/A	N/A	402.99	8	N/A	N/A	153.53	19	N/A	N/A	303.06
Exclusion Maps	40	87	N/A	129.00	35	77	N/A	183.20	43	84	N/A	153.10
Minor Subdivisions	7	15	N/A	55.48	14	36	N/A	72.64	4	8	N/A	21.20
Major Subdivisions	33	1,918	N/A	1,068.37	37	1,994	N/A	1,121.63	32	1,914	3,600	782.74
IMUDs	11	31	54,986	170.43	7	44	N/A	80.93	12	51	N/A	175.50
Group Developments	14	510	53,450	118.06	12	497	145,070	118.74	10	696	81,025	93.26
Site Plans	20	290	249,110	135.16	29	N/A	775,567	260.23	27	N/A	455,934	464.09
TOTALS	156	2,851	361,146	2,079.49	151	2,151	920,637	1,990.90	158	2,753	536,419	1,992.95

In conjunction with the relative stability of the total number of projects reviewed by TRC each year, Chart 2 illustrates that the numbers for specific types of projects were also relatively stable over the three year period. Only the number of Group Development projects reviewed show a steady increase from 2003 to 2005, while all other types of projects fluctuated from year to year.

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Chart 2: Total Projects Reviewed by the Technical Review Committee



As stated earlier, many projects reviewed by TRC may involve numerous submittals as they go through the review and approval process. Table 9 outlines the total number of submittals related to the projects described previously in Table 8. TRC also reviews other items on weekly agendas, including courtesy reviews for other governmental bodies (Town of Jamestown, City of Greensboro, Guilford County Schools), transfers of property to or from the city, review of planned unit developments and other miscellaneous items. This is important to understand since TRC’s workload includes the review of more than just submittals related to the individual projects outlined in Table 8. This means the 263 submittals related to individual projects reviewed in 2005 are just a portion of the 421 total submittals for that year. Similarly 237 of the 349 total submittals in 2004 were related to individual projects and 262 of the 420 total submittals were related to individual projects in 2003.

Table 9: Total Submittals Reviewed by Technical Review Committee

Total Submittals Reviewed (2003-2005)									
	Street Closings	Annexations	Exclusion Maps	Minor Subdivisions	Major Subdivisions	IMUDs	Group Developments	Site Plans	Totals
2005	12	19	41	13	99	25	25	29	263
2004	9	8	35	28	83	21	22	31	237
2003	11	19	43	7	93	28	20	41	262

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As shown in Table 10, the number of plans reviewed by the Watershed Review Committee increased in 2005, but was still significantly less than the number of plans reviewed in 2003. The number of residential lots/units involved with these plans has steadily decreased since 2003, while the non-residential square footage and acreage fluctuated, with the highest totals for both in 2004.

Table 10: Plans Reviewed by the Watershed Review Committee

	Watershed Plans Reviewed	Residential Lots/Units	Non-Residential Square Footage	Acreage
2005	74	1,473	266,742	1,427.59
2004	64	1,526	878,603	2,199.45
2003	101	1,986	678,381	1,208.63

Urban Forestry Committee

Following the adoption of the City’s urban forestry ordinance in October of 2004, a staff committee was organized to implement the ordinance and began meeting in January 2005. This staff committee involves the departments most actively involved with tree related activities on city property and includes representatives from the Electric, Public Services, Parks and Recreation and Planning and Development Departments. The major responsibility of the Urban Forestry Committee was to design a set of guidelines and standard practices for anyone planting, maintaining or removing trees in city controlled spaces.

The Committee completed the “City of High Point Guidelines and Standard Practices for Trees” during 2005, with scheduled implementation in January 2006. In preparation for this implementation Planning and Development staff met with the directors of the city’s operational departments in December 2005 to outline the major facets of the Guidelines and discuss potential issues in implementation. Additionally, a list of contacts for all the city’s private tree contractors, and other public and private utilities that must address trees in city controlled spaces, was put together to ensure everyone was aware of the new policies and standards.

The Committee also facilitated the City’s annual Arbor Day celebration (a Tree City USA requirement) with the Mid-Week Garden Club on March 18th, which included a celebration event with several guest speakers and a tree planting in the triangle median between Kivett

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Drive, English Road and Hamilton Street. The City’s second Tree City USA application was submitted to the NC Division of Forestry Resources on December 15th and was subsequently approved.

Building Permits and Construction Plans

The department reviews and issues permits for a variety of building activities throughout High Point each day. As shown in Table 11, the department issued more residential (single family homes, townhomes and apartments) and commercial (all other buildings) permits for new construction during 2005, than either of the preceding years. The total value of these permits was also significantly higher than the previous years. This overall increase correlates well with other aspects of the development review process.

Table 11: Building Permits - New Construction

Building Permits	# of 2005 Permits	% of Total 2005 Permits	# of 2004 Permits	% of Total 2004 Permits	# of 2003 Permits	% of Total 2003 Permits	% Change 2003-2005
Residential	932	90.0%	895	90.0%	771	90.3%	20.9%
Commercial	104	10.0%	99	10.0%	83	9.7%	25.3%
Total	1,036	100.0%	994	100.0%	854	100.0%	21.3%
Permit Values	Total 2005 Value	% of Total 2005 Value	Total 2004 Value	% of Total 2004 Value	Total 2003 Value	% of Total 2003 Value	% Change 2003-2005
Residential	\$181,660,824	81.5%	\$149,432,272	85.5%	\$122,853,384	82.2%	47.9%
Commercial	\$41,294,717	18.5%	\$ 25,322,838	14.5%	\$ 26,618,497	17.8%	55.1%
Total	\$222,955,541	100.0%	\$174,755,110	100.0%	\$149,471,881	100.0%	49.2%

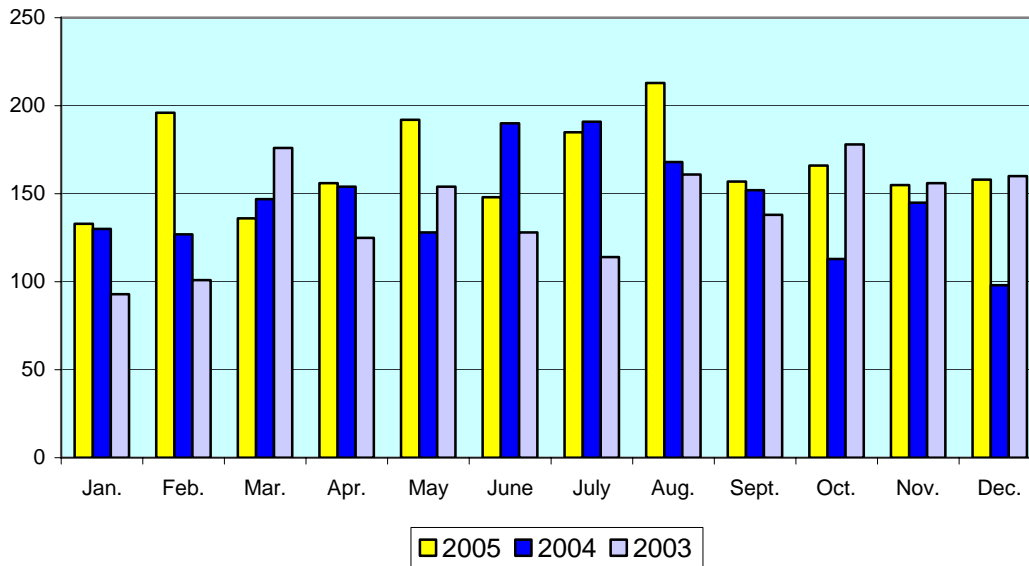


As shown in Chart 3, the number of issued permits covering new construction, renovation, additions and demolitions for all types of development in High Point fluctuates from month to month and year to year. Over the three year period the total number of building permits issued has risen steadily from 1,684 in 2003 to 1,978 in 2005.

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The average number of permits issued each month in 2005 was 160, with largest number of permits issued in August (213) and the lowest number in October (107). This compares to the 2004 monthly average of 145 permits, with the largest monthly number that year in July (191) and the lowest number in December (98). In 2003, an average of 140 permits were issued each month, with the largest number in October (178) and the lowest number in January (93).

Chart 3: Total Building Permits Issued



	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2005	133	195	136	161	177	149	184	213	148	107	157	158	1,978
2004	130	127	147	154	128	190	191	168	152	113	145	98	1,743
2003	93	101	176	125	154	128	114	161	138	178	156	160	1,684

As shown in Table 12, the Department reviewed a total of 1,523 building construction plans in 2005. There has been a steady increase in plans reviewed since 2003, which mirrors the steady increase in permits issued. Over the three year period the vast majority of plans reviewed were for residential construction.

A total of 109 more plans were reviewed in 2005 than 2003, representing an estimated annual increase of 2.6%. The average annual increase in residential plans reviewed was 1.6% while the average annual increase in non-residential plans reviewed was 4.7%; the primary reason for the numerical increase between 2004 and 2005.

Table 12: Building Plans Reviewed

	Residential Plans Reviewed	Percent of Total Reviewed	Non-Residential Plans Reviewed	Percent of Total Reviewed	Total Plans Reviewed
2005	1,013	66.5	510	33.5	1,523
2004	995	68.4	460	31.6	1,455
2003	967	68.4	447	31.6	1,414

Local Codes Enforcement

In addition to plan review and issuance of building related permits, the Department also is responsible for the enforcement of local codes regarding minimum housing standards, junk vehicles and public nuisances. The minimum housing codes ensure the compliance of any dwelling (rental or owner occupied) with basic structural, sanitary and cosmetic requirements in order to be considered “fit for human habitation.” Junk vehicle codes address any vehicle that does not display a current license plate, cannot be driven as it was intended, is partially or wholly dismantled or wrecked and could be considered a health, fire or safety hazard. Public nuisance codes address such items as dense growth of grass and weeds exceeding 12 inches in height, any concentration of trash and debris, open storage of household furniture or appliances and any open or unsecured dwelling or commercial building.

Table 13 outlines the Department’s local codes enforcement during 2005. Due to changes in software used for tracking code enforcement activity, comparative data for 2003 and 2004 that is considered accurate and reliable is not readily available at this time.

Table 13: Local Codes Enforcement Activities

2005	Cases Investigated	Cases Corrected or Violations Issued	Units Secured	Units Demolished by City	Units Demolished by Owner
Minimum Housing	155	119	N/A	9	23
Junk Vehicles	373	235	N/A	N/A	N/A
Public Nuisances	2,014	1,715	32	N/A	N/A

Mission

“Shaping a More Livable High Point”

We accomplish our mission by:

- Facilitating and promoting a shared, comprehensive plan for the development of the community that advances a quality environment, both natural and built;
- Creating strategies that guide development in a manner that protects and enhances the community; and by
- Administering services that implement the comprehensive plan and form a safe, sustainable and livable place.

Guiding Values

We carry out our mission while adhering to these values:

- **Integrity**—So that public respect is maintained for the process and the product, we act in a manner that promotes and maintains confidence in our ability and character. We say what we mean and consistently do what we say with no desire other than assisting our clients and customers, and accomplishing our mission. In all undertakings, it is our objective to provide full, clear and accurate information.
- **Responsibility**—For the public and decision-makers to have confidence in our abilities and us, we affirm our accountability and we continuously strive for improvement. In all our endeavors, it is our objective to identify problems, to advocate for needed change, and to express concern for the long-range consequences of decisions.
- **Helpfulness**—We aim to provide timely, dependable and accurate service that meets or exceeds our clients and customers expectations. We welcome the role as a problem-solver, and our objective is to identify the broader issues and focus on them when resolving problems.
- **Professionalism**—We want to be recognized as exhibiting skill, ability, character and high standards. To that end, we accept and grow from our mistakes; we learn to value different points of view; we constantly search for improvement; and, we commit to quality work by striving to do the right things right the first time.
- **Creativity**—We are committed to improve our services, solve problems and accomplish our mission through creative, imaginative and innovative means.
- **Change**—We strive to continuously improve the quality and responsiveness of our services and recognize the need for continuous improvement through innovation and technology. We

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embrace change and the challenges that result, we advocate for needed change, and we work to be on the forefront in instituting desired change.

- **Order**—We place importance on coordination and consistency in all services, and we insure they function as intended.
- **Partnership**—We seek to bring people together that have interests in the development and implementation of a shared plan for the community. We seek collaborative solutions to problems wherever possible. We join with other departments, organizations and agencies to respond to the needs of the community and region.
- **Choice**—We aim to provide our clients and customers alternative solutions, where alternatives exist. So that they may make informed decisions, we advise them of the possible consequences associated with the alternatives.
- **Balance**—We believe in a harmonious and satisfying arrangement of family, community and work in which we can fulfill our potential. We gain fulfillment from a work environment where each individual is a respected and accepted member of the work group, where the exchange and development of new ideas are encouraged, where continuous learning and self-improvement are the standard, and where one is being challenged and able to meet those challenges.

Department Services

The Department of Planning and Development provides services to its clients and customers through three operational divisions, with internal support to the operations provided by the administration unit.

Planning Services

Planning Services researches, studies, identifies and develops strategies that promote the physical, economic and social development of the community and the formation of a shared comprehensive plan for the community. In addition, the division collects data and maintains geographic information that assists in developing policies and implementing programs.

Development Services

Development Services is primarily responsible for insuring land development proposals are consistent with the city's plan and that they comply with applicable State and local development regulations. The division reviews various types of development proposals and plans, such as zoning changes, special use permits, variances, subdivisions, and site plans to insure they are concurrent with adopted policy and regulations. In addition, the division collects development data and insures the city's development regulations implement the city's adopted planning & development policies as intended.

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Inspection Services

Inspection Services is primarily responsible for insuring the city's built environment is safe. This division reviews applications for permits, makes inspections pursuant to a permit, and pursues compliance with State building and local property codes. Applicable State and local codes include those concerning new construction of buildings, unsafe buildings, dwellings unfit for human habitation, land use and development, public nuisances and disabled/junk motor vehicles. The division collects and maintains data to determine trends and program progress.

Administration

Administration provides internal services and support to the three operational divisions through its program management, administrative and clerical roles. This function develops the work program and annual budget, monitors the effectiveness and efficiency of programs and services, processes payroll, conducts purchasing, and provides information in regards to the department's operational services.

Clients and Customers

Clients depend upon the department for assistance and representation in carrying out their responsibilities and the department provides them needed technical and professional assistance. Customers receive products and services from the department.

Descriptions of Boards/Commissions/Committees

Planning & Zoning Commission

High Point's Planning and Zoning Commission is an advisory body made up of nine (9) members appointed by the City Council. It is the general intent of Council to appoint one member from each of the six (6) City Council wards. Two (2) of the remaining three members are appointed from the City at large, and one (1) member is appointed from the City's extraterritorial jurisdiction (ETJ) by the Guilford County Board of Commissioners upon recommendation by the City Council. Regular meetings of the Planning and Zoning Commission are held at 6:00 p.m. in the City Council Chambers on the 4th Tuesday of each month.

The Planning and Zoning Commission reviews and makes recommendations on a variety of items, including requests to rezone property (changing its allowable uses and development regulations), special use permits (approving a use that is permitted upon a specific review process), street closings, amendments to previously approved plans and permits, and amendments to the Development Ordinance. The Planning and Zoning Commission also reviews and makes recommendations on the Land Use Plan and other small area plans or studies undertaken by the department. The Planning and Zoning Commission makes final decisions on street renaming petitions.

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Board of Adjustment

High Point's Board of Adjustment is a quasi-judicial body made up of five regular members plus several alternate members. Four of the five regular members and all alternate city members are appointed by the City Council from the city at large. One regular member is appointed from the City's extraterritorial jurisdiction (ETJ) by the Guilford County Board of Commissioners upon recommendation by the City Council. Regular meetings of the Board of Adjustment are held on the second Thursday of each month at 3:00 p.m. in the City Council Chambers. As a quasi-judicial body, the Board considers requests through a hearing where applicants, opponents and staff submit evidence, and all discussion related to the case is presented during the public meeting.

The Board hears three types of cases – Variances, Special Exceptions and Zoning Appeals. Variances involve relief from the strict and literal interpretation and enforcement of zoning provisions of the Development Ordinance that result in a property owner losing privileges shared by other properties in the same zoning district. A hardship or practical difficulty that is unique to the property, and not caused by the applicant, must be present for a variance to be approved. Special Exceptions allow certain activities, such as the expansion of a non-conforming use, normally prohibited by zoning regulations as long as the activity meets the general intent of the original regulations. Appeals heard by the Board relate to any zoning decision or interpretation made by Planning and Development Department staff relative to the Development Ordinance, or from decisions of other Boards such as the Historic Preservation Commission.

Historic Preservation Commission

High Point's Historic Preservation Commission is a nine-member body appointed by the City Council. Not more than one member may be appointed from each of the City's two existing Historic Districts, Johnson Street (Johnson Street between E. Lexington Avenue and E. Parkway Avenue) and Sherrod Park (Woodrow Avenue between North Hamilton Street and Forrest Street). The remaining members are appointed from throughout the City. Regulations are applied through the use of an overlay zoning district, which sets forth rules that require review of all building activity affecting the exterior of structures.

Regular meetings of the Historic Preservation Commission are held on the second Thursday of the month at 5:30 p.m. in Council Chambers. The Commission promotes historic preservation, and examines and may seek historical designations for other properties and districts with historical significance. The Commission also issues Certificates of Appropriateness to any exterior renovation of designated historic structures to ensure it is in line with the historic characteristics of the property and the Commission's design guidelines.

Technical Review Committee/Watershed Review Committee

The Technical Review Committee and Watershed Review Committee involve those city departments that provide services to all property within High Point's jurisdiction. Both Committees meet each Wednesday at 9:30 a.m. in the large 3rd floor conference room of City Hall. The Technical Review Committee (TRC) and Watershed Review Committee (WRC) review plans of proposed residential and non-residential subdivisions (including Group Development Plans), apartments and condominium developments (greater than 8 units), shopping centers, office parks, and other developments to insure that new developments meet

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City regulations and to comment about the ability to provide necessary services. The Technical Review Committee's primary role is to determine if a development proposal meets the city's development regulations and can be adequately served by public services in a timely and cost effective way. The Watershed Review Committee's primary role is to determine if a development proposal that is within any portion of the city's water supply watersheds (areas that drain into reservoirs that provide drinking water to the city) meets the applicable development standards related to the amount of impervious surface, building density and measures needed to reduce stormwater runoff and improve overall water quality.

The Technical Review Committee reviews and approves a variety of different development related submissions, including annexations, exclusion maps, group developments, Integrated Multiple Use Developments (IMUDs), major subdivisions, minor subdivisions, site plans, and street closings.

Urban Forestry Committee

The Urban Forestry Committee is responsible for the implementation of the City's urban forestry program, which includes an adopted urban forestry ordinance and approved tree guidelines. The Committee is also responsible for tracking tree related activities and expenditures and ensuring the completion and submission of annual applications for Tree City USA designation. The Committee reviews all requests to plant, maintain or remove trees in city controlled spaces and seeks to identify ways to increase funding and efficiency for the city's tree related activities. Committee members come from the Electric, Public Services, Parks and Recreation and Planning and Development Departments. The Committee meets the second Tuesday of each month in the 2nd floor conference room between the Transportation and Engineering Services Departments.

Appendix

Members of Planning Related Boards, Committees and Commissions (as of 12/31/05)

City Council

Rebecca R. Smothers, Mayor
Latimer Alexander, At-Large Representative
John Faircloth, At-Large Representative
Bernita Sims, Ward 1 Representative
Ron Wilkins, Ward 2 Representative
Michael D. Pugh, Ward 3 Representative
Bill Bencini, Ward 4 Representative
M. Christopher Whitley, Ward 5 Representative
Lisa Stahlmann, Ward 6 Representative

Planning and Zoning Commission

George Holbrook, Chair
Jay Wagner, Vice Chair
Dennis Borugian
Nathaniel (Nat) Bolds
Tommy M. Cole
Marcuis M. Wade
James T. White
Tommy Cole
Marilyn DeBerry

Board of Adjustment

William T. Guy, Chair
David B. Puryear, Jr., Vice Chair
W. Rahlo Fowler
H.B. (Dusty) Leonard, Jr.
Marie Stone
Gregory Joseph Adzima (Alternate)
Jim Davis (Alternate)
Mark Walsh (Alternate)

Historic Preservation Commission

Abigale Pittman, Chair
Terri L. Cartner, Vice Chair
A.B. Henly III, Chair
Rachel Gray
Clayton Mays
David B. Oden, Jr.
Josef English Walker
Marilyn Fowells

Technical Review Committee

Pat Pate, Administration
Mark Schroeder, Planning and Development (Development Services Division)
Amandeep Mann, Transportation
Don Hinshaw, Fire
Katherine Bossi, Planning and Development (Inspection Services Division)
Vince Hedgepeth, Electric
Scott Dingus, Engineering Services
Derrick Boone, Stormwater Management
Chuck Smith, Public Services
Ed King, Duke Power

Watershed Review Committee

Pat Pate, Administration
Terry Kuneff, Engineering Services
Mark Schroeder, Planning and Development
Derrick Boone, Public Services

Urban Forestry Committee

Charles Collier, Electric
Keith Younts, Parks and Recreation
Ken Sult, Public Services
Leslie Wagle, Planning and Development
Mike Kirkman, Planning and Development