

Planning & Development Department



2006 Annual Report

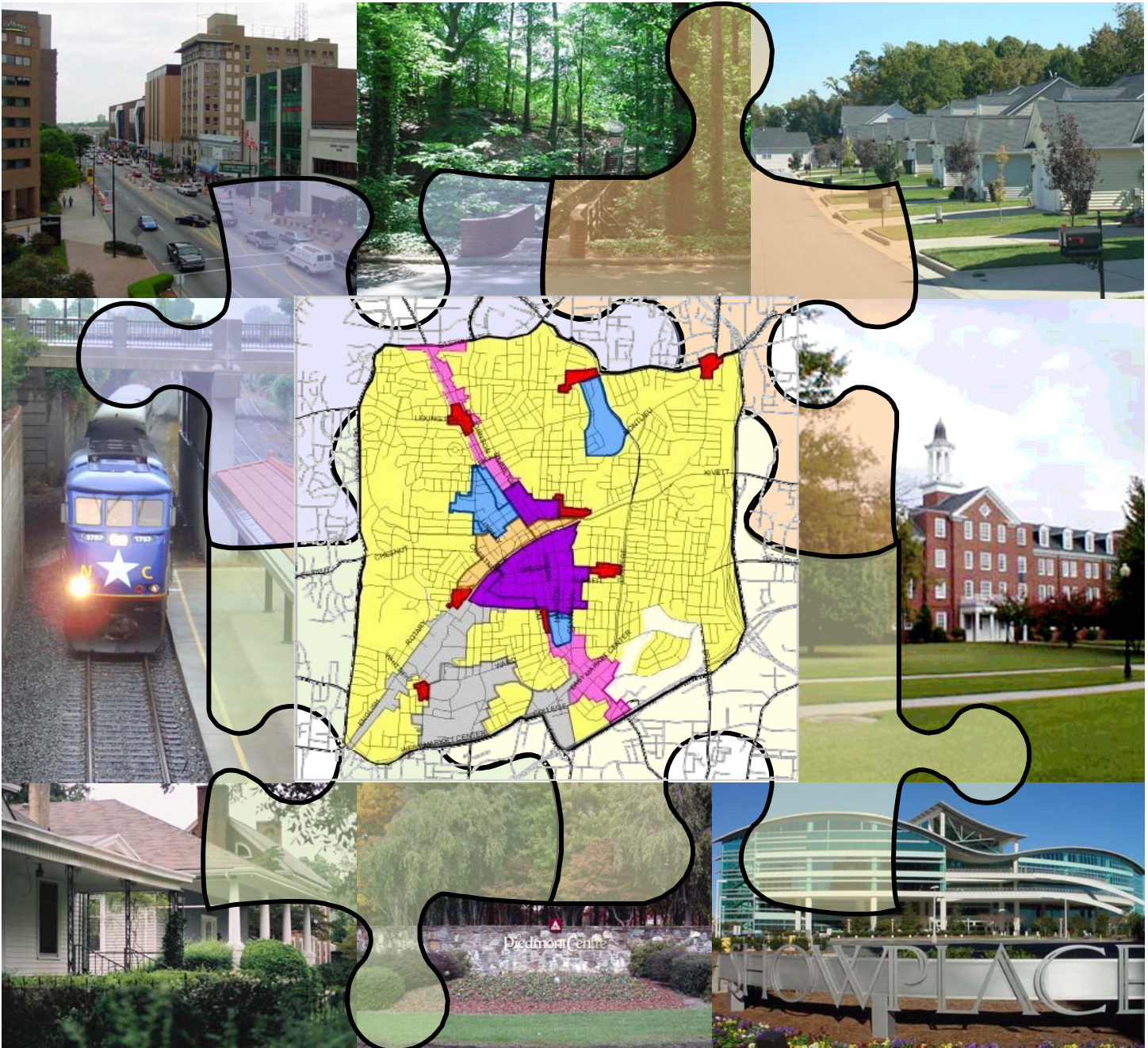


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City of High Point Planning & Development Department

Message From the Director

This annual report provides information on planning and development activities in High Point during calendar year 2006. It contains information on the Department's key accomplishments, on-going projects and key initiatives, along with a variety of development information, including information on the activities of the City's planning related boards and commissions.

The Department's largest project during 2006 was the Core City Plan, which officially kicked off in December 2005 and was principally completed by the end of 2006. The Core City Plan is a comprehensive planning effort for the core city, which includes the downtown, surrounding neighborhoods, corridors and industrial areas. The City selected The Walker Collaborative, a planning consultant firm from Nashville, Tennessee, to lead the planning process. Community involvement was an important part of the planning process. During 2006, a number of public input processes were employed, including surveys, community workshops, stakeholder meetings, neighborhood meetings and public presentations. In the immediate years to come, implementation of the Core City Plan will be a major work program objective of the Department.

Another major project of the Department has been amending the City's watershed regulations to incorporate the required NPDES Federal & State stormwater requirements. In addition to those mandatory changes, the staff has been drafting additional changes to improve the administration of these regulations and ensure that watershed protection measures are sufficient.

We continue efforts to expand the information and data in our annual reports and have included more local code enforcement information. During 2006, the Department's 4 local code enforcement officers issued 2546 notices for housing, junk vehicle, public nuisance and zoning code violations; the vast majority, 1690 violations, were public nuisance violations (overgrowth, junk, debris). The number of housing owners that took responsibility for their property continued to increase, with 19 dwelling units demolished by the owner as a result of housing code enforcement actions, as compared to 8 dwellings demolished by the City during the year.

One will note when reading this report that construction trends record an increase in new residential construction permitting. Residential building permits accounted for approximately 90% of the total permits issued with commercial permits accounting for the remaining 10%, which is consistent with recent years. However, the value of commercial permits accounted for 24% of the total value of new construction, which reflects an increase in the dollar value of commercial construction versus residential construction. Although annexations were down, the City Council did voluntarily annex 283 acres during the year, which brought the city's incorporated area to 54.73 square miles by the end of 2006.

Emphasis will continue on ways to improve the efficiency and effectiveness of the development review process and provide more information on the Department's website. Future technological improvements may assist with those initiatives.

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

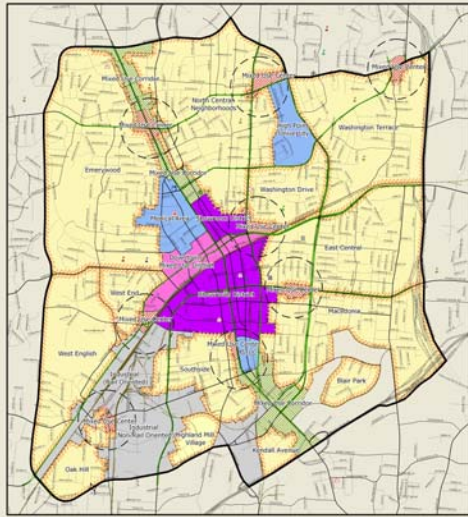
G. Lee Burnette, AICP
Director of Planning & Development

City of High Point Planning & Development Department

Key Accomplishments

Among numerous activities, the Planning & Development Department had several notable accomplishments between January 1 and December 31, 2006, including:

➤ ***Core City Plan***



In late 2005, the High Point City Council initiated a comprehensive planning process to address the downtown and surrounding neighborhoods, commercial corridors and industrial areas. The Walker Collaborative, a Nashville, TN planning firm, was hired to lead the planning process to prepare the Core City Plan and a Vision Statement. The Vision Statement provides guidance on the future growth and development on a citywide basis and is the foundation for future plans, programs and policies of the City. The Core City Plan guides development, redevelopment and revitalization of the core city area. It defines the various distinct places that make up the core city area and makes recommendations to establish identity to each area, reinforce their purposes, and ensure their long-term stability.

Throughout 2006 the planning process was conducted. This process involved substantial public input, including two surveys, two workshops, an open house, six neighborhood meetings, and six stakeholder group meetings. There were approximately 20 public meetings throughout the process with over 500 people attending. A Concept Plan was presented in May. After refining the Concept Plan based on additional public comments, the Draft Core City Plan was presented at a public meeting on October 30, 2006. Upon review by the project steering committee, both the Vision Statement and the Core City Plan were forwarded to the Planning & Zoning Commission for consideration. In December the Planning & Zoning Commission and City Council began their review, which continued into early 2007. Both the Core City Plan and Vision Statement were adopted by the City Council in February 2007. You may access the project webpage at: <http://www.high-point.net/plan/corecity.cfm>.

➤ ***Tree City USA Designation & Urban Forestry Program Implementation***

The City's Tree City USA application for 2006 was submitted to the NC Division of Forestry Resources in December. The City subsequently received Tree City USA designation for the third year in a row. This award from the National Arbor Day Foundation recognizes the efforts the City has made to enhance its urban forest.

As part of the City's urban forestry program, the Mid-Week Garden Club of High Point and the City's Urban Forestry Committee hosted an Arbor Day celebration on March 17th, which included the planting of nineteen trees in the median of Ferndale Boulevard, as well as several guest speakers. The Urban Forestry Committee met monthly and began implementing the City's *Guidelines and Standard Practices for Trees* in January 2006, which were updated in June 2006. In addition, the Committee created its first annual work program and participated in the regional "Don't Top Trees" Campaign by distributing an informational flyer in the City's March utility bills.

City of High Point Planning & Development Department

➤ **Voluntary Annexation Analysis**

Staff designed a three-question response form for obtaining input from city departments regarding the short-term and long-term impacts of proposed annexations. Staff will use this information to help assess the fiscal impact of future developments, which will be included in the analysis of annexation requests. Staff will continue to monitor the data received from this process and adjust the form as needed.

➤ **Building Code Update Implementation**

Department staff implemented changes required by the State's July 1 adoption of the 2006 NC Building Code. Training sessions were held for inspectors and local contractors. The Department also initiated revisions to its permit tracking system.

➤ **Website Improvements and Updates**



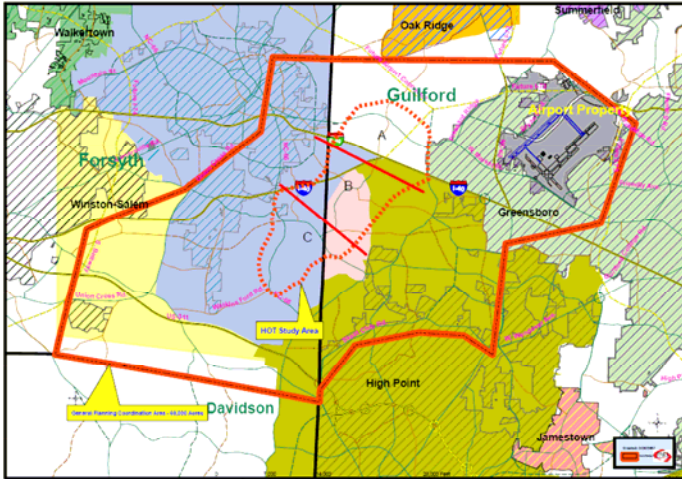
In order to provide members of the public and local decision makers with timely information regarding the Department's various activities, the Planning & Development and Public Information Departments continued to refine the Planning & Development Department's website (<http://www.high-point.net/plan/>). All monthly agendas and associated staff reports for the Planning & Zoning Commission continue to be provided on the website by 3:00 p.m. on the Friday preceding each meeting.

The Planning & Development Department also continued to update and standardize its forms and applications, which are available as PDF documents on the website. In addition, staff worked with the Information Services Department to update various aspects of the internet based CHP Map program using input from Department staff, other city employees, and the public.

Current Projects/Programs

This section highlights projects and programs that made significant progress during the 2006 calendar year but were not completed by the end of the year. Most projects are anticipated for completion by the end of 2007, but could continue further as necessary.

➤ **Heart of the Triad (HOT)**



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 known as the Heart of the Triad. In 2005, all the participating jurisdictions initiated the planning process to develop long-term growth plans for land generally north of US 311 and south of Business 40 in the vicinity of the Forsyth/Guilford county line. 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 charrette were conducted in 2006 to develop preferred options for development in the study area. A draft concept plan was presented to the HOT Steering Committee in late 2006 with a public presentation in December. Completion of the final concept plan is anticipated in 2007 followed by a presentation to the six jurisdictions that exercise land use control for the area.

➤ **Stormwater and Watershed Regulation Revisions**

Staff worked in conjunction with other city departments throughout 2006 to draft ordinance amendments to meet the requirements of National Pollutant Discharge Elimination System (NPDES) Phase II and address revisions to the watershed regulations. Items addressed in the draft ordinance amendments include buffer requirements, post-construction stormwater runoff controls, low-impact design, and issues related to financial sureties, homeowners association responsibilities, and maintenance of stormwater management facilities. The amendments will be further refined and considered for adoption in 2007. Under state-mandated requirements, the new NPDES regulations will take effect on July 1, 2007.

➤ **Scenic Corridor Overlay District and Plan Updates**

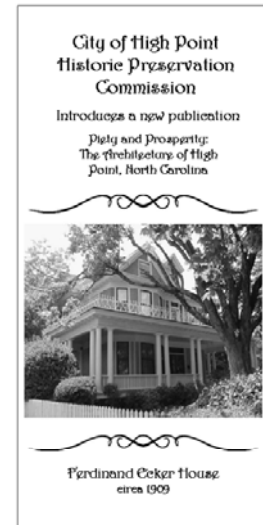
In 2006, staff began work on updates to the current Scenic Corridor Overlay District to identify the standards common to all scenic corridors in High Point. Once common standards for all districts are created, staff will work on more specific standards for the US 311 Bypass corridor (and all associated interchanges), as well as the corridor along West Lexington Avenue in cooperation with the Davidson County Planning & Development Department.

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➤ **High Point Historic Resources Publication**

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

In 2005, the Commission developed an informational brochure to assist in raising money for the design, layout and publication of the new book. The Commission solicited funding from corporate and private sources, and in December 2005 it also received a \$9,500 grant from the High Point Community Foundation, along with funds from the City in the 2006-07 budget. Department staff prepared an RFP at the end of 2006 and will assist the Historic Preservation Commission in selecting a book designer/printer and will go to print in 2007.



➤ **Greenway Strategy**

This project defined the greenway system serving the central portion of High Point, determined the missing components of the existing system, and set out a strategy to complete these components. It also set initial goals and objectives, prioritized routes, established construction standards and timelines, and provided cost estimates for completion of the initial greenway system. The final document will be considered in relation to the Parks & Recreation Master Plan currently underway.

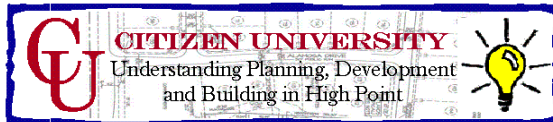
➤ **Parks & Recreation Plan Assistance**

The Department provided staff support to the Parks & Recreation Department in selection of a consultant and in creation of the plan. The plan assesses the city's recreational needs and existing facilities. Based on the assessment, the plan will outline proposed creation, expansion and reconfiguration of parks and recreation facilities for a period of 10 to 20 years. Completion of the plan is anticipated in 2007.

➤ **Street Abandonment**

The Development Services Division identified and mapped unopened street rights-of-way in the city that could be abandoned and established a programmatic approach to the closure of these public ways. The first round of cases was scheduled for action by the City Council in February 2007.

➤ **Planning Public Education Program**



In order to encourage more active citizen participation in Department related programs and initiatives, staff is continuing work on a public education program to inform interested persons on the basics of planning, development and building processes in High Point. This program describes how these topics affect people on a daily basis and presents opportunities for citizens to become more involved in the development process. The web-based program is designed to be a casual arrangement that seeks to convey concepts in easy to understand language and an inviting format. Initial design and information has been drafted and is expected to be available to the public sometime in 2007.

Key Initiatives in 2007

Projects in this section are scheduled to begin during 2007, or achieve significant progress during the year, with continuance into 2008 as warranted. Completion of the projects listed in the previous section is also a key component of the Department's work program in 2007.

➤ ***Core City Plan Implementation***



With adoption of the Core City Plan in early 2007, the Planning & Development Department will focus on implementation of the plan's proposed policies, regulations, and other initiatives. Although this implementation process will be a long-term project, there are several short-term objectives that staff has identified. The first year objectives include establishment of a Core City Development Office, development of interim regulatory measures, amendments to related policy documents, and an assessment of one-way street conversions. Project initiatives for the following years include addressing

permanent regulatory measures and conducting planning activities for neighborhoods, mixed-use centers, districts, and corridors. Other initiatives will include developing incentive, marketing, and recruitment programs.

➤ ***GIS Base-Mapping Program***

The GIS base-mapping program is an initiative to periodically update the City's aerial photography and related data to support the City's GIS system. This will involve the acquisition of aerial photography at a scale of one inch equals 100 feet, including more detailed photography for selected intersections. In 2007, the Department will work with other city departments to define the project's scope, select a vendor to conduct the project, and plan for flight and product delivery in 2008.

➤ ***PART 150 Study Assessment***

Based on the ultimate plan approved by the FAA in Fall 2007 that will establish revised airport noise zones near Piedmont Triad International Airport (PTIA), this project will assess the need for any related changes to the City's current Airport Overlay District.

➤ ***Conditional Zoning Process Assessment***

This project will explore the conditional zoning process and present findings to the City Council. Staff will then draft any necessary text amendments to the Development Ordinance if directed by City Council to implement a revised zoning process.

➤ ***Planned Unit Development District Revisions***

Revisions to the Planned Unit Development zoning district overlay will be reviewed in order to improve the regulations with respect to the review process and to establish the City's expectations for standards of development.

➤ ***Restricted Industrial Development Standards***

This project will establish a new zoning district to meet the expectations for development in areas classified as Restricted Industrial in the City's Land Use Plan, including expanding allowable uses and creating design standards.

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➤ *Kernersville Annexation Agreement*

The City is working with the Town of Kernersville to amend the existing annexation agreement, which was adopted in 1995. The revised agreement will reflect new growth boundaries and utility and service areas. A final decision on the agreement is expected in 2007.

➤ *Northwest Development Strategy*

This project will create a development strategy for the northwest portion of the City's planning area based on the new annexation agreement with the Town of Kernersville. This project will review the development potential and constraints for the area and create a strategy for achieving the City's goals and vision for the area. It will also be responsive to plans for the Heart of the Triad.

➤ *Planning Area Annexation Strategy*

This consultant project will involve a study of the unincorporated portions of the City's planning area to determine the areas that will qualify for annexation, the community facilities and urban services needed to serve the annexed areas, and a strategy to guide the annexation of those qualified areas.



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 grew during the previous three-year period, there were significantly fewer annexations in 2006. However, the associated acreage of the annexations in 2006 was only slightly less than in 2004 even though there were almost half the number of annexations.

Table 1: High Point Annexations and Incorporated Area

Year	Annexations	Acreage Annexed	Total Incorporated Area
2003	15	590.02	53.21 sq. miles
2004	15	289.90	53.66 sq. miles
2005	19	403.85	54.29 sq. miles
2006	8	283.32	54.73 sq. miles

The Planning & 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 estimates. Projections are done every five years using projected trends for annual dwelling unit increases and estimated population figures, as well as Office of State Planning projections and U.S. Census projections.

Table 2: Annual Population Estimates and Projections

Year	Estimated/Projected Population	Change From 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
2006	94,793	1,441	8,954
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

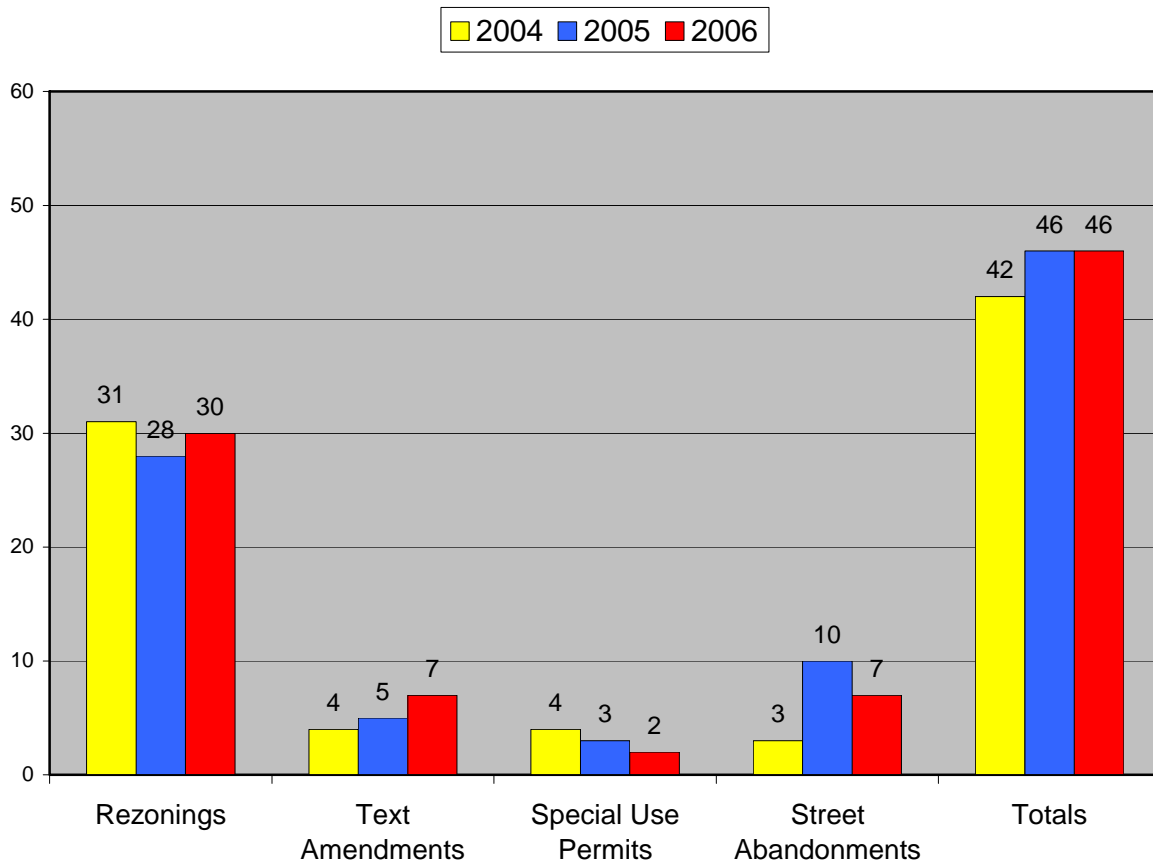
Department Activities

Appointed Boards

Planning & Zoning Commission

In 2006, the Planning & Zoning Commission reviewed a total of 46 cases. The Commission's overall caseload has generally been at the same level over the last three years. A breakdown of the types and total number of cases reviewed, along with comparative date from 2004 and 2005, is shown in Chart 1.

Chart 1: Cases Reviewed by Planning & Zoning Commission



As shown in Table 3, the percentage of all cases given favorable recommendations by the Planning & Zoning Commission has been relatively steady over the past three years. The percentage of cases recommended for approval, either favorable or favorable with amendments, was 95.3% in 2004, 91.3% in 2005, and 95.6% in 2006.

Table 3: Recommendations by Planning & Zoning Commission

Year	Favorable	% of Total	Favorable w/Amendments	% of Total	Unfavorable	% of Total	Total Cases Reviewed
2004	34	81.0%	6	14.3%	2	4.7%	42
2005	34	73.9%	8	17.4%	4	8.7%	46
2006	38	82.6%	6	13.0%	2	4.4%	46

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As shown in Table 4, agreement on recommendations by Department staff and the P&Z Commission increased from 2004 to 2005, and remained the same from 2005 to 2006, as the number of cases leveled off.

In 2004, two cases reviewed by the Commission were withdrawn from consideration prior to final decisions by the City Council, and in 2005 three cases were withdrawn. Last year, four cases reviewed by the Commission were withdrawn prior to final action by the City Council. Of the cases reviewed by both the City Council and the Commission, concurrence on recommendations decreased from 2004 to 2005 and increased slightly from 2005 to 2006.

Table 4: Concurrence of Recommendations and Final Decisions

Year	Staff and P&Z Commission Concurred	Rate of Concurrence	P&Z Commission and City Council Concurred	Rate of Concurrence
2004	36 of 42	85.7%	38 of 40	95.0%
2005	44 of 46	95.7%	39 of 43	90.7%
2006	44 of 46	95.7%	39 of 42	92.9%

Table 5 shows the number of rezoning cases that were approved by the City Council each year, as well as the amount of acreage by primary use and the total acreage. “Residential” includes all forms of dwellings (single family homes, townhomes, apartments, etc.). “Non-Residential” includes all other uses (commercial, office, industrial, institutional, etc.). “Mixed-Use” refers to a combination of residential and non-residential uses in close proximity to each other as part of a unified development plan.

Table 5: Approved Rezoning Cases and Acreage by Primary Use

Year	Approved Rezoning Cases	Residential Acreage	Non-Residential Acreage	Mixed-Use Acreage	Total Acreage
2004	27	224.29	277.05	0.00	501.34
2005	22	164.05	172.65	0.8	337.50
2006	25	341.40	98.46	61.5	501.36

The rezonings approved in 2006 resulted in a much greater disparity between the amount of residential and non-residential acreage as compared to the previous two years. Over the past three years, there has been a steady decrease in the amount of non-residential acreage approved. For the first time in the three-year period, there was less non-residential acreage than residential acreage approved in 2006. However, more mixed-use acreage was approved. While the number of approved rezoning cases was relatively similar over the three-year period, the total acreage rezoned last year was almost the same as in 2004, after dropping significantly in 2005.

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Historic Preservation Commission

One of the primary responsibilities of the Historic Preservation Commission is to review applications for Certificates of Appropriateness, which are required for exterior renovations to structures in the city's designated historic districts. This helps ensure such renovations are in line with the historic characteristics of the property and the adopted design review guidelines for historic districts. Staff can approve a variety of limited activities related to general maintenance and repair of historic structures and properties, referred to as minor works, which do not require review by the Commission. Table 6 shows the number of cases related to historic preservation that were approved over the last three years.

Table 6: Cases Related to Historic Preservation

Year	Certificates of Appropriateness	Minor Works	Total Cases
2004	2	1	3
2005	4	2	6
2006	1	4	5

Board of Adjustment

Staff works closely with potential applicants to ensure cases coming before the Board of Adjustment involve reasonable concerns regarding relief from the strict and literal enforcement of applicable regulations, and are not the result of the applicant's own actions. However, the Board members make their final determination based on the facts presented at the hearing. Therefore, approvals vary depending on the particular circumstances of each case. As shown in Tables 7 and 8, the number of cases heard by the Board of Adjustment has steadily dropped the past three years. Because the total number of cases decreased in 2006, a much lower percentage of cases were approved even though there was a similar number of denials and withdrawals as compared to 2004.

Table 7: Total Cases Reviewed by Board of Adjustment

Year	Variances	Special Exceptions	Appeals	Total Cases
2004	15	1	0	16
2005	12	1	0	13
2006	8	1	0	9

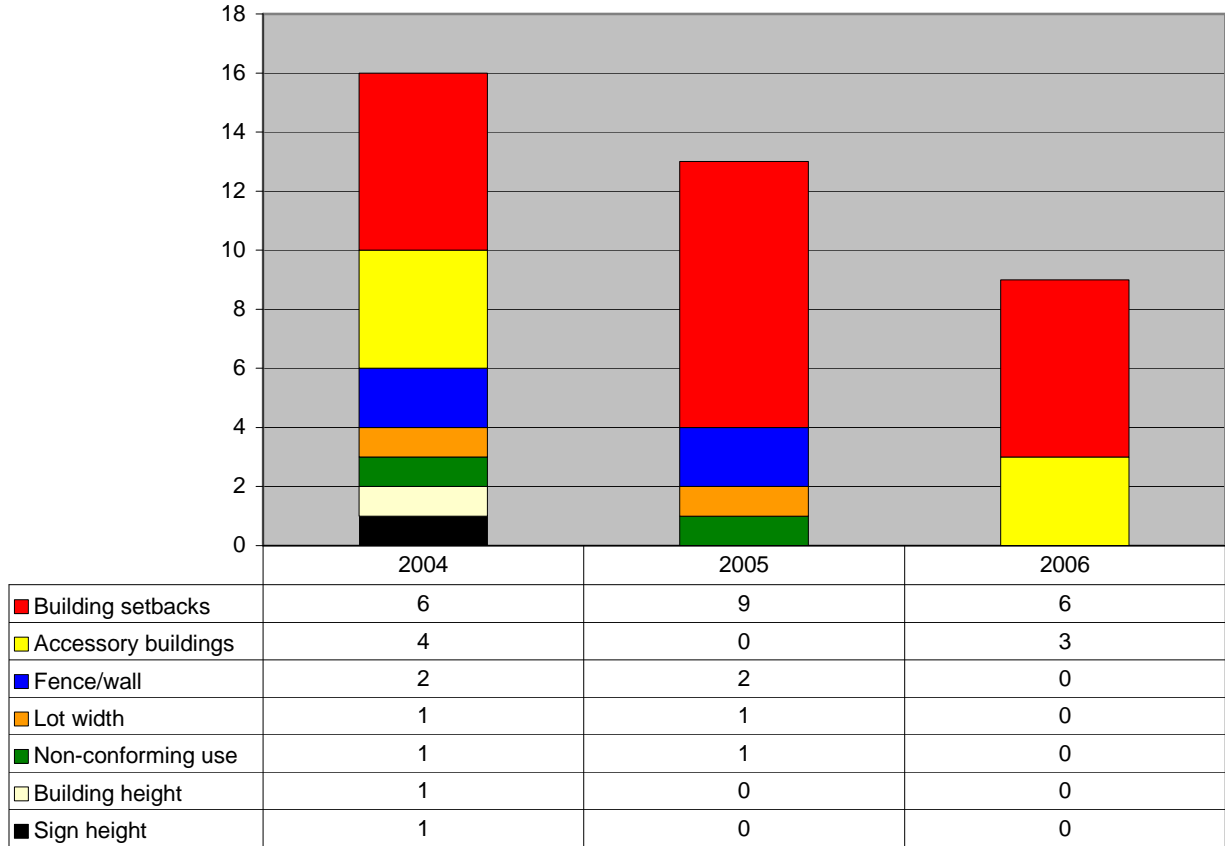
Table 8: Results of Cases Reviewed by Board of Adjustment

Year	Total Cases	Approved	Approved w/Conditions	Denied	Withdrawn	% of Cases Approved
2004	16	6	5	4	1	68.8%
2005	13	11	0	2	0	84.6%
2006	9	3	0	4	2	33.3%

The vast majority of cases heard by the Board in any given year are for variances, which include several different types of request. However, the most common request is for encroachment into setbacks. Chart 2 shows a breakdown of the different types of cases reviewed by the Board over the past three years. It should be noted that some cases include more than one type of request, but only the primary request for each case is shown.

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Chart 2: 2006 Cases Reviewed by Board of Adjustment



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Staff Committees

Technical Review Committee/Watershed Review Committee

First, it is important to note that each individual project reviewed by the Technical Review Committee (TRC) and Watershed Review Committee (WRC) may have multiple submittals as it moves through the review and approval process. In 2006 TRC/WRC reviewed a total of 334 submittals, of which 271 received final approval, with the remaining items still pending at the end of the calendar year or withdrawn. Similarly, in 2005 TRC/WRC reviewed 421 submittals with 297 approvals, and in 2004 a total of 349 submittals with 263 approvals.

While the composition of the individual projects varied, a relatively stable number of projects were reviewed each year. As outlined in Table 9, TRC reviewed 151 projects in 2004, 156 projects in 2005, and 150 projects in 2006. However, in 2006 the projects involved more acreage, but fewer lots/units than in previous years. There was also significantly more non-residential square footage (primarily commercial development) reviewed in 2006 than in 2005, but less than in 2004.

Some members of the TRC also serve on the WRC. Watershed development plans reviewed by WRC are not separate projects, but are part of the projects reviewed by TRC. WRC reviewed 83 watershed development plans in 2006, as shown at the bottom of Table 9.

Table 9: Projects Reviewed by Technical Review/Watershed Review Committees

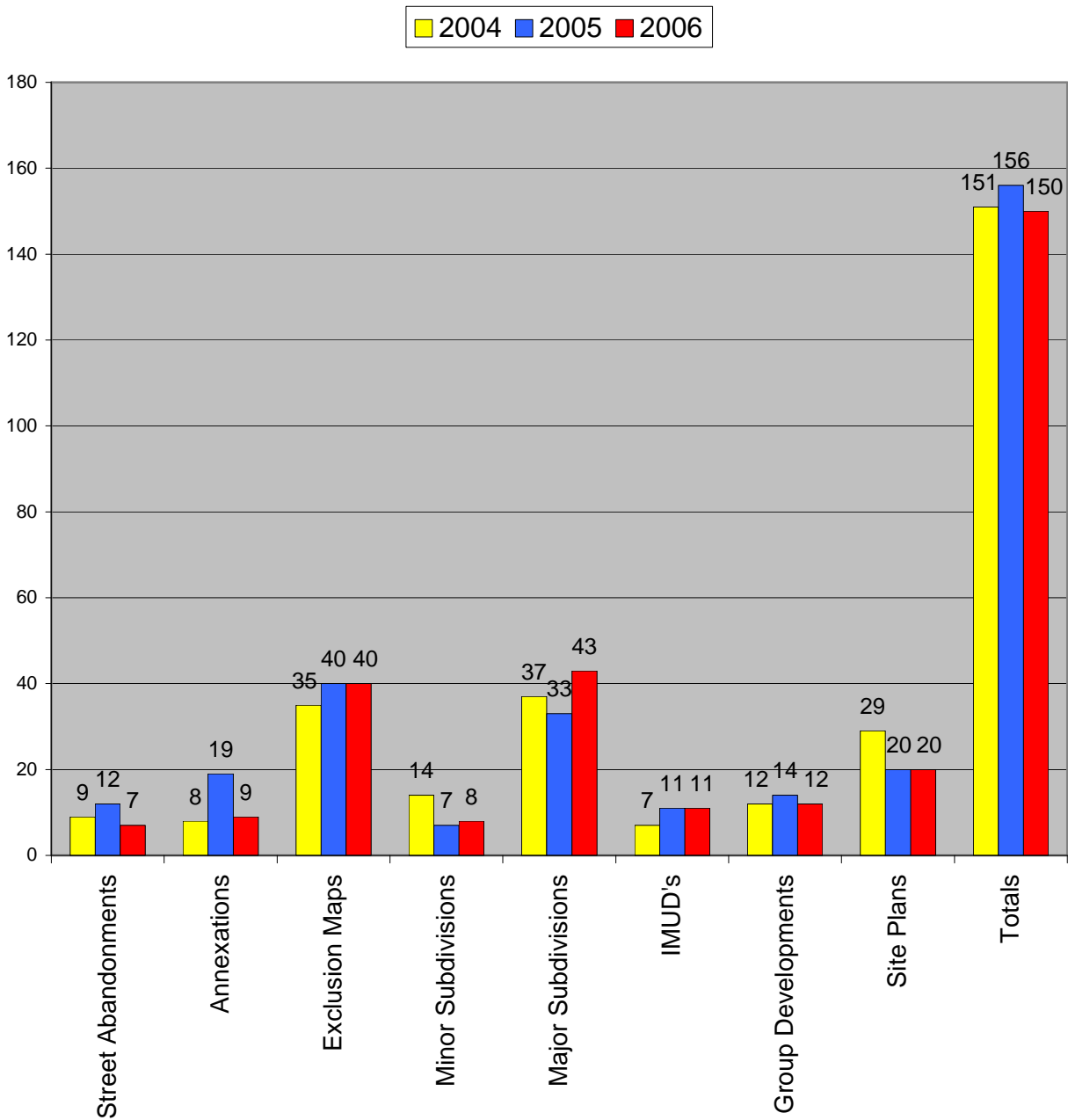
<u>Project Type</u>	2004				2005				2006			
	Projects	Lots/Units	Non-Residential Square Footage	Acreage	Projects	Lots/Units	Non-residential Square Footage	Acreage	Projects	Lots/Units	Non-Residential Square Footage	Acreage
Street Abandonments	9	N/A	N/A	N/A	12	N/A	N/A	N/A	7	N/A	N/A	N/A
Annexations	8	N/A	N/A	153.53	19	N/A	N/A	402.99	9	N/A	N/A	285.60
Exclusion Maps	35	77	N/A	183.20	40	87	N/A	129.00	40	83	N/A	280.28
Minor Subdivisions	14	36	N/A	72.64	7	15	N/A	55.48	8	20	N/A	24.67
Major Subdivisions	37	1,994	N/A	1,121.63	33	1,918	N/A	1,068.37	43	1,558	N/A	1,108.86
IMUDs	7	44	N/A	80.93	11	31	54,986	170.43	11	28	215,719	102.36
Group Developments	12	497	145,070	118.74	14	510	53,450	118.06	12	343	154,063	161.72
Site Plans	29	N/A	775,567	260.23	20	290	249,110	135.16	20	137	445,482	348.46
TOTALS	151	2,648	920,637	1,990.90	156	2,851	357,546	2,079.49	150	2,169	815,264	2,311.95
Watershed Development Plans	64	1,526	878,603	2,199.45	74	1,473	266,742	1,427.59	83	723	981,729	1,064.67

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While the number of watershed plans reviewed by WRC increased each of the past three years, the number of lots/units and acreage involved with these plans has decreased steadily. For instance, the number of lots/units decreased by more than half from 2005 to 2006. However, as was the case with projects reviewed by TRC, the amount of non-residential square footage reviewed by WRC increased significantly from 2005 to 2006.

Chart 3 illustrates the specific types of projects reviewed by TRC from 2004 to 2006. Generally speaking, the distribution of the types of projects reviewed fluctuated slightly or stayed the same over the three-year period.

Chart 3: Projects Reviewed by Technical Review Committee



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As stated previously, many projects reviewed by TRC involve numerous submittals. Table 10 shows the total number of submittals for each of the project types included in Table 9 & Chart 3.

Table 10: Submittals Reviewed by Technical Review Committee

Year	Street Abandonments	Annexations	Exclusion Maps	Minor Subdivisions	Major Subdivisions	IMUD's	Group Developments	Site Plans	Totals
2004	9	8	35	28	83	21	22	31	237
2005	12	19	41	13	99	25	25	29	263
2006	7	9	48	15	98	22	19	28	246

In general, the total number of submittals varies according to the number of projects reviewed in a given year. However, the TRC also reviews other miscellaneous items, including courtesy reviews for other governmental bodies (i.e. Town of Jamestown), transfers of property to or from the City, and reviews of planned unit developments. Therefore, it is important to understand that TRC/WRC's workload includes more than just the submittals outlined in Table 10. For example, the 246 submittals related to the project types listed were just a portion of the 334 total submittals that were reviewed this past year, and previous years had similar ratios.

Urban Forestry Committee



The Urban Forestry Committee includes representatives from the Electric, Public Services, Parks & Recreation, and Planning & Development Departments, which are the departments most actively involved with tree related activities on city property. The major responsibility of this staff committee is to review the planting, maintaining or removing of trees in city-controlled spaces based on the Development Ordinance and a set of guidelines and standard practices that were adopted in January 2006 and updated in June 2006.

The Committee met monthly throughout the year and reviewed four requests for authorization to plant, maintain or remove trees, all of which were approved, and also reviewed a set of proposed amendments to the guidelines, which were adopted in June.

City of High Point Planning & Development Department

Building Permits and Construction Plans

The Planning & Development Department reviews and issues permits for a variety of building activities throughout High Point. As shown in Table 11, the Department issued more residential permits for new single family homes, townhomes and apartments during 2006 than either of the two preceding years, while the number of permits for new commercial construction decreased from the levels seen in the two previous years. However, the total value of new commercial permits increased from 2005 to 2006, and more than doubled from 2004 to 2006. The total value of both new residential and commercial permits was down slightly in 2006 as compared to the previous year, although it was greater than in 2004.

Table 11: Building Permits – New Construction

	2004		2005		2006		
Building Permits	# of Permits	% of Total	# of Permits	% of Total	# of Permits	% of Total	% Change 2004-2006
Residential	895	90.0%	932	90.0%	955	91.5%	6.7%
Commercial	99	10.0%	104	10.0%	89	8.5%	-10.1%
Total	994	100.0%	1,036	100.0%	1,044	100.0%	5.0%
Permit Values	Value	% of Total	Value	% of Total	Value	% of Total	% Change 2004-2006
Residential	\$149,432,272	85.5%	\$181,660,824	81.5%	\$162,145,350	76.1%	8.5%
Commercial	\$25,322,838	14.5%	\$41,294,717	18.5%	\$51,016,458	23.9%	101.5%
Total	\$174,755,110	100.0%	\$222,955,541	100.0%	\$213,161,808	100.0%	22.0%

Chart 4 shows the number of building permits issued in 2006, as well as the distribution of building permits by type. The chart categorizes the permits by residential or commercial, as well as by whether they are new or other. “New” permits are those that established a new use for a site, while the “other” category includes activities related to existing uses, such as additions, repairs, accessory buildings, demolitions, or tenant upfits for commercial uses.

City of High Point Planning & Development Department

Chart 4: 2006 Building Permits by Type

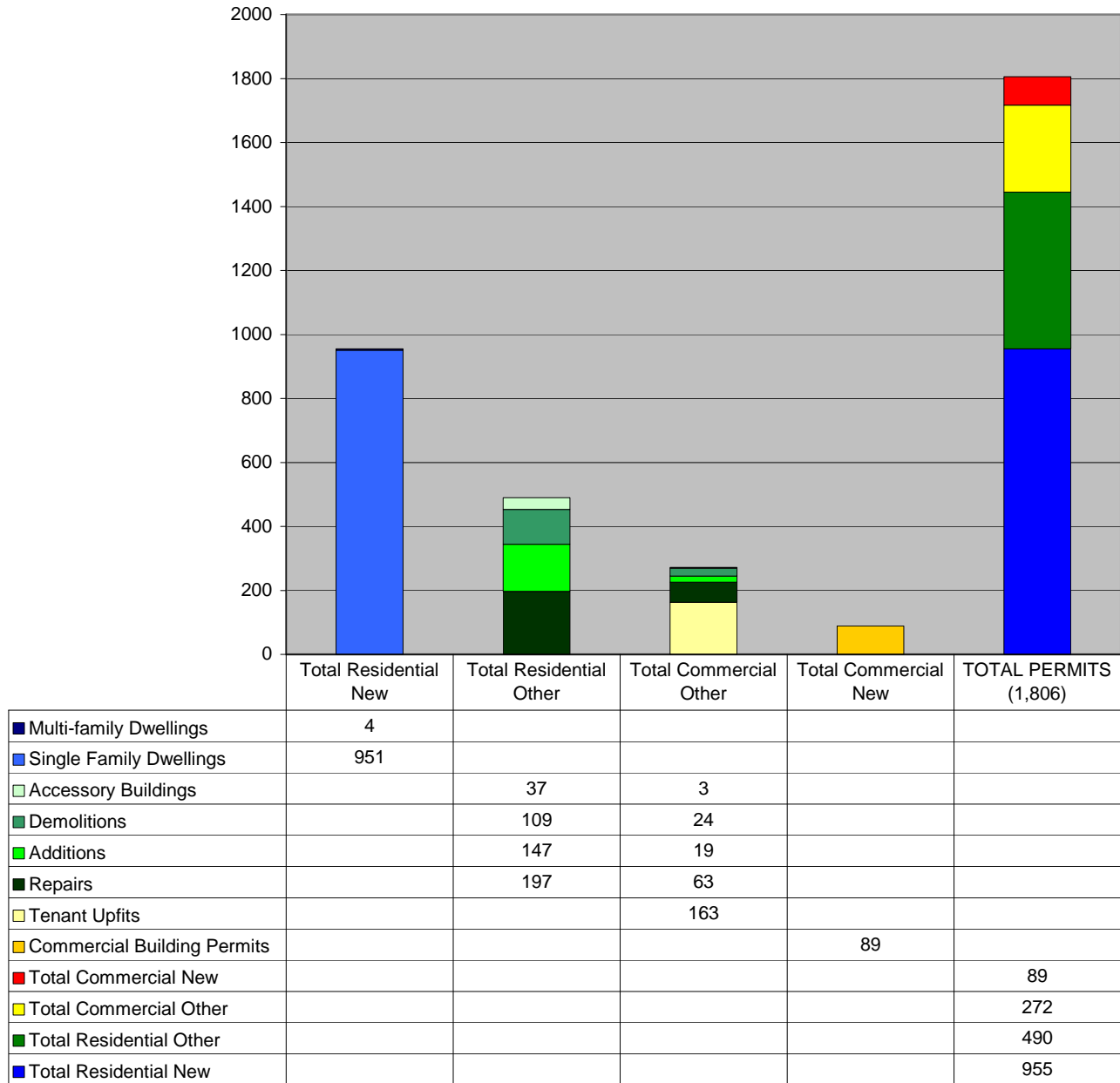


Table 12 shows the distribution of building permits by month, regardless of type, for the past three years.

Table 12: Building Permits Issued by Month

Year	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2004	130	127	147	154	128	190	191	168	152	113	145	98	1,743
2005	133	195	136	161	177	149	184	213	148	107	157	158	1,978
2006	138	173	198	132	159	154	178	180	96	140	132	126	1,806

City of High Point Planning & Development Department

As shown in Table 13, the Planning & Development Department reviewed a total of 1,370 building construction plans in 2006, which is a decrease from the previous two years. A total of 153 fewer building plans were reviewed in 2006, representing a decrease of approximately ten percent compared to the previous year. The vast majority of plans reviewed each year are for residential construction, and the percentage of total plans involving residential uses increased by nine percent from 2005 to 2006, and by seven percent from 2004 to 2006. Therefore, the decrease in the overall number of plans reviewed was due primarily to a decrease in the number of non-residential plans reviewed in 2006.

Table 13: Building Plans Reviewed

Year	Residential Plans Reviewed	% of Total	Non-Residential Plans Reviewed	% of Total	Total Plans Reviewed
2004	995	68.4	460	31.6	1,455
2005	1,013	66.5	510	33.5	1,523
2006	1,035	75.5	335	24.5	1,370

It is typical to have more building permits issued than the number of building plans reviewed because more than one type of permit is issued for certain types of building plans. However, some of the plans reviewed may not result in any building permits. There is also a lag between the time building plans are reviewed and the time building permits are issued. Therefore, some of the permits issued in 2006 may be for plans that were reviewed in late 2005, while some of the plans reviewed in 2006 may not have building permits issued until sometime in 2007.

City of High Point Planning & Development Department

Local Code Enforcement

In addition to plan review and issuance of building related permits, the Department is also responsible for the enforcement of local codes regarding zoning violations, junk vehicles, public nuisances, and minimum housing standards. Zoning violations address a variety of issues related to nonconformance with regulations in the Development Ordinance. 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 14 outlines the Department’s local code enforcement during 2006. Please note that the “Public Nuisances” category includes violations related to unsecured units, but also a number of other items.

Table 14: 2006 Local Code Enforcement Activities

Type of Case	Violations Issued	Units Secured
Zoning Violations	413	N/A
Junk Vehicles	228	N/A
Public Nuisances	1690	10

The minimum housing codes ensure that any dwelling (rental or owner occupied) complies with basic structural, sanitary and cosmetic requirements in order to be considered “fit for human habitation.” Table 15 outlines the Department’s minimum housing code enforcement during 2006, as well as the amount spent by the City to demolish dwellings considered unfit, and the number of unfit dwelling units demolished by the owner.

Table 15: 2006 Minimum Housing Code Enforcement Activities

Violations Issued	Units Demolished by City	\$ Spent by City on Demolitions	Units Demolished by Owner
215	8	\$33,395	19

However, the tables above only include the number of violations issued and not the large number of complaints that were investigated for possible violations, but which were not cited. Many potential violations are resolved because the property is brought into compliance after discussing the issue with a code enforcement officer. These investigations represent a large part of the local code enforcement staff’s workload.

City of High Point Planning & Development Department

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 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.

City of High Point Planning & Development Department

- **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 Planning & Development Department 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.

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.

City of High Point Planning & Development Department

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 and Commissions

Planning & Zoning Commission

High Point's Planning & 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 & Zoning Commission are held at 6:00 p.m. in the City Council Chambers on the 4th Tuesday of each month.

The Planning & 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 abandonments, amendments to previously approved plans and permits, and amendments to the Development Ordinance. The Planning & 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 & Zoning Commission makes final decisions on street renaming petitions.

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.

City of High Point Planning & Development Department

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 & Development Department staff relative to the Development Ordinance, or from decisions of other Boards such as the Historic Preservation Commission.

Staff Committees

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 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 abandonments.

City of High Point Planning & Development Department

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 & Recreation and Planning & Development Departments. The Committee meets the second Tuesday of each month in the 2nd floor conference room between the Transportation and Engineering Services Departments.

City of High Point Planning & Development Department

Appendix

**Members of Planning Related Boards, Commissions and Committees
(as of 12/31/06)**

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 & Zoning Commission

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

Historic Preservation Commission

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

Board of Adjustment

David B. Puryear, Jr., Chair
Marie Stone, Vice Chair
Gregory Joseph Adzima
H.B. (Dusty) Leonard, Jr.
W. Rahlo Fowler
James Davis (Alternate)
Ozzie Hough (Alternate)

City of High Point Planning & Development Department

Technical Review Committee

Mark Schroeder, Planning & Development
Amandeep Mann, Transportation
Don Hinshaw, Fire
Lee Hunt, Police
Katherine Bossi, Planning & Development
Vince Hedgepeth, Electric
Scott Dingus, Engineering Services
Chuck Smith, Public Services
Allen Oliver, Parks & Recreation

Watershed Review Committee

Mark Schroeder, Planning & Development
Terry Kuneff, Engineering Services
Derrick Boone, Public Services

Urban Forestry Committee

Charles Collier, Electric
Brenda Slack, Planning & Development
Ken Sult, Public Services
Leslie Wagle, Planning & Development
Keith Younts, Parks & Recreation