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**AGENDA**  
**TOWN COUNCIL OF THE TOWN OF TARBORO, NC**  
**REGULAR MEETING HELD AT 7:00 PM, MONDAY, AUGUST 21, 2023**  
**IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NC**

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**1. MEETING CALLED TO ORDER BY THE MAYOR**

**PLEASE TURN CELL PHONES OFF**

**2. INVOCATION**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA BY COUNCIL**

**5. REQUESTS AND PETITIONS OF CITIZENS**

(Five minute time limit per person)

**6. TOWN MANAGERS RECOMMENDATIONS**

**Consent Items**

- (1) Approve minutes of the July 10, 2023 regular meeting.
- (2) Taxes - Preliminary Report & Annual Settlement of Tax Collector
- (3) Tax Collector's Report

**Action Items**

- (4) FY2023-2024 Budget Amendment - Re-appropriations from FY2023-2024
- (5) Budget Amendment - Amick Equipment
- (6) Downtown Area Wide Plan & Riverfront Park Plan
- (7) Ordinance - Vacant Property
- (8) Ordinance - Annexation
- (9) NCDOT - Cycle NC Downtown Event
- (10) Bid Award - ICMA Housing Study
- (11) Bid Award - On-Call Engineering Services
- (12) Bid Award - Pre-Engineered Warehouse Addition
- (13) NCORR Affordable Housing Grant Application
- (14) Uniform Guidance Procurement Policy

**7. OTHER REPORTS**

A. Town Manager

- (1) 2020 Census Appeal Update

B. Town Attorney

C. Council Members

**8. CLOSED SESSION**

(1) Closed Session as per NCGS § 143-318.11(a) (3), (4), and (5)

**9. ADJOURNMENT**



**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE  
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, JULY 10, 2023 IN THE  
COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

**MEMBERS PRESENT**

Mayor Mayo  
Councilman Woodard  
Councilman Taylor  
Councilman Burnette  
Councilman Brown  
Councilman Jenkins  
Councilmember Jordan  
Councilmember Bynum  
Councilman Braxton - Zoom

**MEMBERS ABSENT**

**ALSO PRESENT**

Troy Lewis, Town Manager  
Leslie Lunsford, Town Clerk  
Chad Hinton, Town Attorney

**1. MEETING CALLED TO ORDER BY THE MAYOR**

**2. INVOCATION**

Councilman Taylor.

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA BY COUNCIL**

Agenda amended to include a resolution honoring late Councilman Al Hull.  
Leo Taylor made a motion, which was seconded by Deborah Jordan and Passed, Motion.  
Amended agenda approved.  
John Jenkins made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

**5. REQUESTS AND PETITIONS OF CITIZENS**

David Barnes, 305 W Howard Avenue - complained that the Tarboro Police Department would not provide him with a police report for his stolen car.

**6. MATTERS SCHEDULED FOR PUBLIC HEARING**

Vacant Property Ordinance - A public hearing will be held to consider a change in the Tarboro Code of Ordinances to adopt a Non-Residential Maintenance Code to establish minimum standards of maintenance, sanitation, and safety for non-residential buildings or structures.

The Mayor declared the public hearing open.

Troy Lewis, Town Manager, provided background information.

No one spoke in favor of or against.

The Mayor declared the public hearing closed.

Council discussed and decided to table.

Othar Woodard made a motion, which was seconded by Sabrina Bynum and Other, Motion.

Annexation Public Hearing - The Town of Tarboro adopted a Resolution stating the intent of the Town to consider annexation of the area along Highway 258, as attached, on February 13, 2023. A Public Information Meeting was held on April 3, 2023, and tonight a Public Hearing has been called and notification of such has been advertised. Tonight's public hearing on annexation is for the explanation of report on Service Provision and opportunity for public comment.

The Mayor declared the public hearing open.

Catherine Grimm, Planning Director, provided background information.

No one spoke in favor of or against.

The Mayor declared the public hearing closed.

Council will hold action until further information is provided.

John Jenkins made a motion, which was seconded by Sabrina Bynum and Other, Motion.

## **7. TOWN MANAGERS RECOMMENDATIONS**

### **Consent Items**

Consent Items approved as presented.

John Jenkins made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

- (1) Approve minutes of the June 12, 2023 regular meeting.
- (2) Approve minutes of the May 15, 2023 Budget Meeting
- (3) Budget Transfers
- (4) Tax Collector's Report

### **Action Items**

#### **(5) Bid Award - Digger Derrick Truck**

Council awarded the bid to Altec Industries through the Sourcewell contract in the amount of \$372,102 for purchase of the 2023 Digger Derrick truck and authorized

appropriate staff to execute the necessary contracts and/or procurement.  
John Jenkins made a motion, which was seconded by Othar Woodard and Passed,  
Motion.

**(6) Rural Transformation Grant - Riverfront Project - Bid Award**

Council accepted the proposal from the Wooten Company and authorized staff to execute contracts related to the same.  
Clarence Brown made a motion, which was seconded by Deborah Jordan and Passed,  
Motion.

**8. OTHER REPORTS**

A. Town Manager

The Town Manager informed Council of Al Hull funeral arrangements, July 11, 2023 at 1:00.

He also suggested Council consider rescheduling the August Council meeting due to the ElectriCities Conference. Council rescheduled the August meeting for Monday, August 21, 2023.

B. Town Attorney

None.

C. Council Members

Councilman Woodard - thanked Jason Nichols at Public Works for repairing areas dug up to install the fiberoptic wires.

Councilman Taylor - none.

Councilman Burnette - none.

Councilman Brown - none.

Councilman Jenkins - none.

Councilmember Jordan - none.

Councilmember Bynum - asked about the time frame on cutting grass abatements.

Councilman Braxton - none.

**9. CLOSED SESSION**

Enter Closed Session per NCGS 143-318.11(a)(3 & 6)

Leo Taylor made a motion, which was seconded by John Jenkins and Passed, Motion.

Resume Open Session

Othar Woodard made a motion, which was seconded by Leo Taylor and Passed, Motion.

- (1) Closed Session as per NCGS § 143-318.11(a)(3 & 6)

Council extended the Town Manager's contract.

Othar Woodard made a motion, which was seconded by Leo Taylor and Passed, Motion.

## **10. ADJOURNMENT**

Delinquent Real Property as of June 30, 2023

<b><u>Parcel Number</u></b>	<b><u>Owner Name</u></b>	<b><u>Balance</u></b>
4738-67-1606-00	A & D INVESTORS, LLC	67.65
4738-68-8035-00	A & D INVESTORS, LLC	120.60
4739-45-9005-00	A VETERANS HOME SOURCE	140.27
4739-55-0174-00	A VETERANS HOME SOURCE	166.46
4728-78-9140-00	ABRAMS, GERALD WAYNE II	294.68
4738-12-1156-00	ADAMS, DARKAS W	26.90
4739-10-4664-00	AGAPION, BILL	0.14
4739-11-4195-00	AGAPION, BILL	1.85
4739-10-6832-00	AGAPION, BILL	4.26
4727-79-7021-00	AMD FARMS LLC	17.63
4728-97-6411-00	ANDREWS, THOMAS E LIFE ESTATE	115.00
4738-55-6326-00	Austin Realty & Construction	351.51
4728-62-5248-00	BAKER, JETTA KNIGHT	188.70
4739-12-6977-00	BARBOUR, LANDIS	400.42
4738-17-3826-00	BARNES, DAVID N	148.82
4728-76-3083-00	BARRETT, JAMES ROBERT	393.80
4728-76-4250-00	BARRETT, JOSEPH H	20.50
4728-76-5164-00	BARRETT, JOSEPH HARRY	287.75
4739-21-0432-00	BASS, BONNIE B	158.06
4738-56-8026-00	BATCHELOR, WALTER JR	214.44
4739-00-4651-00	BATTLE, FREDERICK	24.60
4739-00-4635-00	BATTLE, FREDERICK	141.32
4738-07-2381-00	BATTLE, MARY	365.67
4728-97-2093-00	BATTLE, NATARSHA Z	129.86
4738-55-5786-00	BATTLE, SELITA A	187.48
4738-55-6872-00	BATTLE, SELITA A	301.45
4739-54-2647-00	BELL, RANDALL G II	62.32
4739-54-1578-00	BELL, RANDALL GAY II	18.19
4738-08-2153-00	BELLAMY, WILLIAM EARL	127.02
4738-23-5634-00	BERNAL, JOSE EMILIANO	124.62
4739-65-2245-00	BLOODWORTH, JAMES PATRICK	62.73
4728-77-7521-00	BORDEAUX, EDDIE	140.72
4728-61-1345-00	BOSEMAN, GEORGE, JR	189.96
4728-78-9364-00	BOSWELL, BEVERLY D	2.05
4728-78-9257-00	BOSWELL, BEVERLY D	36.90
4728-77-8465-00	BOYKIN, OLLIE E	154.25
4739-12-8928-00	BRACKETT, TAMYA MONQUEL	288.45
4728-96-8230-00	BRADDY, MICHAEL O LIFE ESTATE	265.79
4738-57-3137-00	BRIDGERS, JANNIE	294.74
4728-86-2654-00	BRIDGERS, JULIANNE ELIZABETH	204.63
4738-67-8606-00	BRIDGES, LILLIE PITTMAN	24.60
4738-03-4742-00	BRINSON, JACK E	6.01
4738-67-4052-00	BROWN, DEMOND	257.66
4738-67-4088-00	BROWN, DEMOND	41.03
4738-67-4000-00	BROWN, DEMOND	58.68
4738-67-0466-00	BROWN, SUSIE	276.69
4738-57-9023-00	BRYANT, LANARA A P	5.46
4729-63-0907-00	BULLARD, VICKIE BRILEY	20.30
4738-29-5667-00	CARTER, DORIS E	2.00
4728-65-4226-01	CENTURA BANK	20.50

Delinquent Real Property as of June 30, 2023

4738-67-2367-00	CEPHUS, FRANK HEIRS	20.50
4738-78-2991-00	CHERRY, ADDIE C HEIRS	23.37
4728-61-1034-00	CHERRY, TERESA BOSEMAN	274.61
4738-76-5697-00	CLAYTOR, MILDRED	18.45
4729-24-3000-00	COLTRAIN, NANCY D LIFE ESTATE	206.85
4738-23-0046-00	CONKLIN, BRYAN	160.17
4739-54-7859-00	CONTRERAS, DANIEL	28.70
4728-97-8015-00	CORTES, AGUSTIN JASSO	301.15
4738-55-6728-00	COTTON, MARY B	24.60
4738-46-0759-00	COUNCIL, SHARNETHIA	378.08
4738-09-4578-00	COX, JAMES W	183.19
4738-09-5198-00	COX, JAMES W	185.37
4738-09-5384-00	COX, JAMES W	187.23
4738-78-2807-00	CREECH, DELTON EUGENE	32.80
4738-78-2859-00	CREECH, DELTON EUGENE	35.83
4728-77-8230-00	CROSS, JAMES H HEIRS	79.65
4739-44-8807-00	DANCY, ROBERT L	2.00
4739-44-8984-00	DANCY, ROBERT L	2.00
4739-23-2435-00	DAUGHTRIDGE, EMILY SASSER	265.21
4738-47-8778-00	DAVIS, DEON MAURICE	28.70
4728-75-5776-00	DAVIS, JOHNNIE L	307.73
4728-88-3063-00	DAVIS, WAYLON EARL	166.92
4738-68-1370-00	DELOATCH, LINDA HILLIARD	201.88
4738-09-8362-00	DENTON, SHIRLEY FAYE HEIRS	156.72
4738-17-4003-00	DICKENS, LARRY	801.25
4738-44-3476-00	DIXON, KENNETH LEE	34.44
4738-47-5708-00	DORSEY, TYEASIA A KIAH	164.50
4738-02-2517-00	DOZIER, DENNIS	198.60
4738-55-3685-00	DOZIER, DENNIS EARL	24.60
4738-68-8392-00	DOZIER, DENNIS EARL	41.00
4738-68-4233-00	DUBOSE, IRMA H HEIRS	307.28
4728-85-9388-00	E&D REALTY LLC	918.59
4738-26-1685-00	ENGLAND, WILLIAM R	311.24
4739-32-3178-00	EVANS BROS ENTERPRISES INC	51.25
4739-32-4265-00	EVANS BROS ENTERPRISES INC	51.25
4739-55-4259-00	EVERETT, LISA LYNN	159.84
4738-67-3759-00	EVERETTE, MARY CEPHUS	251.56
4738-56-4161-00	EXUM, PAULINE S HEIRS	18.45
4738-56-7486-00	EXUM, SAVALIUS A	38.54
4727-88-6450-00	FAIRWELL ASSOCIATES LLC	55.35
4738-14-4765-00	Five Points Properties, LLC	530.85
4728-78-5295-00	FLORES, MAURO	239.97
4738-56-2446-00	FLOWERS, SADIE PITT HEIRS	87.34
4729-05-4385-00	FOGEL, RICHARD VERNON	11.65
4738-09-8749-00	FRANK KNIGHT TRUST	207.57
4738-28-3052-00	FRANK KNIGHT TRUST	478.17
4738-06-9531-00	FREEMAN, HOBERT L	420.42
4728-95-0370-00	Garcia, Rigoberto	957.21
4738-47-1982-00	Gensler, Joel	932.50
4738-68-3596-00	GERSTL, JESSE	92.18
4738-56-5979-00	GILES, WILLIE HEIRS	22.55
4739-11-2485-00	GIRJON, OLEG	345.61

Delinquent Real Property as of June 30, 2023

4738-55-3621-00	GLASS-WOOTEN, LUCRETIA	327.16
4738-68-2180-00	GRAY, COZETTA BARNES	167.55
4738-67-2937-00	GRAY, ROY A	34.85
4728-45-3394-00	GRAYIEL, BELINDA H	114.80
4728-77-7400-00	GREEN, JACQUELYN	158.26
4738-47-5079-00	GRIMES, HANNAH	146.22
4738-27-1574-00	GRIMES, JEAN A	268.75
4739-11-8490-00	GUPTON, WILLIAM CLYDE HEIRS	282.26
4738-68-8625-00	HAGANS, RICHARD	172.11
4738-03-5543-00	HAIRSTON, BRENDA O	201.31
4739-11-3725-00	Hamad, Healal	333.84
4738-54-4906-00	HARMER, VANESSA	155.96
4728-97-3216-00	Harrell, Ann	11.24
4728-96-0654-00	HARRELL, DAISY KNOX	256.45
4728-77-2220-00	HARRIS, DAVID MAURICE	2.00
4738-56-1770-00	HARRIS, WILLIAM	265.17
4738-78-1946-00	HARRISON, SHARI LYNN	32.80
4739-23-7167-00	HART, ALRUNDUS	248.39
4728-76-7839-00	HATCHER, BETTY ANN	422.49
4738-14-0542-00	HATHAWAY, JOAN R	168.93
4728-88-6262-00	HAYES, PRINCESS CHAREISE	162.19
4739-54-0789-00	HEATH, SEQUOIA JOHNSON	125.20
4739-11-5438-00	HENDERSON, C H ESTATE	6.15
4738-16-6869-00	HENRY, CHRISTOPHER	625.65
4728-68-4298-00	HERNANDEZ, CARMEN	217.25
4728-97-4372-00	Hernandez, Carolyn	91.02
4739-54-6421-00	HERRING, ANNIE B	498.00
4728-61-3571-00	HIGGS, BEATRICE M	320.36
4729-43-6774-00	HILL CHILD L L C	40.63
4738-12-0812-00	HILL, ARLENE	132.00
4728-97-5367-00	HILL, JAMES	187.44
4738-55-7495-00	HILLIARD, ELIZABETH HEIRS	15.38
4738-55-8930-00	HILLIARD, PARRIE LEE HEIRS	31.98
4739-64-2414-00	HINES, DIANNE C	559.08
4728-58-5133-00	HOLDERNESS & BRIDGERS JOINT VENT	12.30
4739-20-0098-00	HOLLAND, NANNIE B	266.77
4728-96-8954-00	HOLLOMAN, LINWOOD E	235.75
4738-79-3004-00	HOPKINS, BESSIE LEE	118.44
4738-37-5726-00	Horne, Carol	154.16
4738-02-8700-00	HOUSE, AIMEE C	3.01
4728-77-4254-00	HOUSE, AIMEE C	243.17
4738-56-4589-00	HOWARD, JULIA ANN P	148.45
4728-36-2822-00	HOWARD, ROMAINE JR	36.16
4738-56-1738-00	HUGHES, DORIS F	41.00
4738-37-9506-00	HYMAN, MARY E	49.20
4738-78-0147-00	HYMAN, TERRANCE L	314.09
4738-59-0747-00	INFINITE VALLEY REALTY, LLC	4.61
4738-57-2508-00	IQBAL, DAAIYAH A	0.31
4738-57-1535-00	IQBAL, DAAIYAH A	331.39
4738-19-5531-00	J&S TARBORO, INC	7.13
4729-13-9695-00	Jeffreys, Connie	326.66
4738-47-6089-00	JENKINS, CAROLYN B	128.30

Delinquent Real Property as of June 30, 2023

4738-68-3511-00	JENNINGS, VERA LEE	216.42
4738-55-4638-00	JLG HOLDING COMPANY LLC	22.55
4738-67-1320-00	JOHNSON, DOROTHY B	2.49
4738-57-3899-00	JOHNSON, HATTIE V ESTATE	158.74
4738-58-5153-00	JOHNSON, JOYCE ANN	23.00
4729-60-0460-00	Johnson, Melanie Whitfield	464.52
4739-10-8983-00	Johnson, Melanie Whitfield	363.69
4738-77-3922-00	JONES, JESSE	41.00
4738-07-8980-00	JONES, JOHN RICHARD	135.13
4738-67-4019-00	JONES, WALTER E JR	20.50
4738-58-5792-00	JORDAN, BARBARA MOORE	34.85
4738-58-3793-00	JORDAN, BARBARA MOORE	39.36
4739-44-3394-00	JOSEPH, TINCY ANITA	359.06
4738-02-4543-00	JOYNER, JAMES C	244.17
4729-93-5972-00	JOYNER, RAYMOND EARL	385.36
4738-17-2118-00	JULLUE PROPERTIES, LLC	45.38
4728-62-8355-00	KNIGHT, CHRISTINA CHERRY	473.38
4728-62-0312-00	KNIGHT, ERMA DEAN	462.96
4738-57-9483-00	KNIGHT, EVONNE	303.72
4738-27-3984-00	KNIGHT, FRANK C	61.50
4728-42-0994-00	KNIGHT, RICKY ALEXANDER	451.19
4738-56-2306-00	KNIGHT, SALLY	342.61
4728-96-4640-00	KNOX, HARRY CLAYTON	49.20
4738-23-3948-00	LANE, ROBERT LEE	231.40
4738-57-1725-00	LAWRENCE, CORA HEIRS	149.76
4738-47-6271-00	Lawrence, Khristen	281.53
4738-37-7853-00	LEDUC, JAMES JTROS	2.18
4738-66-2999-00	LEWIS, FRANK JR	83.53
4738-39-8516-00	LEWIS, JAMES J	2.00
4728-97-2431-00	LEWIS, LINWOOD R	153.65
4728-54-0454-00	LEWIS, LINWOOD T JR	231.11
4738-66-3356-00	LEWIS, SUE ANN	31.98
4738-34-8767-00	LIN D INC	9.61
4728-56-4494-00	LIN-D INC	101.86
4738-57-4218-00	LINO, JORGE ZUNIGA	149.16
4738-56-2883-00	LLOYD, ADRIAN LAMAR	275.60
4738-68-0274-00	LLOYD, ELIJAH	22.96
4739-12-5117-00	LYNCH, RICHARD JAMES	385.54
4739-44-9633-00	LYONS, GRACE D	286.66
4738-03-4170-00	LYONS, JAMES D	154.62
4739-64-1211-00	LYONS, PEGGY	388.99
4728-44-2923-00	MACNAMARA, JESSICA MORIA	366.63
4729-41-4922-00	Mason, Trent	92.25
4738-58-7049-00	MAURELLO, LARRY HEIRS	83.71
4738-56-3485-00	MAYO, SYLVESTER JR	13.63
4738-56-4427-00	MAYO, SYLVESTER JR	20.50
4738-37-5763-00	MCCLANCY, JOHN CHARLES	211.83
4739-12-8597-00	MCKEEL, MARIE J	313.39
4738-67-3067-00	McNeil, Cynthia	127.49
4728-88-7074-00	MEADOWS, STEVE ALAN LIFE ESTATE	85.84
4728-68-8351-00	MEEKS, CHRISTOPHER L	111.78
4728-88-5172-00	MEEKS, LEE V	146.26



Delinquent Real Property as of June 30, 2023

4738-68-5530-00	MELO, OMAR	41.00
4728-32-8222-00	MILITARY WARRIORS SUPPORT FOUNDA	7.62
4738-56-1183-00	MILLER, WENDY ELIZABETH	20.50
4728-62-0255-00	MILLER, WENDY ELIZABETH	685.38
4738-47-7545-00	MITCHELL, ARDEN A B	83.75
4738-67-5367-00	MITCHELL, JAMES HEIRS	20.50
4728-32-7995-00	MITCHELL, THOMAS N	4.59
4729-14-6809-00	MITCHELL, TIMOTHY	301.56
4738-04-5546-00	MONTEE, MARKUS	559.56
4728-90-2271-00	MOORE, GWENDA G	1003.42
4738-34-9411-00	MOORE, GWENDA GRAYIEL	1313.19
4738-47-3851-00	MYRICK, RODNEY WENDELL	58.69
4729-94-6077-00	NDW INVESTMENTS FIRM LLC	5.02
4728-58-8751-00	NELSON, JESSICA ROBIN DENNY	421.87
4739-44-9205-00	NEWSOME, ETHEL M	57.40
4738-67-8076-00	NEWTON, JAMES VENTON HEIRS	368.31
4738-56-3273-00	NORMAN, PATRICIA ANN	173.99
4728-78-2333-00	NORVILLE, HILDA POLLARD	174.96
4738-35-0756-00	O'NEAL, MICHAEL BRENT LIFE ESTAT	623.30
4738-17-9441-00	O'NEAL, SHEILA FAYE	135.35
4739-22-2952-00	ONEAL, SHERWOOD B	302.74
4738-44-2566-00	O'SULLIVAN, DANIEL TRUSTEE	1007.63
4738-23-4748-00	OWENS, RUFUS LEE	264.75
4738-07-9657-00	PAREDES, NORMA L GONZALEZ	49.20
4738-07-9614-00	PAREDES, NORMA L GONZALEZ	266.11
4738-66-8996-00	PARKER, SHELTON LINWOOD	16.40
4738-66-8989-00	PARKER, SHELTON LINWOOD	370.48
4739-23-0328-00	PARKER, THURMAN GLENN	322.57
4738-67-2315-01	PARSON, MARY H	74.94
4728-42-3811-00	PETERS, ROBERT B, IV	5.94
4738-56-7083-00	PETTAWAY, LATONYA SHERECIA	23.78
4739-52-2174-00	PHARMA WORK, LLC	8117.17
4739-20-2123-00	PIGG, ROBERT ALEXANDER	284.73
4738-28-3390-00	PINE TREE FOODS INC	115.84
4738-02-1406-00	PINELAND VENTURES LLC	154.55
4729-14-2600-00	PIPPENS, CEDRICK M	279.88
4738-57-9680-00	PITT, LLOYD P HEIRS	148.26
4738-59-6089-00	PITTMAN, MELISSA RENEE	523.56
4738-47-6046-00	PITTMAN, TONY	175.68
4727-88-2058-00	POINDEXTER, BETTY ANN	242.52
4738-02-3614-00	POWELL, SENORA	191.40
4738-05-8390-00	PRODUCTION RESOURCES INC	2.05
4738-26-2940-00	PULLEY, MELVIN L	413.22
4738-47-7940-00	PURNELL, LATISHA	26.65
4738-54-1491-00	QUIGLESS, CAROL MARIE	26.24
4738-48-9472-00	Ramirez, Angelica Sanchez	149.58
4738-58-2240-00	RAMOS, RICHARD	143.08
4738-13-3129-00	RANDOLPH, FELICIA RENEE	346.30
4738-55-4403-00	RASHED, HARUN	249.02
4738-12-4664-00	RED CARDINAL MINISTRIES	148.94
4728-97-9135-00	REYNOSO, ALEXANDRA LUGO	74.18
4729-84-8660-00	Ricks, Rosena	563.00

Delinquent Real Property as of June 30, 2023

4738-16-4363-00	RILEY, MICHAEL WAYNE	568.38
4728-74-5942-00	ROBERSON, DEBRA LYNN ROEBUCK	616.04
4738-68-4548-00	ROBERTS, JAMES LIFE ESTATE	141.35
4738-17-1385-00	ROBLEDO, ALMA GUADELUPE BORQUEZ	217.60
4729-24-1307-00	REGISTER, HERMAN D	310.91
4728-91-5661-00	Rose, Stephen Jr	177.49
4728-25-8571-00	ROUNTREE, MARVIN JR	123.00
4728-62-4100-00	ROUNTREE, MELVIN GEORGE	607.61
4738-02-7239-00	RUFFIN, JAMES	146.38
4728-77-6291-00	RUSCIGNO, HARRY G	319.21
4728-92-9305-00	SAGE HILLS 651 LLC	256.25
4728-92-9461-00	SAGE HILLS 651 LLC	2360.32
4738-47-0322-00	Sandin, Kathleen	293.85
4738-47-4858-00	SATTERFIELD, DEIRDRE COLLETTE	220.69
4738-13-4088-00	SEAHAWK INVESTMENT GROUP, LLC	2.07
4738-19-0622-00	SECU*RE, INC	1.48
4728-24-9973-00	SECU*RE, INC	5.21
4738-19-0547-00	SECU*RE, INC	45.10
4738-28-4231-00	SHARP INVESTIGATIONS, LLC	1.78
4738-66-0632-00	SHARPE, ERMA LEE BATTLE HEIRS	20.50
4739-02-3444-00	SHELTON, CHARLES EDWARD	187.34
4738-67-4496-00	SHERROD, MELISSA	404.60
4738-14-3560-00	SHORT, TRACI LYNETTE	479.39
4738-23-6429-00	SHOWALTER, SHONDI	27.53
4738-67-3664-00	SMITH, BARBARA	299.46
4738-07-8157-00	SPAIN, BEULAH JOAN	121.80
4738-57-8102-00	SPIVEY, PAMELA	20.50
4738-12-4524-00	STEED, DAVID CHRISTOPHER	105.20
4739-11-5586-00	STOKES, ROBERT	54.00
4739-54-1847-00	STRICKLAND, WILLIAM DAVID	57.40
4739-55-2024-00	STRICKLAND, WILLIAM DAVID	172.17
4738-57-9075-00	SUGGS, LAVERNE JEANNE	154.23
4738-55-7866-00	SUGGS, MICHAEL L	259.42
4738-35-1217-00	TAILWIND ENTERPRISES, LLC	18.55
4739-45-9169-00	TAYLOR, LELA B	256.68
4738-01-9889-00	TAYLOR, WOODROW WILSON JR	20.50
4738-01-9927-00	TAYLOR, WOODROW WILSON JR	20.50
4738-01-9942-00	TAYLOR, WOODROW WILSON JR	176.91
4729-83-5818-00	TEMPLE, KIMBERLY T	12.40
4738-56-4992-00	THIGPEN, JAMES	210.35
4738-66-6710-00	THORPE, CARL ETAL	31.98
4738-76-7724-00	TILLERY, LOSSIE BELL	18.45
4738-68-4402-00	TIPTON, DOLLIE W HEIRS	263.97
4738-17-3411-00	TORIBIO, JUSTINO DIONICIO	41.00
4729-13-7996-00	US DEPARTMENT OF AGRICULTURE	351.87
4739-54-0470-00	VALADEZ, HECTOR HERNANDEZ	92.13
4728-45-4193-00	WALKER, BRYAN KEITH JTROS	55.35
4738-04-9655-00	Wall. Charles Lee	222.20
4738-34-8842-00	WALLER, LEON	215.20
4738-34-8759-00	WALLER, LEON	357.05
4738-17-2831-00	WALTER INVESTMENT GROUP LLC	226.35
4738-09-6439-00	WARD, JOHN JR HEIRS	201.66

Delinquent Real Property as of June 30, 2023

4738-39-9018-00	WARREN, GASTON WADE	385.82
4738-06-0631-00	WEAVER, ROBERT CURTIS	230.09
4728-96-8593-00	WEBB, MARY A	300.13
4738-48-1828-00	WHITE, BOBBY QUINTEL	317.64
4738-66-4211-00	WHITE, MAUDE EVA HEIRS	24.60
4738-68-2103-00	WHITE, PERRY LEE LIFE EST	197.29
4728-96-9441-00	WHITE, WALTER RODNEY	236.03
4738-66-5855-00	WHITE, WOULDREDGE BROWN	44.02
4738-67-5534-00	WHITE, WOULDREDGE BROWN	164.50
4738-55-4803-00	WHITE, WOULDREDGE BROWN	167.70
4739-20-4242-00	WHITFIELD, CRYSTAL ARMSTRONG	364.22
4738-04-4115-00	Whitfield, Starkey Eugene Jr	7.14
4738-29-4766-00	WILKERSON, TIMOTHY BLAIR	258.27
4738-56-3921-00	WILKINS, ALFONZA	84.22
4738-07-1760-00	WILKINS, MILTON L	28.70
4738-09-4278-00	WILLIAMS, ARLENE HARPER LIFE EST	215.94
4738-07-7399-00	WILLIAMS, DEXTER L	9.41
4738-27-3291-00	WILLIAMS, FREDERICK A III	1306.67
4738-66-7481-00	WILLIAMS, JOHN A JR	16.40
4738-56-9691-00	WILLIAMS, JOHN A JR	18.45
4738-66-8454-00	WILLIAMS, JOHN A, JR	16.40
4738-68-9141-00	WILLIAMS, KENNETH	285.14
4738-55-3305-00	WILLIAMS, SEBRINA B	119.35
4738-67-0161-00	WILLIAMS, WILBERT	350.14
4738-06-3779-00	WILSON, ALFONSO DENELL	241.05
4738-23-3312-00	WOMBLE, JERRY WAYNE	158.44
4738-68-6666-00	WOOD, ALFRED W HEIRS	4.51
4738-27-4327-00	WOODARD, K WAYNE	57.40
4738-67-3247-00	WOODLEY, MINNIE G	41.00
4738-57-7629-00	WOOTEN, MARIAN HEIRS	212.17
4738-56-6837-00	WOOTEN, PATRICIA MARTIN	131.26
4738-55-5362-00	WORSLEY, MAZIE S	433.67
		<b>\$75,540.07</b>

Delinquent Personal Property as of June 30, 2023

<b><u>Parcel Number</u></b>	<b><u>Owner Name</u></b>	<b><u>Balance</u></b>
PP2178	252 WIRELESS	35.48
PP2187	A & A CONVENIENCE AND GRILL LLC	424.55
PP1793	ABRAMS, JOSHUA MATTHEW	117.32
PP1874	ABSOLUTE PAVEMENT SERVICES LLC	190.13
PP2021	AGUILAR, EMMA FLORES	4.51
PP2072	AJANEL, LEXO MENDEZ	4.51
PP2137	ALIMENTAIRE WHOLESOME BREADS	76.53
PP1176	ALLEN, DORIS CHAPMAN	1.35
PP1673	ALLEN, JOE JENKINS III	3.05
PP1090	AMERICOLD LOGISTICS, LLC 1014280	6.28
PP4739	ANDERSON, WILLIAM ARTHUR	2.26
PP1692	ANDERSON, WILLIAM BRANDON	1.35
PP1858	ANGULO, MARIA TERESA	8.16
PP8631	AQUINO, ANTONINO	9.20
PP207714	ARCP WG TARBORO NC LLC	208.06
PP220618	ARMSTRONG, MARK ADRIAN	10.29
PP4739	AVERY, STEVEN L	1.57
PP1547	B & W REMODELING	2.71
PP3420	B & W REMODELING INC	9.43
PP2012	BAKER, CHRISTOPHER RAY	2.26
PP1210	BARBER, MARTINEES HARRELL	3.53
PP219922	BARNES, LYDIA RUTH	1.23
PP172357	BARNHILL, JUSTIN ALLEN	13.22
PP501	BATTLE, LARRY	3.79
PP2741	BELL, RANDALL GAY	71.61
PP502	BELLAMY, LATOYA BATTLE	15.97
PP1028	BELLAMY, TARSHA JOHNSON	1.35
PP2188	BERRY, JEROME	10.47
PP1473	BLAND, ERIC CHARLES	21.85
PP1580	BOTTOMS, JONATHAN GREGORY	35.45
PP504	BOYD, TIMOTHY RAY JR	1.26
PP8364	BREWER, DEBORAH WARREN	3.65
PP506	BREWER, RODNEY KEITH	8.59
PP2158	BRITT, ALISON NICOLE	2.26
PP2165	BROWN, CHRISTOPHER REESE	24.45
PP1188	BROWN, MICHAEL WESLEY	2.61
PP220289	BUCKNER, ASHLEY SMITH	4.51
PP213293	BULLOCK, BRANDON J	4.77
PP3172	BULLOCK, THRESIA DELOIS	4.51
PP1963	CABRERA, ARNULFO	8.16
PP2072	CABRERA, ELENA	4.51
PP220045	CARRASCO, JUANA EVA ROMERO	4.88
PP4373	CARSON, JOSEPH LINWOOD	13.86
PP1781	CARTLEDGE, THOMAS IRA LEE	1.46
PP4728	CASPER, TINA C	1.35

Delinquent Personal Property as of June 30, 2023

PP221035	CASPER'S UNIQUE BOUTIQUE, INC	36.88
PP2093	CASTANON, ARIEL	17.59
PP508	CAYTON, ALVAH C IV	3.69
PP1224	CHINA EIGHT LAUNDROMAT	4.31
PP4728	CHRISTENBERRY, WILLIAM EARL HEIR	1.23
PP94331	CITY STOP LLC	109.94
PP220628	CLARK, MONESHIA	6.94
PP2031	CLEMMONS, MILTON RAY	8.27
PP472833380900	CLOSE, JASON EDWARD	2.85
PP1830	COBB, TERRY DWAYNE II	14.93
PP1768	COFIELD, DEREK LEON	6.41
PP4728	COLBERT, CAMERON S	5.87
PP214037	COLBERT, SUMMER RENEE	7.34
PP1619	COTTON, LLOYD TRAVIS JR	2.71
PP4728	COX, MARGARET HARRELL	5.61
PP2038	CROCKER, DAVID RON	3.49
PP218869	D ELL JONES & FAMILY ENTERPRISE	14.61
PP510	DAVIS, DAWUD MORRIS	8.20
PP1265	DAVIS, ETHEL	4.15
PP2189	DAWES, ANGELA B	12.02
PP1754	DE ARROYO, CECILIA LOPEZ	5.46
PP2133	DE LEON GONZALEZ, EDGAR ESTANISL	4.51
PP539	DETERMINE TRANSPORT SERVICES LLC	59.45
PP1186	DEW, KERG, JR HEIRS	2.26
PP9573	DIAZ, DAMIAN	4.51
PP2084	DOLEX DOLLAR EXPRESS INC AJ343	2.39
PP1407	DOUGHERTY, JAMES ROBERT	36.07
PP2090	DRAUGHN, ANTONIO	23.34
PP512	DUREN, MARLON	6.64
PP1336	DYSON, BOBBY LEE	2.65
PP2140	EAST CAROLINA HOME CARE	5.53
PP2054	EBRON, LEROY JUNIOR	1.55
PP12092	ELLIS, PHILLIP HENRY	33.58
PP2104	ESPINOZA, CESAR	9.02
PP1963	ESPINOZA, GUADALUPE	4.51
PP173907	ETHERIDGE, DEBRA J	5.82
PP7669	ETHERIDGE, MARY BROWN	33.43
PP4728	EVANS, BRONNIE RAY	3.80
PP4728	EVANS, CLIFTON WAYNE	46.74
PP12562	EXECUTIVE IMAGE GROOMING LOUNGE	4.57
PP514	EZZELL, TIMOTHY WADE	8.20
PP1643	FABIAN, JULIAN	4.51
PP1964	FASTENAL COMPANY	60.13
PP515	FERRER, BRIAN	18.66
PP1792	FLORIDA'S NATURAL FOOD SERVICE,	2.36
PP2181	FUSSELL, TIMOTHY SCOTT	8.68
PP9157	GARCIA, ARACELI	17.31

Delinquent Personal Property as of June 30, 2023

PP2113	GARCIA, TAMMY MARLOW	9.06
PP2155	GARCIA-SEGURA, ADOLFO ANGEL	12.52
PP516	GIVENS, CLARENCE ANTHONY	4.10
PP2180	GLASS, JASON	92.31
PP1756	GRANT, LAKESHIA DARICE	1.35
PP2160	GREENLIFE NUTRITION	4.94
PP220242	HAENE, WILLIAM G	35.63
PP517	Hale, Kathy Sherrod	6.97
PP3066	HANSON, BETTY JEAN	5.91
PP519	HARRELL, SHERWOOD	9.23
PP1751	HARRELSON, BENJAMIN SCOTT	2.26
PP123058	HC Composites LLC	6700.68
PP2134	HARRIS, DAVID SMITH	278.48
PP1968	HERNANDEZ, VICTORIANO LOPEZ	4.51
PP1994	HERNANDEZ-GARCIA, MARIA DEL PILA	6.94
PP2126	HOLDEN, CHESTER RAY	6.70
PP104790	Hollingsworth, Johnnie	18.95
PP2050	HOLT, CHRISTOPHER KASHAUN	2.26
PP2050	HORNBERGER, JASON KEITH	1.35
PP1741	HOWARD, SHAWN EARL	4.96
PP1991	HUNTER, FRANKIE JERMAINE	1.35
PP2156	HUX, MATTHEW MAHLON	10.71
PP95631	Isshunryu Karate & Dojo	156.41
PP2115	JACKSON, JOSEPH TRACY	1.35
PP1769	JENKINS, GEORGE GATLIN	1.23
PP220085	JLL TRANSPORT INC	103.22
PP8060	JOHNNY'S AUTOMOTIVE	16.61
PP2103	JOHNSON, BARRY DEAN JR	5.14
PP520	JOHNSON, LESTER JR	7.20
PP472914765800	JOHNSON, MELVIN R	7.41
PP171680	JONES, CATHERINE MORRIS	2.26
PP3164	JONES, CLINTON STANCIL	17.08
PP190144	JONES, GARLAND R	41.78
PP4739	JONES, GARLAND R	76.13
PP1746	JUAREZ, ALVARO HERMENEGILDO	4.51
PP2101	K & L TOURS INC	596.56
PP2101	KEEL, JONATHAN WAYNE	53.54
PP2158	KING, ALEX L	14.51
PP1208	KINSLEY, THOMAS ARLEON II	2.51
PP2158	KNIGHT, AUSTIN BROOKS	4.37
PP472846856400	KNIGHT, LADERRICK	11.72
PP1599	KNOX, BRYAN WILLIAMSON	41.2
PP521	KRELL, NATHAN MICHAEL	3.48
PP2604	LANCASTER, WILLIAM S JR	10.01
PP4738	LANE, ROBERT LEE	2.26
PP1964	LARA, EDGAR	4.51
PP7296	LAUGHTER, MICHAEL RAY	2.97

Delinquent Personal Property as of June 30, 2023

PP2101	LAUGHTER, MICHAEL RAY	9.02
PP2103	LEE, KEVIN CHARLES	54.59
PP32494	LEGGETT, DANIEL L SR	99.21
PP1961	LEWIS, DONNA ROGISTER	98.95
PP472897243100	LEWIS, LINWOOD R	2.10
PP1269	LEWIS, WILLIAM	2.26
PP4728	LEWIS, WILLIAM ROBERT	13.12
PP4561	LITTLE ANGELS DAY CARE CENTER	9.17
PP4729	LIVESAY, J CRAIG	3.01
PP2973	LONG, WILLIAM R II	3.48
PP1963	LOPEZ, CECILIA	4.51
PP1499	LOPEZ, DIONISIO	4.51
PP1968	LOPEZ, LUCINO	72.57
PP2104	LOPEZ, SEBASTIAN GOMEZ	4.51
PP5214	LYNCH, MARJORIE	4.51
PP4739	LYNCH, RICHARD JAMES	1.45
PP4728	MANNING, GEORGE H	1.89
PP2020	MARTIN, PATRICK	4.51
PP4784	MEARS, DAVID A	1.35
PP2115	MEDFORD, BILLY RAY	1.35
PP2188	MEEKS EVERY NEED LLC	13.34
PP1353	MEEKS, GEORGE CLIFTON	2.26
PP2084	MELANIE'S PLACE	2.18
PP1702	MENDOZA, JOSE	4.51
PP1968	MENDOZA, OVIEDO	72.57
PP1239	MERCHANT, THOMAS J SR	8.28
PP3482	MITCHELL, TIMOTHY	3.14
PP4738	MITCHUM, WILLIAM	6.25
PP2178	MONTES HERNANDEZ, JUAN ERICK	11.64
PP2178	MOORE, CAROLINE A	10.64
PP1469	MOORE, LISA WHITEHURST	35.87
PP4728	MOORE, STUART B JR	5.86
PP2189	MOSAIC RBNC LLC	788.25
PP2135	MURILLO, DEMETRIA GARCIA	8.89
PP140188	MUSE, EUGENE WILSON JR	2.51
PP1671	OLD NORTH STATE RENOVATIONS	4.88
PP167687	ORTEGA, MARIA ROCIO	10.44
PP2115	ORTEGA-RAMIREZ, ERASMO	1.35
PP2100	OWENS, MATTHEW WAYNE	20.72
PP4738	OWENS, RUFUS LEE	36.97
PP1885	PARRISHER, DOUGLAS MICHAEL	7.62
PP4728	PARTAIN, JOHN L	40.54
PP1877	PARTAIN, JOHN LESLIE	3.27
PP4728	PAYNE, CHRISTOPHER E	1.23
PP522	PEADEN, MATTHEW WAYNE	2.46
PP1948	PENDER, TARIES TERISSER	1.35
PP523	PENFIELD, STEPHEN COLE	20.50

Delinquent Personal Property as of June 30, 2023

PP213477	PEOPLES, BARBARA J	13.65
PP6957	PETTAWAY, FANNIE S	11.41
PP2117	PGP GEORGETOWNE, LLC	120.89
PP2110	POLLARD FAMILY PROPERTIES	32.34
PP1656	POLLARD, CHARLES DANIEL	12.91
PP187812	POSITIVE INFLUENCES, INC	62.39
PP472868367300	PRICE, WILLIAM HENRY	1.35
PP4728	PRIDGEN, RONALD BRIAN	4.51
PP1716	PROVIDENCE BANK	3.14
PP524	PURINGTON, DALE MAURICE	5.74
PP1509	PUTNAM AGENCY INC	3.06
PP1426	RAUDA, JORGE	4.10
PP1365	RAYNOR, JOHN EDWARD JR	19.51
PP1715	REBOLLEDO-TEXTA, EVANGELINA	4.51
PP4728	RIDDICK, JOHN DALE	2.53
PP1861	RIJO, CAROLINA DAYANA	4.51
PP2118	ROBERTS, NATHANIEL DAVID	23.83
PP7311	REGISTER, HERMAN DOUGLAS JR	18.94
PP211365	ROMERO, DAVID RIVERA	8.97
PP1454	ROYAL CUP	12.25
PP527	SANDOVAL-AQUINO, JOSE FERNANDO	27.45
PP1012	SAVAGE, PATRICIA HOUSE	59.31
PP4728	SAVAGE, TERRY AUSTIN	44.57
PP1992	SCOTT, CHRISTOPHER STUART	11.92
PP8693	SECURITY FENCE SERVICE	2.81
PP1426	SEGURA, SELENE	4.51
PP199239	Shaw, Leroy Jr	5.07
PP122804	SHAW, LEVON	4.97
PP220231	SHERROD, SPENCER WESLEY	5.73
PP4738	SHOWALTER, SHONDI	1.35
PP2093	SILVA, JOSE	4.51
PP1763	SILVA, MARIA	4.51
PP4477	SIMMS, BOBBY ALLEN	24.39
PP528	SMITH, CHRISTIAN LEWIS	3.48
PP220051	SMITH, DOMANICK DANIEL	3.08
PP1369	SMITH, LARRY VAN	8.68
PP1964	SMUCKER FOODSERVICE INC	8.86
PP1754	SOLDOW, DIANE L HEIRS	1.35
PP1558	SPEEDWAY LLC	23.36
PP1558	SPEEDWAY LLC	29.69
PP1608	SPEIGHT, TRAVIS BROCK	39.60
PP220627	STATON, BRITTANY	4.51
PP4728	STEBBINS, THOMAS A	13.57
PP2158	STOKES, ROBERT EARL	5.09
PP540	STRAIGHT & NARROW TRANSPORTATION	75.85
PP219959	STRAIGHT & NARROW TRANSPORTATION	340.93
PP1452	STRICKLAND, CHARLES REDDIC JR	2.39



Delinquent Personal Property as of June 30, 2023

PP2153	SUMMERLIN, TERESA	13.64
PP177768	SUTTON, SAMUEL JR	3.36
PP2155	TAR RIVER CARRIERS LLC	937.82
PP2110	TARBORO OPERATING COMPANY LLC 32	66.49
PP8066	TARBORO STORM WINDOW & DOOR CO	2.73
PP564183	TARBORO TOBACCO & VAPE, INC	129.86
PP15600	TEMPLE, ELIZABETH B	4.13
PP80269	THE CORNER VENUE	9.29
PP2140	THE HAIR GALLERY	10.13
PP1498	TILLERY, VICTOR LAMONT	11.59
PP1964	TORRES, RICARDO	4.51
PP1829	TRANSACTION ATM SOLUTIONS INC	1.92
PP20013	TRINITY TAX SERVICE INC	40.66
PP177090	TYSON, MARVIN KEITH	3.96
PP530	UNGER, MARK	6.77
PP1272	VALENCIA, EDUARDO	4.51
PP538	VALENTINE LAND LLC	10.25
PP531	VALENTINE, MELTON ERNEST III	56.91
PP1758	VALENTINE, MELTON ERNEST III	85.43
PP1217	VALENZUELA, MARCO	4.51
PP1862	VARGAS, LUISA	14.88
PP1305	VAZQUEZ, YOLANDA	4.51
PP9757	VILLEDA, NICOLAS	4.96
PP1329	WAGNER, WILLIAM EARL	1.35
PP1962	WALL, CYNTHIA BOLING	2.71
PP2187	WALSTON INSURANCE AGENCY	7.44
PP220233	WALTON, SHERRI HARRIS	14.69
PP532	WARD, JUSTIN JOHN	7.79
PP1007	WARREN, BOBBY GENE HEIRS	1.35
PP220239	WARREN, DENNIS CAMERON	4.77
PP533	WATSON, TYLER WAYNE	27.87
PP534	WEATHERSBE, DARIUS JAMAL	4.10
PP4728	WEBB, MARY A	2.28
PP4739	WEEKS, BRINSON RAY JR	8.14
PP4728	WELLS, PAUL DEAN JR	2.05
PP535	WESTON, JULIAN FITZGERALD	6.54
PP1890	WHEELER, WILLIAM LEE	1.32
PP9318	WHITAKER, ODIS	10.24
PP4738	WHITE, BOBBY QUINTEL	46.75
PP536	WHITE, BOBBY QUINTEL	47.15
PP2158	WHITE, BRYAN MATTHEW	3.32
PP2111	WHITE, JOSEPH LEATON JR	8.66
PP2097	WHITEHEAD TRUCKING & APPAREL INC	850.50
PP2160	WHITEHEAD, THOMASINE	7.09
PP220228	WIGGINS, ROBERT WIGGINS II	2.26
PP472905337500	WILLIAMS, AARON	7.27
PP177919	WILLIAMS, HARRY KENT JR	5.07

Delinquent Personal Property as of June 30, 2023

PP159453	WILLIAMS, JIMMIE RAYFORD	3.93
PP7823	WILLIAMS, MICHAEL E	2.26
PP145340	Williams, Sharon	26.36
PP537	WILLIAMS, TERRENCE LAMONT	5.90
PP4729	WILLIS, STANLEY	1.23
PP4738	WOMBLE, JERRY WAYNE	79.24
PP1114	WOOTENS FOOD	1.35
PP8029	WORSLEY'S DESIGNS	1.53
PP2179	ZEEP LLC	35.09
PP146638	ZIMMERMAN, TARA MILLS	1.35
PP2113	ZURITA, ROSETTE BASURTO	9.65

**\$15,827.25**

**Town of Tarboro, North Carolina**  
**General Fund**  
**Schedule of Ad Valorem Taxes Receivable**  
**July 31, 2023**

<b>Fiscal Year</b>	<b>Uncollected Balance June 30, 2023</b>	<b>Additions</b>	<b>Collections and Credits</b>	<b>Uncollected Balance July 31, 2023</b>
2022	\$ 100,945		\$ 5,730	\$ 95,216
2021	42,381		1,975	\$ 40,406
2020	28,394		730	27,664
2019	19,807		307	19,500
2018	14,327		152	14,176
2017	10,388		394	9,993
2016	10,907		312	10,595
2015	8,714		405	8,310
2014	6,546		410	6,136
2013	5,550		170	5,381
Prior years	21,420		195	21,225
	<u>\$ 269,381</u>	<u>\$ -</u>	<u>\$ 10,779</u>	258,602
Less: Allowance for Uncollectible Accounts:				
General Fund				
Ad valorem taxes receivable - net				<u>258,602</u>
Reconciliation with Revenues:				
Ad valorem taxes - General Fund				3,662,392
Reconciling Items:				
Prior years taxes written off				-
Prior year releases				-
Interest				2,865
Fees				
Total reconciling items				<u>2,865</u>
Total collections and credits				<u>\$ 13,643</u>



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** FY2023-2024 Budget Amendment - Re-appropriations from FY2023-2024

**Date:** 8/21/2023

**Memo Number:** 23-42

---

As of June 30, 2023, there were a number of open items which were appropriated through the execution of a purchase order but not completed prior to the fiscal year end.

These items cannot be absorbed in this year's budget and should be re-appropriated.

All amounts to be re-appropriated were budgeted, available, and unspent as of period ending June 30, 2023.

It is recommended that Council adopt the attached budget resolution.

### **ATTACHMENTS:**

Description	Upload Date	Type
Budget Amendment - Re-appropriations	8/11/2023	Budget Amendment

**BUDGET RESOLUTION****TOWN COUNCIL OF THE TOWN OF TARBORO****August 21, 2023**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2023-2024 Fiscal Year Budget be amended by amending Revenue and Expenditure line items as follows:

<i>Account Number</i>	<i>Account Name</i>	<i>Current Budget</i>		<i>Amount of Change</i>		<i>Revised Budget</i>
<b>REVENUES - GENERAL FUND</b>						
10-3991-0100	Fund Balance Appropriated	535,335	+	276,491	=	811,826
<b>EXPENDITURES - GENERAL FUND</b>						
10-4130-1400	Finance - Accounting - Travel	1,500	+	2,500	=	4,000
10-4130-3300	Finance - Accounting - Department Supplies	3,500	+	4,000	=	7,500
10-4135-1400	Finance - Admin - Travel	4,000	+	4,500	=	8,500
10-4140-1400	Finance - Collections - Travel	2,500	+	2,000	=	4,500
10-4140-3300	Finance - Collections - Department Supplies	5,000	+	4,250	=	9,250
10-4145-1600	Technology - Maintenance & Repair Equip	5,000	+	4,500	=	9,500
10-4145-4500	Technology - Contracted Services	87,835	+	11,992	=	99,827
10-4145-7400	Technology - CO Equipment	-	+	40,860	=	40,860
10-4260-7300	PW - Bldgs & Grounds - CO Improvements	95,000	+	16,784	=	111,784
10-4310-3100	Police - Auto Supplies	35,000	+	21,404	=	56,404
10-4310-3600	Police - Uniforms	25,000	+	2,581	=	27,581
10-4310-3601	Police - Bullet Proof Vests	4,750	+	459	=	5,209
10-4340-1600	Fire Department - Maintenance & Repair- Equipment	35,000	+	2,923	=	37,923
10-4340-3300	Fire Department - Department Supplies	33,000	+	1,055	=	34,055
10-4520-7400	PW - Streets - CO Equipment	100,000	+	50,000	=	150,000
10-4900-3300	Planning & Econ Dev - Department Supplies	5,750	+	7,600	=	13,350
10-4900-7300	Planning & Econ Dev - CO Improvements	30,000	+	15,000	=	45,000
10-4900-8305	Planning & Econ Dev - Storefront Improvement	15,000	+	13,000	=	28,000
10-4900-8306	Planning & Econ Dev - Marketing Tarboro	16,300	+	33,302	=	49,602
10-4900-8308	Planning & Econ Dev - Special Events	25,000	+	1,300	=	26,300
10-6120-4300	Parks & Recreation - Professional Services	17,100	+	4,500	=	21,600
10-6120-7300	Parks & Recreation - CO Improvements	-	+	4,300	=	4,300
10-6125-1500	Parks & Recreation - Pools - Maintenance & Repair	8,500	+	4,750	=	13,250
10-6130-7300	Parks & Recreation - Athletics - CO Improvements	14,000	+	22,356	=	36,356
10-6170-1500	Parks & Recreation - Nutrition - Maint & Repair	3,500	+	575	=	4,075
<b>REVENUES - POWELL BILL FUND</b>						
19-3990-0100	Fund Balance Appropriated	-	+	500,000	=	500,000
<b>EXPENDITURES - POWELL BILL FUND</b>						
19-4525-7300	Powell Bill - CO Construction	-	+	500,000	=	500,000

**REVENUES - EMERGENCY TELEPHONE FUND**

21-3990-0100	Fund Balance Appropriated	-	+	8,955	=	8,955
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**EXPENDITURES - EMERGENCY TELEPHONE FUND**

21-4315-4500	Contracted Services	36,500	+	1,955	=	38,455
21-4315-4550	Computer Support Services	8,000	+	7,000	=	15,000

**REVENUES - ELECTRIC FUND**

30-3991-0100	Fund Balance Appropriated	452,545	+	305,695	=	758,240
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**EXPENDITURES - ELECTRIC FUND**

30-7200-1330	Administration - Community Holiday Enhancement	5,000	+	5,000	=	10,000
30-7200-1500	Administration - Maintenance & Repair	5,000	+	8,000	=	13,000
30-7200-4500	Administration - Contracted Services	-	+	32,162	=	32,162
30-7210-3300	Operations - Department Supplies & Materials	30,000	+	3,162	=	33,162
30-7210-7300	Operations - CO Improvements	260,000	+	100,000	=	360,000
30-7210-7400	Operations - CO Equipment	620,000	+	157,371	=	777,371

**REVENUES - WATER & SEWER FUND**

31-3991-0100	Fund Balance Appropriated	363,568	+	364,700	=	728,268
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**EXPENDITURES - WATER & SEWER FUND**

31-7100-4300	Administration - Professional Services	20,000	+	8,000	=	28,000
31-7110-7400	Water Treatment - CO Equipment	120,000	+	65,314	=	185,314
31-7120-7300	Water Distribution - CO Improvements	270,000	+	99,070	=	369,070
31-7120-7400	Water Distribution - CO Equipment	-	+	89,477	=	89,477
31-7130-1500	Water Treatment Plant - Maintenance & Repair	20,000	+	1,750	=	21,750
31-7130-7300	Water Treatment Plant - CO Improvements	120,000	+	14,000	=	134,000
31-7140-7400	WW Treatment Plant - CO Equipment	-	+	76,000	=	76,000
31-7150-1600	WW Pump Stations - Maintenance & Repair	40,000	+	11,089	=	51,089

**REVENUES - SOLID WASTE FUND**

32-3991-0100	Fund Balance Appropriated	81,159	+	224,843	=	306,002
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**EXPENDITURES - SOLID WASTE FUND**

32-7500-2100	Administration - Yard Waste Grinding	40,000	+	68,500	=	108,500
32-7500-7400	Administration - CO Equipment	-	+	156,343	=	156,343

BE IT FURTHER RESOLVED that the Budget Officer is hereby authorized and directed to implement said budget as amended.



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Budget Amendment - Amick Equipment

**Date:** 8/21/2023

**Memo Number:** 23-43

---

Funding for the purchase of a Knuckle Boom Truck was included in the Town's Budget Ordinance for FY 2021-2022 in both the Electric Fund and the Solid Waste Fund. Staff requested bids for such equipment in July 2021 and contracts were awarded at the August 2021 Council meeting. Due to supply chain issues, this equipment has remained on order since the time of the award.

The cost of building these trucks has increased since the trucks were ordered in 2021. Chassis have been unavailable, resulting in severe delays in final assembly of the equipment. While the vendor held their contracted prices from 2021 through 2022, they are unable to continue to do so. The updated cost from Amick Equipment is below current market but exceeds the originally budgeted amount. As such additional funds need to be appropriated to complete the purchase.

It is recommended that Council adopt the attached budget resolution.

### **ATTACHMENTS:**

Description	Upload Date	Type
Budget Amendment - Amick Equipment	8/15/2023	Budget Amendment

## BUDGET RESOLUTION

### TOWN COUNCIL OF THE TOWN OF TARBORO

August 21, 2023

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the Fiscal Year 2023-2024 Budget be adjusted as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>		<u>Revised Budget</u>
<b>REVENUES</b>						
30-3991-0100	Fund Balance Appropriated	452,545	+	21,318	=	473,863
<b>EXPENDITURES</b>						
30-7210-7400	Capital Outlay - Equipment	620,000	+	21,318	=	641,318
<b>REVENUES</b>						
32-3991-0100	Fund Balance Appropriated	81,159	+	23,386	=	104,545
<b>EXPENDITURES</b>						
32-7500-7400	Capital Outlay - Equipment	-	+	23,386	=	23,386

BE IT FURTHER RESOLVED that the Budget Officer is hereby authorized and directed to implement said budget as amended.





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Downtown Area Wide Plan & Riverfront Park Plan

**Date:** 8/21/2023

**Memo Number:** 23-44

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The Town's receipt of the EPA Brownfields grant provided funding for the development of a Downtown Area Wide Plan and Riverfront Park Plan. Both of these were developed with community input and are being presented tonight by Stantec.

It would be appropriate for Council to adopt the Resolutions of both plans.

### **ATTACHMENTS:**

Description	Upload Date	Type
Downtown Area Wide Plan	8/16/2023	Presentation
Riverfront Plan	8/16/2023	Presentation
Resolution Downtown Plan	8/17/2023	Resolution Letter
Resolution Riverfront Plan	8/17/2023	Resolution Letter

# Downtown Area Wide Plan

## Town of Tarboro, NC

*May 2023*



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# ACKNOWLEDGMENTS

## Town of Tarboro

Mayor Tate Mayo, Town of Tarboro  
Troy R. Lewis, Town Manager  
Catherine Grimm, Planning Director  
Tina Parker, Commercial Development  
& Main Street Coordinator

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P.O. Box 220  
Tarboro, NC 27886-0221  
Phone: 252-641-4200



## Consultant Team

Stantec Consultants, Inc.  
Brian Kvam, PG, Brownfields Project Manager  
Kaitlyn Woolard, PLA, Brownfields Redevelopment  
John Bachmann, Senior Principal  
Jason Beske, AICP, Senior Urban Planner  
Andrew McCray, AICP, Urban Planner  
Kristen Baldonado, AICP, Urban Planner



## Steering Committee

Mayor Tate Mayo, Town of Tarboro  
Troy R. Lewis, Town Manager  
Catherine Grimm, Planning Director  
Tina Parker, Commercial Development  
Travis Stigge, Parks & Recreation Director, Tarboro  
Jason Nichols, Public Works Director, Tarboro  
Megan Funk, Main Street Chair  
Trey Cherry, Economic Vitality Chair  
Brooke Phillips, Business Owner  
Liam Gilroy, Business Owner

## Stakeholders

The project team would like to acknowledge the business owners, community leaders, real estate community, additional town staff, and residents that participated in this project. Over 12 stakeholders participated in one-on-one interviews to share their feedback and aspirations for the future of downtown. Many more engaged with the project team during the community workshop events and on the on-line platform, Social PinPoint. Their input guided and shaped the development of this plan. Their investment in the design process will be critical to the plans







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## CHAPTER 1

# INTRODUCTION



# 1.1 Plan Overview

## 1.1.1 Background & Objectives

The Town of Tarboro is a small community in eastern North Carolina rich in history and culture. As one of the state’s oldest towns, Tarboro offers a 45 block historic district, one of the nation’s two remaining colonial Town Commons, and a quaint downtown district situated along the Tar River. Located approximately 74 miles east of Raleigh, 27 miles north of Greenville, and a 30 minute drive from Interstate 95, Tarboro is uniquely situated to serve the local community while also becoming a regional draw for retail, dining, and entertainment. Tarboro is proud of its small-town feel, quality of life, and historic charm, and has great potential to build upon its existing assets to create a vibrant and thriving future.

In March 2022 the Tarboro Downtown Area Wide Plan (AWP) project was conceived as part of the EPA Brownfields Assessment Grant to establish a vision and strategy for the revitalization and future growth of the Downtown area. The main objectives of the plan are to understand existing conditions, opportunities, community priorities, and to craft a vision and strategy to guide future growth and investment. This AWP plan includes an emphasis on the redevelopment of key brownfield opportunity sites, vacant/ blighted sites with perceived contamination, to better support downtown



Image A - County Courthouse



Image B - Historic Home

- Legend
- DOWNTOWN AREA BOUNDARY
  - TOWN OF TARBORO PARCELS
  - TOWN OF PRINCEVILLE PARCELS
  - PUBLIC OPEN SPACE/PARKS
  - EXISTING BUILDING

today and in the future. Through the implementation of this plan, Downtown Tarboro will become more inviting, better connected, and offer a better mix of uses that create a thriving and vibrant downtown experience.

## 1.1.2 Planning Area

The planning area is defined by the main commercial district of the existing downtown bordered by Albemarle Avenue to the west, St. Patrick Street to the east, Wilson Street to the north, and the Tar River to the south. The planning area is situated between two unique green spaces; the Historic Town Common to the north and Riverfront Park along the Tar River to the south. The planning area is comprised of 24 square blocks, four of which are included in the towns Historic district. Figure 01 depicts the planning area with supporting existing conditions outlined in Chapter 2.



Figure 01: Downtown Planning Area Boundary

## 1.1.3 Methodology and Plan Format

As a planning document, the intent of the Downtown AWP is to provide a proactive guide for future of growth of the downtown planning area, aimed to help staff, stakeholders, and developers make decisions toward a common vision. The following details the entire planning process including existing conditions, community engagement, urban design concepts, and implementation.

The study began with an examination of existing conditions conducted through desktop analysis and research, staff interviews, and in-person planning area tours. The public was engaged in the planning process at project conception through a kickoff meeting held at Town Hall during the project teams first visit. This kickoff town hall style meeting presented a project overview while also giving the public the opportunity to provide input on their vision and plan aspirations. The town identified a comprehensive list of stakeholders to weigh in on the plan including community leaders, business owners, residents, and staff members. Stakeholders were interviewed both in person and virtually throughout the first phase of the project. To reach a broader population, community engagement was extended through an on-line platform called Social PinPoint where the public continued to weigh in on the planning process. A steering committee comprised of local business owners, town staff, elected officials, and community leaders was also developed to guide the plans process and provide feedback during key milestones in the project.

The information gained during the existing conditions and community engagement phase was then used to form draft development concepts for downtown. These alternatives for future development included proposals related to land use, density, urban form, and public open space, including streets. Both staff and the project steering committee provided input on the development concepts prior to finalizing the draft plan. The design concepts were then synthesized with recommended strategies necessary for implementation. The strategy board breaks each recommendation into tangible steps, outline timelines, resources, community partners, and funding sources necessary for implementation. The intent of the strategy board is to be used as a dynamic tool to organize and track progress of plan implementation.

The public was engaged again in the planning process during a community workshop-style community meeting at the final phase of the project. This meeting provided the public with the opportunity to hear the proposed design vision and strategies and ask the project team questions. The workshop included hands on stations for active engagement in the proposed designs. Community feedback, staff input, and steering committee input informed the development of the final Downtown Tarboro Area Wide Plan report. The following text outlines the final report findings, development concepts, implementation goals, and recommended strategies.

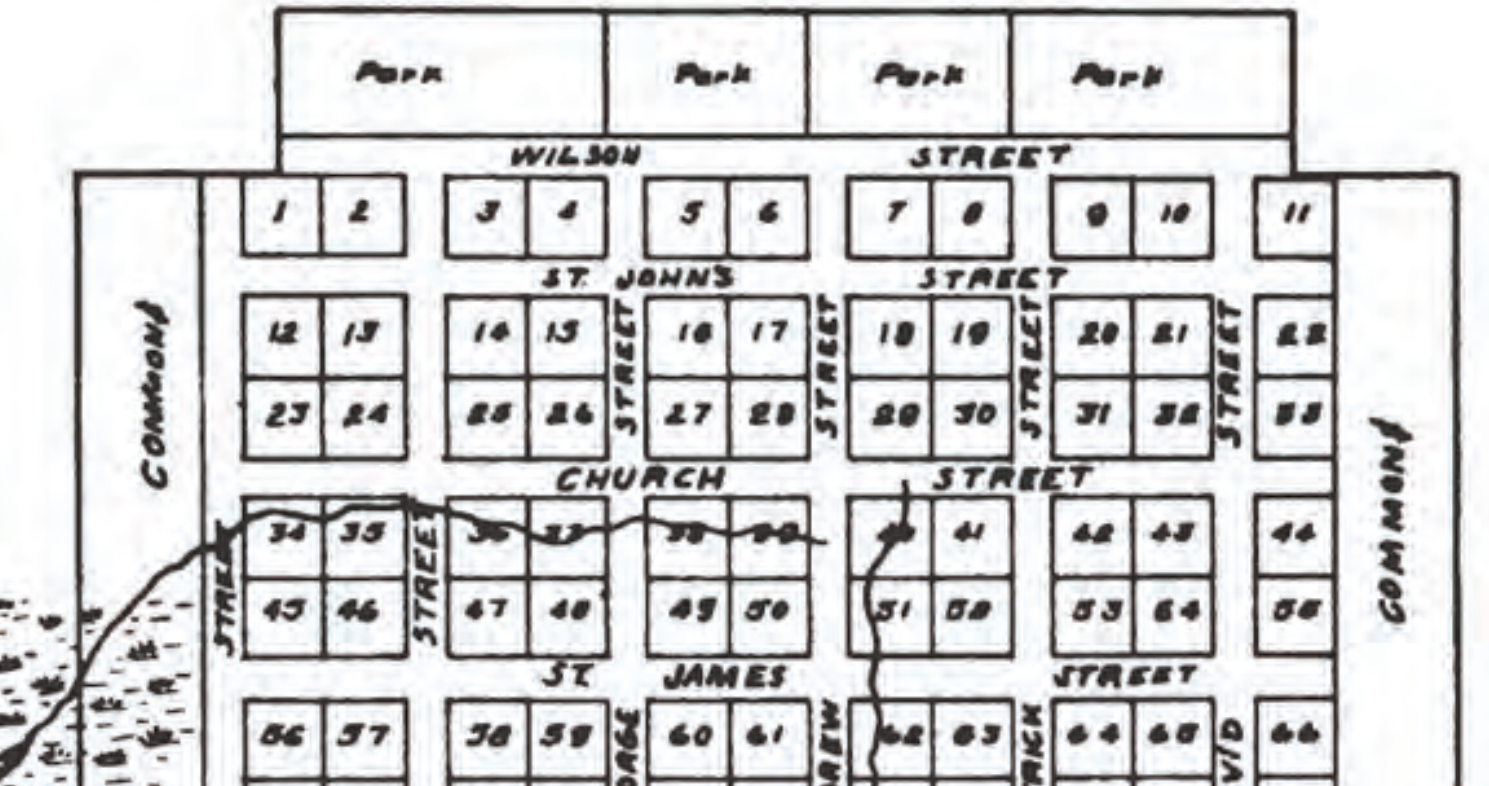
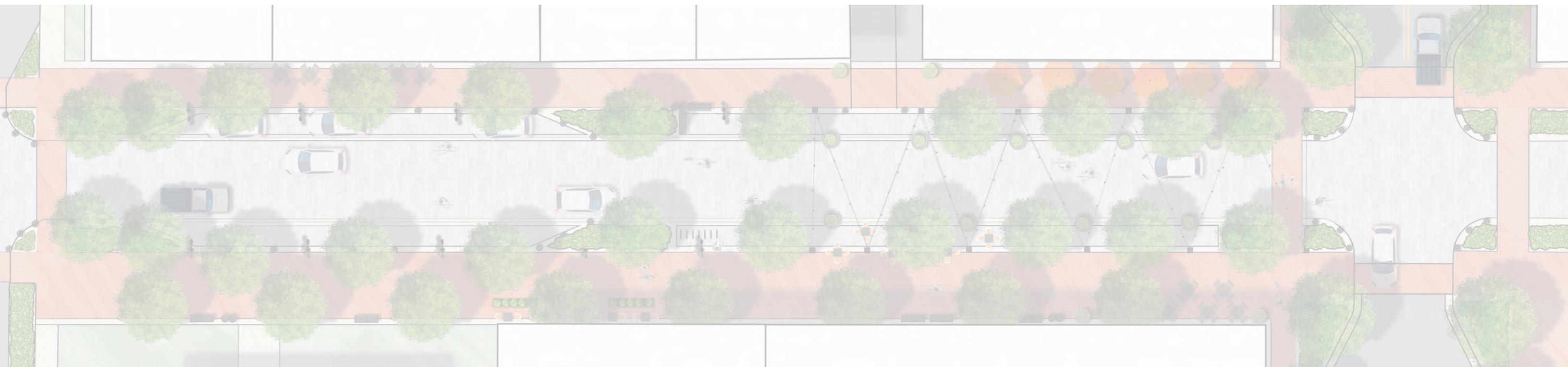


Figure 02: Historical Map of the Town Common





# Existing Conditions Assessment





## 2.1 Community Profile


### 2.1.1 History

Founded in 1760, the Town of Tarboro was established by the North Carolina Colonial Legislature. The Town was initially known as “Tawboro,” a name derived from “Taw,” the Indian word for “river of health.” After several name changes, the Town eventually adopted the name Tarboro. The Town features a beautiful natural resource at its southern boundary, the Tar River, which starts on the North Carolina/Virginia border and flows about 200 miles southeast through North Carolina to the Atlantic Ocean. Tarboro was laid out as a grid-iron system with 109 (½-acre) lots and a 50-acre “town common,” an area designated as a historic green and public space.


Proximity to the river helped establish the town as a prominent river port and trade center. Today, the Town Common and an additional 45 blocks, including Downtown, have been added to the list of National Register of Historic Places. Serving as a gateway to the Historic District, the town common (now 15 acres) is one of two remaining original Colonial Town Commons in the country and includes more than 300 structures ranging from historic houses and churches to original 19th century storefronts along North Main Street. The area also features Riverfront Park, a 25-acre recreational amenity and open space located along the Tar River, adjacent to downtown. Figure 03 and Table 1 outline the sites that make Tarboro a destination for historical tourism.

### 2.1.2 Demographics


Tarboro is currently home to 10,569 residents, comprised of 4,763 households. The median household income is \$41,223. The area’s housing stock is mostly owner-occupied (57% of units) and has a median home value of \$131,800. Approximately 50% of the population identifies as Black or African-American and 45.80% as White.



**10,569**  
Residents



**4,763**  
Households




**\$41,223**  
Avg. Income

### 2.1.3 Tourism Attractions


Tarboro is home to various tourist attractions ranging from historic sites to arts and culture. Most of these historical attractions are rooted in the Town’s rich history and impact during the Revolution and Civil War. In addition, the Town of Tarboro is home to the Tar River Players, a local production and theatre group, which is featured in several festivals throughout the year. These attractions attract locals and people from surrounding communities. Table 2 outlines the cultural assets that contribute to Tarboro’s unique character.




Figure 03: Historical and Cultural Asset Map




DOWNTOWN AREA BOUNDARY




EXISTING GREEN SPACE




TOWN OF TARBORO PARCELS



TOWN OF PRINCEVILLE PARCELS



EXISTING BUILDING



HISTORIC / CULTURAL SITES

## Historic Sites *(Table 1)*

<b>Blount-Bridgers House &amp; Arboretum</b> 130 Bridgers St.	1808	This property is located ¼ mile north of the planning area and is listed on the National Register of Historic Places.
<b>Calvary Episcopal Church &amp; Graveyard</b> 401 E. Church St.	1868	Located less than ¼ mile east of the planning area, the chapel’s architecture is distinct.
<b>Cotton Press</b> 799 Albemarle Ave.	1860	Although inactive today, this site is home to North Carolina’s last original cotton press. The site is located slightly outside (north) of the planning area.
<b>Edgecombe County Veteran’s Military Museum</b> 106 West Church St.	Opened in 2004	The Museum is in proximity to Main Street and houses an extensive array of artifacts.
<b>Princeville Museum</b> 310 Mutual Blvd.	Opened in 1999	The Museum is located outside of the planning area (right across the Tar River). The Museum contains genealogy research, artifacts, and other historical items.
<b>Old Town Cemetery</b> 303 St. James St.	1790	The cemetery is located right outside of the planning area boundary and holds the remains of military soldiers.
<b>Howard Memorial Presbyterian</b> 303 East St. James Street	1790	The cemetery is located just outside the planning area boundary and holds the remains of military soldiers.

## Arts and Culture *(Table 2)*

<b>Blount-Bridgers House &amp;Hobson Pittman Memorial Gallery</b>	130 Bridgers Street	1808	This property is located ¼ mile north of the planning area and is listed on the National Register of Historic Places. The gallery was named for a famous local artist, the gallery features 19th century paintings and antiques.
<b>Tar River Players</b>	N/A	2005	This local not-for-profit company produces plays in Tarboro and the surrounding area.
<b>Edgecombe County Veteran’s Military Museum</b>		Opened in 2004	The Museum is in proximity to Main Street and houses an extensive array of artifacts.
<b>Town Events/ Town Common</b> 701 N Main St		1760 Opened in 1999	The Town of Tarboro hosts several year-round festivals and performing arts events. A large majority of those events take place on the Town Common.





2.1.4 Property and Business Profile

The planning area, Tarboro’s Downtown, is home to an abundance of financial, professional, and service industry jobs. There are many banks, tax service providers, attorneys, and insurance offices. The area is also home to several Tarboro and Edgecombe County municipal offices, including the Town Administrative Office, Tax Collections Office, Edgecombe County Department of Social Services, Tarboro Police Department, Edgecombe County Courthouse. Although the area does have a few existing restaurants, a brewery, and a coffee shop, the area is generally limited with respect to food and beverage establishment offering.

Major property owners in the area include the churches, the Town of Tarboro, and Edgecombe County. Figure 04 depicts the parcels within the planning area owned by either the Town and/or County. The area is home to several churches at critical intersections that occupy a significant amount of land. For example, First Baptist Church Academy is located at the corner of Wilson Street and Main Street (the planning area’s northern boundary), occupies approximately two acres of land. Additionally, the area contains several underutilized, vacant, and underdeveloped properties. Many of these properties are located towards the planning area’s western boundary and consist of large parking lots and vacant/underutilized properties.

The area’s housing stock has only one multi-family residential property, The Fountains at The Albemarle, a Senior living community located north of Albemarle Avenue and west of North Main Street. In addition, many large lot single-family detached homes, primarily historic homes, are on the eastern boundary of the planning area. More specifically, the area lacks higher density housing options along the main corridors.



Image C - Colonial Theater



Image D - Former Quigless Clinic

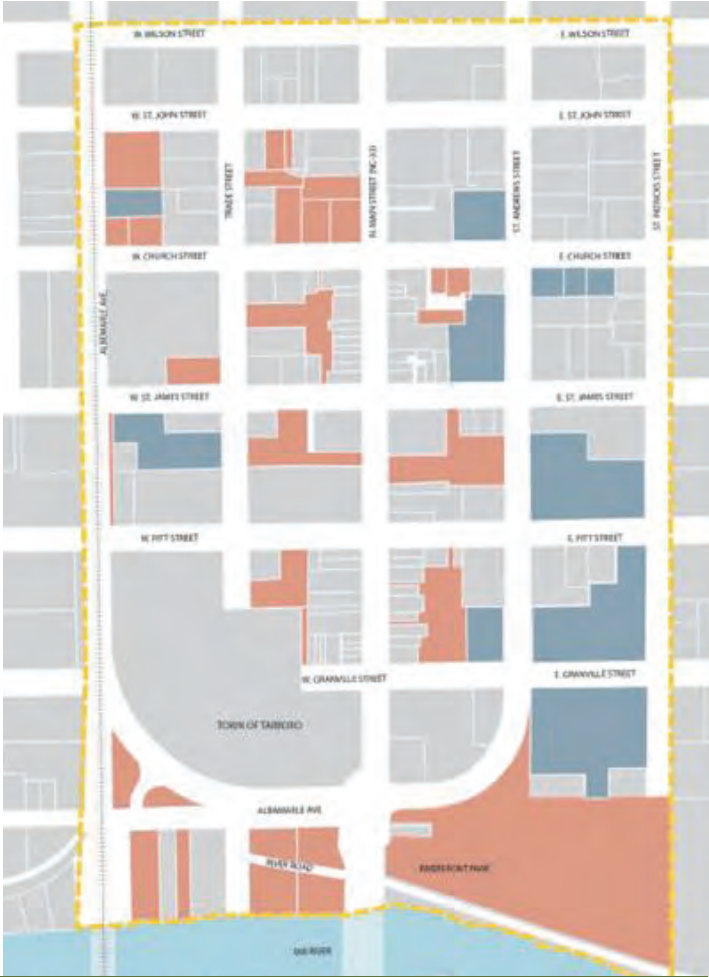


Figure 04: Property Ownership Map

2.1.5 Brownfields

The AWP project was conceived as part of an EPA Brownfields Assessment grant, due to the presence of key brownfields sites present within the study area boundary and immediately adjacent properties. The EPA defines a brownfield as “a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.” Many of the brownfields sites located within the planning area are categorized in this way due to their past land use and or/building age, which indicate that the sites may possess hazardous building materials. The core mission of the EPA Brownfields Assessment Grant program is to put brownfield sites back into productive reuse. To do so, planning activities are necessary to support not simply the redevelopment of the individual sites, but the revitalization of the surrounding community.

Concurrently with this AWP project, the brownfield sites identified in Figure B may have assessments to determine environmental conditions, with the goal of either cleanup or a determination of no contamination, removing a large barrier of redevelopment. The planning area comprises eleven brownfield sites concentrated along Main Street and Water Street, see Figure 05. The properties in total cover approximately 1.4 acres of land and are valued at \$912,766. Built between 1925 and 1946, the properties (except one) still contain an existing structure on site. All properties are zoned Central Business District and there are currently no operating/existing businesses.

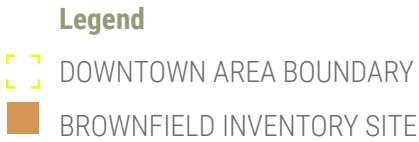


Figure 05: Brownfield Sites



Image E: Riverfront Park



Image F - Brownfields Opportunity Site



Brownfield Inventory (Table 3)						
Address	Built Date	Acres	Parcel Use	Zoning District	Property Value (Land Value + Building Value)	Notes
201 N. Main Street	1950		Office 4738-44-3175	CBD	\$141,220	Most recently known as Taboo Tattoo. The location is currently closed. The property is located at the intersection of W Granville St and Main Street. Adjacent to the property is the Gas Station and Senior residential housing community, The Fountains at The Albemarle.
305 N. Main Street	1925		Commercial 4738-44-2566	CBD	\$169,000	Currently occupied by the Classic Diner. The property is in proximity to the Edgecombe County Courthouse and several other municipal (Town of Tarboro and Edgecombe County) government buildings.
117 W. St. James Street	1926		Restaurant & Cafeteria 4738-34-7532	CBD	\$133,581	Previously occupied by the now closed Cottons Restaurant. Located at the intersection of West St James St and Trade St. This site is adjacent to several other underutilized sites owned by the Town of Tarboro and Edgecombe County.
410 Trade Street			Commercial 4738-34-3665		CBD	Former Grocery Store site. The property is currently vacant.
Water Street			Materials 4738-33-8163	Heavy Indust. (HI)	\$6,000	Located just outside of the western boundary of the project area and fronting the riverfront. These properties are Tarboro owned land and the site is currently operating as a riverfront dump site.
Water Street			MaterialsRecovery and Waste Transfer Statio 4738-33-8017	Heavy Indust. (HI)	\$3,000	
Water Street			Materials Recovery and Waste Transfer Station 4738-32-7918	Heavy Indust. (HI)	\$7,000	



Address	Built Date	Acres	Parcel Use	Zoning District	Property Value (Land Value + Building Value)	Notes
201 Water Street	1946		Fueral/ Cemetery 4738-43-1388	CBD	\$178,951	Previously a funeral home. The two non-adjacent parcels, associated adjoining properties, are owned by the Town of Tarboro (Parcel numbers ending with 1315 and 0320). The property is located adjacent to Riverfront Park and fronts the Tar River.
211 Water Street	N/A		Commercial 4738-43-0382	CBD	\$10,000	
109 Water Street	1946		Office 4738-43-6714	CBD	\$139,630	Previously the Quigless Clinic, a historic hospital building. The property is located adjacent to Riverfront Park and fronts the Tar River.
Albemarle Avenue			Materials Recov-ery and Waste Transfer Station 4738-32-5913	Heavy Indust. (HI)	\$5,000	



## 2.2 Urban Design & Land Use

### 2.2.1 Zoning and Land Use

Properties in the planning area are in conventional commercial, residential, and office/institutional zoning designations, with all zoning districts permitting a range of residential, commercial, retail uses, etc. The predominant zoning district in the planning area is CBD, Central Business District. This zoning classification is designated for more than half of the properties in the area. Properties located in this district exhibit various permitted residential uses, such as single-family homes, upper-story residential, and hotels. Commercial establishments include bars/taverns, restaurants, and breweries/distilleries. The types of uses not permitted in this zone include duplexes and planned density developments. In comparison, both multi-family homes and townhomes are allowed by special use permits.

The subsequent more intensive zoning district is O&I (Office and Institutional). This district permits duplexes, townhomes, and single-family homes in addition to allowing the operation of restaurants, business support, and professional and financial services. Although limited in number, the planning area has properties zoned GR10, General Residential. These properties are permitted to build various housing types, including accessory dwelling units, duplexes, townhomes, and single-family homes, in the northeast quadrant of the planning area. Lastly, there are several properties that have a HDO (Historic District Overlay). This overlay is intended to protect and preserve the historic character of this area. Properties in this area are required to adhere to additional design standards and procedures for approval of development applications.

In the GR10, OI, and CBD zoning districts, multi-family projects are required to have approval of a special use permit. The development of a mixed-use project is only allowed in the CBD District and projects containing multi-family housing are required to locate those units on the second and upper floors of vertical mixed-use buildings. Although permitted in the OI District, parking structures as a principal use are not permitted in the CBD District. Figure 06 shows the current zoning for the planning area.



Image G - North Main Street

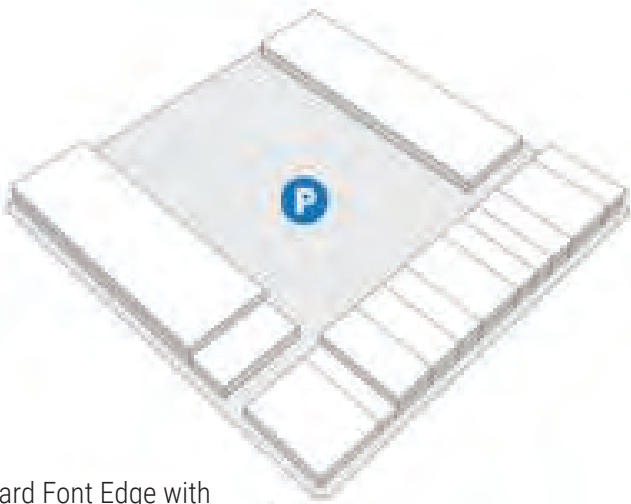


Figure 06: Zoning Map

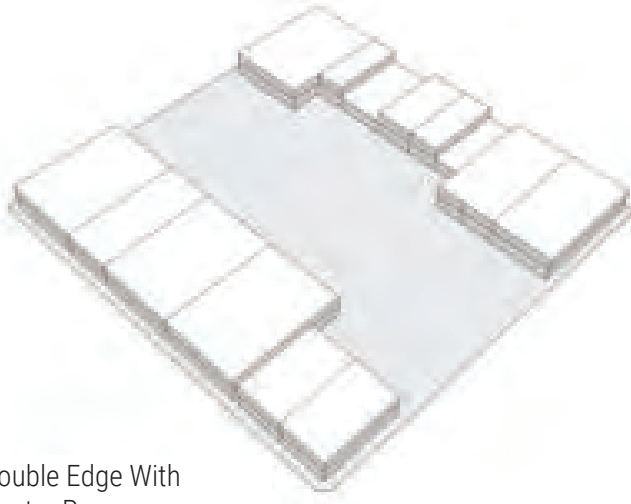
### 2.2.2 Urban Design

Tarboro’s urban form is typical of American 18th and 19th century towns. Buildings constructed prior to World War II face the street; the façades of most buildings are located on the lot line. Figure 07 shows three types of building massing that are commonly found in the planning area. Most blocks along Main Street are characterized by a continuous street wall: “zero lot line” development with party-wall construction. On other streets the street wall is uneven and inconsistent. Some blocks are a “U-shaped” configuration of buildings framing the street on three sides, with an opening on the fourth side to the center of the block. Other blocks have two rows of buildings on opposite sides of the block; others still only have buildings along one of the four sides of the block. Buildings built since WWII tend to frame the street less well; some are set back and others have fewer openings on the street side.

The downtown area is characterized by surface parking in the center of the blocks, which sometimes extends out to the edge of the block as well. This condition weakens the quality of the space in the street and undermines the pedestrian experience. At the same time, these parking areas represent an opportunity for infill development, by which buildings can be added incrementally over time to complete some of the missing segments of the street wall.



Hard Font Edge with Open Center (“U”)



Double Edge With Center Passage



Front Edge Only

Figure 07: Typical Blocks - Existing





2.2.3 Development Opportunities & Constraints

As shown in Figure 09, Downtown Tarboro is separated from Princeville by the Tar River. The current proposal to redevelop the riverfront park creates an opportunity to strengthen the relationship between Tarboro and Princeville.

Another fundamental relationship for Downtown Tarboro is the industrial area west of downtown. The revitalization and redevelopment of downtown whether as a tourist destination, regional service center, or other creates the possibility for conversion of some of the existing adjacent industrial uses to mixed use development, perhaps including housing as well as commercial and cultural amenities. The desirability of this type of conversion can be explored with local leaders and stakeholders. Tarboro has a substantial industrial base and the value of the property adjacent to downtown as centers for manufacturing or logistics could be greater than mixed use development value.

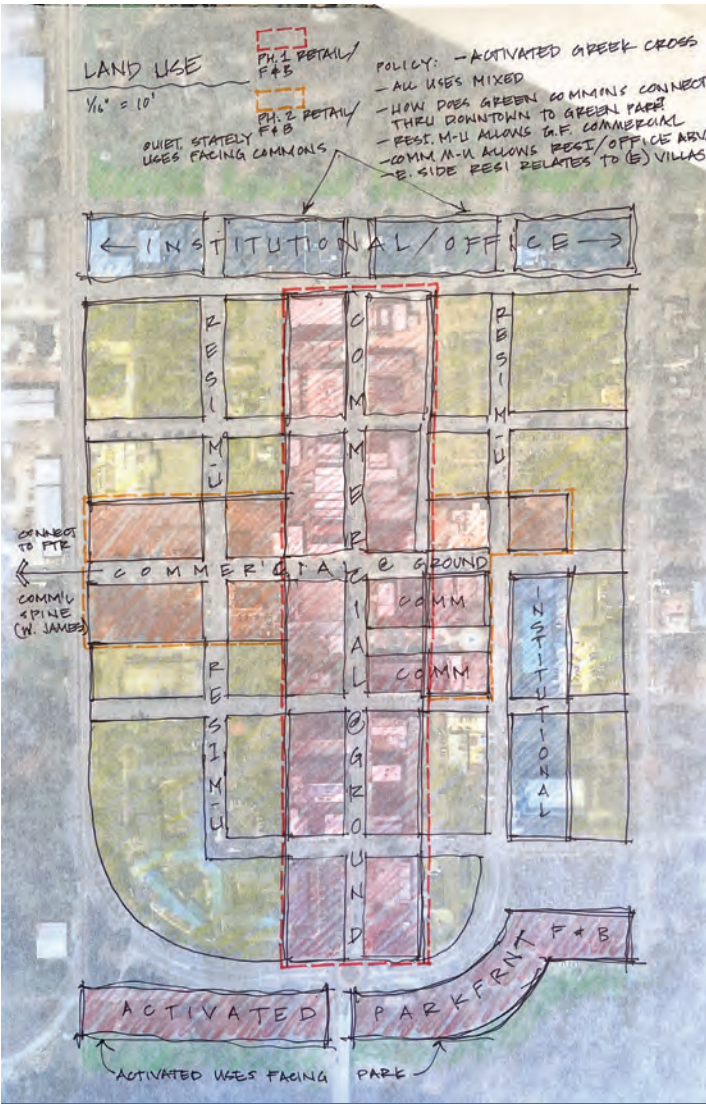


Figure 08: Land Use Study

Zooming into the downtown itself, some of the development constraints and opportunities are represented in Figure 10. At this larger scale it is evident that industrial to mixed use conversion could go hand-in-hand with revitalization of the stream serving the industrial area. Second, the urban fabric of the downtown is uneven, with the compact development along Main Street standing in stark contrast to the diffuse urban fabric on the parallel streets and blocks to the east and west. There is a lot of surface parking that, while practical and useful in mid-block locations, detracts from the public realm quality in other locations, especially on corner lots facing two streets. Implementing a number of small infill projects to “thicken up” the built form and frame street spaces better is one potential development direction.

While the northern and southern ends of downtown face important public open spaces, the buildings on those parcels for the most part do not orient themselves outwards towards the Commons and the riverfront park. The entrance to downtown from Princeville could also be marked with a stronger gateway.

Other opportunities not reflected on the map include development of new cultural and commercial amenities, which could broaden downtown's role from regional service center to “destination quarter” for residents and tourists alike. The street environment could also be enhanced by better pedestrian and maybe bicycle facilities as well as the introduction of more public art.



Figure 09: Downtown Context

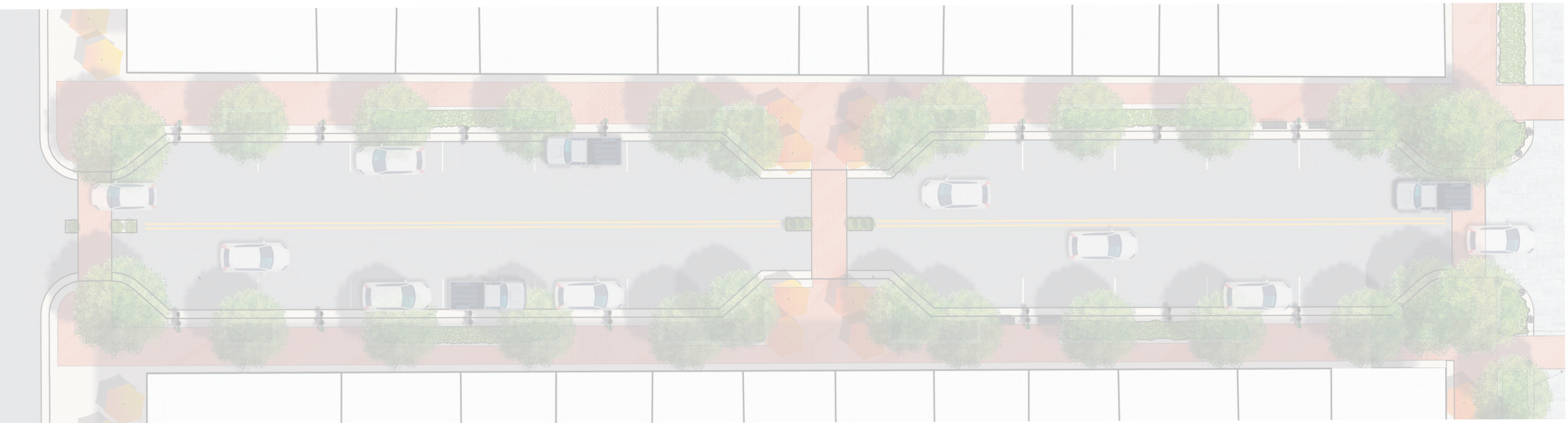


Figure 10: Downtown Constraints and Opportunities





# Community Engagement





### 3.1 Engagement Summary

Effective public participation is an essential element for the successful development of a downtown plan. The public and key stakeholders, such as elected and appointed officials, property owners, business owners, community leaders, and residents can help identify key priorities, challenges, and offer critical feedback on the planning process. It is also important that the public share their aspirations for the future of Downtown and help craft the vision to ensure their support through implementation.

The engagement process began with the development of a project steering committee. The committee, made up of ten members, was tasked with guiding the project throughout the planning process. Their responsibilities included check in meetings with the planning team at key milestones.

Stakeholder interviews were conducted with 12 community members, identified by the town, including residents, business owners, staff, elected officials, and community leaders. Stakeholder interviews were held both in person and virtually for one hour each to provide each stakeholder with the opportunity to express both the challenges that plague downtown growth as well as their ideas and aspirations for its future.

Two community workshops were conducted. The first held on October 25, 2022 at the project kickoff meeting, gave the

community the opportunity to look at the study area as a blank slate. Exercises such as "Love, More, Less" prompted the community to share what they love about Taboro, what they want more of and what they want less of. Other engagement exercises invited the public to weigh in on how they would like public funds spent, how they would like to see the park improved, and what style and aesthetic they feel should be applied to future improvements. The first community workshop was well attended with up to 50 community members present.

The second community workshop was held on February 27, 2023 after the public presentation of the draft development concepts. This workshop was designed to give the community the ability to have one on one conversation with the design team to provide feedback on the design concepts. The event was also well attended with up to 40 community members present to comment on what they both liked and did not like in the proposed design options.

Throughout the design process, the project team used virtual platforms to reach a broader audience, outside of those which had the opportunity to attend in person. The Social PinPoint online application brought the community workshop 1 activities online for further participation. The use of the Social Pinpoint site engaged an additional 129 users in the planning process. The town's Facebook page was later used to share the proposed design concepts for community feedback and input.



Image H - Community Workshop 2



Image I - Social PinPoint Mapping Exercise



Image J - Community Workshop 1



Image K - Community Workshop 1





## 3.2 Engagement Themes

The community engagement strategy for the Downtown Area Wide Plan project was designed to reach a diverse and wide reach of community members to best inform the planning process. The engagement events intended to gather detailed input from as many community representatives and stakeholders as possible and to respond to their input through the proposed design and recommendation.

Through all of the events, outlined in section 3.1, engagement themes began to emerge. The outline below is a summary of the most common themes heard during community engagement. The most common themes have been categorized into activation and amenities, urban environment and open space, programming and implementation, and riverfront park restoration. Please note, the outline below is not encompassing of all feedback received. Additionally, the outline below does not reflect individual participant comments, rather a summary of what we heard.

### Activation & Amenities

- Make downtown Tarboro a destination for entertainment and tourism
- Build upon existing synergies and development momentum
- Improve the quantity of retail opportunities and diversify retail offerings
- More commercial space offerings, including office space, coworking space, and other commercial amenities
- Cluster likeminded business, provide retail hubs/destinations
- Provide more residential (mixed-use, multifamily) development opportunities downtown. (the current demand exceeds the housing supply)

### Urban Environment & Open Space

- Establish downtown into a more cohesive and walkable environment that prioritizes the pedestrian experience
- Create a more inviting streetscape experience through landscaping, seasonal planters, seasonal banners, site furniture and seating opportunities
- Incorporate music into the streetscape. (permanent speakers or through temporary events)
- Uniformity and facade improvements along North Main Street
- Reduce the surface parking lots downtown through more strategies, parking opportunities, and structured parking

- Enforce parking time restrictions where posted
- Improve connection of downtown to Riverfront Park through staircase, signage, and dedicated trails
- Prioritize adaptive reuse and infill development of vacant properties
- Establish greenway trail through downtown to Riverfront Park along Albemarle Ave
- Establish public art and mural program

### Programming & Implementation

- Adopt recently proposed social district
- Landowners to make use of available grant funds and other resources
- Provide more platforms for strategic coordination of redevelopment efforts among development community
- Increase events and programming
- Update Downtown branding and marketing strategy

### Riverfront Park Restoration

- Increase recreation activities along the Tar River
- Provide more natural trail opportunities
- Provide more play opportunities and family friendly activities
- More space for live music and events
- Connect the community to the Tar River through increased visibility from downtown, open up viewshed, the Tar River should feel like its on Downtowns "Front Porch"
- Improved passive recreation opportunities through more Picnic Areas, Hammock Stands
- Reinforce Tar River Bank and develop structured fishing spots to ensure sustainable future for fishing community and events
- Use a natural aesthetic in restoration through large boulders and native plant material
- Provide permanent restroom facility outside of floodplain to serve park users

Figures 11 through 15 show the results of community engagement activities from Community Workshop 1.



Figure 11: Map Exercise



Figure 13: Visual Preference



Figure 15: Word Cloud



Figure 12: Map Exercise



Figure 14: Tarboro Bucks Exercise



# Area Wide Plan



Figure 16: Illustrative Downtown Development Concept





# 4.1 Land Use & Housing

## 4.1.1 Goal: Develop more retail and cultural offerings Downtown

Downtown needs more retail and cultural offerings to attract (1) more visitors to come experience Tarboro and (2) more people to move into Downtown. This goal is related to and supported by economic goals discussed in Section 4.5.

### Strategy A: Concentrate commercial development along Main Street and West St. James Street.

Currently the retail and cultural offerings are concentrated along Main Street. There are not yet enough of them to reach critical mass, when every block has multiple venues and the level of pedestrian traffic in the public realm increases to the point of vibrancy. If new businesses and venues locate anywhere in downtown, it will take much longer to reach critical mass. Therefore, the recommended strategy is to concentrate commercial development along Main Street for the next 2--3 years.

Once critical mass is reached and Main Street has become an attractive and lively destination (at least on evenings and weekends), then the investment focus can expand to include West St. James Street. It is recommended to develop West St. James Street as a “curbless street” that will be pedestrian-friendly, with a high-quality public space that can be used to host festivals, fairs and other social or cultural events. The two activated streets will meet in the middle of downtown, forming a “T” shape in plan view. One regulatory method for channeling retail into these two streets is to achieve this outcome is to zone Main Street



Image L

differently from the rest of Downtown, allowing future retail, eat/drink and cultural establishments to locate there, while restricting these uses in other part of the Downtown. Although this may be effective in orienting future development towards the two target streets, it contradicts the recommended regulatory approach (see Goal 5.1 under Regulatory in the strategy board, Section 5), which is to regulate urban form carefully while permitting a broad range of land uses to locate throughout the Downtown area. Removing restrictions on land use will make it easier for landowners to undertake new development projects in the downtown area. However, the regulatory framework can promote retail concentration on Main Street and West St. James Street by requiring commercial storefronts (at the ground floor along the street) on any new project along Main Street.

### Strategy B: Use the BID to coordinate among commercial developers, investors and business owners.

The other way to promote development along Main Street and at a later date, West St. James Street, is to use the proposed Business Improvement District (see section 5.1) as a vehicle for promoting investment. The BID can be used as a coordination platform by the business community, landowners, developers and the Town. Coordinating a variety of different improvement and business investment projects can bring a given block or street to life quickly, achieving critical mass quickly and helping to boost return on investment.

### Strategy C: Use existing economic incentives to attract more investment

The existing economic incentives offered by the Tarboro Development Corporation are well-targeted, but the amount of the grants is perhaps not sufficient to stimulate a significant amount of investment in retail establishments. Consider focusing existing resources into fewer, larger grants. Expand the sources for additional grant financing by tapping into those of Edgecombe County Tourism Development Authority and other sources.

## 4.1.2 Goal: Develop more housing Downtown

### Strategy A: Revise zoning to permit a broad range of housing options

It is recommended to revise the existing zoning ordinance to provide a broader range of housing options in the downtown area. The Central Business District zone, which covers about half of the downtown area, can be revised to include multifamily housing, townhomes, “two over two”

condominiums as a by-right use. Duplexes can continue to be permitted in the future.

Single-family housing should be prohibited in the CBD zone, but allowed in the GR10 zone (General Residential) in the northeast corner of the planning area.

On streets with required retail storefronts uses can be mixed in one building, with apartments or offices (including co-working spaces) above the ground floor retail.

### Strategy B: Promote Downtown as a place to live

The apartment market is tight in Downtown; many more people would prefer to live there than can currently fit in the existing number of housing units. Creating more housing Downtown will bring more demand for retail and cultural services and events that are critical for Downtown to be a thriving destination and home community. The BID can help coordinate housing investments across properties and blocks. The BID and the Tarboro Development Coordination can work together to attract investment in housing Downtown.

### Strategy C: Improve public realm to make housing development more attractive and profitable

The public realm in the Downtown area is in fair condition today. Improving it would make the experience of living, playing or working in Downtown more attractive and rewarding. Because more people want to spend time in an improved public realm, these kinds of investments can stimulate housing demand and therefore housing development. The BID can be used to coordinate residential investment projects and public realm improvement projects (see section 4.3 Public Realm).

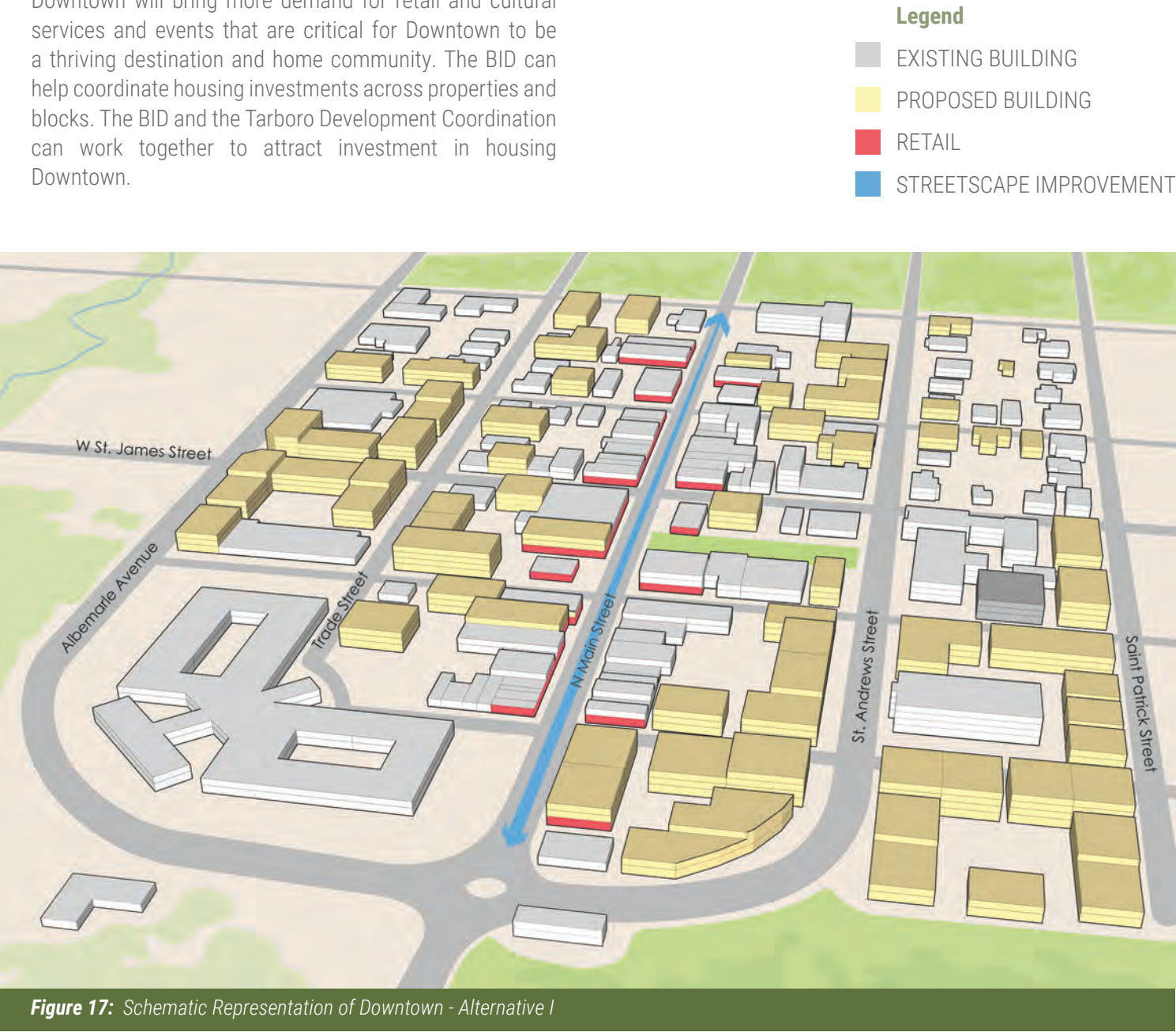


Figure 17: Schematic Representation of Downtown - Alternative I





## 4.2 Urban Design

### 4.2.1 Goal: Promote compact, walkable urban form

Part of the appeal of Downtown Tarboro is its compact, walkable urban form. The goal is to preserve and replicate this traditional urban form to all streets and blocks in the planning area. New development — like the existing development built before World War II — should be characterized by many relatively small buildings that together form a “continuous street wall” that frames the public room that is the street. Future development should also be between two and four stories tall in most parts of the Downtown in order to achieve a human-scale urban

environment, like the existing one along Main Street. Figure 17 shows in a schematic fashion the application of a Main Street-like urban form to the rest of the Downtown area. It also shows retail establishments concentrated along Main Street.

#### Strategy A: Revise development standards to permit compact urban form

It is recommended to change the zoning ordinance to require buildings to face the street and comply with a number of dimensional standards that will create a compact, walkable urban environment. The future regulatory framework should allow “zero lot line” development, where the façade of buildings is at the edge of the sidewalk. Small front setbacks (< 10 feet) can also be permitted.) Party wall construction (buildings touching each other on the side) would also be permitted. Building heights can be regulated to between two and four stories, or between three and five stories.

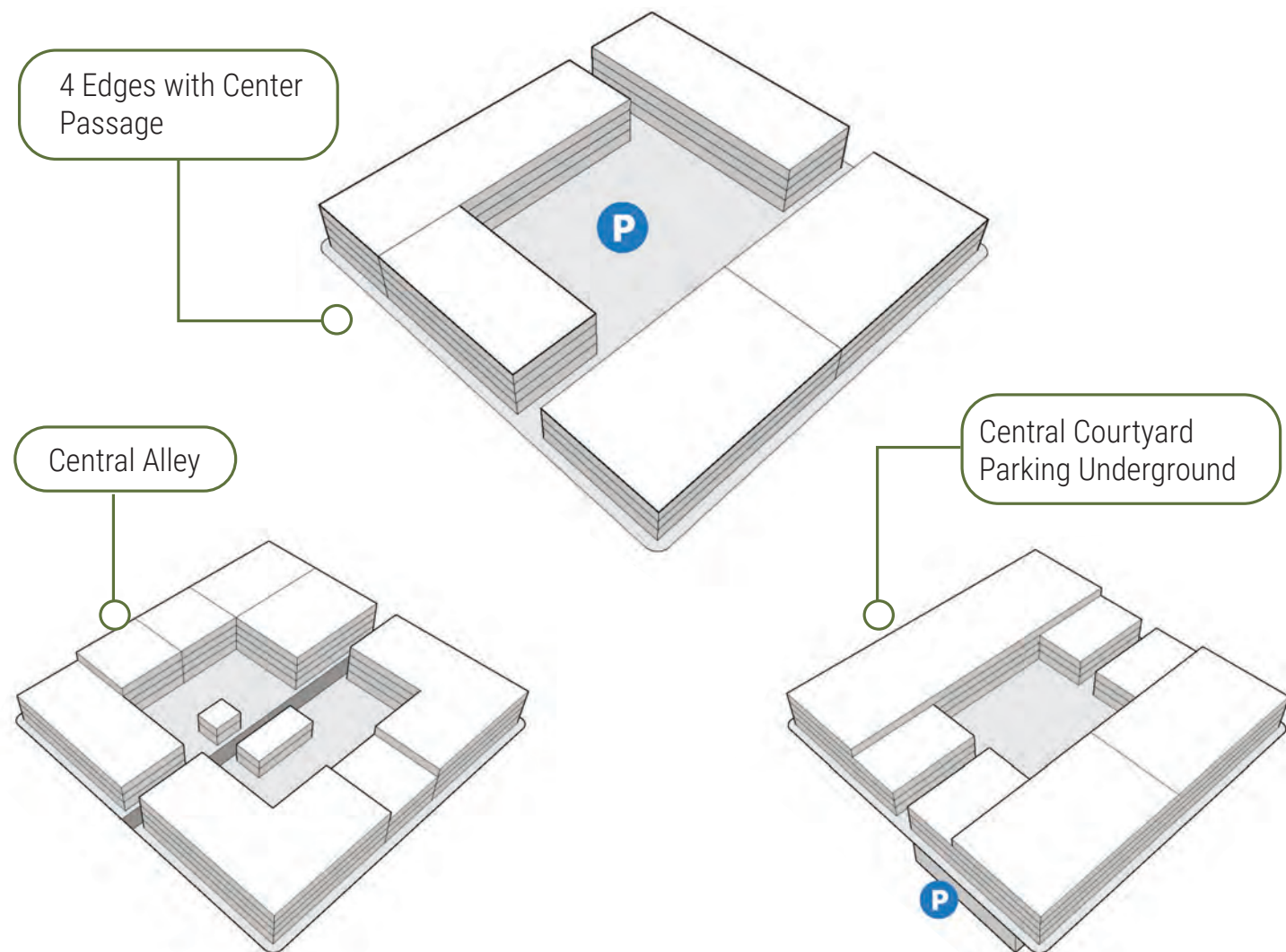


Figure 18: Typical Downtown Block - Proposed

As these new rules are applied to individual land parcels, existing blocks in Downtown Tarboro will fill out and reach the street edge, providing more definition to the street/public realm. Figure 18 shows three possible end results of that process. “4 Edges” provides the opportunity to have surface parking at the middle of the block. The Central Alley allows service access from within the block, freeing up the exterior for more customer-oriented circulation. The Central Courtyard comes with the option of building parking underground.

These new development standards that will guide future projects into the desired compact, walkable urban form can be introduced into the existing zoning ordinance or the Town can develop a new “form-based code,” which is a more precise and clear way of regulating urban form. Form-based codes reduce uncertainty for developers and can spur development to take place faster, since the building placement and “envelope” are already defined and do not need to be negotiated during a site plan review process, as with conventional Euclidean zoning. Form-based codes also have the advantage of lightly regulating land use.

#### Strategy B: Prepare a pattern book to communicate desired built form to developers and land owners

Another regulatory option is to keep the existing zoning ordinance and complement it with a pattern book that shows images (two-dimensional and three-dimensional) that make it clear to landowners and developers the types of development that the Town envisages and will permit. Pattern books typically communicate better than standard text-based zoning codes and are helpful in moving development forward more quickly and with fewer stops and starts than often occur during a standard entitlement process under Euclidean zoning.



Figure 19: Schematic Representation of Downtown - Alternative II





## 4.3 PUBLIC REALM

Downtown Tarboro currently offers a streetscape that has a grid pattern, wide sidewalks, and a great public gathering space. However, it lacks the pedestrian infrastructure that fosters a thriving, vibrant downtown experience. Downtown has an opportunity to improve the pedestrian experience by building on its existing attributes and investing in improvements to connectivity, pedestrian safety, and downtown vibrancy. Figure 20 outlines the limits of proposed streetscape projects necessary to enhance the downtown experience. Additionally, the proposed streetscape improvement closely aligns with the proposed development alternatives, outlined in Figure 19 supporting existing businesses and areas targeted for future business growth and development.



Figure 20: Proposed Streetscape Improvement Projects

### 4.3.1 Goal: Improve the downtown streetscape to enhance safety, attract residents and visitors, and activate the public realm

#### Strategy A: Redevelop North Main Street (E. Wilson St. to the Tar River Bridge)

Redevelop North Main Street to create a safe, more inviting streetscape per the design recommendations outlined in Figure 21,22,23. Recommended improvements include adding curb bump outs at both the end and mid blocks. Curb bump outs will offer traffic calming, shorten crosswalk distances, and increase landscape and seating areas. For additional traffic calming, crosswalk material should be changed to brick to match sidewalk material, and refuge islands may also be utilized mid street to create a higher prioritization of pedestrian safety. The proposed design increases street trees for more shade opportunities and expanded landscape beds to soften the edges of the streetscape area. Streetscape furniture should also be increased, including benches, tables, trash receptacles bike racks, and planters. The towns brand should be reinforced through custom streetscape furniture and the already in place banner system. The streetscape improvement project should extend from the Town Common, to the proposed Riverfront Park entrance, adjacent to the former Quigless Clinic. The intent of the recommended streetscape improvements is to improve the pedestrian experience while also creating a stronger physical link between the Town Common, downtown, and Riverfront Park.

#### Strategy B: Redevelop W. St. James Street (St. Andrews St. to Albemarle Ave.)

Redevelop Street James Street to a woonerf concept, creating a flexible space for events, dining, retail, and vehicular use. Recommended improvements, outlined in Figure 24,25,26, include redeveloping both sidewalk and street to a curbless design which promotes flexible use and seamless transitions from the pedestrian space to the vehicular space, utilizing a mix of pavement types and bollards to designate vehicular use areas. Streetscape furniture, planters, creative lighting, and signage are proposed to create a unique pedestrian experience that promotes outdoor gathering spaces, outdoor retail, dining, seating and events. Street tree canopy should be increased as well as landscaping in beds and planers to soften the hardscape and provide shade. The redevelopment intent of this project should be to provide a very unique destination, that promotes new development, events, outdoor gathering, and provides a key connection between the Main Street retail district and Albemarle Avenue.

#### Strategy C: Redevelop Albemarle Ave. streetscape (W. Wilson Street to Main Street)

Redevelop Albemarle Avenue to reduce travel lanes and offer a new multi-use trail through downtown, connecting the two key downtown parks. See Figure 27,28,29. The northbound travel lanes of Albemarle Avenue should be redeveloped to accommodate two way travel. Doing so will reduce excess impervious surfaces downtown and help foster new business growth along the streetscape. The recommended design removes the existing southbound travel lanes and developed the space into a linear park offering increase tree canopy and a 10'wide multi-use greenway trail connecting the Town Common to Riverfront Park. This recommendation will provide the town with a much desired greenway trail, multi-modal accessibility, and will be a catalyst for business growth and investment along the western streetscape of Albemarle Ave.. The proposed recommendation will also improve pedestrian safety along the railroad corridor, improvement crossings and better connecting the community to downtown. This proposed redevelopment project will both improve the streetscape, offer a new trails and serve as a catalyst for new development and adaptive reuse along key corridors.

#### Strategy D: Encourage public urban space downtown with new development

One of Tarboro's most defining attributes is the Town Common and Riverfront Park. Recently, the renovated Town Square has also provided the downtown with an upgraded outdoor gathering area and event space. The creation of new parks is not a priority for the future downtown investment.

However, with new developments come new opportunities for outdoor public space, pocket parks, gateway parks, and public spaces that can enhance vibrancy and encourage outdoor gathering. With all new investment in downtown, Tarboro should place a emphasis in improving the public realm and creating shared urban spaces. Tarboro should engage in public private partnership projects where feasible to support the creation of new public spaces the meet the goals of both the town and development partners.

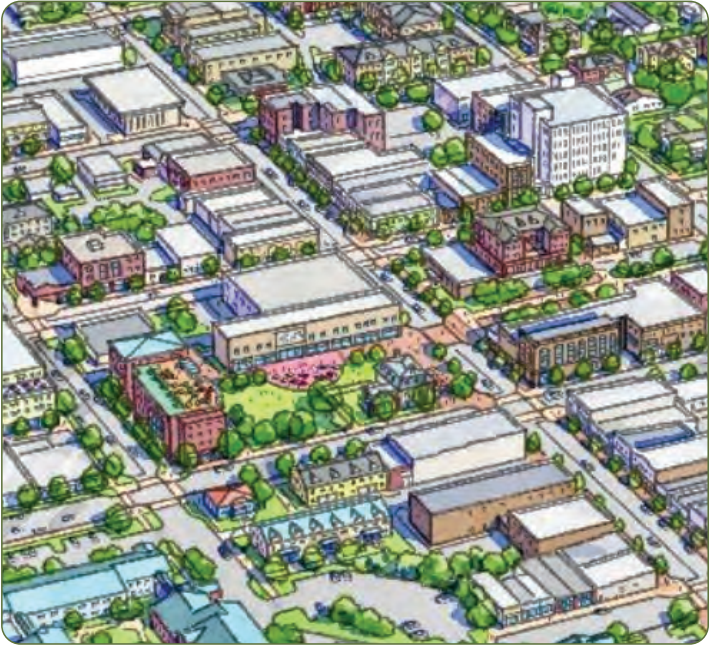


Image N



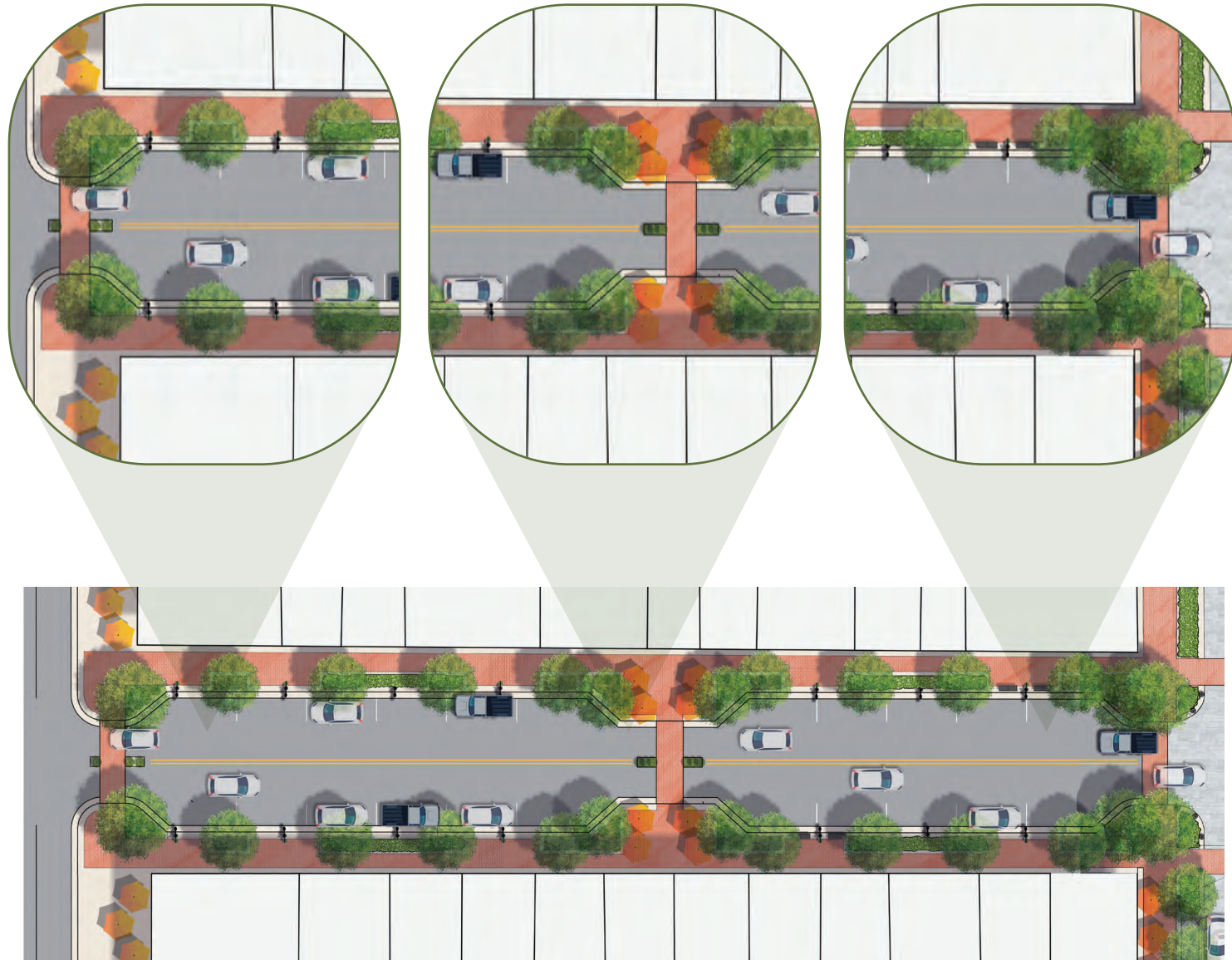
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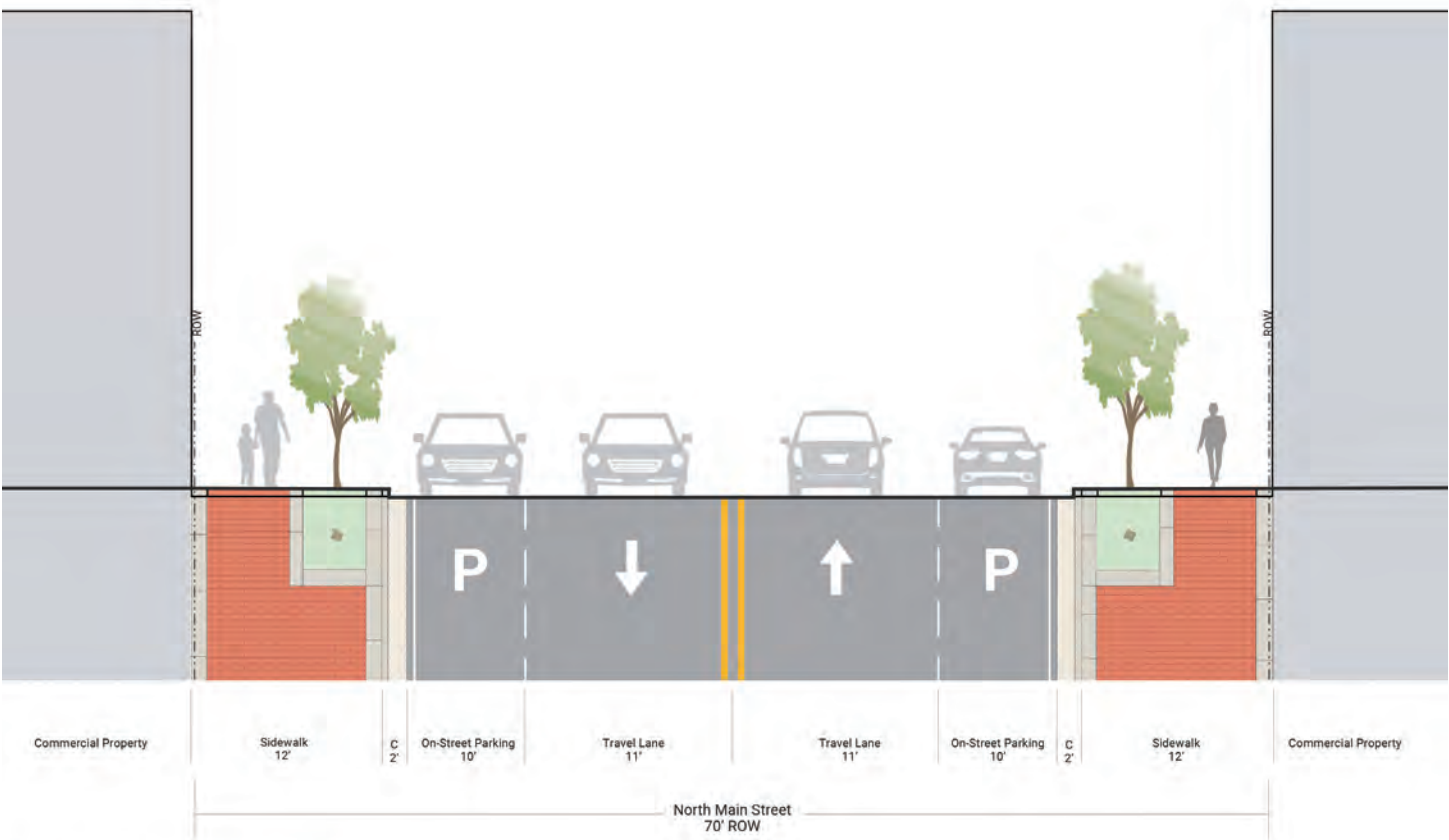
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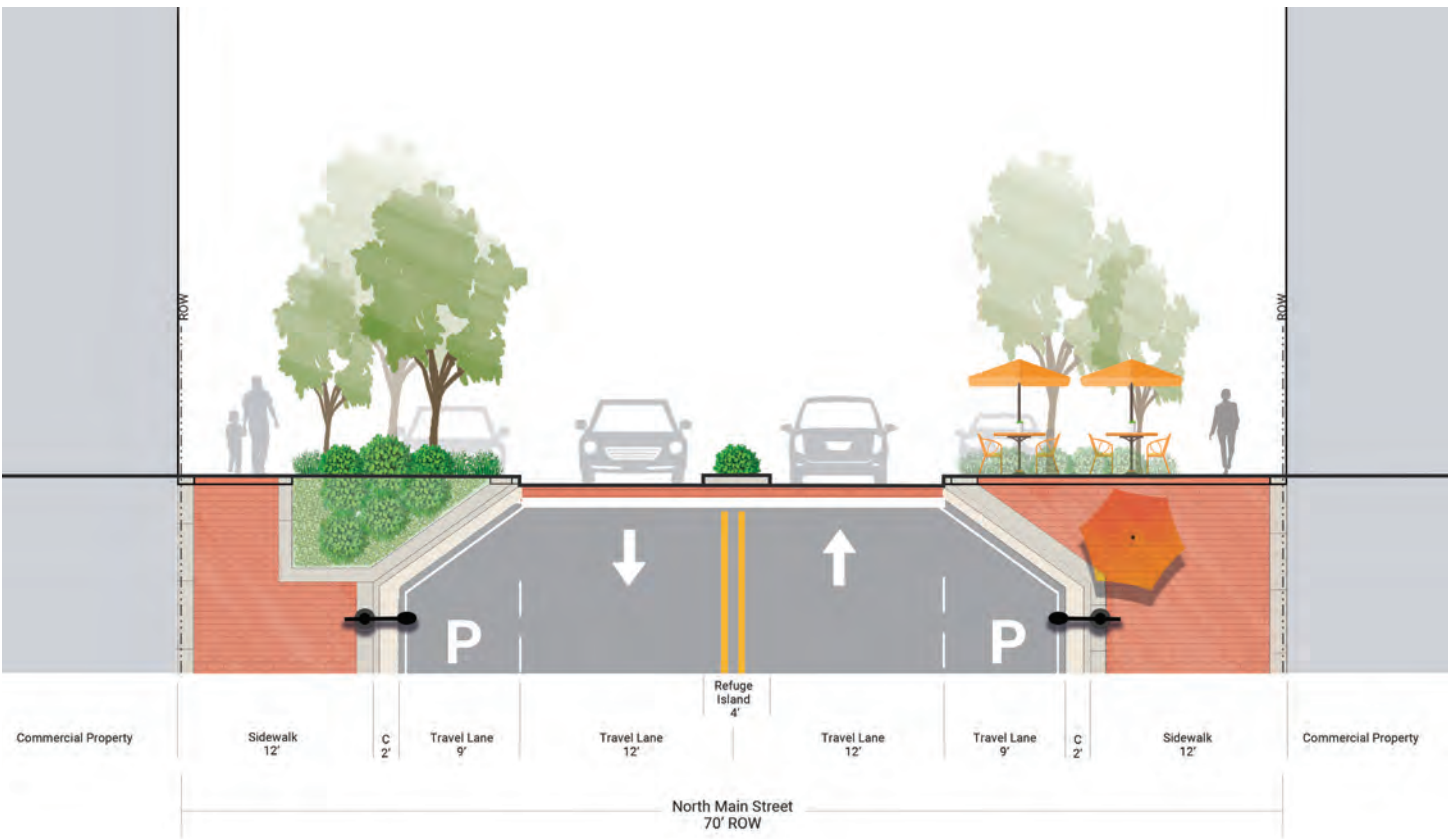




**Figure 21:** North Main Street Streetscape Redevelopment - Typical Block Improvements



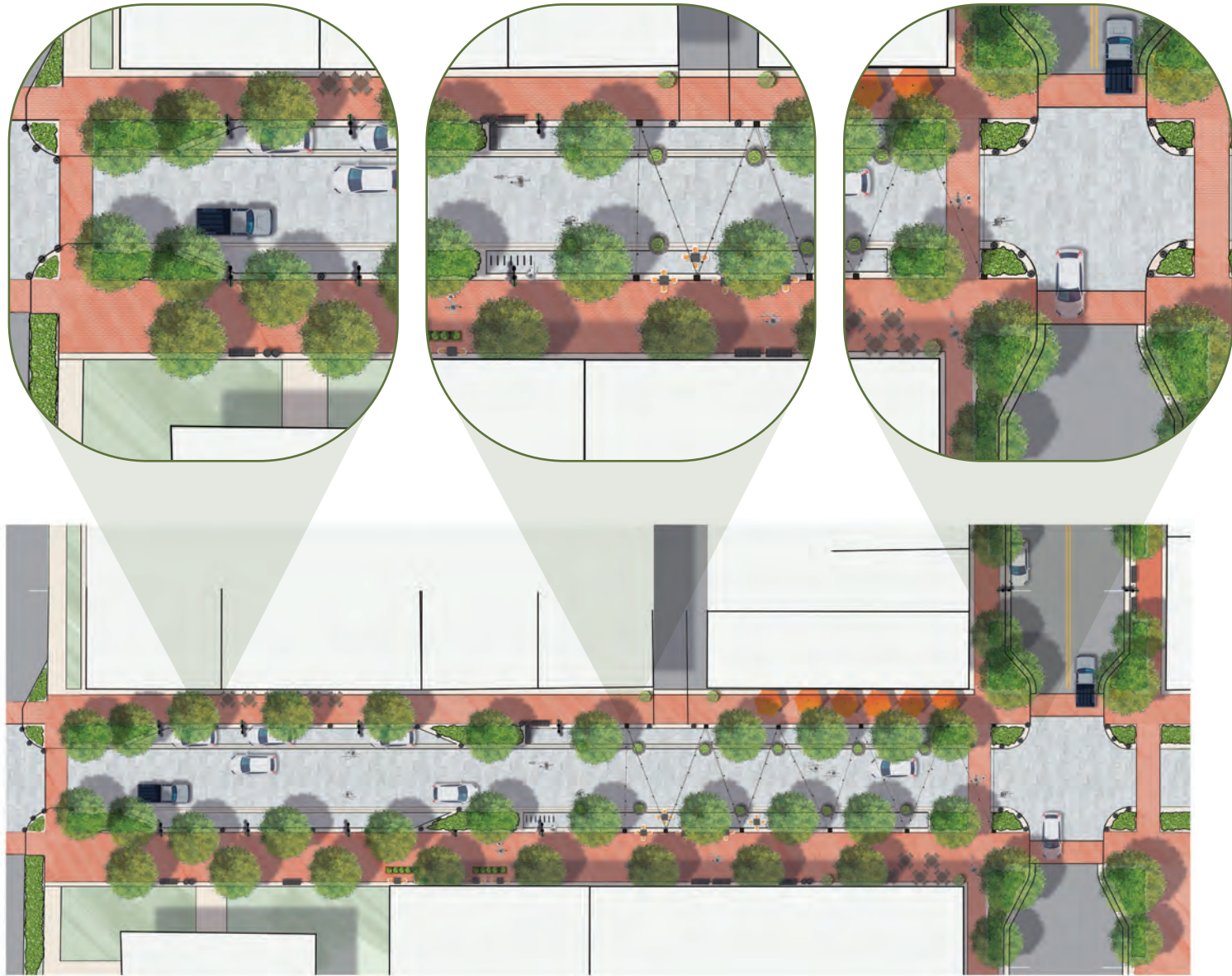
**Figure 22:** North Main Street Section - Existing



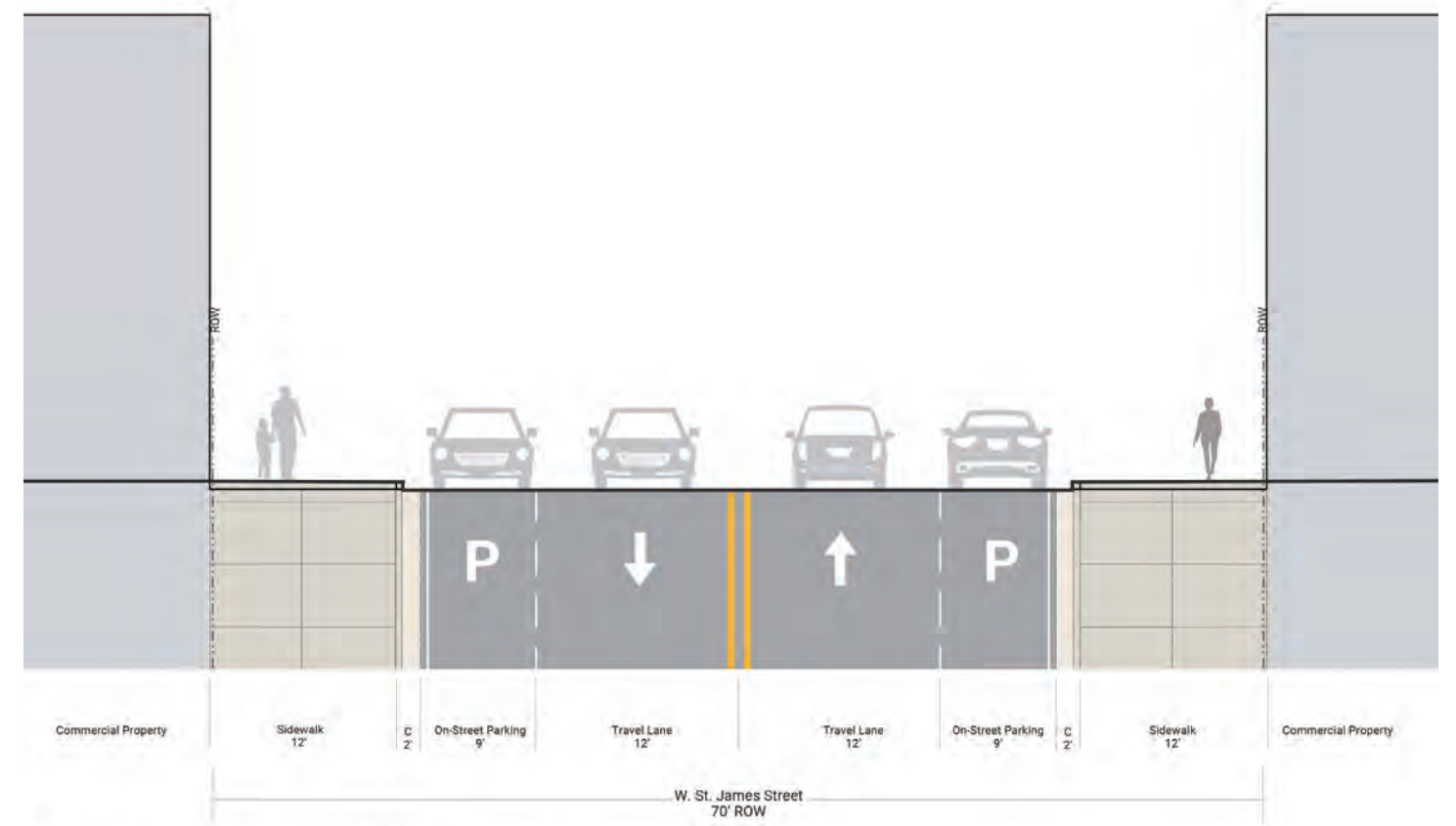
**Figure 23:** North Main Street Section - Proposed







**Figure 24:** West St. James Street Streetscape Redevelopment - Typical Block Improvements



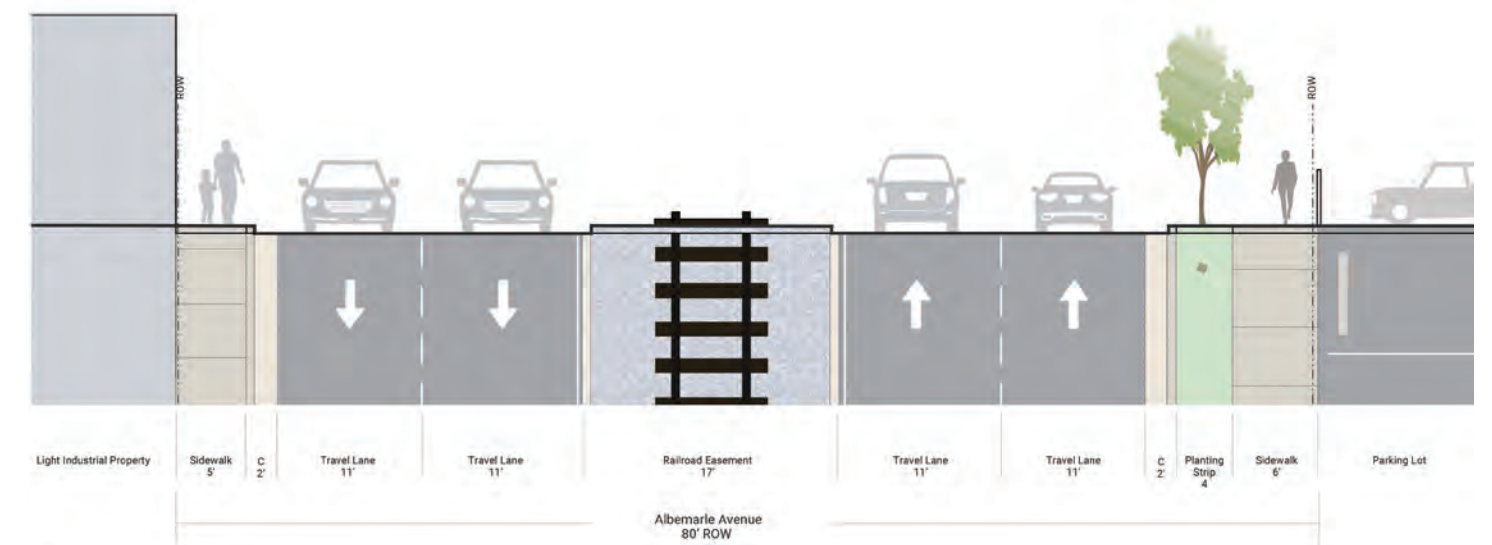
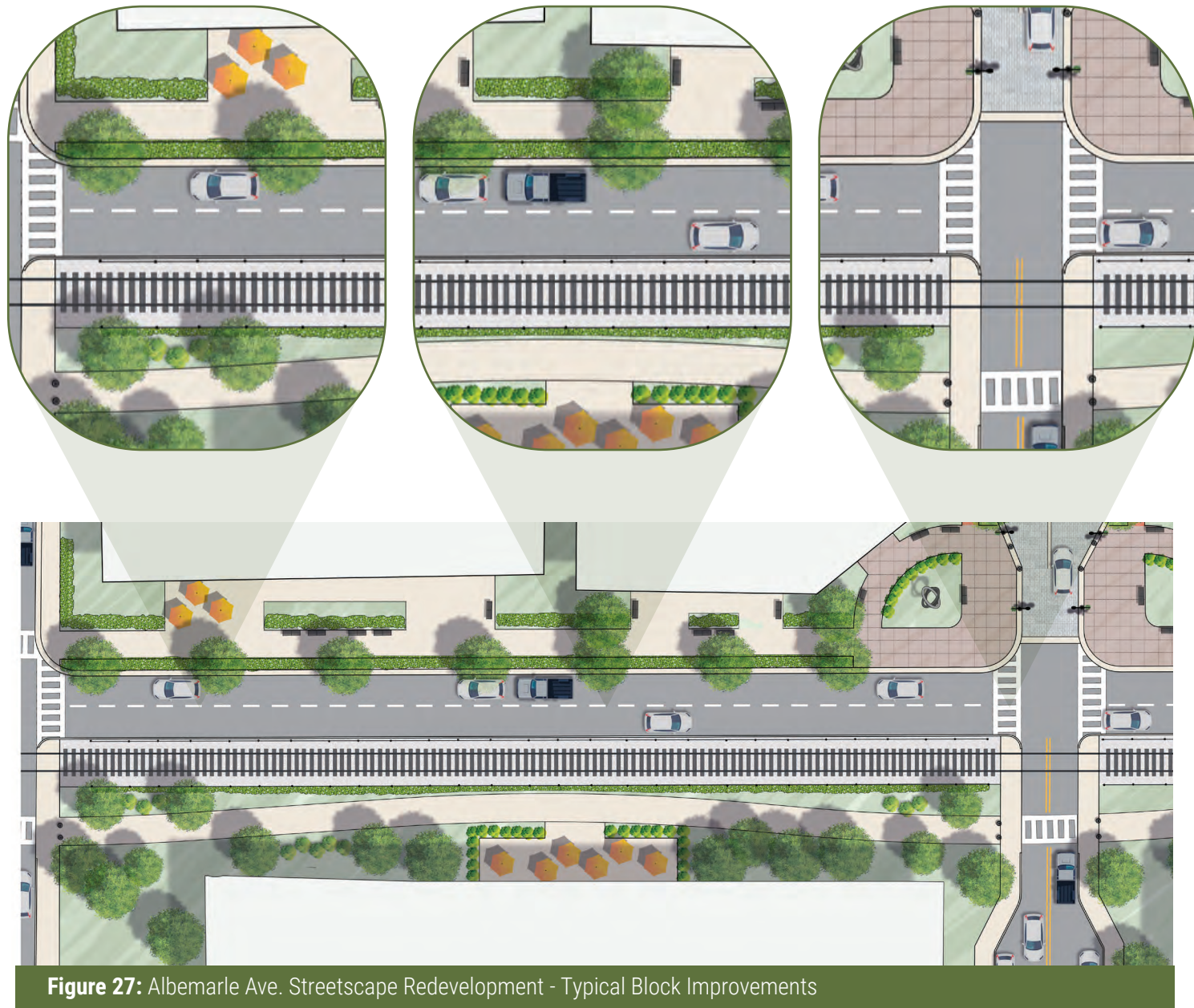
**Figure 25:** West St. James Street Section – Existing



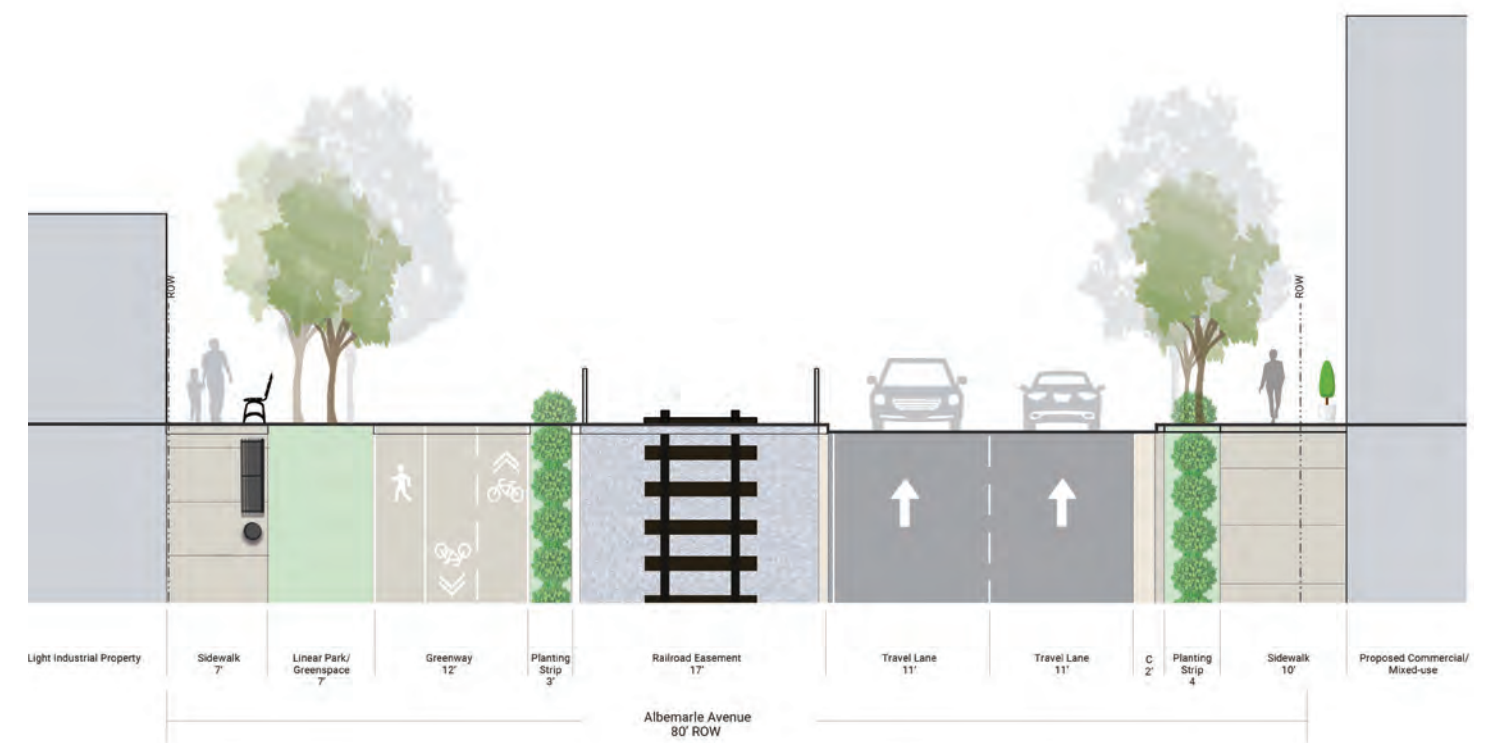
**Figure 26:** West St. James Street Section – Proposed







**Figure 28: Albemarle Ave. Section – Existing**



**Figure 29: Albemarle Ave. Section – Proposed**





### 4.3.2 Goal: Connect the Town Common to Riverfront Park through trails, landscape, and improved signage through Downtown

#### Strategy A: Redevelop Albemarle Ave. into a 10' wide multi-use trail and linear park

As described in Goal 4.3.1 Strategy C, the implementation of the multi-use trail along Albemarle Ave would give downtown a dedicated connection between the Town Common and Riverfront Park that does not exist today. The implementation of this trail would offer a pedestrian focused, multi-modal transportation opportunity that town is lacking, while reducing impervious surface and increasing tree canopy. Additionally, as proven in many communities through North Carolina, new trails in strategic locations are proven catalyst to new investment commercial and residential development directly adjacent to the proposed amenity. Figure 30 outlines proposed connectivity between downtown green spaces, including the Albemarle Ave. Trail connection, proposed improvements to St. James St., and proposed improvements to North Main Street. Through these improvements, downtown will become a fully walkable/ bike-able destination of well connected parks, public space, and outdoor dining and entertainment.

#### Strategy B: Maintain and Increase Tree Canopy Downtown

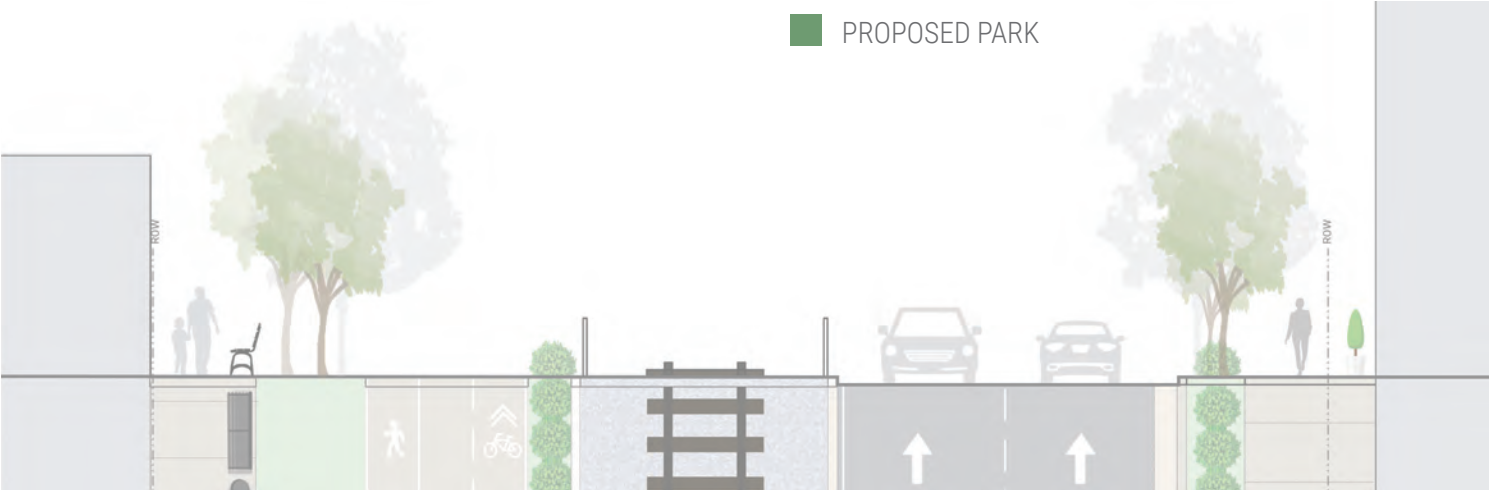
A healthy tree canopy downtown can contribute to a more walkable, inviting streetscape, provide shade, increase property values, while also strengthening sense of place. Additionally, street trees and urban tree canopy reduce urban heat island effects, reduce stormwater runoff, and improve air quality and water quality. The town of Tarboro should review the landscape code to ensure that tree planting is required downtown where feasible with new development, while also prioritizing street trees on all public investment projects within downtown, per the recommendations of this plan.



Figure 30: Proposed Trails and Connectivity

- Legend

  - PROPOSED GATEWAY
  - PROPOSED MULTI-USE TRAIL
  - PROPOSED STREETScape IMPROVEMENT
  - EXISTING PARK
  - PROPOSED PARK



### 4.3.3 Goal: Strengthen sense of arrival to Downtown proposed through gateway parks, signage, and aesthetic improvements

#### Strategy A: Develop Gateway Parks in Strategic Locations

Defining the gateways into the downtown area is important in creating a destination. Currently, limited signage or physical indicators exist marking the entry points into downtown. Two gateway parks are proposed, as shown in Figure 30. The first gateway is proposed adjacent to the formed Quigless Clinic Building at the Tar River Bridge. This small urban public space is a main point of entry for Downtown as well as a key connection of North Main Street to River Front Park. Providing a vibrant public pocket park in this space including seating, landscaping, and hardscape will create an aesthetically pleasing sense of arrival into downtown. This gateway park will also provide the opportunity to install gateway signage to further define the entry point to both the park and downtown. The second gateway opportunity is proposed at the intersection of W. St. James St. And Albemarle Ave.. This gateway park space could be implemented in conjunction with the streetscape improvements proposed for St. James. Bringing residents and visitors downtown through the proposed woonerf style street would create a sense of arrival that is unique and inviting.

### 4.3.4 Goal: Increase vibrancy through the creative placemaking Downtown

#### Strategy A: Establish a Downtown beautification committee

Downtown Tarboro has a strong sense of place in its history



Image P



Image Q

and architecture. There is an opportunity to build upon that identity through the implementation of creative vibrancy initiatives that strengthen the culture and beautification of downtown. To champion these vibrancy initiatives a beautification committee should be developed under the Main Street Organization to guide efforts including, but not limited to the following:

- Seasonal flower installation
- Murals
- Banners
- Downtown Music
- Temporary and Permanent Art Installations

#### Strategy B: Consider investment in Tarboro branded street furniture and banners to strengthen sense of place.

Extending the towns logo to benches, trash bins, bike racks, banners, etc will strengthen the sense of place downtown. Town branding, in conjunction with other improvements to the public realm, can reinforce the area as a destination, help market existing businesses, and recruit new ones.



Image R





4.3.5 Goal: Redevelop Riverfront Park to improve a natural amenity, increase access to and visibility of the Tar River, and promote ecotourism.

Strategy A: Revitalize Riverfront Park per the design and environmental restoration recommendations outlined in Appendix B

Riverfront Park is an anchor and amenity to downtown that is currently underutilized. Additionally, it is an important environmental buffer between downtown and the Tar River. Through the improvements proposed in the Riverfront Park Redevelopment, the park will offer better connectivity to downtown, better accessibility to residents and visitors alike, and become a resilient environmental amenity that connects the community to the Tar River. The proposed Riverfront Park Design is shown in Figure 31 and proposed in more detail in Appendix B of this document.

Strategy B: Market Tarboro as a hub for recreation and regional ecotourism

Outdoor recreation is a tourism draw that has increased significantly in the last decade. The greater region lacks in ecotourism opportunities. Downtowns proximity to the Tar River creates a unique opportunity to market Tarboro as a destination for both the outdoors and entertainment. Strengthening downtowns connection to the river through trails and improvements to riverfront park will bring more people downtown to bike, walk, fish, kayak, and tube. Additionally, courting recreational outfitter businesses, and seasonal gear rental companies will strengthen Tarboro as a destination for regional ecotourism and events, without having to travel far.



Figure 31: Tarboro Riverfront Park Redevelopment Concept - Alternate B

4.4 ENVIRONMENTAL

4.4.1 Goal: Prioritize community flood resiliency and hazard mitigation

Strategy A: Develop a flood resilience plan and mitigation strategy for the Town of Tarboro

Tarboro’s location along the Tar River and history of large flooding events make environmental considerations a priority in the redevelopment of the downtown planning area. A comprehensive look at flood mitigation is recommended to protect new and existing town assets from future storms to ensure the longevity of investments within the downtown. As part of this project, a preliminary resilience and hazard mitigation analysis was conducted, outlined in Appendix C. Further studies and planning efforts should be considered per the findings of that analysis.

Strategy B: Study Feasibility of downtown stormwater quality treatment

Improving water quality of the town’s stormwater runoff, which discharges into the Tar River, will enhance the condition of the river, improve fish and wildlife habitat, and enhance the natural asset. The project team conducted a preliminary review of downtown watershed to understand need and approximate location of potential stormwater BMPs. Three potential stormwater BMPs are proposed through this plan, Figure 32. These facilities would be targeted to filter downtown stormwater runoff, improve water quality and aquatic habitat in the immediately adjacent Tar River.



Image S

Strategy C: Educate Residents on BMPs for residential applications

Stormwater management can be extended to the residential level through a variety of methods. The Town can educate residents and landowners of methods in which they can play a part in a more resilient future for Tarboro. Proposed residential BMP methods should be used to educate residents on ways to mitigate flooding on their own properties.



Figure 32: Proposed Downtown BMP Locations



Image T





## 4.5 ECONOMIC DEVELOPMENT

Downtown Tarboro was once a vibrant commercial district with quality jobs and a range of , retail, and entertainment offerings. Over the last few decades, most business growth in Tarboro has occurred outside of Downtown in areas with cheaper land and increased highway access. As a result, many parts of Tarboro’s Historic Downtown core are dis-invested, vacant, underutilized and/or undeveloped. Impacts also included business closures, less foot traffic, and a reduction in people living Downtown.

Today, downtown Tarboro’s employment anchors include the Town of Tarboro and Edgecombe County. In recent years the area has started to see a resurgence in business growth. In 2020, Focus Services, LLC, a Utah based telecommunications company, opened a call center downtown, employing approximately 150 people. Other recent downtown business additions include a restaurant, a coffee shop, a brewery, a record store, and more. These are identified as business anchors downtown and places encouraging community.

Moving forward, Downtown Tarboro can develop into a more vibrant retail, cultural and entertainment destination which is fueled by demand from visitors and residents alike. Downtown opportunities include workforce improvement, small business growth, and tourism growth. The Town of Tarboro, business owners, landowners and other stakeholders are already undertaking economic development efforts in Downtown. Collaboration among all these parties will be critical for success of Downtown Tarboro’s future development.

### 4.5.1 Goal: Promote small business development Downtown

Downtown Tarboro’s business district is primarily anchored by a few small businesses on and Main Street. While these businesses have provided a strong boost to the economic vitality of the area, additional business growth will be needed to create the future place envisioned for Downtown Tarboro. Therefore, efforts should focus on increasing the number of retail offerings, diversifying the business types, and improving the overall economic health of Downtown. More specifically, growing small business Downtown could help spur economic growth and development.

### Strategy A: Create a new Business Improvement District

The creation of a new Business Improvement District (BID) is recommended to lead economic development and investment promotions efforts. Traditionally, these types of business districts are created by and for businesses owners in a defined geographic area to work collectively to fund projects within the district boundaries that have benefits for the whole district/business community. Based on the range of improvements needed to make Downtown Tarboro a more vibrant and walkable mixed-use environment, a Downtown Tarboro BID could help provide the following services:

- Street cleaning and maintenance
- Public safety and hospitality
- Marketing and events
- Capital improvements
- Public realm beautification
- Business promotion

### Strategy B: Leverage existing regional business clusters

With the State of North Carolina’s growing crafted brewery scene and the heavy concentration of breweries in nearby communities including Rocky Mount, Farmville, Goldsboro, and others.. Downtown Tarboro has an opportunity to leverage and potentially expand the number of breweries in the area. Successful craft beer breweries can act as a strong draw for visitors. The brewing and distilling business is valued as an industry that helps communities establish a sense of place.

### Strategy C: Revitalize or redevelop underutilized properties

Downtown revitalization efforts should start with developing underutilized properties along Main Street. This will serve several benefits to Downtown including:

- Help downtown achieve critical mass in terms of its retail and cultural offering
- Increase the tax base, generating more funds for additional investments downtown
- Signal to residents and visitors that Downtown is a great place to live, work, and play

### Strategy D: Rehabilitate historic properties

Tarboro’s long history is evident in the many historic properties that line its commercial business district. The rehabilitation of these historic properties will enrich the tourism offering and attract more visitors In addition, Downtown’s designation as a Historic District allows property owners and Town of Tarboro to utilize local and



Image U

national Historic Tax Credit programs. In addition to playing a key role in Tarboro’s past, these properties can also contribute to the town’s future.

### Strategy C: Conduct study for establishing Arts and Culture District

It is recommended to conduct a market study on the viability of establishing Downtown Tarboro as an Arts and Culture District. This creates an opportunity to leverage the concentration of cultural facilities Downtown, which have the potential to serve as anchors of attraction to help drive economic development. A detailed market study would help identify the key cultural institutions, estimate the economic benefits, and specify the programming needed to bolster the district.

### 4.5.2 Goal: Attract more visitors to Downtown

Establishing Downtown Tarboro as a local destination that attracts a broad range of people will be essential to Tarboro’s success. More people visiting Downtown will inevitably bring more economic support to downtown businesses, venues, and other local amenities. Therefore, strategic programming efforts Downtown could help make it a place to visit.

### Strategy A: Organize more events Downtown

While ongoing efforts are underway with the Town of Tarboro to increase the number of Downtown events, additional events such as farmers markets, fairs, and arts and cultural events could help attract more people. Conducting a town-wide survey with residents to help solicit information on the types of events, locations, and days/times to hold events.



Image V

### Strategy B: Leverage existing historic tourism attractions

Downtown Tarboro is home to a range of historic attractions that could help generate additional businesses and attract visitors Downtown. In addition to promoting the historic sites as attractions, the Town of Tarboro should consider working with property owners to establish historic properties into viable businesses.

### Strategy C: Explore partnership with the Edgecombe County Tourism Development Authority (ECTDA)

Partnerships will be important in marketing and strategic planning of events and activities in Downtown Tarboro. Therefore, partnering with ECTDA will allow the Town of Tarboro to utilize additional resources and programs. More specifically, the ECTDA’s Tourism Assistance Grant (TAG) program focuses on stimulating and assisting agencies with advertising and marketing events.

### Strategy D: Provide programming and outdoor recreational activities at Riverfront Park

One of the area’s most viable and underutilized open spaces is Riverfront Park. Additional programming at the park could attract residents and visitors to utilize the park and the nearby Tar River. Future programming at the park could include concerts, cultural events, and other outdoor recreational activities such as canoing, kayaking, and tubing.

### Strategy C: Market the commercial district through events and advertising

Promote and advertise Downtown Tarboro to help attract potential investors, new businesses, residents, and visitors. Strategic marketing efforts for Downtown include radio ads,





commercial campaigns, billboards, social media, and other marketing tools. In addition to utilizing existing downtown business anchors and property owners to help promote the commercial district.

**4.5.3 Goal: Generate new high-quality jobs**

Additional job growth Downtown could help grow the tax base and diversify the types of jobs in the area. Leveraging existing resources and incentives to help revitalize Downtown by creating additional jobs and recruiting new businesses.

**Strategy A: Support workforce development training of residents**

Utilize existing workforce development programs to help prepare residents for growing employment sectors. Edgecombe Community College (ECC) offers over 1200 continuing education classes yearly, including training for local businesses and industries. ECC's workforce development areas include:

- New and Expanding Industries
- Business and Industry Public Course Offerings
- Small Business Center
- Workforce Development and Training Center

**4.5.4 Goal: Conduct a re-branding effort for Downtown**

A re-branding effort of the Central Business District could serve as the overarching guide to future economic growth. Creating an opportunity to help drive new growth and improve perceptions of Downtown Tarboro.

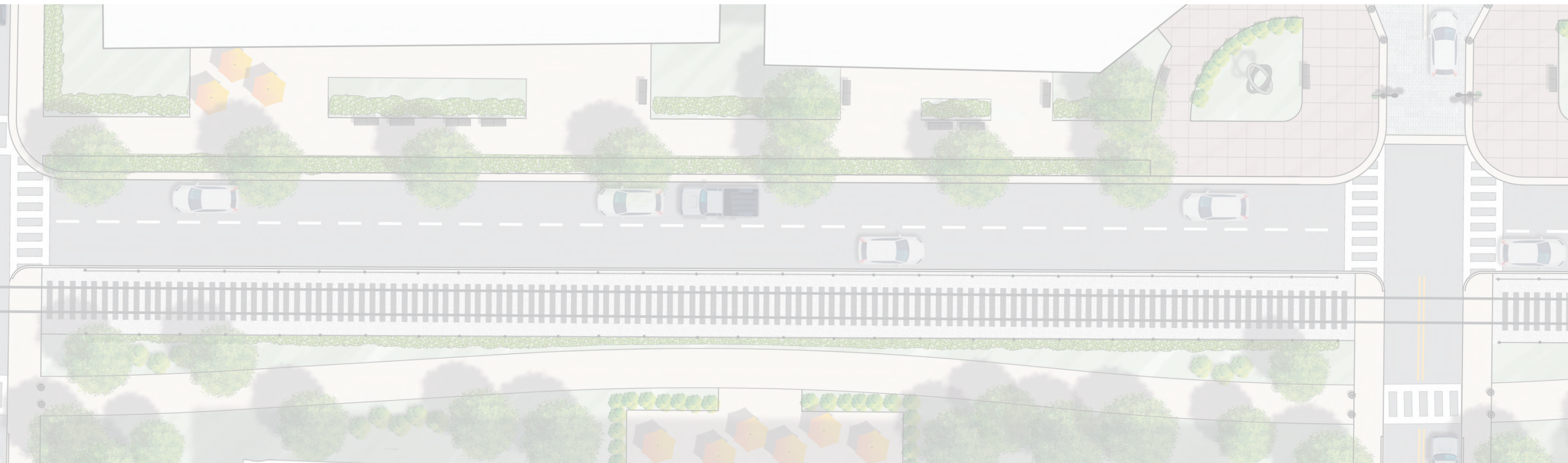
**Strategy A: Work with residents, downtown business owners, and other local entities**

Engaging a diverse group of stakeholders will be extremely important to this re-branding effort, with careful considerations of the re-branding process focused on involving individuals from various parts of the community.





# IMPLEMENTATION STRATEGIES





## 5.1 Platform for Collaboration

One of the keys to success of the continued and intensified revitalization of Downtown Tarboro is the level and quality of collaboration among stakeholders. It is recommended to create a new platform for that collaboration, in order to engage more stakeholders and encourage them to work together more regularly and effectively. The platform should be anchored by the business community and property owners, and seek participation by residents, developers and the Town of Tarboro.

One option would be to expand the existing Tarboro Development Corporation to take on additional tasks and a broader geographic area (all of Downtown, not only Main St.). This option has the advantage of leveraging an existing institution, which could be operationalized quickly. It could be expanded to include more members, such as businesses and property owners in the whole Downtown area. It has the

disadvantage of being led by the public sector, which can be limited by a lack of financial resources and process-heavy rules and regulations.

Another option for the platform would be to create a new Business Improvement District (BID). The BID could be led by the business community and property owners and include participation by residents and the Town of Tarboro. The BID could operate in the entire Downtown Area (essentially, the planning area of the Area Wide Plan). Its task would be to promote development along Main Street and at a later date, West St. James Street. One mechanism for achieving that would be improvements to the public realm and the services needed to keep in good shape and attractive to residents and visitors alike. The BID would also be active in creating partnerships (both among stakeholders and between the BID and external parties) and in programming events that will contribute to activation and make Downtown Tarboro more exciting and higher-profile player in the eastern North Carolina.



Image W

## 5.2 Funding & Financing

Finding appropriate funding sources is essential to the successful implementation of the AWP. Included in the implementation strategy board are funding sources for each strategy, as applicable. Proposed funding sources have been focused on regional and state level programs that best fit the size and scale of the community and projects. It is recommended that complete funding resource roadmaps be conducted for each high priority project, including detailed design and cost estimation, to fully understand funding needs. While other funding opportunities may meet the needs of the plan's recommendations, these sources serve as a starting point to explore as a step towards implementation.

### 5.2.1 Goal: Maximize available state funding

**Strategy A:** Pursue a Rural Transformation Grant

**Strategy B:** Prepare a full grant funding strategy for all North Carolina grants eligible to a Tier 1 county

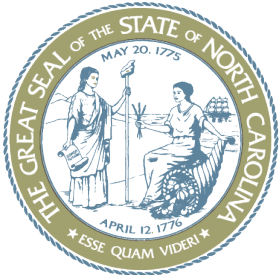
### 5.2.2 Goal: Activate “right-sized” funding and financed tools to support economic development

**Strategy A:** Determine the opportunity of Community Development Block Grant funding to support planning and urban design activities for land use and housing changes for downtown economic development.

**Strategy B:** Evaluate options for regulatory and financial incentives to support housing and development, such as tax abatements, increment capture (TIF, TIG) , payment-in-lieu structures.

### 5.2.3 Goal: Leverage federal funding opportunities

**Strategy A:** Understand cost/benefit of pursuing major federal grant opportunities, considering projects costs and opportunity to package projects.



**NORTH CAROLINA**  
**DEPARTMENT of**  
**COMMERCE**



5.3 Regulatory

The zoning ordinance for downtown should be adjusted to deliver the type of urban form described and illustrated in this report. As described in Section 4.2, the desired outcome is compact, low/medium rise development and high-quality public open spaces, including streets. The current zoning code focuses more on land use and less on street layout and building form, which is typical for Euclidean zoning codes in effect around the country.

The changes to the zoning code could be made within the existing code, by changing dimensional standards (buildings setback, building heights, etc.). The existing code can be complemented by a pattern book, which provides visual illustrations of the layout and massing ideas codified in the standards. The pattern book is usually not a statutory part of the zoning code, but it helps with communication and outreach to code users.

Another option is to “carve” the Downtown area out of the existing zoning code and create a new form-based code to regulate development there. Form-based codes carefully regulate form but are lenient with respect to uses. A broader land-use mix in Downtown could help to attract more investment. Property owners would appreciate, as they do in many cities and towns in the U.S., the broader range of options they have for land uses to include in the development plans. Form-based codes also

provide more certainty to developers, since the main layout and scale decisions are defined in the code, and therefore not negotiated with development applicants during a long and unpredictable site plan review process.

The zoning ordinance should also be amended to allow multifamily housing by right instead of being permitted with standards, as it currently is in the Central Business District zoning district. Parking facilities should be permitted as a principal use in the CBD zoning district.

5.3.1 Goal: Adjust the regulatory framework to enable the implementation of the AWP

Strategy A: Revise the Unified Development Ordinance (UDO) to permit a broader mix of land uses Downtown

Strategy B: Amend the UDO to promote and enable the development of compact, walkable built form

Strategy C: Amend the UDO to enable curb-less street, reduced curb ratio implement proposed streetscape improvements

Strategy D: Amend the UDO to accommodate linear parks along Albemarle Ave.

Strategy E: Implement a Social District that complies with State of NC guidance

Implementation Matrix (Table 4)

Goal	Recommended Strategy	Timeframe	Priority	Partners	Funding
4.1	Land Use & Housing				
Goal 4.1.1. Develop more retail and cultural offerings Downtown	A – Concentrate commercial development along Main St. and St. James St.	Long	High	Main Street America, Business Improvement Edgcombe	
	B - Use the BID to coordinate among commercial developers, investors and business owners	Short	High	County Chamber, BID	
	C – Use existing economic incentives to attract more investment (see 4.4 below)	Ongoing	Low	Multiple	See 5.2.2.B
Goal 4.1.2. Develop more housing Downtown	A – Revise zoning to permit a broad range of housing options	Short	High	N/A	See 5.2.2.B
	B – Promote Downtown as a housing development destination	Short	Med	BID, Edgcombe County Chamber	
	C – Improve public realm to make housing development more attractive and profitable (see 4.3 below)	Short	High	Multiple	See 5.2.2 NEA Our Town Program
4.2	Urban Design				
Goal 4.2.1. Promote compact, walkable urban form	A – Revise development standards to permit compact urban form				See 5.2.2.A
	B – Prepare a pattern book to communicate desired built form to developers and land owners				See 5.2.2.A
4.3	Public Realm & Transportation				
Goal 4.3.1. Improve the downtown streetscape to enhance safety, attract residents and visitors, and activate the public realm	A - Redevelop North Main Street (E. Wilson St. to the Tar River Bridge) per plan recommendations	Short	High	DOT Main Street Program	See 5.2.1.A <a href="#">Congestion Mitigation and Air Quality Improvement</a>
	B - Redevelop W. St. James Street (Main Street to Albemarle Ave.) per plan recommendations	Long	Mid	DOT Main Street Program	See 5.2.1.A <a href="#">Transportation Alternatives Program Congestion Mitigation and Air Quality Improvement</a>
	C - Redevelop Albemarle Ave. streetscape (W. Wilson Steet to Main Street) per plan reccomendations	Long	Mid	DOT	See 5.2.1.A <a href="#">NC Recreational Trails Program Grant Transportation Rebuilding American Infrastructure with</a>
	D - Encourage public urban space downtown with new development	Ongoing	Low	N/A	
Goal 4.3.2. Connect the Town Common to Riverfront Park through trails, landscape, and improved signage through downtown	A - Redevelop Albemarle Ave. per the reccomendations of Goals 4.3.1, strategy into a 10' wide multi-use trail and linear park	Long	Mid	Parks and Rec	See 4.3.1.C
	B – Maintain and increase tree canopy downtown	Ongoing	Low		<a href="#">NC Urban Forest Council Legacy (NCUFC) Tree Grant</a>
Goal 4.3.3. Strengthen sense of arrival to Downtown proposed through gateway parks, signage, and aesthetic	A- Consider new gateway park and entry signage at the intersection of W. St. James St. and Albemarle Ave. to strengthen as primary downtown entrance.	Long	Mid	Parks and Rec Public/Private	<a href="#">Parks and Recreation Trust Fund Grant NEA Our Town Program</a>
Goal 4.3.4. Increase vibrancy through the promotion of arts-focused creative placemaking Downtown	A- Establish a Downtown beautification committee	Short	Mid	BID Main Street Program	
	B - Consider investment in Tarboro branded street furniture and banners to strengthen sense of place.	Ongoing	Mid		See 5.2.2 <a href="#">National Endowment for the Arts Our Town Grant Program</a>



Goal	Recommended Strategy	Timeframe	Priority	Partners	Funding
Goal 4.3.5. Redevelop Riverfront Park to improve a natural amenity, increase access to and visibility of the Tar River, and promote ecotourism	A - Revitalize Riverfront Park per the design and environmental restoration recommendations outlined in Appendix C	Long	High	Parks and Rec	<a href="#">Parks and Recreation Trust Fund Grant</a> <a href="#">Land and Water Conservation Fund Federal Grant</a> <a href="#">North Carolina Land and Water Fund</a> <a href="#">NC Recreational Trails Program Grant</a>
	B - Market Tarboro as a hub for recreation and regional ecotourism	Ongoing	Mid	Tarbor Edgcomb Chamber	
4.4	Environmental				
Goal 4.4.1. Prioritize community flood resiliency	A – Develop a flood resilience plan and mitigation strategy for the Town of Tarboro	Long	High	NCDEQ,FEMA	<a href="#">Local Assistance for Stormwater</a> <a href="#">North Carolina Land and Water Fund</a> <a href="#">Building Resilient Infrastructure and Communities (BRIC) Program</a> <a href="#">Flood Mitigation Assistance (FMA) Grant Program</a> <a href="#">Water Resources Development Grant Program</a> <a href="#">319 Grant Program</a> <a href="#">Local Assistance for Stormwater</a> <a href="#">North Carolina Land and Water Fund</a>
	B - Study Feasibility of downtown stormwater quality treatment	Long	Mid	NCDEQ, EPA	
	C - Educate Residents on BMPs for residential applications	Short	Low	NCDEQ EPA FEMA	
4.5	4.5 Economic Development				
Goal 4.5.1. Promote small business development Downtown	A – Create a new Business Improvement District to lead the economic development and investment promotions efforts	Short	High	Town of Tarboro, property owners	
	B - Leverage existing regional business clusters including the brewery to attract brewing & distilling industry related businesses Downtown.	Short	Low	Town of Tarboro, Edgecombe County Economic Development Corporation	
	C - Revitalize or redevelop underutilized properties along Main St.	Long	High	Town of Tarboro, Edgecombe	<a href="#">NC Building Reuse Program. Paul Bruhn</a>
	D - Rehabilitate historic properties.	Long	High	Town of Tarboro, Edgecombe County, and Property owners	<a href="#">NC Historic Preservation Grants</a> <a href="#">Historic Preservation Tax Credit</a>
	E - Conduct market study for viability of establishing Downtown Tarboro into an Arts and Culture District.	Short	Low	Town of Tarboro	
	A - Organize more events – such as farmers markets, fairs, and arts and cultural events	Ongoing	Mid	Town of Tarboro, Tarboro Edgecombe Chamber of Commerce, Tarboro Development	



Goal	Recommended Strategy	Timeframe	Priority	Partners	Funding
Goal 4.5.2. Attract more visitors to Downtown	B - Leverage existing historic tourism attractions to help generate businesses and attract visitors Downtown.	Short	High	Town of Tarboro, Property owners, Edgecombe County Tourism Development Authority	Tourism Assistance Grant
	C - Explore partnership with the Edgecombe County Tourism Development Authority (ECTDA) to promote events and activities Downtown.	Ongoing	Mid	Town of Tarboro and Edgecombe County Tourism Development Authority	
	D - Provide programming and outdoor recreational activities at Riverfront Park	Short	Mid	Town of Tarboro, Parks and Recreation, Town of Tarboro, Tarboro	
	E - Market the commercial district through events and advertising to attract customers, potential investors, new businesses, residents, and visitors.	Ongoing	High	Edgecombe Chamber of Commerce and Edgecombe County Economic Development	
Goal 4.5.3. General new high-quality jobs	A - Support workforce development training of residents	Ongoing	High	Town of Tarboro, Tarboro	
Goal 4.5.4. Conduct a rebranding effort of Downtown.	A - Work with residents, downtown business owners, and other local entities	Long	Medium	Edgecombe Business Improvement District	
5.2	Funding and Finance				
5.2.1 Maximize available state funding	A – Pursue a Rural Transformation Grant	Short/Immediate	High	Town of Tarboro; NC Department of Commerce	<a href="#">Rural Transformation Grant</a>
	B – Prepare a full grant funding strategy for all North Carolina grants eligible to a Tier 1 county.	Short	Medium	Town of Tarboro; Edgecombe County; NC Department of Commerce	
5.2.2 Activate “right-sized” funding and financed tools to support economic development	A – Determine the opportunity of Community Development Block Grant funding to support planning and urban design activities for land use and housing changes for downtown economic development.	Short	Medium	NC Department of Commerce, Edgecombe County	<a href="#">Community Development Block Grant</a>
	B – Evaluate options for regulatory and financial incentives to support housing and development, such as tax abatements, increment capture (TIF, TIG) , payment-in-lieu structures.	Long	Low	Town of Tarboro, NC Department of Commerce	
5.2.3 Leverage federal funding opportunities	A – Understand cost/benefit of pursuing major federal grant opportunities, considering projects costs and opportunity to package projects.	Long	Low	Town of Tarboro, various NC state divisions (DOT, EQ)	
5.3	Regulatory				
Goal 5.3.1. Adjust the regulatory framework to enable the implementation of the AWP	A - Revise the Unified Development Ordinance (UDO) to permit a broader mix of land uses Downtown	Short	High	N/A	
	B - Amend the UDO to promote and enable the development of compact, walkable built form	Short	High	N/A	
	C- Amend the UDO to enable curb-less street, reduced curb radii to implement proposed streetscape improvements	Short	Mid	N/A	
	D – Amend the UDO to accommodate linear parks along Albemarle Ave.	Short	Mid	N/A	
	E - Implement a Social District that complies with State of NC guidance	Short	High	N/A	

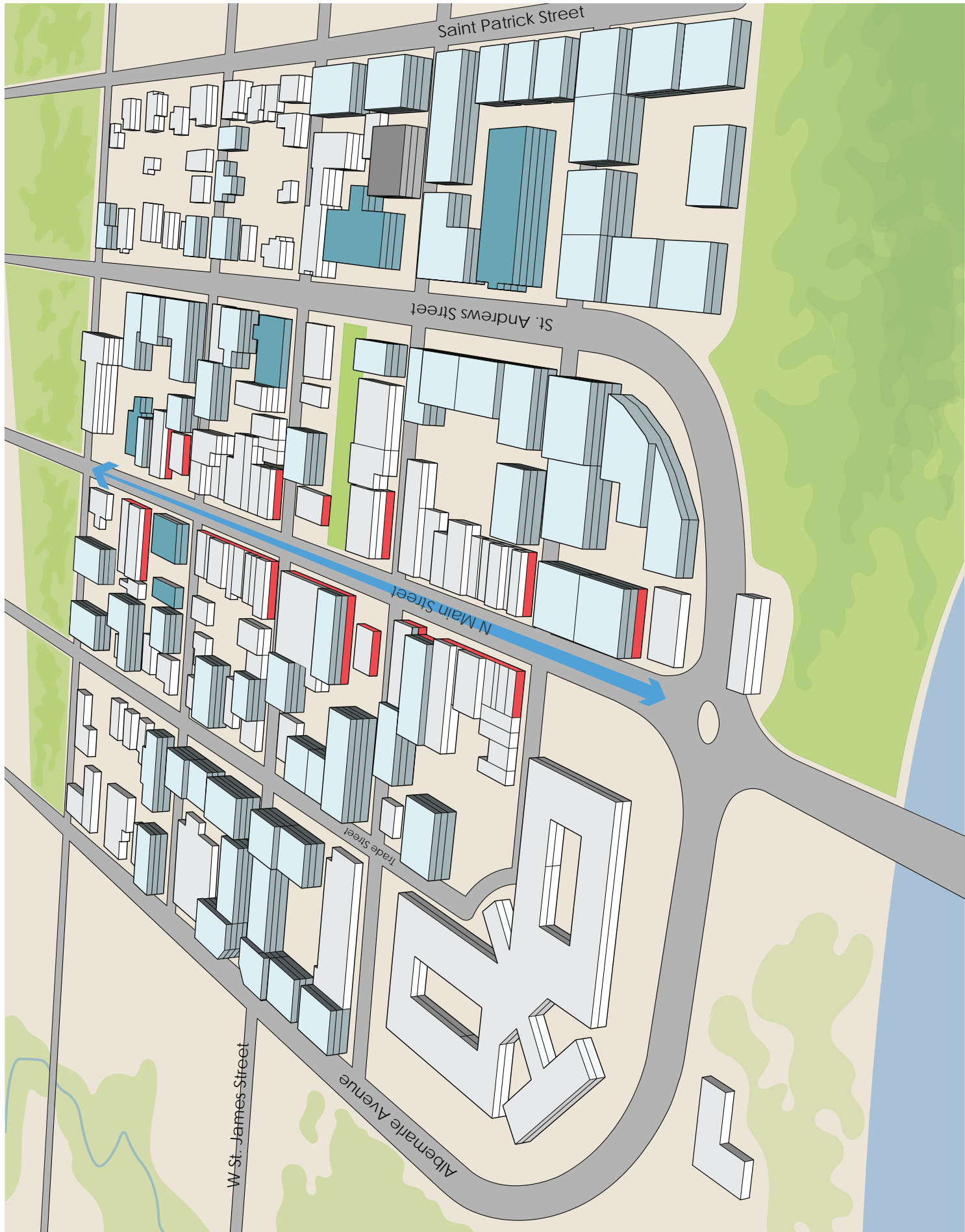


# APPENDICES

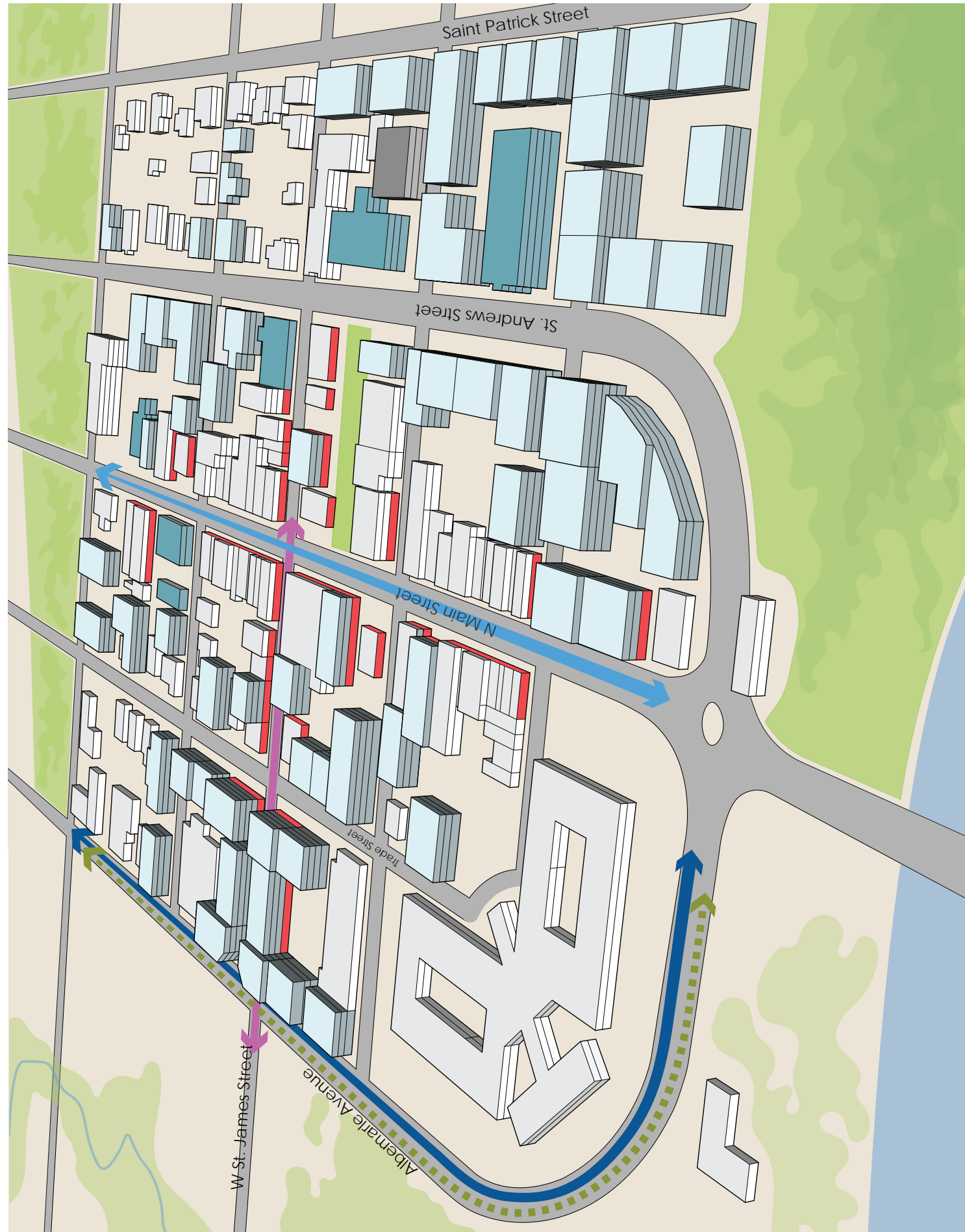
## APPENDIX A DEVELOPMENT ALTERNATIVES







DEVELOPMENT ALTERNATIVE 1



DEVELOPMENT ALTERNATIVE 2

Development Alternatives

Alternative	Land Use	Intensity	Open Space	Streets
1 – Baseline	Concentrate commercial investment along Main St.	– 2–4 story development	– Strengthen connection between Common & Riverfront Park	– Redevelop Main Street streetscape
		– New development along Main St. to match existing in intensity and height	– Encourage Pocket Parks within new Mixed Use Development	– Increase placemaking elements
		– New development in other mixed-use areas to be similar to Main St. in intensity	– Prioritize Riverfront Park Redevelopment	
		– Infill SFH areas at intensity to match existing area to east of downtown	– Increase Tree Canopy Downtown	
2 – Aggressive	Concentrate commercial investment along Main St. and W St. James St.	– 3–5 story development	– Provide highly urban, pedestrian oriented streetscape along St. James	– Redevelop Main Street streetscape
		– New development along Main St. to match existing in intensity	– Create multiuse trail/linear park along Albemarle for direct connection between park	– Redevelop St. James streetscape
		– Locate more intense development around County facilities	– Create gateway parks	– Redevelopment Albemarle Ave. Streetscape
		– Consider additional higher-intensity development along St. James St. west of Main St.	– Improve Riverfront Park to strengthen destination	– Increase placemaking elements
		– Infill SFH areas at intensity to match existing area to east of downtown		

APPENDIX B

RIVERFRONT PARK REUSE & RESTORATION



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<b>To:</b>	Tarboro Riverfront Park Restoration Town of Tarboro 500 N. Main Street PO Box 220 Tarboro, NC 27886	<b>From:</b>	Kaitlyn Woolard, PLA
		<b>CC:</b>	Joshua B. Gilman, PE, D.WRE Melissa Ruiz, PWS Nick Ronan, PE Brian Kvam, PG  Stantec One West Fourth Street Suite 820 Winston-Salem NC 27101-3818
<b>File:</b>	Tarboro Riverfront Park Restoration Conceptual Design - Technical Memorandum (PN 238000650)	<b>Date:</b>	May 5, 2023

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**Reference:** EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

In June of 2022, the Town of Tarboro engaged Stantec in Riverfront Park Reuse and Restoration design project under the EPA Brownfields Assessment Grant. The project site is comprised of 7 parcels fronting the Tar River, totaling approximately 29 acres, and currently used for passive recreation as park space and natural landscape area. The project site's western half includes an area identified as a brownfield due to the perception of contamination, driven from the site's history of illegal landfill activity. The project team conducted a conceptual level study of both ecological and recreational restoration needs to ensure the parks sustainable future use.

Stantec engaged the community to understand park priorities, desired uses, and preferred design aesthetic. Community engagement for this site was conducted concurrently with the Downtown Area Wide Plan project, of which the park is included in the study limits. Findings of the park related community engagement activities were as follows:

- Connect the community to the Tar River via nature trails and downtown greenway connection.
- Park beautification and increase viewshed of the Tar River both in park and at proposed observation points.
- Improved existing recreation facilities and provided new ones including trails, designated fishing areas, picnic areas, hammock stands, and natural play elements.
- Provide a natural aesthetic in restoration through use of large boulders and native plant material.
- Design new event areas including covered shelter, amphitheater, and restroom facilities.
- Encourage ecotourism through guided kayak and canoe tours, gear rentals and outfitters.

In addition to community engagement, Stantec conducted an onsite analysis of existing conditions and park restoration needs. In support of approved scope of services for the above-referenced project, Stantec has completed and presented to the Town (conference call, 01/17/2023) our preliminary park reuse and restoration concepts (refer to Appendix – Riverfront Park Restoration and Concept Design). These ideas were well received through documented approval of submission, with no further changes requested. As a follow-up, Stantec is providing this Conceptual Design Technical Memorandum as a narrative summary comparing 2 options for park and stream improvements presented previously, Alternative A and Alternative B. In general, these 2 options were compiled based on project feasibility and probable cost with Alternative B approximated to be a greater cost than Alternative A (not computed but based solely on the quantity and type of project elements). However, it should be noted that all of the components of the presented options are feasible and could be mixed-and-matched per the desire of the town.

Reference: EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

## ALTERNATIVE A

**Park Improvements** – The improvements to Riverfront Park include the following proposed new or improved park elements:

- Albemarle Ave Park Gathering Space – This hardscape area is designed with a firepit, and river overlook for small to medium size gatherings. The design provides space for site furniture as well as seat walls for additional seating opportunities. The proposed design includes a new main parking lot for +/- 24 spaces and a permanent restroom facility.
- 10' Wide Multi-Use Trail - proposed to parallel the existing road throughout the park, with pavement markings to indicate trail area and vehicular use area.
- Quigless Clinic Pocket Park – proposed to provide river and park overlooks, seating, planting, and signage to serve as the park gateway from downtown. Pocked Park will serve as the grand pedestrian entrance to the park with stair connection (see below).
- Main Street Park Access Stair and Ramp – proposed to connect the Quigless clinic pocket park to downtown through a main staircase and ADA ramp. The proposed ramp will be located on the east side of the Quigless clinic building and traverse the existing slope at a maximum 5% slope for improved accessibility.
- Improved Parking Layout - existing parking areas throughout the park should be formalized with permeable pavers, striping, and curb stops. Parking layout areas provided in the plan show the most optimal parking locations for layout and efficiency. Formalizing parking layout will reduce disturbance of landscape areas and erosion. The proposed parking layout provides +/- 91 total parking spaces, plus additional trailer parking area.
- Designated Fishing Areas- Proposed Fishing areas will be located near existing fishing areas and supported by bank stabilization measures (see Fishing Holes, Stream Experience below)
- New Picnic Areas (East and West)
- Hammock Stand - one four post timber hammock stand is proposed on the east end of the park design.
- Expanded Nature Trails – New nature trails are proposed throughout the park, connecting to the existing nature trail, the proposed multi-use trail, and the ADA ramp adjacent to the Quigless Clinic. Expanded natura trails will provide an expanded trail system for passive recreation use. Trails will not be ADA accessible.
- Natural/ Educational Play Elements - natural play element should be provided throughout nature trail experience. Natural play elements may include climbing bounders, stepping logs, educational signage, and/or scavenger hunt signage to encourage a family friendly trail experience.

**Stream and Wetland Improvements** – In general, stream improvements focused on both human use and natural resource needs.

From the standpoint of **natural resource needs**, Stantec had identified specific areas of erosion requiring maintenance and care. Various treatments were considered, and those which offered natural protection with



Reference: EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

minimal maintenance were presented. Additionally, Stantec realized several opportunities to actively sustain or improve existing and/or potential aquatic habitat improvement.

- **Naturalized Wetland** – Located between the park road and Albemarle Avenue, this existing area demonstrates potential (hydrology, soils and vegetation) to foster a greater functioning wetland feature (reference Appendix page 3, item D) and corresponding overflow weir outlet (reference Appendix page 3, item H). By connecting runoff contributions from Albemarle Avenue through a proposed Step Pool (reference Appendix page 3, item C), this option proposes to improve influent water quality (increased dissolved oxygen and reduced total suspended solids). Additionally, this proposed wetland includes a storage overflow to the east into an adjacent (existing) riparian floodplain as a means to reduce park roadway overtopping. This wetland would be designed so that stored water could percolate, thereby recharging local hyporheic exchange at and around the adjacent fishing area. The proposed outlet to this naturalized wetland also incorporates an additional stable Step Pool, referred to as Boulder Water Access, that serves to deliver flows from the wetland during discharge events.
- **Stormwater BMP (Best Management Practice)** – Located at the southern end of the East Granville Street parking lot, this underutilized area currently serves as additional car parking owned by the Town. Preliminary runoff calculations support the idea that this parking area could be converted into some form of an infiltration basin (reference Appendix page 3, item G). Like the Naturalized Wetland, this Stormwater BMP would offer a minimum of flood storage, as well as probable water quality improvements (biofiltration and reduced total suspended solids). Direct effects of this treatment would not likely be as prominent to the receiving stream, as would the proposed Naturalized Wetland (above), but still meaningful to the overall cause.
- **Upper Bench and Lower Bench Protection** – Aggregate areas of erosion along this stream bank were addressed in this alternative through incorporation of natural channel process and consideration of a range of channel maintenance flows. For this reason, a nested channel is proposed (reference Appendix page 3, items A and B). Proposed boulder toe material for the lower banks serve to armor against erosion, while also offering foot access during low flows. Upper bank treatments include soil lifts and joint planting and enable natural stream function, provide soft armor, and access for park users. While this treatment serves primarily as a measure for stability, it also supports human use, as noted below.
- **Boulder Spurs** – Identified areas of severe erosion (outside bank of stream meander) were addressed through introduction of Boulder Spurs (Appendix page 3, item F). These instream structures consist of specifically sized/shaped boulders placed in accordance with horizontal and vertical design alignments (upstream sloped downward). These structures aid in increasing bank roughness as well as redirecting flow energies away from the bank, thereby reducing near bank shear stress and promote deposition toward natural recovery of the outside meander bank toe of slope suitable for natural vegetative recovery and/or human access.
- **Invasive Plant Material Restoration & River View** – In the interest of promoting ecosystem stewardship and public values, management of invasive and exotic plant species may involve chemical and mechanical measures paired with active revegetation of native species (Appendix page 3, item I). Native revegetation efforts range from seeding to live plantings (seedlings and containerized materials) applied consistent with seasonality of work. In addition to offering improved stream experience (noted below), establishment of a viable riparian area promotes further adjacent

Reference: EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

riparian/upland volunteer colonization supportive of native ecosystem function (in general: carbon sequestration, avian/macrofauna habitat, source of future in-stream woody debris among others).

From the standpoint of **human use**, activities including fishing, walking, and overall promotion of passive recreation served as drivers for improvement.

- **Fishing Holes** - Two specific human use areas of interest include two upstream and downstream fishing “holes”. Important to design was that these were accessible by foot (non-ADA), and that the associated habitat was maintained or improved. As such, Boulder Water Access (Appendix page 3, item E) was proposed. This type of access also supports stable conveyance for local drainage noted (< 1,000 SF).
- **Stream Experience** - In addition to the two prominently noted fishing holes, the concept incorporates other treatments supportive of park visitors’ other passive use stream experience. Upper Bench & Lower Bench Protection (noted above) serve primarily as bank stabilization but also support passive recreation (walking, fishing, sitting, etc.) for a range of flows. The Invasive Plant Material Restoration & River View (noted in above) enables visitors a more private experience in the natural environment where quiet, reflective time amongst native plants can be enjoyed while watching/listening to the adjacent Tar River.

## ALTERNATIVE B

**Park Improvements** – The proposed park improvement of Alternative B includes all elements outlined in Alternative A, with the exception of the Albemarle Ave Park improvements. This concept alternative explores a future development scenario where the town is able to acquire parcels 473843138800 and 473843038200. These parcels are currently not owned by the town and prevent the town from controlling and maintaining the full extent of the Riverfront Park riverbank. The acquisition of these properties would allow the town to provide a contiguous park site and provide additional developable space for an event area. The proposed elements in this design alternative include:

- Design elements outlined in Alternative A (with the below changes to the Albemarle Ave Park Gathering Space)
- **Albemarle Ave Park Gathering Space** – The proposed gathering space should be expanded with the acquisition of the above-mentioned parcels, to include an event building, expanded restroom facility, event patio, river overlook, and additional 10’ wide multi-use trail connection. The proposed parking lot will include an additional +/-36 parking spaces.
- **Small Amphitheater** – a small amphitheater should be constructed on parcel ID: 473843138800, design with the existing topography. The proposed amphitheater should be a mix of turf and hardscape material and overlook the river. The amphitheater space should also connect to the multi-use trail.
- **Mixed-use/ Residential Development opportunity** along Albemarle Ave. frontage.

**Stream and Wetland Improvements** – In general, stream improvements remained the same for Alternative B as for Alternative A.

May 5, 2023

Tarboro Riverfront Park Restoration

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Reference: EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

## RECOMMENDATIONS

**Design Development** – This design and restoration project is conceptual in nature and subject to change per site survey and further study of existing conditions. It is recommended to conduct a boundary and topographic survey to fully understand existing site condition implications to design recommendations.

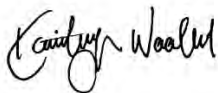
**Cost Estimate** – To fully understand appropriate funding sources for project implementation, the town should proceed with an opinion of probable cost for the proposed park improvements and restoration elements for each, both or other desired alternatives.

**Project Funding** – Pursue grant funding per the recommendations of the Town of Tarboro Downtown Area Wide Plan report, Goal 4.3.5. Potential funding opportunities include the following sources and require further exploration to determine eligibility:

- NC Division of Parks & Recreation – Parks & Recreation Trust Fund
  - [Parks and Recreation Trust Fund | NC State Parks \(ncparks.gov\)](https://www.ncparks.gov/parks-and-recreation-trust-fund)
- NC Division of Parks & Recreation – Land & Water Conservation Fund
  - [Land and Water Conservation Fund | NC State Parks \(ncparks.gov\)](https://www.ncparks.gov/land-and-water-conservation-fund)
- NC Land & Water Fund
  - [North Carolina Land and Water Fund | North Carolina Land and Water Fund \(nc.gov\)](https://www.nc.gov/nclwf)
- NC Trails – Recreational Trails Program Grant
  - [Apply for a Grant | North Carolina Trails \(nc.gov\)](https://www.nc.gov/nc-trails)

Regards,

**Stantec Consulting Services Inc.**



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**Kaitlyn Woolard** PLA  
Brownfields Redevelopment Planner  
kaitlyn.woolard@stantec.com

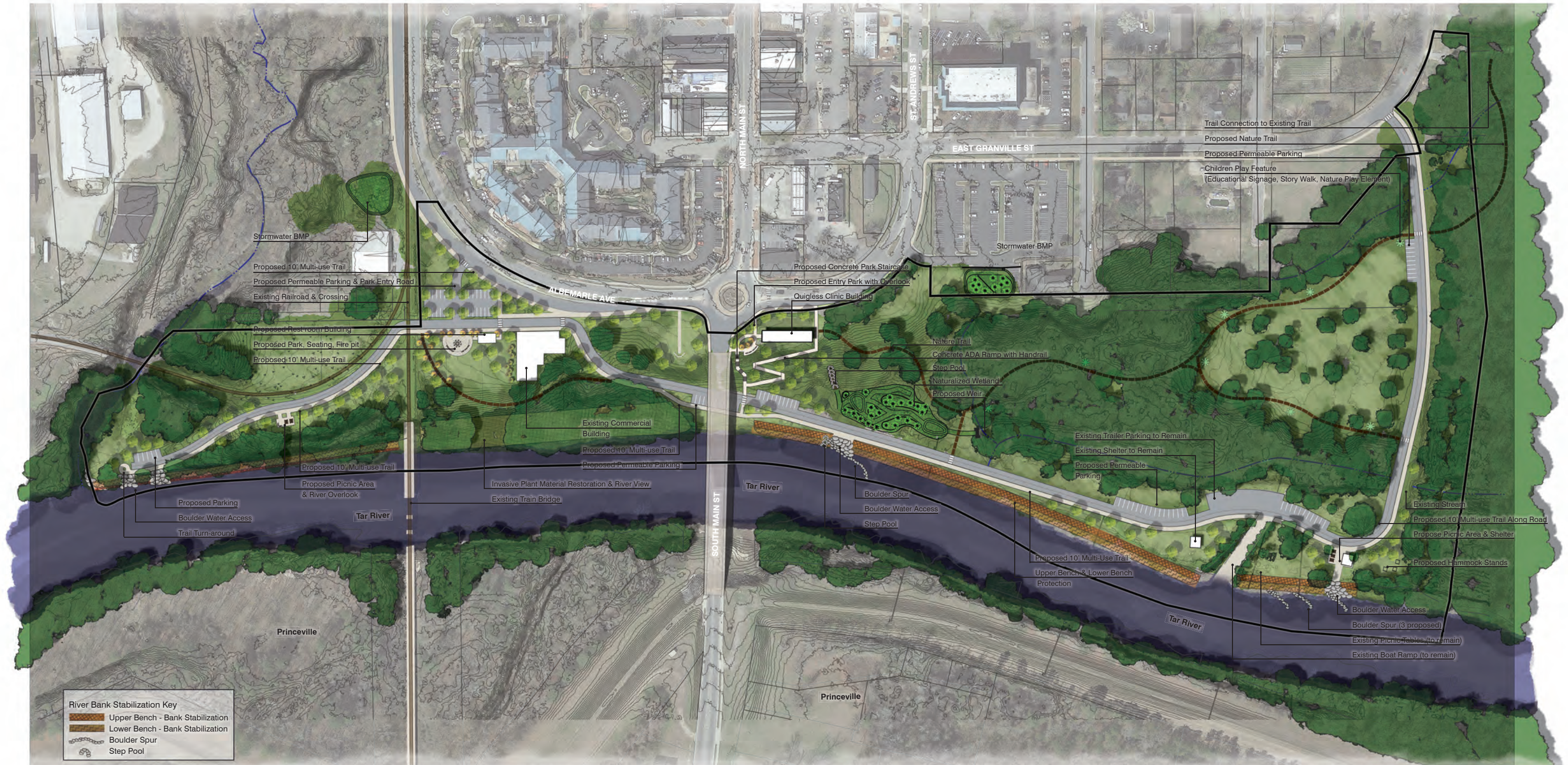


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**Brian Kvam** PG  
Brownfields Project Manager  
Brian.kvam@stantec.com

Attachment: Appendix – Riverfront Park Restoration and Concept Design





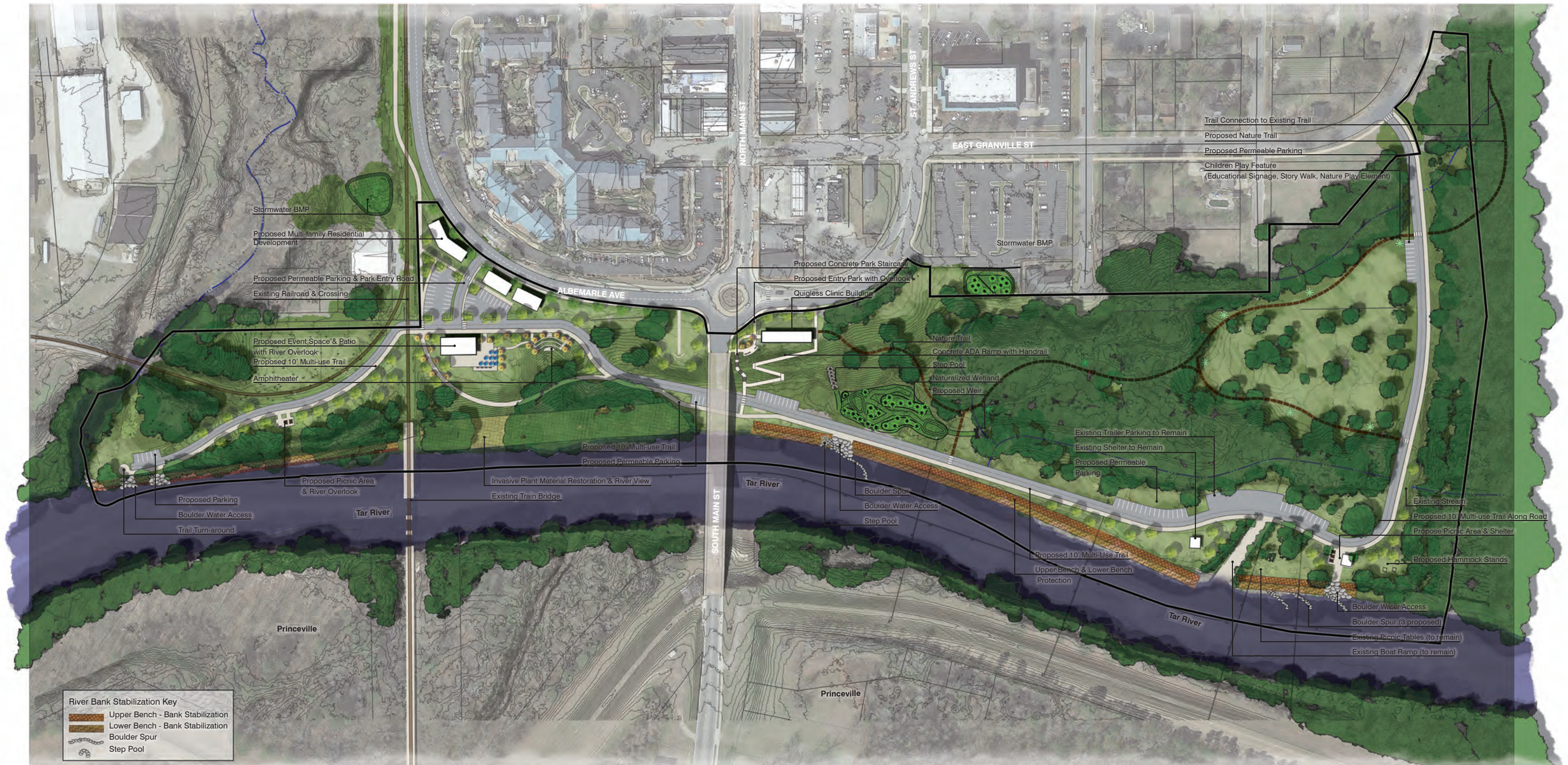
## Riverfront Park Restoration and Concept Design | Alternative A

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## Riverfront Park Restoration and Concept Design | Alternative B

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<https://www.ecolandscaping.org/webinar-replays/the-wet-and-wild-world-of-constructed-wetlands/>



<https://www.durhamnc.gov/1619/Green-Infrastructure>



<https://www.ecolandscaping.org/wp-content/uploads/2016/12/DSCN0035-500x375.jpg>



<https://www.alltrails.com/parks/us/georgia/morgan-falls-overlook-park>

## Riverfront Park Restoration and Concept Design | Environmental Restoration Visioning Images

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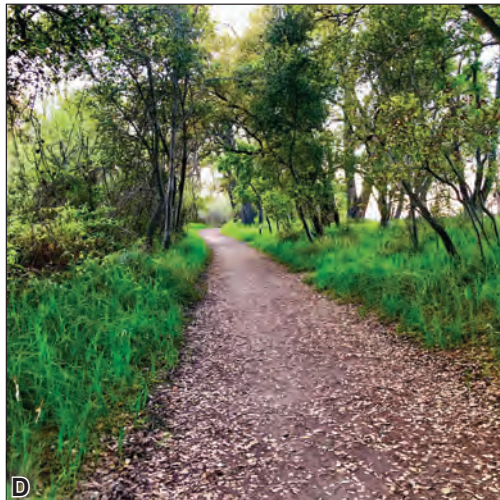
**A**  
<https://npplan.com/parks-by-state/virginia-national-parks/prince-william-forest-park-park-at-a->



**B**  
<https://www.murfreesborotn.gov/facilities/facility/details/Walter-Hill-Trailhead-55>



**C**  
[https://accuratefencelc.com/bunch\\_portfolio/idealrail-commercial-handrail-black/](https://accuratefencelc.com/bunch_portfolio/idealrail-commercial-handrail-black/)



**D**  
<https://www.lodi.gov/982/Trails-and-Pathways>



**E**  
<https://romtec.com/blog-categories/gable-ends-windows-or-vents>



**F**  
<https://www.exploregeorgia.org/sandy-springs/outdoors-nature/fishing/morgan-falls-overlook-park>



**G**



**H**



**I**  
<https://www.exploregeorgia.org/sandy-springs/outdoors-nature/fishing/morgan-falls-overlook-park>

## Riverfront Park Restoration and Concept Design | Park Redevelopment Visioning Images

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A <https://www.virginia.org/listing/hawksbill-greenway/6977/>



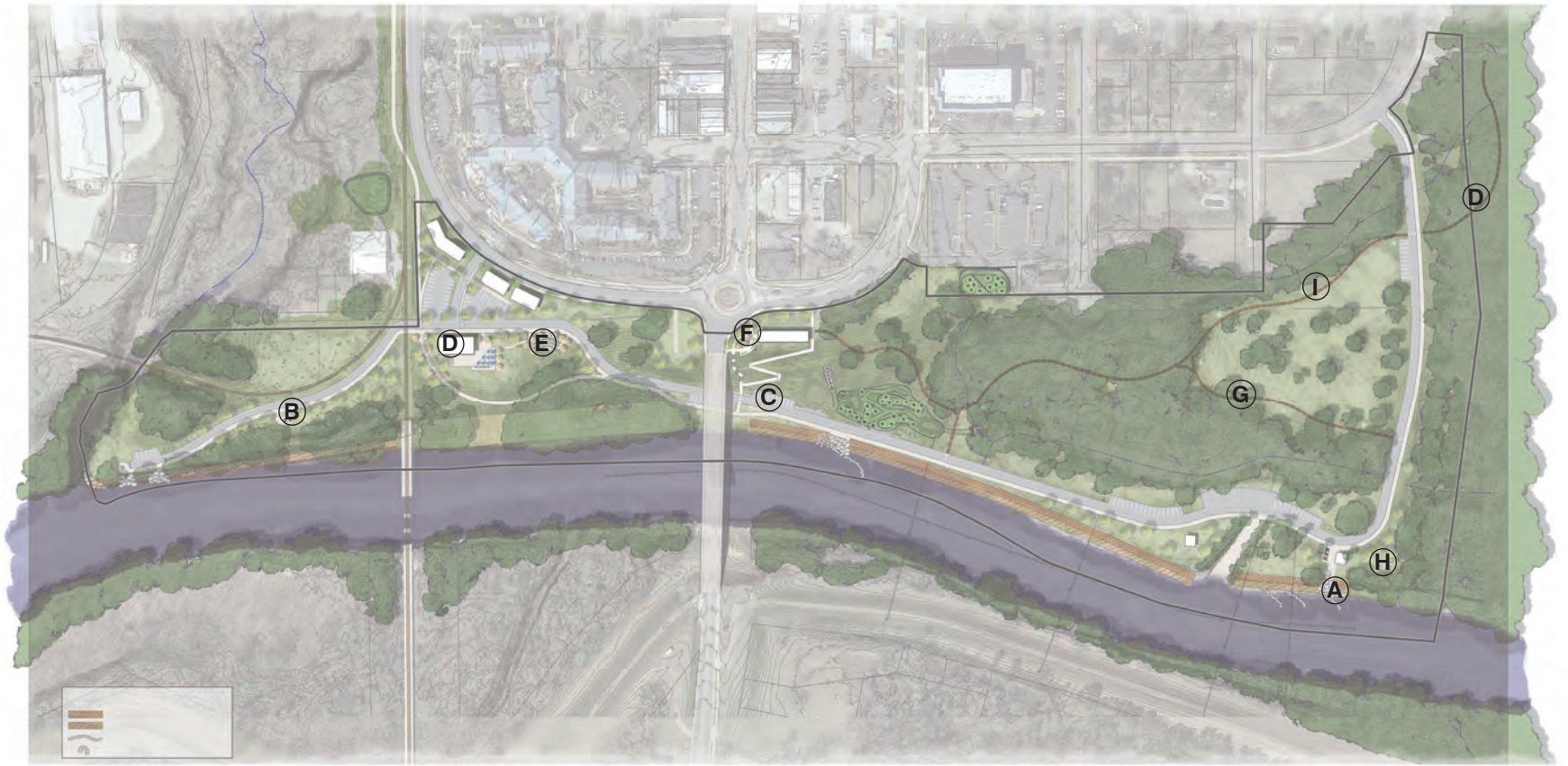
B <https://www.murfreesborotn.gov/facilities/facility/details/Walter-Hill-Trailhead-55>



C <https://www.mass.gov/service-details/demonstration-3-permeable-paving-materials-and-bioretenction-in-a-parking-lot>



D <https://theparklands.org/venues/>



E <https://theparklands.org/venues/>



F <https://www.exploregeorgia.org/sandy-springs/outdoors-nature/fishing/morgan-falls-overlook-park>



G <https://www.pinterest.com/pin/60165345002758929/>



H <https://www.hillsboroughcounty.org/en/newsroom/2019/04/19/hanging-with-nature>



I <https://woodlibrary.org/story-walk-coming-to-canandaigua/>

## Riverfront Park Restoration and Concept Design | Park Redevelopment Visioning Images

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## APPENDIX C

# RESILIENCY AND HAZARD MITIGATION ANALYSIS





To:	File	From:	Lisa Chiblow
	Tarboro, North Carolina		Arlington, Virginia
Project/File:	238000650 Task 40.01	Date:	December 6, 2022

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**Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina**

The following memo details resiliency and hazard mitigation considerations for the Town of Tarboro, North Carolina in association with the Downtown Tarboro Area Wide Plan. The highest risk and vulnerability hazard for the study area is flooding.

Located in central Edgecombe County, the Town of Tarboro is part of the Rocky Mount, North Carolina Metropolitan Statistical Area totaling a land area of 11.6 square miles. There are approximately 2,431.6 acres of wetlands in Tarboro. The purpose of the Downtown Tarboro Area Wide study is the identification of opportunities and strategies to revitalize the downtown core area which includes W. Wilson Street to the north, Albemarle Avenue to the west, the Tar River to the south, and St. Patrick Street to the east.

Annually, natural and human-caused hazards take the lives of hundreds and cost taxpayers billions of dollars to help communities, organizations, businesses, and individuals recover from disasters. In 2021, \$145 billion was the price tag for weather and climate disasters with 20 separate billion-dollar weather and climate disasters across the United States<sup>1</sup>.

Hazards are a natural part of the environment, and each community faces unique hazards. Planning is among the best ways to mitigate the impacts of hazards. Community collaboration is vital to hazard identification as well as coordinating and developing implementation mitigation actions to eliminate or reduce identified vulnerabilities.

This memo is organized as follows:

- 1) Disaster Mitigation Act
- 2) Nash County, Edgecombe County, Wilson County (N.E.W.) Regional Hazard Mitigation Plan Synopsis
- 3) Justice40 – What it is and Potential Grant Opportunities
- 4) Resiliency and Hazard Mitigation Example Goals and Policies for the Land Development Plan/Comprehensive Plan
- 5) Next Steps



*Figure 1. Location Map*

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<sup>1</sup> 2021 U.S. Billion-Dollar Weather and Climate Disasters in Historical Context. National Oceanic and Atmospheric Administrations. Accessed November 18, 2022. <https://www.climate.gov/news-features/blogs/beyond-data/2021-us-billion-dollar-weather-and-climate-disasters-historical>

Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina

## 1) DISASTER MITIGATION ACT

Aimed at reducing the country's mounting natural disaster losses, the Disaster Mitigation Act of 2000 (DMA 2000) passed by U.S. Congress includes revitalization approaches to mitigation planning to reduce losses. Specifically, section 322 of DMA 2000, establishes state and local government coordinate hazard mitigation planning as a requirement for federal mitigation grants funds. Communities with an approved hazard mitigation plan are thereby pre-positioned to receive mitigation funds before and after the next disaster strikes. Federal Emergency Management Assistance (FEMA) funds administered under the Department of Homeland Security eligible for hazard mitigation planning include:

- Hazard Mitigation Grant Program (HMGP)
- Pre-Disaster Mitigation (PDM) program
- Flood Mitigation Assistance (FEMA) Program<sup>2</sup>

## 2) N.E.W. REGIONAL HAZARD MITIGATION PLAN SYNOPSIS

In compliance with the Disaster Mitigation Act noted in the section above, and in accordance with the planning process prescribed by FEMA, Nash, Edgecombe, and Wilson Counties and their incorporated municipalities of North Carolina, prepared a coordinated hazard mitigation plan providing a framework for hazard mitigation. To see the full N.E.W. Regional Hazard Mitigation Plan report and analysis specific to the Town of Tarboro click on this [link](#).

The N.E.W. Regional Hazard Mitigation Plan planning process for the risk assessment identified and profiled hazards that pose a risk to the region, assessed the region's vulnerability to these hazards, and examined capabilities in place to mitigate them<sup>3</sup>.

Specific to the Town of Tarboro, the highest quantifiable risk hazards are flooding and wildfire. Significant areas of the downtown are encompassed in 100-year and 500-year floodplain areas. Critical facilities are included in both the 100-year and 500-year floodplain including commercial facilities, critical manufacturing, food and agriculture, government facilities, and transportation systems.

Remedial actions for floodplain management could include but are not limited to improving drainage ways, improvements to stormwater infrastructure, the installation of green infrastructure, the addition of bioswales, the addition of Silva cells/tree boxes, the addition of street trees, the addition of bioretention planters, installation of flush curbs, installation of raised stormwater planters, the reduction of impervious areas including the use of permeable pavers for parking areas and the raising of building first floor elevations for new structures to higher elevations per FEMA guidelines.

At a regional level, additional hazards assessed in the N.E.W. Regional Mitigation Plan included:

- Dam & Levee Failure
- Drought

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<sup>2</sup> N.E.W. Regional Hazard Mitigation Plan. Wood. November 2020.

[https://cms6.revize.com/revize/uppercoastalplain/NEW\\_Regional\\_HMP\\_Final\\_Plan\\_2021-07-28\\_13\\_32\\_53.pdf](https://cms6.revize.com/revize/uppercoastalplain/NEW_Regional_HMP_Final_Plan_2021-07-28_13_32_53.pdf)

<sup>3</sup> Ibid.

Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina

- Earthquake
- Extreme Heat
- Hurricanes & Tropical Storms
- Severe Weather (Thunderstorm Wind, Lightning, Hail, and Fog)
- Severe Winter Storm
- Sinkhole
- Tornado
- Radiological Incident
- Terrorism

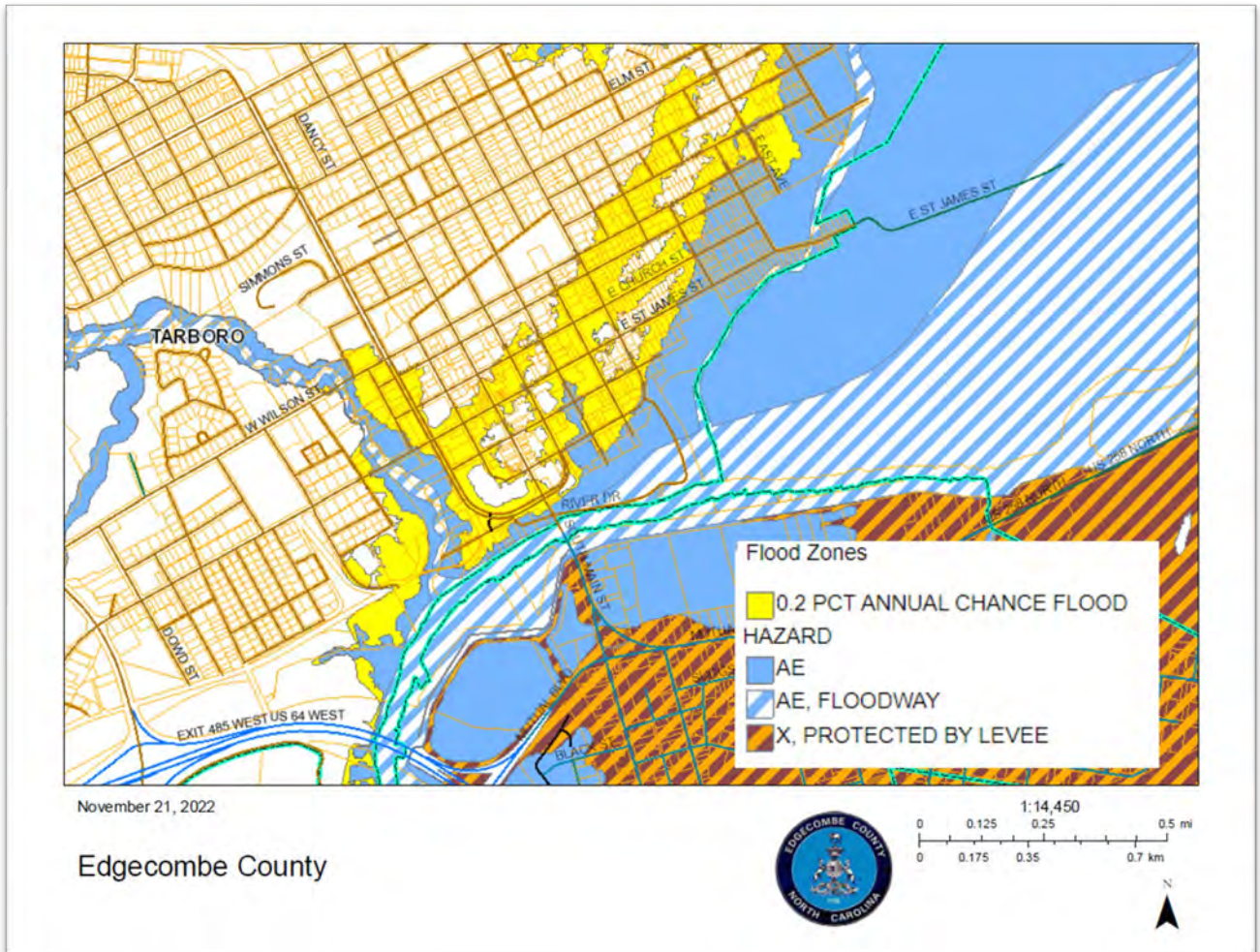
The Town of Tarboro analysis included:

- **Identification of Critical Facilities by Type** – Example critical facilities by type include food and agriculture, banking and finance, chemical and hazards, communications, critical manufacturing, emergency management, government facilities, healthcare, transportation, energy, and water services.
- **High Potential Loss Facilities by Use** – Notable is that there are 21 commercial, 13 government, and 12 industrial buildings identified as high potential loss facilities.
- **Flood Analysis** - Tarboro flood hazards include flash floods associated with rain events which affect small streams and drainage systems and result in flooding of roads, streams, and low-lying areas. The second kind of flooding is overbank flooding which occurs during prolonged rain events which drop extensive rain over the entire river basin. An example of overbank flooding was Hurricane Floyd in 1999 in which over 20 inches of rain caused the Tar River and associated tributaries to spill over on the banks causing major local damage<sup>4</sup>.
- **Flood Zone Acreage in the Town of Tarboro** – 16.69% is Zone AE (100-year) and 5.08% is Zone X (500-year). The analysis further identifies the various types of critical facilities that are exposed to a 100-year flood and a 500-year flood.

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<sup>4</sup> "Tarboro Flood Information." Town of Tarboro. Accessed November 18, 2022. [https://www.tarboro-nc.com/departments/planning\\_and\\_inspection/tarboro\\_flood\\_information.php](https://www.tarboro-nc.com/departments/planning_and_inspection/tarboro_flood_information.php)

Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina





Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina

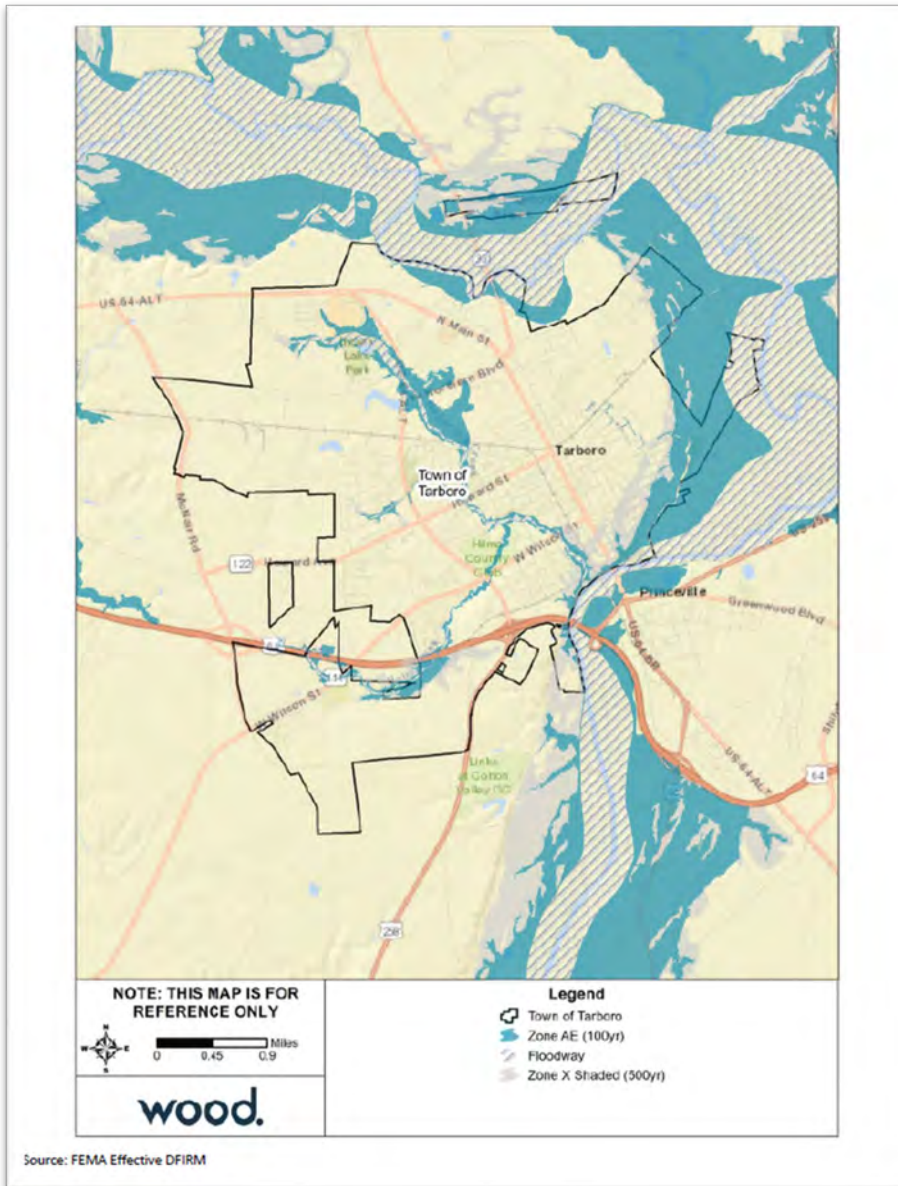


Figure 1. Flood Zone Map (Stantec to recreate new version with downtown outlined)

Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina

The Town of Tarboro's specific mitigation strategy actions from the N.E.W. Regional Hazard Mitigation Plan report include:

- Place generators at shelters (structural).
- Inspect the storm sewer system to see if functioning properly and make improvements as necessary.
- Coordinate an emergency response training/exercise with the County, State, and Federal Emergency Agencies.
- Place information concerning hazard risk and preparedness on the Town Website.

### 3) JUSTICE40 – WHAT IT IS AND POTENTIAL GRANT OPPORTUNITIES

#### **What is The Justice40 Initiative?**

The Justice40 Initiative, as part of Executive Order 14008, is the federal government's goal that 40% of the overall benefits of certain federal investments flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution.

**Low Income** is defined as the percent of a census tract's population in households where household income is at or below 200% of the Federal poverty level.

A [Climate and Economic Justice Screening Tool](#) was developed by the White House Council on Environmental Quality, in partnership with the United State Digital Service. The interactive tool includes interactive maps with indicators to assist agencies in defining and identifying disadvantaged communities. The data to identify disadvantaged communities is based on census tract data with information coming from the census data, the American Community Survey, National Risk Index, EPA's National Air data, EPA's EJScreen traffic data, EPA's hazardous waste data, EPA's CERCLIS database, and HUD's Comprehensive Housing Affordability Strategy Dataset. Below are the results for the census tract encompassing the Town of Tarboro downtown study area.



Figure 2. Screenshot of Climate and Economic Screening Tool



Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina

The downtown Tarboro census tract falls into three disadvantaged categories as further defined below (and highlighted in yellow)<sup>5</sup>. The categories include climate change, health burdens, and training and workforce development.

Categories	Disadvantaged Communities Criteria
	Communities are identified as disadvantaged IF they are at or above the 65th percentile for <u>low income</u> AND 80% or more of individuals 15 or older are not enrolled in <u>higher education</u> AND meet the additional criteria for each category as listed below.
Climate Change	Are at or above the 90th percentile for <u>expected agriculture loss rate</u> OR <u>expected building loss rate</u> OR <u>expected population loss rate</u>
Clean Energy and Energy Efficiency	Are at or above the 90th percentile for <u>energy burden</u> OR <u>PM2.5 in the air</u>
Clean Transit	Are at or above the 90th percentile for <u>diesel particulate matter exposure</u> or <u>traffic proximity and volume</u>
Affordable and Sustainable Housing	Are at or above the 90th percentile for <u>lead paint</u> AND <u>median home value</u> is at or less than the 90th percentile OR at or above the 90th percentile for the <u>housing cost burden</u>
Reduction and Remediation of Legacy Pollution	Are at or above the 90th percentile for <u>proximity to hazardous waste facilities</u> OR <u>proximity to National Priorities List (NPL) sites</u> OR <u>proximity to Risk Management Plan (RMP) facilities</u>
Critical Clean Water and Wastewater Infrastructure	Are at or above the 90th percentile for <u>wastewater discharge</u>
Health Burdens	Are at or above the 90th percentile for <u>asthma</u> OR <u>diabetes</u> OR <u>heart disease</u> OR <u>low life expectancy</u>
Training and Workforce Development	Are at or above the 90th percentile for <u>low median income</u> as a percentage of area median income OR <u>linguistic isolation</u> OR <u>unemployment</u> OR percentage of individuals in households at or below 100% Federal <u>poverty</u> level

The Justice40 Initiative programs require an overhaul of Federal funding processes. The White House Administration established 21 existing Federal Programs to serve as the Justice40 Pilot Programs. The goal was to provide lessons and best practices that could be applied to other covered programs.

While not all-inclusive, below is a sampling of the potential Justice40 grant opportunities that could potentially relate to the Tarboro study area.

#### FEMA Justice40 Initiative Programs

- [Building Resilient Infrastructure and Communities](#)
- [Flood Mitigation Assistance](#) competitive annual grant programs
- [Hazard Mitigation Assistance](#) to state, local, tribal and territorial governments to make communities more resilient from natural hazards.
- [FEMA Risk Mapping, Assessment, and Planning](#)
- [Regional Catastrophic Preparedness Grant Program](#), which helps to ensure that communities are prepared for disasters.
- [Swift Current Initiative](#), which is the [first FEMA initiative](#) funded through the Bipartisan Infrastructure Law to strengthen national preparedness and resilience. The Swift Current Initiative aims to better align the delivery of flood mitigation funding to provide improved support to disaster survivors by

<sup>5</sup> "Climate and Economic Justice Screening Tool." Council of the President of the United States Executive Office Council on Environmental Quality. Accessed November 1, 2022. <https://screeningtool.geoplatform.gov/en/methodology#low-income>

Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina

expediting Flood Mitigation Assistance awards following a disaster, rather than through an annual grant application cycle.

#### U.S. Department of Transportation Justice40 Initiative Programs

- [Carbon Reduction Program \(CRP\)](#)
- Charging & Fueling Infrastructure Grants
- [Congestion Mitigation and Air Quality Improvement Program \(CMAQ\)](#)
- Congestion Relief Program
- [Disadvantaged Business Enterprise Supportive Services \(DBE/SS\) Program](#)
- [National Electric Vehicle Infrastructure \(NEVI\) Competitive Program](#)
- [National Electric Vehicle Infrastructure \(NEVI\) Formula Program](#)
- [Nationally Significant Federal Lands and Tribal Projects \(NSFLTP\)](#)
- [On-the-Job Training Supportive Services](#)
- [Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation \(PROTECT\) Formula Program](#)
- [Transportation Alternatives \(TA\) \(Surface Transportation Block Grant set aside\)](#)

#### U.S. Department of Energy Justice40 Initiative Programs

With over [140 DOE Justice40 programs](#), below is a list of just a few opportunities.

- Advanced Research Projects Agency-Energy (ARPA-E)
- Federal Energy Management Program
- Grid Deployment Office
- Loan Programs Office
- Office of Clean Energy Demonstrations
- Office of Cyber Security, Energy Security, and Emergency Response
- Office of Economic Impact and Diversity
- Office of Electricity
- Office of Energy Efficiency and Renewable Energy

#### 4) RESILIENCY AND HAZARD MITIGATION EXAMPLE GOALS AND POLICIES FOR THE LAND DEVELOPMENT PLAN/COMPREHENSIVE PLAN

In future amendments to the land development plan/comprehensive plan, consider the addition of a safety, resiliency, or hazard mitigation section. Below are some draft example goals and policies that could be considered in such a plan. This would require public community outreach and input to develop and revise policies specific to the needs and preferences expressed by the community.

Goal and Policies	Description
<b>Goal HS-1 – General</b>	Protect the Town of Tarboro and its residents from injury and damage resulting from natural catastrophes and hazardous conditions that include flooding and fire.
<b>HS-1.1 Development Constraints</b>	The Town shall permit development only in areas where the potential danger to the health and safety of people can be mitigated to an acceptable level.
<b>HS-1.2 Maintain Emergency Services</b>	The Town shall ensure that during natural catastrophes and emergencies the Town can continue to provide essential emergency public services.
<b>HS-1.3 Contamination Prevention</b>	The Town shall protect soils, surface water, and groundwater from contamination.



Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina

Goal and Policies	Description
<b>Goal HS-2– Emergency Response</b>	Ensure the maintenance of the Emergency Response Plan in order to maintain its effectiveness in preparing and responding to natural or human-made disasters.
<b>HS-3.1 Fire Protection Services</b>	The Town shall coordinate with the Edge County Fire Department to assess the adequacy of available fire protection services for existing and proposed developments on an annual and project-by-project basis. In addition, recommendations for needed improvements will be given to responsible agencies.
<b>HS-3.2 Fire Education</b>	The Town shall support the County Fire Department's efforts to reduce fire hazards through public education.
<b>HS-3.3 Reduce Fire Response Time</b>	The Town shall encourage more concentrated urban development patterns in order to reduce the response time for the provision of fire protection services in areas outside the five-minute response radius of an existing fire station.
<b>HS-3.4 Volunteer Citizen Disaster Groups</b>	The Town shall work with volunteer citizen disaster groups to help during emergencies.

Goal and Policies	Description
<b>Goal HS-3 – Flood Hazard</b>	Minimize loss of life and property of Town residents from flood hazards.
<b>HS-4.1 Natural Drainage Ways Protection</b>	The Town shall protect natural drainage ways from loss or encroachment to urban uses.
<b>HS-4.2 Town-Wide Flood Control System</b>	The Town shall consider the feasibility of the development of a comprehensive Town-wide flood control system with adequate design capacity, at a minimum, 50-year storm conditions and 100-year storm capacity where feasible.
<b>HS-4.3 100-Year Storm Improvements</b>	The Town shall assess the long-term feasibility of developing 100-year storm improvements throughout the Town.
<b>HS-4.4 Recreational and Open Space Uses</b>	Where feasible, the Town shall pursue multiple uses of flood control features for recreational and open space uses.
<b>HS-4.5 Comprehensive Flood Plain Management Program</b>	To regulate development and land uses within the 100-year flood plain, the Town shall prepare and adopt a comprehensive flood plain management program.
<b>HS-4.6 Master Drainage Plans</b>	The Town shall require master drainage plans as a condition of approval for large development projects.
<b>HS-4.7 New Residential Construction</b>	The Town shall require new residential construction to have its lowest habitable floor elevated above the base flood level elevation, determined by FEMA standards.
<b>HS-4.8 Stream Channels</b>	The Town shall ensure that development within the 100-year floodplain complies with standards established within Town ordinances and the National Flood Insurance Program (NFIP) standards.
<b>HS-4.9 Development within the 100-year Floodplain</b>	The Town shall ensure that development within the 100-year floodplain complies with standards established within Town ordinances and the National Flood Insurance Program (NFIP) standards.

Goal and Policies	Description
<b>Goal HS-5 – Global Warming</b>	Support the analysis and development of programs to mitigate the impacts of global warming.
<b>HS-6.1 Support Statewide Global Warming Solutions</b>	The Town will follow the North Carolina Department of Environmental Quality programs to actively participate in North Carolina's net greenhouse gas emissions by 40% below 2005 levels and reduce carbon pollution while propelling the state into a new energy economy.

## 5) NEXT STEPS

Community feedback and collaboration among key stakeholders are fundamental steps in any major planning exercise. That feedback could be worked into future resiliency and hazard mitigation studies. While this memo is a brief resiliency and hazard mitigation considerations analysis, steps for a more

Reference: Resiliency and Hazard Mitigation Analysis for Tarboro, North Carolina

detailed resiliency study could include the following:



Further analysis could include a risk-informed, phased approach to identify and prioritize investments for resilience projects with action-oriented implementation plans and identification of potential funding sources. Results can be incorporated into the next update of the land development plan/comprehensive plan. Any future changes to the land development plan/comprehensive plan will also need to be reflected in the next N.E.W. Regional Hazard Mitigation Plan report. Should a human-made or natural disaster strike, having such risks identified with a mitigation strategy, will aid in applying for FEMA grant funding should the need arise.

Regards,

**STANTEC CONSULTING SERVICES INC.**

**Lisa Chiblow** AICP, LEED Green Associate  
Senior Planner  
Phone: 571-236-1915  
lisa.chiblow@stantec.com



---

<b>To:</b>	Tarboro Riverfront Park Restoration Town of Tarboro 500 N. Main Street PO Box 220 Tarboro, NC 27886	<b>From:</b>	Kaitlyn Woolard, PLA
		<b>CC:</b>	Joshua B. Gilman, PE, D.WRE Melissa Ruiz, PWS Nick Ronan, PE Brian Kvam, PG  Stantec One West Fourth Street Suite 820 Winston-Salem NC 27101-3818
<b>File:</b>	Tarboro Riverfront Park Restoration Conceptual Design - Technical Memorandum (PN 238000650)	<b>Date:</b>	May 5, 2023

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**Reference:** EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

In June of 2022, the Town of Tarboro engaged Stantec in Riverfront Park Reuse and Restoration design project under the EPA Brownfields Assessment Grant. The project site is comprised of 7 parcels fronting the Tar River, totaling approximately 29 acres, and currently used for passive recreation as park space and natural landscape area. The project site's western half includes an area identified as a brownfield due to the perception of contamination, driven from the site's history of illegal landfill activity. The project team conducted a conceptual level study of both ecological and recreational restoration needs to ensure the parks sustainable future use.

Stantec engaged the community to understand park priorities, desired uses, and preferred design aesthetic. Community engagement for this site was conducted concurrently with the Downtown Area Wide Plan project, of which the park is included in the study limits. Findings of the park related community engagement activities were as follows:

- Connect the community to the Tar River via nature trails and downtown greenway connection.
- Park beautification and increase viewshed of the Tar River both in park and at proposed observation points.
- Improved existing recreation facilities and provided new ones including trails, designated fishing areas, picnic areas, hammock stands, and natural play elements.
- Provide a natural aesthetic in restoration through use of large boulders and native plant material.
- Design new event areas including covered shelter, amphitheater, and restroom facilities.
- Encourage ecotourism through guided kayak and canoe tours, gear rentals and outfitters.

In addition to community engagement, Stantec conducted an onsite analysis of existing conditions and park restoration needs. In support of approved scope of services for the above-referenced project, Stantec has completed and presented to the Town (conference call, 01/17/2023) our preliminary park reuse and restoration concepts (refer to Appendix – Riverfront Park Restoration and Concept Design). These ideas were well received through documented approval of submission, with no further changes requested. As a follow-up, Stantec is providing this Conceptual Design Technical Memorandum as a narrative summary comparing 2 options for park and stream improvements presented previously, Alternative A and Alternative B. In general, these 2 options were compiled based on project feasibility and probable cost with Alternative B approximated to be a greater cost than Alternative A (not computed but based solely on the quantity and type of project elements). However, it should be noted that all of the components of the presented options are feasible and could be mixed-and-matched per the desire of the town.

Reference: EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

## ALTERNATIVE A

**Park Improvements** – The improvements to Riverfront Park include the following proposed new or improved park elements:

- Albemarle Ave Park Gathering Space – This hardscape area is designed with a firepit, and river overlook for small to medium size gatherings. The design provides space for site furniture as well as seat walls for additional seating opportunities. The proposed design includes a new main parking lot for +/- 24 spaces and a permanent restroom facility.
- 10' Wide Multi-Use Trail - proposed to parallel the existing road throughout the park, with pavement markings to indicate trail area and vehicular use area.
- Quigless Clinic Pocket Park – proposed to provide river and park overlooks, seating, planting, and signage to serve as the park gateway from downtown. Pocked Park will serve as the grand pedestrian entrance to the park with stair connection (see below).
- Main Street Park Access Stair and Ramp – proposed to connect the Quigless clinic pocket park to downtown through a main staircase and ADA ramp. The proposed ramp will be located on the east side of the Quigless clinic building and traverse the existing slope at a maximum 5% slope for improved accessibility.
- Improved Parking Layout - existing parking areas throughout the park should be formalized with permeable pavers, striping, and curb stops. Parking layout areas provided in the plan show the most optimal parking locations for layout and efficiency. Formalizing parking layout will reduce disturbance of landscape areas and erosion. The proposed parking layout provides +/- 91 total parking spaces, plus additional trailer parking area.
- Designated Fishing Areas- Proposed Fishing areas will be located near existing fishing areas and supported by bank stabilization measures (see Fishing Holes, Stream Experience below)
- New Picnic Areas (East and West)
- Hammock Stand - one four post timber hammock stand is proposed on the east end of the park design.
- Expanded Nature Trails – New nature trails are proposed throughout the park, connecting to the existing nature trail, the proposed multi-use trail, and the ADA ramp adjacent to the Quigless Clinic. Expanded natura trails will provide an expanded trail system for passive recreation use. Trails will not be ADA accessible.
- Natural/ Educational Play Elements - natural play element should be provided throughout nature trail experience. Natural play elements may include climbing bounders, stepping logs, educational signage, and/or scavenger hunt signage to encourage a family friendly trail experience.

**Stream and Wetland Improvements** – In general, stream improvements focused on both human use and natural resource needs.

From the standpoint of **natural resource needs**, Stantec had identified specific areas of erosion requiring maintenance and care. Various treatments were considered, and those which offered natural protection with



Reference: EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

minimal maintenance were presented. Additionally, Stantec realized several opportunities to actively sustain or improve existing and/or potential aquatic habitat improvement.

- **Naturalized Wetland** – Located between the park road and Albemarle Avenue, this existing area demonstrates potential (hydrology, soils and vegetation) to foster a greater functioning wetland feature (reference Appendix page 3, item D) and corresponding overflow weir outlet (reference Appendix page 3, item H). By connecting runoff contributions from Albemarle Avenue through a proposed Step Pool (reference Appendix page 3, item C), this option proposes to improve influent water quality (increased dissolved oxygen and reduced total suspended solids). Additionally, this proposed wetland includes a storage overflow to the east into an adjacent (existing) riparian floodplain as a means to reduce park roadway overtopping. This wetland would be designed so that stored water could percolate, thereby recharging local hyporheic exchange at and around the adjacent fishing area. The proposed outlet to this naturalized wetland also incorporates an additional stable Step Pool, referred to as Boulder Water Access, that serves to deliver flows from the wetland during discharge events.
- **Stormwater BMP (Best Management Practice)** – Located at the southern end of the East Granville Street parking lot, this underutilized area currently serves as additional car parking owned by the Town. Preliminary runoff calculations support the idea that this parking area could be converted into some form of an infiltration basin (reference Appendix page 3, item G). Like the Naturalized Wetland, this Stormwater BMP would offer a minimum of flood storage, as well as probable water quality improvements (biofiltration and reduced total suspended solids). Direct effects of this treatment would not likely be as prominent to the receiving stream, as would the proposed Naturalized Wetland (above), but still meaningful to the overall cause.
- **Upper Bench and Lower Bench Protection** – Aggregate areas of erosion along this stream bank were addressed in this alternative through incorporation of natural channel process and consideration of a range of channel maintenance flows. For this reason, a nested channel is proposed (reference Appendix page 3, items A and B). Proposed boulder toe material for the lower banks serve to armor against erosion, while also offering foot access during low flows. Upper bank treatments include soil lifts and joint planting and enable natural stream function, provide soft armor, and access for park users. While this treatment serves primarily as a measure for stability, it also supports human use, as noted below.
- **Boulder Spurs** – Identified areas of severe erosion (outside bank of stream meander) were addressed through introduction of Boulder Spurs (Appendix page 3, item F). These instream structures consist of specifically sized/shaped boulders placed in accordance with horizontal and vertical design alignments (upstream sloped downward). These structures aid in increasing bank roughness as well as redirecting flow energies away from the bank, thereby reducing near bank shear stress and promote deposition toward natural recovery of the outside meander bank toe of slope suitable for natural vegetative recovery and/or human access.
- **Invasive Plant Material Restoration & River View** – In the interest of promoting ecosystem stewardship and public values, management of invasive and exotic plant species may involve chemical and mechanical measures paired with active revegetation of native species (Appendix page 3, item I). Native revegetation efforts range from seeding to live plantings (seedlings and containerized materials) applied consistent with seasonality of work. In addition to offering improved stream experience (noted below), establishment of a viable riparian area promotes further adjacent

Reference: EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

riparian/upland volunteer colonization supportive of native ecosystem function (in general: carbon sequestration, avian/macrofauna habitat, source of future in-stream woody debris among others).

From the standpoint of **human use**, activities including fishing, walking, and overall promotion of passive recreation served as drivers for improvement.

- **Fishing Holes** - Two specific human use areas of interest include two upstream and downstream fishing “holes”. Important to design was that these were accessible by foot (non-ADA), and that the associated habitat was maintained or improved. As such, Boulder Water Access (Appendix page 3, item E) was proposed. This type of access also supports stable conveyance for local drainage noted (< 1,000 SF).
- **Stream Experience** - In addition to the two prominently noted fishing holes, the concept incorporates other treatments supportive of park visitors’ other passive use stream experience. Upper Bench & Lower Bench Protection (noted above) serve primarily as bank stabilization but also support passive recreation (walking, fishing, sitting, etc.) for a range of flows. The Invasive Plant Material Restoration & River View (noted in above) enables visitors a more private experience in the natural environment where quiet, reflective time amongst native plants can be enjoyed while watching/listening to the adjacent Tar River.

## ALTERNATIVE B

**Park Improvements** – The proposed park improvement of Alternative B includes all elements outlined in Alternative A, with the exception of the Albemarle Ave Park improvements. This concept alternative explores a future development scenario where the town is able to acquire parcels 473843138800 and 473843038200. These parcels are currently not owned by the town and prevent the town from controlling and maintaining the full extent of the Riverfront Park riverbank. The acquisition of these properties would allow the town to provide a contiguous park site and provide additional developable space for an event area. The proposed elements in this design alternative include:

- Design elements outlined in Alternative A (with the below changes to the Albemarle Ave Park Gathering Space)
- **Albemarle Ave Park Gathering Space** – The proposed gathering space should be expanded with the acquisition of the above-mentioned parcels, to include an event building, expanded restroom facility, event patio, river overlook, and additional 10’ wide multi-use trail connection. The proposed parking lot will include an additional +/-36 parking spaces.
- **Small Amphitheater** – a small amphitheater should be constructed on parcel ID: 473843138800, design with the existing topography. The proposed amphitheater should be a mix of turf and hardscape material and overlook the river. The amphitheater space should also connect to the multi-use trail.
- **Mixed-use/ Residential Development opportunity** along Albemarle Ave. frontage.

**Stream and Wetland Improvements** – In general, stream improvements remained the same for Alternative B as for Alternative A.



May 5, 2023

Tarboro Riverfront Park Restoration

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Reference: EPA Brownfield Assessment Grant – Riverfront Park Reuse & Restoration

## RECOMMENDATIONS

**Design Development** – This design and restoration project is conceptual in nature and subject to change per site survey and further study of existing conditions. It is recommended to conduct a boundary and topographic survey to fully understand existing site condition implications to design recommendations.

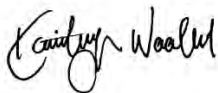
**Cost Estimate** – To fully understand appropriate funding sources for project implementation, the town should proceed with an opinion of probable cost for the proposed park improvements and restoration elements for each, both or other desired alternatives.

**Project Funding** – Pursue grant funding per the recommendations of the Town of Tarboro Downtown Area Wide Plan report, Goal 4.3.5. Potential funding opportunities include the following sources and require further exploration to determine eligibility:

- NC Division of Parks & Recreation – Parks & Recreation Trust Fund
  - [Parks and Recreation Trust Fund | NC State Parks \(ncparks.gov\)](https://www.ncparks.gov/parks-and-recreation-trust-fund)
- NC Division of Parks & Recreation – Land & Water Conservation Fund
  - [Land and Water Conservation Fund | NC State Parks \(ncparks.gov\)](https://www.ncparks.gov/land-and-water-conservation-fund)
- NC Land & Water Fund
  - [North Carolina Land and Water Fund | North Carolina Land and Water Fund \(nc.gov\)](https://www.nc.gov/nclwf)
- NC Trails – Recreational Trails Program Grant
  - [Apply for a Grant | North Carolina Trails \(nc.gov\)](https://www.nc.gov/nc-trails)

Regards,

**Stantec Consulting Services Inc.**



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**Kaitlyn Woolard** PLA  
Brownfields Redevelopment Planner  
kaitlyn.woolard@stantec.com

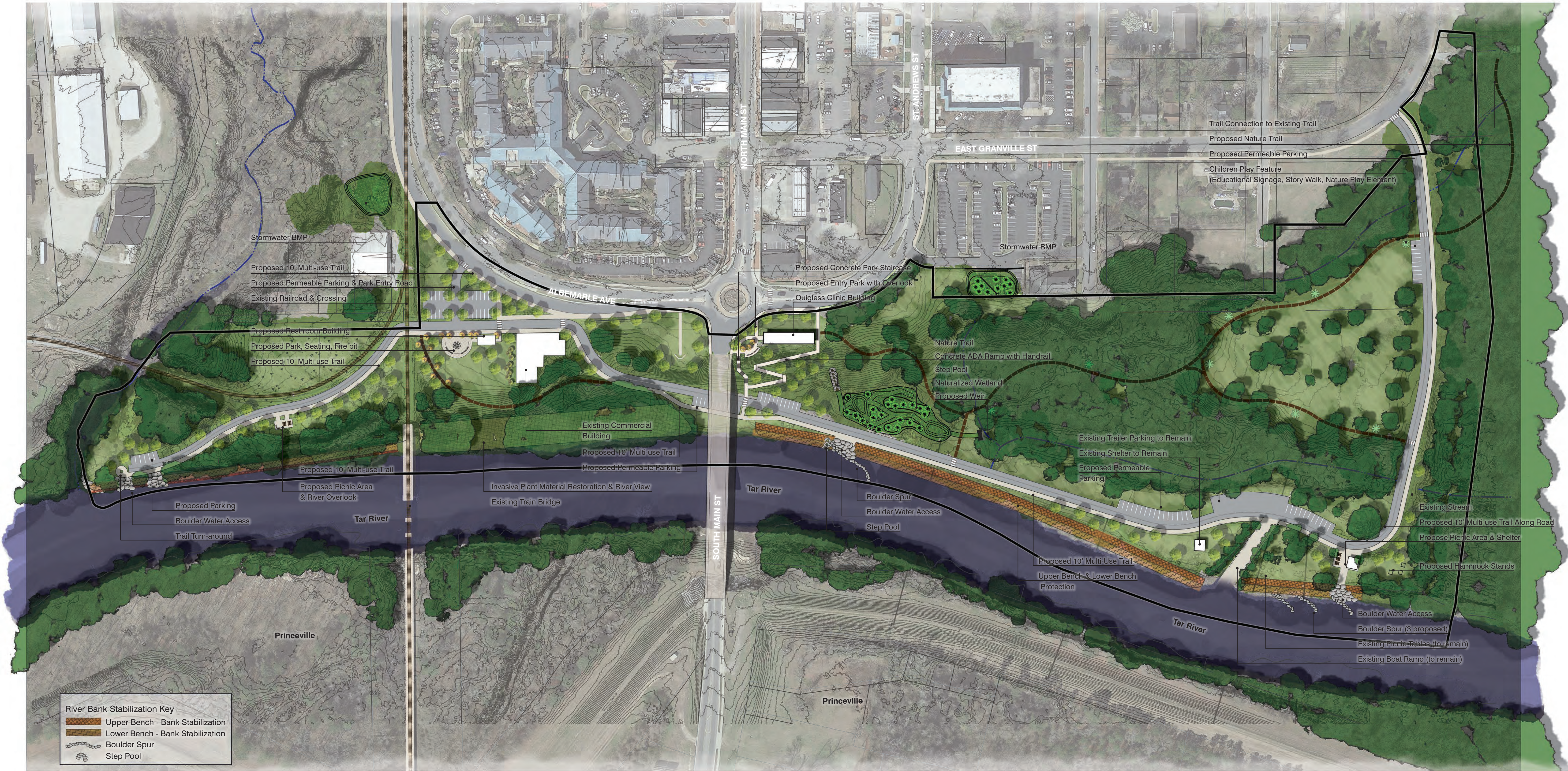


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**Brian Kvam** PG  
Brownfields Project Manager  
Brian.kvam@stantec.com

Attachment: Appendix – Riverfront Park Restoration and Concept Design





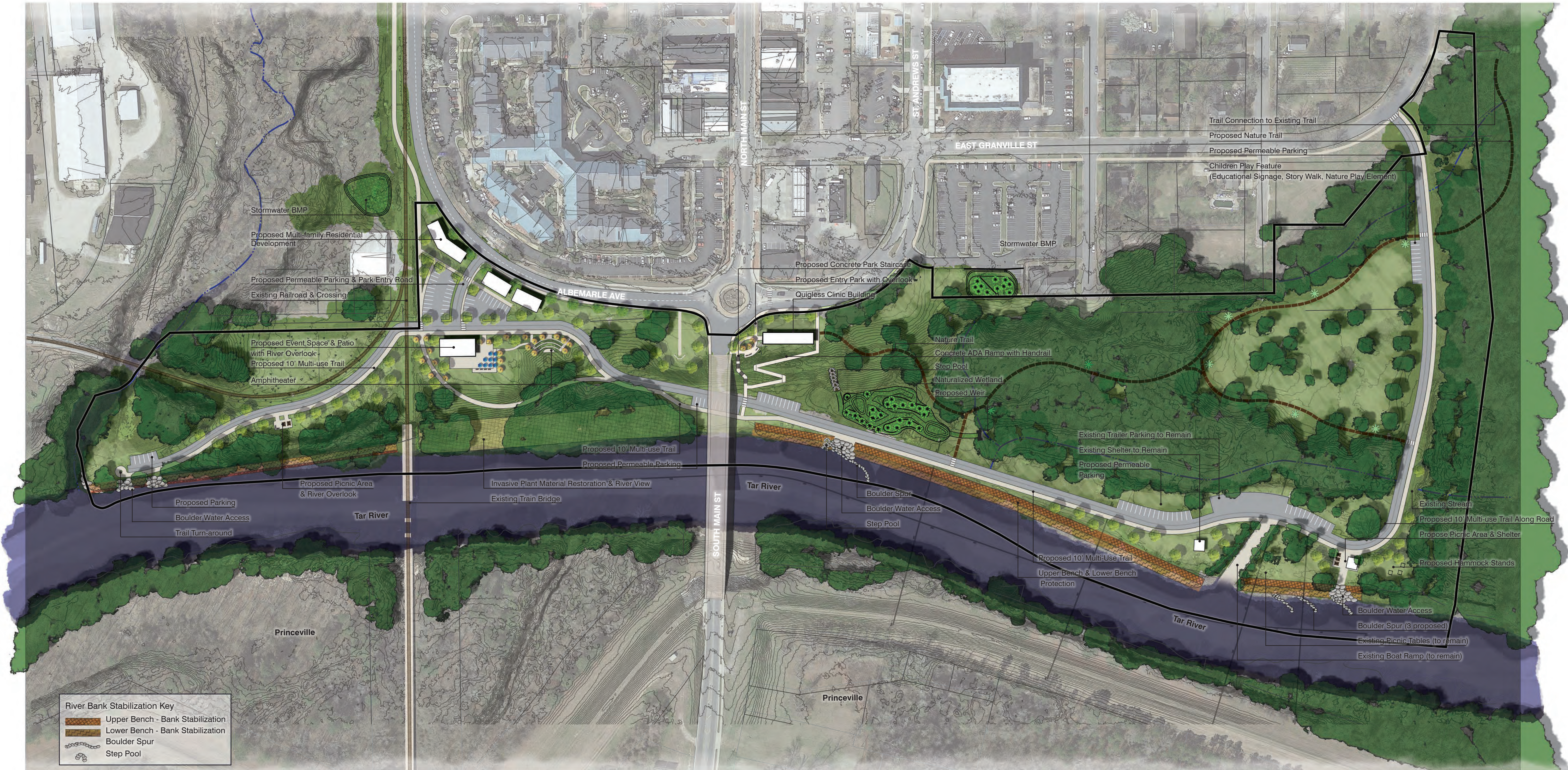
## Riverfront Park Restoration and Concept Design | Alternative A

Brownfields Redevelopment Planning | Town of Tarboro, North Carolina

May 2023

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## Riverfront Park Restoration and Concept Design | Alternative B

Brownfields Redevelopment Planning | Town of Tarboro, North Carolina

May 2023

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<https://www.ecolandscaping.org/webinar-replays/the-wet-and-wild-world-of-constructed-wetlands/>



<https://www.durhamnc.gov/1619/Green-Infrastructure>



<https://www.ecolandscaping.org/wp-content/uploads/2016/12/DSCN0035-500x375.jpg>



<https://www.alltrails.com/parks/us/georgia/morgan-falls-overlook-park>

## Riverfront Park Restoration and Concept Design | Environmental Restoration Visioning Images

Brownfields Redevelopment Planning | Town of Tarboro, North Carolina

May 2023

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A <https://npplan.com/parks-by-state/virginia-national-parks/prince-william-forest-park-park-at-a->



B <https://www.murfreesborotn.gov/facilities/facility/details/Walter-Hill-Trailhead-55>



C [https://accuratefencelc.com/bunch\\_portfolio/idealrail-commercial-handrail-black/](https://accuratefencelc.com/bunch_portfolio/idealrail-commercial-handrail-black/)



D <https://www.lodi.gov/982/Trails-and-Pathways>



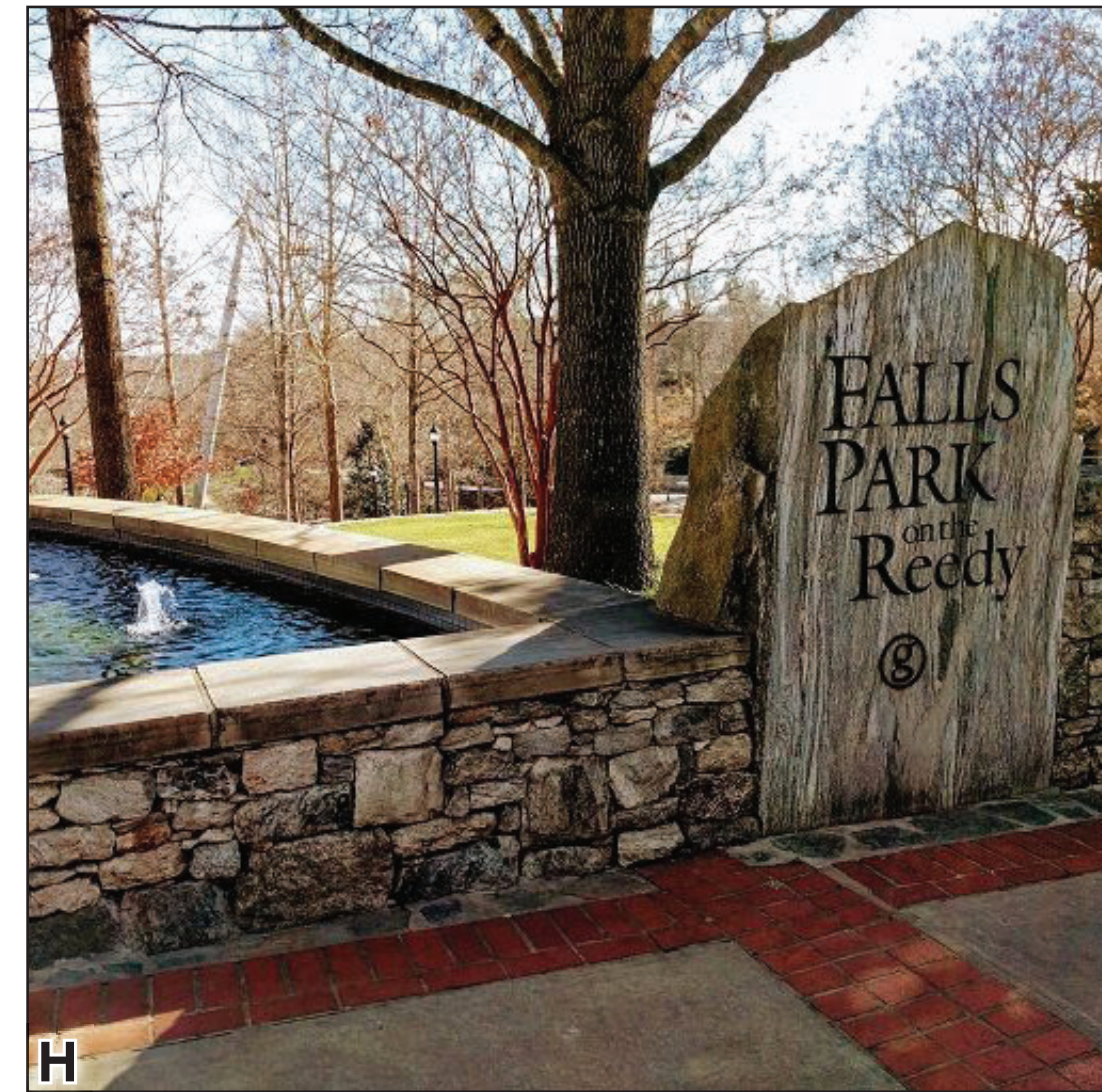
E <https://romtec.com/blog-categories/gable-ends-windows-or-vents>



F <https://www.exploregeorgia.org/sandy-springs/outdoors-nature/fishing/morgan-falls-overlook-park>



G



H



I <https://www.exploregeorgia.org/sandy-springs/outdoors-nature/fishing/morgan-falls-overlook-park>

## Riverfront Park Restoration and Concept Design | Alternative B Visioning Images

Brownfields Redevelopment Planning | Town of Tarboro, North Carolina

May 2023

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**A**  
<https://www.virginia.org/listing/hawksbill-greenway/6977/>



**B**  
<https://www.murfreesborotn.gov/facilities/facility/details/Walter-Hill-Trailhead-55>



**C**  
<https://www.mass.gov/service-details/demonstration-3-permeable-paving-materials-and-bioretenion-in-a-parking-lot>



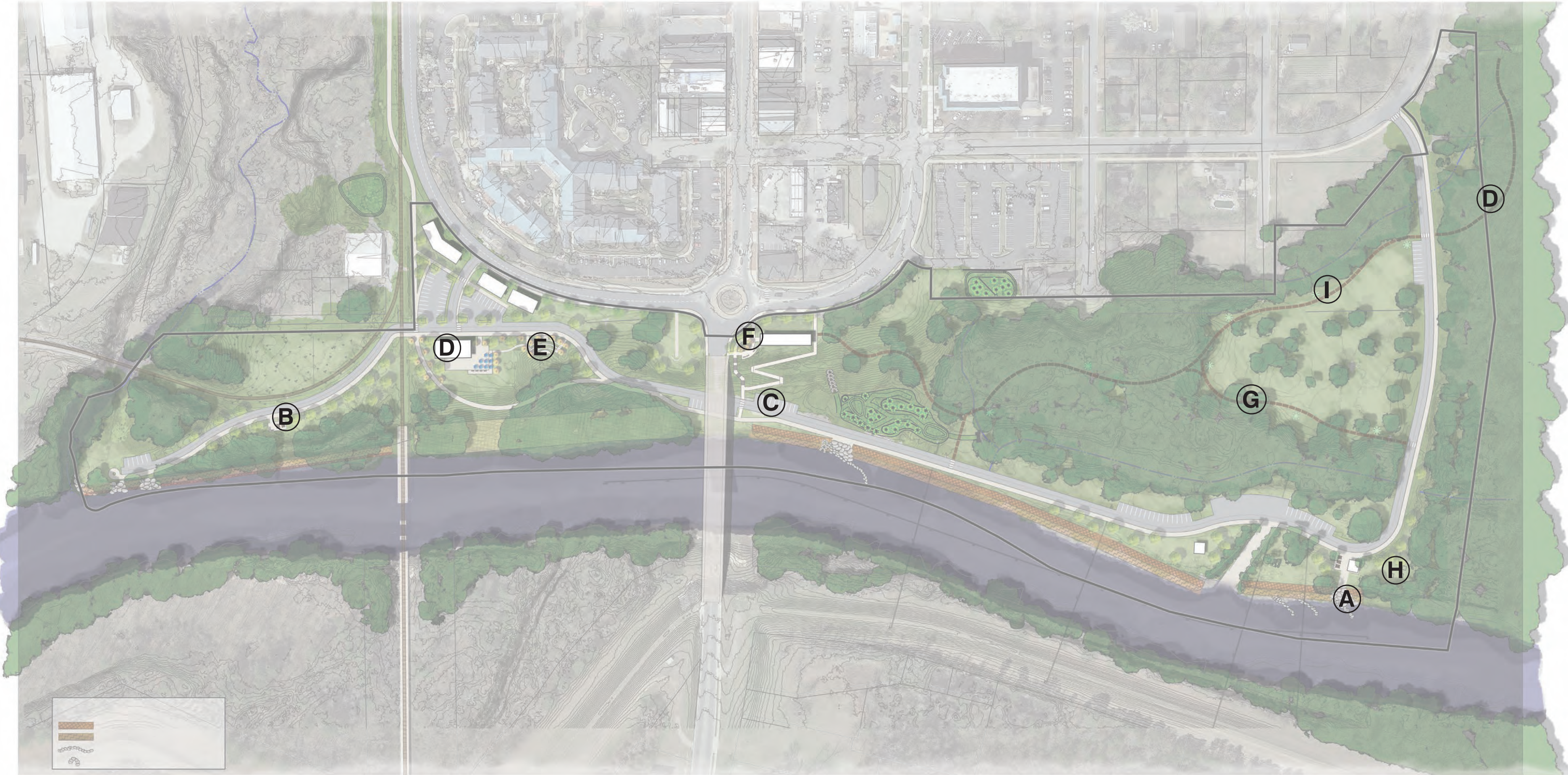
**D**  
<https://theparklands.org/venues/>



**E**  
<https://theparklands.org/venues/>



**F**  
<https://www.exploregeorgia.org/sandy-springs/outdoors-nature/fishing/morgan-falls-overlook-park>



**G**  
<https://www.pinterest.com/pin/60165345002758929/>



**H**  
<https://www.hillsboroughcounty.org/en/newsroom/2019/04/19/hanging-with-nature>



**I**  
<https://woodlibrary.org/story-walk-coming-to-canandaigua/>

**Riverfront Park Restoration and Concept Design | Alternative B Visioning Images**

Brownfields Redevelopment Planning | Town of Tarboro, North Carolina

May 2023

Pg. 5



A RESOLUTION ADOPTING THE  
DOWNTOWN AREA-WIDE PLAN FOR THE TOWN OF TARBORO

THE TOWN COUNCIL OF THE TOWN OF TARBORO RESOLVES:

WHEREAS, the Town of Tarboro has adopted a broad plan for the physical improvement of the city, a Land Development Plan which constitutes the Town's constitution governing land use; and

WHEREAS, improving and stabilizing Tarboro's historic core is vital to building and maintaining a healthy economic environment for the Town and surrounding area; and

WHEREAS, the Plan outlines an overview of potential projects in the coming years to guide development; and

WHEREAS, the recommendations in the Plan are based on a comprehensive analysis of needs and critical safety issues; and

WHEREAS, the Plan is resulted from a steering committee made of local professionals, input from focus groups and individual stakeholders, public meetings, and public survey responses; and

NOW, THEREFORE, THE TOWN OF TARBORO DOES RESOLVE AS FOLLOWS:

1. The Tarboro Downtown Area Wide Plan 2023, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted for the Town of Tarboro.
2. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter, the same shall be in full force and effect.
3. Agrees to take other such official action as may be reasonably necessary to carry out the objectives of the Plan.

Adopted on this day, the 21<sup>st</sup> of August 2023.

By: \_\_\_\_\_, Mayor

Certified by: \_\_\_\_\_,

SEAL



A RESOLUTION ADOPTING THE  
RIVERFRONT PARK RESTORATION PLAN FOR THE TOWN OF TARBORO

THE TOWN COUNCIL OF THE TOWN OF TARBORO RESOLVES:

WHEREAS, the Town of Tarboro has adopted a broad plan for the physical improvement of the city, a Land Development Plan which constitutes the Town's constitution governing land use; and

WHEREAS, improving the Riverfront develops the physical and economic environment for the Town and surrounding area; and

WHEREAS, the Plan outlines an overview of potential projects in the coming years to guide development; and

WHEREAS, the recommendations in the Plan are based on a comprehensive analysis of needs and critical safety issues; and

WHEREAS, the Plan is resulted from a steering committee made of local professionals, input from focus groups and individual stakeholders, public meetings, and public survey responses; and

NOW, THEREFORE, THE TOWN OF TARBORO DOES RESOLVE AS FOLLOWS:

1. The Tarboro Riverfront Park Restoration Plan 2023, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted for the Town of Tarboro.
2. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter, the same shall be in full force and effect.
3. Agrees to take other such official action as may be reasonably necessary to carry out the objectives of the Plan.

Adopted on this day, the 21<sup>st</sup> of August 2023.

By: \_\_\_\_\_, Mayor

Certified by: \_\_\_\_\_,

SEAL





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Ordinance - Vacant Property

**Date:** 8/21/2023

**Memo Number:** 23-45

---

At the March 4-5, 2023 Town Council Planning Retreat, Council directed staff to investigate options to deal with vacant non-residential property in town. Working with the Town Attorney, a proposal was presented to Council for review at the June 12, 2023 Council meeting and a public hearing was called to receive public input. At the July 10, 2023 Council meeting, a public hearing was held to consider a change in the Tarboro Code of Ordinances and receive public input on the proposed ordinance to adopt a Non-Residential Maintenance Code to establish minimum standards of maintenance, sanitation, and safety for non-residential buildings or structures. It was motioned to continue further discussion on the proposed ordinance at tonight's Council meeting.

It is recommended that Council take appropriate action to approve/approve with changes a Non-Residential Maintenance Code and Vacant Property Registry upon additional discussion of this matter.

### **ATTACHMENTS:**

Description	Upload Date	Type
Vacant Property Registration Form	9/12/2023	Cover Memo
Nonresidential Maintenance Code	9/12/2023	Cover Memo





## VACANT PROPERTY REGISTRATION

**AUTHORIZED BY TOWN OF TARBORO ORDINANCE NO. 23-05**

### APPLICATION FOR REGISTRATION

Date: \_\_\_\_\_ REGISTRATION FEE: \_\_\_\_\_

Pursuant to Chapter 4, Article VIII – Nonresidential Maintenance Code of the Town of Tarboro Code of Ordinances, all vacant properties in the Central Business District must register with the Town and must be maintained in a manner that does not exhibit evidence of vacancy. This registration must be filed within 30 days of receipt of Notification of Registration Requirement or civil penalties will apply.

The following information is required:

Property location (street address): \_\_\_\_\_

Property owner (corporation or individual): \_\_\_\_\_

Applicant (if different from owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (home): \_\_\_\_\_ (business): \_\_\_\_\_ (cell): \_\_\_\_\_

Real Estate Agent Name \_\_\_\_\_ For Sale ☐ For Rent ☐

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Building Permit Info, If Applicable: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

STAFF USE ONLY: Date notice sent: \_\_\_\_\_

Date application fee received: \_\_\_\_\_ Received by: \_\_\_\_\_



# Town of Tarboro Code of Ordinances

## Chapter 4, Article VIII – Nonresidential Maintenance Code

### 1. AUTHORITY

In order to protect the health, safety, and welfare of the town and its residents and citizens including but not limited to owners and occupants of nonresidential buildings or structures, it is the purpose of this division to establish minimum standards of maintenance, sanitation, and safety relating to nonresidential buildings or structures, as expressly authorized by G.S. §

160D- 1129. This division provides for the repair, closing, or demolition of nonresidential buildings or structures as a result of a public necessity caused by conditions that are dangerous to the public health, safety, and welfare.

### 2. SHORT TITLE

This ordinance shall be known as the Town of Tarboro “Nonresidential Maintenance Code” and may be cited as both the “nonresidential building code” or “the commercial maintenance code.”

### 3. JURISDICTION

A. The provisions of this code shall apply to all premises, structures, and buildings as defined by the Tarboro Zoning Ordinance located within the Central Business District. Residential structures shall fall under enforcement of the minimum housing code for the Town of Tarboro; for combination structures, both codes would apply. This code establishes minimum standards for the initial and continued occupancy and/or use of all such buildings and does not replace or modify standards otherwise established for the construction, repair, alteration, or use of the building, equipment, or facilities contained therein.

B. The provisions of this code apply whether the structure or building is occupied or vacant. All unoccupied or vacant structures or buildings shall be secured by any party in interest to prevent the entry of unauthorized persons or the occurrences of conditions not permitted by law.

### 4. PURPOSE



It is the purpose of the provisions of this code to provide a just, equitable, and practical method, whereby all buildings, structures, and premises which from any cause, endanger the life, limb, health, property, safety, or welfare of the general public or their occupants, diminish property values or detract excessively from the appropriate appearance of the area, may be required to be repaired, or demolished. It is further the purpose of this code to preserve the character and integrity of the community and to promote the comfort, happiness, and safety of community residents. It is further the purpose of this code to minimize discordant, unsightly, and offensive surroundings while preserving beauty as well as the usefulness of the environment. The provisions of this code are cumulative with and in addition to any other remedy provided by law including the current editions of standard codes adopted by the Town of Tarboro.

## 5. MINIMUM STANDARDS FOR NONRESIDENTIAL BUILDINGS AND STRUCTURES

It shall be the responsibility of the owner of all buildings, structures, and/or premises in the Central Business District that they be maintained in compliance with all applicable provisions herein. The following violations shall be corrected subsequent to the notice of violations as enumerated herein:

(A) Minor Violations: The following minor violations shall be abated within ten (10) consecutive days of the Notice of Violation in accordance with remedies as outlined in Chapter 10 Nuisances of the Tarboro Code of Ordinances.

It shall be the responsibility of the owner of all buildings, structures, and/or premises in Central Business District, that they be maintained in compliance with all applicable provisions herein. The following violations shall be corrected subsequent to the notice of violations as enumerated herein:

1. A structure, wall, or other affixed real property visible from a public right of way shall not have graffiti for a period of more than fifteen (15) consecutive days.
2. Advertising sign structures attached or freestanding, awnings, marquees and their supporting members and other similar attachments and structures shall be maintained in good repair and shall not cause a nuisance or safety hazard.
3. A structure shall not have weeds, trees, vines, or other uncultivated vegetation growing upon it greater than eight (8) inches in height in an untended manner.



4. Buildings and premises shall be kept clear of accumulations of garbage, trash, or rubbish which create health and sanitation problems. All garbage and solid waste shall be in approved containers or stored in a safe and sanitary way.

(B) Major Violations: The following major violations shall be abated within sixty (60) consecutive days of the Notice of Violation:

1. A structure shall not have exterior surfaces that do not form a weather tight surface due to holes, excessive cracks or decayed surfaces; for a period of more than sixty (60) consecutive days.
2. A structure shall not have a roof with leaks that endangers the integrity of the structure or the health, safety, or welfare of tenants or adjoining property owners for a period of more than sixty (60) consecutive days.
3. A structure shall not have windows with glass that is broken or missing and/or window frames with more than fifty (50) percent of the surface area covered with disfigured, cracked, or peeling surface materials for a period of more than sixty (60) consecutive days.

(C) Hazardous Conditions: Any combination of conditions which in the judgment of the enforcement officer renders any building or structure dangerous or injurious to the health, safety, or general welfare of occupants or members of the general public. Hazardous conditions shall be immediately abated.

### 5.1. VACANT PROPERTY MAINTENANCE

(A) Intent and Scope. The Town finds that the presence of commercial buildings exhibiting evidence of vacancy pose special risks to the health, safety and welfare of the community and therefore require heightened regulatory attention. The provisions of this Section shall apply to all properties in the Central Business District of the Town of Tarboro.

(B) Definition. For purposes of this Section, “Evidence of Vacancy” means any aesthetic condition that on its own or combined with other conditions present would lead a reasonable person to believe that the



property is vacant. Such conditions include, but are not limited to, overgrown or dead vegetation, extensively chipped or peeling exterior paint, exterior walls in poor condition, porches and steps in poor condition, roof in poor condition, broken windows and other signs of general disrepair, accumulation of newspapers, circulars, flyers or mail, past due utility notices or disconnected utilities, accumulation of trash, junk or debris, the absence of window coverings such as curtains, blinds, shutters, the absence of furnishings or personal items consistent with commercial habitation, statements by neighbors, passersby, delivery agents, governmental employees that the Property is vacant.

(C) Maintenance Requirements. Properties subject to this Section shall be kept in compliance with the following maintenance requirements:

(1) Evidence of Vacancy.

- (a) The exteriors of building(s)/structure(s) on the Property shall be painted and maintained in a way that does not exhibit any Evidence of Vacancy.
- (b) The yard(s) of the Property shall be maintained in a way that does not provide Evidence of Vacancy.
- (c) The deck(s) and porch(s) located on the Property shall be maintained in a way that does not provide Evidence of Vacancy.
- (d) The window(s) and door(s) of building(s)/structure(s) of the Property shall be intact and operable and shall be maintained in a way that does not provide Evidence of Vacancy.
- (e) Instances of rotting of building(s)/structure(s) of the Property or portion thereof shall be corrected in order to eliminate visible rotting in a way that does not exhibit any Evidence of Vacancy.
- (f) The storefront(s) and façade(s) of building(s) shall be maintained in a way that does not provide Evidence of Vacancy.
- (g) The interiors, when visible to passersby through storefront windows, shall be maintained in a way that does not exhibit Evidence of Vacancy.



(2) Protective Treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Masonry shall be repointed, as necessary, to prevent bricks or members from falling or coming out. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering, cladding or treatment. Peeling, flaking and chipped paint shall be eliminated, and surfaces repainted. All siding and masonry joints, as well as those between the building or structure envelope, and the perimeter of windows, doors and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

(3) Premises' Identification. All primary buildings shall have approved address numbers placed in a position, and of such size, to be plainly legible and visible from the street or road fronting the property. Address numbers shall be Arabic numbers.. The numbers used shall be made of durable and visible material, which contrasts with the background material upon which it is placed.

(4) Structural members. All structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.

(5) Foundation walls. All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be in such condition as to prevent the entry of rodents and other pests.

(6) Exterior walls. All exterior walls shall be free from holes, breaks and loose or rotting materials and maintained weatherproof and properly surface coated where required to prevent deterioration.

(7) Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof shall not contain more than (2) roof coverings. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.



(8) Decorative features. All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

(9) Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, including all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

(10) Chimneys, flues, vents. There shall be no chimneys or parts thereof which are defective, deteriorated or in danger of falling or in such condition or location as to constitute a fire hazard. All chimneys, flues and vent attachments thereto shall be maintained structurally sound. Chimneys, flues, gas vents or other draft-producing equipment which are in use shall provide sufficient draft to develop the rated output of the connected equipment and shall be structurally safe, durable, smoke-tight and capable of withstanding the action of flue gases.

(11) Handrails and guards. All exterior porches, landings, balconies, stairs and fire escapes, and the like, shall be provided with banisters, railings or guards, which are properly designed, firmly fastened, capable of supporting normally imposed loads and maintained in good condition to minimize the hazard of falling and the same shall be kept structurally sound, in good repair and free of defects.

(12) Window, skylight and doors. Every window, skylight, door and frames thereof, shall be in sound condition, good repair and weather tight. There shall be no cracks, holes or open spaces around window and door frames. All glazing materials shall be maintained free from cracks and holes. Windows and doors shall be maintained free from broken or missing glass. Broken or missing glass may not be replaced with material other than glass. Every window, other than a fixed window, shall be easily operable and capable of being held in position by window hardware. Voids within exterior walls which are created for the purpose of, or once contained a window or door, shall not remain without a window or door. Exterior windows, exterior spaces missing or partially missing windows, exterior doors and exterior spaces missing or partially missing doors in buildings, whether vacant or occupied, shall not be covered with masonry or other similar material and shall be filled with a window or door. Glazing shall not be painted in



opaque paint except for signage meeting the requirements of the zoning ordinance. Windows within the same building shall match in terms of material and general design.

(13) Shutters. As an alternative to a glass window, can be allowed on the second floor of a two-story building/structure and the third floor of a three story building/structure provided all the standards noted above in paragraph (12) for sound condition, good repair and weather tightness are adhered thereto. Additionally, the shutters shall be of a durable material and of a style, material and color as to match the color, material, historical nature and architectural style of the building/structure.

(14) Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units in a building/structure shall tightly secure the door.

(15) Basements. All crawlspace doors, basement doors and hatchways shall be maintained to prevent the entrances to dwellings units shall tightly secure the door.

(16) Guards for basement windows. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of vermin.

(17) Egress. Every building shall be provided with adequate means of egress as required by the North Carolina State Building Code. Every dwelling unit shall be provided with adequate means of egress as required by the North Carolina State Residential Code.

(18) Building security. The property shall be maintained in a secure manner so as not to be accessible to unauthorized persons. This includes, without limitation, the closure and locking of windows, doors (including but not limited to walkthrough, sliding and garage), gates pet doors and any other such opening of such size that it may allow a child to access the interior of the property or structure(s). Broken windows shall be replaced and/or re-glazed; windows shall not be boarded up. Doors, windows or hatchways for buildings shall be provided with devices designed to provide security for the occupants and property within. Basement hatchways that provide access to buildings shall be equipped with devices that secure the unit from unauthorized entry.



(19) Loose materials. The building and environs surfaces shall be kept clear of: cracked or broken glass; loose shingles; loose wood; crumbling stone or brick; loose, broken, tattered or torn plastic; or other dangerous objects or similar hazardous conditions.

(20) Exterior Surface Maintenance. Exterior surfaces shall be maintained in such material or treated in such a manner as to prevent deterioration.

(21) Rubbish. Buildings and environs shall be kept clear of accumulations of garbage, trash, or rubbish which create health and sanitation problems. All garbage and solid waste shall be in approved containers or stored in a safe and sanitary way.

(22) Overhanging and Protruding Objects. The building and environs shall be kept free of loose and insufficiently anchored overhanging objects which constitute a danger of falling on persons or property. The building and environs shall be kept free of objects and elements protruding from building walls, roof and environs which are unsafe or not properly secured or which can create a hazard such as abandoned electrical boxes and conduits, wires, sign brackets and other brackets and similar objects.

(23) Holes and Breaks in Walking Surfaces. The environs shall be kept free of insufficiently protected holes, excavations, breaks, projections, obstructions and other such dangerous impediments on and around walks, driveways, parking lots and other areas which are accessible to and generally used by persons on the premises.

(24) Gutters and Downspouts. Gutters and downspouts shall be replaced or repaired as necessary and shall be appropriately located so as not to cause a hazard to pedestrian, vehicular traffic or property.

(25) Drainage. All yards and environs shall be properly graded and maintained so as to obtain thorough drainage and so as to prevent the accumulation of stagnant water.

(26) Accessory Structures and Appurtenances. Attached and unattached accessory structures and appurtenances shall not cause a nuisance or safety hazard.

(27) Signs. Advertising sign structures attached or freestanding, awnings, marquees and their supporting members and other similar attachments and structures shall not cause a nuisance or safety hazard.



(D) Registration.

(1) Any vacant commercial property located within the Central Business District of the Town of Tarboro must be registered by the owner with the Town's Planning Department either:

- (a) by the owner's own accord before receiving a Notice of Registration Requirement, or
- (b) within 30 days of the owner receiving a Notice of Registration Requirement from the Town.

(2) The Town will send a Notice of Registration Requirement to the owner of record of properties that are vacant. The owner shall register property within the time period set forth in paragraph (1) of this section unless the owner can provide clear and convincing evidence to the Planning Department Director, or his designee, within such time period, that the property is not vacant.

(3) The registration shall contain:

- (a) The name of the owner (corporation or individual);
- (b) The direct street/office mailing address of the owner and post office box, if applicable; and
- (c) A direct contact name and phone number.

(4) Any changes in the information in paragraph (3) of this section shall be reported to the Planning Department within 30 days of such changes.

(5) Registration must be renewed annually.

(6) Vacant properties shall remain subject to the annual registration, maintenance, and security requirements of this article as long as they remain vacant.

(7) Once the property is no longer vacant or is sold, the owner must provide written proof of occupancy or sale to the Planning Director.

(8) Registration of a vacant commercial property does not excuse the owner from compliance with any other applicable ordinance, regulation, or statute, without limitations, with regard to



the owner's vacant property. By accepting an owner's registration, the Planning Department has not determined that the vacant property being registered is in compliance with an applicable, local or state regulation or law.

(E) Fees. Effective one year following the adoption date of this code, an initial annual registration fee of \$500 shall be collected upon registration of the vacant property. Effective one year following this initial registration fee, an annual registration fee of \$1,000 shall be collected upon registration of the vacant property and collected annually at that amount on the renewal of the registration.

(F) Exemptions.

(1) A vacant commercial property that is actively listed with a licensed NC realtor and offered for sale or lease for a period of no more than one calendar year shall be exempt from the annual vacant commercial property registration fee subject to the following condition:

(a) The exemption can be extended for an additional year upon proof of good faith marketing of the property by a licensed realtor and compliance with all applicable town ordinances.

(2) A vacant commercial building that is being renovated under an active building permit for the purpose of preparing it for occupancy shall be exempt from the annual vacant building registration fee subject to the following conditions:

(a) The property owner can demonstrate that the work being performed is pursuant to the acquired permit for the preparation of occupancy, lease or sale; and

(b) Inspections for the work covered under the permit are requested on at least a monthly Basis.

(3) A vacant commercial building that has been purchased within 90 days of receiving a Notice of Registration Requirement. Properties meeting this exemption will be given 12 months to start rehabilitation or action to occupy the buildings. A work plan of action shall be submitted along with the property registration form outlining the work being planned and an estimated date of completion/occupation.

## 6. ENFORCEMENT



The code enforcement officer is hereby designated to exercise the powers prescribed in this article; in accordance with the provisions of N.C.G.S. 160D-1129 and specifically the supplemental powers set forth in 160D-1129(l).

#### 7. APPLICABILITY OF OTHER CODE

Applicable North Carolina State Building Codes and the National Electric Code shall govern all repairs or alterations made to any existing structure.

#### 8. INVESTIGATION OF CONDITIONS

(A) Whenever it appears to the code enforcement officer that any nonresidential building or structure has not been properly maintained so that the safety or health of its occupants, or members of the general public, are jeopardized for failure of the property to meet the minimum standards established by this article, the code enforcement officer shall undertake a preliminary investigation.

(B) If entry upon the premises for purposes of investigation is necessary, such entry shall be made pursuant to a duly issued administrative search warrant in accordance with G.S. 15-27.2 or with permission of the owner, the owner's agent, a tenant, or other person legally in possession of the premises. The code enforcement officer may seek assistance from necessary qualified parties when inspecting properties suspected of hazardous conditions.

#### 9. COMPLAINT AND HEARING

If the preliminary investigation discloses evidence of a violation, the code enforcement officer shall issue and cause to be served upon the owner of and parties in interest, in the nonresidential building or structure, a complaint. The complaint shall state the following:

(A) The charges and a notice that a hearing will be held before the code enforcement officer at a place within the town; scheduled within 30 days after the serving of the complaint;

(B) That the owner and parties in interest shall be given the right to answer the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint;

(C) That the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the code enforcement officer.



## 10. ORDER

If, after notice and hearing, the code enforcement officer determines that the nonresidential building or structure has not been properly maintained so that the safety or health of its occupants or members of the general public is jeopardized for failure of the property to meet the minimum standards established by the governing body, the code enforcement officer shall state in writing findings of fact in support of that determination and shall issue and cause to be served upon the owner thereof an order. The order may require the owner to take remedial action, within a reasonable time specified, subject to the procedures and limitations herein.

### (A) Limitations on Orders.

(1) An order may require the owner to repair, alter, or improve the nonresidential building or structure in order to bring it into compliance with the minimum standards established by the governing body or to vacate and close the nonresidential building or structure for any use.

(2) An order may require the owner to remove or demolish the nonresidential building or structure if the cost of repair, alteration, or improvement of the building or structure would exceed fifty percent (50%) of its then current value. Notwithstanding any other provision of law, if the nonresidential building or structure is designated as a local historic landmark, listed in the National Register of Historic Places, or located in a locally designated historic district or in a historic district listed in the National Register of Historic Places and the governing body determines, after a public hearing as provided by ordinance, that the nonresidential building or structure is of individual significance or contributes to maintaining the character of the district, and the nonresidential building or structure has not been condemned as unsafe, the order may require that the nonresidential building or structure be vacated and closed until it is brought into compliance with the minimum standards established by the governing body.

(3) An order may not require repairs, alterations, or improvements to be made to vacant manufacturing facilities or vacant industrial warehouse facilities to preserve the original use. The order may require such building or structure to be vacated and closed, but repairs may be required only when necessary to maintain structural integrity or to abate a health or safety hazard that cannot be remedied by ordering the building or structure closed for any use.

### (B) Action by Governing Body Upon Failure to Comply With Order. –



(1) If the owner fails to comply with an order to repair, alter, or improve or to vacate and close the nonresidential building or structure, the governing body may adopt an ordinance ordering the Code Enforcement Officer to proceed to effectuate the purpose of this section with respect to the particular property or properties that the Code Enforcement Officer found to be jeopardizing the health or safety of its occupants or members of the general public. The property or properties shall be described in the ordinance. The ordinance shall be recorded in the office of the register of deeds and shall be indexed in the name of the property owner or owners in the grantor index. Following adoption of an ordinance, the Code Enforcement Officer may cause the building or structure to be repaired, altered, or improved or to be vacated and closed. The Code Enforcement Officer may cause to be posted on the main entrance of any nonresidential building or structure so closed a placard with the following words: "This building is unfit for any use; the use or occupation of this building for any purpose is prohibited and unlawful." Any person who occupies or knowingly allows the occupancy of a building or structure so posted shall be guilty of a Class 3 misdemeanor.

(2) If the owner fails to comply with an order to remove or demolish the nonresidential building or structure, the governing body may adopt an ordinance ordering the Code Enforcement Officer to proceed to effectuate the purpose of this section with respect to the particular property or properties that the Code Enforcement Officer found to be jeopardizing the health or safety of its occupants or members of the general public. No ordinance shall be adopted to require demolition of a nonresidential building or structure until the owner has first been given a reasonable opportunity to bring it into conformity with the minimum standards established by the governing body. The property or properties shall be described in the ordinance. The ordinance shall be recorded in the office of the register of deeds and shall be indexed in the name of the property owner or owners in the grantor index. Following adoption of an ordinance, the Code Enforcement Officer may cause the building or structure to be removed or demolished.

(C) Action by Governing Body Upon Abandonment of Intent to Repair.

(1) If the governing body has adopted an ordinance or the Code Enforcement Officer has issued an order requiring the building or structure to be repaired or vacated and closed and the building or structure has been vacated and closed for a period of two years pursuant to the ordinance or



order, the governing body may make findings that the owner has abandoned the intent and purpose to repair, alter, or improve the building or structure and that the continuation of the building or structure in its vacated and closed status would be inimical to the health, safety, and welfare of the municipality in that it would continue to deteriorate, would create a fire or safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, or would cause or contribute to blight and the deterioration of property values in the area. Upon such findings, the governing body may, after the expiration of the two-year period, enact an ordinance and serve such ordinance on the owner, setting forth the following:

(a) If the cost to repair the nonresidential building or structure to bring it into compliance with the minimum standards is less than or equal to fifty percent (50%) of its then current value, the ordinance shall require that the owner either repair or demolish and remove the building or structure within 90 days; or

(b) If the cost to repair the nonresidential building or structure to bring it into compliance with the minimum standards exceeds fifty percent (50%) of its then current value, the ordinance shall require the owner to demolish and remove the building or structure within 90 days.

(2) In the case of vacant manufacturing facilities or vacant industrial warehouse facilities, the building or structure must have been vacated and closed pursuant to an order or ordinance for a period of five years before the governing body may take action under this subsection. The ordinance shall be recorded in the office of the register of deeds in the county wherein the property or properties are located and shall be indexed in the name of the property owner in the grantor index. If the owner fails to comply with the ordinance, the Code Enforcement Officer shall effectuate the purpose of the ordinance.

## 11. SERVICE OF COMPLAINTS AND ORDERS

Complaints or orders issued by the code enforcement officer pursuant to an ordinance adopted under this section shall be served upon persons either personally or by registered or certified mail so long as the means used are reasonably designed to achieve actual notice. When service is made by registered or certified mail, a copy of the complaint or order may also be sent by regular mail. Service shall be deemed sufficient if the registered or certified mail is refused, but the regular mail is not returned by the post office within ten days



after the mailing. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected. If the identities of any owners or the whereabouts of persons are unknown and cannot be ascertained by the code enforcement officer in the exercise of reasonable diligence, and the code enforcement officer makes an affidavit to that effect, the serving of the complaint or order upon the owners or other persons may be made by publication in a newspaper having general circulation in the town at least once no later than the time that personal service would be required under this section. When service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

## 12. LIENS

- (A) Upon the code enforcement officer effectuating the order to repair, alter, improve, vacate, close, remove or demolish the nonresidential property, the amount of the cost shall be a lien against the real property upon which the cost was incurred. This lien shall be filed, have the same priority, and be collected as the lien for special assessment provided in G.S. 160D-1129.
- (B) The amount of the costs shall also be a lien on any other real property of the owner, except for the owner's primary residence. The additional lien provided in this subdivision is inferior to all prior liens and shall be collected as a money judgment.
- (C) When a nonresidential building or structure is removed or demolished by the code enforcement officer, the officer shall offer for sale the recoverable materials of the building or structure and any personal property, fixtures, or appurtenances found in or attached to the building or structure. All proceeds of the sale shall be credited against the cost of the removal or demolition and any balance remaining shall be deposited in the superior court. The proceeds shall be secured in a manner directed by the court and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree. Nothing in this section shall be construed to impair or limit in any way the power of the city council to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

## 13. CIVIL PENALTY



In addition to other available remedies provided in this article, any violation of this article may subject the offender to a civil penalty in the amount of fifty dollars (\$50.00) for each day the violation(s) continue to exist, as provided in Section 1-12 of the Tarboro Code of Ordinances.

#### 14. CONFLICT WITH OTHER PROVISIONS

In event any provision, standard, or requirement of this ordinance is found to be in conflict with any provision of any other ordinance or code of the Town the provision that establishes the higher standard or more stringent requirements for the promotion and protection of the health and safety of the residents of the Town shall prevail.

#### 15. SEVERABILITY

If any provision of this ordinance is for any reasons held to be invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, independent provision and such holding shall not affect the validity of any other provision hereof, and to that end, the provisions of this ordinance are hereby declared to be severable.

#### 16. APPEALS

Any appeals for an order or decision made by the code enforcement officer may be taken to the zoning board of adjustment. Any person aggrieved by a decision or order of the code enforcement officer shall have the remedies provided in G.S. 160D-1129(m).





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Ordinance - Annexation

**Date:** 8/21/2023

**Memo Number:** 23-46

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The Town of Tarboro seeks to provide for the public health, safety, and welfare of the Town by expansion of the municipal limits through annexation. The commercial area along Highway 258 has been considered by the town and it is in the best interest of the town to pursue annexation.

It would be appropriate for Council to adopt the attached Ordinance to Extend the Corporate Limits of the Town of Tarboro.

### **ATTACHMENTS:**

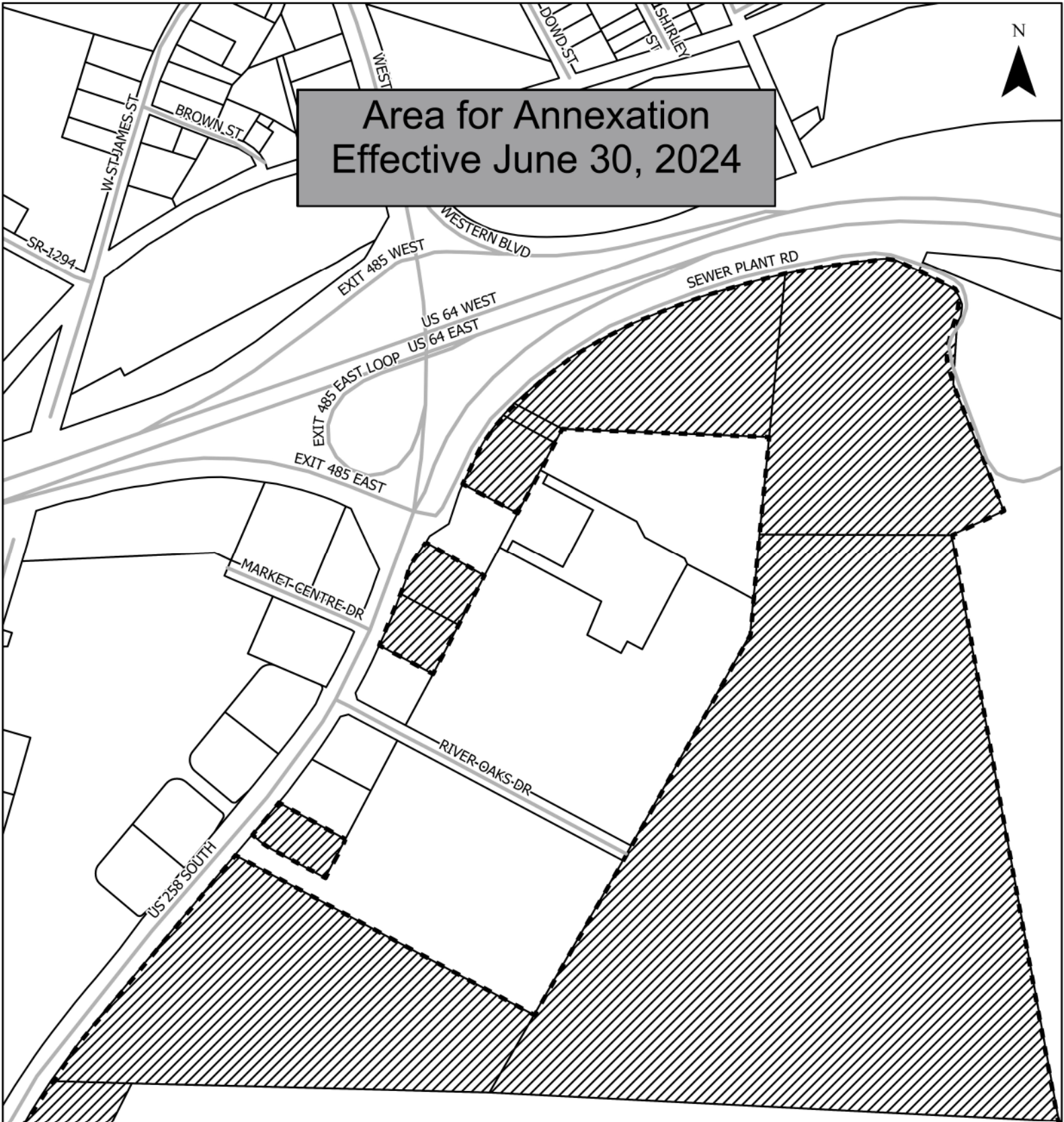
Description	Upload Date	Type
Exhibit A Map	8/16/2023	Exhibit
Annexation Ordinance	8/17/2023	Cover Memo






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# Area for Annexation Effective June 30, 2024



## Legend

- Street Centerlines
-  Parcels to be Annexed
-  Parcel Outlines
-  Town Limits

0 250 500 1,000 Feet





ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE  
TOWN OF TARBORO, NORTH CAROLINA**

**WHEREAS**, municipal growth through annexation is essential to sound urban development and continued economic development in the Town of Tarboro; and

**WHEREAS**, the North Carolina General Statutes provide for annexation by municipalities according to certain legislative standards, and with the provision of certain services; and

**WHEREAS**, there are areas adjacent to the Town that are eligible for annexation under the North Carolina General Statute 160A-58.54, the entire area of which is currently bordered by OR surrounded by the Town's primary corporate limits; and

**WHEREAS**, the Town will provide services to the area such as are already provided within Town limits as detailed in the Report and Resolution of Service Provision; and

**WHEREAS**, the Town already provides utility service to the area, including water, sewer, and electric, and can afford to sufficiently provide extensions and taps to new service; and

**WHEREAS**, North Carolina General Statutes provide certain timelines; and

**WHEREAS**, a Resolution of Consideration was adopted on the 13<sup>th</sup> day of September 2021; and

**WHEREAS**, a Resolution of Intent was adopted on the 13th day of February 2023; and

**WHEREAS**, a Public Information Meeting was held on April 3, 2023; and

**WHEREAS**, a Public Hearing was held on July 10, 2023; and

**WHEREAS**, the Edgecombe County Board of Elections has certified that there are no voters within the area of annexation; and

**And WHEREAS**, the Council of the Town of Tarboro further finds that the public health, safety, and welfare of the Town of Tarboro and of the area proposed for annexation will be best served by annexing the area described;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF TARBORO TOWN COUNCIL:**

**SECTION I**

That all areas described within the area are included on the map intended for annexation by the Town of Tarboro and the Attachment is incorporated herein by reference as Exhibit A and as described below:

- Parcel 1- 4727-98-0142 –DB 1593 PG 0053
- Parcel 2 - 4727-98-8498 – DB 1482 PG 0612
- Parcel 3 – 4727-99-8029 – DB 1687 PG 1227, PC 12 SLIDE 82, LOT B
- Parcel 4 – 4737-09-2821 – DB 1635 PG 0483
- Parcel 5 – 4737-09-3909 – DB 1242 PG 0704
- Parcel 6 – 4738-00-5442 – DB 1504 DC 0155
- Parcel 7 – 4738-00-6526 –DB 1635 PG 1001
- Parcel 8 – 4738-10-1715 – DB 1482, PG 0618
- Parcel 9 – 4738-10-8606 – DB 1482 PG 0615
- Parcel 10 – 4737-18-6936 – DB 1242, PG 0701

**SECTION II**

By virtue of the authority granted by G.S 160A-58.52, the following described territory is hereby annexed and made part of the Town of Tarboro, as of June 30, 2024.



**SECTION III**

Upon and after June 30, 2024, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Tarboro and shall be entitled to the same privileges and benefits as other parts of the Town of Tarboro. Said territory shall be subject to municipal taxes.

**SECTION IV**

That the ordinance and list of property owners of parcels within the area described in the annexation ordinance be delivered within five business days to the Tax Assessor and the Board of Elections of Edgecombe County.

**SECTION V**

That the Mayor of the Town of Tarboro shall cause to be recorded in the office of the Register of Deeds of Edgecombe County and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such map shall also be delivered to the County Board of Elections, as required by G.S. 160A-58.55.

**SECTION VI**

That this annexation shall become effective on the 30<sup>th</sup> day of June 2024.

Adopted by the Tarboro Town Council on this the 21<sup>st</sup> day of August 2023.

\_\_\_\_\_

*Mayor*

*ATTEST:*

*APPROVED AS TO FORM*

\_\_\_\_\_

*Clerk*

\_\_\_\_\_

*Town of Tarboro Attorney*





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** NCDOT - Cycle NC Downtown Event

**Date:** 8/21/2023

**Memo Number:** 23-47

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The Town of Tarboro has agreed to co-sponsor a Cycle North Carolina Event that will make Tarboro a stop on their "2023 Mountain to the Coast" ride on October 5th-6th. In an effort to maximize the benefit of having hundreds of visitors in Town for the event, Dave Sharpe, Chamber of Commerce and Tourism Director is working with several stakeholders to create a community event. The event will require the closure of N. Main Street between Church Street and Pitt Street from 1:00 pm and 9:00 pm. In order to receive approval from the North Carolina Department of Transportation (NCDOT) to close Main Street for the event, it is necessary to adopt an ordinance declaring the road closure.

It is recommended that Council adopt the attached ordinance declaring the closure of N. Main Street from Church Street to Pitt Street.

### **ATTACHMENTS:**

Description	Upload Date	Type
Ordinance - Cycle NC Community Event Road Closure	8/17/2023	Cover Memo



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR A CYCLE  
NORTH CAROLINA "MOUNTAINS TO THE COAST" TARBORO  
COMMUNITY EVENT**

**THE TOWN COUNCIL OF THE TOWN OF TARBORO ORDAINS:**

**WHEREAS**, the Town Council of the Town of Tarboro acknowledges a long tradition of co-sponsoring events for the pleasure of its citizens; and

**WHEREAS**, the Town Council of the Town of Tarboro acknowledges its citizens realize a financial benefit from hosting Cycle North Carolina and holding a special Community Event; and

**WHEREAS**, the Town Council of the Town of Tarboro acknowledges an event requires approximately two (2) hours to include installing traffic control, and for removing traffic control and litter after the event is over;

**NOW THEREFORE BE IT ORDAINED** by the Town Council of the Town of Tarboro pursuant to the authority granted by N.C.G.S. 20-169 that they do hereby declare a temporary road closure during the day and time set forth below on the following described portion of a State Highway System route:

**Date: Thursday, October 5th, 2023**

**Time: 1:00 P.M. - 9:00 P.M.**

**Closure Description: N. Main Street (NC 33) between Pitt Street and Church Street**

This ordinance to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide through vehicles around the event site.

Adopted this 21<sup>st</sup> day of August, 2023.

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Tate Mayo, Mayor

Attest:

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Leslie M. Lunsford, Town Clerk





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Bid Award - ICMA Housing Study

**Date:** 8/21/2023

**Memo Number:** 23-48

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The Town of Tarboro issued a Request for Proposals (RFP) for a Housing Study and Needs Assessment. The Town applied for and received a grant from ICMA to provide such assessment. The purpose of the assessment is to identify existing and future housing stock within the community and to identify strategies that will help ensure the Town's housing market provides housing opportunities to as many community members as possible while contemplating and accounting for our projected growth over the next several years. Some topic areas include the assessment of existing housing conditions, demographic and market demands (present and future), and identification of critical housing gaps and issues. Priority issues include affordable housing and related issues, mitigation of risk within flood hazard areas.

The Town has properly advertised multiple times, and this round received one response.

It is recommended that Council approve Bowen National Research and authorize staff to execute contracts related to the same.

### **ATTACHMENTS:**

Description	Upload Date	Type
Bowen National Research Proposal	8/17/2023	Exhibit



# PROPOSAL

## TARBORO, NORTH CAROLINA HOUSING STUDY & NEEDS ASSESSMENT

Prepared For:  
The Town of Tarboro

**DATE: 8/15/2023**



**BOWEN  
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155 E. Columbus Street, Suite 220  
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[www.bowennational.com](http://www.bowennational.com)



August 15, 2023

Ms. Catherine Grimm  
Town of Tarboro, NC  
500 North Main St.  
Tarboro, NC 27883

Dear Ms. Grimm,

We are pleased to submit a proposal to prepare a Housing Study and Needs Assessment (hereby referred to as a Housing Needs Assessment, HNA) for the town of Tarboro, North Carolina. This assessment will assist elected officials, government staff, stakeholders, and community members in developing a meaningful sense of the housing market and to understand key housing issues. It will also serve as a guide for planning and policy decisions. Our firm has reviewed the request for proposal and understands the work elements being requested.

**Housing Needs Assessment Experience** – Having completed over 100 Housing Needs Assessments, Bowen National Research has significant experience in conducting studies with a similar scope of work as the subject RFP on a city, county and statewide level. We were selected to complete the majority of these projects through an RFP/interview process and all studies were completed on time and within budget.

**Ability to Customize Studies** – Our firm has experience in working with local entities like yours and has customized our analyses to meet their specific needs. Therefore, we will structure our research and analysis to correspond to the specific needs of your community.

**Qualified and Nationally Recognized** – Our firm is accredited by the National Council of Housing Market Analysts (NCHMA), an organization that sets market study standards for housing studies. Our President, Patrick Bowen, serves as Vice Chair to NCHMA, assuring our studies meet the highest standards.

Thank you for giving us the opportunity to present this proposal to you. We believe we can be an asset to your community. We hope we have the opportunity to work together.

Respectfully,



Patrick M. Bowen  
President (Primary Contact & Project Manager)  
Bowen National Research  
155 E. Columbus S.t, Ste. 220, Pickerington, OH 43147  
[patrickb@bowennational.com](mailto:patrickb@bowennational.com) | 614-833-9300



## Statement of Experience

Bowen National Research is located at 155 East Columbus Street, Suite 220 in Pickerington, Ohio, a suburb of Columbus. The company has no other office locations. Established in 2010, Bowen National Research employs over 25 full-time personnel, all highly trained and experienced in real estate research and analysis. Our firm conducts more than 500 studies each year for a variety of real estate development alternatives and clients. Our primary area of focus involves the research and analysis of residential development. Our firm prides itself on its client communications, ability to manage multiple small and large-scale projects at one time, and commitment to meeting all client deadlines. Below is a brief summary of our areas of experience and knowledge.

Bowen National Research's Market Feasibility Services	
<ul style="list-style-type: none"><li>• City/County/Statewide Housing Needs Assessments</li><li>• Low-Income Housing Tax Credit/Tax Credit Bond</li><li>• Government-Subsidized</li><li>• Market-Rate</li><li>• HUD Section 8, 202, 232, 811, 221(d)(3) &amp; (d)(4)</li><li>• USDA RD 515 &amp; 514/516</li></ul>	<ul style="list-style-type: none"><li>• Tribal Housing</li><li>• Farm Labor Housing</li><li>• Student Housing</li><li>• For-Sale Housing</li><li>• Senior Living Alternatives</li><li>• Retail/Office/Commercial Space</li></ul>

## Project Team



**Patrick Bowen**, President of Bowen National Research, has conducted numerous housing needs assessments and provided consulting services to city, county and state development entities as it relates to residential development, including affordable and market rate housing, for both rental and for-sale housing, and retail development opportunities. He has also prepared and supervised thousands of market feasibility studies for all types of real estate products, including housing, retail, office, industrial and mixed-use developments, since 1996. Mr. Bowen has worked closely with many state and federal housing agencies to assist them with their market study guidelines. Mr. Bowen has

his bachelor's degree in legal administration (with emphasis on business and law) from the University of West Florida and currently serves as Vice Chair of the National Council of Housing Market Analysts (NCHMA). Mr. Bowen has served as the lead author/analyst of more than 100 housing needs assessments since 2010.

**The following individuals will provide research and analysis assistance and have been involved with previous housing needs assessments completed by our firm in some capacity:**

**Christopher Bunch**, Market Analyst, has more than a decade of experience in conducting both site-specific market feasibility studies and broader housing needs assessments. He has conducted on-site market research of a variety of housing product, conducted stakeholder interviews and completed specialized research on housing market attributes including the impact of military personnel, heirs and estates and other unique factors that impact housing needs.

**Desireé Johnson** is the Director of Operations for Bowen National Research. Ms. Johnson is responsible for all client relations, the procurement of work contracts, and the overall supervision and day-to-day operations of the company. Ms. Johnson also coordinates and oversees research staff and activities. She has been involved in the real estate market research industry since 2006. Ms. Johnson has an Associate of Applied Science in Office Administration from Columbus State Community College.



**Jody LaCava**, Research Specialist, has nearly a decade of real estate research experience. She has extensive experience in surveying a variety of housing alternatives, including rental, for-sale, and senior housing. She has experience in conducting on-site research of real estate, evaluating existing housing properties, conducting interviews, and evaluating community services. She has been involved in industry leading case studies, door-to-door resident surveys and special needs housing research.

**Pat McDavid**, Research Specialist, has conducted housing research for housing needs assessments completed throughout the country. Additionally, he is experienced in analyzing demographic and economic data in rural, suburban and metropolitan communities. Mr. McDavid has been a part of the development of market strategies, operational and fiscal performance analysis, and commercial, industrial and government (local, state, and federal) client consultation within the construction and manufacturing industries. He holds a bachelor's degree in Secondary Earth Science from Western Governors University.

**Sophia Narotski**, Research Specialist, has conducted housing research and data collection in rural and urban markets. She is experienced with all levels of rental housing, senior care facilities, and non-conventional rental housing. Ms. Narotski conducts interviews with local economic development departments, chambers of commerce, planning officials, social supportive providers and housing authority representatives. She holds an Associates of Arts in Sociology and Music Composition from Columbus State Community College.

**In-House Researchers** – Bowen National Research employs a staff of in-house researchers who are experienced in the surveying and evaluation of all rental and for-sale housing types, as well as in conducting interviews and surveys with city officials, economic development offices and chambers of commerce, housing authorities and residents.

***No sub-consultants or subcontractors will be utilized throughout this research and analysis.***



## Housing Needs Assessment Experience

Bowen National Research has significant experience in conducting Housing Needs Assessments (HNAs) on a city, county and statewide level. While our firm has completed more than 100 HNAs, North Carolina projects with similar work elements as outlined in the RFP are summarized below. We are happy to provide additional details of previous housing needs assessments, or links/samples of these reports, upon request.

North Carolina Housing Needs Assessment Experience Since 2020		
Location	Client	Completion Year
Asheville, NC	City of Asheville Community and Economic Development Department	2020
Elkin, NC	Elkin Economic Development Department	2020
Wilkes County, NC	Wilkes Economic Development Corporation	2020
New Hanover County, NC	New Hanover County Finance Department	2020
Western North Carolina (18 Counties)	Dogwood Health Trust	2021
Carteret County, NC	Carteret County Economic Development Foundation	2021
High Country, NC (4 Counties)	NC REALTORS	2022
Rutherfordton, NC	Town of Rutherfordton	2022
Spindale, NC	Town of Spindale	2022
Cherokee County, NC	Economic and Workforce Development, Tri-County Community College	2022
Yancey County, NC	Yancey County Government	2022
Avery County, NC	Avery County Government	2022
Burke County, NC	Burke County	In Process
Carolina Core, NC (20 Counties)	NC REALTORS	In Process

## North Carolina Experience

Our firm has been a trusted market analyst for the North Carolina Housing Finance Agency (NCHFA) since 2010 and has completed more than 300 market studies on their behalf. In addition to these studies, we have completed 500 market studies in North Carolina on behalf of other clients. The majority of these studies were for the purposes of securing Tax Credit financing. Of these previous studies, six (6) were within Tarboro/Edgecombe County, with the most recent study having been completed in April of 2023.

## References

The following individuals can be contacted for reference purposes:

Mr. Brent Childers  
City of Bowling Green, Kentucky  
[Brent.Childers@bgky.org](mailto:Brent.Childers@bgky.org) | (270) 393-3658

Mr. Kelley Coures  
City of Evansville, IN - Department of Metropolitan Development  
[kcoures@evansville.in.gov](mailto:kcoures@evansville.in.gov) | (812) 436-7806

Mr. Phillip Barrier  
Avery County, NC  
[phillip.barrier@averycountync.gov](mailto:phillip.barrier@averycountync.gov) | (828) 733-8202



## Work Plan

Bowen National Research begins each assignment with a kick-off conference call/virtual meeting. The purpose of this call is to ensure that all parties involved agree with the scope of work. This also allows our firm to request any specific assistance from the client.

The following steps outline our proposal to conduct this analysis for the town. ***Our firm is willing to customize its research and analysis to meet the client's specific needs.***

### ***STUDY AREA DELINEATION:***

The foundation of the analysis is the establishment of the Study Areas. The Study Areas are the geographic areas from which demographic and economic factors influence housing needs. For the purpose of this analysis, the Primary Study Area (PSA) will be the town limits of Tarboro. The Secondary Study Area (SSA) will include the balance of Edgecombe County. Finally, we will establish a submarket that will encompass the downtown/Central Business District of Tarboro.

### ***EVALUATION OF DEMOGRAPHICS, ECONOMICS AND HOUSING***

A socio-economic profile will be created for the study area, as data is available. The profile will provide in-depth details about the market area, including population and household characteristics, development characteristics, economic characteristics, current housing stock, and the housing market conditions. Sources used for this portion of the study will include U.S. Census, ESRI, local auditor/assessor, interviews with local officials and other experts, and in-house and "on the ground" field research by Bowen National Research.

#### Population and Household Characteristics

We will identify the current population and household profiles within the study area including, at a minimum, the concentration of low-, middle- and high-income areas. The following population and household characteristics will be analyzed and displayed for the study area for 2000, 2010, 2023, and 2028. *Note that due to concerns about the accuracy of demographic data in the study area, we will provide alternative demographic data, if deemed necessary and appropriate.* We will incorporate data sources such as school enrollment trends, utility customer data and other reliable sources in our alternative demographic estimates.

- Population counts and density
- Household demographic characteristics
  - Age levels, household types, changes in household size, special needs populations, race/ethnicity, etc.
- Socioeconomic aspects
  - Education levels, housing tenure, households by income range, and median household/family income and poverty statistics
- Mobility/migration patterns
  - Data and analysis of county-level migration, both in- and out-migration
  - Migration population profiles (geography, age, income, etc.)
  - Impact the current housing stock may or may not have on household demographic and socioeconomic household characteristics.



## Economic Characteristics and Trends

We will evaluate numerous economic characteristics and trends for the county as a whole. These data sets include the following employment by occupation/job sector, wages by occupation, identification of top individual employers and assessment of potential changes, unemployment rates, total employment, in-place employment and employee mobility patterns. We will include a detailed analysis of typical wages paid to the most common occupation types in the area and demonstrate the housing such workers can and cannot afford.

We will use the preceding economic metrics to determine how economic conditions and trends are impacting the demand for housing. Interviews with local employers and economic development representatives will be conducted to obtain insight on local employment trends and potential changes (expansions or layoffs) in the employment base.

## ***HOUSING SUPPLY ANALYSIS***

### Secondary Housing Data

Housing stock characteristics will be analyzed and displayed for the Study Area (based on U.S. Census data and ACS data), including housing tenure (renter-occupied vs. owner-occupied), vacancy rates by tenure, age of housing, types of housing supply (single-family, duplex, multifamily, etc.), general housing condition (based on evaluation of substandard housing conditions cited in U.S. Census), housing values, rent levels, building permit data and cost burdened households.

### Housing Market Conditions

Bowen National Research will utilize an in-house research approach to collect housing data within each of the study areas. Detailed maps of all housing types identified will be provided.

- **Multifamily Rental Housing:** We will identify multifamily rental housing properties, including government-subsidized and affordable Tax Credit properties, as well as market-rate properties (generally with more than 10 units at a single location). Detailed data will be collected including rental rates, subsidy types, vacancy rates, amenities, year built, utility responsibility, Housing Choice Voucher holders, etc. We will also identify housing developments that are at-risk of losing rent subsidies and expiring use restrictions for Low-Income Housing Tax Credit developments.
- **Non-Conventional:** Through online resources such as Craigslist and area property management websites, we will inventory available non-conventional rental properties, such as duplexes, single-family homes, mobile homes, units over storefronts, etc. This inventory will be limited to only what can be identified as “available for-rent” at the time of our analysis and will not include a comprehensive list of all such units that are currently rented/occupied. However, secondary data will be presented and evaluated to assess certain attributes (such as rents, age, size, etc.) of non-conventional rentals.
- **For-Sale Housing:** We will obtain for-sale home data for the market from sources such as Multiple Listing Services, Realtor.com, local tax assessor, and other sources. Data will be collected and analyzed for both historical sales (typically from 2020 to current) and available for-sale housing alternatives. We will evaluate product by price point, bedroom type, year built, days on market, and location. Information on estimated housing values (either through ACS/ESRI estimates or the local tax assessors) will be provided, mapped and evaluated.
- **Development Pipeline & Building Permits:** Building statistics will be evaluated and interviews with officials familiar with the residential development pipeline will be interviewed. The research will describe the likelihood of construction, timing of the project, and its impact on the market.



## **STAKEHOLDER SURVEYS**

While numerous methods are available to collect input from community stakeholders, including focus groups, our firm has had significant success in collecting input from online surveys. These surveys will provide valuable insight into the area housing market, analyzing current market conditions and perceptions, barriers to development and development alternatives in the area. Stakeholders will be asked for input on what housing products should be a priority for the area. We will incorporate the results of the interviews into our recommendations for future housing needs. *The client will need to assist in providing a list of potential stakeholders that we can interview. We will also enable the client to review and contribute to the stakeholder survey instrument.*

Individuals to be interviewed will include, but not be limited to:

- Housing authority representatives
- Government officials
- Economic development officials
- Chambers of Commerce representatives
- Realtor associations
- Lenders/financial services
- Neighborhood organizations
- Major employers
- Rental property managers
- Real estate agents
- Social service providers
- Local housing developers

## **HOUSING DEMAND (GAP ANALYSIS)**

Based on the existing housing stock within the study area and current demographics, a housing gap analysis will be completed for the PSA and will be shown for a five-year projection period and possibly additional dates (10 and 15 years) in the future. The gap analysis will determine whether a deficit or surplus of housing units exists for households at various income bands for rental and for-sale. The income stratifications to be utilized in this analysis can be negotiated; however, it is recommended that housing gap estimates are done in alignment with various programmatic income restrictions. The demand analysis will consider existing current household estimates, household growth projections by income and tenure, additional units required for a balanced market, replacement of substandard housing and account for potential commuter support.

## **CONCLUSIONS/RECOMMENDATIONS**

We will provide the following recommendations/strategies:

- We will provide a summary of the market's overall housing market needs, including housing targets (both short- and long-term), priorities for the types of housing in greatest need. We will provide a quantitative summary of the different types of rental and for-sale housing by rent/price point and corresponding household income levels that are needed. This analysis will enable the client to understand their greatest housing needs and allow them to begin to structure policies and/or establish incentives to support targeted housing product.
- We will outline various best practices/strategies, such as policies, programs, priorities and incentives that will encourage and direct the development and preservation of various product types (e.g., affordable and market-rate), housing tenures and market segments (family and senior). This may include modification of current policies and incentives in place in the market and/or the introduction of new policies and incentives.

The report and conclusions will provide government entities, area housing professionals, and other interested stakeholders with the base of knowledge to make informed strategic decisions on housing priorities and plans.



## Optional Services

There are various add-on services that may benefit the client as part of this assessment. Below is a list summarizing these services. The cost for each of these services is included in the *Proposed Fee* section of this proposal.

- **Senior Care Housing:** Identification and survey of senior care housing, including independent living, assisted living and nursing care facilities. Information collected will include total beds, occupancy, waiting list and base monthly rates.
- **Special Needs Analysis:** We will provide an overview of up to three special needs populations (such as homeless, veterans, disabled, etc.) that includes information on the designated population, housing provided for this population and financial assistance provided. We will finalize the selected populations with the client prior to commencement of work.
- **Vacation/Short-Term Rentals:** We will identify advertised vacation rentals (single-family homes, condos, cottages, etc.) and obtain typical lease rates. Using published secondary data sources (ACS, Air BnB), we will also compare historical counts of seasonal/vacation homes in the market to determine the degree to which such rentals impact the market and how this has changed over time.
- **Residential Blight/Housing Conditions:** We will identify blighted structures and assess overall conditions of existing housing structures (both occupied and vacant) within selected incorporated areas of each county through a review of city code violations and tax delinquencies (if available), and an on-site windshield survey which involves a representative of Bowen National Research driving the area and documenting housing conditions (e.g. noting roof, siding, windows, doors, etc. housing conditions). All identified properties will be mapped.
- **Residential Development Opportunities:** Utilizing online resources and help from local officials, we will identify vacant land and buildings of a certain size that could potentially support residential development. Profiles of each property will be provided and include location, type of property (building or land), size (square feet or acreage), zoning, etc. In addition, we will provide a map of these locations layered with access to water/sewer service, if data is available from the City.
- **Evaluation Of Community Services:** We will include an inventory of key community services within the community (e.g. schools, shopping, medical, public safety, and employment opportunities) to determine how the abundance or lack of such services may impact housing decisions within the community. We will also include a map of notable identified services in the study areas.
- **Transportation/Walkability Analysis:** Location of major employment centers and their relationship to transportation costs, availability to public transit and a drive-time analysis will be provided to determine how employment and transportation may influence housing market conditions and demand. We will assess walkability (using walkscore.com) at selected points in the market to determine if such locations would be conducive to residential development. Our analysis will also take into consideration the impact that transportation and walkability may have on housing decisions made by area residents.
- **Employer Survey:** We will develop and implement an online survey instrument that would be completed by the area's largest employers. The survey would be used to help refine our understanding of the area's housing needs and also serve as an instrument to educate and encourage the support from the private sector (e.g. corporations, developers, employers, investors, philanthropists, etc.) and the public sector (government, economic development, etc.) to address housing issues. The survey will include questions about how housing limits or impacts employer hiring and retention efforts and how it impacts economic growth. *Bowen assumes the client will assist in identifying employers to be surveyed and conducting outreach efforts to such employers.*



- **Resident/Employee/Commuter Survey:** An online survey will be conducted to solicit input from residents on current housing characteristics and issues, along with input on housing preferences and needs and their perception of workforce and affordable housing in their community. *Bowen will work with the client and local employers to promote the survey in an effort to create awareness and participation in the survey.*
- **Housing Program Identification:** We will provide an overview of key local, state and federal programs that are available to support housing.
- **Strategic Partnership Identification:** This will include a preliminary list of possible for- and non-profit developers, investors, lenders, etc. that may serve as development partners.
- **Barriers to Development (Regulatory and Development Costs):** Overview of typical residential development costs, availability of land/buildings (adaptive reuse), government regulation, and other common barriers. Analysis will be done with use of published secondary data sources, review of online resources, and stakeholder interviews.

#### Utilization of Town/City/County Staff

Bowen National Research may request that town/city and/or county staff provide information on local economic development activity, housing projects in the development pipeline, links and/or copies to previous reports completed, and coordination of surveys for various proposed work elements.

### Proposed Timeline, Fees & Deliverables

Bowen National Research proposes to complete a draft report no later than October 31, 2023, which will include an invoice for any remaining costs associated with the study. A final report can be released upon your review of the draft report and submission of comments/feedback. A specific work plan can be provided upon request.

### Proposed Cost

The fee for the Housing Needs Assessment **will not exceed \$27,900** excluding optional services. This fee is all-inclusive and includes all out-of-pocket expenses. Bowen National Research will be responsible for any overages.

Personnel	Hours	Hourly Rate	Total
Head Analyst (Analysis/Report Writing/Travel/Presentation)	72	\$125	\$9,000
Data Collection/Compilation: Fieldwork/Travel	51	\$75	\$3,800
Data Collection/Compilation: In-House Research/Phone Surveys	150	\$30	\$4,500
GIS: Demographics, Economic, Mapping	40	\$50	\$2,000
Support Staff	50	\$30	\$1,500
Production/Data Entry/Editing	50	\$30	\$1,500
Profit	-	20%	\$5,600
<b>Total</b>			<b>\$27,900</b>

It is our preference that the client pays 25% of the total cost at the time of contract execution, with the final 75% at the time of receipt of the report's draft issuance.

Requested Payment Schedule
Contract Execution (25%)
Draft Completion (75%)



We anticipate additional discussions with the client, which may modify or refine objectives or alter the scope of work. This might impact the time schedule, final cost analysis, and the delivery date of the final report.

***Optional work elements and their associated fees are outlined in the following table.***

Optional Work Elements		
Work Element	Fee	Selection
Senior Care Housing	\$2,000	<input type="checkbox"/>
Special Needs Analysis (Up to 3 Groups)	\$1,500 per group	<input type="checkbox"/>
Vacation/Short-Term Rentals	\$2,000	<input type="checkbox"/>
Residential Blight/Housing Conditions	\$3,000	<input type="checkbox"/>
Residential Development Opportunities	\$2,000	<input type="checkbox"/>
Evaluation of Community Services	\$2,000	<input type="checkbox"/>
Transportation/Walkability Analysis	\$1,500	<input type="checkbox"/>
Employer Survey	\$2,500	<input type="checkbox"/>
Resident/Employee/Commuter Survey	\$4,000	<input type="checkbox"/>
Housing Program Identification	\$1,500	<input type="checkbox"/>
Strategic Partnership Identification	\$1,500	<input type="checkbox"/>
Barriers to Development (Regulatory and Development Costs)	\$3,500	<input type="checkbox"/>
One (1) In-Person Presentation	\$2,000	<input type="checkbox"/>

## **Deliverables**

Deliverables for the analysis will include:

- Progress reports in writing.
- Preliminary draft of the report in PDF format.
- Final copy of the report as a searchable PDF document
- Three color copies will be provided of the final report. Additional color copies can be provided at \$30 per copy.
- One (1) in-person meeting/presentation can be conducted at the conclusion of the analysis for an additional to-be-negotiated fee (preliminary fee included in table above).



**Agreement for Proposed Services**

By signing below, the parties agree to the terms and conditions included in this proposal.

\_\_\_\_\_  
*Authorized Signer*  
Town of Tarboro



\_\_\_\_\_  
*Patrick M. Bowen, President*  
Bowen National Research

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
8/15/2023

Date: \_\_\_\_\_





## ***Town of Tarboro, North Carolina*** ***Mayor and Council Communication***

**Subject:** Bid Award - On-Call Engineering Services

**Date:** 8/21/2023

**Memo Number:** 23-49

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The Town of Tarboro, in accordance with NCGS § 160A-20.1, solicited proposals from qualified engineering firms to provide on-call engineering services for projects necessary to deliver quality services for Tarboro citizens.

Responses were received on Thursday, August 17, 2023. After review of the submitted proposals, staff recommends that Council contracts with The Wooten Company and The East Group to provide engineering services as needed for a (3) three-year period.

### **ATTACHMENTS:**

Description	Upload Date	Type
The Wooten Company On-Call Engineering Proposal	8/17/2023	Cover Memo
The East Group On-Call Engineering Proposal	8/17/2023	Cover Memo





# TOWN OF TARBORO STATEMENT OF QUALIFICATIONS

ON-CALL PROFESSIONAL  
ENGINEERING SERVICES  
AUGUST 17TH, 2023

**Wooten**



# COVER LETTER

August 17, 2023

Mr. Jason Nichols, Director of Public Works  
Town of Tarboro  
506 Dowd Street  
Tarboro, NC 27886



Dear Mr. Nichols:

Municipalities like the Town of Tarboro face the continuous challenge of maintain infrastructure and keeping up with ever-evolving needs of their citizens. From providing reliable utility service, to maintain efficient traffic flow, the opportunities and need for continuous improvements are endless. That is why Tarboro wishes to find engineering partners via an On-Call Professional Engineering Services contract to provide responsive, cost-effective, and technically sound engineering services to continue to address demands of growth and aging infrastructure through this contract. From our past and current work with the Town and your neighboring municipal partners, we understand your needs and wish to continue to be a valued teaming partner for all your infrastructure needs.

We have extended experience with Tarboro and will leverage our firm's track record of delivering successful projects through similar Engineering Services contracts across North Carolina. We have assembled a proposal for this contract that highlights our team's specialization in these types of projects and our firm's focus on municipalities. A few points stand out above the rest:

**We have On-Call Contracts Covered:** The Town can rest assured that the Wooten team is well served with On-Call services – we currently provide On-Call and General consulting engineering services for more than 40 public entities in North Carolina such as Apex, Raleigh (water), Goldsboro, Edgecombe County, and Kinston, to name a few.

**We know North Carolina and Tarboro:** The Wooten Company has been a resource for our clients in eastern North Carolina for decades include over 50 years and 140 projects with the Town of Tarboro – we are vested in North Carolina and know it is our home. Our experience and relationships in Tarboro will be a benefit to the Town. We are prepared to help the Town plan for the future by improving infrastructure.

**Local Perspective:** We are headquartered in Raleigh with a regional office in Greenville that are both well-positioned to serve the Town. Our team includes staff from these offices who have designed infrastructure within the Town and Edgecombe County and who have first-hand knowledge of local needs.

**Strong, Comprehensive Team:** Our team offers not only strong experience but redundancy to provide responsive service. Our deep bench of professional and technical personnel will act as an extension of your staff.

Our goal is to continue being a trusted engineering partner via this contract, truly making the duties of the Town's staff easier, and providing immediate responsiveness to emergencies or quick-moving projects. We are confident that our combination of expert knowledge, local experience, and manpower will provide the Town with the resources necessary to successfully comply any project through this contract.

Best Regards,

THE WOOTEN COMPANY



W. Brian Johnson, PE – Vice President  
301 W. 14th St.  
Greenville, NC 27834  
Tax ID Number – 56-0509703







# QUALIFICATIONS





# EXPERIENCE

## TOWN OF PLYMOUTH - WASTEWATER TREATMENT PLANT IMPROVEMENTS

Contact: Mike Wright, Public Utilities Director, 252.793.9101

The Wooten Company prepared the application and secured North Carolina State Clean Water SRF Funding for a \$2 million dollar upgrade at the 0.8 MGD Plymouth WWTP, approximately \$500,000 of which was principal forgiveness. The funding was secured in August 2017 and the required PER for the project was completed and submitted to the DWI on December 1, 2017. Improvements at the WWTP included new headworks (screening and grit removal), aeration basin grit removal, secondary clarifier structure repair and painting, aerobic digestion valve upgrades, new decant pump station, new chlorine disinfection (sodium hypochlorite), dechlorination, and post aeration. Flow meter and SCADA improvements are also included in the project. Design documents for the WWTP changes were submitted to DWI on November 2, 2018.

## TOWN OF WINDSOR - 2018 WASTEWATER SYSTEM IMPROVEMENTS

Contact: Allen Castelloe, Town Administrator, 252.794.3121

Continuing momentum generated through the several system studies and collection system rehabilitation projects and the 2018 Rescue Pump Station Rehabilitation project, the Town of Windsor pursued funding through the 2018 NCDWI funding cycle to address needs within their sewer collection and treatment systems including replacement of the Windsor Village pump station, replacement of 3,500 LF of 12-inch gravity sewer main along King Street, and improvements to the two (2) clarifier units and the headworks of the WWTP. Also included was the design and configuration of a new automated bar screen and washer system. The project was funded with \$1,914,900 in NC SRP funding and the project was bid in March 2021 and is currently under construction.

## TOWN OF TARBORO - 12-INCH SEWER OUTFALL REPLACEMENT

Contact: Jason Nichols, Director of Public Works, 252.641.4229

The Town of Tarboro's gravity sewer network was constructed in a phased approach, much like other municipal systems across the State and Country. As part of their system, a critical outfall is a 12-inch gravity main that serves the hospital and larger Northern Main Street area containing other commercial and healthcare provider offices. Constructed below state minimum slopes and using corrugated metal pipe, which is known to be prone to degradation in sewer environments, the main represented a high priority section of the system. Utilizing local funds, the Town partnered with Wooten in 2018 to design, permit and oversee the replacement of this main using more appropriate slopes and pipe materials to promote a more efficient operation and longer service life of the line. The project was funded with \$280,000 in Tarboro Enterprise funding with construction being completed in 2020.



## CITY OF KINSTON - WASTEWATER AIA PROJECT

Contact: Steve Miller, Director of Public Services, 252.939.3110

Following the award of a Wastewater AIA project in 2021, Wooten was retained by the City of Kinston to provide assessment and inventory of approximately 14,650 LF 15-24 inch gravity mains and approximately 50 manholes, by various means including manhole inspection, smoke testing, CCTV footage, and ultra-sonic flow monitoring, within the Upper Neuse and Jericho Run outfalls. Additionally, Wooten was retained to provide an assessment and inventory of the Johnnie Mosley Water Reclamation Facility (JMWRF) with a specific focus on the ability of the facility to support future growth and flow equalization during significant I/I events. The findings and recommendations stemming from these in-field assessments have been summarized in a written report and are being integrated into the City's capital improvement program.



# EXPERIENCE

## CONTENTNEA METROPOLITAN SEWERAGE DISTRICT (CMSD) - WASTEWATER TREATMENT PLANT

Contact: Chuck Smithwick, District Manager, 252.524.5584, cmsdl00@embarqmail.

The Contentnea Metropolitan Sewerage District Wastewater Treatment Plant was constructed in the mid-1970's to serve the member towns of Winterville, Ayden and Grifton. The location of the treatment facility was within the 100-year flood boundary of Contentnea Creek and an approximate 6 ft. high earthen berm was constructed to protect the facility from flooding. Stormwater collected inside the berm is piped under the berm and discharged into an effluent canal controlled by an effluent flap gate. While discharge is typically by gravity, a stormwater pump station is in place to assist with stormwater conveyance in the event high water conditions are present at the effluent canal.

Recent construction at the facility involved expanding the plant's treatment capacity and included the construction of new process units. This resulted in modification of the existing earthen berm to maintain protection from flood conditions.

The impact of Hurricane Matthew in 2016 produced the highest recorded flood elevation at CMSD's plant. The high water level came within 12 inches of overtopping the berm which would have been catastrophic to the plant and upstream member teams. Although the plant was completely surrounded by flood water and access to the site was by boat only, CMSD staff was able to keep the plant online and compliant with effluent limitations throughout the flood event.

While CMSD was fortunate that the plant was protected from the record flood conditions, they are being proactive and have decided to increase the berm height by an additional three feet in preparation for future flood events. The Wooten Company assisted CMSD with securing funding for this project (Spring 2020 Clean Water State Revolving Fund (CWSRF) Program) and has completed the design of the improvements. Construction is anticipated to begin in 2022.



## CONFLICT OF INTEREST

We do not have a financial, personal or professional conflict of interest with the Planning Services for the development of the On-Call Engineering Services for the Town of Tarboro. The best interest of the Town of Tarboro is our goal.

Additionally, The Wooten Company does not represent any private land owners or developers in Tarboro. Your priorities would be our priorities, and your interests would take precedence over any other outside parties' interests.



# QUALIFICATIONS



**BRIAN JOHNSON, PE**

**Principal  
Raleigh, NC**

Brian Johnson, PE, is the Director of Engineering Services for The Wooten Company as well as a member of Wooten's Board of Directors. Since 1996 Brian has applied his engineering expertise to provide planning, analysis, and design of many infrastructure projects for local governments throughout North Carolina and South Carolina. He has worked on and managed numerous projects, large and small, for clients. Brian's project responsibilities have included preliminary studies, design, permitting, and construction administration, and the details included with each project phase. In addition to his departmental duties, he continues to work as a Senior Project Manager working on projects from inception to completion, working closely with clients to ensure they receive a quality project, on time and within budget. Maintaining client satisfaction and a quality project are his ultimate goals.

**Education:**

BS, Civil Engineering, NCSU  
Masters of Civil Engineering, NCSU

**Registrations:**

Professional Engineer, NC, SC; LEED AP



**WILL LARSEN, PE**

**Program Manager  
Greenville, NC**

Will Larsen joined The Wooten Company in 2010 and has since worked with the Greenville team on projects covering all aspects of municipal infrastructure. His experience with local governments allows his teams' greater insight into potential challenges/solutions, improving relationships and making for more efficient project designs. On a daily basis Will deals with aspects of projects from the preliminary stages of design throughout the design and then through the permitting process. Some of his additional responsibilities include reviewing and approving water and wastewater permits for compliance with North Carolina rules and regulations, as well as leveraging his National Association of Sewer Service Companies certifications in the assessment of manholes, laterals and pipelines.

**Education:**

BS, Civil Engineering, NCSU  
Masters of Civil Engineering, NCSU

**Registrations:**

Professional Engineer, NC, SC  
NASSCO (PACP, MACP, LACP)  
Stormwater SCM Inspection & Maintenance



**DERRICK SMITH, PE**

**QA/QC  
Greenville, NC**

Derrick Smith joined the Civil Engineering team of The Wooten Company in 2011 and is the Eastern Division Lead Managing the Greenville and Wilmington Offices. Derrick possesses over 20 years of experience in civil engineering design and environmental permitting including water distribution, Wastewater collection, stormwater and roadway design and prior to joining The Wooten Company, he was the owner/principal of East Carolina Consulting, PLLC. His experience in preparing funding applications, technical guidelines and master specifications, reviewing project specifications, maintaining technical files and bidder lists, and providing technical expertise in areas related to storm water design, erosion and sediment control, roadways, water infrastructure and sewer infrastructure allows Derrick to efficiently manage his team through projects of a wide variety.

**Education:**

BS, Civil Engineering, University of Massachusetts

**Registrations:**

Professional Engineer, NC, SC, VA  
LID Certified



**MILES GALLOWAY, PE**

**Project Manager  
Raleigh, NC**

Miles Galloway is a project manager and process engineer for The Wooten Company. Since 2011, Miles has applied his educational background and experience to assist clients in the evaluation of water treatment and wastewater treatment processes, planning and evaluation of capital improvement needs, and development of projects from conception to design to address both expansion needs or to meet regulatory compliance. Miles also has assisted many clients with obtaining both State and Federal funding through various funding programs and has been involved in both the design stages and the preliminary analysis of many engineering projects. Miles' educational background gives him a unique understanding in the fundamentals of engineering, and biological/chemical processes in the application of engineering process systems.

**Education:**

BS, Biological Engineering, NCSU

**Registrations:**

Professional Engineer, NC, SC



# QUALIFICATIONS



**ANA WADSWORTH, PE**

**Project Manager**  
Raleigh, NC

Ana Wadsworth is the Practice Manager for the Site Civil Group at The Wooten Company located in Raleigh, North Carolina. Ms. Wadsworth has sixteen years of experience in the site/land development industry and continues to expand her knowledge for both public and private sector projects in the area. Her background mainly includes project site design, permitting and construction administration for residential, commercial, and industrial projects. Ms. Wadsworth is responsible for site layout, grading and earthwork analysis, erosion and sediment control design, stormwater management, storm drainage and wastewater system design, water distribution, and roadway design.

**Education:**

BS, Civil Engineering, University of Central Florida

**Registrations:**

Professional Engineer, NC  
LEED AP



**GENEVIEVE VERSTEEG, PE**

**Project Engineer**  
Raleigh, NC

Genevieve Versteeg, PE, who has an undergraduate degree in Environmental Engineering, joined The Wooten Company in 2017 and currently works within the Environmental Studies Team. Her role for this project will be report writing and the development of project alternatives. Genevieve's experience ranges from quantitative analysis to evaluation of wastewater treatment process design for small-scale industrial wastewater.

**Education:**

BS, Environmental Engineering, NCSU

**Registrations:**

Professional Engineer, NC



**CARL SCHARFE, PE**

**Process Engineer**  
Raleigh, NC

Joining The Wooten Company in 2013, Carl Scharfe brought with him 30 years of professional experience in the management of wastewater collection and treatment and water treatment projects from the conceptual design stage through final construction. Mr. Scharfe has strong experience in process design, project management, client interaction and regulatory approvals. He has been the project manager on numerous engineering studies/plans/reports for wastewater and water treatment facilities. He has presented at conferences and seminars for the past 15 years on topics ranging from sewer design and rehabilitation to inflow/infiltration to wastewater treatment process design.

**Education:**

BS, Public Affairs, Environmental Sciences, Indiana University

MS, Environmental Engineering, The University of Texas

**Registrations:**

Professional Engineer, NC



**STEWART BARNETTE, EI**

**Assistant Project Engineer**  
Greenville, NC

Stewart Barnette joined the Civil Department of The Wooten Company in March 2020. He will provide assistance to the Project Engineer in the development of projects, as well as field work. Stewart has over 3 years of experience as a project manager for civil infrastructure projects and in engineering design; including preliminary engineering reports, permitting documents, shop drawing review and observation of infrastructure construction projects.

**Education:**

BS, Engineering, East Carolina University

**Registrations:**

Engineering Intern, NC

# QUALIFICATIONS



**PETER GALAN, PE**

**Project Engineer**  
Raleigh, NC

Peter Galan joined The Wooten Company in 2015 and has been a member of the Water Resources – General Civil Practice for his entire tenure at The Wooten Company. Peter has developed innovative solutions to public water and wastewater projects as these projects have progressed from the pre-design phase to the design phase and into construction. His work during the pre-design phase helps determine the best solution to address the client's needs. From developing preliminary engineering reports, engineering information documents, and alternatives analyses to creating, calibrating, and modifying hydraulic water and sewer models, he strives to determine the impact of a project on existing and proposed infrastructure. He has used his extensive experience with the permitting process to ensure minimal delay as projects are developed, acquiring permits from a number of agencies.

**Education:**

BS, Environmental Engineering, NCSU

**Registrations:**

Professional Engineer, NC



**WEBB WHITE**

**Utility Coordinator**  
Raleigh, NC

Webb White joined The Wooten Company and brought with him 25 years of utility coordination, survey and SUE experience (including 6+ years of experience as a utility coordinator with NCDOT). His utility coordination experience includes roadway, rail and bridge replacement projects throughout North and South Carolina, resulting in successful working relationships with utility companies and personnel across both states.

**Education:**

B.S., Agriculture Business Management, NCSU



**ELIZABETH WEBER, EI**

**Assistant Project Engineer**  
Greenville, NC

Elizabeth Weber joined The Wooten Company in January of 2018 and has since worked with the Greenville team providing assistance to the project engineers with municipal infrastructure projects, as well as necessary field work. With over 3 years of experience in civil engineering design, Elizabeth's experience includes preliminary engineering reports, permitting, stormwater design assistance, funding applications, field condition investigation and construction observation of infrastructure projects.

**Education:**

BS, Engineering (Environmental Concentration), East Carolina University

**Registrations:**

Engineering Intern, NC



**ERIC OLSEN, PE**

**Construction Administrator**  
Raleigh, NC

Eric Olsen has managed construction projects since 1984 as a Resident Engineer, Project Manager, Construction Manager and Construction Administrator. He has worked on a wide variety of infrastructure projects including heavy-highway, water and wastewater, pump stations, and utility rehabilitations throughout North Carolina. He has not only handled the administration of construction contracts for large diameter wastewater collection systems water distribution systems, and highway projects; he has estimated and built such facilities. His experience includes shop drawing reviews, payment requests, change orders, claim writing and analysis, leading project meetings and interfacing with regulatory agencies to ensure projects are built in accordance with the plans and specifications within budget and on time.

**Education:**

BS, Civil Engineering, NCSU

**Registrations:**

Professional Engineer, NC



# QUALIFICATIONS



**TIM INGOLD, PLS, CFS**

**Geomatics Manager  
Winston-Salem, NC**

Tim Ingold serves as The Wooten Company's Geomatics Practice Manager. He has over 40 years of experience in the land surveying field, including over 25 years managing land surveying departments for multi-disciplined engineering and surveying firms. He has been licensed as a Professional Land Surveyor in NC since 1985. Tim has developed a comprehensive understanding of local, state, and federal laws and codes and technical standards pertinent to the geomatics practice as it applies to the protection of the public interests.

**Education:**

AAS, Surveying Technology, Guilford Technical Community College

AAS, Civil Engineering Technology, Guilford Technical Community College

**Registrations:**

Professional Land Surveyor, NC  
Certified Floodplain Surveyor



**HENRY BOURNE, PE**

**Electrical Engineer  
Raleigh, NC**

Henry Bourne joined The Wooten Company's Building Systems Group in 2023. He is experienced in many facets of electrical systems design. The bulk of his experience is in power distribution design for heavy industrial applications, including exposure to commercial applications.

**Education:**

BS, Electrical Engineering, Virginia Tech

**Registrations:**

Professional Engineer: NC



**TYRUS COHAN, GISP, PLS**

**GIS Coordinator  
Raleigh, NC**

Tyrus Cohan joined The Wooten Company in 2006 and has since assisted all departments with GIS/GPS infrastructure mapping and customized mapping projects for county, municipal and institutional clients across North Carolina. Tyrus has published maps and presented detailed work regarding GIS advancements and geography based research at state, national and international conferences, and is an integral component in the mapping of existing infrastructure for many water and sewer systems. With his extensive knowledge of GIS, Tyrus efficiently and effectively creates deliverables for assessing water and sewer systems.

**Education:**

BS, Geography/Anthropology, University of South Alabama

MS, Geography with emphasis on GIS & Remote Sensing, University of Southern Mississippi

**Registrations:**

GISP  
Professional Land Surveyor, NC



**KEVIN RICHARDS**


**Funding Specialist  
Greenville, NC**

Kevin Richards joined the Wooten Company in September of 2022. Kevin previously worked with the Mid-East Commission (Region Q Council of Governments) for 25 ½ years as the Director of Planning, Economic Development and Community Services. His duties included grant writing and administration for all types of economic development projects. He has successfully written and/or administered 132 grants totaling more than \$50 million in grant funding and \$108 million in total project costs. He has worked with local governments, business owners and several different grant agencies.

**Education:**

BS, Urban and Regional Planning, Eastern Carolina University


# QUALIFICATIONS



**JESSIE WALKER**  
**Funding Specialist**  
**Wilmington, NC**

Jessie Walker brings more than 25 years’ experience working with communities as our Funding Programs Specialist. Jessie specializes in CDBG projects including Housing rehab and infrastructure projects. She is also familiar with the Environmental Assessment requirements and can complete those as needed.

**Education:**  
BS, Human Services, Springfield College  
MA, Nonprofit Leadership Institute at Francis Marion University

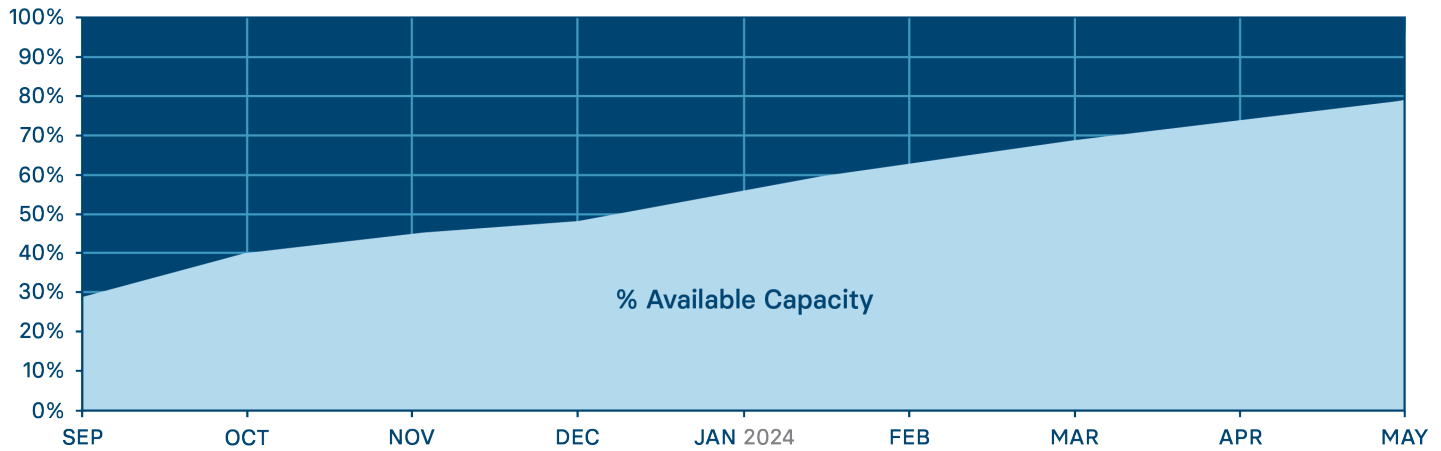


**ROBIN CORE**  
**Construction Observer**  
**Raleigh, NC**

Robin Core joined The Wooten Company in 1998. He has over 20 years of experience working in monitoring and observing utility construction projects and civil engineering projects. He is responsible for inspecting and reporting on various projects throughout the State. Robin coordinates with contractors and the Owner to achieve a quality project, documents daily activities and construction progress through reporting and digital media; remains in contact with Engineering Professionals while looking ahead to resolve potential conflicts / issues that may arise. He also verifies contractors’ monthly pay estimates, documents and proposes change orders as needed and attends construction meetings and provides valuable information from project site.

## CAPACITY AND WORKLOAD

The Wooten Company has the available capacity as a firm to complete the listed projects within the stated ARPA stipulations. While our proposed project team is available and stands ready to begin, we have other resources in our Raleigh and Greenville offices that could be engaged to ensure a timely project delivery. Our staff and management, forecast our anticipated staff workload to project opportunities to reassign staff to ensure that client needs and deadlines are being met. Below is our estimated available capacity for the firm.





# APPROACH

With a relationship that spans 50+ years, the Town of Tarboro is one of the longest continual clients of The Wooten Company. During this time, we have delivered approximately 140 projects for the Town's residents and customers. Through this experience, we have an understanding and history of the utility systems that is unmatched by any other consultant. Our team wishes to continue this partnership to deliver similar successes related to the Town's pursuit of planning and capital. Having safe, reliable, and high-quality infrastructure is needed to help promote the Town and foster growth. We are ready to help Tarboro evolve and grow by bolstering its infrastructure, while using our long-term history to preserve its history and culture.

## ***We Understand Your Project Needs:***

For projects issued under an On-Call style Professional Engineering Services Contract, the Town will require a responsive, cohesive team to deliver results on time and budget. The Wooten Company understands that your Contract will utilize firms to design, bid, and oversee construction of improvements to respond to the needs of your citizens, maintain reliability, and foster growth and opportunity. For this Contract, The Wooten Company offers the Town a robust team that covers multiple disciplines, while offering significant experience working directly with Tarboro and Edgecombe County with similar contracts.

With the stated services ranging from studies and reports, field surveys, preliminary and final engineering design, construction administration, construction observation, GPS/GIS mapping, Federal/State grant and loan application preparation and program administration and associate services for street improvements, sidewalk improvements, stormwater conveyance, water treatment and distribution, sewer collection and treatment, and other general civil engineering projects, Tarboro needs a partner that has wide range of services and experience and one that can manage these varied categories into a seamless service. Our Wooten staff and company history of similar projects within the Town and County allows our team the local experience needed to understand Tarboro's specific challenges and opportunities and will offer you an engineering perspective with a solution unique to you.

Having experience in each of the capital project categories listed in the RFQ (elevated water storage tanks, wastewater treatment and disposal, stormwater conveyance and retention, utility pipeline, sidewalk and streets, and gull GIS/GPS mapping) Wooten stands ready to continue our partnership with Tarboro in all phases of a project. Our attention and scheduling will provide a clear and unique timeline for each project to achieve the stated scheduling milestones and we will assign appropriate staff to keep momentum on projects as well as work in concert with other improvements and activities within the Town. In short, our team has the experience, local knowledge, and funding expertise to continue to help the Town as a trusted advisor, placing your needs at the forefront.

Our team consists of members from our local Water Resources, Building Systems (i.e. Electrical), Environmental, Civil-Site, Surveying, Funding, and Construction Groups, with most staff being located only a half hour away in Greenville or one hour away in Raleigh. The Wooten Company is well-positioned to provide not only responsive, but cost-effective solutions. Cost control will be a significant consideration while also maintaining the longevity and integrity of the Town's utility systems. Our firm has a long history of providing engineering services that provide innovative solutions to meet budgetary constraints. We strive to provide the "best fit" solution, understanding that cost-effectiveness means that projects will have less impact on your customers.

# APPROACH

## *Specialized Equipment and Services*

To meet the changing demands of our clients and the industry, Wooten has evolved in both service lines and in assisting our clients with their evolving needs for equipment. Within recent years, Wooten has expanding our offerings of in-field equipment in order to provide accurate and responsive data during the preliminary and investigative phases of our projects. From 3-D laser scanning, aerial drone survey and photography, manhole inspection cameras and other devices, we are consistently evaluating what new equipment and devices can be added to our offerings that would benefit our clients to serve their customers.

Additionally, our staff maintain relationships and frequent educational opportunities for us to stay well-informed of the changing technologies in the marketplace. In general, the founding principles of water resource and civil engineering remain the same throughout history, however we live in an age in which access and technology have made operating and designing systems more advanced than at any point in history. To this end, many communities have adopted minimum standards for equipment and operational services to streamline both their standards of practice and their equipment inventories. Wooten is proud to have helped communities across North Carolina, including Tarboro, with the evaluation and recommendations of these standards as well as the implementation of integrating these into an existing system.

## *Funding*

Our ability to locate and pursue funding for our clients is evident in that we have secured over \$600 million for our clients during the last 37 years. Funding has been secured from Federal, State and Special Appropriation sources based on the type and magnitude of the project. Often times, we work with the funding agencies and our clients to 'package' programs that result in the least financial impact for our client's residents and customers.



# APPROACH

Below is a breakdown of our general approach to our projects; however, each project is evaluated at its inception for its distinctive characteristics.

## 1. PRELIMINARY ENGINEERING

- Coordinate and conduct project kickoff meeting
- Obtain available data and engage stakeholders
- Develop and vet design or study alternatives
- Consider physical and socio-economical impacts
- Develop preliminary engineering report, technical memoranda, and/or preliminary design review with the Town
- Coordinate with regulatory agencies

## 2. DESIGN DEVELOPMENT

- Perform environmental / geotechnical investigations
- Perform topographical and boundary surveying services
- Conduct subsurface utility engineering analyses
- Develop construction documents (30%, 60%, Final), Prepare Easement/Property Mapping
- Hold project review workshops with the Town
- Prepare detailed project cost opinion
- Submit permits and encroachments
- Perform constructability review

## 3. FINAL DESIGN/BIDDING

- Incorporate the Town's final review comments
- Secure final permit approvals
- Obtain final approval from the Town
- Prepare for advertising and bidding
- Host pre-bid conference, issue addenda, open bids
- Tabulate bid results, submit award recommendation, prepare contract documents
- Coordinate Easement Acquisition with Town

## 4. CONSTRUCTION ADMINISTRATION & OBSERVATION

- Hold pre-construction conference
- Oversee contractor's work product
- Facilitate communication among stakeholders
- Deliver within schedule and budget constraints
- Review equipment submittals and pay applications
- Coordinate progress meetings
- Keep the Town's staff apprised of project progression

## 5. COMMISSIONING & STARTUP (IF APPLICABLE)

- Prepare summary schedule of equipment startup
- Assist the Town's staff putting equipment into operation
- Troubleshoot process performance issues
- Provide operator orientation and assistance
- Provide technical assistance during warranty period

## 6. PROJECT CLOSEOUT

- Conduct preliminary and final walkthroughs
- Process contractor's closeout paperwork
- Prepare construction record drawings
- Submit hard and electronic copies of requested project documentation
- Closeout project

# PROJECT MANAGEMENT AND QA/QC

## PROJECT MANAGEMENT

### SCOPE

- Prepare clear defined scope
- Confirm project goals
- Identify roles and responsibilities

### RISK

- Mitigate risk
- Implement QA/QC process
- Budget and schedule control

### COMMUNICATION

- Identify stakeholders early
- Hold project workshops
- Provide summary monthly activity report

### RESOURCE MANAGEMENT

- Internal project meetings
- Promote accountability
- On time and on task deliverables

### SCHEDULE

- Detailed activity timeline
- Key milestones identified
- Integrated owner review
- Tracked regularly

### BUDGET

- Updated estimates at 30%, 60%, and 90% milestones
- Cross check of estimating procedures within team partners
- Assist with project funding/financing

## QA/QC

### OWNER'S ROLE

#### UNDERSTANDING

- Accurately convey:
  - Scope
  - Schedule
  - Budget
  - Contract language
- Historical records
- Funding

#### EVALUATION

- Report comments/authorization
- Identify Local constraints
- Board meetings

#### EXECUTION

- Owner construction standards
- Redline reviews
- Convey authorization

#### IMPLEMENTATION

- Engagement
- Desired construction records
- Notifications of change

### CONSULTANT'S ROLE

#### UNDERSTANDING

- Task order agreement
- Kickoff meeting
- Information exchange
- Concept development

#### EVALUATION

- Identify feasible solutions
- Scope, budget, schedule refinement
- Attendance at board meetings

#### EXECUTION

- Owner standards
- Internal design stds and calcs
- Cross-check work
- Biddability/Constructability review
- Regulatory permitting

#### IMPLEMENTATION

- Construction Administration / Pre-construction / progress meetings
- Construction observation
- Funding administration
- Submittal review
- Cost control
- Interpret contract
- Closeout inspections / Project certification



# FAMILIARITY WITH LOCALITY

Tarboro is situated within 30 and 60 miles from The Wooten Company's Greenville and Raleigh offices, respectively. This close proximity has previously (and will continue to) provide opportunities for face-to-face meetings throughout these projects' lifespans, thus creating faster and more efficient project planning and implementation, as well as timely resolution to construction conflicts. This geographical proximity and developed relationship have been critical in completing over 140 projects with the Town of Tarboro, including, but not limited to:

## Water Treatment Plant Projects

- 2000 Water Treatment Plant Repairs
- 2000 Phase III Water Plant Improvements (Alum Tanks)
- 2001 Water Treatment Plant Relocation Study
- 2010 Water System Improvement - Filter Rehabilitation
- 2010 Water Treatment Plant River Withdrawal/EA

## Collection and Distribution Projects

- 2000 Water, Sewer, Street Extension Northridge Phase I
- 2001 Water System Management Plan
- 2001 Summerfield Section V Water, Sewer & Streets
- 2001 Water Main Extension WCC Catamarans Design
- 2008 Consulting Related to Rocky Mount Water Situation
- 2009 Sewer System Improvements - Riverfront & W. Northern Blvd.
- 2010 Hope Lodge, Phase I, Water, Sewer & Streets
- 2016 Sewer System Rehabilitation

## Stormwater Projects

- 2001 CWMTF Urban Stormwater Management System
- 2007 Colony Road Area Storm Drainage Study
- 2008 Stormwater Review - Tar Pamlico Rules
- 2009 Feasibility Study for Constructed Wetland
- 2010 Hendricks Creek Flooding Upstream of Sunset Avenue

## Streets and Sidewalks

- 2000 Street Improvements
- 2002 Street and Parking Lot Resurfacing
- 2003 CDBG Urban Redevelopment Project
- 2010 Colony Drive CWMTF Application for Land Acquisition & Berm Construction

## And More

- 2001 Demolition & Debris Removal, Hurricane Floyd
- 2011 Riverfront Master Plan
- 2017 Emergency Watershed Protection Streambank Stabilization
- 2018 Sunset Avenue Repairs



# RATE SCHEDULE

The hourly rates outlined below include fringe benefits, indirect costs, reimbursable expenses, and profit.

WAGE CATEGORY	HOURLY BILLING RATE
Engineer I	\$ 132
Engineer II	\$ 161
Engineer III	\$ 191
Engineer IV	\$ 229
Engineer V	\$ 269
Architect I	\$ 113
Architect II	\$ 164
Designer I	\$ 94
Designer II	\$ 111
Designer III	\$ 133
Designer IV	\$ 164
Construction Admin I	\$ 135
Construction Admin II	\$ 190
Construction Admin III	\$ 245
Construction Observer / Resident Project Representative	\$ 123
Utility Coordinator II	\$ 144
Utility Coordinator III	\$ 220
Survey Technician I	\$ 54
Survey Technician II	\$ 74
Survey Technician III	\$ 91
Survey Technician IV	\$ 109
Survey Technician V	\$ 137
Surveyor II	\$ 121
Surveyor III	\$ 143
Surveyor IV	\$ 206
GIS Analyst I	\$ 97
GIS Analyst II	\$ 114
GIS Analyst III	\$ 132
GIS Analyst IV	\$ 145
Funding Coordinator I	\$ 90
Funding Coordinator II	\$ 125
Funding Coordinator III	\$ 170
Project Assistant	\$ 95

Reimbursables: Mileage will be billed at the current IRS Standard Mileage Rate, Subcontracted Services and other expenses at cost plus 10%.

Standard Hourly Rates apply only as specified in the original contract and are subject to annual review and adjustment. Future additions or amendments to the original contract may be subject to the rates in effect at the time of the modification.

Effective as of July 1, 2023.



# REFERENCES

## **COREY GOODEN - TOWN OF EDENTON**

Contact: Town Manager - 252.482.4111 - corey.gooden@edenton.nc.gov

Project: Peanut Avenue Water and Sewer Extension

Budget: \$372,000

Project involves upgrade of existing water distribution system to provide adequate water pressure and supply to meet fire protection needs of Regulator Marine on Peanut Avenue. Improvements may include constructing a larger distribution line and/or construction of an elevated water tank in the industrial park. Sewer improvements may include a new pump station and gravity sewer if Jimbo's Jumbo's Peanuts expands its facilities across from Regulator Marine.

## **MIKE MATTHEWS - EDGECOMBE COUNTY**

Contact: Assistant County Manager - 252.823.7387 - michaelmatthews@edgecombeco.com

Project: Sewer to Speed and Vicinity

Budget: \$6,100,000

The Wooten Company was asked to perform a Preliminary Engineering Report and an Environmental Assessment for the project in 2009. Recommendations in these reports included 16,550 LF of 8 inch gravity main, 3,265 LF of 10 inch gravity sewer main and 3,650 LF of 12 inch gravity sewer main with 68 manholes and 105 individual services. Three wastewater pump stations with 50,000 LF of 4- and 6-inch force main were sited along US Hwy 258 and NC Hwy 122 for ultimate discharge into the Town of Princeville's collection system which pumps to the Town of Tarboro's wastewater treatment plant for treatment and disposal to the Tar River.

## **TERRI PARKER, TOWN OF WINTERVILLE**

Contact: Town Manager, 252.756.2221, terri.parker@wintervillenc.com

Project: Worthington Rd. 10-Inch Waterline Extension

Budget: \$1,125,000

The project scope included replacing an existing 4,800 linear foot 6-inch main with a new 7,700 10-inch water main and booster pump station to provide a second system-interconnect with the Greenville Utilities Commission (GUC) thus reducing the reliance of the Town's groundwater wells which are located in the Central Coastal Plain Capacity Use Area (CCPCUA). The project also included the integration of the station into the Town's SCADA system.

*As a team devoted to supporting the health and welfare of communities throughout the Carolinas, we sincerely appreciate the opportunity to continue to develop our working relationship with Tarboro. These referenced qualifications are the results of decades of hard work and commitment - a proud cornerstone of our practice - to the communities that we call home.*

*A tradition of*  
**DESIGNING THE FUTURE ►**

# Statement of Qualifications for



## Project Name: On-Call Professional Engineering Services



SUBMITTED BY



SOLICITATION DATE  
JULY 24, 2023

SUBMITTED ON  
AUGUST 17, 2023



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August 17, 2023



Mr. Jason Nichols  
Town of Tarboro  
50 Dowd Street  
Tarboro, NC 27886

Subject: Letter of Interest for On-Call Professional Services  
Engineering and Consulting Services

Dear Jason:

The East Group (TEG) along with our teaming partners Terracon (TER) and Davey Resource Group (DRG), are pleased to submit the enclosed qualifications in response to the Town of Tarboro's On-call Professional Services for Engineering and Consulting RFQ.

Currently, we serve multiple municipal, public utility agency, healthcare, and industrial clients with on-call agreements throughout eastern North Carolina. The East Group is uniquely qualified to serve clients in this capacity with our full-service, multi-disciplinary offerings. Our clients find great value in the easy access they have to our in-house licensed professionals including civil engineers, landscape architects, and land surveyors, as well as architects, and engineers for structural, electrical, mechanical and plumbing systems. Often times, on-call work order requests are critical and time sensitive. Our depth and diversity of disciplines in our Greenville office allow us to be flexible and promptly responsive; an unmatched service in this region.

Enclosed you will find the following sections that follow the general format of the Evaluation Criteria outlined in the RFQ:

- Ability to Provide Desired Services
- Experience with Similar Projects
- Proposed Project Team Experience
- Processes and Procedures
- Familiarity with Locality

We value our relationship with Town of Tarboro and welcome the opportunity to continue our work with you. Please let us know if you need any additional information.

Sincerely,  
THE EAST GROUP

Myriah Shewchuk, PLA  
Contract Manager

\* The East Group has no known conflicts of interest or business concerns that would affect our service to the Town of Tarboro.

**Corporate Office**

324 Evans St  
Greenville,  
NC 27858

**Tel** 252.758.3746

**Fax** 252.830.3954

**Raleigh Office**

4325 Lake Boone Trail  
Suite 311  
Raleigh,  
NC 27607

**Tel** 919.784.9330

**Fax** 919.784.9331

[www.eastgroup.com](http://www.eastgroup.com)



# 1. FIRM INFO

## 1.1 & 1.2 FIRM PROFILE AND DESCRIPTION OF SERVICES

The East Group is a 48-year old, multi-disciplinary design firm with professionals dedicated to bringing our clients focused, innovative solutions and results. We have extensive project development experience through long-standing relationships with public sector clients and allied professionals. The East Group team delivers projects from schematic design through construction documentation, bidding and negotiations, construction administration, construction observation, and close out.

We are based in downtown Greenville with 39 employees in Greenville, 18 in Raleigh, and 3 located on-site at various facilities in eastern NC. More than twenty of our employees hold professional registrations and certifications in North Carolina including Engineering in Mechanical, Electrical, Structural, and Civil disciplines, as well as Architecture, Interior Design, Surveying, and Landscape Architecture.

Because of our desire to become a trusted partner, we continue to look for ways to be more relationship based. Over 90% of our work comes from repeat clients where our style is very collaborative, informative, and responsive. We bring past project expertise to the table, but know that the best solutions come from an approach of identifying critical success factors on every project.

We have fun at work and realize that our employees are our number one asset. Within our organization, our atmosphere is very collaborative. To further our process of achieving the best solutions, we often partner with other firms to complement our skill set. Our proposed team for this on-call agreement includes Terracon for Geotechnical Engineering and Davey Resource Group, Inc. for Environmental Consulting services. We value the long standing relationships and vast experience this team can offer the Town of Tarboro.

### **TERRACON (TER) Winterville, NC**

Terracon provides full range geotechnical, environmental, facilities, and construction materials engineering services. With approximately 4,000 employees in over 150 offices across the country, their local Greenville office provides local expertise backed by extensive national resources to service local clients. Their 19-employee office includes registered engineers, licensed geologists, scientists, certified technicians, and support staff.

### **DAVEY RESOURCE GROUP, INC (DRG) Wilmington, NC**

Davey Resource Group (DRG) has provided environmental consulting services throughout the Southeast for over 30 years. Their team is comprised of an interdisciplinary staff of professionals with expertise in wetland science, geology, soil science, marine biology, ecological restoration, and environmental engineering.



### **The East Group (TEG)**

Sole Proprietorship  
324 Evans Street  
Greenville, NC 27858  
Ph 252-758-3746  
Fx 252-830-3954

**Year Established** 1975

### **On-Call Contract Manager**

Myriah Shewchuk, PLA  
myriah.shewchuk@eastgroup.com  
Ph 252-758-3746  
Cell 856-305-3326

### **Engineer of Record**

Todd Tripp, PE  
Todd.tripp@eastgroup.com  
Ph 252-758-3746  
Cell 252-341-0159

### **Disciplines**

The East Group frequently offers ongoing full design services to clients throughout eastern North Carolina with the ability to provide “in-house” access to the following licensed professionals:

- Civil Engineers
- Landscape Architects
- Surveyors
- Architects
- Electrical Engineers
- HVAC & Plumbing Engineers
- Structural Engineering

### **Services**

Our Team offers the following services relevant to this project:

- Studies and Evaluations
- Topographic Survey
- Engineering
  - Study & Report
  - Preliminary Design
  - Final Design
- Bidding Assistance
- Full or Part-time Construction Admin. / Observations
- Cost Estimating
- Geotechnical Engineering
- Environmental Consulting

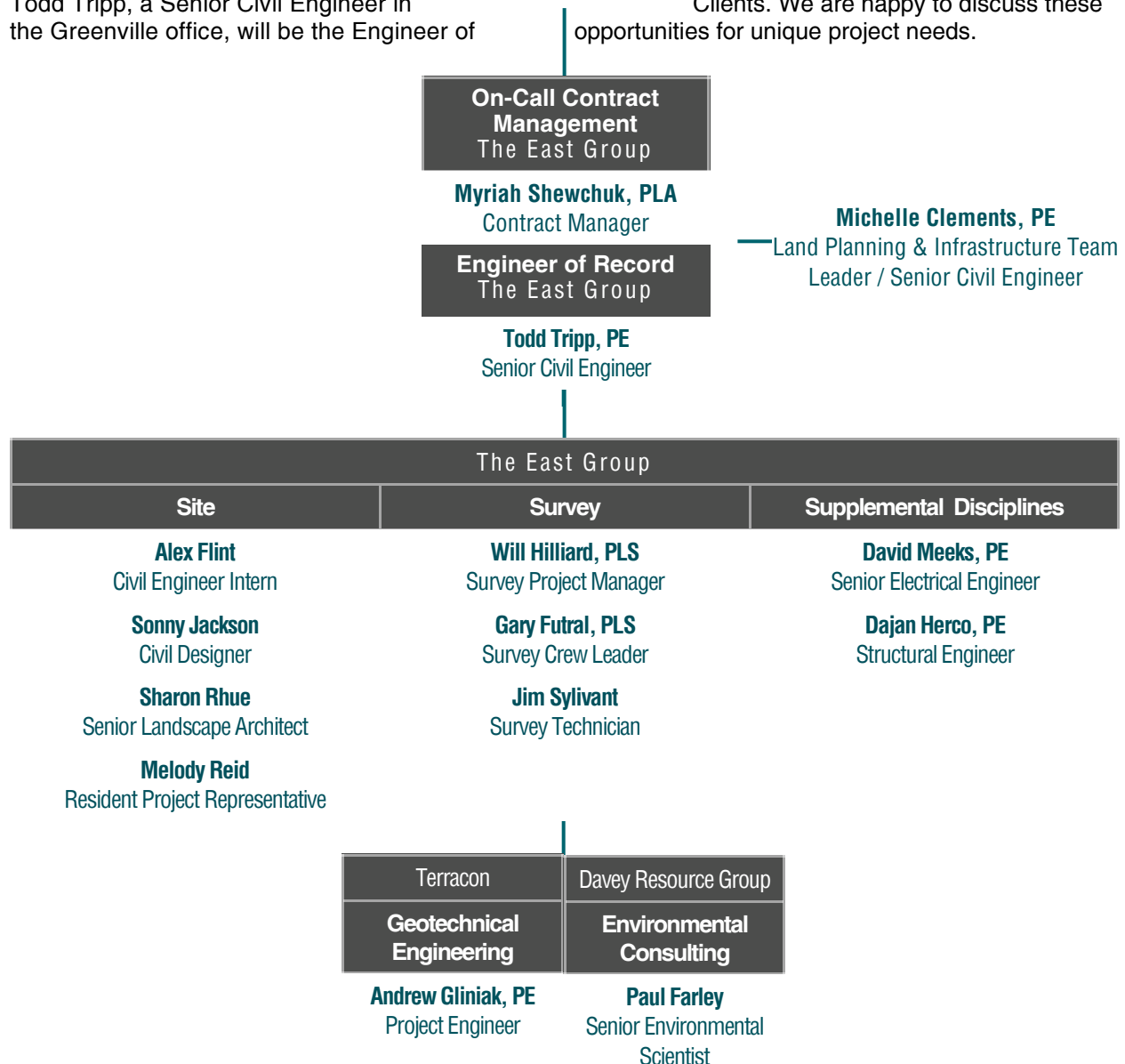


## 1.3 ORGANIZATIONAL CHART

Michelle Clements, PE is The East Group's Land Planning & Infrastructure Leader with over 26 years of continuous, progressive experience performing municipal on-call design and construction administration in eastern NC. Her role is to assure resources within the firm are properly allocated for this project.

Coordination and management of the On-Call agreement will be provided by Myriah Shewchuk, a Project Manager in the Greenville office, with 20-years of municipal project experience. The last 15-years have included project management of multi-disciplinary teams, primarily for municipal clients. Todd Tripp, a Senior Civil Engineer in the Greenville office, will be the Engineer of Record for Civil Engineering projects. The proposed TEG team, is thoroughly familiar with the design, permitting, schedule, and cost controls needed to complete projects typically included in the Town of Tarboro's On-Call agreements.

The organizational chart below includes individual members of our proposed team followed by resumes for key staff and discipline leaders. We often call on our strong relationships with allied professionals to supplement our resources when outside expertise is warranted or when in-house capacity is not adequate. We value these relationships and the access to the diverse expertise it provides to our Clients. We are happy to discuss these opportunities for unique project needs.



## 1.3 FEE SCHEDULE

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Corporate Rate Schedule  
Effective  
January 1, 2023 through December 31, 2023

Category	Rates	Category	Rates
Principal	\$210	Construction Inspector	\$90
Associate	\$190	Senior Project Administrator	\$75
Senior Engineer	\$170	Project Administrator	\$65
Engineer	\$150	Helper/Technical Assistant	\$50
Senior Engineer Intern	\$120	Specialist IV	\$130
Engineer Intern	\$110	Specialist III	\$110
Senior Project Manager (PM III)	\$170	Specialist II	\$100
Project Manager II	\$155	Specialist I	\$90
Project Manager I	\$140	Professional Land Survey (PLS II)	\$135
Senior Architect	\$170	Professional Land Survey (PLS I)	\$120
Architect	\$150	Land Survey Intern	\$100
Senior Landscape Architect	\$150	Senior Survey Cad Technician	\$90
Landscape Architect	\$120	Survey Cad Technician	\$80
Designer V	\$140	Survey Party Chief	\$110
Designer IV	\$130	Survey Technician	\$90
Designer III	\$120	3 Man Survey Party	\$170
Designer II	\$110	2 Man Survey Party	\$145
Designer I	\$100	3 Man Construction Survey Party	\$180
Senior Drafter (Cad)	\$90	2 Man Construction Survey Party	\$160
Drafter (Cad)	\$80		
Senior Construction Inspector	\$110		

### Reimbursables

Mileage:	Will be charged according to IRS published rates
Expenses:	Cost plus 10% (reproductions, meals, lodging, fees, consultants, etc.)







## 1.4 PROJECT EXPERIENCE (*CONTINUED*)

### West Carteret Water Corporation *Newport, NC*

The WCWC Phase V project consisted of the following:

**WTP Improvements:** A new 2.4 MGD aeration unit, two additional softeners, an additional color removal unit, additions to the control system, an addition to the existing lab, a new chlorine storage room, and additional electrical generation.

**New Wells:** Two new wells (Well 7 – 600 gpm and Well 8 – 1040 GPM) which connect to the existing raw water main that serves a well field of 8 wells in the Croatan National Forest.

#### **Elevated Tank and Improvements:**

**Pelletier Tank-** New 750,000-gallon elevated hydropillar tank and deep foundation with accessories, new paint, passive mixing system, site grading and fencing, and 12" water main to connect with the existing water system.

**Hibbs Rd. Tank-** New passive mixing system in the existing 600,000-gallon elevated, multi-column tank.

**Water Distribution System Improvements:** Approximately 30 miles of new water mains on rural roads and subdivision streets. The extensions included 2"-12" water mains with valves, hydrants, and accessories.

#### **Relevance:**

This project includes the same treatment technologies and source water as currently used in Newport, NC.

#### **Scope**

- Survey
- Construction Documents
- Permitting
- Bidding Assistance
- Construction Administration
- Construction Observation

#### **Team Members**

- Michelle Clements, PE (TEG)
- Todd Tripp, PE (TEG)
- Sonny Jackson (TEG)
- Will Hilliard, PLS (TEG)
- David Meeks, PE (TEG)
- Richard Johnson, AIA (TEG)
- Andrew Gliniak, PE (TER)

#### **Completion (design / construction)**

2018 design / 2019 construction

#### **Client**

West Carteret Water Corp.  
Lisa Smith-Perri  
Gen. Manager & Exec. Dir.  
Newport, NC  
lisa.smithperri@wcwc.biz  
(252) 393-1515

### Greenville Utilities Commission

#### Bethel Water System Improvements *Bethel, NC*

TEG is providing engineering services for water system improvements in the Town of Bethel for the Greenville Utilities Commission (GUC). The Town intends to transfer ownership to GUC in the form of a water system transfer of assets. Improvements to the Town of Bethel water system required as part of the GUC transfer include:

- Full rehabilitation of Well #3 including but not limited to a well assessment and rehab as required.
- New well house complete with chlorine and ammonia feeds, new power system, electronic flow control system, and new SCADA compatible with the GUC system.
- Assistance with abandonment of well #2.
- New 12-inch diameter watermain extension.

**Relevance:** This project involved improvements to an existing water supply system.



#### **Scope**

- Survey
- Construction Documents
- Permitting
- Bidding Assistance
- Construction Administration
- Construction Observation

#### **Team Members**

- Michelle Clements, PE (TEG)
- Todd Tripp, PE (TEG)
- Sonny Jackson (TEG)
- David Meeks, PE (TEG)
- Will Hilliard, PLS (TEG)
- Andrew Gliniak, PE (TER)

#### **Completion (design / construction)**

2021/22 design / 2022 construction

#### **Client**

Tyler Haislip  
Water Resources Engineer  
Greenville Utilities Commission  
252-551-1494  
haislitj@guc.com





## 1.4 PROJECT EXPERIENCE (*CONTINUED*)

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### Sharpsburg 2020 Wastewater System Improvements

*for Town of Sharpsburg, NC*

A comprehensive review of the pump stations in Sharpsburg in 2018 revealed the vacuum-primed main pump stations had proven difficult to maintain in full compliance with NCDEQ requirements. Funding from the NC State Water Infrastructure, CWSRF program was sought and obtained. The project includes:

- Update the SCADA to simplify inputs and outputs and improve communication.
- Raise or seal the manhole tops for 22 manholes.
- Restore seven main pump stations with new pumping equipment. The emphasis is simplifying and improving reliability of systems.
- Video inspection of 14,300 LF of gravity sewers and point repairs in the Brickyard Pump Station Sewershed.
- Cap approximately 136 service in the Weaver MHP.
- Replace the wet well of the Brickyard Pump Station to provide additional storage.
- Extend the Brickyard PS force main to move the discharge point to a deeper and larger gravity main for more safety against overflows.

**Relevance:** This project involved improvements to an existing wastewater system.

#### Scope

- Survey
- Construction Documents
- Permitting
- Bidding Assistance
- Construction Administration
- Construction Observation

#### Team Members

- Michelle Clements, PE (TEG)
- Sonny Jackson (TEG)
- Will Hilliard, PLS (TEG)
- Todd Tripp, PE (TEG)
- David Meeks, PE (TEG)
- Andrew Gliniak, PE (TER)

#### Completion (design / construction)

2021 design / 2022 construction

#### Client

Pamlico County  
Tim Buck, County Manager  
Bayboro, NC  
tim.buck@pamlicocounty.org  
252-745-3133

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### Sharpsburg CWSRF Wastewater System Improvements

*for Town of Sharpsburg, NC*

The project includes improvements to 8 wastewater pump stations and collection system improvements focused on reducing inflow and infiltration. Funding from the NC State Water Infrastructure program was sought and obtained.

- Prepared the application documents and partnered with the Council of Governments to apply for funding
- The project qualified for Categorical Exemption
- Completed the required engineering report and environmental information document. The project qualified for a Categorical Exemption.
- Requested and received additional funding due to Covid-related inflation.

**Relevance:** This project involved funding from the State Revolving Fund.

#### Scope

- Survey
- Funding Assistance
- Bidding Assistance
- Construction Administration
- Construction Observation

#### Team Members

- Michelle Clements, PE (TEG)
- Will Hilliard, PLS (TEG)
- Todd Tripp, PE (TEG)

#### Completion (design / construction)

2023 design only

#### Client

Town of Sharpsburg  
Pauline Armstrong  
Town Administrator  
Sharpsburg, NC  
administrator@sharpsburgnc.com  
252-446-9441

## 1.4 PROJECT EXPERIENCE *(CONTINUED)*

### **Arlington Boulevard Improvements** *for City of Greenville, NC*

The project included an analysis of storm drainage capacity and condition and recommendations to replace and upgrade as required. The work includes coordination of conflicts and similarly sized drainage features.

The project consisted of:

- Full-depth pavement replacement of 1.2 miles including 17,600 CY of roadway pavement and subgrade materials, 42,200 SY of pavement replacement, 2,600 LF of 15-inch through 60-inch pipe replacements.
- New junction boxes and drainage structures.
- Utility replacements (by the utility owners) as required.
- New curb and gutter and valley gutter where required.
- Greenway trail replacement with an extension for a total of 3,600 LF of trail.



#### **Scope**

- Survey
- Roadway repair design
- Stormwater infrastructure design

#### **Team Members**

- Michelle Clements, PE (TEG)
- Todd Tripp, PE (TEG)
- Sonny Jackson (TEG)
- Will Hilliard, PLS (TEG)
- Andrew Gliniak, PE (TER)

#### **Completion (design / construction)**

2019 / 2019 construction

#### **Client**

Lynn Raynor, PE  
Civil Engineer II  
City of Greenville  
252-329-4620  
lraynor@greenvillenc.gov

### **ON-CALL CONTRACT EXPERIENCE**

The following are examples of clients we have and continue to serve with on-call style services throughout eastern NC:

- City of Greenville, NC
- Town of Tarboro, NC
- East Carolina University
- Greenville Utility Commission
- Vidant Health
- Bell Arthur Water Corporation
- Deep Run Water Corporation
- West Carteret Water Corporation
- Pamlico County

### **MUNICIPAL EXPERIENCE**

Throughout our history, we have established relationships with many local municipalities, county governments, and public utility systems including, but not limited to those listed below.

- City of Greenville
- City of Kinston
- City of Washington
- Town of Edenton
- Town of Farmville
- Town of Grifton
- Town of Grimesland
- Town of Hookerton
- Town of Knightdale
- Town of Newport
- Town of Selma
- Town of Sharpsburg
- Town of Tarboro
- Beaufort County
- Carteret County
- Craven County
- Greene County
- Halifax County
- Lenoir County
- Martin County
- Onslow County
- Pamlico County
- Perquimans County
- Pitt County
- Wayne County
- Deep Run Water Corporation
- Bell Arthur Water Corporation
- West Carteret Water Corporation
- Greenville Utilities Commission





## 2. PROFESSIONAL EXPERIENCE & FIRM PROCEDURES

# Michelle Clements, PE

*Land Planning & Infrastructure Team Leader / Senior Civil Engineer*

*Michelle is the Land Planning & Infrastructure Team Leader, as well as Senior Civil Engineer in the Greenville office. She oversees operations of civil engineering, landscape architecture, and survey disciplines. She has 25 years experience with The East Group and has completed numerous projects following local ordinances and required coordination with municipal personnel. Her experience includes project management, design, technical specifications, permitting, and construction administration.*

*Michelle's background includes water treatment and distribution systems, wastewater collection, storm water treatment and management, site development, roadways and streets design, and environmental permitting. She has also dealt with multiple funding sources to finance projects.*



## SELECTED PROJECT EXPERIENCE

### Water Supply Projects

- West Carteret Water Corporation New Wells and WTP Improv.
- GUC Bethel Water System Improvements
- Bell Arthur Water Corporation Study
- Weyco Plymouth Water System Improvements
- Town of Newport Well #6
- City of Kinston Well #9
- City of Kinston Well #14

### Water Distribution Projects

- West Carteret Water Corporation Ph IV & V Water Dist. Sys. Exten.
- West Carteret Water Corporation Water Main Extensions
- GUC Bethel Water System Improvements
- Bell Arthur Water Corporation Water Main Extension
- Pamlico County Bennett Road Water Main
- Town of Newport Water System Improvements
- City of Wilson Water Main Extension
- Craven County Ind. Park Executive Pkwy. Water Main Extension
- Craven County Ind. Park N. Industrial Dr. Water Main Extension

### Wastewater Collection Projects

- Town of Sharpsburg CWSRF Wastewater System Improvements
- Town of Sharpsburg 2010 Wastewater System Improvements
- Town of Sharpsburg 2020 Wastewater System Improvements
- Town of Sharpsburg Misc. Wastewater System Improvements
- Town of Newport Chatham St. Sewer Extension
- Cypress Glen Gravity Sewer Collection System
- Ag Carolina Sanitary Sewer Extension
- Craven County Ind. Park Executive Pkwy. Wastewater Extension
- Craven County Ind. Park N. Industrial Dr. Wastewater Extension

### Stormwater Projects

- Arlington Boulevard Drainage Improvements, Greenville
- City of Greenville Stormwater Regulatory Committee
- 2nd Street Stormwater Improvements, Greenville
- Sycamore Hill Gateway Plaza Drainage, Greenville
- Town Common Playground & Bioretention, Greenville
- Fire Station Renovations Site Improvements, Greenville
- Stormwater BMP Inspections, Greenville
- Stream Evaluation Study for Multiple Streams, Greenville
- GUC Admin. Bld. Site & Stormwater Improv., Greenville
- Country Club Stream Restoration, Kinston
- Massey Drive Stream Stabilization, Kinston

## EDUCATION

- B.S. in Civil Engineering

## REGISTRATIONS

- North Carolina Professional Engineer 029422
- South Carolina Professional Engineer

## PROFESSIONAL

### AFFILIATIONS

- Professional Engineers of North Carolina
- National Society of Professional Engineers
- North Carolina Waterworks Operators Association
- North Carolina Rural Water Association
- AWWA -WEAa
- EWWN

## PRACTICING SINCE

1995

## LOCATION:

Greenville, NC





# Myriah Shewchuk, PLA, LEED AP

Contract Manager / Senior Landscape Architect

*Myriah is a Landscape Architect with 20 years of experience in site planning and design of park and recreation facilities, multi-modal facilities, urban centers, healthcare facilities, universities, and mixed-use development. She has experience in all phases of landscape architecture consulting from master planning/schematic design thru construction completion.*



## SELECT PROJECT EXPERIENCE

### Town of Tarboro, NC

- Courthouse Square
- Braswell Park
- River Bandits Baseball Stadium Amenity Updates

### City of Greenville, NC

- Town Creek Pedestrian Bridge Improvements
- River Park North Accessible Water Sports Facility
- Town Common Kayak Launch
- Tar River Legacy Plan
- Town Common Playground
- Town Common Pavilion
- Town Common East End & First Street Schematic Design
- Homestead Memorial Gardens Master Plan and Phase 1
- Westpointe Village Site Plan
- Town Common Restroom
- Sycamore Hill Gateway Plaza
- Town Common Master Plan Update
- Stormwater BMP Inspections
- Dream Park Splash Pad and Site Improvements\*
- West Fifth Street Streetscape—Phase I\*

### Greenville Utilities Commission, Greenville, NC

- Administrative Building Renovations and Accessibility Improvements

### East Carolina University, Greenville, NC

- Student Union & Sonic Plaza Accessibility Improvements
- Joyner Library Food Truck Plaza
- Garrett / Fletcher Main Entrance and Accessibility Improvements\*
- Student Plaza Drive Accessibility Improvements\*

### County of Currituck; Corolla, NC

- Multi-Use Trail and Pocket Park\*

### Vidant Medical Center, Greenville, NC

- West Tower Courtyard Accessibility Improvements
- Cancer Center Addition
- Children's Hospital Addition\*

### Town of Winterville, NC

- Recreation Park Expansion\*

## EDUCATION

- Bachelor of Landscape Architecture

## REGISTRATION / TRAINING

- North Carolina – Registered Landscape Architect
- LEED Accredited Professional for Building Design + Construction
- CPTED (Crime Prevention Through Environmental Design)

## AFFILIATIONS

- American Society of Landscape Architects (ASLA)
- NC American Society of Landscape Architects (NCALA) - past Coastal Section Chair
- Member– NC Parks & Recreation Association (NCRPA)

## SELECTED PRESENTATIONS

- NC Recreation and Parks Association Annual Conference; "Multi-Purpose Plants: Designing Interesting, Beautiful & Sustainable Landscapes"

PRACTICING SINCE  
2001

LOCATION:  
Greenville, NC

\* project work while with another firm.



# Todd Tripp, PE

*Engineer of Record / Senior Civil Engineer*

*Todd has been involved in the design of infrastructure and land development for over 20 years, assisting clients with the planning, funding, design, permitting, and construction administration for their projects.*

*Todd also works with funding agencies to secure funds for municipal infrastructure projects including preliminary engineering reports, funding applications, responding to fundability/constructability reviews, conducting or attending public meetings to discuss infrastructure improvements, management of environmental assessment work, preparing reimbursement requests, and responding to related funding agency concerns or questions.*



## SELECT PROJECT EXPERIENCE

### Water Supply Projects

- West Carteret Water Corporation New Wells and WTP Improv.
- GUC Bethel Water System Improvements
- Bell Arthur Water Corporation Study
- Weyco Plymouth Water System Improvements
- Town of Newport Well #6
- City of Kinston Well #9
- City of Kinston Well #14
- South Camden County WTP Improvements\*

### Water Distribution Projects

- West Carteret Water Corporation Ph IV & V Water Dist. Sys. Exten.
- West Carteret Water Corporation Water Main Extensions
- GUC Bethel Water System Improvements
- Bell Arthur Water Corporation Water Main Extension
- Pamlico County Bennett Road Water Main
- Town of Newport Water System Improvements
- City of Wilson Water Main Extension

### Wastewater Collection Projects

- Town of Sharpsburg CWSRF Wastewater System Improvements
- Town of Sharpsburg 2010 Wastewater System Improvements
- Town of Sharpsburg 2020 Wastewater System Improvements
- Town of Sharpsburg Misc. Wastewater System Improvements
- Town of Newport Chatham St. Sewer Extension
- Edgecombe County Industrial Park Sewer Extension\*
- Camden County Industrial Park Wastewater Collection System\*

### Stormwater Projects

- Arlington Boulevard Drainage Improvements, Greenville
- 2nd Street Stormwater Improvements, Greenville
- Sycamore Hill Gateway Plaza Drainage, Greenville
- Town Common Playground & Bioretention, Greenville
- Fire Station Renovations Site Improvements, Greenville
- Stormwater BMP Inspections, Greenville
- GUC Admin. Bld. Site & Stormwater Improv., Greenville
- Massey Drive Stream Stabilization, Kinston
- Town of Sharpsburg Stormwater Master Plan
- Salvation Army Stormwater Plan
- Stormwater Plan Reviews for City of Washington
- Stormwater Plan Reviews for City of Greenville

## EDUCATION

- B.S. in Civil Engineering

## REGISTRATIONS

- North Carolina Professional Engineer
- Virginia Professional Engineer

## PROFESSIONAL AFFILIATIONS

- Professional Engineers of North Carolina
- National Society of Professional Engineers

## PRACTICING SINCE 1986

## LOCATION: Greenville, NC

*\* project work while with another firm.*





# Will Hilliard, PLS

## Survey Project Manager

Will leads our survey team and is also a Project Manager. He is experienced in drafting and design of survey plots from field notes including boundary, as-built, topographic, subdivision, and site plan projects. Will also coordinates construction layout services for a variety of market sectors.

### SELECTED EXPERIENCE

#### Town of Tarboro, NC

- Courthouse Square
- Braswell Park

#### Greenville Utilities Commission, Bethel, NC

- Water System Improvements

#### Town of Sharpsburg, Sharpsburg, NC

- Town of Sharpsburg CWSRF Wastewater System Improvements
- Town of Sharpsburg 2020 Wastewater System Improvements
- Sanitary Sewer Improvement Project Boundary & Topo Survey Construction Layout
- Property and Easement Mapping

#### City of Greenville, Greenville, NC

- Arlington Blvd from Hooker Rd to Greenville Blvd—Design Survey
- 6th St./Dickinson Ave. Relocation – Design & Construction Survey
- 3rd Street Revitalization Topographic Survey – Design Survey
- Reade Circle & Cotanche Street Improvements— Design Survey
- Bancroft Avenue—Design Survey
- Town Commons-Boundary/Topo/Easement Mapping, Design Survey
- Greenville Utility Commission's Operations Center-Design Survey
- Merchants Alley Improvements- Design Survey
- Dog Park - Design Survey
- Eastside Park-Design Survey
- River Park North-Design Survey

#### East Carolina University, Greenville, NC

- School of Dentistry - Construction Layout
- Softball/Olympic Athletic Field—Construction Layout
- New Transit Facility – Boundary & Design Survey
- Multiple Transit Shelter Sites—Design Survey
- New Student Union & Parking Deck – Design Survey & Construction Layout
- Student Plaza Drive—Construction Layout
- West End Site Improvements—Construction Layout
- North Recreational Sports Complex—Construction Layout
- Minges Colosseum Expansion—Construction Layout
- Millennial Campus-Rezoning Map and Legal Description
- Life Science Building- Recombination Boundary Survey, Right-of-way Revocation Map, Rezoning Map, Legal Description
- Ficklen Stadium Expansion-GUC water easement mapping, Construction Staking

#### Town of Newport, Newport, NC

- Misc. Water and Sewer Improvements Boundary & Topo Survey



### EDUCATION

- B.S. in Industrial Technology
- Master of Business Administration

### REGISTRATIONS

- North Carolina Professional Land Surveyor

### PROFESSIONAL AFFILIATIONS

- North Carolina Society of Surveyors
- National Society of Professional Surveyors
- American Congress on Survey and Mapping

### PRACTICING SINCE 1997

### LOCATION: Greenville, NC



## 2.2 FIRM PROCEDURES

### ON-CALL PROCESS

We currently serve multiple municipal, healthcare, public utility agency, and industrial clients with on-call agreements. Our continued success is based on building strong, trusted relationships, and understanding our client's unique processes, goals, needs, and challenges. Those relationships and intimate familiarity allow us to quickly assemble a team to address the needs of individual work orders. We have a standard approach to on-call type contracts that serve our clients well, although we continually strive to improve and streamline the process based on internal reviews and client feedback.

Given the diverse needs of the Town that are served under the On-call Agreement, we would kick-off year one with a meeting with relevant TEG discipline leaders and Town representatives. The purpose of this meeting would be to meet one another (put faces with names), discuss potential Town projects and needs, and share the scope and services available to the Town through the use of the on-call agreement. This meeting, which could be facilitated by TEG's On-Call Contract Manager and the Town's On-Call Manager, would clarify methods of communication and the process to initiate and develop a project work order.

Following the execution of the umbrella agreement between Owner and Engineer for Professional Services as prepared by the Engineers Joint Contract Documents Committee (EJCDC), our Team will be in position to respond to work orders issued by the Town as they arise.

At the initiation of a work order, Myriah Shewchuk will organize a pre-proposal scoping meeting between relevant Town and TEG staff. This meeting will define the scope of the project and the services needed by TEG's team. We will also discuss construction budget, critical path schedules, regulatory reviews, and other items that impact the project.

Following the meeting, Myriah will work with the TEG team members involved in the project to craft a draft work order that will be sent to the Town for review and comment. The work order will be revised and refined, as necessary, and ultimately executed by TEG and provided to the Town for signatures. While it is common for work orders to take several weeks to be fully executed, we understand that many projects that are issued through the on-call agreement are time sensitive. To maximize efficiency, TEG regularly begins work with a written notice to proceed while the work order is being executed.

Work orders can range from single-discipline straight-forward evaluations to more complex multi-disciplinary projects that follow typical design phases from study and report, preliminary design to final design as defined by EJCDC. Each work order is carefully written to address the unique needs of each project. Our proposed Team can address all the typical work listed in the Town's RFQ.

On a monthly basis (or more frequently, as needed) for the duration of the agreement, Myriah will:

- Facilitate monthly internal TEG meetings to update/review our Project Status Report and discuss project resources and needs.
- Oversee TEG updates of the Project Status Log and email the log to relevant Town staff in advance of their regular meetings.

We also recommend a meeting with key staff every quarter as a "check-in" to review and fine-tune the process, as needed.

As a firm that's been in business for 48 years, we continue to refine our process on a regular basis. Over the last 30 years, we have employed procedures developed by the national standards published by PSMJ. Our teams have been through various training sessions with PSMJ. The basis of TEG's formal written program began in 1994 with education and training that resulted in published resources that are still in use and available to our project managers.

One of our core values of project management is responsiveness. We are available by cell phone, text, email, and various virtual meeting platforms. Our proximity to the Town make our multi-disciplinary team quickly available to Town staff for face-to-face meetings. When the need is urgent, TEG staff can be reached immediately with response time within 2-hours. If the need is not urgent, TEG staff will respond within a 24-hour period.

At the onset of the Covid-19 pandemic, we quickly transitioned to remote workplaces. It is now standard for our Team to regularly run internal, client, and stakeholder meetings, both large and small, using MS Teams, Zoom, and/or WebEx when in-person meetings are not an option. While we always value face-to-face interaction, we quickly adopted new ways to communicate and collaborate in the same meaningful and efficient manner utilizing technology, allowing our means of communication to stay open and projects to remain on schedule.



## 2.2 FIRM PROCEDURES (CONTINUED)

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### QUALITY ASSURANCE / QUALITY CONTROL

Our normal project phases continue to follow the prescribed method that support study and report, preliminary design, final design, bidding, and construction administration. Each section has check lists and review/approval mechanisms for internal use and client engagement. To demonstrate our processes, its best to describe our commitment to quality at each phase:

- **Preproposal Stage**— Contract Manager and Engineer of Record meet with our client representatives (with a documented form) to understand the full scope and schedule of the project.
- **Internal Kick Off Meeting**— Prior to writing our proposals, our Contract Manager involves all disciplines to share the scope and to obtain input and buy-in from each team member.
- **Client/User Meetings (during design)** — As agreed upon, and based on the complexity of the project, our Contract Manager and team members will facilitate the discussions at each meeting. Our philosophy is to involve all the parties that will either occupy, use, or maintain the project.
- **Code Review** — We are intimately aware of the North Carolina Building Codes. However, at the beginning of each project, we perform a code review as a refresher and to investigate which code might be more stringent for the particular application.
- **Permit Review** — We start the permitting process early in the project by opening a dialogue with the potential review agencies to confirm our understanding of the required permits and constraints.
- **Peer Consultation** — Being a part of a multi-disciplinary company affords us the ability to obtain peer input. We rely on each other for conceptual ideas, brainstorming, sharing experiences, and independent cross checking.
- **Site visits (during design)** — We take a rigorous approach to field work during our design and are meticulous about capturing existing conditions and interviewing users and maintenance personnel.
- **Deliverables** — Deliverable dates for each phase are set at the beginning of a project. We track these dates internally, every Monday morning, at staff-wide Resource Planning Meetings. Deliverable dates are posted and reviewed in a shared spreadsheet during this weekly meeting to be sure we are on schedule and adequate resources are allocated.
- **Owner Review** — We plan for adequate Owner review time for each deliverable. At each submission, we will gladly provide an in-person “page turn” of drawings to review design and scope elements.
- **Bidding Phase** — We routinely conduct pre-bid meetings with all invited parties. We quickly produce meeting minutes of the information captured, answer questions in the form of addenda, and assist our clients in tabulating the bids and verifying that quotes are comparable. We routinely find that bidders on our projects are extremely competitive. We hear and believe that’s a function of the detail of our design.
- **Construction Phase** — We begin this phase with a pre-construction meeting. Once a project is underway, we routinely have weekly construction meetings to discuss any change proposal requests, submittals, and request for information. Site visit reports are generated for each visit. Punch list and/or Work Correction notices are

# ON-CALL CONTRACT MANAGER

Myriah Shewchuk, PLA

252-758-3746

myriah.shewchuk@eastgroup.com







## ***Town of Tarboro, North Carolina*** ***Mayor and Council Communication***

**Subject:** Bid Award - Pre-Engineered Warehouse Addition

**Date:** 8/21/2023

**Memo Number:** 23-50

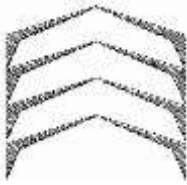
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The Electric Department has appropriated funds for Fiscal Year 2023-2024 for a 60 x 60 x 14 Pre-Engineered Metal Warehouse Storage addition to combine the Town's inventory items. Quotes were submitted and the bid tabulation is attached. A proposal submitted by Nashco Inc. along with the specs for this addition is also attached.

It is recommended that Council approve the bid for Nashco Inc. as the winning bidder for implementation of the addition to the warehouse storage facility located at the Electric Department and authorize staff to negotiate the terms and execute the necessary documents.

### **ATTACHMENTS:**

Description	Upload Date	Type
Warehouse Addition	7/31/2023	Exhibit
Warehouse Specs	7/31/2023	Exhibit
Bid Tab Sheet	7/31/2023	Exhibit



# NASHCO INC.

## Steel Buildings

Commercial  
Industrial  
Agricultural

1803 Anaconda Road  
P.O. Box 1320  
Tarboro, NC 27886  
252.823.8071 (t)  
252.823.6506 (f)  
phillip@nashco.biz

**July 13, 2023**

**To: Town Of Tarboro  
C/O: Mr. Chip Dickson**

**RE: 60' X 60' X 14' (Pre- Engineered Metal Buildings)  
Warehouse Storage Addition**

- 1) SITE WORK: See Alternate**
- 2) SLAB:** 6" 4000 p.s.i. concrete slab. Slab to include steel reinforced spread footings, anchor bolts, grade beam, hairpins, and reinforcing continuous throughout slab. Termite pre-treatment and sealed foundation drawings are included.
- 3) BUILDING OPTIONS:**

Supply and erect a pre-engineered building including the following:

- 60' X 60' X 14' pre-engineered building with 3 on 12 roof slope, building is designed with 2 pound collateral load,(including sealed anchor bolt and erection drawings);
- The right endwall is open for tie in;
- The new addition columns are prep for future lean-to additions;
- Building roof system is 26 gauge screwed down Painted R panels sealed at every side lap and eaves; (standard colors)
- The roof has 4" VR blanket insulation; (no wall insulation)
- Wall panels are 26 gauge painted R panels; (standard colors)
- Install 1) 3' X 7' walk door unit with standard hardware, closer lever handle lock and latch guard; (doors are field located)
- Gutter, downspouts, and rake trim in standard finish; (standard colors)
- Price includes labor, materials, general liability and workers comp insurance to professionally complete the above-described project;
- Nashco will provide erection drawings and reaction package for the pre-engineered portion of this project.
- Permits are by Town of Tarboro

**TOTAL PRICE \$155,578.00**

**One Hundred Fifty Five Thousand Five Hundred Seventy Eight Dollars,**



TOT Electrical Warehouse Storage Addition

July 13, 2023

Page 2 Of 2

Building Continued:

- **Alternate: Site work allowance: please add \$38,889.00**
- Price does not include aprons, parking, or any work not specifically included here.
- Wind load 120 MPH;
- PM&E are by others ( design and installation)
- Price is good for 7 days due to volatility in the steel market

Payment Terms: \$15,578.00 due for foundation plans and deposit to order buildings  
\$38,000.00 due when the slab poured  
\$58,000.00 due when the building is delivered  
\$31,000.00 due when the building is framed and sheeted  
\$13,000.00 due upon completion of the metal building portion

Applications for payment will be made on a standard company invoice. Builder retains the right to stop work if any invoice is not paid within 15 days of being mailed. Invoices are due when mailed and interest at a rate of 1.5% per month will be added 30 days after date of invoice. Buyer is responsible for any and all legal fees that builder may incur attempting to recover any late or unpaid invoices. Builder must be paid in full before the building can be occupied.

Signatures below indicate an agreement between the parties to begin work according to the terms and conditions of this proposal:

\_\_\_\_\_  
OWNER/AGENT

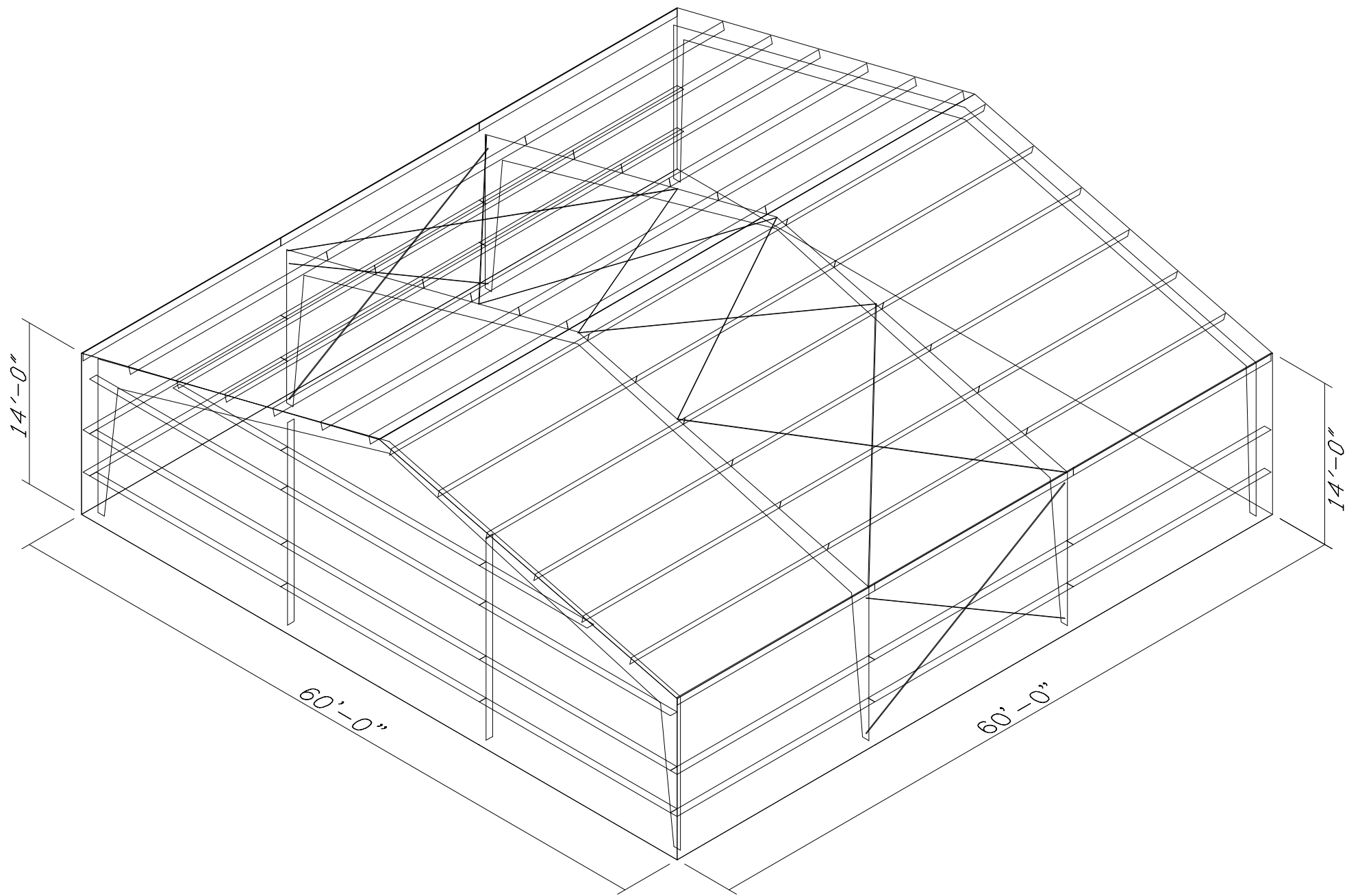
\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER/AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NASHCO, INC.

\_\_\_\_\_  
DATE





TOWN OF TARBORO, N. C BID TABULATION								
BID OPENING July 27, 2023, 2:00 P. M.								
BIDDER	Nashco	John Kent Construction	DCS Dawson Construction Services INC					
BID SECURITY	Bid Bond   Cert. Check	Bid Bond   Cert. Check	Bid Bond   Cert. Check	Bid Bond   Cert. Check	Bid Bond   Cert. Check	Bid Bond   Cert. Check	Bid Bond   Cert. Check	Bid Bond   Cert. Check
DELIVERY								
ITEMS	Bid	Bid	Bid	Bid	Bid	Bid	Bid	Bid
Pre-Engineered Metal Building Site Prep	38,889.00	41,250.00	46,856.00					
Pre-Engineered Building	155,578.00	175,225.00	176,932.00					
TOTAL	194,467.00	216,475.00	223,788.00					



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** NCORR Affordable Housing Grant Application

**Date:** 8/21/2023

**Memo Number:** 23-51

---

The Town of Tarboro recently submitted a Letter of Interest for the NCORR Affordable Housing Development Fund – Round 3 in an effort to support the needs of our citizens in preparation for application of grant funds. The Town of Tarboro has long been aware of a need for safe, sustainable, affordable housing for our community and the surrounding region. The proposal is anticipated as a public-private partnership and the Town is concurrently seeking further community partners and grant programs. The maximum award amount per community is ten (10) million dollars in CDBG funding, which would be utilized for the construction of affordable housing. A Community Meeting will be held to receive public input on the need for affordable housing in Tarboro on Wednesday, August 23, 2023.

Should the Town be awarded any funding, the terms of such would return to council for approval.

It would be appropriate at this time for Council to move to approve staff to submit the application and include a letter of support.

### **ATTACHMENTS:**

Description	Upload Date	Type
NCORR Affordable Housing Development Program Manual	8/17/2023	Cover Memo





Version 2.0 | June 23, 2023

# Affordable Housing Development Fund – Round 3 Program Manual

State of North Carolina

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## Policies and Procedures Revision History

VERSION	DATE	REVISION DESCRIPTION
<b>1.0</b>	May 15, 2023	Original version
<b>2.0</b>	June 23, 2023	Added clarification regarding “program assisted units” and established minimum set-asides for AMI populations.

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## **1.0 Introduction and Overview of the NCORR Affordable Housing Development Fund Program - Round 3**

In response to the damage caused by Hurricane Matthew on October 8, 2016 and Hurricane Florence on September 14, 2018, the U.S. Congress appropriated Community Development Block Grant – Disaster Recovery (CDBG-DR) program funding to North Carolina and other impacted states and entitlement communities through Public Law 114-254, Public Law 115-31, and 116-20 that stipulates that these funds be used for necessary expenses for activities authorized and allocated to grantees for disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization and mitigation activities in the most impacted and distressed areas resulting from a major disaster declared pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121, et seq.) for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.).

The NC Office of Recovery and Resiliency's (NCORR) primary focus is housing recovery for both homeowners and renters across the Hurricane Florence and Hurricane Matthew impacted areas. NCORR has implemented programs, including an Affordable Housing Development Fund, a Homeownership Assistance Program, Multifamily Development Fund, and a Public Housing Restoration Fund to address renter or homeowner needs with a total of over \$170 million allocated. Through all of these adopted activities, NCORR is accomplishing the goals set forth in each of the applicable Action Plans that have been approved by the U.S. Department of Housing and Urban Development (HUD).

Continuing its commitment to maximize CDBG-DR grant funding, for the third round of the Affordable Housing Development Fund NCORR has broadened its potential impact by recognizing the significant recovery challenges that face renters as well as homebuyers across the most impacted areas of the state. The Affordable Housing Development Fund Program – Round 3 will offer funding for diverse affordable housing alternatives that may include, but are not limited to, projects that involve large-scale affordable multi-family rental new construction and/or rehabilitation/conversion; scattered site/infill creation of rental or homeownership dwellings; and small-scale affordable housing rental and homeownership developments.

NCORR recognizes that affordable homeownership and rental housing within the counties designated as Most Impacted and Distressed (MID) by HUD are not only geographically diverse but span urban, suburban, and rural communities representing immensely different demographics.

This manual provides options for use of these CDBG-DR funds to:

1. acquire, rehabilitate and resell single-family housing for long-term homeownership affordability;
2. develop new long-term affordable homeownership housing;
3. acquire and convert existing multifamily for affordable rental housing;
4. acquire and rehabilitate existing multifamily for affordable rental housing; or
5. develop new long-term affordable rental housing.

## 2.0 Program Administration

NCORR is an office within the NC Department of Public Safety (NCDPS) and is the administrator of CDBG-DR funds for the State of North Carolina.

As the CDBG-DR administrator, NCORR must ensure that its programs and expenditures comply with HUD regulations. For this Program, NCORR will enter into a subrecipient agreement or similar agreement relationship with Units of General Local Government (UGLG). NCORR, along with any awarded UGLG, will be responsible for ensuring that all applicable Federal, State, local regulations are followed.

Subrecipients:

- are required to use Federal procurement processes in all CDBG-DR-related purchasing of good and services (including conflict of interest provisions);
- may only be reimbursed for actual, necessary, and adequately documented activity delivery costs; and
- are subject to Federal/single audit requirements (if triggered based on total federal funding received).

## 3.0 Manual Overview

This Manual outlines the policies that NCORR and its agents will utilize to direct the operation of the NCORR Affordable Housing Development Fund Program - Round 3 (or the Program). This Manual serves as a resource and general reference guide for NCORR, its agents, UGLGs, beneficiaries, or other interested parties and includes eligibility requirements, program details, and subrecipient obligations.

This Manual only addresses the Affordable Housing Development Fund Program - Round 3 and is not intended to be a full compilation of all internal program procedures that NCORR and its agents follow to ensure effective administration of the policies contained in this manual. This Manual, related State Action Plan and subsequent amendments, and the policy manuals for other North Carolina Disaster Recovery programs are available for public review and use at the link listed below:

<https://rebuild.nc.gov/about-us/plans-policies-reports>

Additional program information can be found on the Affordable Housing Development Fund website at:

<https://www.rebuild.nc.gov/local-and-tribal-governments/community-development>

## 4.0 Program Objectives



The objective of the Program intends to offer an adaptive model that permits a variety of scenarios where CDBG-DR funding can be awarded to projects that result in the creation of long-term affordable homeownership and rental housing units to LMI households in North Carolina's MID areas. This objective will be served through program activities such as the acquisition and conversion, repair, rehabilitation, or development of new affordable homeownership or rental housing, on a single site or on scattered sites, to be used as long-term, affordable homeownership or rental housing for low and moderate income (LMI) households.

Program priorities include:

1. community need and support;
2. site location/suitability;
3. capacity;
4. innovative and leveraged approaches;
5. set-aside of units for extremely low income and very low income households;
6. set-aside of units for special needs populations;
7. total development cost vs. CDBG-DR share of cost;
8. proposed development's readiness to proceed; and
9. project's coordination with local and/or state recovery priorities and climate resiliency efforts.

Priority will be given to MID Counties that have not yet received funds from NCORR's Community Development Housing Programs for Hurricanes Matthew and/or Florence. Information about projects that were funded by the previous rounds of the Affordable Housing Development fund can be found at the following webpage:

<https://www.rebuild.nc.gov/local-and-tribal-governments/community-development/AHDF>

## **5.0 Meeting National Objectives, Requirements and Priorities**

The CDBG National Objective for NCORR's Affordable Housing Development Fund Program – Round 3 qualifies as a benefit to LMI persons. More specifically, under the LMI National Objective, this Program will be identified as a Low/Moderate Housing (LMH) activity.

The LMH (Low/Mod housing benefit) objective includes activities undertaken which improve or provide permanent residential structures that will be occupied by low/mod income households.

## **6.0 NCORR Affordable Housing Development Fund Program – Round 3 Eligibility**

In an effort to create maximum flexibility while maintaining NCORR goals and HUD compliance, the Affordable Housing Development Fund – Round 3 intends to offer an adaptive model that permits a variety of scenarios where CDBG-DR funding can be awarded to projects that result in the creation of long-term affordable homeownership and rental housing units to LMI households in North Carolina’s MID areas.

## 6.1 Eligibility Criteria

In order for a proposed project to be evaluated, the following threshold requirements must be met:

1. The property site submitted for application must be located within one of the 16 HUD- identified MID Counties (Bladen, Brunswick, Carteret, Columbus, Craven, Cumberland, Duplin, Edgecombe, Jones, New Hanover, Onslow, Pamlico, Pender, Robeson, Scotland, Wayne).
2. Proposed activities must be eligible. This will be determined on a case-by-case basis.
3. Tie-back to storm/storm impact must be present. Presence of a project in a MID county constitutes storm tie-back for the purposes of this Program.
4. Property is **not** located within the 100-year floodplain, or floodplain designation is peripheral and distinct from the location of any planned development activity for the project.
5. Site control through ownership or option to purchase.
6. Commitments for all other funding sources necessary to complete the proposed project are required to be identified as either applied for but not yet secured or awarded/secured.
7. Rental projects must have rent and occupancy requirements that ensure that the units are affordable to and occupied by LMI households. These rents are established annually by HUD and are meant to reflect rental payments plus an allowance for utilities. At least 51% of the units must be dedicated to serving 80% or below AMI and should be referred to as program-assisted units.
8. Homeownership development projects must also comply with AMI (Area Median Income) limits for end-user homeowners and occupancy for the affordability term.

## 6.2 Eligible Applicants

NCORR will solicit projects from UGLGs that may choose to partner with qualified property management organizations; for-profit developers; non-profit organizations/developers; Community Housing Development Organizations (CHDOs); Community-Based Development Organizations (CBDOs); and/or any other partnerships comprised of any of the above.

## 6.3 Site Eligibility

Eligible sites for this Program include:



1. An Environmental Review Record will have to be conducted to confirm that there are no substantial adverse environmental factors at each site. See section 9.0 for additional information about the environmental review process.
2. Due to environmental requirements, offers to purchase may disqualify sites due to choice limiting actions.
3. If acquiring an existing dwelling unit that is occupied, must include a relocation plan that adheres to the Uniform Relocation Assistance and Real Property Acquisition Act and cost for relocation in the application budget.
4. Any sites to be considered for funding must be acquired with a valid deed free and clear of all encumbrances at the time of property transfer. If applicant or applicant partner already owns land for development, any existing liens, deed restrictions, land leases or other encumbrances must be disclosed at the time of application for consideration of funding agency.

## 6.4 Eligible Activities

Eligible activities for this Program include:

1. acquire, rehabilitate and resell single-family housing for long-term homeownership affordability;
2. develop new long-term affordable homeownership housing;
3. acquire and convert existing multifamily for affordable rental housing;
4. acquire and rehabilitate existing multifamily for affordable rental housing, or
5. develop new long-term affordable rental housing.

## 6.5 Eligible Costs

Eligible costs for this Program include, but are not limited to, the following:

1. activity delivery costs for Subrecipients to implement their program, including staff time and environmental reviews for funded projects;
2. architectural and engineering design;
3. permitting fees;
4. developer fees;
5. general contractor fee (if developer is also acting as general contractor);
6. mobilization, site prep, and clean up;
7. demolition costs for acquisition/demolitions if declared blighted and existing unit determined unfeasible for rehab;
8. construction, reconstruction or rehabilitation costs;
9. land and building acquisition costs (case-by-case basis);
10. reasonable and customary sales fee/commission and marketing costs;
11. homebuyer education; and

12. sales minus homebuyer financial assistance (developer credit to homebuyer) minus developer costs of the sale minus developer-contributed real estate fair market value) if developer used previously owned land).

Developer fees shall not exceed 15% of total development cost. General contractor fee shall not exceed 20% of overhead and profit.

Some types of cost eligibility are dependent upon the type of project submitted for funding.

## 6.6 Ineligible Costs

Ineligible costs for this Program include the following:

1. funding for supportive services;
2. infrastructure that does not result in the production of housing;
3. mixed Use projects, where a portion of the new development contains non-housing components;
4. pre-application costs and application development costs;
5. advances of any type, including construction;

## 7.0 Application and Award Process

Proposals will be selected according to NCORR's published project application process and associated application. The process establishes the details for application associated deadlines, selection criteria, and the award process.

### 7.1 Application Process

NCORR will use the announcement of funding availability and its website to provide detailed information about the application process and associated timelines. NCORR may use a Letter of Interest process ahead of the application period.

Selection criteria that will be contained within the application shall include, but are not limited to:

1. information about the eligible project's lead entity and personnel who will oversee the project;
2. information about the proposed project;
3. information about the proposed project site and the readiness of the project to proceed (i.e., site control, correct zoning, adequate infrastructure to support proposed development, any existing drawings or environmental work, etc.);
4. plans, specifications, the general contractor (if known), and the construction proposal;
5. how the proposed project relates to the existing neighborhood and evidence of support from the local government and other local



- stakeholders;
- 6. affirmative fair housing marketing plan describing how the properties will be leased or sold;
- 7. a project schedule; and
- 8. a project budget, (including a pro-forma and unit-mix for rental projects).

## 7.2 Evaluation Process

A review panel will be established by NCORR and will use the following factors to evaluate all submitted applications:

- 1. site location;
- 2. community need and support;
- 3. evidence of local support;
- 4. organizational and financial capacity;
- 5. innovation;
- 6. evidence of readiness to proceed;
- 7. consistency with community recovery priorities;
- 8. considerations for future storm resiliency; and
- 9. other application content as applicable.

In addition, NCORR may identify other factors that, if added, will be communicated to interested applicants through the application process.

## 7.3 Awards and Maximum Assistance

The maximum award amount for any individual project as detailed in the Hurricane Florence Action Plan is limited to \$10,000,000 and must represent the gap between the total project cost and other applicable funding sources. As project costs are reviewed, the \$10 million cap may be exceeded if a compelling and significant benefit to resiliency or the local affordable housing stock is realized through project execution. When the cap is exceeded, NCORR will document such exceptions and the rationale behind the decision-making process.

Any project application will be evaluated based on per unit cost and overall cost reasonableness for the size and scope of the project. As a benchmark, most projects funded through the Affordable Housing Development Fund in previous rounds had a per unit production cost between \$120,000 and \$250,000 per unit.

NCORR reserves the right to award projects in whole or in part, to elect not to fund any of the applications submitted, or to use direct selection as an alternate form of project selection when appropriate.

## 7.4 Structure of Awards

NCORR's awards to subrecipients shall be in the form of subrecipient agreement that specifies the grant terms that will include any administrative costs for the UGLG to oversee the program and the cost to implement the respective projects.

Any subawards made by the UGLG to development partners must be structured as non-amortizing loans and will also require a Land Use Restriction Agreement that further enforces the regulatorily required Affordability Period based upon the type of unit and the amount of CDBG-DR funds provided. Loan commitments are not transferrable without prior approval of NCORR. It is best practice for the subrecipient to require loan commitments to become due and payable in full in the event of noncompliance or default during the term of the loan. NCORR expects Subrecipients to formulate developer agreements with any developer partners. NCORR can provide sample agreements or technical assistance to interested Subrecipients.

For homeownership projects, the affordability period, (as reflected within the CDBG-DR loan award) is as follows:

Homeownership assistance per unit: Under \$15,000	5 years
Homeownership assistance per unit: \$15,000 to \$40,000	10 years
Homeownership assistance per unit: Over \$40,000	15 years

For multifamily rental projects, the affordability period, (as reflected within the CDBG-DR loan award) is as follows (87 FR 6364):

Rehabilitation or acquisition of existing housing per unit amount of CDBG-DR funds: Under \$15,000	5 years
Rehabilitation or acquisition of existing housing per unit amount of CDBG-DR funds: \$15,000 to \$40,000	10 years
Over \$40,000 or rehabilitation involving refinancing	15 years
New construction or acquisition of newly constructed housing	20 years

Other affordable housing subsidies layered into the financing structure may require additional rental restrictions. In all cases where other federal, state, or local subsidies are a component of the sources used, the most restrictive requirements will be applied.

## 7.5 Contingent Awards

After the evaluation process is completed, contingent awards will be announced to the successful agencies. Preliminary Awards will be contingent upon the following:

1. continued availability of CDBG-DR funds from HUD;
2. a duplication of benefit analysis (see Section 8.0);
3. HUD Authority to Use Grant Funds (AUGF) following completion of the Environmental Review process, as applicable (See Section 9.0);
4. receipt of firm commitments for all other financing needed for the project;



- and
5. other items noted in the initial subrecipient agreement.

## 7.6 General Responsibilities

Respective general responsibilities of the Subrecipient and NCORR are as follows:

- The Subrecipient is responsible for preparing or adopting plans and specifications that conform to program rehab/construction standards, estimating rehab/construction costs, managing contract awards, and managing the construction process. The Subrecipient's or its Developer (if applicable) assumes all risks of cost overruns in excess of the construction and contingency budget line item in the previously approved Project Budget, unless NCORR approves a revised Project Budget.
- The Subrecipient is responsible for providing and interpreting any applicable rehab or construction Standards, approving plans, specifications and estimates for projects, monitoring the work, and approving draw requests.
- NCORR is responsible for approval of projects for funding and reviewing the information provided by the Subrecipient.
- NCORR is responsible for reviewing and approving draw requests after submission from the Subrecipient.
- Subrecipient should formulate a developer agreement with any developer partners that enforces necessary requirements for this Program.

## 8.0 Duplication of Benefits

Section 312 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (42 U.S.C.

§5155) prohibits any person, business concern, or other entity from receiving financial assistance with respect to any part of a loss resulting from a major disaster for which he has received financial assistance under any other program or from insurance or any other source. In accordance with the Stafford Act, Disaster Recovery funds issued through the Department of Housing and Urban Development's CDBG-DR program may not be used for any costs for which other disaster recovery assistance was previously provided for the same purpose.

Generally, financial assistance received from another source that is provided for the same purpose as the CDBG-DR funds is considered a duplication of benefit.

As mandated by law, all NCORR projects receiving CDBG-DR funding must evidence an analysis of funds potentially received for the same purpose as the intended CDBG-DR grant, otherwise known as a Duplication of Benefits (DOB) Analysis. All Partners must submit all funding sources, including FEMA awards and private insurance proceeds, to be analyzed. NCORR conducts an analysis to establish that there is no duplication of benefits.

The total DOB is calculated by subtracting non-duplicative exclusions from total assistance. Calculation of the total maximum amount of the CDBG-DR award is

determined after the grantee:

- identifies total need;
- identifies total assistance;
- subtracts exclusions from total assistance; and
- subtracts the amount of the DOB from the amount of the total need to determine the maximum amount of the CDBG-DR award.

Three considerations may change the maximum amount of the CDBG-DR award.

First, the grantee may impose a program cap that limits the amount of assistance an applicant is eligible to receive, which may reduce the potential CDBG-DR assistance available to the applicant.

Second, the grantee may increase the amount of an award if the applicant agrees to repay duplicative assistance it receives in the future (unless prohibited by a statutory order of assistance, as discussed in section V.C.). Section 312(b) of the Stafford Act permits a grantee to provide CDBG-DR assistance to an applicant who is or may be entitled to receive assistance that would be duplicative if: (1) The applicant has not received the other assistance at the time the CDBG-DR grantee makes its award; and (2) the applicant agrees to repay the CDBG-DR grantee for any duplicative assistance once it is received (subrogation). The agreement to repay from future funds may enable a faster recovery in cases when other sources of assistance are delayed (e.g., due to insurance litigation). HUD requires all grantees to enter agreements with applicants that require applicants to repay duplicative assistance before receiving CDBG-DR assistance.

Third, the applicant's CDBG-DR award may increase if a reassessment shows that the applicant has additional unmet need.

## **8.1 Potential List of Duplicative Benefits – DOB Analysis**

The Applicant must consider the total assistance available to them. This includes all benefits, including cash, insurance proceeds, grants from FEMA, SBA loans, as well as any other assistance received by the applicant from other local, state, or federal programs, or private or nonprofit charities. Any benefits received or pending from the following sources should be reported and are frequently sources of duplicative benefits:

- **National Flood Insurance Program (NFIP):** Insurance proceeds received must be disclosed by the Applicant.
- **Private Insurance:** All insurance proceeds received must be disclosed by the Applicant. Where necessary, the Program will look for “undeclared” insurance benefits as well as confirming those disclosed by the Sponsor.
- **FEMA:** FEMA proceeds received must be disclosed by the Applicant.
- **Other:** Funds received from other sources must be disclosed by the Applicant and verified by the Program. Examples include nonprofits, other governmental agencies, and social groups.



NCORR will use documentation supplied by the Applicant. If an Applicant can provide documentation demonstrating that the insurance proceeds amount provided by the FEMA database includes items not covered in the evaluation or not paid to cover structural loss, NCORR will use the documentation provided by the Applicant to adjust the insurance payout considered in the DOB analysis. The documentation provided by the Applicant must come from the insurance company that issued the payments.

## 9.0 Environmental Review

CDBG-DR funding from HUD is contingent on compliance with the National Environmental Policy Act (NEPA) and related environmental and historic preservation legislation and executive orders; therefore, an environmental review must be completed for all project activities prior to obligating Program funds. NCORR will assess the knowledge, understanding and capacity of all subrecipients within this Program and will provide any needed technical assistance. NCORR recommends that all potential subrecipients review 24 CFR Part 58 for further details and requirements for compliance. All projects which involve new construction, change of use (as in adaptive reuse projects), or increase the floor area of an existing residential structure by 20% or more must successfully complete an Environmental Assessment (EA) to receive NCORR funding for their project. For projects which involve substantial rehabilitation of existing residential structures, an abbreviated environmental review may be applicable. Projects may also be subject to the State Environmental Policy Act (SEPA). More details about SEPA applicability can be found at <https://www.deq.nc.gov/permits-rules/state-environmental-policy-act-sepa>. Pre-application technical assistance is available to discuss these matters further.

All awards will be considered conditional until the environmental review is complete. Project specific award letters and Notices to Proceed will not be issued for project activities until the appropriate level of environmental review is completed and an AUGF is received, if applicable. NCORR is the Responsible Entity for environmental reviews through this Program. Federal regulations prohibit obligation, expenditure, or disbursement of CDBG-DR or other project funds and that no “choice limiting actions” occur prior to HUD’s issuance of an official Authority to Use Grant Funds (24 CFR 58.22).

The HUD rules and regulations that govern the environmental review process can be found at 24 CFR Part 58. The provisions of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) regulations in 40 CFR Parts 1500 through 1508 also apply. Other federal and state laws and regulations (some of which are enforced by State agencies) also apply depending upon the type of project and the level of review required.

## 10.0 Construction Standards and Monitoring

All awarded development projects will be required to meet NCORR’s adopted guidance of HUD’s Decent, Safe and Sanitary dwelling standards and any local building codes. Applicable standards and monitoring expectations are delineated below.

### 10.1 Property and Construction Standards

Housing constructed or rehabilitated with CDBG-DR funds must meet all applicable local codes, ordinances, and rehabilitation standards, at the time of project completion. Housing must meet the accessibility requirements at 24 CFR Part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and covered multifamily dwellings, as defined at 24 CFR 100.21 and must also meet the design and construction requirements at 24 CFR 100.205, which implement the Fair Housing Act (42 U.S.C. 3601- 3619).

## **10.2 Green and Resilient Building Standards**

CDBG-DR projects must meet the Green and Resilient Building Standard for new construction and reconstruction, along with minimum building code standards for CDBG-DR.

Green and resilient building standard for new construction and reconstruction of housing can be found at Federal Register Notice (88 FR 3211).

The Green and Resilient Building Standard applies to:

- all new construction and reconstruction (i.e., demolishing a housing unit and rebuilding it on the same lot in substantially the same manner) of residential buildings; and
- all rehabilitation activities of substantially damaged residential buildings, including changes to structural elements such as flooring systems, columns, or load-bearing interior or exterior walls above.

### **10.2.1 Green Building Standards**

If the construction falls under either of those two categories and is assisted with CDBG-DR funds, it must meet an industry-recognized standard that has achieved certification under:

1. Enterprise Green Communities;
2. LEED (New Construction, Homes, Midrise, Existing Buildings Operations and Maintenance, or Neighborhood Development);
3. ICC-700 National Green Building Standard Green Resilience;
4. Living Building Challenge; or
5. any other equivalent comprehensive green building program acceptable to HUD.

Additionally, all such covered construction must achieve a minimum energy efficiency energy efficiency standard, such as:

1. ENERGY STAR (Certified Homes or Multifamily High-Rise);
2. DOE Zero Energy Ready Home;
3. EarthCraft House, EarthCraft Multifamily;
4. Passive Housing Institute, Passive Building or EnerPHit certification from the Passive Housing Institute US (PHIUS) or International Passive Housing Association;
5. Greenpoint Rated New Home or Greenpoint Rated Existing Home (Whole



- House or Whole Building label);
- 6. Earth Advantage New Homes; or
- 7. any other equivalent energy efficiency standard acceptable to HUD.

For each project subject to the above, the specific green building technique and standard used will be recorded. Rehabilitation of non-substantially damaged structures must comply with the HUD CPD Green Building Retrofit Checklist to the extent that the items on the checklist are applicable to the rehabilitation. The checklist is available at

<https://www.rebuild.nc.gov/green-building-retrofit-checklist>

Applicants are required to submit documentation providing evidence of selection of the green standards they will apply to the project. In addition, awarded applicants will be required to submit a Certificate of Compliance with the chosen standard's compliance process.

### **10.2.2 Resilient Building Standards**

Depending on the location of the project, resilient construction methods may include:

- consistency with community planning priorities related to resiliency against future storms;
- two or more feet of building elevation above base flood elevation (BFE);
- use of AAC (Aerated Autoclaved Concrete) as primary building material;
- flood resistant materials;
- use of solar shingles, roof hardening and impact resistant doors and windows to resist wind;
- fire resistant materials and defensible space around a building for wildfires;
- nature-based and other low impact development methods to reduce stormwater and contain runoff to the building site (such as permeable paving, rain gardens, bioswales, etc.); or
- building outside of both the 100- and 500-year floodplains.

Any mitigation or resiliency measures adopted by the project should align with existing hazard mitigation plans submitted to FEMA or other state, local, or tribal hazard mitigation plans.

If the project is complying with a certain certification program, documentation regarding official certification will be needed for Program documentation.

## **10.3 Broadband Requirements**

The rule below applies only to buildings with more than four units. The installation of broadband infrastructure at the time of new construction or substantial rehabilitation of multifamily rental housing that is funded or supported by HUD is required. Installing unit-based broadband infrastructure in multifamily rental housing that is newly constructed or substantially rehabilitated with or supported by HUD funding will

provide a platform for individuals and families residing in such housing to participate in the digital economy and increase their access to economic opportunities.

HUD defines broadband infrastructure as “cables, fiber optics, wiring, or other permanent (integral to the structure) infrastructure—including wireless infrastructure—as long as the installation results in broadband infrastructure in each dwelling unit meeting the Federal Communications Commission’s (FCC’s) definition in effect at the time the pre-construction estimates are generated and meets any State or local building codes that may apply to the installation of broadband infrastructure.

This rule only requires that the broadband infrastructure provided be able to receive high-speed Internet that is “accessible” in each unit. It does not require those recipients of funding undertaking new construction or substantial rehabilitation to provide broadband service to current or future residents even if residents pay for such service.

Furthermore, the definition of broadband infrastructure in the rule includes coaxial cable television (TV) wiring that supports cable modem access or even permanent infrastructure that would provide broadband speeds to dwelling units wirelessly. The rule also provides for exceptions to the installation requirements where the installation is too costly to provide due to location or building characteristics.

## **10.4 Payment and Performance Bond**

The Subrecipient shall ensure that any developer or general contractor complies with bonding regulations found at 2 CFR 200.326. If the Subrecipient has bonding policies that can be proven to adequately protect the federal interest in the project, their bonding policies can be used. If such policies or determination have not been made, bid guarantees, performance bonds, and payment bonds should be utilized as appropriate. Bonds shall be made payable to NCORR and the UGLG upon UGLG’s request in a form approved by NCORR and in compliance with 2 CFR 200.326. The surety issuing the bond must be on the current list of acceptable sureties on federal bonds published by the U.S. Treasury Department.

## **10.5 Notice to Proceed**

Prior to commencement of construction, the Subrecipient must receive a Notice to Proceed issued by NCORR. The environmental review process must be completed prior to receiving a Notice to Proceed.

## **10.6 Retainage**

NCORR will retain ten percent (10%) of the total award from each draw until satisfactory completion of the development. The final request for disbursement of retainage will be submitted to NCORR with supporting documentation no later than sixty (60) days after the termination date of the contract.

## **10.7 Plans and Specifications**



The Subrecipient is responsible for completing plans and specifications (or work write-ups) which conform to NCORR's Rehab/Construction Standards and which are in a form approved by NCORR. Plans/specifications and work write-ups will include the following:

1. general requirements for which the builder is responsible (permits, fees, mobilization, site utilities, site security, builder's risk insurance, homebuyer warranty, etc.);
2. site plans, if new structures, fencing, landscaping or other site improvements are being provided;
3. working drawings and materials specifications, for any new construction or substantial rehabilitation;
4. rehab work write-ups that show quantity, size, and materials specification for each work write-up item to enable Subrecipient or its developer partners to create accurate cost estimates; and
5. cost estimates and remediation plans regarding asbestos, lead paint for any homes built before 1978, or other known environmental hazards.

## **10.8 Construction Monitoring Inspections**

Subrecipient is responsible for monitoring the quality, completeness and conformity to specifications of all work performed by third party contractors, and--if Subrecipient is also the Developer--all work performed by Subrecipient's personnel or subcontractors. Subrecipient should have adequate representation in all construction meetings, construction draw inspections, and the punch list inspection.

## **11.0 Public Participation**

As the agency administering the CDBG-DR grants awarded to the State of North Carolina, NCORR is committed to furthering fair housing through established affirmative marketing and outreach activities. As a subrecipient of federal CDBG-DR funds, NCORR is required to take steps based on the Fair Housing Act of 1968 to reduce disparities in housing choice, access, and opportunities based on protected class (e.g., race, color, religion, familial status, sex, national origin, or disability). Toward achieving that objective, NCORR will ensure that its outreach, communication, and public engagement efforts are comprehensive in order to reach as many eligible Applicants as possible.

NCORR's Citizen Participation Plan provides North Carolina citizens with an opportunity to participate in the planning, implementation, and assessment of the State's CDBG-DR recovery program. The Plan sets forth policies and procedures for citizen participation, in accordance with federal regulations, that are designed to maximize the opportunity for citizen involvement in the community development process. NCORR has attempted to provide all citizens with the opportunity to participate, with particular emphasis on:

- LMI individuals;
- individuals with limited English proficiency; and
- individuals requiring special accommodations due to disabilities.

The NCORR's Citizen Participation Plan ensures that there is reasonable and timely access for public notice, appraisal, examination, and comment on the activities proposed for use of CDBG-DR grant funds.

NCORR uses news outlets, print and social media in addition to means such as press releases, posting notices on the North Carolina State Governor's website and/or NCORR's website, to maximize access of program information to the impacted citizens and businesses.

The NCORR Citizen Participation Plan can be accessed at:

<https://www.rebuild.nc.gov/about/plans-policies-reports/action-plans>

## **11.1 Limited English Proficiency**

Federal Executive Order 131661 requires NCORR and all satellite offices, programs, subrecipients, contractors, subcontractors, and/or developers funded whole or in part with CDBG-DR financial assistance to ensure fair and meaningful access to programs and services for families and individuals with Limited English Proficiency (LEP) and/or those deaf/hard of hearing.

As the CDBG-DR administrator, NCORR is required to ensure meaningful access to agency services, Programs, and activities for persons who have Limited English Proficiency (LEP). When applicable, NCORR will identify Applicants who have difficulty speaking or reading English and will ensure that the following services are available to them in accordance with the NCORR Language Access Plan:

- provision of an interpreter who translates to and from the person's primary language; and
- translation of Program documents.

The NCORR Language Access Plan can be accessed at:

<https://www.rebuild.nc.gov/about-us/plans-policies-reports/policies-and-procedures>

## **11.2 Accessibility, Reasonable Accommodations and Special Needs**

Program subrecipients will ensure accessibility to persons with special needs and will operate in a manner that does not discriminate or limit access to Program services and benefits to persons with disabilities. Additionally, to ensure that the Program is operating in compliance with Section 504 requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), selected Subrecipients will be required to assign staff in accordance with its Section 504 Compliance Plan who will:

- ensure that all facilities where clients will have face-to-face interaction with Program staff are readily accessible and usable by persons with disabilities;



- appropriately address any identified hearing, visibility, or mobility limitations of the Applicant as required by Section 504 and the Americans with Disabilities Act (ADA); and
- work with a disabled Applicant's designee who has power of attorney or any non-profit organization that is representing the Applicant as needed.

All services listed above can be provided upon verbal or written request from the Applicant. No additional documentation is required.

In addition, NCORR and its subrecipients will comply Section 508 requirements regarding the accessibility to electronic and information technology for individuals with disabilities. NCORR's Program management vendor assists with ensuring that all public communications, including its NCORR website, meet Section 508 requirements.

The NCORR Reasonable Accommodation Policy can be accessed at:

<https://www.rebuild.nc.gov/about-us/plans-policies-reports/policies-and-procedures>

## **12.0 Program Administrative Requirements and Cross-Cutting Federal Regulations**

NCORR and its beneficiaries, subrecipients and contractors must adhere to federal and state requirements, as applicable, and provide confirmation of compliance upon request. This section provides a summary of the significant and applicable Federal regulations generally applicable to related Program activities.

### **12. 1 Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of telecommunications device for the deaf (TDD)/telephone relay services.

NCORR takes affirmative steps to ensure that people with disabilities have equal access to the programs offered by NCORR, and that any services are delivered in the most integrated manner possible. Qualified persons with disabilities are informed of the availability of program services and activities, and NCORR's programs or services are readily accessible to, and usable by, individuals with disabilities. NCORR also ensures that reasonable modifications or changes to policies, practices, or procedures are made to guarantee people with disabilities equal access to services and programs. Additionally, all programs and activities are accessible, both structurally and administratively, to persons with disabilities. NCORR's mandate to conform to the requirements of ADA, flows down to all its stakeholders, including subrecipients, vendors and developers.

### **12.2 Davis-Bacon Labor Standards**

The Davis-Bacon Act and Related Acts (DBRA) applies to contractors and subcontractors carrying out federally funded or assisted contracts in excess of \$2,000 for corresponding work on similar projects in the area. In some cases, North Carolina Prevailing Wage Law is in effect. In these cases, the higher prevailing wage rate between the Federal and State must be adhered to and made applicable. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular pay for all hours worked over 40 in a work week.

Additionally, NCORR, its subrecipients, and contractors must follow the reporting requirements per HUD and U.S. Department of Labor regulations and any NCORR adopted DBRA policies.

The NCORR Monitoring and Compliance Team ensures that NCORR's CDBG-DR program and services are in compliance with DBRA through the submission of certified payroll records and interviews of prime and subcontractor laborers. NCORR currently utilizes SharePoint to track, review, and monitor payroll submissions by contractors. NCORR will utilize SharePoint or a similar system of record to collect, review and report all regulatory compliance requirements.

NCORR's DBRA policy can be accessed at:

<https://www.rebuild.nc.gov/about-us/plans-policies-reports/policies-and-procedures>

### **12.3 Equal Employment Opportunity**

Executive Order 11246, Equal Employment Opportunity, as amended, prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin. The Executive Order also requires government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.

The NCORR Equal Employment Opportunity Policy can be accessed at:

<https://www.rebuild.nc.gov/about-us/plans-policies-reports/policies-and-procedures>

### **12.4 Fair Housing**

The Fair Housing Act requires all grantees, subrecipients, and/or developers funded in whole or in part with HUD financial assistance for housing related activities to certify that no person was excluded from participation in, denied the benefit of, or subjected to discrimination in any housing program or activity because of their age, race, color, creed, religion, familial status, national origin,



sexual orientation, military status, sex, disability, or marital status.

For Public Housing projects, NCORR enforces the Fair Housing Act by ensuring that all subrecipients, and/or developers meet the applicable Fair Housing and Affirmative Marketing requirements, provide a marketing plan, and report on compliance in accordance with the Fair Housing Act and the associated forms on NCORR's or the RebuildNC.gov website, as applicable. The Affirmative Marketing Plan must be in compliance with applicable Fair Housing Laws and demonstrate how the Applicant or subrecipient will affirmatively further fair housing throughout applicable NCORR disaster recovery programs.

The NCORR Fair Housing Policy can be accessed at:

<https://www.rebuild.nc.gov/about-us/plans-policies-reports/policies-and-procedures>

## **12.5 Fair Labor Standards Act of 1938, as Amended**

The Fair Labor Standards Act of 1938, as amended (FLSA), establishes the basic minimum wage levels for all work and requires the payment of overtime at the rate of at least one and one-half times the basic hourly rate of pay for hours worked in excess of 40 per week. These labor standards are applicable to the entire construction contract whether or not CDBG-DR funds finance only a portion of the project. Excluding the exceptions listed below, all workers employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under NCORR's CDBG-DR program must be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended.

In some cases, North Carolina Prevailing Wages and Davis-Bacon Prevailing Wages both apply. In such instances, the higher of the two prevails. Exceptions to FLSA include:

1. construction contracts of \$2,000 or less;
2. real property acquisition;
3. architectural and engineering fees;
4. other services (such as legal, accounting, construction management);
5. other non-construction items (such as furniture, business licenses, real estate taxes);
6. rehabilitation of residential property designed for fewer than eight families; and
7. debris removal, demolition, and/or clearance activities, unless related to construction (demolition and clearance as independent functions are not considered construction).

Contact a NCORR CDBG-DR Labor Specialist for assistance.

## **12.6 Minority- and/or Women-Owned Business Enterprises**

Federal Executive Order 12432 guidelines require selected federal agencies to promote and increase the utilization of Minority-Owned Business Enterprises (MBEs). 2 CFR 200.321 requires the Non-Federal entity to take all necessary steps to ensure that all subrecipients, contractors, subcontractors, and/or developers funded in whole or in part with HUD CDBG-DR financial assistance ensure that contracts and other economic opportunities are directed to small and minority firms, women-owned business enterprises (WBEs), and labor surplus area firms when possible.

North Carolina wants to ensure that public entities utilize M/WBE firms through its HUB program managed at the Division of Administration. As noted in Executive Order 25, Section 5, the HUB program works to incorporate HUD's programmatic requirements into contracting opportunities. As such, NCORR ensures compliance with these goals by requiring, as applicable, subrecipients and contractors to make best efforts to achieve the overall M/WBE participation goal that the State has set for the entire contract value.

For all projects and agreements, NCORR will be required to make best efforts to achieve an overall M/WBE participation goal of 10% of the entire contract, per Executive Order 25.

NCORR verifies with NC Department of Administration Historically Underutilized Businesses (HUB) the M/WBE certification, and that the NCORR Monitoring and Compliance Team monitors to ensure compliance with all reporting requirements through SharePoint M/WBE

For all Community Development projects, the NCORR Monitoring and Compliance Team works with applicants and subrecipients to provide the TA, guidance, and one-on-one support, required to implement good faith efforts and meet applicable M/WBE thresholds. The NCORR Monitoring and Compliance Team monitors the level of M/WBE utilization and provides additional support as required.

## 12.7 Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that grantees, subgrantees, subrecipients, contractors, subcontractors, and/or developers funded in whole or in part by CDBG-DR funding, to the greatest extent feasible, extend hiring opportunities and contracts to Section 3 eligible residents and businesses. The new Final Rule for Section 3 was adopted in November 2020 and is found at 24 CFR Part 75.

For those entities that receive more than \$200,000 in HUD CDBG-DR assistance (24 CFR 75.3(a)) NCORR requires that an approved Section 3 plan be in place before the project is awarded and approved. Income for the previous or annualized calendar year must be below the income limit established by HUD. The Final Rule defines a Section 3 worker as any worker who:

- is employed by a Section 3 business concern, or
- is a YouthBuild participant.



The Final Rule further defines Targeted Section 3 workers, for public housing financial assistance, as a Section 3 worker who is also:

- a worker employed by a Section 3 business concern, or
- a worker who currently is, or who was when hired, as documented within the past five years:
  - a resident of public housing or Section 8-assisted housing;
  - a resident of other public housing projects or Section 8-assisted housing or managed by the public housing authority that is expending assistance; or
  - a YouthBuild participant.

HUD has established Safe Harbor compliance, and grantees and subrecipients will be considered to have complied with the Section 3 requirements and met the safe harbor, in the absence of evidence to the contrary, if they certify that they have followed the required prioritization of effort and met or exceeded the applicable Section 3 benchmarks and total number of labor hours worked.

If a grantee and/or subrecipient does not meet the benchmark requirements but can provide evidence that they have made qualitative efforts to assist low and very low income persons with employment and training opportunities, the subrecipient is considered to be in compliance with Section 3, absent evidence to the contrary (i.e., evidence or findings obtained from a Section 3 compliance review).

On a quarterly basis, the Monitoring and Compliance Team reviews and tracks quarterly reports as well as calculates utilization rates. The Team informs the NCORR Community Development staff of outstanding quarterly reports and of current utilization rates.

Subrecipients of financial assistance must report annually and periodically as requested:

- total number of labor hours worked by Section 3 workers, and
- total number of labor hours worked by Targeted Section 3 workers.

The NCORR Monitoring and Compliance Team may also provide training, TA, and one-on-one support for all projects, especially in terms of developing and reviewing Section 3 plans, as well as implementing best efforts to meet Section 3 goals. The Monitoring and Compliance Team also reviews Section 3 goal attainment and provides additional on the ground support where required.

For the Program, projects are required to meet Section 3 requirements as shown above. Section 3 goals and objectives are set depending on the date of completion of each project and project bid dates. NCORR staff ensures that Section 3 objectives are addressed through direct TA with individual applicants and file reviews of projects.

The NCORR Section 3 Policy can be accessed at:

<https://www.rebuild.nc.gov/about-us/plans-policies-reports/policies-and-procedures>

## 12.8 Appeal Process

An appeal is defined as a formalized written request by an applicant or tenant, as applicable, asking for a reversal or revision of a program determination that affects their eligibility and/or assistance they may receive from the NCORR program. This policy refers to applicants to a NCORR program and includes those persons actively applying to or participating in any NCORR program or individuals empowered to act on an applicant's behalf. It also applies to persons who may be relocated involuntarily, either temporarily or permanently, due to the activities of a federally funded NCORR program; such persons are referred to here as tenants.

Applicants and tenants may submit a written appeal related to any determination made by a NCORR program that affects their eligibility or assistance they may receive, except in cases of potential fraud, recapture, or revocation of assistance, as determined by NCORR.

The NCORR Appeals Policy and Appeals Procedure can be accessed at:

<https://www.rebuild.nc.gov/about-us/plans-policies-reports/policies-and-procedures>

The NCORR Appeals Form can be accessed at:

<https://www.rebuild.nc.gov/ncorr-request-appeal-form/open>

## 12.9 Uniform Relocation Act and Real Property Acquisition (URA)

In order to carry out Program activities in compliance with URA requirements, NCORR has adopted the *Uniform Relocation Act (URA) Policy Manual*. This document provides program staff and contractors with Standard Operating Procedures to meet URA requirements for the temporary and permanent displacement of tenants.

The NCORR Uniform Relocation Act (URA) Policy Manual can be accessed at:

<https://www.rebuild.nc.gov/about-us/plans-policies-reports/policies-and-procedures>

### 12.9.1 Residential Anti-Displacement

Subrecipients or contractors must provide the following benefits to households or businesses that they displace:

- relocation advisory services;
- a minimum of 90-day notice to vacate;
- reimbursement for moving expenses; and
- payments for added cost of renting or purchasing comparable replacement housing.

### 12.9.2 Real Property



If CDBG-DR funds are used to acquire real property, NCORR ensures the following:

- The property continues to be used for its intended (and approved) purpose.
- Proper records are maintained to keep track of the property.
- Steps are taken to protect and maintain the property.
- If the property is sold, NCORR is reimbursed for the CDBG-DR share of the property's value.

This approach to the ownership, use, management, and disposition of property is complicated by two facts. First, the rules about property management and disposition differ slightly depending on whether a grantee is a public-sector subrecipient (the rules are generally more explicit for governmental grantees) or a private-sector subrecipient. Second, real property (e.g., land, buildings) is treated differently than personal property, as required in 2 CFR 200.

The federal requirements relating to real property are organized according to title (ownership), use, and disposition. In general, the property management system must provide for:

- accurate records;
- the performance of regular inventories;
- adequate maintenance and control; and
- proper sales procedures.

Grantees must follow sales procedures that provide for competition, to the extent practicable, and that result in the highest possible return. For the sale of property owned by local governments, competitive disposal procedures are required under Article 12 of Chapter 160A of the North Carolina General Statutes, and generally include public notice of the intended sale, price competition, contract award to the highest responsive, responsible bidder, and governing board approval of the conveyance.

### **12.9.3 Acquisition of Real Property**

Upon notification of permission from NCORR, the subrecipient may proceed with efforts to acquire any real property, including easements and rights-of-way, required for the project. CDBG-DR federal funds, administered by NCORR and disbursed to subrecipients and direct contractors and/or beneficiaries, are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA) and/or Section 104(d) of the Housing and Community Development Act of 1974 as waived by (81 FR 83254) and (82 FR 5591). The applicable federal regulations are located at 49 CFR Part 24 (URA), and in the Real Estate Acquisition and Relocation Policy and Guidance Handbook (HUD Handbook 1378).

Note: Subrecipients must also adhere to environmental review requirements as they relate to acquisition including the requirements regarding options and

conditional contracts.

#### **12.9.4 Voluntary and Involuntary Real Property Acquisition**

Subrecipients must understand the critical difference between voluntary and involuntary acquisition of real property to ensure compliance with all applicable rules. There are protections for sellers in both voluntary and involuntary acquisitions. The key difference between the two types of acquisition is that when a voluntary sale occurs, there can be no threat of eminent domain. Regardless of the form of acquisition used, it is strongly recommended that the subrecipient maintain a log of contacts with the owner in the acquisition file.

Note: The use of federal funds may not be originally anticipated during the conceptual phase or at the beginning of a project. Therefore, subrecipients should proceed with caution if federal resources could be introduced later in the project. Acquisition activities are subject to the URA if there is intent to acquire property for a federal or federally- assisted project at any point during the course of a project.

The URA recognizes three general types of purchases as potentially voluntary. Generally, they are:

1. Purchases in which persons are acting on behalf of an agency with the power of eminent domain but the subrecipient or community states in writing that it will not use this power (e.g., the subrecipient has identified parcel (s) for a project but will not use its powers to obtain the property through condemnation). In this case, the subrecipient and/or buyer must inform the seller of this fact in writing and, if the offer is not accepted, be prepared to look for another property as the condemnation process will not be used to acquire the identified parcel.
2. Purchases where a subrecipient, agency, or person does not have the power of eminent domain (e.g., a nonprofit organization without the power of eminent domain is looking for properties suitable for purchase, rehabilitation, and resale). All their negotiations must be conducted in accordance with the rules for voluntary acquisition.
3. Purchases of property from government agencies (federal, state, or local) where the subrecipient does not have the power of eminent domain over the other entity (e.g., a nonprofit organization without the power of eminent domain selects a vacant lot that is owned by the Corps of Engineers. The nonprofit organization would never be able to purchase the property if the Corps is not agreeable to their offer.)

Sometimes there is confusion about what is actually considered “voluntary.” A common misconception is that “willing seller” or “amicable agreement” means a transaction is “voluntary.”

This is not true under URA. The applicable requirement of the regulations at 49 CFR 24.101(b)(1)-(5) must be satisfied for a transaction to be considered voluntary, including the following:



- The public notice, advertisements and literature should include a description of what the subrecipients intends to purchase, its reasons, and any conditions of which a seller should be aware.
- The voluntary acquisition policy must state that if a mutually satisfactory agreement cannot be reached, the subrecipient will not buy or condemn the property for the same purpose.
- The subrecipient should indicate that owner-occupants are not eligible for relocation benefits in the public notice and the acknowledgement form should be attached to the purchase offer.

While owner-occupants of a property acquired through voluntary acquisition are not eligible for relocation benefits, all tenants in legal occupancy (including non-residential occupants) are protected by the URA and are eligible for relocation benefits under the URA.

### **12.9.5 Voluntary Acquisition by a Subrecipient or Persons Acting on behalf of Subrecipient with the Power of Eminent Domain**

To be considered a voluntary acquisition by a subrecipient with the power of eminent domain, the property may not be part of a planned or designated project area where substantially all the property in the area will be purchased within a specified time frame.

The search for alternative sites for the project or activity may be limited to one geographic area, but if none of the owners are willing to sell voluntarily, the subrecipient must be prepared to look in another area for a suitable site. Where a subrecipient wishes to purchase more than one site within a general geographic area on this basis, all owners are to be treated in an equivalent or like manner.

If a subrecipient determines that a specific site is necessary for a program or activity it is planning to undertake, then the sale cannot be considered voluntary. It is assumed that, if negotiations fail, the subrecipient could ultimately acquire the property through condemnation. Thus, the acquisition is **not** considered voluntary.

Note: Temporary or permanent easements are only very rarely not part of a planned project; therefore, easements are discussed at the beginning of this Section and under Involuntary Acquisitions at the end of this Section.

If someone else, such as a private developer or realtor, is authorized to act on the subrecipient's behalf in negotiating the purchase, and the subrecipient is prepared to intervene and use condemnation if the negotiations are unsuccessful, the acquisition is not considered voluntary.

In order to be voluntary, the subrecipient must meet all the requirements listed below and inform the property owner in writing that:

- federal funds are involved in the transaction; however, the subrecipient will not use its power of eminent domain if negotiations fail to result in an amicable agreement; and

- the subrecipient's estimate of the market value for the property to be acquired as outlined below.

To estimate market value in a voluntary acquisition, subrecipients must follow specific procedures:

- A formal appraisal is *not* required by the URA in voluntary acquisitions. However, the purchase may involve a private lender requiring an appraisal.
- While an appraisal for voluntary transactions is not required, subrecipients may still decide that an appraisal is necessary to support their determination of market value, subrecipients must have some reasonable basis for their determination of market value.
- If an appraisal is not obtained, someone with knowledge of the local real estate market must make this determination and document the file.

After a subrecipient has established a market value for the property and has notified the owner of this amount in writing, a subrecipient may negotiate freely with the owner in order to reach agreement. Since these transactions are voluntary, negotiations may result in agreement for the amount of the original estimate, an amount exceeding it, or for a lesser amount.

Although not required by the regulations, it could be appropriate for subrecipients to apply the URA administrative settlement concept and procedures in the URA regulations to negotiate amounts that exceed the original estimate of market value (if they can demonstrate that the offer was reasonable and necessary to accomplish the project). If subrecipients anticipate they will offer an amount greater than market value, they must submit a request in writing and provide supporting documentation to NCORR for a basis to pay an amount that is more than market value. NCORR must provide approval prior to payment.

Subrecipients cannot take any coercive action in order to reach agreement on the price to be paid for the property.

### **12.9.6 Voluntary Acquisitions of Government Property**

Acquisition is considered voluntary when the property is owned by a government agency and the buyer does not have the power of eminent domain. Subrecipients and individual buyers do not possess the legal authority to condemn government-owned property.

### **12.9.7 Property Donations**

Voluntary acquisition includes donations of real property; however, the owner must be fully informed of his or her rights under the URA, including the right to receive a payment for the property. In addition, the owner must acknowledge his or her URA rights and release the subrecipient, in writing, from its obligation to appraise the property. The Subrecipient must retain this acknowledgement in the project file. NCORR shall provide a template for the subrecipients as the "Seller



Acknowledgement of Acquisition and Relocation Rights and Benefits under the Uniform Relocation Act”.

### **12.9.8 Involuntary Acquisitions**

No CDBG-DR funds may be used to support subrecipients for projects that seek to use the power of eminent domain unless eminent domain is employed for a public use. Any subrecipient considering the involuntary acquisition of property must notify NCORR during the application process and/or prior to contacting property owners for review and approval.

NCORR provides subrecipients with templates for: Involuntary Preliminary Acquisition Notice, Invitation to Accompany an Appraiser, Written Offer to Purchase, Statement of Basis of Just Compensation, Notice of Intent Not to Acquire, Donation and Appraisal Waiver, and Administrative Settlement.

NCORR rules, Notices of Funding Availability (NOFAs), applicant certifications and/or written agreements for funds subject to the Uniform Act shall refer to federal and State rules, as appropriate.

Subrecipients with eminent domain authority may only utilize this authority to acquire property using NCORR funding after discussion with and approval from NCORR.

## **13.0 Financial Management**

NCORR has in place proficient financial controls. NCORR, as well as those administering CDBG-DR resources, continuously demonstrate conformity with financial management requirements as shown in 2 CFR 200 and applicable Federal Registers. These requirements include, but are not limited to, areas covering: Financial Management; Advances; Internal Controls; Accuracy of Report Information; Program Income; Salaries and Wages; Indirect Costs; Lump Sum Drawdowns; and Single Audit provisions pursuant to 2 CFR 200 Subpart F (formerly OMB Circular A-133). NCORR’s financial management system ensures that NCORR funds are managed with high levels of accountability and transparency.

NCORR’s Monitoring and Compliance Team ensures that NCORR’s Financial Management practices adhere to the following:

- Internal controls are in place and adequate.
- Documentation is available to support accounting record entries.
- Financial reports and statements are complete, current and reviewed periodically.
- Audits are conducted in a timely manner and in accordance with applicable standards.

### **13.1 Program Income**

In accordance with 24 CFR 570.489(e), 24 CFR 570.500, 24 CFR 570.504 and

Federal Register Notice 5844, net income generated from the use of CDBG-DR funds allocated under this Program is recognized by NCORR as program income. that may be required to be returned to NCORR or may be retained by the subrecipient, subgrantee or other NCORR-allocated subrecipient of CDBG-DR funds, at the discretion of NCORR. Any program income derived by the subrecipient, including interest income from collateral accounts, will be retained by the subrecipient for use in accordance with NCORR's program income policies. Projects that generate program income must include documentation and a plan for treatment of program income for review. Subrecipients must continue to comply with tracking and reporting requirements for program income.

## **13.2 Reimbursement Requests**

Reimbursement Requests (or draws) must be submitted by the Subrecipient to NCORR. NCORR provides detailed instructions on submitting reimbursement requests for the Program in the NCORR Subrecipient Affordable Housing Development Fund – Round 3 Billing Guide which can be accessed at:

<https://www.rebuild.nc.gov/local-and-tribal-governments/community-development/AHDF#Round3-3071>

### **13.2.1 Construction Draws**

Construction draw requests will be presented by the Subrecipient to NCORR along with lien waivers and any other required attachments described on that form. Construction draw requests may include requests for reimbursement of soft costs in the approved project. Construction draw requests may include requests for reimbursement of soft costs in the approved Project Budget, up to the aggregate total amount of the line item budget amounts for construction and soft costs. NCORR may approve draw requests or deny all or a portion of a draw request for cause.

Subrecipient may approve change orders up to a combined amount equal to the rehab/construction contingency budget line item. Subrecipient is responsible for all construction costs exceeding the contingency budget amount, unless NCORR at its sole discretion approves a revised construction budget and Project Budget and reviews and approves a change order for additional scope of work and costs in excess of the total construction budget.

### **13.2.2 Punch List, Final Inspection and Final Draw**

Subrecipient's and NCORR's representatives must jointly approve the punch list during or immediately after the punch list inspection and approve the clearing of punch list items after subsequent inspection(s). All punch list items reasonably required by NCORR must be included. Upon satisfactory completion of the punch list items, and all applicable paperwork, NCORR will issue a notice of final completion to Subrecipient. The final draw will include the payment of any remaining eligible construction costs, construction retainage, applicable soft costs and the portion of the developer fee payable upon completion of construction.



Additional information about billing and payment structure can be found in the NCORR Affordable Housing Development Fund – Round 3 Billing Guide which can be accessed at:

<https://www.rebuild.nc.gov/local-and-tribal-governments/community-development/AHDF#Round3-3071>

## 14.0 Procurement and Cost Considerations

### 14.1 Cost Estimates

Subrecipient or its developer partners are responsible for producing cost estimates including builder overhead and profit in a form approved by grantee, as follows:

1. Rehab cost estimates will be completed in a line-item, work write-up format with one work item per line unless an alternative form of estimate is approved in writing by NCORR;
2. Cost estimates for construction of new structures and substantial rehabilitation will be based on take-offs from the working drawings of the quantities of materials and labor required or compilations of costs for similar and recently-built or renovated structures;
3. Site improvement cost estimates will be completed for each improvement and based on take-offs of quantities of materials and labor required;
4. If construction work is competitively bid, the cost estimate will be used to determine the cost reasonableness of bids;
5. If work to be completed is to be done by a developer acting as general contractor, the cost estimate for each CDBG-DR project must be reviewed by Subrecipient and NCORR to determine cost-reasonableness and must be approved by NCORR. When approved, the cost estimate becomes a schedule of values which is used by Subrecipient's construction inspector to determine the value of work completed for the purpose of approving draw requests.

Likewise, if a contractor has been simply designated and not selected through a competitive bidding process, the price proposal of such contractor must be reviewed by Subrecipient and NCORR to determine cost-reasonableness and approved by NCORR. When approved (and possibly amended by NCORR), the price proposal becomes a schedule of values which is used by NCORR's construction inspector to determine the value of work completed for the purpose of approving draw requests.

### 14.2 Bid Packages

Subrecipients should solicit bid packages with the following components for all work being performed by third-party firms: [Note: HUD has issued guidance to the effect

that developers (unlike subrecipients) can designate contractors and do not have to competitively bid the work (24 CFR 570.202(b)(1)). However, bidding is a typical industry practice to control costs.] If competitive selection is used, at least three bids must be received, or the project must be rebid at least once. Additional local and state procurement rules should be followed by the Subrecipient.

1. A request for proposals narrative that includes a general description of the processes for bidding, awards, construction monitoring, lien waivers, and construction draws. The narrative will state that retainage equal to 10% of the contract amount will be held back until the punch list is completed. The narrative will include the method of submitting proposals, a due date, and criteria for selection;
2. Plans and specifications (or work write-up) including general requirements, site plans, materials specifications;
3. A form for describing the bidder's experience and licenses;
4. Evidence of required insurance;
5. A price proposal form;
6. Requirements for complying with Section 3, minority and women's business enterprise provisions, lead hazard abatement and other requirements related to federal funding.

### 14.3 Cost Considerations

HUD's regulations at 2 CFR 200 outline the requirement to analyze and confirm that all costs associated with a project that include the procurement of services or materials are determined to be necessary, reasonable (2 CFR 200.404), allocable (2 CFR 200.405) to the HUD grant, and otherwise in conformance with the general criteria for allowable costs set forth in 2 CFR 200 Subpart E.

In addition, HUD's regulations at 24 CFR 84, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," and 24 CFR 85, "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments," require grantees to perform a cost or price analysis for every procurement action, including contract modifications (e.g., "change orders"), using HUD grant funds.

This required analysis of both price and cost will be applied to every application for funding received under this Program.

Use price analysis whenever you are comparing lump sum prices - not cost estimates - received from contractors in a competitive pricing situation (e.g., when sealed bids are obtained).

Cost analysis is used whenever the grantee/subrecipient does not have price competition. A cost analysis is required when:



- Using the *competitive proposal* (or "negotiated") method of contracting (see 24 CFR 85.36(d)(3) for a definition), e.g., for acquiring professional, consulting or architect/engineering (A/E) services. Under the competitive proposal method, offerors are required to submit cost proposals that show the elements (e.g., labor, materials, overhead, profit) of their proposed costs or price.
- Negotiating a contract with a *sole source*, i.e., not soliciting competitive bids or offers. When a sole source is appropriate and justified (see 24 CFR 85.36(d)(4)), you must obtain a complete cost breakdown from the sole source contractor and perform an analysis using the cost principles to establish a fair and reasonable price or estimated cost.
- After soliciting competitive sealed bids, you receive *only one bid*, and it differs substantially from your independent estimate of the contract price. If you determine that the bid is unreasonable and decide to not recompute (e.g., market survey indicates that no competition is available), then the grantee/subrecipient may formally cancel the solicitation and negotiate a contract price with the single bidder. In that case, HUD requires that a cost breakdown be obtained from the single bid price and use cost principles to analyze.
- Negotiating a *modification* (including change orders) to *any* type of contract, if the modification changes the work authorized under the contract, and changes the price or total estimated cost, either upwards *or* downwards. Grantee/subrecipient must obtain a detailed breakdown of the contractor's proposed cost - not a lump sum proposal - before negotiating the change in contract price.

**CAUTION:** *Modifications that change the work beyond the scope of the contract must be justified in accordance with the conditions set forth in 24 CFR 85.36(d)(4) or 24 CFR 84.43. If the out-of-scope change cannot be justified, you must procure the work competitively.*

## 15.0 Recordkeeping, Retention, and File Management

In accordance with HUD regulations, NCORR follows the records retention requirements cited in 2 CFR 200, which includes financial records, supporting documents, statistical records, and all other pertinent records. The subrecipient must retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for three (3) years from the time of closeout of HUD's grant to NCORR or for the period provided in the CDBG regulations at 2 CFR 200.333. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the expiration of the retention period, then all such records must be retained until completion of the actions and resolution of all issues, or the retention period, whichever occurs later.

Every subrecipient and contractor is required to establish and maintain at least three major categories of records: Administrative, Financial, and Project/Case Files.

### 15.1 Administrative Records

These are files and records that apply to the overall administration of the subrecipient's CDBG- DR activities. They include the following:

- a. personnel files;
- b. property management files;
- c. general program files: Files relating to the subgrantee, subrecipient's, or contractor's project
- d. information form to NCORR, the subrecipient agreement, program policies and guidelines,
- e. correspondence with NCORR and reports, etc.; and
- f. legal files: Articles of incorporation, bylaws of the organization, tax status, board minutes,
- g. contracts and other agreements.

## **15.2 Financial Records**

These include the chart of accounts, a manual on accounting procedures, accounting journals and ledgers, source documentation (purchase orders, invoices, canceled checks, etc.), procurement files, bank account records, financial reports, audit files, etc.

## **15.3 Project/Case Files**

These files document the activities undertaken with respect to specific individual beneficiaries, property owners, and/or properties.

## **15.4 Reporting**

As a subrecipient of CDBG-DR funds, NCORR has established reporting requirements for all subrecipients and contractors in their respective subrecipient and contractor agreements and contracts in accordance with 2 CFR 200. The Program reviews reporting requirements for stand-alone affordable housing projects at five different intervals, as applicable:

1. at execution of agreements;
2. monthly;
3. quarterly;
4. annually; and
5. as required.

Subrecipients and contractors submit the required documents and reports to NCORR at the times indicated in the subrecipient agreement, and in the format prescribed by the Program staff. Deviations from this requirement must be pre-approved by program staff.

NCORR's Affordable Housing Development Fund Program - Round 3 will review reports for projects that are ongoing according to HUD reporting requirements. At the discretion of the NCORR Housing Opportunities Manager, large projects may instead follow the reporting requirements for stand-alone projects as



described above.

## 15.5 Record Retention

Record retention is a requirement of the Program. Records are maintained to document compliance with Program requirements and Federal, State, and local regulations and to facilitate a review or audit by HUD. The NCORR Records Management Program seeks to ensure that:

- NCORR complies with all requirements concerning records and records management practices under federal and state regulations;
- NCORR has the records it needs to support and enhance ongoing business and citizen service, meet accountability requirements and community expectations;
- These records are managed efficiently and can be easily accessed and used for as long as they are required; and
- These records are stored as cost-effectively as possible and when no longer required they are disposed of in a timely and efficient manner.

## 15.6 Access to Records

24 FR 570.490 included the following recordkeeping requirements:

- Representatives of HUD, the Inspector General, and the General Accounting Office shall have access to all books, accounts, records, reports, files, and other papers, or property pertaining to the administration, receipt, and use of CDBG funds and necessary to facilitate such reviews and audits.
- The State shall provide citizens with reasonable access to records regarding the past use of CDBG funds and ensure that units of general local government provide citizens with reasonable access to records regarding the past use of CDBG funds consistent with State or local requirements concerning the privacy of personal records.

The availability of records is subject to the exemptions to public disclosure set forth in North Carolina Public Records Law. All Freedom of Information Act (FOIA) requests must be made in writing to NCORR and will be processed in accordance with these procedures.

## 15.7 Audit Requirements

In accordance with Subpart F of 2 CFR 200, non-Federal entities that expend \$750,000 or more during their fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions therein. NCORR's Monitoring and Compliance Team is responsible for conducting reviews of these single or program-specific audit reports and for coordinating the issuance of management decisions for audit findings relating to NCORR-provided Federal funds.

## 15.8 Conflicts of Interest and Confidentiality

Conflicts of interest between covered persons (e.g., applicants, subrecipients, program administrator, contractors, and program staff) and other parties are strictly prohibited by Federal law.

A “covered person” is an employee, agent, consultant, officer, or elected official or appointed official of the State, or of a unit of general local government, or any designated public agencies, or subrecipients that are receiving CDBG-DR funds. Generally, no person who is a covered person, and who exercises or has exercised any functions or responsibilities with respect to CDBG-DR activities and who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

The conflict of interest regulations contained in the contract between the subrecipient and NCORR prohibit locally elected officials, state staff, subrecipient employees, and consultants who exercise functions with respect to CDBG-DR activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, from receiving any benefit from the activity either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

### 15.8.1 Conflicts of Interest

The Program requires all program staff to disclose any relationship with an Applicant or contractor. NCORR staff, subrecipients, program administrators, and contractors who disclose such relationships are placed in roles where there is no opportunity for them to display favoritism or collude in order to financially or otherwise benefit themselves, the Applicant, or the contractor. For example, a customer representative may not perform work on the project information form of family. For purposes of this regulation, “family” is defined at 24 CFR 570.489(h).

NCORR may consider granting an exception to the conflict of interest provisions per 24 CFR 570.489(h)(4) if NCORR has determined that the subrecipient has adequately and publicly addressed all of the concerns generated by the conflict of interest and that an exception would serve to further the purposes of Title I of the Housing and Community Development Act of 1974, as amended and the subrecipient has complied with the requirements listed in 24 CFR 570.489(h)(4)(i) and (ii).

NCORR considers whether the exception provides a significant cost benefit or essential degree of expertise; whether the opportunity was provided for under open competitive bidding or negotiation; whether the person affected is LMI, whether the affected person has withdrawn from his or her functions or responsibilities; whether the interest or benefit was present before the affected person was in a position to benefit from the conflict of interest; or whether undue hardship results from failure to grant the exception. In addition, NCORR will take



into account conflict of interest prohibitions under state law, including the prohibition against self-benefiting under a public contract (G.S. 14-243) and misuse of nonpublic information for private financial gain (G.S. 14-234.1).

### **15.8.2 Confidentiality/Privacy**

The NCORR Affordable Housing Development Fund Program – Round 3 is committed to protecting the privacy of all individual stakeholders, including the public and those individuals working on the Program. The Program’s policies describe how information is to be handled and protected. The purpose of this privacy policy is to establish when and under what conditions certain information relating to individuals may be disclosed.

The data collected from applicants for the Affordable Housing Development Fund Program – Round 3 may contain personal information on individuals that is covered by the Federal Privacy Act of 1974 and North Carolina state laws. These laws provide for confidentiality and restrict the disclosure of confidential and personal information. Unauthorized disclosure of such personal information may result in personal liability with civil and criminal penalties. The information collected may only be used for limited official purposes.

- Program staff may use personal information throughout the award process to ensure compliance with program requirements, reduce errors and mitigate fraud and abuse.
- Independent Auditors, when hired by the program to perform a financial or programmatic audit of the program, for use in determining program compliance with all applicable HUD and Federal regulations, including the Stafford Act, CDBG-DR requirements and State and Local law.
- NCORR may disclose personal information on an Applicant to those with official Power of Attorney for the Applicant or for whom the Applicant has provided written consent to do so.
- Organizations assisting NCORR in executing the CDBG-DR Program must comply with all Federal and State Law Enforcement and Auditing requests. This includes, but is not limited to, HUD, FEMA, FBI, and the Office of the Inspector General.

Data security measures are in place to protect non-public personal information. This includes hardware and software data security protocols and contractors having signed non-disclosure agreements. NCORR also requires that hard copy files containing non-public personal information are kept in locked file cabinets to ensure their physical security and passes this requirement onto subrecipients as well.

## **15.9 Insurance**

For all projects in the Program, all subrecipients must ensure that appropriate insurance is procured and maintained for the duration of the applicable affordability period to protect all contract assets from loss due to any cause, such as theft, fraud, and physical damage. If CDBG-DR funds are used to acquire real property or personal property, the subrecipient is responsible for

ensuring that:

- The property continues to be used for its intended (and approved) purpose; and
- The subrecipient continues to monitor the condition of the property.

NCORR subrecipient agreements require that subrecipients incorporate all necessary terms and conditions in any contract entered into under the subrecipient agreement. The terms and conditions require that any contractor providing services to a NCORR subrecipient must obtain and maintain certain types and amounts of insurance coverage. The terms and conditions also provide that NCORR may waive, decrease, alter, or amend these insurance requirements in writing. It is typically the responsibility of NCORR's Chief Financial Officer to approve a waiver or alteration of insurance requirements.

## 16.0 CLOSEOUT

Closeout is undertaken by the Program once the final project closeout checklists are completed. The project closeout is the process by which NCORR determines that all requirements of the agreement between NCORR and the Subrecipient for a specific project have been completed in accordance with the terms and conditions of the agreement. Project closeout begins when:

- All project expenses (including those to be paid with non-CDBG-DR funds) to be paid have been completed and payment requested.
- Approved work has been finished.
- Any other responsibilities detailed in the Subrecipient Agreement (SRA) have been fulfilled.
- All monitoring or audit findings have been cleared.

Project closeout consists of:

- a closeout request, with applicable project documents attached, submitted to NCORR by the partner;
- a project closeout checklist completed and approved by the Program and other departments within NCORR; and
- a project closeout letter sent to the partner and to NCORR departments

In addition, the project's status must be updated in HUD's Disaster Recovery Grant Reporting (DRGR) system, and a final HUD quarterly narrative report must be submitted by NCORR to reflect the project's status. For projects financed by NCORR's CDBG-DR funds as well as other funds, project closeout occurs when all funds are spent and every dollar of NCORR's CDBG-DR is associated with a National Objective.

## 17.0 Acronyms and Definitions

Acronym	Name
A/E	Architecture/Engineering
ADA	Americans with Disabilities Act



AMI	Area Median Income
BPO	Broker Price Opinion
CDBG-DR	Community Development Block Grant – Disaster Recovery
CEQ	U.S. Council on Environmental Quality
CFR	U.S. Code of Federal Regulations
DBRA	Davis Bacon and Related Acts
DOB	Duplication of Benefits or Duplication of Benefits Analysis
DRGR	Disaster Recovery Grant Reporting System
EA	Environmental Assessment
EPA	Environmental Protection Agency
ERR	Environmental Review Record
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act of 1938
FR	Federal Register (Notice)
G.S.	North Carolina General Statutes
HUB	Historically Underutilized Businesses (program), N.C. DOA
HUD	U.S. Department of Housing and Urban Development
HUSM	HUD Utility Schedule Model
ICC-700-2020	National Green Building Standard (published by International Code Council)
LEED	Leadership in Energy and Environmental Design – green building certification
LEP	Limited English Proficiency
LMH	Low/Moderate Housing
LMI	Low/Moderate Income
LURA	Land Use Restriction Agreement
M/WBE	Minority/Women-Owned Business Enterprise
MBE	Minority-Owned Business Enterprise
MID	Most Impacted and Distressed
NCDPS	North Carolina Department of Public Safety
NCORR	North Carolina Office of Recovery and Resiliency
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NOFA	Notice of Funding Availability
SBA	U.S. Small Business Administration

SEPA	State Environmental Policy Act
TA	Technical Assistance
UGLG	Unit of General Local Government
URA	U.S. Uniform Relocation Act
WBE	Women-Owned Business Enterprise



## 18.0 Definitions

**100-Year Floodplain** - The geographic area defined by FEMA as having a one percent (1%) chance of being inundated by a flooding event in any given year.

**Affirmative Outreach** - making known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis as defined in 24 CFR 576.407(b). If it is unlikely that the procedures that the recipient or subrecipient intends to use to make known the availability of the facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the recipient or subrecipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The recipient and its subrecipients must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, recipients and subrecipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

**Affordability Period** - The ensure that the CDBG-DR investment in rental properties yields affordable rental housing, NCORR is imposing rent and occupancy requirements over the length of a compliance period, known as the Affordability Period. All NCORR-assisted rental units must be restricted during the Affordability Period for LMI persons/households.

**Applicant** - Any entity that submits an application for assistance to the NCORR Affordable Housing Development Fund Program.

**Appeal** - A written request by an Applicant asking for reversal of a determination that affects the eligibility and/or amount of assistance the applicant may receive from the NCORR Program.

**Area Median Income (AMI)** - The median (midpoint) household income for an area adjusted for household size as published and annually updated by the United States Department of Housing and Urban Development (HUD). Once household income is determined, it is compared to HUD's income limit for that household size. Income limits are adjusted annually for all Metropolitan Statistical Areas.

**Broker Price Opinion (BPO)** - also known as Broker's Opinion of Value, assessment of value by a real estate broker

**Community Development Block Grant – Disaster Recovery (CDBG-DR)** - HUD funding allocated to eligible disaster recovery entities via congressional appropriations.

**Davis-Bacon Act of 1931 (40 U.S.C. 3141, et seq.) and Related Acts** - Federal law that requires that all laborers and mechanics employed by contractors or subcontractors in the performance of work financed in whole or in part with federal assistance shall be paid

wages at rates not less than those prevailing on similar construction in the locality as determined by the U.S. Secretary of Labor in accordance with the Davis-Bacon Act, as amended. This applies to rehabilitation, reconstruction and new construction of residential property only if such property contains not less than eight (8) units.

**Demolition** - The planned razing, or tearing down, of properties acquired under the Program. Demolition will be followed by clearance and safe disposal of the remnants of the former structure.

**Developer** - Developer is defined by HUD as “[a] for-profit or private nonprofit individual or entity that the grantee provides HUD assistance for the purpose of (1) acquiring homes and residential properties to rehabilitate for use or resale for residential purposes and (2) constructing new housing in connection with redevelopment of demolished or vacant properties.” For the purposes of this manual, Developer responsibilities shall be construed as Subrecipient responsibilities since NCORR will have direct agreements only with the Subrecipient UGLGs.

**Disability** - For the purposes of the Program, “disability” is consistent with federal law under the Social Security Act, as amended, 42 U.S.C. 423(d), The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12102(1)-(3), and in accordance with HUD regulations at 24 CFR 5.403 and 891.505.

**Duplication of Benefits (DOB)** - Provision of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) that prohibits a person, business concern, or other entity from receiving financial assistance from federal disaster funds with respect to any part of a loss resulting from a major disaster as to which that person or entity has already received financial assistance under any other program, insurance, or other source.

**Environmental Review Record** - A permanent set of files containing all documentation pertaining to the environmental review compliance procedures conducted and environmental clearance documents. All qualified projects must undergo an Environmental Review process. This process ensures that the activities comply with the National Environmental Policy Act (NEPA) and other applicable state and federal laws.

**Family** - A household composed of two or more related persons. The term “family” also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well-being.

**Fair Housing Act** - The Fair Housing Act of 1968, 42 U.S.C. 3601-3619, prohibiting discrimination against protected classes of people in the sale or rental of housing, in the provision of housing assistance, or other housing-related activities. The FHA obligates HUD grantees and their subrecipients to take reasonable steps to ensure meaningful access to their programs and activities for protected classes. The FHA also requires HUD and its program participants to affirmatively further the purposes of the FHA.

**Federal Emergency Management Agency (FEMA)** - The Federal Emergency Management Agency (FEMA) is an agency of the United States Department of Homeland Security. It was created by Presidential Order on 1 April 1979. The primary purpose of



FEMA is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.

**Federal Register** - The official journal of the Federal government of the United States that contains government agency rules, proposed rules, and public notices. It is published daily, except on federal holidays. A Federal Register Notice (FRN) is issued for each CDBG-DR funded disaster. The FRN outlines the rules that apply to each allocation of disaster funding.

**Flood Hazard Area** - Areas designated by FEMA as having risk of flooding.

**Flood Insurance** - The Flood Disaster Protection Act of 1973, 42 U.S.C. 4012(a), requires that projects receiving federal assistance and located in an area identified by FEMA as being within a Special Flood Hazard Area (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP). In order to be able to purchase flood insurance, the community where the property is located must be participating in the NFIP. If the community is not participating in the NFIP, federal assistance cannot be used.

**Floodplain** - FEMA designates floodplains as geographic zones subject to varying levels of flood risk. Each zone reflects the severity or type of potential flooding in the area.

**Grantee** - Any jurisdiction receiving a direct award of funding from HUD.

**Green Building Standards** - All construction-related activity that meets the definition of substantial improvement, reconstruction, or new construction must meet an industry-recognized standard that has achieved certification under at least one of the following programs: (1) Enterprise Green Communities; (2) LEED (New Construction, Homes, Midrise, Existing Buildings Operations and Maintenance, or Neighborhood Development); (3) ICC-700 National Green Building Standard Green+Resilience; (4) Living Building Challenge; and (5) Any other equivalent comprehensive green building program acceptable to HUD.

**Household** - A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other.

**Household Income** - The anticipated gross amount of income from all sources for all adult household members during the upcoming twelve (12) month period in accordance with the definition of annual (gross) income at 24 CFR Part 5.

**HUD** - United States Department of Housing and Urban Development; federal department through which program funds are distributed to grantees.

**Limited English Proficiency (LEP)** - A designation for persons who are unable to communicate effectively in English because their primary language is not English, and they have not developed fluency in the English language. A person with Limited English Proficiency may have difficulty speaking or reading English. An LEP person benefits from an interpreter who translates to and from the person's primary language. An LEP

person may also need documents written in English translated into their primary language so that they can understand important documents related to health and human services.

**Low to Moderate Income (LMI) National Objective** - One of three national objectives that any CDBG activity must meet. Activities that meet the LMI objective must benefit households whose total annual gross income does not exceed 120% of Area Median Income (AMI), adjusted for family size. Income eligibility will be determined and verified in accordance with HUD Guidance. The most current income limits, published annually by HUD, shall be used to verify the income eligibility of each household applying for assistance at the time assistance is provided.

- **Extremely Low:** Household's annual income is up to 30% of the area median family income, as determined by HUD, adjusted for family size.
- **Very Low:** Household's annual income is between 31% and 50% of the area median family income, as determined by HUD, adjusted for family size.
- **Low:** Household's annual income is between 51% and 80% of the area median family income, as determined by HUD, adjusted for family size.
- **Moderate:** Household's annual income is between 81% and 120% of the area median family income, as determined by HUD, adjusted for family size.

**Low/Moderate Housing (LMH)** - A subordinate HUD National Objective under the LMI (Low/Mod Income) objective

**Most Impacted and Distressed (MID)** - An area that meets the definition of Most Impacted and Distressed set by HUD in the Federal Register Notice. For purposes of the unmet needs' allocation, HUD has defined Most Impacted and Distressed as an area (county) that meets the following criteria:

- Individual Assistance/Individual and Households Program (IHP) designation. HUD has limited allocations to those disasters where FEMA had determined the damage was sufficient to declare the disaster as eligible to receive IHP funding.
- Concentrated damage. HUD has limited its estimate of serious unmet housing need to counties with high levels of damage, collectively referred to as "most impacted areas".

**Metropolitan Statistical Area** - An area with at least one urbanized area of 50,000 or more population, plus adjacent territory that has a high degree of social and economic integration with the core, as measured by commuting ties.

**National Environmental Policy Act (NEPA)** - Establishes a broad national framework for protecting the environment. NEPA's basic policy is to assure that all branches of government consider the environment prior to undertaking any major federal action that could significantly affect the environment.

**National Flood Insurance Program (NFIP)** - The National Flood Insurance Program (NFIP) is managed by the Federal Emergency Management Agency and is delivered to the public by a network of approximately 60 insurance companies and the [NFIP Direct](#). The NFIP provides flood insurance to property owners, renters, and businesses.

**National Objective** - A HUD criterion governing eligible uses of CDBG-DR funds.



**Notice of Funding Availability (NOFA)** - A notice describing the type and amount of funding available on a competitive basis that provides information regarding how to apply, when to apply, and where to submit requests for funding.

**Partner** - Various entities will be responsible for implementing program activities. The term Partner is used throughout to denote the relationship between NCORR and entities like subrecipients and developers.

**Special Flood Hazard Area (SFHA)** - An area identified by FEMA as an area with a special flood or mudflow, and/or flood related erosion hazard, as shown on a flood hazard boundary map or flood insurance rate map.

**Special Needs Populations** - A specified group of individuals including people experiencing homelessness or imminently at risk of homelessness; people with mental, physical or developmental disabilities; people with substance use disorders; children in foster care and youth aging out of foster care; survivors of domestic violence; adults re-entering the community after being released from correctional facilities; or as defined in local ordinances where the project will be located.

**Subrecipient** - A non-federal entity that receives CDBG-DR funding from NCORR to carry out recovery activities; but does not include an individual or entity that is a beneficiary of the program.

**Subrogation** - The process by which duplicative assistance paid to the Partner after receiving award are remitted to the Program to rectify a duplication of benefits.

**Uniform Relocation Act (URA)** - A federal law that applies to all acquisitions of real property or displacements of persons resulting from federal or federally assisted programs or projects. URA's objective is to provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects.

## Appendix 1. Homeownership Housing Development

The Program provides development financing to support the production of affordable for-sale housing targeted to low- to moderate-income (LMI) buyers by covering “appraisal gaps” (i.e., the difference between total development cost and market value, sometimes referred to as “development subsidy”) and “affordability gaps” (i.e., the difference between an eligible buyer’s purchasing power and the market value of the house).

Program funds can be used to address three types of funding gaps common in the production of affordable homeownership units:

- **Appraisal gap:** It is common for the cost of building a home to exceed its appraised value. This difference is often referred to as the “appraisal gap.” Without a development subsidy to address the appraisal gap, units cannot be produced.
- **Affordability gap:** Even if subsidies are identified to cover the appraisal gap, the appraised value of the home usually exceeds the purchasing power of low- and moderate-income households. There is an “affordability gap” – in other words, the targeted buyers cannot afford to purchase the home outright, but need help with closing costs, prepaid expenses, and reducing their first mortgage to an affordable level. This is commonly provided in the form of second mortgage assistance to eligible buyers.
- **Financing gap:** Even when appraisal and affordability gap subsidies can be identified, developers of affordable homeownership projects often cannot obtain enough interim or construction financing from private sources to fund the development of the home until sale to the end buyer. There is a “financing gap.”

NCORR strongly encourages that all proposed Homeownership proposals utilize a Pre-Sale Approach for development of homeownership housing units. A pre-sale approach identifies specific buyers for a given unit prior to beginning construction. This may involve the buyer having formally signed a purchase agreement (subject to appropriate approvals by Subrecipient) for the unit or may involve other less binding reservation agreements. For example, a Habitat for Humanity chapter identified as a Developer may have already selected the buyer for a given unit, prequalified that buyer, and begun to recognize sweat equity contributions from the buyer’s volunteer time on other Habitat builds even without the buyer having signed a binding purchase agreement.

Although not the preferred method, if a Homeownership proposed project prefers to utilize a Spec-Building Approach, NCORR and the Subrecipient may reserve the right to award funds on an incremental basis, limiting the number of “spec” homes under construction without identified homebuyers. Subrecipient should be cautious about building homes without a strong pipeline of potential buyers.

When units are not presold or NCORR and/or the Subrecipient is not satisfied with depth of the buyer pipeline, the Subrecipient or its developer partners must prepare and submit an analysis of the market for the proposed project. Subrecipient or its developer partners seeking funding to produce houses in multiple neighborhoods must submit an analysis for each neighborhood in which it is proposing to develop. Subrecipient or its developer partners may engage a real estate agent or another qualified party to help assemble the information.



The analysis must:

- Identify the neighborhood market area in which the housing is proposed.
- Itemize and summarize residential sales from the past year. Sales should be separately reported by owner-occupied vs. rental, new vs. existing, and price range. For accurate comparison purposes the following data should be provided:
  - o number of bedrooms/bathrooms, sq. footage, other amenities, etc.;
  - o original list vs. final sales price;
  - o “days on market” for each home sale should be listed and an average compiled;
  - o seller concessions offered or provided; and
  - o cash sales vs. those financed with a mortgage;
- Itemize and summarize current for-sale properties.
- Identify and summarize the pipeline of homes under development, including the availability of “build to suit” lots with infrastructure already in place.
- Based on the information above, the assessment should calculate “months of supply”.

## **Appendix 1.1 Pricing of Homes and Development Subsidies:**

Pricing of homes and development subsidies are explained below.

### **1.1.1 After-Construction/Rehab Market Value**

Subrecipient or its developer partners will obtain an after-construction/rehab appraisal. This appraised value will be the asking price for the home. In limited circumstances, with prior approval of NCORR a Broker Price Opinion (BPO) or market study may be used to set the price of the home. Additionally, the value of the homes produced (appraised value after rehabilitation or new construction) cannot exceed HOME Sale Price Limits for the year in which the project is originally funded. The homes produced must be sold to an eligible buyer through a fee simple sale within nine months of completion of construction.

### **1.1.2 Adjustments in Asking Price**

If no qualified offer is received within 60 days of first marketing a home, Subrecipient or its developer partners may reduce the asking price by 5%. If no qualified offer is received after final completion followed by 60 days of best efforts in marketing a home Subrecipient or its developer partners may reduce the original asking price by up to 10%, including previous adjustments, if any. Subrecipient or its developer partners may make additional price reductions only with the written approval of NCORR. In any case, Subrecipient or its developer partners may reduce asking prices only after making diligent and continuous efforts to market and sell a home.

### **1.1.3 Setting and Adjusting the Contract Price**

In executing a home sales agreement, Subrecipient or its developer partners may not agree to a contract price that is less than the amounts described above without the written approval of NCORR, except that the Subrecipient or its developer partners may amend the contract price in a home sales agreement to be equal to the market value of the home as determined by a first mortgage lender's appraisal.

#### **1.1.4 Adjustment in Contract Price**

Reduced prices shall be considered to be the current market value of the home, regardless of the value determined by any prior appraisal.

#### **1.1.5 CDBG-DR Development Subsidy When Investment Exceeds Market Value**

When development costs exceed market value, the portion of CDBG-DR funds advanced to the project that are above the market value become a development subsidy to the project. Neither the Developer nor the homebuyer is required to repay CDBG-DR funds used for an approved development subsidy. (However, the homebuyer will be subject to recapture provisions for the amount of any Homeowner Financial Assistance as defined herein—which subsidizes the contract price of the home and possibly closing costs as well.)

#### **1.1.6 Determining Market Value, to Establish the Development Subsidy**

The development subsidy is calculated with the following formula:

[Total development cost] minus [Current market value] equals [Development subsidy]

If a CDBG-DR home is sold for a price equal to the after-construction/rehab appraised value, then the appraised value is deemed to be market value. Moreover, if the price of a home has been reduced due to a lack of qualified offers after adequate marketing and sales efforts over a reasonable period of time (as described above), the reduced selling price will be considered market value for purposes of calculating the development subsidy.

#### **1.1.7 Accounting for Expenditures**

Subrecipient will account for total CDBG-DR expenditures per home by means of assigning an accounting code for CDBG-DR-funded or reimbursed expenses for each property and another accounting code, if applicable, for non-CDBG-DR funded expenditures (if any). At the time of the sale of a CDBG-DR-assisted home, Developer will provide the Subrecipient and NCORR with a complete list of expenditures, if any. The separate accounting of CDBG-DR and other funds used is required for establishing the maximum



allowed sale price and will provide necessary financial data on CDBG-DR-funded expenditures in the event of a HUD audit of program activities.

### **1.1.8 Repayment of Net Proceeds of Sale**

Upon sale of a CDBG-DR-funded home, Developer will transmit the net proceeds of sale to Subrecipient. Net proceeds of sale are defined as follows:

1. The sale price of the home;
2. (Minus) the amount of any Homeowner Financial Assistance provided to buyer, as defined herein and described on the settlement statement;
3. (Minus) Developer costs of sale as documented by the settlement statement, including but not limited to real estate broker fees and seller-paid closing costs;
4. (Minus) The current fair market value of any real property contributed by Developer (e.g. a lot or home), in accordance with Section V below. (Developer cannot be reimbursed for CDBG-DR-funded acquisition costs).
5. (Plus) Any reimbursements to Developer of costs previously paid or reimbursed with CDBG-DR funds, such as pro-rated taxes and assessments.

According to HUD guidance, the net proceeds of sale received by Developer do not constitute program income. To avoid undue enrichment, it is advisable that a Grantee require repayment of this amount, or in lieu of repayment, some Grantees have allowed developers to retain the net proceeds of sale in a restricted asset account, which must be fully used to fund allowed CDBG-DR expenses prior to drawing additional CDBG-DR funds. If a Grantee prefers this arrangement, the language in this paragraph and the following paragraph should be edited. When the net proceeds are paid back to Grantee (or a subrecipient), they do become program income.

### **1.1.9 Reuse of Net Proceeds of Sale**

The amount of each repayment to Grantee of net proceeds of sale will be added to Developer's allocation of CDBG-DR funds and be available to Developer to perform additional CDBG-DR activities as approved in writing by Grantee during the period of performance in the CDBG-DR Agreement. After that period concludes, any remaining allocation to Developer will expire. Such additional allocation amounts are subject to recapture and reallocation by Grantee if Developer fails to perform in accordance with the agreed-upon delivery schedule.

## **Appendix 1.2 Marketing and Sales of CDBG-DR Homes**

This section describes the necessary conditions for marketing and sales of CDBG-DR Homes under this Program.

### **1.2.1 Responsibility for Marketing and Sales**

Subrecipient is fully responsible for marketing CDBG-DR homes and selling them to qualified buyers. If a CDBG-DR home does not sell in a timely manner and thus results in cost overruns that cannot be paid out of contingency funds, Subrecipient or its developer partners will be responsible for paying the additional costs unless, at the sole discretion of NCORR, the Project Budget is revised to provide additional CDBG-DR funding.

### **1.2.2 Marketing Plan and Budget**

Prior to marketing the first completed home, Subrecipient must obtain written approval from NCORR for a program marketing plan and budget. The marketing plan will include the following elements:

1. methods of nondiscriminatory affirmative outreach as defined in 24 CFR 576.407(b) to residents in target audience;
2. other means of advertising homes for sale, including such means as Multiple Listing Service, advertising, flyers, etc.;
3. printed materials and advertisements must include equal opportunity language;
4. approved language for use in flyers, advertising and listings regarding income qualifications of buyers and CDBG-DR financing being offered to buyers;
5. method and timing of prequalifying prospective buyers, in terms of CDBG-DR income eligibility and eligibility for mortgage financing;
6. policy for managing a waiting list of potential buyers;
7. sample disclosure statements to be given and explained to buyers prior to signing purchase agreements and at closing; and
8. provisions for establishing and adjusting sale prices.

More information about HUD marketing plans can be found at:

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opportunity/advertising\\_and\\_marketing](https://www.hud.gov/program_offices/fair_housing_equal_opportunity/advertising_and_marketing)

### **1.2.3 Establishment of Eligible Homebuyer Wait List**

The subrecipient must require that the Developer establish a waiting list of pre-qualified buyers beyond the buyers specifically tied to the project's unit(s) equal to or greater than half the number of units under construction (rounded up to a whole number). For example, if an Applicant is proposing to build six (6) units, then, in addition to the six (6) originally identified buyers, the waiting list must have at least three (3) additional prequalified buyers.

### **1.2.4 Buyer Eligibility Requirements**



NCORR wants to ensure that participating buyers are successful homeowners. The program should target households who are ready for homeownership and provide sufficient assistance to make the home affordable (i.e., the program shall assist mortgage-ready, income-eligible homebuyers). To ensure the program is targeting households prepared for homeownership, participating buyers are required to attend and complete a pre-purchase homebuyer counseling class provided by a HUD-approved counseling agency. At the same time, buyers should only be provided with the assistance they “need” so that the program can serve as many households as possible. NCORR seeks to ensure that assisted buyers are informed consumers and avoid the use of risky lending products.

The following specific eligibility criteria must be met:

1. Applicants must meet the HUD CDBG National Objective: Low- and Moderate-Income (LMI)(80% of AMI).
2. Applicants must attend and complete a HUD certified homebuyer education course. The Homebuyer Education Certificate of Completion must have been issued in the last twelve (12) months.
3. Applicants must agree to occupy the newly constructed home as their primary residence.
4. Applicants must obtain a fixed-rate mortgage loan for, at a minimum, the length of the Affordability Period before assistance from the Program is awarded.
5. Applicants must adhere to Duplication of Benefits (DOB) compliance

Subrecipients should ensure Program eligible Homebuyers/Applicants must comply with the following requirements after assistance is awarded:

1. Homebuyers/Applicants must maintain principal residency in the assisted property throughout the length of the Affordability Period. Cash-out refinancing, home equity loans, or any loans utilizing the assisted property as collateral must be approved during the Affordability Period. A violation of this requirement will activate the loan repayment terms.
2. Homebuyers/applicants must agree to the Affordability Period and lien requirements of the forgivable loan.
  - The lien on the property will be removed upon completion of the terms and conditions of all documents related to the program and completion of the Affordability Period.
  - Forgiveness of the loan will occur annually during the Affordability Period with 100% of the loan being forgiven and the lien satisfied at the termination of the Affordability Period.
  - Should Homebuyers sell or otherwise convey their ownership interest in the property during the Affordability Period, the remaining prorated amount of assistance will become immediately due and payable and the Subrecipient, representing NCORR, will enforce recapture provisions through a lien.
3. Homebuyers/Applicants must maintain homeowner’s insurance for

the property during the length of the Affordability Period.

### **1.2.5 Death of Homebuyer participant(s)**

If the Homebuyer becomes deceased during the Affordability Period, an heir may assume the remaining lien and Affordability Period. The heir must meet all eligibility requirements and will be processed for assistance in the same manner as all other Homebuyer/Applicants. After assistance is awarded, the heir will complete all required documentation and must comply with all Program requirements, including to maintain principal residency in the Program home throughout the length of the Affordability Period.

If no heirs are identified within the 6 months after Homebuyer's death, the Subrecipient will have right of first refusal to absorb the property and utilize it for uses eligible under the terms of the CDBG-DR funds.

### **1.2.6 Homebuyer Household Income**

To qualify to purchase an assisted home and receive Homebuyer Assistance, individual applicants must have a gross household income of at least 40% and no more than 80% AMI. HUD publishes income limits, adjusted for household size, for the CDBG program annually. Homebuyer income eligibility is determined using the "IRS 1040" method of determining income.

### **1.2.7 Homebuyer Education**

All adult household members who hold title and/or are party to the senior mortgage must complete pre-purchase homebuyer education provided by a HUD-certified counselor employed by a HUD-certified housing counseling agency within the twelve (12) months prior to receiving Homebuyer Assistance.



## Appendix 2. Rental Housing Development

The Program intends to provide financing, including gap or primary financing, for affordable multifamily rental housing, particularly projects sponsored by nonprofits and/or public housing authorities and those serving special needs populations.

Program assisted units may only be leased to Households with an annual income that is less than 80% of the Area Median Income. The proposed Project must meet the following affordable rent requirements and tenant income limits through the duration of the affordability period. At a minimum, Maximum Affordable Rents (inclusive of all utility costs) restricted for Households with an annual income between 31% - 80% Area Median Income shall not exceed the High HOME rents as designated for the Project area. "Program assisted units" is hereby clarified to explain that proposed rental affordable housing projects are not limited to restricting ALL units within the entire project to the HUD High HOME Rents (as published by HUD annually) but instead, may identify a set-aside of no less than 51% of all rental units within the total project that will be identified as "program/CDBG-DR assisted units" that will be subject to all CDBG-DR regulations, requirements, affordability period and HUD High HOME Rent limit restrictions. As a result of this clarification, please note that NCORR will analyze the amount of CDBG-DR funding requested by the project and that the amount requested shall not exceed the cost to develop the program/CDBG-DR assisted units. Sale of a Project during the affordability period is acceptable; however, affordability periods must still be adhered to and included as a deed restriction.

### Appendix 2.1 Utility Allowances

As required by HUD regulation for affordable Rental housing projects, tenant net rent will be calculated after applying a HUD utility allowance. NCORR will utilize the most recent utility allowance standard provided by HUD (based upon location) using HUD's Utility Schedule Model (HUSM). This web-based HUD calculator can be found at:

<https://tools.huduser.gov/husm/uam.html>

### Appendix 2.2 Acquisition

Subrecipient must obtain approval from NCORR prior to new acquisition of property or accepting contributions of property for the Program by electronically submitting a property information package to NCORR that includes the following:

- a detailed rehab work write-up and cost estimate, or new construction plans, material specifications and cost estimate;
- a development description and Project Budget;
- a preliminary appraisal indicating the as-is property value; and
- a copy of the Notice of Voluntary Acquisition that will be transmitted to the seller.

New construction cost estimates may be based on the plans for one of

Developer's standard new home products, which may be substituted later with other plans with NCORR's written approval. Rehab estimates will include a 15% contingency line item, and new construction a 5% contingency line item.

## **Appendix 2.3 Rehabilitation, New Construction, and Reconstruction**

Below is a list of primary requirements for all multifamily proposals:

7. A submission of the Unit Mix of all proposed rental housing units to be developed must be received by NCORR.
8. Section 504 of the Rehabilitation Act of 1973 requires that 5% of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. An additional 2% of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with vision or hearing disabilities.
9. All projects that propose to rehabilitate, newly construct or reconstruct eight (8) or more dwelling units are subject to Davis Bacon regulations.
10. All proposed multifamily development projects must prepare and submit an adopted Tenant Selection Plan that includes:
  - Marketing plan; and
  - Tenant household income determinations/income certifications/annual re-certifications.
11. Inclusion of Operating and/or Rent Reserves are permitted within the proposed project development budget.
12. Provisions addressing who will be responsible for maintenance and appearance and maintaining rental compliance during the affordability period should be included.





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Uniform Guidance Procurement Policy

**Date:** 8/21/2023

**Memo Number:** 23-52

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As a recipient of Federal grant funds, the Town is subject to and complies with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200), commonly referred to as the Uniform Guidance.

In an effort to more clearly define the most commonly applicable provisions of the Uniform Guidance, staff recommends an attachment to the current Purchasing Policy outlining the same.

It is recommended that Council adopt the attached Uniform Guidance Procurement Policy which will be filed as an attachment to the Town's current Purchasing Policy.

### **ATTACHMENTS:**

Description	Upload Date	Type
Uniform Guidance Procurement Policy	8/15/2023	Backup Material

## **Town of Tarboro**

### **Uniform Guidance Procurement Policy**

*NOTE: For individual contracts, departments should consult their grant award documents and with their federal grantor agency to determine whether additional procurement requirements apply.*

#### **I. Purpose**

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract. To the extent that other sections of procurement policies and procedures adopted by the Town of Tarboro are more restrictive than those contained in this policy, local policies and procedures shall be followed.

#### **II. Policy**

- A. **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200.326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The Town of Tarboro will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the Town of Tarboro have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- C. **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the



provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

- F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

### III. General Procurement Standards and Procedures:

The Requesting Department with assistance from the Finance Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Finance Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. **Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express

written permission of the federal agency or state pass-through agency that awarded the funds.

- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.
- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation.** Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate.** For all procurements costing \$250,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder’s list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.



- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for “or equal” products, or other unnecessary requirements that have the effect of restricting competition.
- O. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

#### **IV. Specific Procurement Procedures**

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
  2. To the extent practicable, purchases must be distributed among qualified suppliers.
  3. Contract must be in writing; this could be in the form of a purchase order.
- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
  3. Cost or price analysis is not required prior to soliciting bids.
  4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
  5. Award the contract to the lowest responsive, responsible bidder.
- C. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Cost or price analysis is required prior to soliciting bids.

2. Complete specifications or purchase description must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

**D. Service Contracts** (except for A/E professional services) **costing \$250,000 and above** may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

**E. Construction and repair contracts costing less than \$10,000** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.
3. Contract must be in writing; this could be in the form of a purchase order.



**F. Construction and repair contracts costing \$10,000 up to \$250,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

**G. Construction and repair contracts costing \$250,000 up to \$500,000** shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

**H. Construction and repair contracts costing \$500,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.

3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for "sound documented reasons."

**I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:**

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

**J. Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31) as follows:**

1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.



6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

**K. Contracts for Architectural and Engineering Services costing \$250,000 or more** shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:

1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

**V. Exceptions**

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to

public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.

- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.