#### PROPOSED AGENDA ENVIRONMENTAL ADVISORY COMMISSION FEBRUARY 2, 2012 5:30 P.M. PUBLIC WORKS DEPARTMENT CONFERENCE ROOM 1500 BEATTY STREET

- 1. Call to Order
- 2. Roll Call
- 3. Additions/Deletions to the Agenda
- 4. Approval of January 5, 2012 Minutes Attachment A
- 5. Public Comment Period
- 6. New Business
  - A. Announcements (5 MINS)
  - B. FROGGS Update (10 MINS)
  - C. Action Items for Plastic Waste (15 MINS)
- 7. Old Business
  - A. Goals Update from City Council presentation (15 MINS)
  - B. EAC Grant Program Presentation Decision (10 MINS)
  - C. Lighting Standards Stakeholders Group (5 MINS)
  - D. EECBG Update (5 MINS)
  - E. GCPP Update and Bylaw Review- (15 MINS) Attachment B
  - F. Small Urban Waters Grant (5 MINS)
  - G. Compact Fluorescent Recycling (5 MINS)
- 8. Other FYI
  - A. Recycling Report Attachment C
  - B. UST Report Attachment D
  - C. Redevelopment Commission Quarterly Newsletter Attachment E
- 9. Proposed Agenda Items (March 2, 2012 Meeting)
  - A. EAC Grant Program Deadline and Applications
  - B. GTV-PSA April, May, June
  - C. GCPP Update
  - D. EECBG Update
- 10. Adjournment

- J. Holley M. Lockamy W. Caldwell
- L. Williamson L. Williamson K. Holton W. Anderson H. Cox/K. Holton K. Holton W. Anderson

J. Holley



Action: For your review and approval.

#### DRAFT OF MINUTES PROPOSED FOR ADOPTION BY THE ENVIRONMENTAL ADVISORY COMMISSION January 5, 2012

#### 1. CALL TO ORDER

Members of the Environmental Advisory Commission met on the above date at 5:30 p.m. in the Conference Room of the Public Works Facility. Ms. Laura Williamson, Chairperson, called the meeting to order and welcomed members and guests. The following attended the meeting:

#### 2. ROLL CALL

#### **MEMBERS:**

Mr. Jay Holley Mr. Owen Burney Mr. Hugh Cox Mr. Scott Anderson Mr. Wayne Caldwell Mr. Tim Kelley Ms. Laura Williamson

# **OTHERS PRESENT:**

Mr. Kinsey Holton, City of Greenville Ms. Amanda Braddy, City of Greenville Mr. Kevin Heifferon, City of Greenville Mr. Dave Barham, Citizen of Greenville Mr. Wes Anderson, City of Greenville Ms. Lisa Kirby, City of Greenville Mr. Niki Jones, City of Greenville

# 3. ADDITIONS/DELETIONS TO THE AGENDA

Mr. Holton requested three items to be added to the agenda as follows: 1) Third Street diesel spill/dumping; 2) Potential Urban Water Small Grant RFP; and 3) Lighting Standards Stakeholder Group.

#### 4. APPROVAL OF DECEMBER 5, 2011 MINUTES

Mr. Holley requested information regarding the Town Creek be corrected to reflect the level of contaminates meet current standards instead of levels of surface waters. A motion was made by Mr. Cox to accept the minutes as amended. The motion was seconded by Mr. Burney and passed unanimously.

#### 5. PUBLIC COMMENT PERIOD

There were no public comments.

#### 6. NEW BUSINESS

#### A. Elections

Mr. Caldwell made a motion to nominate Mr. Jay Holley as Chairperson. Mr. Cox seconded the motion. Mr. Holley accepted the nomination. The motion to elect Mr. Holley as Chairperson passed unanimously.

Mr. Cox made a motion to nominate Mr. Scott Anderson as Vice-Chairperson. Mr. Holley seconded the motion. Mr. Scott Anderson accepted the nomination. The motion to elect Mr. Scott Anderson as Vice-Chairperson passed unanimously.

#### **B.** Announcements

- Ms. Williamson announced a Solar House Decathlon would be held on January 10, 2012 at 6:00pm. Mr. Cox added that GCPP would meet after the presentation at the Technology Systems Conference Room.
- Ms. Kirby informed the group that on Wednesday, December 28, 2011, the City of Greenville was notified there was a smell of diesel fuel at Town Commons. Fire/Rescue crews were dispatched to the scene to secure issues regarding the potential of fire. Inspectors for the City traced the spill to an outfall at First Street Place Apartments and traced the spill up the system to a catch basin at Third Street. The National Response Center with EPA was notified and representatives were dispatched from Region Four to assist with clean up efforts. The total amount of contaminated fluid was estimated at 700 gallons including fuel and water with approximately 500 being estimated as fuel.

Ms. Kirby also informed the group of a suspected dump on Allen Road. An individual was noticed dumping a heating tank on private property. When confronted, the individual claimed to be dumping water from the tank; however there was residual damage from contaminated fluid. Due to the dump location being outside of the City limits, no action can be taken by the City; however, NCDENR is investigating this and will take necessary actions.

Ms. Kirby also reported the information on the spill and actions being taken will be posted on the EPA's website and this information will be forwarded to EAC members.

- Ms. Williamson stated there was a petition being circulated regarding the opposition of the Martin Marietta Mine in Beaufort County due to the lack of investigation of the effects of the mine to the environment in that area. Mr. Caldwell commented that he researched an article on the mine in the Beaufort Observer and found that no permits have been issued were for test digging of wells. Mr. Kelley interjected he felt the petition was to oppose the circumvention of the legal requirements of permitting. Mr. Holley added that he felt EAC should not be addressing this issue as a group due to the plant not affecting the City of Greenville or its water supply. Ms. Williamson agreed with Mr. Holley; however, encouraged individuals to sign the petition if they felt led to do so.
- Ms. Williamson stated the City Clerk's office received a call regarding the recycling of compact fluorescents. Ms. Williamson asked if anyone was aware of a place to recycle these and Mr. Wes Anderson responded City staff was researching the matter.

# C. Community Tree Day Event

Mr. Kevin Heifferon presented the group with a flyer on Community Tree Day event. The event will be held on Saturday, February 11, 2012 from 9am to 12pm beginning at the Moyewood Cultural and Recreation Center. The goal is to plant approximately 75 trees in the Moyewood area. Mr. Heifferon also presented the group with information on a Public Meeting for Tree Preservation on Tuesday, January 10, 2012 from 6pm to 8pm at Sheppard Memorial Library. Mr. Heifferon explained in 2007, a tree preservation ordinance was placed into effect. In November 2010, City Council directed City staff to revisit tree preservation ordinance of the City of Greenville. A tree preservation discussion group was established and has been meeting monthly since March 2011 and has developed recommendations to revise the current ordinance. The meeting being held on January 10, 2012, will allow the public to give input on the recommendations being made and all input will be reported to City Council. Mr. Heifferon stated he anticipates all input will be presented to City Council in August 2012.

#### D. Redevelopment Commission Update

Mr. Niki Jones was present to give an update on Redevelopment Commission projects. He informed the group on the following projects:

- Small Business Incubator Project This project is the development of a business incubator in West Greenville which would support the creation and development of small, creative businesses in diverse industries by providing office space/amenities and technical assistance to fledgling companies and entrepreneurs. The feasibility study is scheduled to be completed in April/May 2012. A steering committee has been established and is tasked with building the incubator if the feasibility study is favorable.
- West Fifth Streetscape Phase II The Redevelopment Commission and Greenville City Council have selected a segment of West Fifth Street running from Cadillac Street to Tyson Street, as a second phase of streetscape design and construction in West Greenville. A key feature of this project will be the realignment of West 14th Street and Tyson Street at their intersection with West Fifth Street. A public input meeting is scheduled for February 13, 2012 at the Intergenerational Center.
- Merchant's Alley Merchant's Alley is a pedestrian corridor mid-block between West Fifth and West Fourth Streets in Greenville's Central Business District. During the past decade, the walking surface of the alley has been in a state of near constant disrepair, as improvement projects to adjoining buildings have required cuts to the surface in order to install and/or repair underground utilities. Recent lighting studies completed by the City of Greenville and Greenville Utilities staff have also highlighted a need for updated lighting in the alley. Through a design contract authorized during the 2010 - 2011 fiscal year, the Redevelopment Commission will prepare construction plans that will lead to the installation of a removable paver system in the alley, as well as installation of appropriate lighting and limited ornamental vegetation.
- Uptown Theater Revitalization This project is the revitalization of the theater located on Fifth Street. Current renovations include the fly-away and protecting the exterior and interior from water damage created by leaks. A fund raising campaign has also begun.

- Wayfinding Project Greenville's wayfinding sign system is designed to direct motorists, cyclists, and pedestrians to and from a variety of destinations within the City of Greenville. Additionally, the system is intended to raise the City's visual profile through the use of a unified sign system that incorporates the City's adopted color schemes. The system is made up of a total of 162 signs including vehicular directional, parking, and pedestrian signs. To date, 85 signs have been installed and the City will add signs to the system as road systems change and new destinations come on line.
- Evans Street Gateway Project This project will revitalize Evans Street from 10<sup>th</sup> Street to Reade Circle. The initial planning phase is underway and plans are to install a turn lane and bicycle lanes.

#### 7. OLD BUSINESS

#### A. Goals & Objectives

This topic was combined with the Council Presentation item as Goals were being presented to City Council at the January 9, 2012 City Council meeting.

#### **B.** Council Presentation

Ms. Williamson reviewed the PowerPoint presentation that will be given to City Council on January 9, 2012. Minor revisions were made and the final presentation will be available with the January 5, 2012 minutes.

#### C. GTV – PSA for January, February, March

Mr. Cox has presented Mr. Holton with recommendations for use on GTV. Mr. Holton will incorporate these announcements for presentation.

#### D. EECBG Update

Mr. Wes Anderson informed the group that City Council, at its January 9, 2012 meeting, will review a contract for the third party consultant. Once this contract is awarded, an Investment Grade Audit will be completed.

#### E. GCPP Update

Mr. Cox presented the group with a handout update of the December 13, 2011 meeting. This handout will be available with the January 5, 2012 minutes.

#### F. Grant Program – Update on Presentations

Ms. Williamson reported she gave a presentation to Elmhurst and Epps. The two groups may work on a project together.

Ms. Williamson also informed the group that Mr. Wes Anderson received an email from a 4H group at Wahl-Coates Elementary that was interested in applying for the grant. The issue raised from the group is the PTA group did not want to manage the administration of the funds. The group has the fiscal structure in place to manage the funds and requested EAC to allow them to apply. Ms. Williamson will contact the group and obtain more details and bring the information back to the February 2<sup>nd</sup> meeting.

# G. Lighting Standards Stakeholders Group

Mr. Holton presented the group with a letter from Scott Godefroy regarding a stakeholders group to review the draft street lighting standards for the City. The letter asked for an EAC commission member to be a representative on this group with the understanding the stakeholder group will meet each month for an estimated 6 to 9 month period. Mr. Holton asked that EAC commit to providing a member on the stakeholder group and will ask for a volunteer at the February  $2^{nd}$  meeting.

# H. Urban Water Small Grant

Mr. Holton informed the group that the Environmental Protection Agency (EPA) is soliciting proposals for a small urban waters grant to fund projects that will contribute to improved water quality in urban areas. Mr. Holton suggested this was a great opportunity for EAC and City staff to pursue such a grant to take the next step in the efforts to address the Town Creek fuel contamination issues by possibly procuring an industrial hygienist to assess the site to set the stage for potential remediation measures.

Mr. Holton asked if this was a project EAC members would be interested in assisting with technical details in writing the grant to meet the first deadline of questions being presented by January 16, 2012 and proposals being received by January 23, 2012. Ms. Williamson and Mr. Holley agreed to assist in reviewing information.

# 8. OTHER– FYI

- A. Recycling Report
- **B. UST Report**
- **9. PROPOSED AGENDA ITEMS –** The following items are proposed for the February 2, 2012 meeting:
  - A. EAC Grant Program Presentation Decision
  - B. FROGGS Update
  - C. Goals Update from City Council presentation
  - **D.** Action Items for Plastic Waste
  - E. GCPP Update
  - F. EECBG Update
  - G. Light Standards Stakeholders Group
- **10.** Adjournment There being no further business to discuss, the meeting adjourned at 7:45pm.



Action: For your review.

#### CITY OF GREENVILLE CLIMATE PROTECTION PROGRAM

# September 6, 2007

#### Introduction:

The EAC shall establish a Climate Protection Subcommittee of EAC to serve in an advisory capacity to the EAC on issues related to implementing the U.S. Mayor's Climate Protection Agreement (attached).

#### Climate Protection Subcommittee:

The EAC will appoint a subcommittee of the EAC entitled "Climate Protection Subcommittee of the EAC". The subcommittee may include up to three members of the EAC and up to six (6) non-commission members. The number of subcommittee members is at the discretion of the EAC Chair, but shall not exceed nine (9) members. All members shall be residents of the City of Greenville or within the ETJ. The subcommittee will also have representation from City Departments as requested and agreed upon. This subcommittee will serve in an advisory capacity and report to the EAC. The subcommittee chair will be appointed by the EAC Chair.

#### Responsible Organization:

The City of Greenville with assistance from the Greenville Utilities Commission will be responsible for all efforts to further the City's goals to protect the Earth's climate as described within the U.S. Mayor's Climate Protection Agreement. All related efforts and programs will be subject to the approval and funding by the City Council of Greenville.

# Staff Responsibility:

The subcommittee will meet as called by the subcommittee chair. Upon request by the EAC Chair, the Public Works Department will provide staff assistance to the subcommittee on an as needed basis. Such assistance is limited to clerical assistance in preparing meeting agendas and minutes and technical assistance upon request. The Director of Public Works will assign one person to serve as the City's Climate Protection Coordinator, who will serve as the liaison to the subcommittee.

#### Financing:

The incremental cost of secretarial and liaison assistance will be included in the Public Works budget. Funding for special programs will be provided by special request from City Council, grants or private donations.

#### Subcommittee Charge:

The Climate Protection Subcommittee is charged with assisting the EAC in an advisory capacity, in carrying out EAC's charge to advise the City Council of Greenville on issues related to the environment. Specifically, this subcommittee will focus on issues directly related to implementing the U.S. Mayor's Climate Protection Agreement.

#### MEETING NOTICE Requirements of the Open Meetings Law

General Rule: Public notice is required of official meetings of public bodies.

#### What is a public body?

A **public body** is any elected or appointed authority, board, commission, committee, council, or other body of state or local government that meets both of the following:

(1) It has two or more members; and

(2) It exercises, or is authorized to exercise a legislative, policy making, quasi-judicial, administrative or advisory function.

Except that a public body does not include a meeting solely among the professional staff of the public body.

#### What is an official meeting?

An **official meeting** is a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means that meets both of the following:

(1) There are a majority of the members present; and

(2) The purpose is for conducting hearings, participating in deliberations, or otherwise transacting the public business of the public body.

Except that a social meeting or other informal assembly or gathering together does not constitute an official meeting unless it is held to evade the spirit and purposes of the Open Meetings Law.

#### What notice is required?

For **<u>regular meetings</u>** (a meeting at a fixed time and place established by the public body), notice is given by having a copy of the schedule on file with the City Clerk and posted on the City's website.

- Any revision of the schedule is to be filed with the City Clerk at least 7 calendar days before the first meeting held pursuant to the revised scheduled.

For **<u>special meetings</u>** ( a meeting – other than an emergency meeting or a recessed meeting – at any time or place different than the time and place listed on the schedule filed with the City Clerk), at least 48 hours before the meeting, notice of the time, place, and purpose of the meeting must be:

(1) Posted on the principal bulletin board of the public body or, if none, on the door of the public body's usual meeting room and, if the building containing the principal bulletin board or the usual meeting room is closed to the public continuously for 48 hours before the time of the meeting, posted on the door of the building or on the building in an area accessible to the public; and

- (2) Mailed, e-mailed, or delivered to each newspaper, wire service, radio station, and television station that has filed a written request for notice to the clerk or secretary of the public body, or to some other person designated by the public body to receive these requests; and
- (3) Mailed, e-mailed or delivered to each person who has filed a written request for notice to the clerk or secretary of the public body, or to some other person designated by the public body to receive these requests; and
- (4) Posted on the City's website before the scheduled time of the meeting (not subject to 48 hour rule).

For <u>emergency meetings</u> (a meeting called because of generally unexpected circumstances which require immediate consideration by the public body), notice of the time, place, and purpose of the meeting is to be given to each local newspaper, wire service, radio station and television station that has filed a written request for emergency notice with the clerk or secretary of the public body or with some other person designated by the public body. The notice is to be:

(1) Given by e-mail, telephone, or the same method that the members of the public body are given notice; and

(2) Given immediately after notice is given to members of the public body.

For <u>recessed meetings</u> (a meeting when a public body recesses one meeting to be resumed later), notice of the time and place of the recessed meeting is to be:

- (1) Given by the approved motion of the public body during open session which recesses the meeting; and
- (2) Posted on the City's website before the scheduled time of the meeting.

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#### SAMPLE NOTICE OF SPECIAL MEETING

NOTICE is hereby given that a Special Meeting of the Planning and Zoning Commission of the City of Greenville will be held on \_\_\_\_\_\_, \_\_\_\_\_, 2010, at 5:30 p.m. in Council Chambers of City Hall, 200 West Fifth Street, Greenville, North Carolina, for the purposes of discussing an ordinance, requested by the Planning and Community Development Department, to amend the Subdivision Regulations to include revised recreation and open space dedication standards and requirements applicable at the time of residential subdivision and/or individual site development.



Action: For your information.







\* Increase in Diversion Rate due to Vegetation from Hurricane Irene



Action: For your information.

# SUMMARY TABLE OF UST REPORTS

DATE	PROPERTY OWNER	ADDRESS	COMPANY/ AGENCY	COMMENTS
01/05/12	Robert Browning	Browning Property (Robert) 113 Cheshire Dr. Greenville, NC	NCDENR	Soil & Groundwater Contamination Notice of No Further Action Risk-based Assessment and Corrective Action for Petroleum UST
01/05/12	Martha Stokes	Stokes Property (Martha) 1812 Battle Avenue Greenville, NC	NCDENR	Soil & Groundwater Contamination Notice of No Further Action Risk-based Assessment and Corrective Action for Petroleum UST
01/05/12	Edwards Communities Development Company	The Province @ ECU 504 Boxelder Way Greenville, NC	NCDENR	Soil & Groundwater Contamination Notice of No Further Action Risk-based Assessment and Corrective Action for Petroleum UST
01/05/12	Edwards Communities Development Company	The Province @ ECU 508 E. 12th St. Greenville, NC	NCDENR	Soil & Groundwater Contamination Notice of No Further Action Risk-based Assessment and Corrective Action for Petroleum UST
01/09/12	Seth Laughlin	Laughlin Residence (Seth) 1403 North Overlook Dr. Greenville, NC	NCDENR	Soil & Groundwater Contamination Notice of No Further Action Risk-based Assessment and Corrective Action for Petroleum UST
01/18/12	Ms. Sandra E. Harrison	Hofmeister Property 117 N. Summit St. Greenville, NC	NCDENR	Groundwater Contamination Notice of Regulatory Requirements Risk-based Assessment and Corrective Action for Petroleum UST
01/18/12	Columbia Development	Duck Thru #13 (Former) 601 Greenville Blvd. Greenville, NC	NCDENR	Soil & Groundwater Contamination Notice of No Further Action Risk-based Assessment and Corrective Action for Petroleum UST



Action: For your information.

# **Redevelopment Quarterly Update**

#### FY 2011-2012

#### Urban Development Division

2nd Quarter



New wayfinding kiosk located at the Five Points Plaza

# **Wayfinding Project**

Each year, thousands of visitors make their way into Greenville to shop, attend a convention, visit the City's regional medical center or to make a first college visit. In an effort to enhance those visitor experiences, as well as to aid local residents in their travels across their home town, the City's Redevelopment Commission initiated planning for construction of a *comprehensive wayfinding system*.

Greenville's wayfinding sign system is designed to direct motorists, cyclists and pedestrians to and



Redevelopment Commission of Greenville 201 West Fifth Street Greenville, NC, 27858 (252) 329-4502 www.greenvillenc.gov/urbandevelopment

#### **Mission Statement**

"To assure that Greenville, North Carolina is a better place to live, raise a family, and do business while improving the safety, security, image and economic vitality of the urban core and the neighborhoods of West Greenville." from a variety of destinations within the City. Additionally, the system is intended to raise the City's visual profile through the use of a unified sign system that incorporates the City's adopted color schemes. After several years of visioning, design and permitting, Greenville's comprehensive wayfinding project is finally under construction. The system is made up of a total of 162 signs including vehicular directional, parking and pedestrian signs.

One of the key features of the wayfinding system is its flexibility, as the system has been designed so that it can be easily altered as Greenville continues to grow and new destinations are added to the City's inventory. Current destinations within the system include City facilities such as parks and libraries, government institutions such as courthouses and office buildings, and also college campus destinations such as athletic facilities. The sign system is also intended to direct motorists to parking facilities in downtown Greenville as well as provide signs for use by pedestrians once they dismount from their vehicles. Wayfinding signs have also been developed to mark important districts within the City including "Convention", "Medical" and "Uptown".

It is expected that the initial phase of installation will be complete in early February at a cost of some \$550,000. The City will add signs to the system as road systems change and new destinations come on line.



Wayfinding contractor installing new directional signs near Greenville's Airport

# **Redevelopment Quarterly Update**

#### FY 2011- 2012

Urban Development Division

2<sup>nd</sup> Quarter



Governor Beverly Perdue visits with Appogee co-founder Kristie Esposito in Uptown Greenville

# Governor Perdue Visits Uptown Small Business Plan Competition Winners

On Tuesday, December 13, Governor Beverly Perdue stopped in Uptown Greenville to visit with winners of the City's Small Business Plan Competition. With the state unemployment rate still above the national average, Perdue's visit was part of her state-wide push for greater emphasis on small business. During her visit Perdue remarked that "The quality of our workforce will define how successful we are and also, it's really important that we continue to launch small businesses."

In late November, the City of Greenville received the Governor's Innovative Small Business Community Award to honor the success of the Small Business Plan Competition, which has helped to establish or expand 14 businesses since 2008. The SBPC provides incentives to small business owners and other entrepreneurs in the Center City and the West Greenville Redevelopment Areas. This forgivable Ioan program is part of the Redevelopment Commission's Center City/West Greenville Revitalization Plan, which establishes the goals of increasing the economic competitiveness of the revitalization areas, and repositioning the downtown as a vibrant activity center for the city and region. The Governor first visited with Appogee co-founder Kristie Esposito to discuss the success of the Apple technology and customer service business. Esposito and Governor Perdue then used an iPad and the FaceTime program to have a "virtual meeting" with fellow Appogee co-founder, Tim Hasset, who was out of town on business during the Governor's visit.

Governor Perdue then made her way across Evans Street to visit The Scullery, a newly opened café and creamery in Uptown Greenville. There Perdue greeted and congratulated owners, Matt and Erin Scully, as well as other recipients of the Small Business Plan Competition awards for their success and contribution to the revitalization of Uptown Greenville. The Scully family expressed their gratitude for the City's Small Business Plan Competition program, stating, "We would not be open if not for the grant." While serving the residents of Greenville, the Scullery also contributes to the economic sustainability of other regional small businesses by offering a variety of locally grown ingredients and products.

While speaking with members of the media at The Scullery, Governor Perdue said, "Small businesses are the backbone of North Carolina's economy. Part of being the best place to do business is providing support for the innovators, risk-takers and small business owners who create jobs." Interested entrepreneurs are encouraged to contact the City at 329-4502 for more information on the SBPC program.

#### **Merchant's Alley Project Update**

Merchant's Alley is a pedestrian corridor that runs on a north/south axis, mid-block between West Fifth and West Fourth Streets in Greenville's Central Business District. During the past decade, the walking surface of the alley has been in a state of near constant disrepair as improvement projects to adjoining buildings have required cuts to the surface in order to install and repair underground utilities. Recent lighting studies completed by the City of Greenville and Greenville Utilities staff have also highlighted a need for updated lighting in the alley.

This project will be completed in three phases, while still allowing adjacent businesses access from the alley and the Merchant's Parking lot. Construction on Merchant's Alley will begin in late January 2012, and is scheduled to be completed in early April.