



## **Agenda**

### **Greenville City Council Workshop**

**January 9, 2023**

**4:00 PM**

**City Hall Conference Room 337, 200 West Fifth Street**

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Assistive listening devices are available upon request for meetings held in the Council Chambers. If an interpreter is needed for deaf or hearing impaired citizens, please call 252-329-4422 (voice) or 252-329-4060 (TDD) no later than two business days prior to the meeting.

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**I. Call Meeting To Order**

**II. Roll Call**

**III. Approval of Agenda**

**IV. New Business**

1. Presentation on Revisions to the City's Manual of Standard Designs and Details (MSDD)
2. Enhancements to the Main Entrance of Brownhill Cemetery
3. Discussion of the American Rescue Plan Act Small Business Assistance Program

**V. Adjournment**



# City of Greenville, North Carolina

Meeting Date: 01/09/2023

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**Title of Item:** Presentation on Revisions to the City's Manual of Standard Designs and Details (MSDD)

**Explanation:** The Manual of Standard Designs and Details (MSDD) was created in 1980 and last revised in 2011. The MSDD provides standards for building infrastructure in the City of Greenville.

The Manual is maintained by the City Engineer, and the Engineering Department has been working diligently over the last several months to revise the MSDD.

Staff created a list of proposed revisions based on prior input from the engineering and development community, as well as lessons learned by City staff since the last revision. Staff then engaged a stakeholders group consisting of local developers, contractors, engineers, and City staff to discuss the proposed revisions. The stakeholders group offered comments and recommendations on revisions that City staff had proposed, as well as offered suggestions for additional revisions that were then considered by City staff and the stakeholders group. The stakeholders group met monthly during September, October, November, and December and came to a consensus on the proposed revisions. Some of the most impactful revisions include but are not limited to:

1. Deleted MSDD details which are duplicates of NCDOT details. The City will be requiring all development to be in accordance with the NCDOT Roadway Standard Drawings and the NCDOT Standard Specifications for Roads and Structures. The MSDD will contain additional details not contained within these documents and clarifications for City standards that will differ from NCDOT.
2. Revised the minimum pavement structure.
3. Revised minimum cover requirements for stormwater infrastructure.
4. Clarified record drawing requirements for new City streets.
5. Eliminated sidewalk exemptions for minor residential streets and cul-de-sacs.
6. Allowance of private streets for townhomes or apartments.

The revised MSDD will go into effect on July 1, 2023. Chapter 160 D of the North Carolina General Statutes will regulate vesting for current projects. City of Greenville Code of Ordinances Title 9 Building, Planning and Development Regulations will require revisions prior to the effective date of the revised MSDD. Staff intends to present ordinance revisions to the Planning and Zoning Commission at their February 21, 2023 meeting and to City Council at the March

9, 2023 meeting.

After adoption of the ordinance revisions, the MSDD will be available online on the City's website and by request to the Engineering Department.

**Fiscal Note:** No fiscal impact to City budgets.

**Recommendation:** No action necessary from City Council. This presentation is for informational purposes only.

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# City of Greenville, North Carolina

Meeting Date: 01/09/2023

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**Title of Item:** Enhancements to the Main Entrance of Brownhill Cemetery

**Explanation:** City Council approval is requested for signage and beautification enhancements to the main entrance of Brownhill Cemetery. Proposed improvements will make the cemetery entrance consistent with other City of Greenville cemetery entrances.

Project Explanation:

- In June 2022, Public Works staff met with staff from the City Manager's office at Brownhill Cemetery to discuss the need for a more attractive entrance sign, an improved vehicular entrance, and to make the entrance consistent with the other three City cemeteries (Cherry Hill, Greenwood, and Homestead Memorial Gardens). Public Works staff developed initial design concepts for consideration.
- In September 2022, a stakeholders committee was assembled and met to discuss entrance enhancements to the Brownhill Cemetery. The committee met to discuss the project, and staff requested feedback on proposed design concepts. The initial Brownhill Beautification Committee meeting was held on October 19, 2022 at the Public Works Department, with DeDe Carney, Jimmy Congleton, and Alton Harris in attendance. An additional meeting was held at Brownhill Cemetery several weeks later with additional attendees including members of the Historic Preservation Committee. The decision was made by the subcommittee to beautify the current main entrance off Howell Street.
- The committee and HPC support the decision to enhance the current entrance and to create a new entrance sign at the corner of Howell and Skinner Street.

**Fiscal Note:** Design and construction administration services will be funded by the City of Greenville General Fund at approximately \$75,000.

**Recommendation:** City Council hear the recommendation and provide feedback on the design of the proposed enhancements to the main entrance of Brownhill Cemetery.

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## ATTACHMENTS

 [ENHANCEMENT TO MAIN ENTRANCE BROWNHILL CEMETERY PRESENTATION](#)



# Enhancements to the Main Entrance of Brownhill Cemetery

January 9, 2023





**Brownhill Cemetery  
Main entrance**



**Cherryhill Cemetery  
Intersection of Pitt  
Street & 2nd Street**



Greenwood  
Cemetery  
main entrance



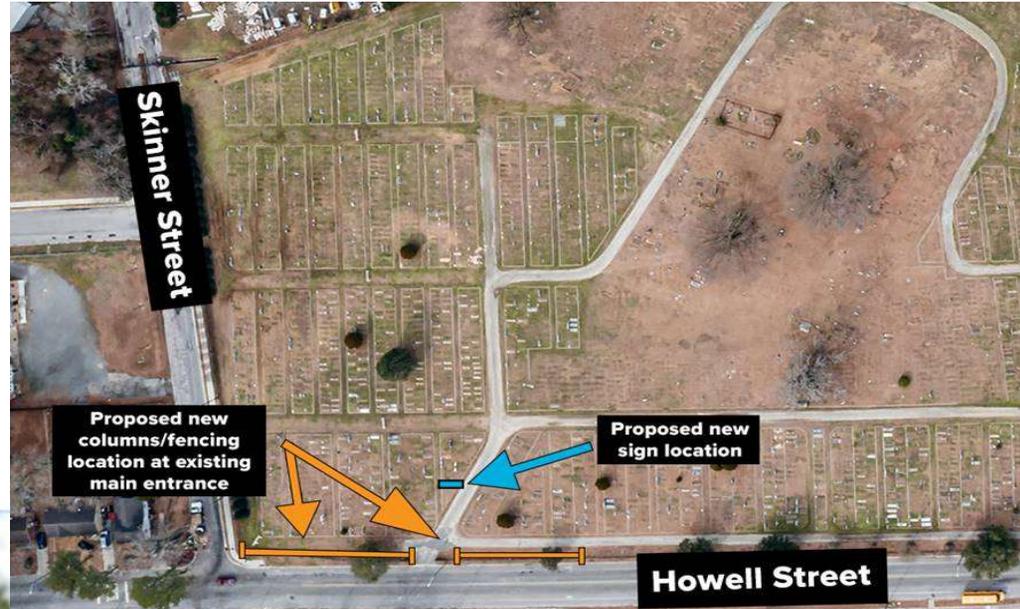
**Homestead  
main entrance  
East 10th Street**



Rendering of Proposed  
Brownhill Cemetery Entrance

*Anticipated additional rendering of  
entrance*





## Future Brown Hill Sign

# Brownhill Cemetery Beautification Project Estimate

*City of Greenville, Public Works Department*  
Spring 2023

Item	Each Cost	Quantity	Anticipated Completion	Cost
Brick Columns	\$1,700	6	April	\$10,200.00
Fencing	\$55.00/Ft.	320 Ft.	May	\$17,600.00
Sign	1		May	\$ 7,500.00
Entrance roadway	1		June	\$20,000.00
	Subtotals			\$55,300.00
	Contingency			\$10,000.00
	TOTAL			\$65,300.00



# Recommendation

- City Council to approve the funding of the project from 2022-2023 General Fund Budget





# City of Greenville, North Carolina

Meeting Date: 01/09/2023

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**Title of Item:** Discussion of the American Rescue Plan Act Small Business Assistance Program

**Explanation:** City staff is proposing a program to assist small businesses in development, growth, and continued recovery from the COVID-19 pandemic, and its negative impacts, through the use of American Rescue Plan Act (ARPA) funding. Through this program, the City will award funding to small businesses for the completion of approved projects and/or programs that benefit the public. Small businesses that fulfill the overriding goals and meet program requirements may be eligible to receive assistance up to \$50,000.

Eligible small businesses must be physically located within the corporate City limits of the City of Greenville and within a qualified census tract as identified by the US Department of Housing and Urban Development.

**Fiscal Note:** The proposed allocation to fund the program is \$400,000. Each eligible small business may receive an award of up to \$50,000.

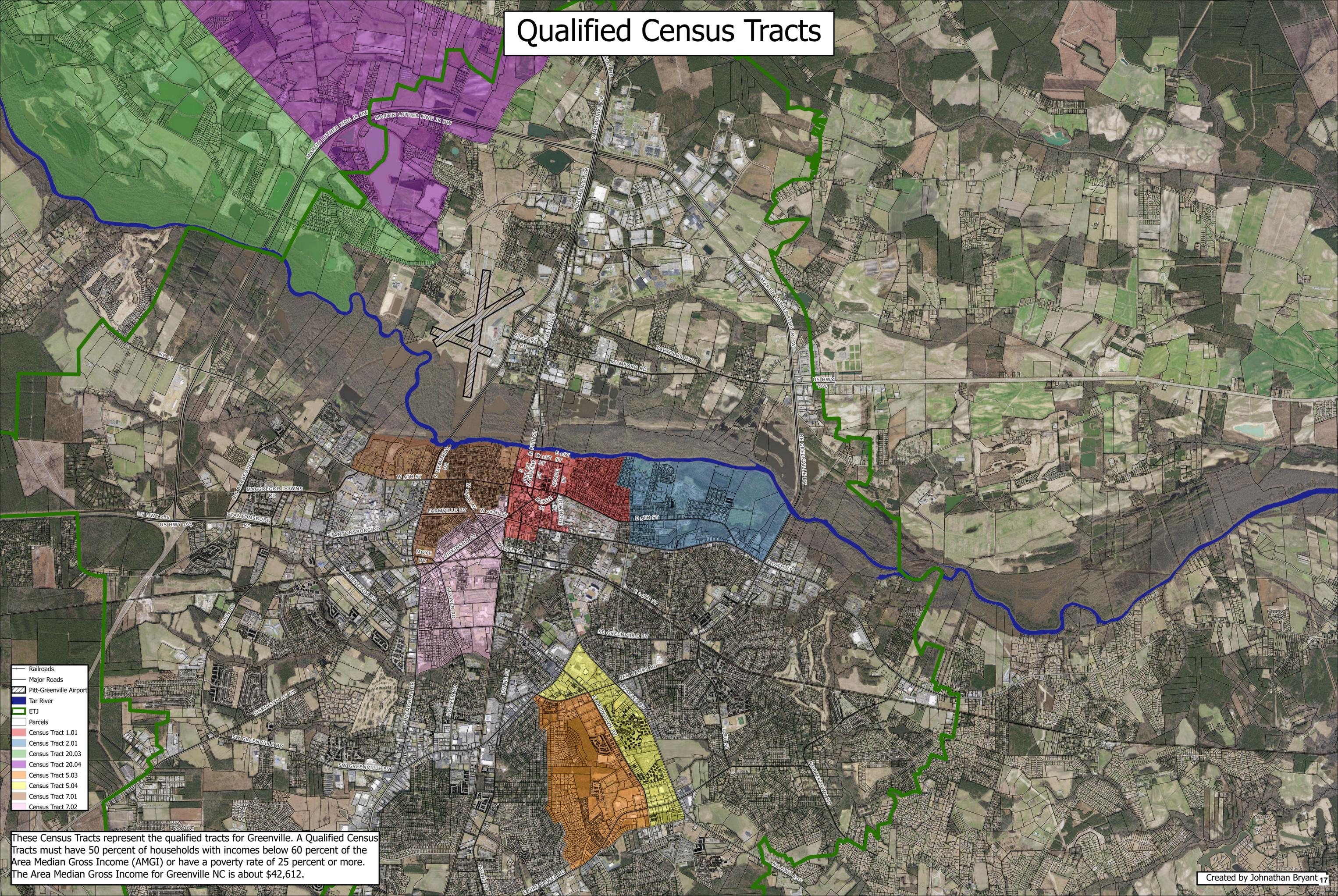
**Recommendation:** This item is for discussion. No formal recommendation is being proposed.

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## ATTACHMENTS

 [QCT.pdf](#)

# Qualified Census Tracts



- Railroads
- Major Roads
- ▨ Pitt-Greenville Airport
- Tar River
- ETJ
- ▭ Parcels
- ▭ Census Tract 1.01
- ▭ Census Tract 2.01
- ▭ Census Tract 20.03
- ▭ Census Tract 20.04
- ▭ Census Tract 5.03
- ▭ Census Tract 5.04
- ▭ Census Tract 7.01
- ▭ Census Tract 7.02

These Census Tracts represent the qualified tracts for Greenville. A Qualified Census Tracts must have 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or have a poverty rate of 25 percent or more. The Area Median Gross Income for Greenville NC is about \$42,612.